

## **HALTOM CITY PUBLIC LIBRARY BOARD POLICY MANUAL**

### **I. ESTABLISHMENT**

On March 8, 1962, the City of Haltom City approved Ordinance 334 that established the Haltom City Public Library and its Advisory Board and provided for funding of the Library (Appendix A – City Council Ordinances and Resolutions).

#### **A. Mission Statement**

Haltom City Public Library serves as a vital community center that strives to provide free access to all information for all people.

#### **B. Description**

Haltom City Public Library is a service-based division of Haltom City designed to provide library materials, programs and services to enhance the educational, informational, recreational and civic life of residents of the community. In conjunction with neighboring community public libraries, it serves as part of a network of libraries ensuring that the library service needs of the Northeast Tarrant County community are being met. The library develops resources, information/reference services, programs of interest to all age groups and works with City administration and all City departments to enhance opportunities available to all citizens.

#### **C. Responsibilities**

Haltom City Public Library is charged with building and maintaining a quality library materials collection which will respond to the informational, educational, and recreational needs of the individual user; to introduce and encourage the use of new technologies in the Library setting; to cooperate with other area libraries, schools, educational agencies, and governmental agencies to advance the educational levels of the Texas community; to offer a congenial setting and relevant programs and services to Haltom City residents to encourage use of the facility and its resources; to hire, train, and develop a service-oriented, knowledgeable, and dedicated staff of employees; to assist Haltom City administration and all departments and divisions of the City to enhance the City's ability to respond to the needs of residents.

#### **D. Objectives**

Haltom City Public Library exists to serve the library needs of the greater community through:

- Providing adequate facilities for public access
- Providing a quality and relevant library materials collection for public use
- Offering access to the facility and collections through adequate public service hours
- Employing trained, service-oriented, knowledgeable and dedicated staff
- Providing opportunities through materials collections, new technologies, and programming for patrons of all ages to explore avenues for personal growth
- Offering Family Literacy Programs (ABE, ESL, GED)
- Assisting Haltom City administration and City departments with materials and services to enhance the City's ability to respond to the needs of residents
- Providing public meeting rooms
- Maintaining the State of Texas public library accreditation to ensure continuing membership in the North Texas Regional Library System

#### **E. Accreditation**

Texas State public library accreditation is recognition that a community library has achieved a basic minimum standard of services, programs, and collection development in order to qualify for membership in one of the regional library systems.

The Haltom City Public Library Board and the administrative staff of Haltom City Public Library shall strive to insure that the Library meets and exceeds Texas State standards, so that the Library can maintain membership in the North Texas Regional Library System (or any other co-operative library system designated as serving the local community).

## II. GENERAL INFORMATION AND POLICY

### A. Hours/Days of Operation

The Haltom City Public Library Board shall recommend to the Haltom City Council public service hours for the Library based upon the following criteria:

- The Library shall be open as many public service hours and as many days in the week as budgetary and staffing levels permit.
- The public service hours shall be determined by the convenience of the hours to all parts of the community population.
- The Library shall be closed the same number of days as other City departments in observance of recognized City holidays. The Library closed days may differ from the official city holidays as negotiated with the City Manager and approved by the Library Board.

### B. Publicity

Information about library services, programs, and materials is available on the Haltom City Public Library web site and through informational bulletins on HCTV cable channel. Additionally:

- The library staff will make known the library services and programs to the community by regularly submitting articles to newspapers and creating promotional materials such as brochures, newsletters, bookmarks, flyers, and postcards.
- The library staff will seek to inform civic, educational and service groups by providing presentations about library services, book talks, and on-site distribution of library promotional materials.
- Members of the Haltom City Public Library Board may from time to time assist library staff in public functions and promotional activities for the Library.

### C. Public Relations

Haltom City Public Library is a city service that is specifically designed to serve the library needs of the “public” (patrons, users, customers, residents, etc.) regardless of age, race, gender, economic or educational status. **(Hereinafter, individuals or groups accessing library facilities, including residents of Haltom City, non-residents, those holding library cards, or those not holding cards, will be referred to as patrons.)**

The modern public library, while a facility which should offer areas for quiet research and study, must also serve as a community center providing “public areas” where patrons can locate library materials, access computers, conduct library business, use library copiers and other equipment, casually meet neighbors and friends, and browse periodicals and newspapers.

**1. Library Conduct and Attire** *(amended as approved by the Library Board on May 27, 2008)*

Library patrons should conduct themselves with consideration for others inside the library and on library property. The library staff is authorized to maintain order and enforce library policy.

Attire for individuals using the library shall include appropriate shoes or sandals and shirts. Wearing footwear (such as roller blades, cleats or skates) that may damage the flooring and/or are a safety hazard are prohibited. Individuals inappropriately attired will be asked to leave.

Behaviors prohibited in this library include but are not limited to:

- Using cell phones in public service areas of the library (eg., browsing, reading, study, computer areas) where others may be disturbed by the noise
- Eating and drinking in all public service areas of the library except for pre-approved programs/events or in specified areas
- Consuming alcoholic beverages
- Employing actions which are a threat to the safety or well-being of individuals in the library
- Failing to comply with posted Library and City procedures and regulations
- Smoking in all areas of the library (in accordance with Code of Ordinances of City of Haltom City, Chapter 66, Article V, Sec. 66-152 in addition to state and federal laws)
- Placing inappropriate and/or excessive demands upon the services of the library staff or the use of the library materials and facilities
- Employing actions of a lewd, lascivious or inappropriate nature
- Damaging library materials or facilities, failing to return library materials or refusing to pay fines, fees or other charges
- Failing to comply with reasonable requests made by library staff members

Individuals exhibiting inappropriate behaviors will be asked to refrain from this behavior. If the individual fails to comply, library staff will ask the individual to leave Haltom City Public Library property. Finally, if the individual refuses to obey this request, library staff will contact the Haltom City Police for assistance.

**2. Unattended Children** *(amended as approved by the Library Board on May 27, 2008)*

The Haltom City Public Library welcomes children of all ages to use its facilities and services. However, responsibility for children using the library rest with the parent/guardian, not with library personnel. While library staff makes an effort to be aware of the activities in the building, staff cannot monitor the behavior or whereabouts of each patron, including children. A child could become ill, get lost or go off unnoticed with a stranger. The library staff cannot serve *in loco parentis* or as babysitters.

For the purposes of this policy and as defined in Sections 101.003 and 152.102 of the Family Code of the State of Texas, a child is any person under eighteen years of age.

Children age 11 and older may use the library unattended, subject to the policies and procedures adopted by the Haltom City Public Library concerning behavior, conduct and demeanor that apply to all library patrons.

Children under age 11 may not be left unattended in the library; they must be accompanied by a responsible individual, as defined herein, at all times. A responsible individual is defined as a parent/guardian or a person at least 15 years of age designated by the parent/guardian.

If a child under age 11 is left unattended, every effort will be made to contact the parent/guardian. The parent/guardian will be informed of the policy and requested to come for the unattended child or to provide a responsible individual to accompany the child. If the parent/guardian is not located, the Police will be contacted.

If at closing time it is discovered that there is/are unattended child/children remaining in the library, the child/children will be asked if they have contacted a parent or responsible adult. If they have not, the child/children will be asked to contact a parent or responsible adult. The child/children will be instructed to vacate the library and remain near the front entrance of the library until the parent/responsible party arrives to pick them up. If it is determined by the librarian-in-charge that the child/children cannot be left alone without adult supervision, the librarian-in-charge will contact the Haltom City Police Department dispatcher to request that Police personnel take charge of the child/children. If informed by the Haltom City Police Department dispatcher that Police personnel are unable to be dispatched to the library within 15 minutes, the librarian-in-charge may contact Child Protective Services and request assistance. Two members of the library staff will remain with the child/children until the child/children is/are picked up by a parent or responsible adult, or turned over to the police or Child Protective Services.

### **3. Interests/Concerns**

The Haltom City Public Library Board recognizes and endorses the premise that patrons' library records are confidential in nature and are not public record. The Board affirms the contention by the United States Supreme Court and the Attorney General of the State of Texas that without confidentiality of patron records there would be a "chilling effect" on the free access of information by individuals for their private use. Patron records will be deemed confidential and not open to public scrutiny. The staff of the Library and the Library Services Director will treat patron records as confidential items and follow established procedures to ensure that the records remain confidential.

The Haltom City Public Library Board holds that the freedom to read and to view is a corollary of the constitutional guarantee of freedom of the press. The Board also holds that freedom of choice in selecting materials is a necessary safeguard to the freedom to read and shall be protected. The Board believes that the essence of democracy is: 1) that citizens shall have the right of forming their own opinions, 2) that this right is of the utmost importance to the continued existence of democracy, and 3) that freedom of the press in all forms of public communication be defended and preserved. The Haltom City Public Library Board subscribes to the principles set forth in the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement by the American Library Association (Appendix D – Texas Library Association Intellectual Freedom Handbook).

The Haltom City Public Library Board recognizes that the Library should hold materials presenting various points of view, within the limitations of space, budget, and availability, to enable individuals to make their own decisions. The Board and library staff do not endorse the opinions expressed in the materials held. Selection of library materials will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to collection development and to serving the interests of patrons. In pursuit of excellence, the library collection will include as wide a selection as possible, and subjects will be covered in sufficient depth to meet anticipated and expressed needs. The library collection (as a whole) will not be representative of any particular beliefs or points of view.

Patrons not finding desired material in the library's collection may request that it be borrowed on interlibrary loan or may request that it be considered for purchase by completing the "Patron Request" form (Appendix C – Forms). The request for purchase will be considered under all applicable selection criteria.

Patrons finding certain library materials objectionable or patrons objecting to the exclusion of materials from the collection may discuss the item with a professional library staff member. If the patron requests additional consideration, the patron must complete the form “Patron Request for Reconsideration” (Appendix C – Forms). Upon receipt of this request, a member of the administrative staff of the Library will contact the patron and discuss the item with the patron. If the matter is not resolved, the request will be forwarded to the “Collection Development Committee” for review. The patron will be notified of the time and place of the meeting and may attend the meeting if he or she so desires. A written evaluation of the material(s) will be made by the “Collection Development Committee,” and the patron will be notified of the results within four weeks from the date of the “Collection Development Committee” review meeting. The Haltom City Public Library Board, the Haltom City Council, or the City administration will not consider a complaint related to specific items held in the library collection or a complaint related to specific items excluded from the library collection. All materials selected under the materials selection policy of the Library are considered constitutionally protected until such time as any item taken individually is determined unprotected by judicial action in courts of jurisdiction and after all appeals have been exhausted. In the event that the patron charges that any particular item is not protected under the First Amendment to the Constitution, the onus of proof rests with the complainant. Items being challenged will remain in the active collection until such judicial determination is made.

#### **D. Donations and Gifts from Patrons**

Donations and gifts to Haltom City Public Library are accepted, subject to policies and procedures applicable to donations and gifts of money or tangible items or property. Donation form(s) (Appendix C – Forms) must be completed, and the Library will acknowledge the donation.

The Library will not quote a monetary value for any gift or donation.

The Library will not accept materials that are not outright gifts or donations.

Monetary donations will be directed to either: 1) The Friends of the Haltom City Public Library account or 2) Fund 15 – Voluntary Donations–Water Fund–Library, according to the wishes of the individual/group donating the funds.

Donations/gifts of books, periodicals, videos, audio-cassettes, talking books, e-books, computer software, CD’s, equipment, and so forth, become the property of Haltom City Public Library and are subject to all established selection, retention, weeding, and disposition policies, procedures, and criteria that applies to all library materials.

**E. Displays**

The Haltom City Public Library display cases are used at the discretion of the Library staff for short duration exhibits. Neither Haltom City Public Library nor the City of Haltom City is liable for loss or damage to display items. Individuals loaning items for display will be informed of the display policy and must complete and sign the applicable form(s) (Appendix C – Forms).

### **III. LIBRARY COLLECTIONS, SERVICES, PROGRAMS**

#### **A. Books, Materials Collections**

Recognizing the varying informational, educational, and recreational reading needs of our patrons, the Haltom City Public Library Board endorses the following materials collection categories:

- Adult
- Young Adult
- Children
- Genealogy
- Reference
- Periodicals
- Audio/Video Materials
- On-line Materials
- Special Collections

As growth patterns and the needs of the community change, these categories are subject to change on an as needed basis.

#### **B. Library Services**

##### **1. Interlibrary Loan**

The Haltom City Public Library Board endorses active participation in the nationwide “interlibrary loan” program as a basis for expanding the information and resources available to Haltom City residents. Therefore, the Board encourages both borrowing through the system and being an active loaning library. User fees imposed by loaning institutions will be the responsibility of the requesting patron.

##### **2. Reciprocal Borrowing**

In order to expand and enhance the library experience for Haltom City Public Library patrons and to broaden their access to library materials and services, the Haltom City Public Library Board promotes and seeks the opportunity to cooperate with

neighboring library communities through reciprocal borrowing agreements. Reciprocal borrowing agreements are legal agreements between two or more political entities thereby granting equal access/use of each others materials, programs, and services without charge. (Appendix E – Reciprocal Borrowing Agreements).

### **3. Computer Access**

Recognizing that access to computer technology has become increasingly important, the Haltom City Public Library Board endeavors to bridge the digital divide and provide digital opportunities for the Haltom City community. Haltom City Public Library currently offers an on-line materials catalog, word processing, Internet access, and on-line databases, and in the future the Library will strive to incorporate new technologies as they are developed.

The Board further recognizes the important role that the library staff plays in making the user's time at the computer comfortable, pleasant and worthwhile by providing fair and equitable access to the equipment, screen privacy to the extent possible, and assistance in using the equipment within the constraints of staff availability.

The Board supports computer use procedures which will enable the library to provide access to computers, to the Internet, and to staff services for library patrons within the limitations of time, space, fiscal, and staff availability.

The Board recognizes the impact of the Internet in this age of information and technology. Through the Internet, patrons, local businesses, and city government have access to an international network of databases, information and discussion groups integral to personal, community, and economic development.

Therefore, the Board recognizes the importance of providing free Internet access to all library patrons. The Board wishes to make the Internet and all computer resources available to those who respect the rights and property of others and who abide by Haltom City Public Library policies. All computer users should be aware that there are materials, pictures, and information accessible through the Internet that may be accessed intentionally or even unintentionally that can be offensive, inappropriate or controversial. While patrons may be able to access any Internet site, they must be mindful and respectful of the rights of other patrons (particularly children) not to be inadvertently exposed to material and images they (or their parents) may find personally unsuitable. In fact, the Library is obligated to comply with state and federal law regarding the use of computer resources concerning exposure to certain explicit images and material. Therefore, staff members will request that a patron remove such an image or text from an Internet computer screen if, in the staff member's judgment, the image or text is displayed in such a way that other patrons are exposed to or cannot reasonably avoid viewing it in the course of carrying out their business in the library.

The Library offers both filtered and unfiltered Internet access to computer users. Parents and/or parent representatives are responsible for their child/children and should monitor their access and usage of the Internet. Patrons should be aware that no filtering service is completely effective and that filtering services are not guaranteed by Haltom City Public Library, the Library Board, or the City of Haltom City.

Furthermore, library patrons should be aware that there is no guarantee that information available through computer use is accurate or complete. This is especially important when searching for information related to medical topics, legal topics, or tax advice. Also, all computer users should avoid revealing personal information while using computer services.

The Library permits patrons to upload and download files on personally-owned disks and use personally-owned software on library computers within procedural guidelines. The Library will offer disks for a fee. The Library also will offer both color and black and white printing services for a fee (Appendix B – Schedules). Haltom City Public Library subscribes to all applicable copyright laws and acts pertaining to computer and Internet access.

#### **4. Reference / Readers Advisory**

The Haltom City Public Library Board recognizes the importance of providing professional references services through a variety of media, including in person, telephone, fax, or e-mail. Print material, the Internet or on-line data bases may be searched.

Although every effort will be made to respond to all reference inquiries, the Library staff is not authorized to offer advice or opinions concerning medical, legal, tax, or consumer topics. Although crisscross directories will be available in the library for personal use, the librarians are not permitted to dispense this information.

The Board endorses the full-service public library concept. Further the Board encourages all professional librarians of Haltom City Public Library to provide friendly, timely, and relevant readers advisory services to all individuals seeking this information.

### **C. Other Services**

#### **1. Fax**

The Haltom City Public Library will offer fax transmittal and receiving services to patrons for a fee (Appendix B - Schedules). Procedural guidelines will apply and must be followed.

## **2. Copying**

The Haltom City Public Library will offer photocopier services to patrons for a fee (Appendix B - Schedules) The Haltom City Public Library Board subscribes to all applicable copyright laws and acts.

## **3. Proctoring**

The Haltom City Public Library will provide an appropriate area and a qualified librarian for persons who need to have a self-administered exam monitored by an impartial, qualified person. This service is offered free of charge.

## **4. Public Meeting Rooms / Auditorium**

The public meeting room(s)/auditorium (**hereinafter referred to as public meeting rooms**) of the Haltom City Public Library exist primarily for the use of the Library for conferences, meetings, activities, and programs related to its services.

Programs sponsored or co-sponsored by the Library or by a Haltom City department take precedent over all other programs.

Programs sponsored or co-sponsored by the Library are exempt from charges. Haltom City sponsored programs are generally exempt from charges.

Standing reservations shall be considered only in those instances in which the group/meeting/activity is co-sponsored by the Library.

As a part of its service programs to the community, the Library will make the meeting rooms available to other local institutions, organizations and groups of civic, cultural and educational/informational nature and individuals when the room is not scheduled for library and city-related activities. Use of the meeting rooms by these individual(s)/groups is subject to certain usage regulations, fees, and charges (Appendix B – Schedules).

The meeting rooms will not be used for profit or commercial purposes, or to promote doctrinal or political agendas. The Library reserves the right to request a written clarification regarding the organization/group and/or its intended use of the multipurpose room.

Access to the meeting rooms will not be permitted to groups that practice, profess or have as their policy (official or unofficial), discrimination against persons on the basis of sex, race, religion, color or national origin; nor shall access be permitted to groups affiliated with organizations which practice, profess, or have such policies of discrimination.

The Library reserves the right to have a staff member in attendance at any meeting held within the library at no charge to the library.

No admission charge, dues, sales, or free-will offerings shall be made or required for participation in any meeting or function held in the library's meeting rooms. Exceptions are fees for courses or classes that may be given for instructors or for admission charges that cover direct costs of holding the meeting. These exceptions must be approved before meeting room reservations will be accepted.

Library equipment is not available for use by individual(s)/groups reserving the meeting rooms.

Setup, cleanup, and takedown of meeting rooms is the responsibility of the individual(s)/group reserving the room.

All reservations are subject to cancellation in those instances where Haltom City Public Library or the City of Haltom City may require the room for its purposes. In such cases the library shall notify the applicant at least 72 hours prior to the scheduled use.

Organizations, groups, or individuals who fail to comply with all policies and procedures of Haltom City Public Library, who fail to pay assessed fees and charges, who damage equipment or furnishings, or who cause disturbances shall be ineligible for use of the facility in the future.

#### **D. Library Programs**

Library programs are designed to entertain, enlighten, educate, and inform. They are vehicles for dispensing valuable information, encouraging self-learning and exploration, providing amusement while teaching, and provoking wonder and thought. Library programs can be offered "in-library" or at locations other than the library facility (outreach). Whether in-library or outreach, the programs promote the library in the community and build a bond with the individuals of the service population.

In order to achieve the library’s mission in the community, the Haltom City Public Library Board supports and endorses programming in the library and also as “outreach” to the service population. Further, the Board views all programming efforts as functions of the library, requiring staffing and financial support.

### **1. Family Literacy**

The Haltom City Public Library Board endorses and encourages “**life-long-learning**” and “**family literacy**” as basic principals of library service. The impact that literacy has upon the Haltom City community is profound. In pursuing its mission, the Haltom City Public Library will be assisting with the development of the community’s intellectual, cultural, civic, and economic health and well-being.

The Haltom City Public Library Board supports the following programs and projects under the umbrella of “Family Literacy”:

- GED preparatory classes
- ABE - Adult Basic Education studies
- ESL – English as a Second Language studies
- Pre-school story times / storytelling
- Bilingual pre-school story times
- School-age programming
- Summer reading programs
- Family-oriented programs
- Guest speakers
- Adult programs
- Cooperative programs conducted with other agencies, organizations, and individuals

## **2. Yearly Tax Preparation**

The Haltom City Public Library will provide a limited supply of IRS tax forms (through the period up to the April 15<sup>th</sup> deadline) for individuals filing their income tax. Library staff may not and will not assist with preparation of tax forms or answer tax reference questions.

Additionally, the Haltom City Public Library will co-sponsor with the AARP (or other interested civic groups) a yearly tax preparation program to assist individuals with the preparation of their individual tax forms. The program will be free of charge to the individual seeking the help, and will be available from the beginning of February each calendar year through the April 15<sup>th</sup> filing deadline.

## **3. Outreach Programs**

The Haltom City Public Library Board endorses and encourages community Outreach Programs as an effective tool to achieve the Library's mission in the community. Outreach Programs are limited in scope only by staffing and financial levels.

Outreach programs may include, but are not limited to the following:

- Library services for home-bound individuals
- Special storytimes (storytelling) and other programs
- Cooperation with Meals-on-Wheels and other home-bound programs
- Special celebrations, community parties – Community Awareness Campaign
- Programs/presentations/promotional campaigns to:

- Haltom City Senior Citizen Center
- Haltom City Jail
- Haltom City Parks and Recreation facilities
- Local businesses
- Schools/PTA's
- Day-care visits
- Convalescent home/care facilities visits

## **IV. LENDING AND USE POLICIES**

### **A. Access to library facilities, collections, programs, and services**

The Haltom City Public Library Board recognizes the important role the Haltom City Public Library plays in the community. The Board endorses a policy that welcomes library patrons of all ages, socio-economic backgrounds, and educational levels.

Library facilities, services, programs, and materials are available to any individual who comes in person to the Library.

### **B. User Cards**

Library materials are loaned to patrons holding a valid Haltom City Public Library card. User card fees may apply (Appendix B - Schedules).

#### **1. Resident card/Business-owner card**

Adults residing in Haltom City receive their first card free of charge upon presenting valid identification and proof of residency. The applicant must sign the card, accepting the terms and conditions of the contract.

Owners of a business located in Haltom City receive their first card free of charge upon presenting proof of ownership of the business and valid identification. The business owner must sign the card, accepting the terms and conditions of the contract.

Children (ages 0-13) of residents of Haltom City receive their first card free of charge upon their parent(s)/legal guardian presenting valid identification and proof of residency. The parent(s)/legal guardian must sign the card, accepting the terms and conditions of the contract as the responsible individual.

Young adults (ages 14-18) who reside in Haltom City receive their first card free of charge upon presenting valid identification and proof of residency. The young adult must sign the card, accepting the terms and conditions of the contract.

#### **2. Resident card from a “Shared Catalog” library**

Individuals, residing in a community that: 1) purchases its automated library system from Fort Worth Public Library, 2) agrees to share its catalog of holdings, and 3) enacts a reciprocal borrowing agreement with Haltom City Public Library, may apply for a library card in their home community. The library card from their home community is recognized and accepted at Haltom City Public Library as if the individual were a resident of Haltom City. Residents of these cities/communities may not apply for or purchase a non-resident card, but must present a valid card from their home community library.

### **3. Non-resident borrowing card**

Individuals residing in communities that have enacted reciprocal borrowing agreements with Haltom City Public Library may apply for a “non-resident” (reciprocal) borrowers card by presenting valid identification and proof of residency. The applicant must sign the card, accepting the terms and conditions of the contract and of the reciprocal borrowing agreement. This card will be “punched” and will be valid for use of Haltom City Public Library materials only. Materials from the libraries sharing the automated system and through interlibrary loan are not available on this card. Individuals, residing in cities/counties not included in the “shared catalogs” or not having reciprocal borrowing agreements with Haltom City Public Library, may apply for a “non-resident” card. Individuals applying for a “non-resident” card must complete the application, provide valid identification, and proof of residency. The applicant must sign the library card, accepting the terms and conditions of the contract. This card will be “punched” to identify it as a non-resident card and will be valid for use of Haltom City Public Library materials only. Materials from the libraries sharing the automated system and through interlibrary loan are not available on this card.

### **C. Loaning Library Materials**

Library materials are loaned to patrons who: 1) present a valid library user card, 2) have no overdue (late) items, and 3) have paid all fees, fines, and charges applied against their library card.

Library patrons are responsible for selecting materials to borrow and use for themselves and their children, taking into consideration the appropriateness of the subject matter, the themes, the reading levels, the maturity level, and the presentation.

Haltom City Public Library material(s) loaned to patrons are solely for their use. The borrowing of materials is subject to, but not restricted to, the following regulations:

- Library material(s) borrowed on a patron’s library card are solely the responsibility of the cardholder. Certain fines, fees, and charges may apply for overdue books, interlibrary loan, lost books, reserving materials or other aspects of library usage. Fines, fees, and charges are recommended by Haltom City Library Board and approved by Haltom City Council and will be reviewed periodically and adjusted through City Council action (Appendix B - Schedules).

- Material(s) may be checked out for specific circulation periods. These materials may be returned during normal operating hours or returned to the book drop. The patron is responsible for returning the materials on time and in good condition. Circulation periods are recommended by the Haltom City Public Library Board and approved by the Haltom City Council (Appendix B – Schedules).

- Library material(s) are considered overdue (late) on the day following the circulation period assigned at the time of check-out and are subject to all appropriate fines/fees/charges levied by the Haltom City Public Library (Appendix B – Schedules).

- Damaged material(s) should be reported to any library customer service representative or librarian. Items will be checked and evaluated as they are returned for condition and damage. The cardholder/responsible party will be assessed appropriate fines/fees/charges for damaged materials (Appendix B – Schedules).

- Lost material(s) should be reported to any library customer service representative or librarian. The cardholder/responsible party will be assessed appropriate fines/fees/charges for the lost materials (refer to Appendix B – Schedules).

- Lost material(s) - “Lost in Issue” (i.e., checked out on a valid library card and never returned) will be charged to the cardholder’s/responsible party’s record and appropriate fines/fees/charges will be assessed (Appendix B – Schedules).

- There are no expressed limits on the number of items that can be borrowed at one time or the number of items on any one subject that can be borrowed at one time. Patrons should limit the number of items borrowed to that number that can be used/read/listened to/viewed within the allocated circulation period.

- Any item available for loan may be placed on “reserve” (i.e., to hold the item when it is returned to the library) by contacting a librarian. Reserve fees will apply (Appendix B – Schedules).

- Library materials borrowed from any of the following agencies are subject to the circulation policies of that loaning agency and may have special requirements concerning due dates and payment of fines, fees, and charges:

- Fort Worth Public Library (Central and all branches)
- Benbrook Library District
- Keller Public Library
- Richland Hills Public Library
- Watauga Public Library

— Any public library that in the future purchases its library automation from Fort Worth Public Library, has a shared catalog with Haltom City Public Library, and enacts a reciprocal borrowing agreement with the Haltom City Public Library

— Interlibrary Loan

## V. COLLECTION DEVELOPMENT AND MAINTENANCE

### A. Responsibility

The Haltom City Public Library Board supports employing a qualified Library Services Director, Assistant Directors, and Librarians to professionally conduct the business of the Haltom City Public Library. Included in those duties is collection development (materials selection, deselection, and maintenance). Collection development and maintenance solely rests with the Library Services Director, who has oversight and supervisory responsibility for the professional librarians. Those professional librarians comprise the membership of the Collection Development Committee. The Collection Development Committee shall maintain a proper public library collection of materials, databases, on-line access, and so forth, reflecting the general demographics of the service area. The Committee will develop a broad collection that meets the needs and interests of a diverse community for information, education, and enlightenment. The Board encourages the professional staff of the Library to maintain a collection of at least 2.5 items per resident (low-side) to 4 items per resident. Community input into the selection of materials is encouraged. Library patrons shall have a mechanism for suggesting acquisitions to enhance the collection of Haltom City Public Library. Within the scope of budget limitations and strong selection criteria, the Collection Development Committee shall endeavor to fulfill a patron request whenever possible.

### B. Selection Criteria for Print Materials, Non-print Materials, and On-line/In-library Databases for the Haltom City Public Library

The professional library staff (Collection Development Committee members) will select all materials, non-print items, and public-access databases, in order to fulfill the following criteria:

- That the material will serve a purpose in the collection to educate or to entertain or to enlighten
- That all materials have been thoroughly researched (i.e., through review sources, in-person evaluation, referrals from other professional librarians, recommendations from professionals in library-related organizations, etc.). Review sources include, but are not limited to: Booklist, Library Journal, Hornbook, CCBC, New York Times Book Review, Today's Librarian, Publisher's Weekly
- That there is a need for the print material, non-print materials, and access to databases, which is either known, expressed, or anticipated
- That the quality and format of the print materials, non-print materials, and databases are conducive to public library use

- That the print materials, non-print materials, or databases work to meet the mission of the Haltom City Public Library in the community

Examples of items covered under this policy are, but are not limited to, this list: books – both fiction and non-fiction, periodicals, newspapers, videocassettes, audiocassettes, talking books, books on tape, e-books, music and spoken word CDs, encyclopedic works on-line.

### **C. Collection Maintenance and Repair**

Items particular to the public library arena are subject to damage. Through aging and use, the body of the material may be unable to support being loaned to the patron for use although the information contained in the material is still valuable to the collection. The Haltom City Public Library Board encourages the staff of the Library to maintain a useful, attractive, and viable print and non-print collection.

The Library Board supports having a budget line item expressly directed for repair and maintenance of the library collection (i.e., Bindery).

Items identified as damaged or aged to the point of requiring repairs will be sent for remediation if the items are deemed necessary to the collection by the professional staff. If evaluated as not necessary to the collection, or damaged or aged beyond reasonable repair, then the item will be deselected from the collection.

### **D. Deselection (weeding) of Library Materials**

The practice of maintaining the integrity of the materials collections of Haltom City Public Library through systematic evaluation, deselection, and withdrawing of materials (both print and non-print) is critical for collection development and maintenance. Factors influencing the decision to either retain or withdraw items from the collection will be made by members of the Collection Development Committee and may be influenced by the following:

- Frequency of circulation
- Overall physical condition of the item
- Age of the information contained in the item
- Relevance to collection
- Need in reference to the Library's mission statement

**VI. LIBRARY MANAGEMENT**

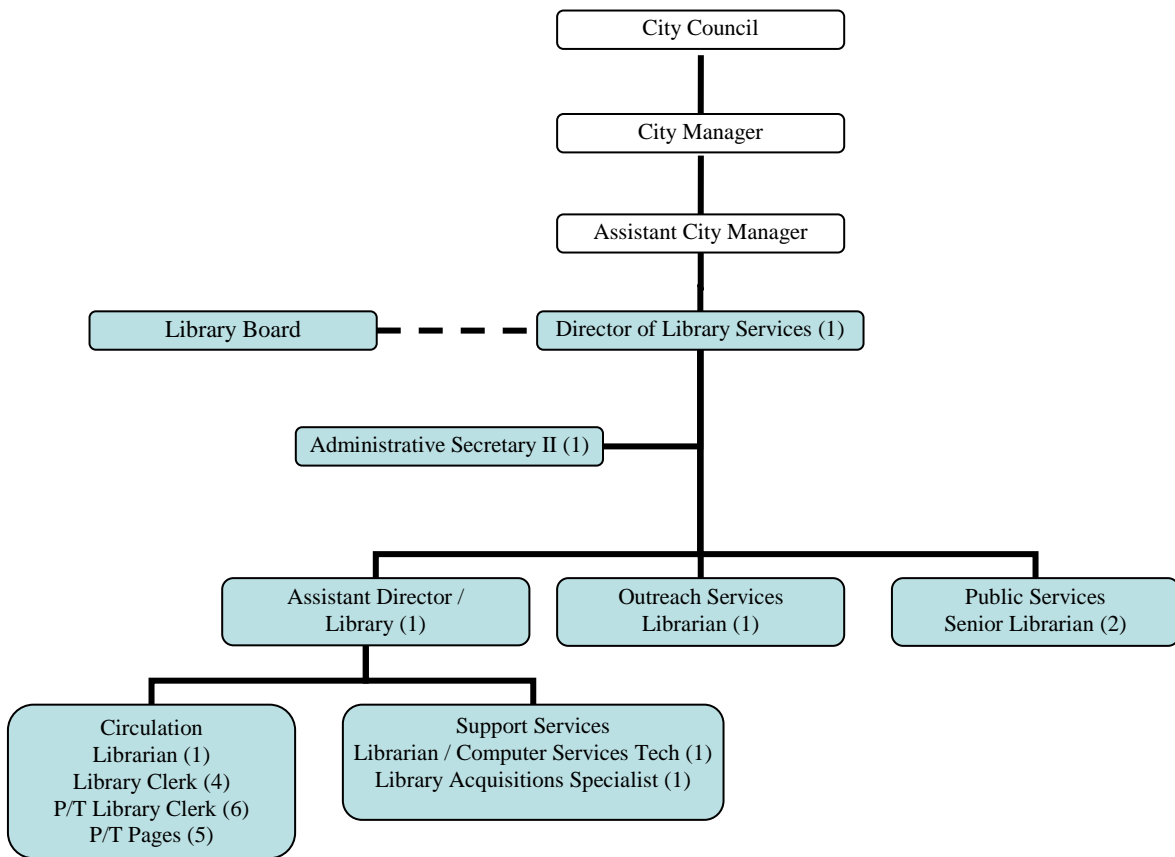
**A. Organization/Responsibility**

The Haltom City Public Library Board was established as an advisory board to the Haltom City Council, charged specifically with duties relating to the Library, and serves as an advocacy group for community library services.

The Haltom City Public Library Board responds directly to the Haltom City Council and maintains a close relationship with the Library Services Director in an advisory/advocacy capacity.

The Library Services Director and administrative staff of the Library are directly responsible for the efficient and effective daily operation of the Haltom City Public Library, with general oversight being vested in the City Manager.

**HALTOM CITY PUBLIC LIBRARY ORGANIZATIONAL CHART**



All support staff should be public-service oriented and be able to work as a “team” member in order to fulfill the mission of the library in the community.

The Haltom City Public Library Board strongly endorses employing professional, degreed librarians (MLS) and a Library Services Director who possess a strong commitment to public services, life-long learning, and family literacy.

## **B. Staffing Policies**

City of Haltom City policies are the guidelines/regulations governing staff at the Haltom City Public Library. The following policies are set forth not as a substitute for Haltom City policies, but rather as an adjunct to those policies related directly to library staffing only.

### **1. Library Staffing**

The Haltom City Public Library Board endorses and encourages employing qualified, ethical, and highly motivated professional librarians and other individuals in the library:

**Librarians** – professional, qualified, ethical, and highly motivated individuals who have completed course work leading to an advanced degree (Master’s Degree) in Library and Information Sciences (MLS or MLIS) awarded by a university offering an accredited program recognized by the American Library Association.

**Customer Service Representatives** – highly motivated, ethical individuals who either through educational achievement, training, or aptitude work effectively with the patrons of the library.

**Specialists** – highly motivated, ethical individuals who through training, educational achievement, special knowledge, skills, and aptitude are able to work in specialized settings with specific duties/functions to complete on a regular scheduled basis.

**Administrative Secretary** – a highly motivated, ethical individual who through training, educational achievement, knowledge, and skills is adept at working closely with the administrative staff of the Library, other city departments and personnel, members of the Haltom City Public Library Board, administrative staff of Haltom City, members of the Haltom City Council, and with library patrons.

**Consultants** – professional, individuals who may be required under special circumstances to undertake projects (either long term or short term) that address specific needs of the library. Consultants should be highly motivated, ethical individuals who

specialize in the area of need, possess the appropriate educational achievement, have extensive experience in the area of need, and are able to respond to the need appropriately.

**Library Services Director** – a professional, qualified, ethical, and highly motivated individual who has completed course work leading to an advanced degree (Master’s Degree) in Library and Information Sciences (MLS or MLIS) awarded by a university offering an accredited program recognized by the American Library Association to direct the operations of Haltom City Public Library. The Board further endorses and encourages the city to employ an individual with at least 7 to 10 years of professional public library experience, with at least 5 years of that experience being in an administrative capacity. Special consideration should be given to individuals with strong public service ethics, experience in building community support, and excellent management and public relations skills.

## **2. Staff Training, Opportunities, Conferences, and Continuing Education**

To ensure that the staff of Haltom City Public Library is on the “leading edge” of the information boom, is “up-to-date” on the latest trends in public library development, and is current on issues in the public library realm, the Haltom City Public Library Board endorses and encourages providing funds in the library budget for staff attendance at training opportunities, conferences, and continuing education.

## **3. Compensation, Benefits, and Work Schedules**

The Haltom City Public Library Board recommends that the city offer competitive salaries and benefits, within budgetary considerations and constraints, consistent with the surrounding communities of comparative populations in order to hire and retain a professional, highly motivated, ethical, and public service-oriented staff.

The Board further recommends that weekly work schedules permit, whenever possible, two consecutive days off for employees who work a 40-hour work week.

Within the scope of the public service hours of Haltom City Public Library, constructing work schedules that offer adequate staffing levels during the public service hours and still provide staff members the opportunity to conduct their personal lives in a satisfactory manner is often complicated. The Library is open weekdays, evenings, and weekends. Librarians, customer service representatives, and support staff must be available to serve the public library service needs of the community when the library is open. Additionally, responsible administrators/librarians-in-charge must be present and available to ensure the proper daily operation of the library. Finally, preparing to open the library to the public requires that the library staff ready the facility, materials, and equipment for public use in advance of the opening each day.

#### **4. Code of Ethics and Patron Interaction**

Staff interaction with patrons should always be conducted on a professional, service-oriented basis.

The Haltom City Public Library Board endorses the American Library Association Code of Ethics (Appendix D – Texas Library Association Intellectual Freedom Handbook) and all personnel policies, procedures, and guidelines set forth in the City of Haltom City Personnel and Civil Service Rules and Regulations.

All Haltom City Public Library librarians and support staff will treat all patron requests and interaction and all patron records as private and confidential. All patron-staff interaction will be conducted with concern for the patron's right to have his/her library business conducted in a private and confidential manner.

#### **C. Building – Repair and Maintenance**

The Library Services Director and the library staff are responsible for daily oversight of facility maintenance and repairs.

The Haltom City Public Library Board recognizes the need to offer adequate library facilities for public access.

The Board further recognizes the need to maintain the facility(ies) to insure patron safety and comfort and to insure the attractiveness of the grounds and buildings.

The Haltom City Public Library Board recommends to city administration and to the Haltom City Council that adequate funds be allocated for daily cleaning, maintenance, and repairs of the library facility.

#### **D. Office Equipment – Repair and Maintenance**

For the use of library patrons and for the use of the library staff, Haltom City Public Library employs a variety of computers and other office-type equipment, including but not limited to: photocopiers, fax machines, microfilm readers, computers, and printers. The Library Services Director and the library staff provide the daily oversight for proper use, function, maintenance, and repair of the equipment.

Haltom City Public Library Board recommends to city administration and the Haltom City Council that adequate funds be provided annually for purchase of new/replacement equipment and for daily maintenance and repair of the equipment.

## **VII. OPERATION OF ADVISORY BOARD**

### **A. Establishment of Library Board and Conduct of Board Meetings**

The Haltom City Library Board functions in an advisory capacity to the Haltom City Council and the Library Services Director. Board members do not make policy, financial, or employment decisions. Rather, working closely with the Library Services Director in regular meetings or specially called meetings or work sessions, they may develop policies, assist with library budget proposals, or call special meetings or perform specific tasks. From this work, the Board recommends to the Haltom City Council, the governing body of the Library, a course of action or a particular policy. Ultimately, decisions are made by the Haltom City Council.

Policies described in the Haltom City Public Library Policies are in addition to those set forth by the Haltom City Council for the establishment of the Haltom City Public Library Board, for the appointment, removal and conduct of its members, and for the conduct of meetings by the Board (Appendix A this manual - City Council Resolutions and Ordinances and Code of Ordinances of City of Haltom City).

As an adjunct to, but not in place of, city regulations and policies concerning the conduct of meetings, Haltom City Public Library Board will follow Roberts Rules of Order for questions of proper procedure.

Board members should be aware of Haltom City codes and Haltom City Public Library policies and should strictly adhere to these codes and policies in all activities. In addition to any Code of Ethics established by the Haltom City Council, the Haltom City Library Board endorses the following standard of conduct established by the American Library Trustee Association Board of Directors on July 18, 1985 (as modified by the Haltom City Library Board):

Board members must promote a high level of library service while observing ethical standards.

Board members must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Board members must immediately disqualify themselves if ever the appearance of a conflict of interest should arise.

Board members must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

Board members must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Board members must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Board members who accept appointment to the Haltom City Library Board are expected to perform all of the functions of library board members.

### **B. Role of Board Members**

Recognizing the importance of Haltom City Public Library to its community, Haltom City Public Library Board endorses and encourages the highest dedication, motivation and ethical standards for its members:

- Members should be interested in the library and be willing to devote time and effort toward carrying out the duties of the board.
- Members must recognize the vital force of the library as a center of community culture, recreation, and continuing education.
- Members should be open-minded, which includes the ability to hold strong convictions on any subject while recognizing the rights of others to disagree.
- Members should strive to understand the needs of the community and the relationship of library materials, programs, and services with the community.
- Members should be willing to be active advocates for the library by speaking to government officials, supporting appropriate legislation, participating in events such as National Library Week or Texas Legislative Day, and serving as advisors to the Library Services Director

### **C. Duties of Board Members**

Members of Haltom City Public Library Board are required to attend board meetings, to be aware of and verify the accuracy of the minutes of those meetings, and to actively participate in the meetings and activities of the Board to the best of their ability.

- Members should keep abreast of library standards and trends.
- Members should be aware of local and state laws and support library legislation in the state and nation as their personal preferences allow.

- Members must work efficiently and cooperatively with other Board members, Library staff, City staff, and the City Council.

- Members must be sensitive to the needs of the public and aware that as a member of the Board, they are acting as representatives of the Library and the City.

- Members must look to the future and plan for the future growth and expansion of the library and its collection, programs, and services.

- Members will determine and recommend to the City Council written policies to govern the operation and conduct of the library.

- Members, in cooperation with the Library Services Director, will advise and recommend to the City Council the annual budget for the library.

In addition, members are expected to promote the Library to City staff, the City Council, and the public in an active manner:

- Members should encourage the City administration and the City Council to employ qualified and highly motivated staff.

- Members should encourage appropriate funding for library collection development, programs, and services.

- Members should participate in keeping the community and the city government aware of the current materials collections, programs, and services at the library.

**HALTOM CITY PUBLIC LIBRARY  
POLICY MANUAL ADOPTION**

Adopted by the Haltom City Public Library Board on April 10, 2001.

Adopted by the City of Haltom City Council on May 14, 2001.

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Calvin White, Mayor

Attest:

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Helen Harris, City Secretary

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Pat Elfink, Interim City Manager

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Rexanne Grove, Chairman  
Haltom City Public Library Board

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Rodney L. Bland, Library Services Director  
Haltom City Public Library