



# *Buckeye Public Library*

## *Policy Manual*

Be Inspired. Be Engaged. Be Connected.

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## **Mission Statement**

### *Community Services*

#### Our Mission:

We are dedicated to enriching the quality of life and creating memorable experiences for all generations.

#### Our Culture:

We are empowered, passionate employees who love what we do and have fun doing it.

#### Our Vision:

We are vital to Buckeye being a desired community.

#### Our Promise to the Buckeye Community:

- We will utilize our diversity to serve with excellence
- We are committed to building lasting memories
- We serve with passion and commitment
- We consistently exceed customer expectations
- We are dedicated to enriching people's lives
- We will do our best to get to yes

#### Buckeye Public Library System

We enrich lives through quality programs and events, education and preserving local history.

## **Community Services Advisory Board**

### *Introduction*

The Community Services Advisory Board serves in an advisory capacity. With its unique viewpoint and experience, the Board serves as an excellent lens through which the library administration can see the needs of the community more clearly and thereby act more effectively.

Board Members can express their concerns regarding policies affecting the library by maintaining awareness of circumstances that relate to the library's role and standing in the community.

The viewpoint of the Board is based around a thorough comprehension of the library's programs, and this is the perspective through which the Board offers suggestions and concerns. This advisory function has considerable value and is highly regarded by the Library Division.

### *Organization of the Board*

The Community Services Advisory Board shall consist of seven (11) members with two (2) alternates who shall be appointed by the City Council. Members of the council shall present the nominations of regular and alternate members of boards, commissions and committees at the first council meeting in the month of December, or as needed to fill vacancies. The Board members shall serve a four (4) year term, unless removed. If a Board position opens due to removal, death, or resignation, the City Council shall appoint another person to serve out the unexpired portion of the term or may choose to appoint a new member to a full term.

The officers of the Board shall consist of a chairperson and a vice chairperson, which are nominated and voted upon at the January Community Services Advisory Board Meeting.

### *Board Meeting*

The Board shall hold regular meetings, which are subject to Arizona's Open Meeting Law. In preparation for such meetings, the staff liaison, or designee, shall prepare an agenda. Said agenda shall be provided to each Board member and any member of the public who requests it at least twenty-four (24) hours prior to the meeting. In addition, a notice of the meeting and the agenda will be posted on the City of Buckeye's website, and at City Hall.

### *Minutes of the Board Meetings*

Adopted by the Buckeye Public Library Advisory Board  
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Minutes of each regular and special Board meeting shall be prepared by the staff liaison and kept on file in the City Clerk's Office as required by the open meeting and public record laws. Any such minutes are public records and shall be made available to the public for review upon request. As a matter of public relations, all questions and complaints received by individual members of the Board from the public or from the news media will be referred to the Library Manager for response.

#### *Public Hearings*

It is possible that from time to time the City Council could request that the Community Services Advisory Board, either as part of a regular or special meeting, hold a public hearing to request public input into library operations, such as a change in hours or a change in policy, etc. In such case, the staff liaison must take great care to identify anyone who testifies at such a hearing and will take more detailed minutes than might normally be taken in order to properly preserve the record.

#### *Executive Sessions*

Executive sessions are special meetings that are closed to the public. There are only a few special circumstances under Arizona law where an executive session is allowed. Rarely, if ever, is there a reason for the Community Services Advisory Board to hold an executive session.

Inasmuch as the City could face liability, both civil and criminal, an executive session will not be held except as set forth hereafter.

If the Board believes that it needs to hold an executive session, they will notify the City Manager and the City Clerk that they want to do so and then identify the purpose pursuant to A.R.S. 38-431.03, et seq., which would authorize such session.

The City Manager and the City Clerk will then forward the request to the City Attorney for review to ensure that an executive session for the purpose stated would be legal. If the City Attorney determines that such an executive session would be lawful, he may prepare a memorandum explaining A.R.S. 38-431.03, et seq., and set forth what procedure must be followed in order to hold such executive session.

## Customer Conduct Policy

### *Guidelines*

The following conduct, behaviors, or resulting effects are not permitted within the libraries or bookmobile:

1. Disruptive behavior of any kind, including yelling, excessive noise, running in the building, or otherwise causing a disruption of the peace and order of the library.

Note: This policy does not prohibit quiet conversation between customers and/or staff members or conversations required to carry on library programs or business. It is designed to preserve a reasonably quiet atmosphere where library customers may study and otherwise use library materials without disturbance.

2. Use of a cellular phone, digital device, audio equipment, audio-visual equipment, or similar equipment so that it disturbs staff or other customers.

Note: For the courtesy of other library customers, cell phones must be turned off or set to vibrate upon entering the building. Cell phone conversations should be held outside the building.

3. Snack food and drinks in closed containers are permitted in all areas of the library. Food should be consumed responsibly and with consideration to other library users. No outside delivery of food is permitted.
4. Abandonment of individuals, both adults and children, who are unable to take care of themselves.

Note: A responsible adult must attend to children under the age of eight (8) years. The responsible adult must be close enough to both see and hear the child.

5. Vandalizing or defacing library materials or property including books, audio-visual materials, Steam kits, furniture, walls, computer equipment or facilities and includes removing security devices. A.R.S. 12-1602.
6. Removing library materials, equipment, or property from the building without proper check out or authorization.

7. Indecent exposure, voyeurism, or public sexual acts. A.R.S 13-1402, 12-1403 AND 12-1424.
8. Placing feet or legs on library furniture, rearranging or disarranging library furnishing and equipment.
9. Smoking or other uses of tobacco including electronic/vapor cigarettes. A.R.S 36-601.01.
10. Possessing or consuming alcohol or illegal drugs or being under the influence of alcohol or illegal drugs. A.R.S. 13-3401 et seq.
11. Harassment-verbal or otherwise-of library customers or staff.

Note: This includes intimidations; physical abuse; use of profanity or abusive language-verbal or written-toward other library customers or library employees; staring at or following another person in the library with the effect of annoying a person or reasonable sensibilities; sexual harassment or harassment because of religion, ethnic background, gender, or sexual orientation.

12. Violating the provision of the Electronic Resources Policy.
13. Entering the library without wearing a shirt or wearing shoes.
14. Bringing a bicycle into the building.

Note: Bicycles must be secured on the bicycle rack outside the library. Library is not responsible for lost, damaged, or stolen property.

15. Using skateboards, inline skates, roller skates (including Heelys), scooters, or other sports equipment within the library building.
16. Bringing animals into the building, except for service animals. A.R.S. 11-1024
17. Sleeping in the library; using restrooms for washing clothes, bathing, or purpose other than for which restrooms are intended.
18. Bringing bedrolls, suitcases, blankets, shopping carts, and similar articles into the library; *belongings that do not fit reasonably under a study chair or block the movement of others through the library.*
19. Gambling. A.R.S. 13-3301 et seq.
20. Blocking any library entrance or exit.
21. Selling products or services, soliciting for personal gain, or approaching library customers within the library for the purpose of obtaining signatures for petitions.
22. Leaving personal property unattended inside the library.

Note: *The library is not responsible for lost, damaged, or stolen property.*

23. Violating any ordinance, law, or regulation of the City of Buckeye, the State of Arizona, or any of its political subdivisions, or of the United States.

### *Penalties*

Violations of the above policy guidelines may, at the discretion of the library staff, result in a verbal warning, ejection from the library by a member of the library staff, or loss of library privileges, including borrowing privileges and access to library buildings. Failure to comply with library policy after being notified of a violation by library staff may result in the Buckeye Police Department being summoned and violators being prosecuted in accordance with applicable ordinances or laws.

## **Electronic Resources Policy**

### *Introduction*

The goal of the Buckeye Public Library System is to provide residents access to information through technological resources, which assist them in meeting their recreational, educational, and cultural needs. Our library staff is dedicated to providing service to customers in a professional, timely, and courteous manner.

A Buckeye Public Library System card is required to use the library's public access computers. Out-of-town visitors may use computers by presenting valid photo identification, as listed in the Circulation Policy section.

The library reserves the right to change or modify, without notice, the nature of access to specific electronic resources to better serve the citizens of Buckeye.

### *Limitation of Liability*

The Buckeye Public Library System provides access to the Internet to give library customers access to a vast array of information. The Internet provides information from many countries and cultures of the world. While the Internet generally provides access to information that is valuable and enlightening, customers may find some information that they consider controversial, offensive, disturbing, erroneous, or illegal. In accordance with Arizona law (A.R.S. 34-502), the Buckeye Public Library System uses a filtering device on a public computers in order to limit a minor's ability to gain access to material deemed harmful to minors under A.R.S. 13-3501 et seq. Filtering software may not block all material that some customers may find offensive. The library does not monitor or have complete control over information accessed through the Internet and cannot be held responsible for content, presentation, or use.

The library affirms the right and responsibility of parents and guardians to determine and monitor their children's use of library materials and resources, including the Internet. Restriction of a child's access to the Internet is the responsibility of parents and guardians.

### *Security and Privacy*

Data downloaded from external computers and networks-including the Internet-may contain software or viruses that could be harmful to the computer systems of library customers. The Buckeye Public Library System is not responsible for any damage to any customer's computers, storage devices, or other digital devices. Any damage, loss of data, or liability that may occur from a library customer's usage of the library's electronic information resources is not the responsibility of the library or the City of Buckeye.

Use of the library's wireless network is entirely at the risk of the customer. The Buckeye public Library System disclaims all liability for any damage that may occur to the customer's computer or other digital devices, and/or loss of confidential information or other damages resulting from that loss. As with most public wireless networks, the library's wireless network is not secure. Another wireless customer could potentially intercept any information being sent or received. The Buckeye Public Library System cannot guarantee that any personal information, including credit card information, banking credentials, etc.,/ will be delivered securely when accessing the Internet on a library computer or wireless network.

### *Use of Copyrighted Materials*

The Buckeye Public Library System provides access to copyrighted materials, including copyrighted electronic materials. Responsibility for the consequence of copyright infringement shall solely lie with the library customer. Under certain conditions specified in federal law (Title 17, United States Code), libraries and archives are authorized to furnish photocopies or other reproductions. One of these specified conditions is that the photocopies or reproductions are not to be "used for any purpose other than private study, scholarship, or research" (17 U.S.C.A § 108). If a customer makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that customer may be liable for copyright infringement. The library reserves the right to refuse to accept a copying order, if in its judgement; fulfillment of the order would involve violation of copyright law.

The Buckeye Public Library System expressly disclaims liability or responsibility resulting from copyright infringement by customers.

### *Use of Electronic Resources*

- Library customers shall have access to the library's public access computers on a first-come, first-served basis.
- Library customers must present a valid Buckeye Public Library card in order to access the public computers.

*Note: Library customers from out of town who are only visiting for a few days may present valid photo ID to receive a guest pass.*

- The library does not provide personal email accounts.
- Customers of library computer stations may not harass, libel, or slander other customers.
- Children accompanying customers on computer stations are to be supervised and monitored to prevent them from playing with the equipment or otherwise causing damage.
- Based on computer availability and customers demand, the library may limit customer use of public computers with Internet access to one 120-minute session per day. In addition, up to two (2) additional 30-minute extensions may be offered, dependent upon availability and demand. A maximum of 120-minutes per customer per day is allowed. Library staff may allow additional time for special circumstances.
- In times of heavy use, the library staff may enforce further limitations on the use of the computers to allow for equitable use.
- A variety of print services is available to library customers. Black and white prints or copies are ten (10) cents per page; color prints are seventy-five (75) cents per page and faxes are one (1) dollar per page. Fees are subject to change.
- Wireless printing is available at the Downtown Library and Coyote Branches. Prices are the same as traditional printing (see above).
- Computers located in the youth areas are for the exclusive use of customers under the age of eighteen.
- Library customers shall not, in accordance with Arizona law (A.R.S. 13-3507), use the library's electronic information systems for the public display of explicit sexual materials.
- Library customers shall not, in accordance with Arizona law and Buckeye Public Library System policy, use the Library's electronic information systems for the public display of material harmful to minors.
- Further, federal law prevents public libraries from receiving certain funding unless the library filters our obscenity, child pornography and materials harmful to minors. (Children's Internet Protection Act, PL 106-554) The Buckeye Public Library System complies with these laws.

### *Sanctions*

Library customers who violate, the Buckeye Public Library System's Electronic Resources Policy shall be removed from the library and may have their library privileges revoked. Violations of the obligations and policies described above regarding the legal and ethical use of the library's electronic information resources shall be dealt with in a serious and appropriate manner.

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Illegal acts involving the library's electronic resources may be subject to prosecution by local, state, or federal authorities.

## **Responsibilities of the Customer**

### *Legal Obligations*

All electronic resources may only be used for legal purposes; per federal order (F.C.C. 03-188). Filtering software is applied to all computers. Examples of possible illegal use include, but are not limited to, the following:

- Attempting to alter or damage computer equipment, software configurations, or files belonging to the library, other customers, or external networks
- Attempting unauthorized entry into the library's network or external networks
- Intentional propagation of computer viruses or spyware
- Violating federal copyright or telecommunications laws
- Violating software licensing agreements
- Communicating speech not protected by the First Amendment of the Constitution of the United States of America
- Displaying materials considered obscene as defined by the Neighborhood Children's Internet Protection Act, Pub. L. 106-554, and as defined by A.R.S. 13-3501 through 13-3512; statues 13-3501, 13-3506, 13-3606.01 and 13-3507
- Gambling on the Internet; Internet gambling is not amusement, social or regulated gambling as defined by A.R.S. 13-3301.1
- Violation of federal, state or City of Buckeye laws

### *Ethical Obligations*

Electronic resources must also be used in accordance with the ethical standards of the library. Examples of unethical use (which may also have legal consequences) include, but are not limited to, the following:

- Violation of computer system security
- Unauthorized use of computer accounts or access codes assigned to others

- Using computer communications in ways that tie-up, interfere with, or impede other's computer usage
- Violation of external network regulations and policies
- Violation of another customer's privacy

## **Responsibilities of the Library**

### *Staff Assistance*

As service demands permit, library staff will be pleased to assist customers in accessing the library's electronic information resources. However, each customer is ultimately responsible for his or her own computer usage. Staff cannot provide in-depth individual training in the use of the Internet or personal computers and digital devices.

Customers using their personal laptop computers to access the Internet via the library's wireless network are responsible for setting up their own equipment. Library staff cannot assist with configuration issues.

### *Freedom of Speech*

The Buckeye Public Library System believes strongly in the free flow of information and resources and makes every effort to comply with the First Amendment of the United States Constitution and Article II, Section 6 of the Arizona Constitution. Accordingly, any visitor to the library who uses the electronic information resources and reasonably believes that the library's filtering software has unnecessarily blocked a website can seek to have it reviewed by library staff. IF the library staff determines the website to be in violation of the policy, the visitor can request further review by staff of the City Attorney's Office. IF the staff at the City Attorney's Office determines the website to be in violation of the policy, the visitor can request further expeditious judicial review of said website. If the Library staff or City Attorney's Office determine that the website is not in violation of the policy, library staff will promptly submit a request to the Information Technology Department to modify the filter so that it will permit access to the site in question. If a visitor to the library using the library's electronic resources finds a website that he or she reasonably believes is in violation of the policy and that has not been blocked by the filter, the visitor can seek to have it reviewed by library staff. If the library staff or City Attorney's Office determine that the reported website is in violation of the policy, library staff will promptly submit a request to the City's Information Technology Department to modify the filter so that it will not permit access to the site in question. The procedural

safeguards are not a license to purposely offend library staff, and any attempt to do so may result in the loss of library privileges.

### *Notice*

The Buckeye Public Library System shall provide notices of the provisions of this policy and make available both electronic and paper copies of this policy upon request.

## **Collection Development Policy**

### *Purpose*

The purpose of this policy is to help the public and staff understand the collection development and management responsibilities within the Buckeye Public Library System. Collection development and management includes selection of materials for acquisition; access to electronic resources, both current and retrospective; the organization, storage, maintenance, preservation and replacement of the collection; and the de-section (weeding) of obsolete, dated, worn and superseded materials.

It is the goal of the Buckeye Public Library System to enhance the quality of life of its citizens while supporting the values of the community. The Buckeye Public Library System supports this mission by providing services, materials, and electronic access to information that will meet the diverse needs of adult and youth residents of the city. Individual development, culture, enrichment, recreation, literacy, life-long learning, and local government information, are among the areas covered. The library also services as a community center for the dissemination of ideas, and is dedicated to freedom of access for all within established library policies and guidelines of conduct and behavior.

### *Role of the Library*

Libraries are keepers of and gateways to information. Within that framework, collection development and management of materials by professional staff includes selection of physical materials and electronic resources, as well as the organization, storage, maintenance, preservation and replacement of the collection; and the de-selection (weeding) of obsolete, dated, worn and superseded materials. The role of library staff is to assist and instruct the public in the retrieval of physical and electronic resources, and to develop and adapt new ways to deliver information within existing staffing and budget constraints of the City of Buckeye.

Library staff is not qualified to, and are prohibited from, interpreting medical or legal information for the public.

When appropriate and cost effective, the library adds new popular formats including audiobooks, DVDs, eBooks, eAudiobooks, online magazines, databases, STEAM kits, and more. When formats become obsolete, they will slowly be eliminated from the collection.

No member of the community will be denied access to materials or information based on age, race, background, or personal views, except for DVDs and items classified as Kits. Minors 17 years of age and under may not checkout any DVDs or items classified as Kits under his/her library card. DVDs and Kits may only be checked out to adults 18 years of age and older. Because parents and guardians are responsible for their children's use of materials, they are encouraged to assist their children in choosing appropriate materials. Customers are encouraged to use all formats within the collection that are appropriate to their needs.

Within the context of public access for all, the library makes every effort to comply with national, state, and local information access laws.

### *Reevaluation of Material Review*

Intellectual freedom is one of the fundamental principles of a democratic society and as such will be protected by the library. The library supports individual's rights, including youth, to access books and other library resources and services, as expressed in the American Library Association's documents: Appendix A-Library Bill of Rights, Appendix B-The Freedom to Read, and Appendix C-The Freedom to View.

As such, no member of the community will be denied access to materials for information based on age, race, background, or personal views. In addition, members of the community will not be denied access to any materials or information deemed objectionable by another member or group in the community.

A reevaluation of materials may be pursued by a resident of the City of Buckeye who believes particular materials held by the library system do not meet the criteria of the collection development policy. The person requesting the review must complete a "Request for Reevaluation" form (Appendix E). The requestor's correct name and contact information must be included. Anonymous forms will not be processed. Library staff or the requester will forward the form to the Library Manager. The Library Manager will forward this request to the Community Services Advisory Board (CSAB) to be evaluated.

The Community Services Advisory Board will consider and review the reevaluation request. The Community Service Advisory Board shall consider the criteria established for developing the library collection to evaluate the reevaluation request. Materials the Community Services Advisory Board deem to be consistent with the criteria used to develop the library collection

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shall be retained. Following a determination on a reevaluation request by the Community Services Advisory Board, library staff will provide a written response to the requestor. The Community Services Advisory Board determination on any reevaluation request shall be final and unappealable.

### *Community Need*

In addition to tradition methods of delivery, the library must respond to the growing need to deliver information resources electronically on a 24 hours a day, seven days a week basis via the library's online databases/eBooks/eAudiobooks.

## **Library Description**

The Buckeye Public Library System consists of the Downtown Library, Coyote Branch and the Roadrunner Bookmobile.

The collection consists of approximately 50,000 items for adults and youth, including books, eBooks, eAudiobooks, reference materials, audiobooks, DVDs, educational activity kits such as STEAM kits and Launchpads, magazines, newspapers and various online databases that can be accessed through the Internet.

### *Collection Development Objectives*

The objectives for collection development are as follows:

- Materials that meet general customers' interests and needs in a timely manner.
- Materials that promote literacy in adults and children
- A broadly based, diverse, and inclusive collection that can support the role of the library as a popular source of materials and an independent learning center for the general public
- Materials that provide a balance of viewpoints on all subjects in the collection
- Current materials proportionate to levels of demand and use
- Electronic resources that are accessible, useful, equitable, current and affordable
- Avoidance of duplication of resources that are available in other local libraries and that fit within the mission of those institutions
- Participation in cooperative programs concerning collection development of shared resources within the State of Arizona

### *Collection Maintenance Objectives*

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Collection maintenance entails making decisions about the purchase of new materials and particular items that need to be replaced, added, de-selected, or reassigned. Collections will be maintained through collection analysis tools and staff expertise, allowing our library collections to more accurately reflect the demands and needs of the public.

### *De-Selection*

De-selection or “weeding” is one of the best tools available for improving the circulations and overall quality of the library collection. Materials should be de-selected from the collection when they no longer meet the original criteria for adding them to the collection. Examples of this include materials that are dated or have inaccurate information, have superseded editions, duplicates that are no longer needed, classic titles that need to be replaced, and items that are “dead” or “grubby” per definition below. Such items complicate space restrictions and storage costs, prevent the speed of access to accurate and current information, and remain on the shelves unused.

### *Definitions*

- **Dead**-items that have not circulated = minimum 1 year/typically 18 months
- **Grubby**-materials in poor condition or seriously worn

De-selection and collection maintenance practices will be used in accordance with current library guidelines, using the judgment of professional staff to adapt these guidelines to local needs. De-selected materials will either be donated to The Friends of the Buckeye Library, for resale purposed that will then benefit the Buckeye Public Library System through sponsored programs/events, saved as backup copies, offered to other libraries if deemed appropriate, or recycled.

### *Selection Responsibility and Criteria*

The responsibility for administering the Library Collection Development and Maintenance Policy lies with the Library Manager. The manager and staff are responsible for selecting materials for purchase, with consideration given to suggestions from the public. Most items are chosen based upon professional reviewing sources such as *Booklist*, *New York Times Best Seller List*, *Publisher’s Weekly*, as well as popular book lists and awards. When choices exist, selection is based on readability, clarity, appeal and cost. Each title must be considered for its value, its format, and the audience for which it is intended. No single criterion is applicable to all purchase and access decisions. Some resources may be judged primarily for their artistic merit, scholarship, or value to humanity; others are chosen to satisfy the informational, recreational,

or educational interests of the community, or for price affordability. Available budgets also limit purchases.

Selection criteria are essentially the same for all collections. The easy, juvenile and young adult collections focus on materials appropriate for infants through seventeen-year-olds and are selected in response to the needs and interests of young people, recognizing their diverse tastes, backgrounds, abilities, and potentials, as well as reading levels.

#### *Collection Levels-Scope of Collections*

The collection as a whole is designed for the general population in the community, with consideration given to local ethnic populations and those with special needs. Both adult and youth collections are maintained at essentially the same levels. The acquisitions budget is divided among various categories based upon usage patterns and demand.

#### *Reference Collection*

Print reference materials are purchased on a limited basis due to budget and space constraints. These items do not circulate but are available to the public when the library is open. Reference materials are however supplemented by online research databases.

## **Circulation Policy**

The circulation policy of the Buckeye Public Library System exists to facilitate community access to materials and information contained in the library's collections.

### *Library Customer Cards*

To apply for a library card, applicants must show valid photo identification along with proof of a current Arizona residential address and must provide their date of birth. The library may, at any time, even before the expiration date, require that identification with a current address be shown. Thus, borrowers should bring acceptable identification in addition to their Buckeye Public Library System card.

### *Acceptable Legal Forms of Identification*

- Valid photo governmental identification

### *Juvenile Library Cards*

Customers under eighteen (18) years of age may be issued a library card if their parent or guardian provides, in person, a form of acceptable identification. The parent will be noted as an account customer on their child's card and will be able to access the account and account records at any time. Parents are responsible for all fees and items on their child's account. Staff will work with large groups (i.e., schools, etc.) to provide library card applications in advance of a scheduled visit that can be completed and returned to the school/teacher and then brought to the library for processing in an effort to provide excellent customer service.

### *Seasonal Residents*

Seasonal residents are eligible for library cards. Seasonal residents are required to follow guidelines from Library Customer Cards to obtain a library card.

### *Guest Passes for Computer Use*

A Buckeye Public Library System card is required to use the library's public access computers. Out-of-town visitors-who are only visiting for two weeks or less-may receive a guest pass to use computers by presenting an acceptable form of identification, as listed above (international or state driver's licenses and passports are also acceptable). For visitors staying longer than two weeks see "Seasonal Residents" above.

### *Library Card Expiration Dates*

Library cards expire and must be renewed by staff annually. Customers will be asked to verify current address, phone number and other pertinent data at the time of renewal. An expired account may be held in the system up to three years, at which time, if not renewed the account will be permanently removed from the system.

### *Loan Periods and Limits*

The following loan periods and limits have been established to provide customers with an adequate amount of time to both use library materials and return them so that they are available in a reasonable amount of time for other customers.

### *Loan Limits*

A library customer may have up to 30 items checked out at any time. Loan limits for other format types are as follows:

- DVDs: Six (6) items
- Audiobooks: Six (6) items
- eBooks & eAudiobooks : Ten (10) items
- Culture Passes: One (1) per week; no more than two per household in a 30-day period
- Educational kits: Three (3) per week; per adult card
- Freegal Music (Five (5) free downloads per week

### *Loan Periods*

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The majority of items within the library's collection may be borrowed for fourteen days. Some eBooks and eAudiobooks have a choice for fourteen (14) to twenty-one (21) days. DVDs and items classified as Educational Kits may be borrowed for seven (7) days. If the due date falls on a holiday when the library is closed, the loan period will be extended until the following business day.

### *Renewals*

If the item is not reserved for another library customer, it can be renewed up to three (3) times per item, except for Interlibrary Loan items, Culture Passes, and items classified as Kits, which are not renewable. Depending on the item, each renewal is for an addition seven (7), fourteen (14), or twenty-one (21) days from the day of renewal. An item will automatically renew three (3) days before it is due if the item is not reserved for another library customer. Items may also be renewed in person at the library, telephoning the circulation desk, or via the "My Account" feature on the library's online catalog. Library customers who wish to renew by phone or via the online catalog are advised to do so in advance of the due date in case their items cannot be renewed.

### *Non-Circulating Items*

Reference material, magazine and newspaper titles are considered a browsing collection and may not be taken out of the building.

### *Return of Items*

All items must be returned to the Buckeye Public Library System, either within one of the library locations, Roadrunner Bookmobile, or via the 24-hour book returns. Educational Kits, DVDs, and Audiobooks should not be placed in the book returns.

### *Hold*

Library customers may place a hold on a specific item that is currently checked out or for which there is a waiting list. When the item is returned to the library, the customer will be notified that the item will be held for them at the circulation desk for seven (7) days. A library customer may have no more than fifteen (15) outstanding hold requests at any one time. E-book customers may have no more than ten (10) outstanding hold requests at any one time. Library customers are responsible for notifying the library if they no longer need a requested item and

wish to be removed from the waiting list. Holds cannot be placed on items classified as Kits or Culture Passes.

### *Fines and Fees*

The Buckeye Public Library System does not charge overdue fees for late materials.

### *Damaged Items*

Charges are also assessed for lost or damaged materials. The following charges will be assessed for materials returned damaged:

- \$3.00 DVD case
- @5.00 audio case
- \$2.00 artwork for audio and DVD cases
- \$2.00 StingRay
- \$2.00 Mylar jacket
- \$1.00 RFID (Radio Frequency Identification Data) tag

### *Replacement Costs*

When an item has been lost or damaged severely enough to require replacement (such as missing pages or supplemental materials, or extensive markings made with a pen), the library customer will be charged the original cost of the item, plus a \$5.00 nonrefundable processing fee to cover the cost of cataloging and preparing the item for circulation. (An exact copy of a lost or damaged item that is in excellent or new condition may be provided by the customer as a replacement for the lost item. Replacements for lost or damaged audio-visual materials must be in a sealed original container. The customer will still be responsible for the processing fee.)

Missing or broken pieces from the STEAM kits will be considered damaged and require replacement of the kit. The library customer will be charged the original cost of the kit, plus a \$5.00 nonrefundable processing fee.

### *Replacement of Buckeye Public Library System Card*

Library customers who have lost their Buckeye Public Library System card may receive a new card by showing acceptable identification and paying a nonrefundable \$1.00 replacement charge. If the original card is later found it must be destroyed or returned to the library for disposal. The original card will no longer be valid.

### *Claimed Returned*

If a customer believes an item has been returned, Library Staff can place the item into a 'Claimed Returned' status for size (6) months allowing both the library and customer time to search for the missing item. After six (6) months if the item is not found, it will be cleared from the customer's account. A customer can have a maximum of ten (10) items in claims status at one time. In addition, a customer can have a maximum of twenty (20) resolved and unresolved claims on an account. After this point, further claims will not be permitted and the process for lost times will apply.

### *Overdue Notices*

On the 15<sup>th</sup> day and the final day of each month (or the following business day) overdue reports will be run. Customers on the report will be contacted by their identified preferred method of contact regarding their overdue items. Failure to receive a notice via preferred method contact regarding their overdue items. Failure to receive a notice via preferred method of contact will not be considered grounds for waiving a fine, as library customers are responsible for keeping track of the due date of their library materials.

### *Billing Notices*

Billing notices will be sent to customers using the mailing address on file. Notices will be sent out on the 15<sup>th</sup> of each month, or the following business day. If notices are returned due to an incorrect address, library staff will use other contract information on file to notify the customer of the billing notice.

### *Payment of Fees*

The Library will accept the following forms of payment for fees:

- Cash
- Money orders
- Cashier's check
- Debit/credit if payment is over \$2.00

Note: Personal checks are not accepted.

In those instances, in which a customer may not be able to pay the entire amount due to the library, the Library Manager or their designee may set up a monthly payment and work with the customer regarding library services.

### *Refunds*

If a library customer located a lost item within thirty (30) days after he or she has paid for the item, a refund will be issued for the cost of the item minus any overdue fees accrued on the item. The \$5.00 processing fee is nonrefundable. Library who request a refund must provide the original receipt that was issued by the library at the time payment was tendered. Refunds will be mailed directly to the library customer from the City of Buckeye Finance Department.

### *Non-Pick Up Fee*

A \$10.00 fee will be charged for each interlibrary loan (ILL) item that is not picked up within seven (7) business days of identified preferred notification method or arrival.

Customers are responsible to maintain current contact information on their library account.

### *Interlibrary Loan (ILL)*

The interlibrary loan (ILL) service assists Buckeye Public Library System customers in obtaining library materials that are not in the library's own collection. Interlibrary loan service is available to any library customer in good standing (i.e., card is not blocked for fines, overdue materials, or incorrect address) that has been issued a current Buckeye Public Library System library card.

There is no charge to the customer for placing an interlibrary loan request; however, a \$10.00 fee will be assessed if requested item is not picked up within seven (7) business days of notification of arrival.

In general, most requests submitted to the network are filled within one to four weeks. Unless the customer specifies a deadline, the routing procedure continues until the loan is filled.

This service is offered subject to guidelines, procedures and restrictions outlined below:

#### Items NOT Available for an Interlibrary Loan

- Titles owned by the Buckeye Public Library System, which are in circulation or on hold
- New books (published within the last year)
- Audio visual materials (CDs, DVDs, audiobooks)
- Rare, archival, manuscript, or fragile items
- Textbooks
- Software
- Complete periodicals cannot be borrowed or loaned. However, copies of specific requested articles can be photocopied

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- Multiple copies of the same title.

#### Submitting Requests

- All requests must be submitted through a library staff member via in-person, email or telephone
- A library customer may have up to three (3) active interlibrary loan transactions at any one time. This includes requests that are pending as well as materials that the customer currently has borrowed through interlibrary loan
- All requests should indicate whether a deadline is applicable

#### Notification and Status Reports

- Customers will be contacted by telephone, text, or email when materials are available
- Customers will also be contacted if it is determined that materials are not available or if a cost is associated with request
- Customers are responsible to maintain current contact information on their library account

#### *Borrower's Responsibilities*

- Materials should be returned by the due date indicated
- Interlibrary loan materials cannot be renewed.
- IF an interlibrary loan item is not picked up by the customer within seven (7) business days of arrival notification, a non-pick-up fee of \$10.00 will be applied to the customer's library account
- The borrower assumes responsibility for all interlibrary loan charges and for any replacement or repair costs if materials are lost or damaged

#### *Denial of Borrowing Privileges*

If a Library customer accrues fines and fees in excess of five (5) dollars, their public access computer and borrowing privileges will be denied until their fees are paid under five (5) dollars. Borrowing privileges will also be denied when accounts have an item that is overdue by 28 days. Privileges are restored when the item is returned. Privileges are also denied on accounts with invalid contact information; when this is the case, the library customer must present current, acceptable identification, and verify current contact information before privileges are restored.

#### *Responsibility*

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Library customers are responsible for all materials checked out on their card or on the cards of children for whom they have assumed responsibility. If library customers allow others to checkout materials on their card, those materials are still the responsibility of the card owner. Lost cards should be reported immediately; library customers are responsible for all materials checked out on their card up to the time that they report the card as lost.

## **Reference Service**

### *Reference Services*

Staff will provide guidance in locating information/materials for customers who appear in person, call on the telephone, or request information through email.

Staff will answer reference inquiries to the best of their abilities. Using professional judgment, staff will respond to customers with the desired information if the question involves general information. When asked extensive research questions via phone or email, staff will encourage the customer to come in for assistance with their research.

Staff will make every effort to connect the customer with the information and resources they seek.

Staff may not advise on medical, legal, census, or tax related information.

## **Library Services**

### *Group Visits and Tours*

The library staff is glad to assist with promoting library use and supporting formal and self-directed learning.

All groups who wish to visit the library must call and schedule their visit in advance. A two-week notice is required to avoid scheduling conflicts with other groups and library activities.

Available times for group visits and tours will be determined based on scheduled library programming and staffing needs.

Group size may be limited based on scheduled library programming and staff availability.

### *Programs and Events*

The Buckeye Public Library System strives to provide relevant and engaging programs and events for all age groups. Most programs and events are provided free of charge and are offered regularly throughout the year. Program calendars are available within the library as well as on the library's website.

### *Outside Presenter Guidelines*

The Buckeye Public Library System relies on staff as well as outside presenters for programming content. When outside presenters are chosen by the library, decisions are made based on the following priorities:

- Must meet community interests and have educational, informational, or cultural value

- Program content is relevant to the mission of the library and falls within current programming goals and priorities
- Presenter has background or qualifications and expertise not available amongst library staff

The library presents over 500 programs a year and cannot accommodate all those who would like to participate as presenters in our programs. The library may decline offers to present in its programs based on the criteria above.

The Presenter Interest Form will need to be completed and approved by Library Manager or designee sixty (60) days prior to presentation/program to ensure proper marketing/advertising of presentation/program.

## **Bookmobile Policy**

### *Mission Statement*

The Buckeye Public Library System's Roadrunner Bookmobile is dedicated to delivering library services to members of the community, neighborhoods, Senior Center, preschools, daycares, schools, and City events. The Bookmobile is committed to promoting early childhood literacy development by providing service and age appropriate materials to day care providers and elementary schools.

### *Service Priorities*

- Must be within Buckeye City limits
- Senior Center/Care facilities/Group residences
- Preschools and Daycares
- City Events
- Outlying communities: at least 4 miles from any Buckeye Public Library or Branch
- Patron requests for bookmobile stops and schedules are encouraged. Bookmobile stops will be reviewed every year in December. The Buckeye Public Library's Outreach Services reserves the right to cancel stops that exhibit a continuing trend of low attendance and/or low circulation.

### *Library Cards*

A Buckeye Public Library System card is required to check out items from any of the Buckeye Public Libraries, including the Bookmobile; you can receive your card right on the Bookmobile by showing a current photo ID with proof of address (utility bill or bank statement, etc.=online or paper).

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### *Bookmobile Services*

The Bookmobile is a library on wheels! Patrons may choose materials for checkout. We offer children's picture books, fiction and nonfiction books for children, teens, and adults (including large print), magazines, audiobooks, DVDs, and Wi-Fi. These can also be requested online to pick up at the Bookmobile. Overdrive assistance (e-book and audiobook downloads) is available as time permits. Once can check out Culture Passes to local museums on a first come/first serve basis, just like at our libraries. At preschools and daycares, we can provide a short story time as well as book checkouts.

Patrons are also able to request materials to be brought to them at their next scheduled visit by utilizing the library website, [buckeyeas.gov/library](http://buckeyeas.gov/library) (please indicate "Bookmobile" as location), emailing [library@buckeyeaz.gov](mailto:library@buckeyeaz.gov) or calling, (623) 349-6000. Requests should be placed a minimum of two (2) days before the scheduled visit. If requests are not received with a two (2) day minimum, materials may not be available until the next scheduled visit.

The Bookmobile follows the library's Circulation Policy. Customers will be held liable for charges associated with lost or damaged items.

### *Bookmobile Stops*

- The Bookmobile can receive request to come to your community, school, or event by filling out the **Bookmobile Stop Request Form**, (Appendix E). Depending on time allowances, the stop will be set for 45 minutes, 1 hour or 2 hours.
- 1-Time Stop: The Bookmobile can make a 1-time stop to initiate card applications and to introduce children and teachers to the library system. Please fill out a **Bookmobile Stop Request Form** (Appendix E).

### *Bookmobile Schedules*

The Bookmobile operates on four (4) schedules throughout the year to line up with the EOB (Eye on Buckeye).

- Spring: February, March, April
- Summer: May, June, July
- Fall: August, September, October
- Winter: November, December, January

## Meeting Room Policy

### *Purpose*

Meeting Rooms are designed to meet general informational, educational, cultural and community needs, including activities such as discussion groups, panels, lectures, conferences, seminars, displays, story times, puppet shows and films. Any gathering must not interfere with the library's primary function.

### *Guidelines*

#### *Meeting Rooms*

Meeting Rooms are available for public gatherings of a community, cultural, or educational nature. Examples of events that are NOT allowed in library meeting rooms include, but are not limited to, wedding receptions, birthday parties and for-profit commercial endeavors.

The fact that a group is permitted to use a meeting room does not constitute endorsement by the Library of the group's policies or beliefs.

Library sponsored or co-sponsored programs will always be given first priority in scheduling.

- City of Library needs may preempt any other scheduled event
- All activities held in the library's meeting rooms must be open to everyone
- Commercial use of the library's meeting rooms are prohibited: this includes solicitations, admission or other charges, money raising activities and/or sales
- Monies will not be collected on library premises with the exception of dues for the Friends of the Buckeye Public Library System, book sales or other fund-raiding events.
- Children must be supervised at all times during scheduled rental hours

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- No food or drink permitted in meeting rooms
- Set-up/clean-up is the responsibility of the user; all tables and chairs are to be placed back in the closet after every use
- Tables, chairs and AV equipment are available for use; library staff is not available to assist with set up and take down of tables and chairs. Assistance with AV equipment by library staff will depend on staff availability and needs to be specified when making the reservation
- All room reservations must be made by reviewing and completing the Buckeye Public Library System Facility Use Application (Appendix E) including schedule of fees. Applications can be completed online or with a hard copy. Completed physical applications must be returned to the Coyote Branch Supervisor. Once approved and scheduled, the Branch Supervisor will confirm the reservation and any applicable fees with applicant. Payment, if applicable, is required on the day of the scheduled meeting via cash or credit card, advance payments will not be accepted
- Buckeye Public Library System Facility Use Application, including schedule of fees, can be obtained online or from the Coyote Branch Supervisor
- The minimum booking time is one (1) hour
- Bookings can be made from two to sixty (2-60) days into the future
- Notice of cancellation should be made to the appropriate Branch Supervisor within forty-eight (58) hours of scheduled room rental, failure to cancel may forfeit any future room reservations
- Exceptions may be granted upon prior facility use approval by Library Manager or Branch Supervisor

### *Study Room Rules*

- Minimum booking time: thirty (30) minutes
- Maximum booking time: two (2) hours per day
- Bookings can be made zero to fourteen (0-14) days into the future
- Maximum booking time per week is six (6) hours
- Cancellations are allowed at any time
- There is no fee to use the room
- The room can be booked online or with front desk staff

### **Display of Brochures/Pamphlets**

Brochure space in the Buckeye Public Library System facilities shall be devoted to library related issues, programs, services, City events, customer information, or subjects of educational and informational value and content. Once approved by the Library Manager or designee, materials may be displayed in areas designated for this purpose in each facility; they shall have a display limit of 30 days. All brochures shall meet current community standards of good taste. The Library reserves the right to pull any brochures without notice.

Displaying of distributing materials from outside sources by the Buckeye Public Library System does not, in any way, signify endorsement by the library of either the content of the materials or of the organization that produced it.

The Library Manager or designees retain the right to refuse any materials for display and/or distribution, even if with the guidelines. Basis for refusal may include size, content, appearance or space limitations.

## **Donations**

The Buckeye Public Library System administration and staff sincerely appreciate donations from our generous customers. We cannot, however, accept materials with condition or restrictions placed on them by the donor. Donations that are not utilized by the library become the property of the Friends of the Buckeye Public library to use, distribute and dispose of as they deem appropriate in support of the Buckeye Public library System. Monetary donations are also accepted and can be made to the Buckeye Public Library System as well as the Friends of the Buckeye Public Library.

### *Acceptance*

Donated materials will be received at the circulation desk of the Friends of the Buckeye Public library Bookstore during normal business hours.

### *Item Use*

The Friends of the Buckeye Public Library System organization uses the funds raised by the sale of donations to support library programs and services.

### *Receipts*

When the Friends of the Buckeye Public Library System receive a donation, a receipt is available to the customer to document the nature and size of the gift for tax records. However, library staff is prohibited by law from placing any monetary value on the material donated.

*The Library Particularly Welcomes*

- Arizona titles and/or authors (any age in good condition)
- Books published in the last 5 years including: novels, popular non-fiction, and children's titles
- Magazines
- DVDs (burned DVDs are not accepted)

*Materials Are Unusable for the Library If*

- Musty, moldy, or water-damaged
- Soiled with grease, dirt, food, insects, etc.
- Marked with pen, pencil, marker, crayons, highlighters, etc.
- Damaged (broken spines, loose, or torn pages, torn covers)
- Home-recorded audiotapes and videotapes, burned DVDs and CDs (These materials are in violation of copyright laws)
- Computer materials (manuals, instruction books, etc.)
- Software
- Textbooks
- Encyclopedias
- Vinyl record albums
- Commercially produced videocassettes or audiobooks
- Condensed books or books containing multiple full-length titles.

## **Confidentiality**

Transaction logs and any other information that can be used to identify a customer with specific data, files, or programs, or other electronic materials are considered by the Buckeye Public Library System to be confidential and shall not be divulged to anyone other than the customer, except as otherwise noted herein.

Pursuant to Arizona law (A.R.S 41-151.22), the Buckeye Public Library System shall not disclose any record or information that identifies a customer of library services as requesting or obtaining specific materials or services or as otherwise using the library. Records may be disclosed only in the following circumstances:

- Parents or legal guardians listed as account customers may review and access the library account and records of their minor (under the age of eighteen) children
- If necessary for the reasonable operation of the Library, as determined by the Library manager
- On the written consent of the library customer
- On receipt of a court order
- If required by law

Any person who knowingly discloses any record in violation of A.R.S 41-151-.22 is guilty of a class 3 misdemeanor.

## Appendix A

### *Library Bill of Rights*

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

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Inclusion of “age” reaffirmed January 23, 1996.

## **Appendix B**

### *The Freedom to Read*

#### *Statement*

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgement, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time or social tension. Freedom has given

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the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious through requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulated, in order to preserve its own freedom to read. We believe that publishers and librarians have profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that ideas is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would make the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and bookseller do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them*

*to establish their own political, moral, aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or*

*groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collided with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society.

Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970

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consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

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

*A Joint Statement by:*

[American Library Association](#)

[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers Foundation for Free Expression](#)

[The Association of American University Presses, Inc.](#)

[The Children's Book Council](#)

[Freedom to Read Foundation](#)

[National Association of College Stores](#)

[National Coalition Against Censorship](#)

[National Council of Teachers of English](#)

## Appendix C

### *The Freedom to View*

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view. This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film

Adopted by the Buckeye Public Library Advisory Board

January 2023

Updated October 30, 2023

Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990

## **Appendix D**

### *Arizona Revised State Statutes*

The citations to the Arizona Revised Statutes found within this policy manual may be reviewed at the following internet web site: <https://www.azleg.gov/arstitle/>

## **Appendix E**

### *Forms and Schedules*

Forms and Schedules can be obtained from the Branch Supervisor at either the Downtown Library or the Coyote Branch Library during open hours.

[Request for Material Reevaluation](#)

[Bookmobile Stop Request Form](#)

[Buckeye Public Library System Facility Use Application](#)

Presenter Interest Form



## Request for Materials Reevaluation Form

### Buckeye Public Library System



#### Request for Material Reevaluation

Community Services Department

Coyote Branch: 21699 W. Yuma Rd., Ste. #116 Buckeye, AZ 85326

Downtown Library: 310 N. 6th St. Buckeye, AZ 85326

(623) 349-6300 library@buckeyeaz.gov

Residents of the city of Buckeye may request that an item be reevaluated if they are concerned that it does not meet the criteria established by the Library's Collection Development Policy.

A "Request for Reevaluation" form must be completed by the person requesting the review. The requestor's correct name and contact information must be included. Library staff or the requester will forward the form to the Library Manager. The Library Manager will forward this request to the Community Services Advisory Board (CSAB) to be evaluated. Following a determination on a reevaluation request by the Community Services Advisory Board, library staff will provide a written response to the requestor. The Community Services Advisory Board determination on any reevaluation request shall be final and unappealable.

Date

First Name

Last Name

E-mail

Phone Number

Cell Phone Number

Address

Type of Material

Title

Author

Have you reviewed the entire resource?

Yes

No

If no, what sections did you review?

What concerns you about the resource? Why?

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

What action are you requesting the library consider?

Customer Signature

Date

Library Manager/Supervisor Signature

Date Received

Adopted 12.5.22

## Bookmobile Stop Request Form



Buckeye Public Library System  
**Bookmobile Stop  
 Request Form**

Date \_\_\_\_\_

Please complete this form to be considered for an ongoing or 1-time Bookmobile Stop.

Type of Bookmobile scheduled stop (reviewed annually)

1-time stop       Ongoing

Name of organization making request: \_\_\_\_\_

Primary contact \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address of proposed stop \_\_\_\_\_

Estimated number of potential Bookmobile users \_\_\_\_\_

Preferred day of week (circle) M T W TH F S Saturday for special event requests only

Preferred time of day (circle) Morning Afternoon

We are willing to use our marketing outlets to inform our community of Bookmobile stops

**The Bookmobile is 30 feet long and 8.5 feet wide (5 parking spaces to maneuver).**

Does your site have sufficient room for it to safely maneuver? (circle) YES NO

Are you willing to reserve a dedicated space for the Bookmobile? (circle) YES NO

\*Please provide photo of site

**What age level(s) do you expect the Bookmobile will serve at this stop?**

\_\_Preschool \_\_Children \_\_Teens \_\_Adults \_\_Seniors \_\_Families \_\_School

Other (please list) \_\_\_\_\_

**The proposed location has:**

\_\_Space that is open and accessible to the general public and the Bookmobile

**Describe:**

\_\_Restrooms for Bookmobile Staff      \_\_Restrooms for Bookmobile Customers (optional)

**Comments or questions?**

**Return by emailing back to:** library@buckeyeaz.gov Attn: Bookmobile

Adopted: 12/5/2023

## Buckeye Public Library System Facility Use Application



### FACILITY USE PERMIT APPLICATION

COMMUNITY SERVICES DEPARTMENT  
1003 E. Eason Ave., Buckeye, AZ 85326  
(623) 349-6350 Fax (623) 349-6630

APPLICANT INFORMATION			
<b>Applicant Full Name:</b> <small>(First, Last Name)</small>		<b>Date of Birth:</b> <small>(Proof of Age)</small>	
<b>Organization Name:</b>		<b>Estimated # of Attendance:</b>	
<input type="checkbox"/> Non-Profit <input type="checkbox"/> Resident <input type="checkbox"/> Corporation		<input type="checkbox"/> Community Based Org.	
<input type="checkbox"/> Profit <input type="checkbox"/> Non-Resident <input type="checkbox"/> Government/School		<input type="checkbox"/> Non-Community Based Org.	
<b>Mailing Address:</b>		<b>City/State/Zip:</b>	
<b>Phone Number:</b>	<b>Cell Number:</b>	<b>Email:</b>	
<b>FACILITY REQUEST:</b>	<input type="checkbox"/> Aquatic Center <input type="checkbox"/> Bayless Park <input type="checkbox"/> Community Center <input checked="" type="checkbox"/> Library - Coyote <small><input type="checkbox"/> Group    <input type="checkbox"/> Resident</small>		
<b>DATE REQUEST:</b>	<input type="checkbox"/> One-Time Use    Day/Date: _____ Rental Purpose: _____ <small>(please include description of activities and events planned)</small>		
<b>TIME REQUEST:</b>	<input type="checkbox"/> Multiple Dates Use    Days/Dates: _____ / _____ <small>(Must Attach Schedule)</small> Rental Purpose: _____ <small>(please include description of activities and events planned)</small>		
<b>AMENITIES:</b>	Start Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.    End Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. Start Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.    End Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. <small>(Please include all set-up &amp; tear down times)</small>		
<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2 <input type="checkbox"/> Field 3 <input type="checkbox"/> Field 4 <input type="checkbox"/> Field 5 <input type="checkbox"/> Field 6 <input type="checkbox"/> Ramada 1 <input type="checkbox"/> Ramada 2 <input type="checkbox"/> Ramada 3 <input type="checkbox"/> Ramada 4 <input type="checkbox"/> Ramada 5 <input type="checkbox"/> Class Rm <input type="checkbox"/> VB Court 1 <input type="checkbox"/> VB Court 2 <input type="checkbox"/> VB Court 3 <input type="checkbox"/> VB Court 4 <input checked="" type="checkbox"/> Multi-purpose Rm <input type="checkbox"/> Campsite <input type="checkbox"/> Zero Depth Only <input type="checkbox"/> Zero Depth & Slide <input type="checkbox"/> Deep End Only <input type="checkbox"/> Diving Well Only <input type="checkbox"/> Event Lawn (6th St Plaza/Sundance)			
<b>Do you plan to use an inflatable and/or generator?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>if yes, please include certificate of insurance.</i>			
<b>Do you plan to have amplified sound?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>if yes, sound shall not disrupt, interfere or distract other park users.</i>			
<b>EQUIPMENT REQUEST:</b> <small>(if any)</small> _____ <b>Quantity:</b> _____ <small>(fees may apply)</small>			
<b>REQUESTS:</b> <input type="checkbox"/> Beer Permit <input type="checkbox"/> Scoreboard(s) <input type="checkbox"/> Field Prep(s) <input type="checkbox"/> w/Lights (Day/Times): _____			
<b>CONCESSION STAND:</b> <i>Does your organization desire the concession stand to be open and operated by City staff?</i> <small>(Based on availability, not guaranteed, staff fees may apply)</small> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>WAIVER CERTIFICATION &amp; USE ACKNOWLEDGMENT</b> <small>Renter shall indemnify, defend, and hold harmless the City of Buckeye, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of Buckeye, its officers, employees, or agents. I acknowledge that I am familiar with and will abide by all parks rules and policies. Facility availability is subject to change at any time by City staff. Failure to abide by the rules set forth in this agreement and any applicable rules set forth in City Code (found at <a href="http://www.buckeyeaz.gov">www.buckeyeaz.gov</a>) may result in suspension or termination of rights to use city facilities.</small>			
<b>Applicant Signature:</b> _____		<b>Date:</b> _____	
<b>For office use only:</b>		<b>Attachments:</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Beer Permit (Age Verified) <input type="checkbox"/> Denied		<input type="checkbox"/> Schedule <input type="checkbox"/> Certificate of Insurance	
<input type="checkbox"/> Designation/Priority Use: <input type="checkbox"/> Category 1 <input type="checkbox"/> Category 2 <input type="checkbox"/> Category 3 <input type="checkbox"/> Category 4 <input type="checkbox"/> Category 5 <input type="checkbox"/> Category 6		<b>Staff Initials:</b> _____ <b>Date Received:</b> _____ <input type="checkbox"/> Paid <input type="checkbox"/> Deposit \$ _____ <input type="checkbox"/> Inflatable <input type="checkbox"/> DJ/Music <input type="checkbox"/> Scheduled Master Calendar	

### Presenter Interest Form

## Buckeye Public Library System



### Presenter Interest Form

Community Services Department

21699 W. Yuma Rd., Ste. #116 Buckeye, AZ 85326

Date of Application

First Name

Last Name

E-mail

Phone Number

Cell Phone Number

Mailing Address

Website

Program or Presentation Title

Brief Description of Your Program

Program Length (Minutes)

Please note any other considerations or special requirements such as audience restrictions (i.e. limited # of participants) and space restrictions

Target Audience Age Group (Check all that apply)

- Preschool (0-5)
- Youth (5-12)
- Teen (12-18)
- Adult (18+)
- All Ages

Total Cost (Inclusive of time, travel, and supplies; if no cost, list \$0)

Have you presented for the Buckeye Public Library System Before?

- Yes
- No

Presenter Qualifications

Please Provide Three Professional References

Reference 1

Reference 2

Reference 3

#### Acknowledgement

- All presenters, performers, and programs are subject to approval
- Approval of program(s) does not guarantee a booking
- Any information must be of general interest to the intended audience and applicable to situations that do not require purchasing a specific product or enrolling in a specific fee-based program. Library programs are not used to promote businesses, products or for-profit enterprises
- Presenters are not allowed to require sign-ups or collect contact information from program attendees. Presenters may provide contact information so that attendees can voluntarily contact them after the program has concluded

The Buckeye Public Library strives to provide relevant and engaging programs and events for all age groups. Most programs and events are provided free of charge and are offered regularly throughout the year. Programs calendars are available within the library as well as on the library's website.

#### Outside Presenters

The Buckeye Public Library relies on staff as well as outside presenters for programming content. When outside presenters are chosen by the library, decisions are made based on the following priorities:

- Must meet community interests and have educational, informational, or cultural value.
- Program content is relevant to the mission of the library and falls within current programming goals and priorities.
- Presenter has background or qualifications and expertise not available amongst library staff.

The library presents over 500 programs a year, and cannot accommodate all those who would like to participate as presenters in our programs. The library may decline offers to present in its programs based on the criteria above.

#### Applicant Signature