

**-RESOLUTION No. 18/19-11
City of Dayton, Oregon**

TITLE: *A Resolution Adopting Library Policies.*

WHEREAS, the Oregon Library Association, as approved by the Oregon Legislature, requires an Oregon public library to have published policies; and

WHEREAS, the Mary Gilkey Library is a member of the Chemeketa Cooperative Regional Library Service (CCRLS), a consortium of public libraries serving Marion, Polk and Yamhill Counties; and

WHEREAS, the City of Dayton desires to keep local policies in conformance with the regional system.

The City of Dayton resolves as follows:

- 1) **THAT** the Library Policies are adopted according to Exhibit A (attached hereto and made a part herein); and
- 2) **THAT** this resolution shall become effective immediately upon adoption.

ADOPTED this 4th day of February 2019.

In Favor: Collins, Holbrook, Mackin, Marquez, Price, Wytoski

Opposed: None

Absent: None

Abstained: None


Elizabeth Wytoski, Mayor


Date Signed

ATTEST:


Patty Ringnald
City Recorder


Date of Enactment

EXHIBIT A

The Mary Gilkey City Library is a member of the Chemeketa Cooperative Regional Library Service (CCRLS), a consortium of public libraries serving Marion, Polk and Yamhill counties.

Patron Responsibility

When becoming a library cardholder, the patron agrees to comply with the policies of each CCRLS member library and accepts the following responsibilities:

- Library materials checked out are the sole responsibility of the patron whose card was used for checkout.
- Patron agrees to return all borrowed items by the due date or pay overdue charges (if applicable).
- Patron will pay replacement costs assessed for lost, unreturned, or damaged items.
- Patron will not lend their card to others.
- Patron will report changes in address, phone number, and email in a timely manner.
- Patron will report lost or stolen cards.
- Patron will obey the rules for behavior when visiting the library.
- When signing for a card for a child under the age of 18, the patron accepts full responsibility for fines (if applicable) and other charges on the child's card, lost or damaged items and accepts responsibility to monitor and approve the child's choice of library materials and other information resources.

Patron Privacy

The Library does not disclose names, addresses, telephone numbers, or information about use of library materials except in response to a court order.

Patron Behavior in the Library

Welcome! The Library is a community space that exists to facilitate literacy, lifelong learning, Internet access, and community participation. The Library works best when all users are mindful of the following:

While using the library, please:

- Demonstrate reasonable conduct consistent with the purpose of the Library. No loud, disorderly, threatening or harassing conduct. No obscene, abusive or vulgar language toward patrons or staff.
- Cooperate with library staff. Persons interfering with the normal use of the library will be asked to leave.
- Maintain possession of personal belongings at all times. Unattended bags, parcels and

backpacks will be held for Lost and Found at City Hall, and if not claimed in a reasonable amount of time, will be turned over to the Yamhill County Sheriff's Office.

Please be advised:

- Misuse or defacing of library materials, equipment or facilities is illegal.
- Solicitation or sale of products or services is prohibited.
- Only service animals are permitted in the Library.
- State law prohibits smoking in public facilities or within 10 feet of entrances.
- Possession or use of illegal drugs and alcohol is prohibited on City property.

Children in the Library

The Mary Gilkey Public Library is dedicated to providing a welcoming environment that encourages children to visit the Library. The Library is a public building, open to everyone and a child's safety cannot be guaranteed. Children may encounter hazards in the Library such as doors, furniture, electrical equipment and other Library patrons.

The Library is not responsible for a minor's selection of Library materials, attendance at programs or use of the Internet or other services. Parents, guardians, or responsible adults are expected to accompany their minor children in the use of Library materials and services, including computer use.

The responsibility for the behavior and well-being of children using the Library rests with the parent, guardian, or designated caregiver. Library staff members cannot supervise children in the Library. The Library does not serve in loco parentis.

Children under 10 years of age must be accompanied by a parent, guardian, or designated responsible caregiver (17 years of age or older) at all times while in the Library. Caregivers must supervise and provide guidance for children during the entire Library visit.

Oregon Revised Statutes (ORS) 163.545: Child neglect in the second degree. (1) A person having custody or control of a child under 10 years of age commits the crime of child neglect in the second degree if, with criminal negligence, the person leaves the child unattended in or at any place for such period of time as may be likely to endanger the health or welfare of such child. (2) Child neglect in the second degree is a Class A misdemeanor.

In the following situations, Library staff will take the actions outlined below for all children zero (0) to seventeen (17) years of age:

- A child is alone and frightened or crying in the Library
- A child is alone and doing something dangerous, or another person in the Library seems to be a danger to the child
- A child is alone and is not following rules for patron behavior in the Library
- No caregiver comes to pick a child up at closing time

Library or City staff members will evaluate the situation and try to contact the child's parent or guardian. If staff cannot reach the parent or guardian, he or she will place the child in the care of the Yamhill County Sheriff's Office.

Library Card Types

Three types of cards are available at all CCRLS member libraries: a full-service card, a basic or limited-use card for adults, and a C.A.R.E or limited-use card for kids.

Full-service card

With a full-service card you can:

- Check out 50 items at one time.
- Place holds on items
- Access databases for research from the library, home, or office
- Learn a new language
- Use a computer at the library
- Access CCRLS-provided electronic resources and databases
- Access eBooks
- Use your card at all public libraries within the CCRLS area, including Chemeketa Community College

There are three ways to get a full-service card:

1. **Dayton Resident:** If you live or own property within the city limits of Dayton, you pay for library service as a part of your property tax bill and there is no fee.
2. **Non-Resident:** If you live outside the city limits of Dayton, but within the CCRLS area (Yamhill, Polk, and Marion counties) and wish to receive a full-service card, you can purchase a library card for \$60 per household per year. This entitles each member of the household to receive a full-service library card for one year.
3. **Out-of-District Resident:** If you live both outside the City of Salem and the CCRLS area, you can purchase a full-service library card for \$85 per year per household. This entitles each member of the household to receive a full-service library card for one year.

Basic Adult card

Adults living outside the city limits of Dayton, but within the CCRLS area (Yamhill, Polk, and Marion counties) who choose not to pay the annual fee will be provided with a basic card for each household member. The basic card allows the cardholder to:

- Check out 10 items from any CCRLS library at a time.
- Place 10 holds at a time.
- Remotely access many of our online resources.
- Use all Salem Public Library services and collections when you visit either library.

C.A.R.E Kids card

Children living outside the city limits of Dayton, but within the CCRLS area (Yamhill, Polk, and Marion counties) and who are ages 18 and younger are offered a card through the C.A.R.E. (Create A Reader Everyday) program established by CCRLS. Create A Reader Everyday card holders can check out up to 25 items from the children's and young adult collections and can reserve up to 25 items.

Loan Periods

Materials available for circulation can be checked out for the following periods:

- 7 days – all videos
- 3 weeks – all books, audio books, and CDs

Renewals

Borrowed materials may be renewed twice unless there is a hold on the item for another patron. An item that has a hold on it may not be renewed. Beginning summer 2019, library materials will automatically be renewed (up to the limit allowed for the material type, and as long as there are no holds on the material) if not returned by their due date.

Until automatic renewals are in place, items can be renewed:

- In person
- By phone - call the 24 hour phone renewal number at 503-589-7740
- Access your patron account online or via the CCRLS app

Returns

Borrowed materials can be returned at the circulation desk or at the appropriate location at any other CCRLS library.

Fines (contingent on City Council approval)

Mary Gilkey Public Library does not charge overdue fines for our materials. Please enjoy our resources and then return them by their due date. You could still receive overdue fines from other libraries, depending on their policies. If an item is 35 days past its last renewal due date, then the library will charge the user's library account for the cost of the item. Failure to pay account balances in a timely manner may subject a user's account to assignment to a collection agency.

Fines on interlibrary loans are determined by the lending library. There is no grace period. Patrons accumulating fines exceeding \$25.00 will lose their borrowing privileges until the fines are paid down under \$25.00 or paid off completely.

Lost or Damaged Items

The cost for replacing lost or damaged items varies and will be determined by the Librarian. If an item is lost or damaged, please notify the library as soon as possible.

Collection Development Policy

Mary Gilkey Public Library's collection development policy reflects the mission of public libraries to provide access to information and support diversity, democracy and intellectual freedom.

It is the goal of the library to provide free, equal, and equitable access to a high quality collection of information resources in a variety of formats, reflective of the community. Materials available in the library present a diversity of viewpoints, enabling the community to make the informed choices necessary in a democracy. In support of preserving and encouraging the essential free expression of ideas, Mary Gilkey Public Library endorses the principles documented in the [Library Bill of Rights](#) the [Freedom to Read Statement](#), and the [Freedom to View Statement](#) of the American Library Association.

Responsibility for selection and collection maintenance

Selection and collection maintenance of library materials is under the authority and at the discretion of the Librarian.

Selection criteria

Materials are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Popular interest
- Contemporary significance
- Currency of information
- Accuracy
- Local emphasis
- Readability
- Creative, literary, or technical quality;
- Relationship to other materials and adequacy of coverage in subject area
- Significance of item within subject area
- Professional reviews from a variety of sources
- Format and ease of use
- Cost and availability
- Availability of copies at other CCRLS libraries
- Physical appearance and condition
- Space limitations

Scope of the collection

The Mary Gilkey Public Library is a popular materials library, and maintains a varied and current collection covering a wide range of subjects and containing multiple points of view. The library's collection is dynamic, with an emphasis on up-to-date and in-demand materials. The library provides information resources in physical and electronic formats in an effort to deliver the broadest possible access to content both within and beyond the library's walls.

The majority of the library's collection development activities will be conducted to create a collection of popular and informational works that is evaluated continually. The collection embraces broad fields of knowledge with basic, representative works in many subject areas, emphasizing materials that are useful for the general public. Textbooks and materials of a highly technical or specialized nature of limited community interest will generally not be collected.

Access to other specialized and comprehensive collections that exist elsewhere in the Chemeketa Cooperative Regional Library Service (CCRLS) or in the state of Oregon is provided through cooperative networking, interlibrary loan, and direct referral.

Suggestions for purchase

The library encourages input from its community concerning the collection. A [suggestion for purchase form](#) enables the Dayton community to request that a particular item or material on a certain subject be purchased by the library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library's intent that suggestions for purchase be used to help the library in developing collections which serve the interests and needs of the community.

Material and fund donations

The library is unable to accept donated items at this time. Please consider donating to another CCRLS member library, a retirement home, or neighborhood Little Free Library.

Collection maintenance

In an effort to maintain a relevant, popular, and appealing collection, the library engages in ongoing evaluation of owned materials. This policy's selection criteria, the [CREW method](#), and other best practices are used when evaluating collections.

Disposition of withdrawn materials

Materials that have been withdrawn may be first offered to local schools. Items in poor condition will be destroyed and recycled as possible. Items withdrawn from the collection that are in acceptable condition will be donated at the discretion of the Librarian.

Replacement

Replacement of damaged, missing, and withdrawn materials is not automatic. The decision to replace is determined by the selection criteria listed in this policy and is at the discretion of the Librarian.

Request for reconsideration

Members of the Dayton community that are concerned about the appropriateness of a particular item in the library's collection will be referred to Librarian and fill out a [Request for Reconsideration form](#). The Librarian will review the request and apply the selection criteria set forth in this policy to determine if the item should be removed or re-categorized. The Librarian's decision on reconsideration, in consultation with the City Manager, is the City of Dayton's final decision. The item under review will not be removed from circulation during the review process. Reasonable efforts will be made by the library to respond in writing regarding the disposition of the Request for Reconsideration within 60 days of receipt of the completed Request for Reconsideration form.

The Mary Gilkey Public Library is committed to providing a broad and diverse collection, and its collection development activities are guided by the above principles and criteria. This policy expresses the library's commitment to intellectual freedom. Library resources are for use by all members of the Dayton community, and the library strives to reflect the needs and diversity of that community in its collections.

Wireless Internet

The Library has wireless access to the Internet for users with laptops, notebook computers, smart phones, and other mobile devices to enhance and expand access to this important tool in the Library. Users with a wireless capability can use the Library's wireless access to use the Internet.

Wireless users are expected to follow CCRLS's Internet Use policy, and violations of the policy will result in the loss of library privileges. All users are expected to use the Library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. The Library does not monitor the use of the Internet by laptop users. Parents need to be aware that wireless access is unfiltered and unrestricted.

The Library's wireless connection is not secure, and information transmitted could potentially be intercepted by another wireless user. Wireless users may choose not to transmit personal information (credit card numbers, passwords, etc.) while using any public wireless area. Please take appropriate precautions when using this service.

Staff can provide general information on connecting to the Internet, with the understanding that the Library and staff members are not responsible for computer equipment, software malfunctions or lost data. All wireless access users are encouraged to have up-to-date virus protection on their laptop computers or wireless devices. The Library is not responsible for any information that is compromised, or for any damage caused to hardware or software, such as electric surges, security issues or consequences caused by viruses or computer hacking.