

Policies & Procedures
For the
Parker
Public Library

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Mission Statement

Each man, woman and child in Parker, Arizona, and the surrounding communities will have access to innovative library services, delivered in an efficient and effective manner, that will:

- Help all residents gain an understanding of their own cultural heritage and the cultural heritage of others
- Provide the information services needed to answer their questions
- Help students of any age who are home-schooled, or, who are enrolled in a formal program of education pursue their educational goals
- Provide the materials, programs and services needed to meet their educational needs
- Provide job seekers the tools to improve their skills

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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibilities to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948

Amended February 2, 1967 and January 23, 1980

By the ALA Council

THE FREEDOM TO READ

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 books from sale, to censor textbooks, to label “controversial” books, to distribute lists of “objectionable” book of 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 avoid the subversion of politics and corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: That the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. 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.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. 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.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in it, and we tend to move against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given 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 stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new ideas and the untried voice from which come the original contributions to a social growth. They are essential to the extended discussion which serious thought 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 circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a 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 the free men 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 the public interest for publishers and librarians to make available the widest diversity of views and expression, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which 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 mark 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 booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books 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 man can read should be confined to what another thinks is proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. 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 men can flourish which 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 literature 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 taste differs, taste cannot be legislated; nor can machinery be devised which 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 with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. 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.

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 collide with those of another individual or group. In a free society each individual is free to determine for himself what he

wishes 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 the accepted and the inoffensive.

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, bookmen 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 expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his 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 their freedom and integrity, and the enlargement of their service to society, require of all bookmen the utmost of their faculties, and deserve of all citizens 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 books. We do so because we believe that they are good, possess 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 or 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 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

BOOK SELECTION POLICY

The purpose of this document is to serve as a guide in the selection of books and other library materials for the Parker Public Library located in Parker, Arizona. The policies stated herein shall not be considered unalterable regulations or restrictions, but may be amended when, in the judgment of library staff, such amendments will permit the addition of valuable material to the general collection. The Library Advisory Board must approve written amendments to this policy.

I. THE ROLE OF THE LIBRARY

- A. The library assembles, preserves, organizes and offers guidance in the use of print and non-print materials, within the limits of space and budget restrictions, to all Parker area and La Paz County residents regardless of race, creed, color, disabilities or political persuasion. Access to such material will enable the people of the community to:
 - 1. Find reliable and current information and keep pace with significant ideas and progress in all fields of knowledge.
 - 2. Become more familiar with their cultural heritage and with the history and literacy heritage of Parker.
 - 3. Supplement formal studies and encourage informal education.
 - 4. Become more capable in their occupations.
 - 5. Develop their creative capacities and increase their appreciation of the arts, literature, and sciences.
 - 6. Become enlightened citizens.
 - 7. Make such use of leisure times as will as promote their personal and social well-being.
- B. The library sponsors and co-sponsors programs that help fulfill the above listed aims.
- C. The library attempts to provide materials and offer services of use to community organizations, businesses and government agencies operating within La Paz County.
- D. The library cooperates with other agencies within and outside of the community to realize its aims more fully. These agencies include but are not limited to the following.
 - 1. Local schools and educational facilities in other localities, which offer courses of study to residents of the community in order to:
 - a. Encourage good reading habits.
 - b. Orient people in the proper use of the library.
 - c. Help meet the supplementary needs of students in elementary, secondary, college and adult educational classes.

2. Other libraries that can, through their resources, provide information not immediately available at the local library level or, conversely, for whom the Parker Public Library can provide information; the library staff will give particular emphasis on inter-county cooperation.
3. The Parker Public Library and its Library Board uphold the principles of the Library Bill of Rights and the Freedom to Read statement adopted by the American Library Association. Copies of these documents are appended to and are considered a part of this policy statement.

II. RESPONSIBILITY FOR SELECTION

The responsibility for selection lies with the professional staff of the library. Other staff members, as well as members of the general public may make recommendations for consideration. The ultimate responsibility for book selection rests with the Director of the Library who operates within the framework of policies determined by the Library Advisory Board.

III. STANDARDS FOR SELECTION

A. Selection decisions will be based on some of the following criteria:

1. Positive reviews in recognized reviewing sources.
2. Inclusion in lists of recommended books for public libraries or other authoritative bibliographies.
3. Direct examination of the work for content, format, and ease of use.
4. Patron request and/or popular demand.
5. Price.
6. Relationship of the work in question to the existing collection.
7. Accuracy and authority of the work to the tenants it sets forth.
8. Contemporary importance or permanent value.
9. Meets standards of physical and technical excellence.
10. Availability of material in other nearby locations, especially if of a specialized subject area having limited appeal.

B. The library will attempt to represent all approaches to public issues of a controversial nature. The library does not promulgate particular beliefs or views, nor is the selection of any given book equivalent of an endorsement of the author's viewpoint. If a scarcity of information in a particular subject area exists, material in that area may be selected, even though it does not meet the usually applied standards.

IV. SCOPE OF COLLECTION

The Parker Public Library collects materials for adults that include fiction and non-fiction books, local history materials, maps, large print materials, cassettes, DVDs, MP-3CDs, VHS, CDs, reference sources, paperbacks, periodicals, and other audio/visual materials as budget and space permit.

A. FICTION

The library will attempt to maintain a good selection of current fiction while maintaining the classic fiction collection. The fiction collection will be open to all patrons. Parents will have the responsibility of determining what their children should or should not read.

B. NON-FICTION

The library attempts to hold up-to-date information in all areas of knowledge. On issues of a controversial nature, the library attempts to provide a variety of viewpoints and a balance of opinions. The Dewey Decimal System is used to classify non-fiction materials.

C. REFERENCE

Books and materials designed for reference work are located in a special area for use by patrons and library staff. These titles are non-circulating and may not leave the library. Reference materials are denoted by "REF" on the spine.

D. ARIZONA COLLECTION

The library makes a special effort to collect the history and related Arizona materials. These are shelved in a special collection according to the Dewey Decimal System for non-fiction and alphabetically by author for fiction.

E. LARGE PRINT

For our patrons with a visual impairment, the library provides a collection of fiction and non-fiction books in large print. The library also participates cooperatively with the State Library's Talking Book program. The library can arrange for a qualifying patron to utilize this totally free service.

F. PAPERBACK BOOKS

Due to the popularity of the paperback format and for price considerations, the library maintains a large selection of paperbacks. They are circulated just like any hard cover book.

G. PERIODICALS

In an effort to have access to current information on a variety of topics the library attempts to acquire a number of magazines and newspapers to supplement the book collections. As

budget permits, other titles may be added to the collection. Periodicals are mainly for use in the library.

H. NON-PRINT MATERIALS

The library will add to the audio/visual collection as budget permits, and need arises.

I. CHILDREN'S AND YOUNG ADULTS' COLLECTIONS

The library maintains special locations for children's materials and young adult's collections.

V. COMPLAINT PROCEDURES

The Library recognizes the right of any member of the public to express negative opinions on the selection of any material the library holds. For this reason the Library Advisory Board has approved the following procedure to handle complaints in an impartial and factual manner. The library will review selection decisions regarding specific materials upon the completion of the books selection inquiry form by the individual or group raising the objection. Copies of this form will be available at the circulation desk. After the completed form is returned to the Library Director, the matter will be brought before the Library Advisory Board at the next scheduled meeting.

Request for Inclusion/Review of Library Materials

Author:

Publisher:

Title:

Date of Publication:

Requester (Self)

Represents: (If requester represents organization)

Name of organization:

Name of officer in charge:

1. How did you hear of this material?
2. What are your concerns regarding this material?
3. What value/harm do you feel might be the result of reading/viewing/hearing this material?
4. Have you read/viewed/heard the material in its entirety? _____ Yes _____ No
If not, what parts have you read?
5. Is there anything worthwhile in this material?
6. Have you read any professional reviews of the item in question? If so, please list names of critics and sources of reviews.
 - 1.
 - 2.
 - 3.
7. What do you believe are the main ideas of the material?
8. What do you think was the purpose in creating this work?
9. In view of the purpose as you perceive it, does the material succeed or fail?
10. What currently available material with a similar theme would you recommend?

Author:

Publisher:

Title:

Date of Publication:

11. Additional comments:

Requester's full name (please print)

Address

City, State,

Zip

Phone Number

In response to the above request, the Library Director will initiate a review of the cited material immediately by a panel of three or more individuals including the Library Director. Reviewers may be chosen from among library staff, library board members, city or county government officials, public school or college faculty and staff, subject specialists in the community, and interested citizens.

Within 60 days, a written response will be mailed to the requester by certified mail reflecting the rationale and consensus of the reviewers and action taken, if any.

Library Card Policy

The Parker Public Library welcomes all of La Paz County to our library.
For Library Cards here is the following procedures:

1. FREE Library Cards to all residents that live within the “Town Limits” of Parker. Proof of address is required either by ID or a bill with your name and physical address on it.
2. FREE Library Cards to all residents who own property or a business within the “Town Limits” of Parker. Proof of address is required either by ID or a bill with your name and physical address on it.
3. Residents who are (5-17) years of age must have a parent or legal guardian with them for their first Library Card.
4. Lost or Damaged Library Cards can be replaced, the cost is \$1.00.
5. A patron who owes damaged or lost items will not have library privileges, nor be able to sign as a responsible party for another’s library card. This will also include use of any other library materials including computers.

Residents that DO NOT live within the “Town Limits” of Parker, as of February 1, 2012, will have to pay for a Library Card. The following guidelines apply:

1. \$5.00 per month if in our area for less than 3 months
2. \$15.00 per year for Arizona Western College students and faculty. You will have to show your Class Registration.
3. \$20.00 per year, per Library Card
4. \$40.00 per year for a Family Library Card

Circulation Policy

The Parker Public Library, in an effort to establish fair and equal access to library materials, has developed the following circulation procedures:

1. Loss or total damage of borrowed materials must be paid for by the responsible borrower at the replacement cost.
2. If an item is not returned to the library within 30 days of the due date, library card holder will be charged for the full price of the item.

3. Book drops are available for returning library materials when the library is not open.
4. The general collection of fiction and not-fiction will have a minimum fourteen (14) day circulation period. Patrons can check out (2) books for patrons age 5-17, and (5) for adult patrons.
5. Library staff has the right to limit books with multiple reserves or any bestseller or popular titles.
6. Audiocassettes, CDs, MP3-CD, Playaways, and Music are treated as books with a minimum circulation period of fourteen days.
7. Videocassettes/DVD/Blu-Ray, are checked out for 1 week.
8. All materials may be renewed provided that no other patron has requested that a hold be placed on them. Also you can phone the library to renew your materials.
9. Educational DVD's/CD/VHS maybe checked out for 30 days. (may require refundable deposit)
10. Inter-library-loan books may not be requested by children under the age of 17, unless requested by the parent or guardian. ILL's have a 14 day check out time, with NO renewals.
11. Non-circulating materials may be used by the general public, but only within the confines of the library. These materials include:
 - a. Reference books designated by a "REF" on the spine.
 - b. Any microfilm materials.
12. Circulating materials held by the library, but not immediately available, may be reserved by the patron and a hold will be placed on the item. If the waiting list consists of more than one patron, the succeeding patron will be informed of this and requests will be filled in the order they were made. The patron will have forty-eight hours after we have contacted you to check out the item.
13. Patrons will be asked to observe the borrowing limit set by the Library Advisory Board.
14. All fines and assessments on a patron's card must be paid or negotiated by staff, before additional library services are allowed (example: computer use, movies, etc.).
15. Reference books or audio/visual materials that require a deposit, (GED, Resume, ASVAB, Spanish tapes, etc.) may be checked out at the circulation desk for 4 weeks, and may be renewed if a reserve is not in place.

The Library Advisory Board sets all fines and assessments; a current schedule of fines will be available at the circulation desk.

YOUNG ADULT SERVICES/MATERIAL SELECTION POLICY

I. SELECTION OBJECTIVES

The Library recognizes the uniqueness of the young adult and attempts to provide for the needs and interests of the age thirteen to seventeen year old patrons through the collection of library materials geared toward the informational, educational, and recreational needs of the young adult.

II. RESPONSIBILITY FOR SELECTION

The responsibility for selection lies with the professional staff of the library. Other staff members as well as members of the general public may make recommendations for consideration. The ultimate responsibility for book selection rests with the Library Director who operates within the framework of policies determined by the Library Advisory Board.

In so far as the Library Director deems practical, general selection principles will apply in choosing young adult print and non-print materials. Criteria include the importance and popular appeal of the subject matter, the needs of the collection and the price of the material.

Personal growth, career aspirations, social development, recreational reading, fads and hobbies are among the types of informational needs the library will attempt to meet through hardback and paperback books, periodicals and other media selected for young adults. The library's budget and space limitations will be major factors in determining the size and scope to the young adult collection. Young adult fiction as well as non-fiction is shelved in a special area located within the library.

The responsibility for encouraging reading habits among young adults rests with their parents or legal guardians. Materials in the adult collection and in reference will be open to all patrons. The adult collection will not be restricted by the possibility that young adults may obtain materials their parents consider inappropriate.

No separate reference collection is maintained for young adults.

III. SERVICE OBJECTIVES

The library will attempt to provide some programming directed primarily to the young adults and will encourage attendance at general audience programs deemed to be of interest to young adults.

The library staff will demonstrate the use of library reference tools, instruct in the use of the on-line catalog and provide assistance in locating materials on the library shelves as requested; however, the staff will not engage in actual research or homework assignments which are the responsibility of the young adult patron requesting assistance. The library will not attempt to provide textbooks used in school curriculum either in the collection or through

interlibrary loan, although a book would not necessarily be excluded from the collection simply because it is a textbook.

The library recognizes the talents and resourcefulness of young adults. For this reason the library encourages teenagers to volunteer for work assignments in the library, and to submit book requests.

CHILDREN'S SERVICES/MATERIALS SELECTION POLICY

It is the desire of the Parker Public Library to provide children and the pre-school through early teen years a collection that can satisfy their informational, cultural and recreational reading needs. Primary emphasis is placed on the selection of a wide variety of print materials to help stimulate the child's intellectual, emotional and creative abilities and to help satisfy the child's natural curiosity about the world and his or her relationship to it. The library will add non-print materials for children as the budget allows.

I. RESPONSIBILITY FOR SELECTION

The responsibility for selection lies with the professional staff of the library. Other staff members, as well as members of the general public, may make recommendations for consideration. The ultimate responsibility for book selection rests with the Library Director who operates within the framework of policies determined by the Library Advisory Board.

II. SELECTION RESPONSIBILITY CRITERIA

Selection decisions may be based upon the following criteria

1. Literary and artistic worth
2. Suitability of content and vocabulary to the age of the readers
3. Contribution of the material to the balance of the total collection
4. Emphasis on positive attitudes
5. Provision of enjoyment thereby fostering an interest in reading
6. Positive reviews in recognized reviewing journals or inclusion in authorities lists of best books for children.

The children's collection includes print and non-print materials to meet the general demands of the majority of children as well as books with special qualities, which make them valuable to children with special needs, talents, problems or interests.

School curriculum demands may be considered in selection; however, it is not the intention of the library to replicate or attempt to substitute for the school library.

Books in a series will be judged individually for merit and will be added only as they fill a particular need.

Books on human development and sex are carefully selected as to scientific accuracy and simplicity and dignity of presentation.

Books which are recognized as children's classics and of considerable literary material are included in the collection even though they may contain a word or phrase that is unacceptable to some members of the community.

Current books which are well written and which authentically and meaningfully portray a period, incident, or way of life may be purchased despite the occasional use of an unacceptable term, provided the total impact of the books meets the standards set forth in this policy.

The responsibility for the reading of children rests with their parents or legal guardians. Materials in the adult collection will not be restricted by the possibility that children may obtain materials their parents consider inappropriate.

Materials chosen especially for children will be shelved under the designation J for juvenile books.

It is the intention of the library to stimulate children's interest in reading through programs such as the summer reading program and story hours. The library staff cooperates with area pre-schools, day care centers and the Parks and Recreation Department of the Town of Parker to further the objective of fostering a love of books and reading among children.

REFERENCE POLICY

The library recognizes the provision of reference service to its patrons as one of its chief functions. Because of the vast scope and specialized nature of reference materials the library staff realizes the impossibility of having the best and/or most recent information on every conceivable topic immediately available on the local level. For this reason it will be the goal of the library staff to:

1. Answer the question from available sources or
2. Refer the patron to a more appropriate resource to obtain the desired information or
3. Initiate appropriate interlibrary loan procedures to obtain needed material or
4. Refer the question to the State Library or other appropriate information center for further investigation.

While it is the desire of the library staff to provide patrons with the requested information, there are limits, which must be imposed.

- A. Patrons with legal questions will be directed to the online Arizona Revised Statutes or other books on law that the library may have in its collection or web sites. In no instance will a librarian or other staff member attempt to interpret the state laws for a patron. The law materials acquired by the library will generally be those suitable for a layman. Patrons with complicated law-related questions will be referred to a law library or urged to seek legal counsel.
- B. Patrons with medically related questions will be directed to one of the standard medical reference books or to the general layman's medical collection the library

holds or online websites. The library staff will not interpret material information for the patrons.

- C. Patrons with questions relating to appraisal of value of an object or piece of property will be directed to any relevant materials the library might hold on the subject or online websites. In no way will the library staff attempt to appraise any such object or offer opinions concerning possible value.
- D. The library's role in handling genealogy or heraldry questions will be that of directing the patron to the appropriate materials in the library's collection or online websites. Patrons will be referred to another agency where more materials on this subject are known to exist and where specialized assistance is available. The library will do interlibrary loan for genealogy materials on a limited basis.

Library staff will make efforts to obtain requested telephone numbers to agencies such as governmental organizations, chambers of commerce or associations, but will expect the actual contact by telephone to be made by the patron asking for the information.

Library telephone will not be available for use by the public. Telephone patron requests are welcomed; however, when the library staff determines that the quantity of information requested is sufficient to warrant it, the staff member may ask the patron to come into the library to examine the material held on the subject. The staff will not read long passages from various sources, nor is it their place to synthesize or interpret information for the patron.

Because the library has a limited number of telephone lines, under most circumstances the caller will be asked to give a name and telephone number where he or she can be reached with the answer to the question.

It will be the duty of the library staff member handling reference requests to guide the patron in the use of reference tools and in the location of material on a given topic. It is not the responsibility of library staff to conduct research for patrons or to interpret data.

The library staff wants to assist the patrons in finding exactly the right information needed. For this reason it is often necessary to ask questions of the patron to clarify the problem and determine an appropriate search strategy. This is not done to discourage the patron or to invade the privacy of the person with an inquiry. It is merely intended to provide the best possible answer in the shortest length of time. The staff considers no questions to be too small or insignificant. We want to serve you if we can.

WEEDING POLICY

In accordance with space and efficiency requirements of the facility and recognized standards for weeding library materials, the following guidelines will be used for permanent removal of volumes from the library's cataloged collection:

1. Non-repairable damage to the book
2. The book is outdated or it has not circulated in over two years, excluding works that are recognized as classics
3. There are more copies of the book than demand warrants
4. The book needs rebinding and cost exceeds the book's value to the collection

Removal of materials under this policy will only concern items that are old, worn, or without demand; in addition, no items are removed under this policy as a result of content.

The Library Director will have final decision concerning removal or retention of materials under this policy.

GIFT POLICY

Parker Public Library actively solicits gifts of print materials; non-print materials and other donations to assist in the enrichment of the library's collection and the provision of needed equipment. Gifts will be accepted on the following conditions:

- A. That the librarian has the authority to make whatever dispositions of the gift as he/she deems advisable.
- B. That no restrictions as to placement or use are made by the donor
- C. That the library will accept no materials for deposit that are not outright gifts

A bookplate will be placed in a donated volume to indicate the donor and/or person being recognized by the gift upon the donor's request, once the librarian has approved the volume for addition to the collection.

No material of any kind will be placed in the library without permission from the librarian.

Gifts such as real property and/or stock will be accepted if conditions attached thereto are acceptable to the Library Advisory Board and the Town Council.

The Internal Revenue Service considers materials donated to the library tax deductible. The library regrets that it cannot appraise gifts but will upon request provide the donor with a statement describing the gift.

The participation of the public through donations is an important enhancement of the well being of the Parker Public Library.

DONATED BY _____

DONATION
OF _____ \$ _____

DATE _____ RECEIVED BY _____

Town of Parker Tax ID# 866000255

PARKER PUBLIC LIBRARY

1001 NAVAJO AVE.

PARKER, AZ 85344

928-669-2622

THANK YOU FOR YOUR SUPPORT!

DVD/BLU-RAY/VIDEO POLICY

It is anticipated that the DVD/Blu-Ray/videocassette collection will contain instructional, educational, children's and family entertainment, popular and classic film titles in DVD/Blu-Ray/Video format.

SELECTION AND ACQUISITION

Selection of titles shall be guided by the same considerations and principles as the selection of printed material. The same staff who currently handles acquisitions will perform selection and ordering.

Some of the key criteria for selection include: communicates information effectively, is of good technical quality, has subject matter that is best served by the use of video as opposed to other media; is addressed to the individual user rather than dependent upon the use of an instructor to convey its information; and generally stands alone as an information source.

The DVD/Blu-Ray/Video collection will center around, but not be limited to, how-to-instruction, cultural and ethnic material, Arizona and southwestern subjects, social issues, recognized classics, children's stories, and family entertainment.

CIRCULATION/LOAN POLICY

DVD/Blu-Ray/Videocassettes will be circulated to library members who are 18 years of age or older. Those under 18 may select **one video** or one DVD intended for children's entertainment for check out.

DVD/Blu-Ray/Video recordings from the Parker Public Library are not to be copied, sold or rented by their recipients. It is the responsibility of the person borrowing the item to see that they are used in an appropriate manner in accordance with the copyright law. Any group or organization wishing to borrow the item to show to a group or organization is responsible to pay performance fees to the producer and obtain appropriate permission from the producer of the video to give a public showing. DVD/Blu-Ray/Video are for home viewing only.

DVD/Blu-Ray/Videocassettes are available for checkout for up to 1 week with the exception when a federally recognized holiday falls within the 1 week period the movie is due the following day. There is a limit of three DVD/Blu-Ray/Videos per cardholder, the exception being videos that are checked out as boxed sets. Some video series contain numerous volumes; these are checked out at a limit of three (3) at a time. Longer running movies are boxed with two individual tapes; although it is one movie. DVD/Blu-Ray/Videocassettes are subject to special overdue fines. During business hours DVD/Blu-Ray/Videocassettes are to be returned to the circulation desk; after hours they may be returned to the book drop, however late fees will be assessed. Borrowers must rewind all cassettes before returning them. Lost or damaged DVD/Blu-Ray/Video will be assessed at full replacement value. The Library Advisory Board sets all fines and charges. A current schedule of charges and fines are available at the circulation desk.

TELEPHONE USE POLICY

The telephones located in the public library are for library business, receipt of reference questions for the public and for convenience to the patron in gaining information about library programs and services. They are not to be used by patrons for conducting personal business or for social calls. **Library phones can be used for children to call parents or adults to call for rides.** (Library staff will determine allowable calls).

Should an emergency situation arise, (the definition of such an emergency to be defined by library staff and not the patrons) the staff may permit a phone call to be made on a telephone at the front desk, with the call dialed by a staff member. A desire to save a toll-charge on a telephone call will not be considered an emergency.

While it is true that taxpayers do fund the services of the Library, as they do all City services, no single taxpayer has the right to expect special treatment or services not afforded to others. Allowing patrons access to the library's telephones would undermine the purposes for acquiring the telephone service. Patrons would soon find that their legitimate attempts to contact the library hindered by those patrons wishing to use the telephones for personal business. It is for that reason that the Library Advisory Board has approved the telephone use policy.

EQUIPMENT USE POLICY

The Parker Public Library allows access to several computers and a typewriter for the convenience of our patrons; however, the staff of the library has priority on all equipment.

As Town of Parker property, all additional equipment will be loaned only to Town Departments, or individuals at the discretion of the Library Staff. (With **appropriate paperwork**)

The policy is designed to protect audio-visual and other equipment so that it will be available for its intended function of enhancing programs to the library patrons and to help staff perform their assigned duties. It is to ensure that the equipment will be used in the manner it was originally intended at its purchase that, the Library Advisory Board is adopting this policy.

TELEFACSIMILE USE POLICY

The library provides its Fax as a convenience and public service for our patrons, there is a nominal fee charged for this service.

- I. General Guidelines:
 - a. All staff members should be trained to send messages
 - b. When sending information, a “Cover Sheet” is suggested to indicate who should receive the information at the receiving site.
 - c. Staff will check the Fax machine for messages daily
 - d. The person checking the machine will give the messages to the staff member, or will call the party to pick up their message. These messages will be held at the circulation desk.
 - e. Confidential information is sent at the customer’s risk.
 - f. See fee schedule for Fax fees.

TELEVISION – VIDEO GUIDELINES

- J. Patron must ask a library staff member before using the television/VCR/DVD Player.
 - 1. DVD/Video cassettes are to be returned to the circulation desk when patron is finished.
 - 2. Only library owned videos may be viewed on the VCR and no video taping may be done
 - 3. The television/VCR/DVD player may not be moved or attached to any additional equipment
 - 4. Disruptive behavior or abuse of equipment will terminate patron’s use of the TV/VCR/DVD and expulsion from the library.

COMPUTER USE POLICY

To use computers you must have a library card or request a guest pass.

1. Library staff has priority on computers
2. Use of computers is on a first-come first-serve basis
3. Patrons may sign up for 90mins. of computer time per day. This time may be extended at the discretion of the staff
4. Children under 8 years old need to be accompanied by an adult
5. A maximum of 2 people may be at the computer at any one time
6. Copyrighted programs are protected by copyright law and may not be copied by patrons
7. If patrons are disruptive they will lose any additional time they have allotted to them
8. Abuse or misuse of the equipment may, at the discretion of the staff, bar a person from future use. The patron may also be billed for the cost to replace or repair the equipment
9. Patrons will not be allowed to use their own software on designated hardware. The equipment cannot be changed, disconnected, or rearranged by the public, nor can patrons attach additional equipment to the library's equipment
10. Printing is available, refer to the fee schedule
11. When patrons sit down at our computers they have to agree or disagree to the acceptable use policy agreement.
12. The library staff will not allow viewing of sexually offensive websites and/or sites that may be perceived as offensive by other guests be avoided while utilizing the Library's computer equipment.
13. The use of other library card numbers or computer passes, (other than your library card) will not be tolerated and will result in a 30 day loss of computer privileges.
14. School aged children/teens will not be allowed to use computers during school hours, unless accompanied by an educational instructor or a home school instructor.
15. Adults with minor children may not use computers unless their children are supervised at all times.

PROGRAM ROOM USE POLICY

I. PURPOSE

The Parker Public Library is a public educational, cultural and entertainment facility. As such, many programs under library sponsorship are offered in the program room. To maximize facility use, while reserving priority use by the library, the room is made available to other Town of Parker Departments, governmental agencies, public educational institutions, civic or community groups under the following guidelines.

II. POLICIES

1. All library programs will have priority over non-library programs.
2. No meetings will be allowed in the library if there is any commercial intent or solicitation for profit or sales from group or organization holding the meeting.
3. Requests for use of library facilities should be arranged at least ten days prior to the requested time; signed responsibility forms should be completed and returned to the Library Director one week before the meeting.
4. Non-profit groups using the library facilities may be allowed to collect internal dues, provided it is not with commercial or profit-making intent.
5. No library services, facilities or materials may be used for fund raising without the expressed consent of the Library Director. Use of library audio-visual equipment requires permission of the Library Director.
6. Organizations using the library facilities are financially responsible for damages to such.
7. Organizations using library facilities are responsible for all clean up work and/or costs resulting from such use. NO storage of equipment, supplies or materials will be permitted.
8. The door for the program room is to be locked by the handle and tested. The lights are to be turned off. This is when the rest of the library is closed.
9. Smoking is not permitted within the building. Alcoholic beverages are not allowed in the building at any time. Use of illegal drugs is also prohibited.
10. Organizations using the program room must agree to hold the Town of Parker free of responsibility and without harm for any personal injury or damage of equipment, as a result of the use of the library facilities (see application form).

STUDY ROOM USE POLICY

1. Go to circulation desk and reserve study room A or B.
2. Reserve time is 2 hours.
3. If more time is needed then ask at the circulation desk.
4. Same rules apply to the Study Rooms as in the above Program Room Policy
(except for #3 & #8)

LIBRARY DISPLAY POLICY

I. PURPOSE

The Parker Public Library has limited display and bulletin board facilities and the library displays have priority; however, other Town of Parker Departments, government and educational agencies, and the general public may, at the discretion of the Library Director utilize the library's display facilities under the following guidelines:

II. POLICIES

1. All library displays will have priority over non-library displays
2. Requests for use of the library display space must be approved by the Library Director, or authorized person acting in the capacity in the absence of the Director, prior to displaying any materials.
3. Organizations and individuals using the Library for display are financially responsible for damages to Library property caused by the display.
4. Organizations and individuals using the display areas must agree to hold the Town of Parker free of responsibility and without harm for any personal injury or damage or loss of equipment or materials involved in the display as a result of the use of the library facility.
5. The length of the display must be agreed upon between representatives of the agency doing any display and the Library's representative prior to placing any type of material in the library.
6. The Library is not providing a public forum through the use of its display areas, so it will not be available to members of the general public for any type of display request they might make.
7. In the course of planning Library displays, the Library staff may call upon a group, organization, or individual to assist with a display by providing material and/or help with arranging the display.
8. Prior approval from Library staff is required before any item will be permitted on the bulletin board.
9. All posted bulletin board notices are limited to two weeks display time.

II. PROCEDURES

These policies will be adhered to by the Library Director to insure fair and efficient use of the Library display areas.

VOLUNTEER POLICY

I. PURPOSE

The staff of the Parker Public Library recognizes and welcomes the benefits of capable volunteer assistance under the following guidelines:

II. POLICIES

1. All library volunteers must be a minimum of sixteen years of age unless given the expressed permission from the Library Staff.
2. All volunteers are required to fill out an application form and pass a background check through the Parker Police Dept. Then meet prior approval from the Library Director.
3. Under direct supervision of a staff member, volunteers will assist in the routine operations of the circulation desk, processing books, filing, telephone, copy machine and Fax assistance, shelving books and various duties.
4. All volunteers need to request and schedule specific hours/days, therefore insuring that the time of the staff and the time of the volunteer can be utilized efficiently.
5. All Volunteers are to dress appropriately.
6. Volunteers will sign in and out on a "Volunteer Log" to assist in the documentation of the number of hours that have been volunteered.

PARKER PUBLIC LIBRARY STANDARD OF ACCEPTABLE BEHAVIOR

Welcome to the Parker Public Library. To better serve all library users, the Library has established certain standards.

The Parker Public Library is supported by the taxes of the citizens of Parker and they have the right to expect that the Library be clean, pleasant and safe.

The Library should be used as a pleasant place to read, to choose books and other materials, to attend various children and adult programs, and to request information from the Library staff.

Unfortunately, the behavior of a few library visitors creates problems. Behavior becomes unacceptable when it impinges on the rights of others, when it could result in injury to oneself or others, or when it could result in damage to the building or equipment; examples of this kind of behavior include but are not limited to:

ABANDONMENT/LEAVING OF YOUNG CHILDREN UNATTENDED
ABUSE/VANDALISM OF LIBRARY FACILITIES OR EQUIPMENT
BATHING/WASHING CLOTHES
CHILD ABUSE
CHEWING TOBACCO
DRINKING > In Snack Area only
EATING > In Snack Area only
EXHIBITIONISM/FLASHING
GAMBLING
HARRASSMENT/PHYSICAL, SEXUAL OR VERBAL ABUSE OF GUESTS OR
STAFF
INTOXICATION RESULTING FROM ALCOHOL OR DRUGS
LOITERING-INCLUDING REFUSAL TO LEAVE AT CLOSING
OBSCENE LANGUAGE
SHIRT AND SHOES ARE REQUIRED
SLEEPING
SMOKING
SOLICITING
UNRULY/OFFENSIVE BEHAVIOR
USE OF PERSONAL RADIOS/TVs/CD PLAYERS WITHOUT HEADPHONES
VOYEURISM/PEEPING
WET CLOTHING
DRUNK & DISORDERLY

The following may not be brought into the Library:

DANGEROUS WEAPONS

BEDROLL/BED BLANKETS

ANY ANIMALS EXCEPT **FOR THERAPY ANIMALS** OR FOR DEMONSTRATIONS

*Violation of this Policy will result in loss of library privileges and law enforcement will be called.

PARKER PUBLIC LIBRARY ON UNATTENDED CHILDREN AND/OR DISRUPTIVE BEHAVIOR

POLICY STATEMENT: Parents may not leave **children under age eight** unattended in the library. Parents are responsible for their children's behavior while in the library.

CHILD LEFT UNATTENDED

1. Children left unattended are often frightened and crying and should be comforted by staff.
2. If it is determined that a child is lost or left unattended, a staff member will bring the child to the circulation desk and try to identify and locate the parents or responsible adults:
 - a. Walk around the Library with the child looking for parent.
 - b. When the parent is located, explain firmly the Library's policy on unattended children.
 - c. The last resort, if the parent is not found in the building, the staff member should call the police. If police is called we need to write up a report.
 - d. Under no circumstances shall a staff member take the child out of the building.

DISRUPTIVE BEHAVIOR

1. **ATTENDED CHILDREN** (with parent present)
 - a. Ask the child where his or her parent or guardian is, find the parent or guardian, inform them of the child's behavior.
 - b. If the parents refuse or are unable to control the child, the family will be asked to leave, Law Enforcement may be called. A report needs to be written.

2. **UNATTENDED/DISRUPTIVE CHILDREN**

If a child is unattended and is behaving in a disruptive manner:

- a. Disruptive children will be given:
 1. Three verbal warning.
 2. Then one written warning with a call to the parent, guardian, or caregiver with one day suspension from library.
 3. Written up again and child will be asked to leave for a 30 day minimum suspension and a phone call to the parent, guardian, or caregiver.
- b. When the parent, guardian, or caregiver is contacted he/she will be told that the child was being disruptive, then remind them of the Library's policy.

FINES AND FEES

For Damaged Materials:

Water damage		FULL PRICE
Chewed items		FULL PRICE
DVD/Video case lost		2.00
DVD	(Broken or Cracked)	FULL PRICE
Books on CD	(unless Micromarketing)	FULL PRICE
Lost Books		FULL PRICE

Overdue Items:

Fines Per Day:

Books	.10 a day
DVD/VHS	\$1.00 a day
Books on CD	.10 a day
Not to exceed \$5.00	

If item is not returned to library within 30 days of due date library card holder will be charged for full price of item.

Inter-library loans 1.00 per day

MAXIMUM: replacement cost of item plus any fees assessed imposed by outside libraries

Copies	.25 per page (Black)
	.50 per page (Color)

Fax (receiving, excluding cover sheet)	1.00 per page
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Scanning Services	FREE
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Available for Purchase from Friends of the Library:

Ear Buds	\$ 1.50
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Used Books:

Paperback Books	.25
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Hardback Books	.50
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New Hardback Books	2.00
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VHS	.50
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DVD	1.00
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Audio	2.00
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Parental Responsibility Policy

The purpose of this policy is to inform library users and staff of their responsibilities in relation to usage of the library facility by minor children and young adults. Upon acceptance of a library card, this policy becomes binding upon parent, guardian, and/or caregiver to abide by all library policies pertaining to minor children and young adults' use of library facility and library materials.

1. When application is made to obtain a minor child a library card, the purpose of the parent, guardian/caregiver presence is to provide notification that the library is not responsible for monitoring materials checked out by children/young adults and that the parent, guardian, or caregiver is financially responsible for lost, damaged, or returned late library materials.
2. It is the prerogative of the parent or guardians to develop, interpret, and apply their code of acceptable conduct in their own families.
3. Parents are encouraged to come with their children to the library to guide them in the selection of books, use of the Internet, and other library materials. Guidance in the selection and use of the library materials is the responsibility of the parent, guardian, or caregiver, not the library staff.
4. The library will not arbitrarily limit children to the use of books in the children's section of the library, as they may not meet the needs and interests of all children. Many parents encourage their children to use items from the adult collection, which may include items that other parents would deem to be adult in nature. The library staff is not responsible for determining whether materials used by minors are "age appropriate".
5. Responsibility for the control and safety of children in the library rests with the parent, guardian, or caregiver.
6. Children under the age of (8) will not be left unattended in the library.
7. Parents while using the computer must have supervision to children under the age of (8).

FAILURE TO ABIDE BY LIBRARY POLICIES MAY RESULT IN THE LOSS OF LIBRARY PRIVILEGES AND LAW ENFORCEMENT WILL BE CALLED.

LIBRARY RULES & REGULATIONS

USE OF LIBRARY RESOURCES IS A PRIVILEGE, PROVIDED AS A PUBLIC SERVICE.

THE LIBRARY IS NOT RESPONSIBLE FOR LOSS OF PATRON'S PERSONAL PROPERTY.

PERSONS WHO FAIL TO COMPLY WITH LIBRARY RULES & REGULATIONS WILL BE REQUIRED TO LEAVE IMMEDIATELY; THE POLICE/SHERIFF WILL BE CALLED, AND THE PERSON'S LIBRARY PRIVILEGES MAY BE REVOKED OR SUSPENDED FOR A SPECIFIED PERIOD OF TIME DEPENDING ON THE SEVERITY OF THE ACTION.

1. Children under the age of 8 must be supervised by a parent or guardian at all times.
2. Personal belongings (purses, briefcases, book bags, etc.) are allowed in the library are subject to inspection.
3. For public safety, duffels, bedrolls, luggage, luggage substitutes, and boxes must be kept outside the library.
4. Persons must be fully dressed in the library: feet, upper torso, and lower torso must be clothed.
5. **Library telephones are for children to call parents or adults calling for a ride. Not for public use. Cell phones and pagers must be in silent/vibrate mode while inside the Library. Cell phone conversations must be conducted OUTSIDE the Library.**
6. Persons who appear to be under the influence of intoxicants, illegal drugs, or similar substances will be made to leave the premises.
7. Pets, other than official assist animals for the impaired, are prohibited inside the Library will result in calling Law Enforcement.
8. The following activities are prohibited:
 - a. Loud, profane, abusive, or otherwise offensive language, actions or behaviors
 - b. **Use of TV/DVD's/Computers/Cell phones/CD players** without headphones
 - c. Staring at another patron or staff member
 - d. Sleeping
 - e. Smoking
 - f. Bathing or washing clothes in fountains or restrooms
 - g. Transporting, placing, or storing of items in the Library that interfere with the normal functions by creating safety hazards, denying space to other patrons, or blocking access to library facilities/materials/services
 - h. Eating and drinking must be consumed in the designated area, except during a special program or meeting.
 - i. Soliciting (other than approved by Library Director)
 - j. Entering staff work/office/meeting areas without staff permission
 - k. Unreasonable disruption or interference of staff members' duties
 - l. Theft, vandalism, or unauthorized use of Library facilities, equipment, or materials.

Wireless Access

Wireless access is available for customers. At this time there is NO charge for internet use. We do have printing available through a print management software on our website.

Each customer must carefully consider what information he or she chooses to enter, write or send on Wireless access.

PARKER PUBLICLIBRARY

ILL RESOURCE ACCESS AND ATTAINMENT POLICY

The Parker Public Library (PPL) is committed to working with its patrons to find the information they need and want and to attain that material.

- (1) PPL will be an active member of OCLC's World Share in order to facilitate the sharing of resources among libraries.
- (2) PPL will work with patrons, at no charge, to locate materials.
- (3) PPL will provide specific information on attaining material. PPL will offer several options to attain material including but not limited to: patrons purchasing materials from Sieberts Corner that are for sale, if 2 or more patrons request a book the library will put it on their list to purchase it, or the interlibrary loan option #4.
- (4) When materials can only be attained by interlibrary loan, PPL will secure the materials for the patron if the patron agrees to pay \$3.00 for part of the postage cost and if the material becomes Overdue it is \$1.00 a day until returned. This lending policy is consistent with Arizona State Library, Archives and Public Records guidelines governing library grants eligibility.
- (5) PPL will loan to and borrow materials from OCLC World Share members.