

# Jefferson County Library District

## Operating Policies



Revised March 2023  
Revised September 2020  
Revised October 2022  
Reviewed December 2022

## Contents

|  |    |
|--|----|
| Goals Statement .....  | 4  |
| Library Use .....  | 4  |
| Library Services .....   | 4  |
| Cooperation with Other Libraries .....                               | 5  |
| Circulation Policy .....   | 6  |
| Library Cards .....  | 6  |
| Customer Responsibility .....  | 6  |
| Loan Periods .....   | 6  |
| Interlibrary Loan Policy .....                                       | 7  |
| Fees.....  | 7  |
| Eligibility.....   | 7  |
| Library Privacy and Confidentiality Policy .....                     | 8  |
| Access by Users.....   | 8  |
| Data Integrity and Security .....                                    | 8  |
| Parental Access to Circulation Records.....                          | 9  |
| Rules of Behavior .....  | 10 |
| Library Safety and Respect Policy.....                               | 10 |
| Library Spaces and Resources Policy.....                             | 10 |
| Enforcement of Rules of Conduct .....                                | 11 |
| Materials Selection Policy .....                                     | 12 |
| Reconsideration of Library Materials Policy.....                     | 15 |
| Guiding Principles .....   | 15 |
| Donation Policy .....  | 17 |
| AV Materials, Books, and Other Items Valued at less than \$100 ..... | 17 |
| Cash Donations .....   | 17 |
| Donations of Art.....  | 17 |
| Other Donations .....  | 18 |
| Use of Library Materials Policy.....                                 | 19 |
| Computer Use and Internet Access Policy .....                        | 20 |
| Bulletin Board and Information Distribution Policy .....             | 21 |
| Limitations .....  | 21 |
| Security Camera Policy.....  | 22 |

|   |                                     |
|---|-------------------------------------|
| Public Meeting Room Policy .....                  | 23                                  |
| Film Center Use Policy .....                      | 24                                  |
| Public Relations Policy .....                     | 25                                  |
| Computer Replacement Policy.....                  | 26                                  |
| General Policy .....                              | 26                                  |
| Staff Purchasing .....                            | 26                                  |
| Laptop Policy.....                                | 26                                  |
| Laptop Security .....                             | 26                                  |
| Vehicle and Transportation Policy .....           | 27                                  |
| Volunteer Policy.....                             | <b>Error! Bookmark not defined.</b> |
| Volunteer Application and Interview Required..... | <b>Error! Bookmark not defined.</b> |
| Background Check.....                             | <b>Error! Bookmark not defined.</b> |
| Public Records Policy .....                       | 29                                  |
| Specificity of Request.....                       | 29                                  |
| Access .....                                      | 29                                  |
| Technology Kit Borrowing Policy.....              | 30                                  |
| Terms of Use .....                                | 30                                  |
| Program Policy .....                              | 31                                  |
| Whisper Room Acceptable Use Policy.....           | 32                                  |
| Whisper Room Acceptable Use Policy.....           | 32                                  |

# Jefferson County Library District

## Goals Statement

---

*Approved: September 2020*

The role of the Jefferson County Library District is to serve the people as a community information center and as a lifelong learning center. In continuous improvement, the Library will be a source of informational, educational, recreational, and cultural materials in various formats, organized in a useful manner, and conveyed through various methods. The Library will make these materials readily available in ways most appropriate to the community.

The general library goals of the Jefferson County Library District shall be:

1. To link people to the information they seek, in various formats conveyed through various methods, in a process of continuous improvement.
2. To serve the community as a center of reliable information.
3. To provide a place where the community may encounter original, sometimes unorthodox, and critical ideas.
4. To support the educational, civic, and cultural activities of the community.
5. To provide opportunities and encouragement for people to educate themselves.
6. To continually identify community needs, to provide programs and services to meet such needs, and cooperate with other organizations, agencies, and institutions providing such programs or services.
7. To provide an opportunity for recreation through the use of library materials.

- **Library Use**

The Library shall serve all residents of the community without discrimination. Persons residing outside of Jefferson County and outside service areas are required to pay a non-resident fee to obtain a library card. The use of the Library or its services shall be limited when excessive demands for staff time, available materials or work stations, or space would tend to curtail service to other individuals or groups.

The Jefferson County Library District has established rules of behavior to promote a safe, healthy, accessible environment. The use of the Library or its services may be denied for due cause. Such causes may be the failure to return library materials or pay penalties, destroy library property, disturbance of other library users, violations of the Rules of Behavior, or any other objectionable conduct on library premises. The Library may withdraw permission for a person to re-enter its facility if the person continues to violate the rules of behavior.

- **Library Services**

The Library will select from the totality of available materials and information and organize for easy access those books, materials, and electronic information that best meet the community's needs and according to the Library Materials Selection Policy. The library staff will provide guidance and assistance for people to obtain the information they seek. The Library will initiate programs, exhibits, book lists, and other activities to stimulate the use of library materials for people of all ages. The Library will cooperate with other libraries, community agencies, and organizations within constraints of funding. The public Library will cooperate with but cannot perform the functions of school or other institutional libraries which are designed to meet curricular needs. Library services will be provided during the hours that best meet the community's needs within constraints of funding.

- Cooperation with Other Libraries

The Board of Directors recognizes that no single library can meet all demands in the community. Libraries working together, sharing their services and resources, can better serve their users.

## Jefferson County Library District Circulation Policy

---

*Approved: September 2020*

Individuals owning property or living within the boundaries of the Jefferson County Library District, Crook, or Deschutes counties shall have library services. They may register as library customers at their respective Library. Residents of neighboring communities without reciprocal agreements with the District must purchase a JCLD library card. Residents of Crooked River Ranch who live in Jefferson County but not inside the 509J School District are required to purchase a JCLD library card.

- **Library Cards**

Library cards may be issued to adults, juveniles, temporary residents, and library outreach customers. Library cards for temporary residents are available for a fee for one-or-three months. Library cards for outreach customers are valid for one year and renewable each year.

*Register for a Library Card.* To register for a library card, customers must provide evidence of a current county address, telephone number (if any), date of birth, and email (if any). S/he must present documentation that links the customer's name to his/her current street address. Parents or legal guardians are responsible for their children's accounts under the age of 18 and must sign an application before a library card is issued in a child's name. The adult in whose name the library card is issued shall be responsible and liable for all fines, material replacement costs, or fees assessed against the said card.

The following statement will be printed on the application:

*By registering for a library card, I agree to follow the Jefferson County Library District rules and pay all costs and service charges for materials lost or damaged. I understand that failure to follow library rules may result in suspending my library privilege and referral to a collection agency. Library rules and library materials are governed and protected by state law. I will be charged an additional recovery fee if I am referred to a collection agency.*

- **Customer Responsibility**

The customer is responsible for all use of the patron's library card. If a library card is lost or stolen, the library customer is responsible for all items charged to it until the loss is reported. Replacement cards are subject to a replacement fee. Each library customer is responsible for informing the library of his/her current address. Parents or guardians are responsible for their minor-aged co-signers' card. The library reserves the right to suspend borrowing privileges if an account is in arrears.

- **Loan Periods**

The loan periods for library materials shall follow practices necessary for maximum public use and standard library practices.

# Jefferson County Library District

## Interlibrary Loan Policy

---

*Approved: September 2020*

The library endorses the principles relating to interlibrary loans included in the Oregon Library Resource Sharing Policy, the [ALA Interlibrary Loan Code](#), the US Copyright Law, the US Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, and federal and state laws governing the confidentiality of records. The Jefferson County Library District obtains information on research and other topics using local and global resources. Some items may be obtained from other libraries as Interlibrary Loans. An Interlibrary Loan is an item borrowed from another library system. Items loaned between libraries that share the JCLD catalog and courier systems are not Interlibrary Loans.

This policy aims to establish criteria that will determine when the interlibrary loan system will be used to provide information and establish applicable fines and fees.

The JCLD will request items from other libraries upon request as follows, and any item may be borrowed with the following exceptions:

1. Items may not be requested within 12 months of publication.
2. Items owned by JCLD or one of the partner libraries may not be requested as an interlibrary loan unless they are billed or missing.
3. JCLD may choose to purchase rather than interlibrary loan a requested item when it meets JCLD materials selection criteria, and additional demand is anticipated.
4. JCLD will not request feature films or television series via interlibrary loan.
5. Each eligible cardholder is limited to no more than five active interlibrary loan items (requests pending and checked out) per month. Additional interlibrary loans may be requested at a charge of \$5.00 per interlibrary loan.
6. JCLD reserves the right to deny interlibrary loan requests by a customer if it determines that the patron abuses the District interlibrary loan policies.

- Fees

The requesting cardholder will be advised of any fees charged by the lending library and must agree to pay such pass-through fees, or the request will not be processed. The requesting cardholder will be charged for any late fees and damaged or lost fees. The requesting cardholder will be charged \$5.00 per item if it is not picked up or is canceled after the request is made. The lending libraries determine loan period length. Renewal requests may be permitted; however, individual lending libraries grant such requests. Renewal requests must be made before the due date or be subject to late fees.

- Eligibility

Jefferson County Library District residents with a current JCLD library card are eligible for this service. Non-residents who have a current, purchased out-of-district JCLD library card are eligible for this service. Cardholders who have accumulated fees over District limits do not qualify for this service. Non-residents who have JCLD borrowing privileges through a reciprocal borrowing agreement with a neighboring library are not eligible for Interlibrary Loan services at JCLD but may obtain such services from the library serving their geographical area.

# Jefferson County Library District

## Library Privacy and Confidentiality Policy

---

Approved: September 2020

It is the policy of the Jefferson County Library District (JCLD) to protect the privacy of any library customer who uses the library. The library shall not yield any information about the library's customers or their reading to individuals or any private or public agency, local, state, or federal, without an order from a court of competent jurisdiction. This commitment complies with state and federal rules and is consistent with the [American Library Association's Code of Ethics](#).

Oregon Revised Statute 192.502 (23) exempts disclosure under open records law. The library will regard the disclosure of any library record, the primary purpose of which is to maintain control of library materials or gain access to information that discloses or could be used to reveal a library user's identity, as an invasion of privacy. Information gathered about library customers shall be limited to what is necessary to retrieve borrowed materials. Information concerning outstanding charges or unreturned overdue library materials checked out by individuals may be divulged or made public by the library in seeking to recover such materials.

Illegal activity is not protected. Staff is authorized to take immediate action to protect the security of library users and staff, facilities, computers, and the network. This includes local law enforcement and providing information that may identify the violators.

After conferring with the Board of Directors and legal counsel, only the Director or designee is authorized to accept or comply with subpoenas, warrants, court orders, or other investigatory documents directed to the library or pertaining to library property.

- Access by Users

Users have the right to access their personally identifiable information (PII). The library can provide users with the PII gathered, such as name, address, telephone number, email address, and listing of items overdue, lost, or damaged. Users must present a valid state or federal photo ID before a request is fulfilled.

- Data Integrity and Security

*Data Integrity.* Whenever personally identifiable information is collected, the library takes reasonable steps to ensure its integrity, including using only reputable sources of data, providing library users access to their data, updating information as library card accounts are renewed, destroying untimely data, or converting it to an anonymous form, and stripping personal information from aggregated, summary data.

*Shared Data.* Patron records are shared within the Tri-County libraries. The JCLD ensures that timely corrections and deletions of data are made on a routine basis. Library PINs are initially set by the library system and can be changed by request at the Library's Circulation Desk.

*Security.* Security measures are integrated into the library's operating environment's day-to-day practices as part of its continuing commitment to risk management. Library staff may access personal data stored in the library's computer system only as necessary to fulfill library functions. Staff are prohibited from disclosing personal data to any other party unless required to complete a service request. The library does not sell, lease, or give users' personal information to companies, governmental agencies, or individuals except as required by law or with a user's authorization.



*Administrative Measures.* Library staff is trained in privacy and confidentiality so that those individuals with access do not utilize the data for unauthorized purposes. The library staff routinely shreds PII collected on paper if transactions are complete.

*Electronic Tracking.* The library does not collect personally identifiable information by users' logins or email, web browsing, cookies, or other usages. All Library computers have the software installed that cleans any PII when turned off.

*Data Retention.* The library avoids creating unnecessary records and retains records in conformance with applicable records retention regulations. Library staff does not have information on previous checkouts unless an item was lost or damaged, and then that information stays on until the account is paid. Patron requests for Interlibrary loans are retained until the item has been filled, and then the email or form is deleted. Reference requests are deleted as completed.

*Enforcement and Redress.* Redress is available for library users who feel their privacy and confidentiality rights have been violated. A patron must present the Director or designee with a written complaint and their contact information. The customer must present a valid state or federal photo ID at the time. The Director or designee will investigate and provide a written response within one week, letting the customer know whether the violation occurred and possible redress. If a violation did occur, the Director will review policies and procedures within 8 hours and adjust or correct them. The Director or designee will investigate and provide a written response within one week, letting the customer know whether the violation occurred and possible redress. If a violation did occur, the Director will review policies and procedures within 8 hours and adjust or correct procedures to close the gap and avoid future breaches.

- Parental Access to Circulation Records.

The library recognizes that, to some extent, parents should have access to their children's circulation records. However, it also acknowledges that children have rights and should be entitled to some privacy level. This policy is an attempt to balance the needs of both parents and children.

Circulation records are records of what has been checked out on a particular library card. The library does not keep any circulation records beyond what is currently checked out on the card and any unpaid fines. Once items have been checked back into the library or fines have been paid, the patron's record is cleared. There is no way to review past circulation records of a particular patron.

To get a library card, children under the age of 17 must have a parent or guardian co-sign the application form. As co-signers, parents are then responsible for any late fees or lost books. For this reason, parents and guardians whose signatures appear on a child's library card application shall have ready and immediate access to the circulation records of their children.

Children 17 years of age or older may obtain a library card without a parent's signature, and they are responsible for any late fees or lost books. Circulation records of persons 17 years of age or older follow the same confidentiality as adults. These records are protected.

# Jefferson County Library District

## Rules of Behavior

---

*Approved: September 2020*

The Jefferson County Library District is committed to being a safe, clean, and pleasant place for reading, learning, and other library activities. Visitors must comply with the following Rules of Behavior.

- Library Safety and Respect Policy

The following activities are prohibited:

1. Engaging in activities that may result in intimidation, injury, or harm to library customers or employees.
2. Engaging in disruptive or unsafe behavior, including interfering with library employees in the performance of their duties, obstructing, harassing, offending, annoying, or intimidating others, or entering non-public areas without authorization.
3. Engaging in activities or behavior that damage library property, including vandalizing restrooms or making any attempts to damage computer equipment or alter software configurations.
4. Engaging in sexual misconduct such as indecent exposure or touching, annoying, harassing, or offending another person, or touching which constitutes assault, battery, or sexual battery. Viewing or printing illegal materials such as child pornography.
5. Bringing weapons of any kind onto library property.
6. Smoking of any type or using tobacco products, vapor, or e-cigarette products in the library or on library property.
7. Creating unnecessary noise, including cell phones, pagers, headphones, and other communication, audio, and electronic devices that disturb other patrons or staff.
8. Using loud, abusive, threatening, or profane language.
9. Staring at or following a patron or staff in a manner that can reasonably be expected to disturb him, her, or them.
10. Refusing to leave library premises at closing time or trespassing at any time.
11. Engaging in any activity prohibited by law.

- Library Spaces and Resources Policy

The following activities are prohibited:

12. Eating, drinking, or displaying open food or liquid containers without a library staff member's consent, except water in resealable liquid containers.
13. Sleeping in the Library.
14. Using library restrooms or water fountains for bathing, shaving, or washing clothing. Loitering in the restrooms.
15. Entering the Library with hygiene conditions, including, but not limited to, clothing odor, body odor, insects or pests, or with unsanitary belongings that interfere with the use and enjoyment of the library by other library patrons or with the functioning of library staff, or wearing or spraying highly scented products such as perfumes or air fresheners.
16. Entering the Library without wearing shoes and garments that cover the upper and lower torso of their bodies. Patrons may not remove shoes or garments covering their upper and lower torsos while in the library.

17. Monopolizing library space, furniture, electrical outlets, or equipment to the exclusion of other patrons or staff. Obstructing aisles, doorways, or stairs, or placing feet on tables or chairs.
18. Panhandling, soliciting, distributing, or selling merchandise, or conducting other business transactions on library property without the Library Director's written permission. Petitioning outside the Library must be done following the law.
19. Bringing containers, packages, briefcases, parcels, or bundles into the library which singly or collectively exceed 24" x 14" x 12". Musical instruments are allowed but must not be played without the library building manager's consent and must not obstruct aisles or monopolize space. Items deemed unsanitary by the library building manager will not be permitted inside library buildings.
20. Bringing bicycles, shopping carts, or other large-wheeled conveyances inside library buildings. Wheelchairs, strollers, and mobility devices are only permitted if used as transportation or as a mobility device by an adult or child. Skates, skateboards, collapsible scooters, hoverboards, and other similar devices must be carried while on library property. Bicycles should be stored in designated bicycle racks.
21. Bringing any animal into library facilities, except for service animals individually trained to do work or perform tasks for an individual with a disability in compliance with ADA (Americans with Disabilities Act) regulations. Animals that are part of a library program may be allowed in library facilities with the library staff's consent.
22. Recording, photographing or filming persons in the library or on library property for commercial use or presentations without prior consent from the Jefferson County Library District.
23. Leave children under ten (10) years old or adults requiring supervision alone and unattended in the library, except for library programming, with the library staff's consent. The library is not responsible for children left unattended in the library or on the grounds of the library.
24. Adults use areas designated for children or teens, attend programs for children or teens, or use computers set for children or teens without being accompanied by a child or teen or without a need to use resources in those areas. Adults unaccompanied by a child or teen may use materials or attend programs in areas designated for children or teens at the library staff's discretion.
25. Entering or remaining in a non-public area designated as a "staff only area" reasonably identified by walls, doorways, or other means of physical restraint to access.

- Enforcement of Rules of Conduct

To preserve the peace and provide public access to library facilities, The Library reserves the right to require anyone violating these rules of conduct to leave the library immediately. The library may also suspend access to library privileges for persons who fail to follow the library's established Rules of Behavior. A person whose library privileges have been suspended may appeal the suspension. To request an administrative review of a suspension of privileges, submit the request in writing to Library Director, Jefferson County Library District, 241 SE 7<sup>th</sup> Street, Madras, Oregon 97741, or email to [library@jclld.org](mailto:library@jclld.org). This request must be made within ten (10) business days of receiving the Letter of Suspension. The written appeal will be reviewed by the Review Board, which consists of a 3-member subcommittee of the Board of Directors, within thirty (30) business days of receiving the request for an administrative review. The decision of the Review Board shall be final and not appealable. The suspension of privileges will remain in force during the review period. The library always reserves the right to discharge immediately a customer who is dangerous or in any way threatening library staff or other patrons.

The library is not responsible for stolen or lost personal property.

# Jefferson County Library District

## Materials Selection Policy

---

*Approved: September 2020*

A materials selection plan –as set forth here and which includes materials selection and retention criteria –aids library staff in selecting, acquiring, and maintaining, within a limited budget, a well-rounded collection of materials that contribute to the informational, recreational, and cultural enrichment of our diverse community and to provide a foundation to achieve the results directed by Library District board policies. A materials selection plan also informs the public about the principles and processes upon which material selections and de-selections are made.

The Jefferson County Library District Board and Director abide by the [American Library Association’s Freedom to Read Statement](#) and the [American Library Association Freedom to View statement](#). Items selected under the Materials Selection Policy are considered protected under the First Amendment of the United States Constitution.

One function of the Jefferson County Library is to obtain, organize, and conveniently make educational, informational, and recreational materials available to Jefferson County residents in various formats. All collections are reviewed and revised on an ongoing basis to further the library's mission and results policies and meet current and future community needs. Library materials may supplement the educational interests of those found in school and academic libraries but will not replace them.

1. **Intellectual Freedom** – The Library District Board and Library Director believe that the right to access information freely is an important part of the intellectual freedom that is basic to democracy, and subscribe to the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (Appendices A, B & C) as adopted by the American Library Association. The Library strives to present materials in a neutral, unbiased manner. The selection and retention decisions are based on the merit of the work related to the Library's mission and its ability to meet the anticipated or future needs of a diverse community. Including a title in the Library collection is not an endorsement of the content or a particular point of view.
2. **Responsibility for Selection** – Ultimate responsibility for materials selection rests with the Library Director, who administers procedures designed to achieve the results directed by the Library Board's policies. The Library Director may delegate authority to interpret and guide this policy's application in making decisions relevant to managing the collections.
3. **Methods of Materials Selection** – The materials selection policy consists of general guidelines that must be used in conjunction with a Librarian's knowledge and experience with library materials and the community served. The following methods and criteria should be used closely to maintain broad, current, and popular collections. They apply, in general, to the entire library collection.
4. **Criteria** – Each type of material and format will be considered in terms of its merit and intended audience. Individual items shall be judged as whole works and not solely based on random or selected parts. All selections, whether purchases, monetary donations, or physical gifts, must meet applicable criteria from the following:
  - a. Relationship to interests of the community.
  - b. Lasting value.

- c. Vitality and originality of thought.
  - d. Contemporary significance.
  - e. Artistic excellence.
  - f. Entertaining presentation.
  - g. Accuracy and objectivity.
  - h. Suitability and currency of format for library use.
  - i. Relationship to existing library materials to maintain balanced collections.
  - j. Value for the expenditure.
  - k. Availability of space.
5. **Reviews and Selection Tools** – Librarians use their professional judgment and experience in applying selection criteria to all materials and formats. Reviews in recognized publications are a primary source for materials selection decisions. These include reviews in professional library journals or periodicals specializing in a particular subject or medium. Standard bibliographies, lists of recommendations by recognized authorities, and competent people's advice in specific subject areas may be used. Additional sources for materials selection can include peer libraries, local bookstores, newspapers and magazines, digital advertisements, social media platforms, or advertisements in publishers' catalogs.
6. **Requests** – Requests from customers for specific titles or subject matter will be considered. Those titles that meet the applicable criteria outlined in *Reviews and Selection Tools* will be purchased.
7. **Specialized Materials** – Materials of limited community interest will not ordinarily be purchased. The Library is a popular lending library and is not intended to have archival purposes. Except for the Oregon Collection, or unique genealogy materials, it generally does not retain special collections materials. Materials that fall outside the scope of Section 4(h) *suitability and currency of format for library use* will not be purchased. Referral to other organizations, library collections, and interlibrary loans will be used to supply these materials. Materials or information for specialists are generally not provided and will only be purchased on a select basis. The Library avoids unnecessary duplication in subject areas that are the special prerogative of other community organizations. Textbooks, study outlines, synopses of books, and abridged books are not purchased unless under exceptional circumstances.
- a. Oregon Collection
    - i. Nonfiction books about Jefferson County and the State of Oregon are housed in a separate collection. These materials are selected and retained under the following criteria:
    - ii. The Library attempts to be as inclusive as possible in obtaining books about the history, economic, social, and cultural life of Jefferson County.
    - iii. The Library does not attempt to be inclusive in its collection of materials on the State of Oregon.
    - iv. The Library does not collect letters, papers, documents, photos, or other primary resources.
  - b. Genealogical Materials
    - i. The District purchases a limited amount of specialized genealogical materials, and access to these materials is available upon request.

8. **Replacement and Maintenance** – Collections are broad, current, and popular, not archival nor comprehensive. All collections are reviewed and revised on an ongoing basis to meet current and future community needs. Materials are withdrawn from the collection to maintain usefulness, currency, and relevance. The evaluation criteria for de-selection are based on but are not limited to, the number of checkouts, duplication, relevancy, currency, condition, community interest, and format usability.
9. **Access** – The Library assures unrestricted access to its collections for all residents. Adults and children are free to select or reject for themselves any item in the collection. Parents or legal guardians are responsible for guiding and directing their children's reading, viewing, and listening. The Library does not take the place of the parent or guardian. Individual or group prejudice about a particular item, subject, or type of material in the collection may not preclude its use by others. Access to individual titles is not restricted except to protect rare or irreplaceable items from damage or theft.

#### **10. Specific Practice in Selected Formats**

- a. *Discs*. The selection of disc formats includes audio and visual disc materials. Selection criteria for disc formats include, but are not limited to, award winners, alternative access to content, production quality, series maintenance, digital availability, and durability. Considerations include library building space and budget constraints and will be at the Librarian's discretion based on the criteria listed above. Disc formats specifically produced for instructional use in a classroom or program are not purchased unless necessary for a library event or program.
- b. *Electronic Resources*. The selection of electronic resources, including digital content and media, learning platforms, databases, and other digital services, shall follow the criteria referenced above. Access to these resources will be provided when availability is consistent with current technological and budgetary constraints. Other criteria include search interface, ease of connection, system compatibility, frequency of updates, user license terms, and adherence to current privacy and online accessibility standards. Public Internet access is not part of this policy and is covered in *Policy 10, Computer and Internet Use*. Selection criteria for non-traditional library collections may fall outside the scope of the collection criteria. They will be purchased under the staff's professional discretion to support the library mission by supporting library customers' cultural, informational, educational, and recreational needs. Additional selection criteria may include but are not limited to size, affordability, durability, space considerations, consumable, and replacement costs. Not all library materials may be suitable for all ages, and responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not with the Library.

#### **11. Request for Withdrawal or Addition of Material**

Customer objections to any library material are addressed using the process explained in the separate policy, *Reconsideration of Library Materials*.

## Jefferson County Library District Reconsideration of Library Materials Policy

---

*Approved: September 2020*

This policy provides a process by which a resident of the Library District may request the review of a staff decision regarding the addition or deletion of an item from the Library circulating or reference collection.

The District's goal is to provide materials for all patrons' interests, information, and enlightenment. Materials are not excluded because of the origin, background, or views of those contributing to their creation. The District shall provide materials and information presenting varied points of view on current and historical issues. Library materials should meet the standards established in the Materials Selection Policy and shall not be removed because of partisan or doctrinal disapproval.

Whenever a registered library user requests library material withdrawal, the request will be given a fair hearing. A *Request for Reconsideration* consists of the following procedure:

1. A library customer who expresses concerns is referred to a staff member designated to respond to questions regarding selecting materials/collection development.
  2. The customer will be advised that if s/he/they are not satisfied with the verbal response provided by staff, s/he/they may choose to initiate a formal review by completing a *Request for Reconsideration of Library Materials* form.
  3. The completed *Request for Reconsideration* form will be referred to the Library Director, who will assign a staff member with relevant expertise to examine or read the item in question, check the reviews, and determine if the item conforms to the standards of materials selection rule.
  4. The Library Director will review the library staff's recommendation and decide within 14 days of the written request. The Director will respond in writing to the customer.
  5. The Library Director will advise the customer that individuals may request the Board review the Director's decision to determine if the Board's Materials Selection Executive Limitations Policy has been violated.
  6. As stated in the Materials Selection Executive Limitations Policy, "Each appeal must be submitted and signed by an individual who resides within Jefferson County Library District. Groups or organizations may not submit appeals. The Board will review the Request for Board Review and determine if a formal Board review is merited. The Board reserves the right to deny consideration of a Request for Board Review when multiple requests are submitted, which would create an unreasonable workload, or when the Board determines that a request lacks sufficient merit. If the Board concludes that the Board will review the request, Board members will review the title in question and all materials presented by the Director and the customer and discuss the issue during a public session of a District Board meeting before making a final determination. The decision of the Board is final.
- Guiding Principles
    1. Any customer of the JCLD may raise objections to library resources even though the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure, and observed the criteria for selecting library resources.

2. The Library Director should review the selection and objection rules with the library staff at least annually. The staff should be reminded that the right to object to library resources is one granted by policies enacted by the Board of Directors.
3. No parent has the right to determine reading, viewing, or listening matter for youth other than his/her/their children.
4. The JCLD supports the Library Bill of Rights adopted by the American Library Association. (A copy of the Library Bill of Rights is attached to this policy.) When learning resources are challenged, the principles of the freedom to read/listen/view must be defended as well.
5. Access to challenged material shall not be restricted during the reconsideration process.
6. The final decision's major criterion is the appropriateness of the material for its intended use.
7. A decision to sustain a challenge shall not be interpreted as a judgment of the original selection of the material's intended use.



## Jefferson County Library District Donation Policy

---

*Approved: September 2020*

The Jefferson County Library District exists for the use and enjoyment of all members of the community. Interest and support from the public are greatly appreciated.

Any exception to this policy must be issued as a written agreement between the Library District and the donor and must be signed by the Library Director.

The Library accepts donations under the following conditions.

1. Gifts must be unconditional, transferring ownership and all the rights of ownership to the Library. Gifts are accepted only with the understanding that the Library has the right to determine disposal, retention, location, and other considerations relating to the gifts' use or disposition.
2. Donors are responsible for having their gifts appraised for income tax purposes.
  - a. The donor must bear the cost of such appraisal.
  - b. Acceptance of a gift appraised by a disinterested third party does not imply endorsement of the Library's appraisal.
  - c. The Library shall not place a value on a gift either before or at the donation time.
- AV Materials, Books, and Other Items Valued at less than \$100

The Library does not accept AV materials and books; the Friends of the Jefferson County Library accepts these donations. Other items valued at less than \$100 are accepted at the discretion of the Director.

- Cash Donations

Monetary donations may be made to the Jefferson Library Endowment, the Friends of the Jefferson County Library, or to the Jefferson County Library District. Donations to the Foundation or the local Friends of the Library are administered by the receiving organization subject to its policies.

Donors who make cash donations to the Library may designate that the donation is used to purchase books and audio-visual materials or designated for a specific, approved purpose. The Library must approve the specified purpose. Plaques may be placed in the Library recognizing substantial cash donations with the understanding that the Library District reserves the absolute right to manage its physical assets and that no commitment is made in perpetuity.

- Donations of Art

The Library District has only a limited ability to store or display art and has limited ability to provide security. As display space is typically utilized to display artwork on loan from local artists, the Library District generally does not accept artwork donations. The Library may accept a work of art under the following conditions:

1. The proposed donation is of such quality that it will significantly enhance the Library
2. There are no substantive ongoing maintenance, security, or storage costs
3. The item would not create safety issues

4. The item would not impede patron traffic nor restrict the ability of the Library District to organize library space to best meet the needs of library users

The Library Director determines whether or not to accept the donation. If received, a letter stating that the artwork has been accepted will be issued to the donor.

Any artwork received by the Library will be incorporated into the District's inventory system and tracked appropriately.

- Other Donations

Any donation not described above is accepted only upon the approval of the Library Director.

## Jefferson County Library District Use of Library Materials Policy

---

*Approved: September 2020*

Patrons who wish to use the library equipment must have a valid library card issued by the Jefferson County Library unless the equipment is specifically exempted. Only employees may use equipment assigned to staff.

## Jefferson County Library District Computer Use and Internet Access Policy

---

*Approved: September 2020*

The purpose of this policy is to define the appropriate use of the technology resources at the Jefferson County Library District by library technology users and includes technology and resources accessed with equipment in the Library, loaned by the Library, and via the Library's wireless internet connection. This policy is used in conjunction with the Library's Rules of Behavior, other library policies, and all Federal, State, and local laws and regulations concerning property and computing resources. The use of Library public computers or wireless connection constitutes acceptance of this Computer User and Internet Access Policy.

Access to the networks and the information technology environment at the Jefferson County Library District is a privilege. All users must respect other users' rights, Library's equipment, and all applicable licenses and contractual agreements related to paid resources.

The Library cannot control, monitor, or endorse the content of information, ideas, or opinions found through the Internet. Customers are expected to follow all Library rules. The Library cannot guarantee privacy for individuals using Library computers. Because the Library is a public place, with children present throughout, the Library does not allow the display of visual depictions that are defined by the Children's Internet Protection Act (Pub Law 106.554) as

1. obscene, as that term is defined in section 1460 of title 18, United States Code;
2. child pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. harmful to minors.

The JCLD defines minors as persons under 18 years of age. The Library recognizes minors' rights to equal Internet access insofar as is compatible with laws protecting minors.

The Library expects parents to monitor their children's use of the technology and all Library resources. The Library assumes no liability for any damages, direct or indirect, arising from the Library's computing resources, including wireless access. This includes damage or injury sustained from invasions of a library customer's or other person's privacy, loss or damage to users' data or disks, or damage to non-library software or hardware resulting from viruses downloaded via the Library's Internet services.

Library customers will be personally responsible for the costs of any materials ordered via the Internet.

The Library reserves the right to suspend an Internet use session or revoke Internet access privileges and restrict Library use for those in violation of this Internet Access Policy or the Code of Behavior. "Violation" includes but is not limited to: hacking, accessing illegal sites, damaging computer equipment or software, interfering with systems operations integrity or security, gaining unauthorized access to another person's files, displaying of material which most people would find offensive, performing any activity that is deliberately offensive or creates an intimidating or a hostile environment, violating copyright laws or software agreements.

Violations may lead to revocation of Library privileges, including the right to visit the buildings and grounds. Offenders ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing.

## Jefferson County Library District Bulletin Board and Information Distribution Policy

---

*Approved: September 2020*

The Jefferson County Library District helps the community share information by providing bulletin boards and designated areas for posting and distribution. Outside groups may use these spaces to promote events and services of interest to the District's customers. These areas are considered limited public forums and thus are open to any legal content or viewpoint, with restrictions noted in this policy.

Bulletin board space is available within the Library to post materials from outside organizations. Bulletin board space is provided for dated materials such as posters or signs of interest.

- Limitations

Posting or distributing materials from District facilities does not indicate District endorsement of the ideas, issues, organizations, or events promoted by those materials. Because space is limited, District staff reserve the right to remove materials larger than 11" by 17," has been up for more than two months, are not applicable, or generally prevent fair use of space. Materials that do not comply with this policy will also be removed. The District assumes no responsibility for the preservation or protection of materials. Materials will not be returned. The District does not allow posting materials that are obscene, libelous, threatening, defamatory, harassing, violate intellectual property laws, or advocate illegal activity, as defined by relevant laws.

## Jefferson County Library District Security Camera Policy

---

*Approved: September 2020*

This policy sets out the framework within which the Jefferson County Library District will use security cameras. The Library uses security cameras to enhance library users' safety and security, staff, and property while protecting individuals' right to privacy.

The security camera installation consists of dedicated cameras providing real-time surveillance monitoring. The primary use of security cameras is to discourage inappropriate and illegal behavior and enhance the opportunity to apprehend offenders.

Signs alerting customers to the use of security cameras are posted.

## Jefferson County Library District Public Meeting Room Policy

---

*Approved: September 2020*

*Revised: October 2022*

The Board's policy is to provide a meeting room(s) for the community as a free public service for non-commercial purposes, giving preference to library-sponsored programs.

Individuals or organizations using the meeting room may not charge admission and may not advertise, solicit, or sell any products or services. Denying participation based on race, creed, or color is prohibited. Groups using the library meeting room cannot use advertising and publicity that implies their programs are sponsored, co-sponsored, or approved by the library unless the Director has provided prior written permission.

If a party schedules a meeting outside of the library's regular hours of operation, at least one staff member must be in the building the entire time. Any staff costs related to meetings held after hours are the responsibility of the party reserving the meeting room.

The Board subscribes to the tenets of the Library Bill of Rights, which states in part, *Libraries that 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.*

The Board delegates the authority to develop and implement procedures and practices that carry out the provisions of this policy to the Director or designee. Only the Board may grant exceptions to the policy.

If the Director denies permission to use the meeting room and the applicant is dissatisfied with the reasons offered, the applicant can appeal to the Board. Decisions by the Board are final.

## Jefferson County Library District Film Center Use Policy

---

*Approved: September 2020*

*Revised: December 2022*

Through gifts and grants, the Jefferson County Library District Foundation provided the funding to establish a film center by purchasing the initial equipment. The film center committee selects films for viewing and maintains a balanced budget.

The District has charged the Film Committee with training and maintaining at least one qualified projectionist. Only a trained projectionist may run the equipment. At least one member of the Library staff is trained as a projectionist.

Customers who wish to use the film center equipment may arrange use with the Film Committee chair and compensate the projectionist at the current film center pay schedule.

The film center equipment room is locked, and only those designated by the Chair of the Film committee is to have a key.

The District is not responsible for accidents, injury, illness, or property loss. All facility users will take appropriate measures to protect and indemnify the District, its employees, and Board against any claims by any person attending an event. The renter may be required to present a liability insurance certificate, post a bond, provide security, or meet other conditions of use.



## Jefferson County Library District Public Relations Policy

---

*Approved: September 2020*

The purpose of the public relations policy is to guide efforts to keep the community informed about the Jefferson County Library District's services and resources and foster a positive public image to maximize effective use and support. The primary public relations goals of the Public Library are:

1. To promote community awareness and active participation in Library services and programs.
2. To develop public understanding and support of the Library and its role in the community.

The Board of Directors recognizes and accepts responsibility for promoting an understanding of the Library's mission, services, and resources. The Chair of the Board shall serve as spokesperson and representative for the Library Board of Directors.

The Board recognizes that public relations involve every person with a connection with the Library. The Board urges its members and staff to realize that they represent the Library in every public contact.

The Library Board and Staff are encouraged to give talks, participate in community activities, and build advocacy for the Library's needs and the activities of the Friends of the Library.

The Library Director has the responsibility for promoting adequate publicity for library activities. The Library Director will approve materials prepared by the staff or designated agent for the media before submission.

# Jefferson County Library District

## Computer Replacement Policy

---

Approved: September 2020

This policy provides guidelines regarding the purchase, replacement, reallocation, and disposal of office or mobile computer systems. This policy applies to all fixed or portable computer systems purchased with library or grant funds. The Jefferson County Library District is dedicated to sustainability and ensuring the technology utilized is energy efficient and made through environmentally responsible methods.

- General Policy

- All technology purchases must have the approval of the Library Director or designee.
- All employees working 25+ hours/week are assigned one computer system; part-time employees working less than 25 hours/week are assigned one computer system where possible.
- The replacement cycle for computer equipment at the Library is every three to five years.
- Computers may be purchased from a single manufacturer to reduce ongoing support and maintenance costs and benefit from volume discounts on purchases.

- Staff Purchasing

Staff will be allowed to purchase the out-of-warranty computer system they are using based on the following formula:  $(\text{cost of computer} - \text{warranty cost} - \text{MS Office cost}) / (\text{age of computer} + 1)$ .

- Purchased desktops cannot be used at the Library.
- Purchased laptops can be used as a “mobile” device at the Library.
- Purchased systems are “as is” with no warranty.
- The Library reserves the right to remove the Library purchased software from the system.

- Laptop Policy

- Laptops will be issued to personnel based on staff position and need.
- Any employee issued a laptop must sign the Laptop Assignment/Use Agreement.

- Laptop Security

- Laptops present an increased level of risk to both the user and the Library. In requesting and accepting a laptop from the JCLD, users acknowledge their acceptance of this risk and agree to make every attempt to follow the steps outlined below to reduce it.
  - All laptops should be protected with secure passwords.
  - Confidential information stored in files on the laptop should be individually protected with secure passwords different from the laptop access passwords. Users who do not follow these guidelines are putting the institution at risk and may also be personally liable for disclosing covered information.
- Computers or accessories lost or stolen will be replaced by the Library or person assigned the equipment.
- Staff who are assigned a mobile computing device will be required to sign a *Laptop Assignment Agreement* before taking possession of the equipment.

## Jefferson County Library District Vehicle and Transportation Policy

---

*Approved: September 2020*

The Jefferson County Library District owns and operates vehicles that are used for the official library business.

Only District employees may operate Library vehicles. Drivers must possess a valid Oregon driver's license, comply with operator's license restrictions, and follow all state and local driving laws. Any accidents that occur must immediately be reported to the appropriate authorities and the Library Director.

Passengers who are not Library employees must have a completed Transportation Waiver on file before riding in the vehicle. Drivers and passengers must adhere to all laws and regulations.

If a personal vehicle is used for Library business, it must receive prior approval by the Director or designee, and mileage will be reimbursed at the federal rate; all policies herein shall apply.

Passengers are only transported via Library vehicles.

# Jefferson County Library District

## Volunteer Policy

---

*Approved: September 2020*

*Revised: March 2023*

A volunteer is a person who performs any assigned or authorized duties for the Jefferson County Library District without salary. The Jefferson County Library District is insured for workers' compensation. Volunteer hours are reported to the State of Oregon.

1. A Volunteer Coordinator creates and maintains the Volunteer Program, sets goals and guidelines, and helps library staff and volunteer liaisons ensure consistency district-wide.
2. No individuals under the age of 12 may volunteer. Volunteers under the age of 18 must have written permission from a parent or guardian.
3. Staff will be assigned individual volunteers based on (A) the need for services and (B) the qualifications of volunteers by the Volunteer Coordinator.
4. All volunteers are trained and guided by a volunteer liaison.
5. Volunteers will not perform work in any Library facility when staff is not on the premises.
6. The library provides general liability coverage for volunteers operating within the scope of their assigned job duties.
7. Volunteers will be recognized for their service and contributions.

- Volunteer Application and Assignment

All library volunteer applicants must complete a volunteer application form. Forms are available on the library's website. Applicants are interviewed for possible placement by the Library's Volunteer Coordinator. When relevant, testing of applicants may be required to determine eligibility for assignment.

All volunteer applications will be funneled through the Volunteer Coordinator and assigned a volunteer position based on their interests and abilities. The Volunteer Coordinator will create a consistent schedule for the volunteers and volunteers will only operate within their assigned scope of work. Each volunteer will work with and be trained by the volunteer liaison assigned to their volunteer position.

If there are no suitable volunteer opportunities available immediately, application forms are kept on file for six months. Applicants are called if an assignment is identified, that matches their interests and qualifications.

- Background Check

Volunteers over the age of 18 must be willing to consent to a criminal records search, and placement may be contingent upon this search outcome. All volunteers are required to sign the library's Volunteer Acknowledgement, Waiver and Release.

## Jefferson County Library District Public Records Policy

---

*Approved: September 2020*

The District shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

- Specificity of Request

To facilitate the public's access to records in the District's possession and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying or who submit written requests for copies of public records shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought.

- Access

The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices or other locations as the District Manager may reasonably designate from time to time.

Copies of non-exempt public records maintained in machine-readable or electronic form shall be furnished, if available, in the format requested. If not available in the format requested, such records shall be made available in the format in which they are maintained. ORS 192.440(2).

When a request is submitted in writing, the District must respond within five business days, acknowledging the request's receipt. You then have an additional ten (10) business days to fulfill the request or issue a written response estimating how long fulfillment will take. The District is not subject to this response timeframe if it awaits a response from the requester seeking clarification of the inquiry or if the requester has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that apply are:

- Complicated requests
- A large volume of requests
- Requests involving documents not readily available or if the necessary staff are unavailable to fulfill the request

An original record of the District may not be removed from the District's files or from the place where the record is regularly maintained, except upon authorization of the Board of Directors or Manager of the District.

If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the documents are reviewed shall be the same as the charges for searching or reviewing records.

If any person attempts to alter, remove, or destroy any District record, the District representative shall immediately terminate such a person's review and notify the District's attorney.

## Jefferson County Library District Technology Kit Borrowing Policy

---

*Approved: October 2022*

When checking out a technology kit (either laptop/hotspot; tablet/hotspot; single hotspot), borrowers aged 18 and older must have an unrestricted Jefferson County Library District account (i.e., with fines under \$10.01)

Borrowers 17 and under may check out loanable technology only if a parent or legal guardian is present to co-sign the Borrowing Agreement. The parent or guardian must be listed as such on the minor patron's account.

Technology Kits may not be checked out to Deschutes Public Library or Crook County Library patrons.

The original Technology Kit Borrowing Agreement will stay on file at the library; a copy of the agreement will be given to the borrower at checkout.

- Terms of Use
- Technology Kits may be checked out for three weeks with no renewals.
- Borrowers are responsible for paying replacement costs if any portion of the kit is lost or damaged during the checkout period. Costs are outlined in Technology Kit Borrowing Agreement.
- Technology Kits must be returned to the Jefferson County Library District person. They may NOT be placed in a drop box or returned to another library.
- Borrowers understand that laptops and tablets may be set up with security software that can actively monitor the location and apply safe search filters to Internet use. If evidence exists of a borrower attempting to circumvent, hack, or otherwise subvert the security software, that patron will be barred from checking out Technology Kits in the future.
  - Hotspots come with a “do not tamper” sticker; borrowers may not remove the back cover to access the battery, SIM card, etc.
- Once a Technology Kit 3-week loan period ends, the device will be deactivated (laptop/tablet deactivated; hotspot phone line canceled).
- The Jefferson County Library District will not accept a replacement in lieu of money if any part of the kit is lost or damaged by the borrower.

## Jefferson County Library District Program Policy

---

*Approved: October 2022*

A library program is an event that promotes the use of library materials, facilities, or services and/or offers the community an educational, recreational, or cultural experience. Programs are planned for the interest and enlightenment of Jefferson County citizens and surrounding communities.

Jefferson County Library strives to offer various programs for all ages that support the library's mission and reflect the broad range of community interests. Programs may be planned and presented by library staff, individuals, or groups, with the library acting as a sponsor. Programs may be offered in the Library meeting room as space permits or at other locations designated by the Library.

Selection of library program topics, speakers, presentations, and resource materials will be made by library staff on the basis of the interests and needs of library users and the community.

Programs will not be allowed to serve as a platform for generating income for any sponsoring group or individual, except for funds to support the library. Library programs must be noncommercial in nature. Although a businessperson or other professional expert may present a program, no solicitation of business is permitted. The sale of products at an adult library program is not allowed. There are two exceptions:

1. Writers, performers, and artists may sell their own works at the library following library programs in which they are featured.
2. The Friends of the Library may sell items at library programs they sponsor.

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

Attendance at library-sponsored programs is open to the public and shall not be restricted because of racial, religious, socioeconomic, or political status.

# Jefferson County Library District

## Whisper Room Acceptable Use Policy

*Approved: September 2022*

The Jefferson County Library Whisper Room is a sound-isolated booth that is ideal for making audio recordings for I AM A STORY recordings, podcasts, and voiceover projects. It can also provide you with a quiet space to hold an interview or virtual class.

Equipment provided in the booth; Whisper Booth Equipment: (1) Yeti professional microphone with a boom and shock mount, and (2) three chairs.

- Whisper Room Acceptable Use Policy
  1. The Whisper booth is free to use during regular business hours.
  2. Patrons can reserve a maximum of 2-hour sessions up to 7 days in advance. It is available on a first-come/first-served basis as the schedule allows. If a booth is not occupied within 15 minutes of the reservation's start time, the reservation is canceled, and the booth becomes available.
  3. The booth windows must remain uncovered.; food and drink are not allowed. No furniture may be added or removed without the permission of the staff.
  4. Acceptable use: recording, tutoring, small (1-3) group meetings, 1-2 participant Zoom meetings, or quiet time during busy/active hours. No more than three people may use the booth at the same time.
  5. Unacceptable use: gaming. Sleeping in the booth is not allowed.
  6. Patron is responsible for any library equipment used during the session. If a piece of equipment is missing at the start of a session or if the booth needs cleaning or maintenance, notify the Circulation Desk immediately.
  7. Sound levels must be kept within reasonable limits. Users must comply with directions from library staff, who may enter at any time. Patrons may be asked to perform at lower sound levels. Amplifiers/speakers are not allowed.
  8. Acoustic musical instruments, with the exception of drums, may be used in the booth. The booth does not take the place of practice rooms.
  9. Patrons must comply with the Library's Code of Conduct. Appropriate actions will be taken for any violations.
  10. The library is not responsible for the loss or theft of personal property.
  11. You must sign and date this document and provide a verifiable telephone number or email address.

I have read, understand, and accept this acceptable use policy.

|                        |
|------------------------|
| Signature              |
| Print Name             |
| Telephone and/or email |
| Date                   |
| Staff – initial        |