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PARK CITY LIBRARY POLICY

CIRCULATION POLICY

1. ITEMS

The library circulates all materials which are not designated as Reference or Park City Collection. This includes, but is not limited to: books, magazines, DVDs, CDs, MP3s, music CDs, and unique items.

The library does not check out Reference and Park City Collection materials, microfilm, or newspapers. The Library Director may make exceptions to this rule based on various factors including the limited availability of the material on the subject outside of the library, the value of the item, or ability to replace the material. A deposit may be required on certain items.

2. LOAN PERIOD

All circulating items check out for the following period of time:

- Three (3) weeks: circulating books, books on CD, and MP3s,
- One (1) week: DVDs, Rapid Readers, magazines, and unique items.

3. LIMITS

Limits are as follows:

Thirty (30) total items per resident, non-resident, PCMC staff, and organization cards.
Ten (10) total items per student, city limits visitor, and non-city limits visitor cards.

Additionally, item limits for each patron at any one time are as follows:

- Ten (10) DVD's
- Ten (10) books on CD
- Ten (10) music CD's
- Four (4) MP3 books
- Two (2) Rapid Readers
- Four (4) unique items
- Ten (10) magazines
- Five (5) kits

4. RENEWALS

Any circulating item except for Rapid Readers and unique items may be renewed up to two (2) times provided there are no holds pending for that item. Additional renewals can be made on an individual basis, depending on patron need and borrowing history, as long as the item is not on hold for another patron. Interlibrary Loan renewals must be approved by ILL staff and the lending agency.

Approved by Library Board, January 2018

COLLECTION DEVELOPMENT POLICY

Introduction

The purpose of the Park City Library Collection Development Policy is to guide librarians and to inform the public about principles upon which selections are made. The policy reflects the library's intent of providing materials to meet the needs of a diverse community.

Inclusion of any materials in the Library's collection does not represent or constitute endorsement by the Library of the opinions, points of view, or ideas presented in the material.

Definitions: 1. Materials may be any information resource regardless of physical format.
2. Selection refers to the decisions to acquire new materials or to retain materials already in the Library's collection. Selection does not refer to guidance in assisting a library user.

1. PURPOSE OF COLLECTION DEVELOPMENT

Park City is a growing community with a solid base of year-round residents in addition to a seasonally fluctuating visitor population. Park City's residents and visitors tend to place high demands on the Library's resources. Our community values a broad access to resources that represent global viewpoints and in-depth thinking. The Library provides a variety of materials in various formats in as many subject areas as possible for all ability levels, age groups and diverse populations. The Library provides additional access through the internet and use of Inter-Library Loan.

2. CRITERIA FOR SELECTION

Librarians evaluate and select materials for the Park City Library. Every effort is made to create balanced and consistent collections that meet patron expectations within existing library budgets.

Library materials are selected based on the following (not necessarily in order of priority):

- Local demand
- Popular interest

- Comprehensiveness, accuracy, currency and clarity of information
- Presentation, readability and format
- Variety of ideas and perspectives
- Cost and availability
- Local or regional interest and initiatives
- Relationship to the existing collection and to other materials on the subject
- Availability of materials in other libraries
- Literary or artistic merit
- Contemporary significance
- Reputation and/or authority of author, artist, publisher, or producer

To assess the item based on the above criteria, staff utilizes:

- Nationally recognized and relevant pre-publication reviews
- Staff expertise
- Bestseller lists
- Patron recommendations and requests
- Reliable media reviews
- Local, Regional, and national booksellers

3. COLLECTION MAINTENANCE

Removal

Materials will be removed from Library collections based on the following factors:

- Diminished interest or demand
- Duplicate or surplus
- Poor physical condition
- No longer contributing to breadth or depth of collections
- Information has become invalid

Discarded materials are donated to the Friends of the Library or may be recycled.

4. ACCESS

Individuals have the right to choose the materials they access. No individual or group has the right to restrict the freedom of others to read, view, or listen to materials accessible through the library. Materials are not automatically removed from the library due to individual or group objections.

Library staff does not monitor or limit the use of materials by children in the library or limit the materials that children check out. The responsibility for the engagement, reading, listening, and viewing choices of children rests with parents and legal guardians.

Adults are encouraged to be involved in their children's use of the library and to guide their involvement with library resources based on their personal values.

Park City Library and the Library Board of Directors endorse the provisions in the American Library Association's Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, the Statement on Labeling: An Interpretation of the Library Bill of Rights, and Free Access to Libraries for Minors. These documents are provided in the appendices.

5. LIABILITY

The Park City Library is not liable for any injury, loss, damage, or expense due to the use of materials and equipment.

Reconsideration

Individuals with concerns about materials may file a Reconsideration Form. The Library Director or designee will review the request and respond in a timely manner not to exceed six weeks. If the results of the reconsideration are unsatisfactory, the individual(s) may appeal the decision to the Library Board of Directors.



RECONSIDERATION FORM

Statement of Concern about Library Resources

The Library wishes to thank you for your interest in the Library and its resources. The Library takes very seriously all concerns expressed by patrons and attempts to respond as quickly as possible. To insure that your concern is given careful consideration, the review process may take as long as six weeks.

Return to: Park City Library PO Box 668 Park City, UT 84060

Date _____

Your Name _____ Phone _____

Street Address _____

City _____ State _____ Zip Code _____

Email Address _____

1. Type of Material on which you are commenting:

Book Magazine Newspaper Audiovisual
 Library Program Internet Site Other

Title/URL _____

Author/Producer _____

2. What brought this concern to your attention?

3. Please explain your concern as specifically as possible.

4. Have you examined the entire resource?

Appendix

- A. The Library Bill of Rights
- B. The Freedom to Read Statement
- C. The Freedom to View Statement
- D. The Statement on Labeling
- E. Free Access to Libraries for Minors

Appendix A

Library Bill of Rights

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

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948;

February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed
January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

Accessed 21 Feb. 2018

Appendix B

The Freedom to Read Statement

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

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

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

Such pressure toward conformity is perhaps natural to a time of accelerated change. And

yet suppression is never more dangerous than in such a time 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 controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious 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 free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would 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.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

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

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

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

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

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

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

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

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral,

or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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

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

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

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

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

Accessed 21 Feb. 2018

Appendix C

Freedom to View Statement

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

Therefore these principles are affirmed:

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

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Accessed 21 Feb. 2018

Appendix D

LABELING AND RATING SYSTEMS

An Interpretation of the LIBRARY BILL OF RIGHTS

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Many organizations use or devise rating systems as a means of advising either their members or the general public regarding the organization's opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, websites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the American Library Association's Library Bill of Rights and may be unconstitutional. If enforcement of labeling or rating systems is mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice or discourage users or restrict their access to resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same

as prejudicial labeling.

Libraries sometimes acquire resources that include ratings as part of their packaging.

Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see “Expurgation of Library Materials: An Interpretation of the Library Bill of Rights”). In addition, the inclusion of ratings on bibliographic records in library catalogs is a violation of the Library Bill of Rights.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The fact that libraries do not advocate or use proscriptive labels and rating systems does not preclude them from answering questions about them. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009; July 1, 2014.

Accessed 21 Feb. 2018

Appendix E

Free Access to Libraries for Minors

An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the Library Bill of Rights.

The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services,

materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.¹ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975)-"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be

suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See *Tinker v. Des Moines School Dist.*, supra. Cf. *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943)."

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004.

Accessed 21 Feb. 2018

CONFIDENTIALITY OF LIBRARY RECORDS

Purpose: The Park City Library is committed to protecting the privacy and confidentiality of patron records. This policy is based on the U.S. Constitution, the Government Records Access and Management Act (GRAMA) and the American Library Association (ALA) interpretation of the library Bill of Rights. Staff members and volunteers shall make every effort to protect information about library borrowers, their requests for information and materials, the online sites and resources they access, and their loan transactions. This policy cannot guarantee an absolute right to privacy.

1. REFERENCES

U.S. Constitution: The courts have interpreted the Bill of Rights of the U.S. Constitution to include the right to privacy.

Government Records Access Management Act (GRAMA): Section 63-2-302(1)(c) defines Private Records to include “records of publicly funded libraries that when examined alone or with other records identify a patron.” Utah Code Annotated: Section 63-2-202 states when access is allowed to private, controlled, and protected documents.

Types of records considered private include but are not limited to:

- Registration Records - Library card application information
- Circulation Records - Check out information – Any circulation history retained in the computer in a patron’s records
- Lost Library Materials and Refund Receipts - Overdue notices
- Daily Sign-In Sheets (i.e., storytimes, programs, computer use)
- Interlibrary Loan Records

Professional Ethics: The ALA interpretation of the Library Bill of Rights states, “Protecting user privacy and confidentiality has long been an integral part of the mission of the libraries.”

2. REGULATIONS

2.1 No library employee or volunteer shall utilize records classified private for any purposes except those directly related to the discharge of his/her duty.

2.2 Patron records classified private are disclosed only to the patron with proper identification, parent and/or legal guardian of patron under the age of 18, legal guardian of a legally incapacitated individual, patron representative with power of attorney, or other individual who submits a notarized release from the subject of

the record or his legal representative dated no more than 90 days before the date the request is made.

2.3 Confidentiality extends but is not limited to reference interviews, interlibrary loan records and computer use records. Confidentiality is also maintained for databases and search records which the library manages.

2.4 The lawful custodian of library records is the Director of the Park City Library.

3. EXCEPTIONS

Circumstances which may require the library to release Private Records include the following:

3.1 A Court Order signed by a judge from a court of competent jurisdiction, as provided in U.C.A 63-2-202(7), or legislative subpoena as provided in U.C.A. Title 36, Chapter 14. Court Orders may include Search Warrants, Subpoenas and Intercept Orders pursuant to FISA.

3.2 For research purposes, as provided in U.C.A. 63-2-202(8).

3.3 A Warrant for Information issued under the USA Patriot Act (Public Law 107-56)

3.4 A National Security Letter seeking information pursuant to the USA Patriot Act (Public Law 107-56)

Under the above circumstances, court order or subpoena, the Library Director will consult with the City Attorney's Office to determine if the request is valid.

Approved by Library Board, October 2006

DAMAGED, MISSING OR LOST MATERIALS DISPOSITION OF PUBLIC PROPERTY

1. PURPOSE

The library preserves and maintains its collection in usable, clean, and attractive condition for public circulation. Library patrons are responsible for the proper care of materials checked out in their name.

Items are inspected for damage during check-in. When library materials are returned damaged a fee will be assessed against the patron's record and the patron notified. Damage fees are set and periodically reviewed by the Library Board.

When items are returned missing a part (cassette tape, case, etc.), a replacement charge reflecting the cost of the missing item will be assessed against the patron's record and the patron notified by mail. Unpaid charges may result in patron's account being blocked.

2. GUIDELINES FOR CHARGES

Library staff determines extent of damage. In cases in which a patron disagrees with a staff member's assessment of damage charges or replacement costs, the library director will review the materials and situation in question and make a final determination of charges.

2.1 Damage is noticeable, detracts from appearance and usability. May be repaired in-house with staff time and materials expense. \$5.00/item

2.2 Damage is extensive, affecting at least one-fourth of the volume. Book may be repaired in-house for limited circulation. \$10.00 minimum or up to 1/2 cost of each item

2.3 Damage is irreparable, beyond further use or circulation. Book will be withdrawn from the collection and discarded. Total replacement cost of the item plus a processing fee of \$5.00.

2.4 Missing parts.

Charges will be equal to replacement cost of missing items.

2.5 Lost Materials

When library materials are lost while checked out to a patron, a fee is charged equal to the replacement cost plus a \$5.00 processing fee. The material is withdrawn from

the library's collection according to established procedures. Should the missing item be found within six months, the library desires the return of the item and will refund to the patron the exact amount paid by the patron for the lost item less the \$5.00 processing cost.

2.6 Claims Returned Overdue Material

Through an established overdue tracing process, the library makes every effort to determine that an item is not in the library before a statement is sent to a patron.

When a patron claims that an item is returned, the library staff will check the shelf for the item. If the item is not found on the shelf, staff will ask the patron to keep looking for the item at home and check the item in using the special status, "claims returned." The patron will continue to have check-out privileges.

Staff will generate a "claims returned" report biweekly in order to continue checking shelves for the item for at least six weeks after the item was claimed returned. After three months, the bibliographic information for the item claimed will be given to selectors either to be replaced or deleted.

Patrons will be allowed two claims returned items at no charge. If a patron has three or more items that s/he claims have been returned s/he will be charged the replacement cost and processing fee for those items. Borrowing privileges may be suspended until the item is returned or replacement costs and processing fees have been paid.

If the item is returned within six months after the problem was resolved, the Library will refund the lost item payment (less any service charge) to the patron. If the item is returned more than six months later, the library staff will refund money on a discretionary basis.

3. ALTERNATIVE PAYMENTS

Payments for damaged or lost materials are normally made by cash, check, or credit/debit card. The Library may accept a new copy, or if the item is out of print a copy in new condition, of the missing item in lieu of a cash payment. A \$5.00 processing fee will be charged in either case. At the discretion of the Library Director, the library may consider donations of other materials in lieu of exact title replacement.

4. DISPOSITION OF PROPERTY

The Library will comply with state law and municipal ordinances regarding the disposition of surplus library materials. The standard practice is to contribute withdrawn materials to a used book sale, which is open to the general public. As provided in the exclusionary clause of the Park City Municipal Code, the Library Board may delegate to the Library Director the discretion to dispose of discarded materials by donating them to

other government agencies and non-profit organizations.

Approved by Library Board, October 2014

EMERGENCY POLICY

1. PURPOSE AND OBJECTIVES OF POLICY

The purpose of this policy is to define the responsibilities of Library staff in identifying and responding to an Emergency Situation.

2. DEFINITION OF EMERGENCY SITUATION

An emergency situation can be defined as an unexpected event which immediately threatens the health, safety, and welfare of library staff and patrons. Examples may include: fire, power outage, chemical release, natural gas leak, flood, earthquake and criminal activity.

3. HANDLING THE INITIAL EMERGENCY

Library Staff will be responsible for identifying and handling the initial onset of an emergency situation. All staff members have the latitude to identify an emergency situation and initiate a first response. **In case of situations requiring immediate intervention by police, fire or medical personnel, employees are reminded to first and immediately call 911.** All library staff members are required to have read and be familiar with the library's emergency procedures as outlined in the Emergency Procedure Manual.

The Librarian-In-Charge (LIC) or Building Warden, if present, will act as an Emergency Coordinator (EC) in the event of an emergency. The EC will be briefed on the nature of the emergency and assume initial responsibility for coordinating and activating the library's appropriate emergency procedures until emergency response personnel arrive on site. The EC will also inform the Library Director and LIC and library tenants of the nature of the emergency as soon as possible.

In the event of an emergency, it is the primary responsibility of the library staff present to insure the safety of library patrons and the remainder of the staff. The secondary responsibility of the library staff is to minimize any damaging effects of the emergency to property. Staff should not incur undue risk or place anyone else's personal safety at risk when fulfilling these responsibilities. *Remember; people first, property second.*

4. FOLLOW-UP HANDLING OF EMERGENCY

Following the initial response to the emergency, the Library Director or Librarian-In-Charge will assume responsibility for managing the emergency control procedures. The Library Director or LIC will be responsible for communicating

and working with the City Manager, Emergency Program Manager, and emergency response professionals (police, fire department, etc.) in determining whether the library will remain open.

The Library Director or LIC will also be responsible for coordinating with the City's Community Engagement Manger in communicating necessary ongoing information to the media and public.

Approved by Library Board, January 2018

EXHIBITS POLICY

Park City Library provides space when available for exhibits of interest to the general public. Exhibits may consist of standing panels, display cases, pedestals, or tables with corresponding print materials and identifying labels for display items. Art Exhibits, to be displayed on the art rail in designated areas of the library, must consist of framed and hung original artwork. Space for exhibitions will be defined by a representative of the library; space for Art Exhibits will be designated by art rail hung within the library.

The library has the right to curate all content in the library, and reserves the right to reject any or all items loaned to the library for display. Display items may not be acceptable if they depict extreme violence, sex, or if they denigrate protected classes. Inclusion of any work of art in the library display does not imply or constitute endorsement by the library of the points of view or ideas represented in the art.

The Library cannot assume any responsibility for damage or lost art works that are part of any exhibit.

The following conditions apply for all exhibits in the library:

1. A designated representative of the library shall schedule displays in the library. A committee formed of at least two library staff members shall be formed to judge entries. A Public Art Advisory Board (PAAB) member shall be invited to sit on the committee in an advisory role. Children's Department displays and traveling exhibits will be exclusively overseen by library staff.
2. Prior to display, all exhibits must be approved by the art selection committee. Appeals about the approval or disapproval of exhibits will go to the Library Director.
3. All exhibits shall be set-up and removed on the dates determined by the library. Library staff shall supervise the set-up and removal of all exhibits.
4. All exhibits must conform to the space restrictions of the display area.
5. Prior to displaying, all exhibitors must sign the Exhibit Contract which releases the library from any responsibility for loss or damage to an exhibit displayed at the library.
6. The library will not facilitate purchase of artwork; library staff may not accept funds for artwork. If an exhibiting artist elects to provide public contact information, such will be provided upon request by Library staff.
7. Scheduled Exhibits are not transferable to another organization or person.

8. Library use of display areas takes precedence over any other use. The library reserves the right to cancel the use of the display area by outside exhibitors if the Library Director determines that the display space is needed for library purposes.
9. The Library Director, or his or her designee, reserves the right to amend these regulations at any time. The Library Director, or his or her designee, may deny or cancel any application for reservation of exhibition space and may waive any display policy.
10. All artwork must be framed and wired for hanging, unless approved the by the art selection committee.

Approved by Library Board, July 2016

Addendum A
Park City Library
Exhibit Contract

THIS AGREEMENT, made and entered into this _____, by and between the Park City Library, hereinafter referred to as "Library," and _____, hereinafter referred to as "Artist."

WHEREAS, Artist desires to exhibit certain works of art (hereinafter referred to as "the works") at facility of the Library; and

WHEREAS, Library is willing to allow Artist to exhibit the works under certain terms and conditions;

THEREFORE, in consideration of the mutual promises contained in this Agreement, Library and Artist agree as follows:

1. Artist shall exhibit the works beginning on _____, and running through _____, unless Library, in its discretion, determines to terminate the exhibition at an earlier date. The exhibition shall be presented at the Park City Public Library, the address of which is 1255 Park Avenue. The exhibit shall contain _____ (number of) works in the following media: _____
_____.
2. That the Artist understands that his/her materials are loaned and exhibited at his/her own risk and that neither the Library Director or his/her staff or volunteer, The Board of Library Trustees, nor Park City Municipal Corporation shall be responsible for theft, vandalism, fire, or other damage to the exhibit.
3. That the Artist will not bring any action against and shall hold the library staff or volunteers, the Library Director, the Board of Library Trustees and Park City Municipal Corporation, its agents and/or staff, harmless for any damage to the material loaned.
4. All works to be exhibited shall be consistent in form, quality, and content with the works upon which Artist's selection for exhibition by Library was based. Such consistency shall be determined by Library in its sole discretion.
5. Library, in its sole discretion, shall determine the duration, location, and manner in which the works are exhibited to the public. Library staff shall have responsibility for all signage regarding the exhibition. Library, in its sole discretion, may use signage descriptions to inform patrons of the nature of the work, for example, informing patrons of sexually explicit or graphically violent material.
6. All works, including purchased works, will remain on exhibit for the duration of the exhibition. If removal or relocation of a work is required during the duration of the exhibition, Library will notify Artist as soon as reasonably possible.
7. Artist warrants that the works exhibited do not violate any local, state or federal law, including those governing pornography, libel, copyright, privacy and/or publicity. Artist

shall indemnify and defend Library against all claims, liability, damages, costs and expenses, including attorneys' fees and expenses, arising out of exhibition of the works by Library.

8. Artist and/or her/his representative will deliver completed works, ready for installation, to Library as scheduled. The scheduled date and time for delivery and installation is _____. All works must be in good condition when delivered, and paintings and prints must be framed. Works to be hung must be wired on the back for installation. Artist and/or her/his representative are responsible for hanging artwork on the delivery date and during an approve time frame.
9. Artist shall remove all works from library facilities as scheduled. The scheduled date and time for removal is _____. The artist and/or her/his representative are responsible for removing art from the art rail at the scheduled time for removal. Artist acknowledges that Library has no adequate storage for works of art. If Artist fails to pick up the works as scheduled, Library may place the works in storage at Artist's sole risk and expense.
10. Artist is financially responsible for any and all damage to the library during installation and removal of works.
11. On or before _____, Artist shall furnish Library the following:
 - (a) a typewritten biographical statement concerning Artist;
 - (b) a typewritten statement of the Artist regarding the works to be exhibited;
 - (c) exhibit title.On or before _____, Artist shall furnish Library the following:
 - (a) a high quality digital image of one of the works to be exhibited (400dpi).On or before _____, Artist shall furnish Library the following:
 - (a) a typewritten list of works to be exhibited, including (where applicable) title, medium, date of completion.Library shall have the right to use these materials to publicize the exhibition.
12. Artist hereby expressly agrees that Library and the news media shall have the right to photograph, film, and/or videotape any or all of the works exhibited for purposes of publicizing the exhibition and keeping a historical record of the exhibition.
13. Library will refer all inquiries regarding purchase of works exhibited to Artist or her/his designated representative as set forth below:

Name _____
Home Telephone _____
Work Telephone _____
Email address _____

- 14. At the Library's discretion, and as an enhancement to the exhibition, the Artist agrees to a public reception _____ at the Library. If an opening reception is scheduled, the Library will provide light refreshments.
- 15. In the event of the death of Artist during the exhibition, Artist's legal representative shall notify Library in writing and furnish a certified copy of his or her authority. Upon the furnishing of such evidence of authority and the expiration of the term of the exhibition, the works of Artist will be released to the legal representative.
- 16. The terms of this Agreement shall inure to the benefit of and be binding upon the heirs, administrators, successors, and assigns of the parties hereto.
- 17. This Agreement shall not be altered, amended, or modified except in writing and signed by all the parties.
- 188. Special instruction: _____

PARK CITY LIBRARY
 BY _____

ARTIST
 BY _____

(PRINT NAME)

(PRINT NAME)

GUARDIAN
 (If artist is under 18)

BY _____

 (PRINT NAME)

GIFTS

1. ACCEPTANCE OF GIFTS

The Park City Public Library encourages and is grateful for gifts of books, periodicals, money and other materials which will enrich its collections. From donated materials, the Library will select for public use those which meet the community's informational, educational, or leisure time needs per the library selection policy and mission statement. The Library may also select items which may be of particular value to the Park City Historical Society or the Park City History Museum. Once a donation is accepted by the Library it becomes the property of the Library, to be used or disposed of as the Library Director and/or the Library Board sees fit.

2. PROCESSING OF GIFTS

A gift may be disposed of if it is (a) a duplicate; (b) outdated and not of sufficient present reference or circulating value to the Library (c) in poor physical condition; (d) not in accordance with Library selection policies. Unwanted gifts may be (a) discarded; (b) offered to other libraries or institutions as a gift or exchange; or (c) sold, and the money used to buy new items.

3. PLACEMENT

The Library reserves the right to shelve gifts with other collections on the same Subject so that all collections are organized and classified according to Library standards.

4. ACKNOWLEDGEMENT

The donor will be given a receipt at the time of the donation for items received at the Library. Under certain circumstances, such as financial donations and magazine subscription donations, a letter of acknowledgement may be mailed to the donor. Book plates acknowledging donors may be placed in specific titles at the discretion of the Library Director.

5. VALUATION

The appraising of a gift to the Library for tax purposes is the responsibility of the donor. The Library may direct donors to online resources for their own appraisal purposes.

6. SPECIAL GIFTS

Money, real property and stock will be gratefully accepted if conditions attached are acceptable to the Library Director and the Library Board. Donors are encouraged to consider making their contribution to the Library Foundation.

When the Library receives cash donations for the purchase of memorial books, materials, furnishings or equipment, suggestions may be made by the donor, with the approval of the Library Director or the Library Board in accordance with the Library's material selection policy. The interests of the deceased and wishes of the donor should be considered for appropriate gift selection.

7. GIFTS OF ARTWORK

The Park City Library does not actively solicit nor collect works of art, even those whose subject is the Miner's Hospital or the Park City Library and Education Center (at one time the Park City High School and the Carl Winters Middle School).

Donation of works of art to the Library are subject to the Library's overall policy relating to gifts. Donated art becomes the property of the Library to be used or disposed of as the Library Director and/or Library Board sees fit. Anyone donating art to the Library should clearly understand that such donation does not guarantee that the work will be hung or displayed anywhere within the Library building.

Acknowledgement by donor:

I have received and read a copy of and understand the Library's policy on gifts of art work.

Signature

Date

Approved by Library Board, March 2008

INTERLIBRARY LOAN POLICY

The Park City Library adopts the following policy regarding the administration of interlibrary loan service and patron eligibility for such service. This policy is consistent with national, state and inter-state interlibrary loan policies.

1. DEFINITION AND STATEMENT OF PHILOSOPHY

An interlibrary loan is a transaction in which library material, or a copy of the material is made available by one library to another upon request. Interlibrary loan service is essential to the vitality of libraries of all types and sizes as its basic purpose is to obtain for patrons, library material not available at the local level. Lending between libraries is in the public interest and should be encouraged.

Each library entering into an interlibrary loan transaction is acting in good faith that the tenets of national and state codes will be adhered to by all other libraries.

1.1 Park City Library lends materials to other libraries both in-state and out of state.

1.2 Park City Library is a BCR code signer and, as a signatory, adheres to all applicable rules.

2. MATERIALS

2.1 Park City Library lends adult, young adult and juvenile level materials. The collection is primarily of print materials although audio visual materials may also be loaned . Wherever applicable, photocopies of articles or other print materials will be made and supplied to the requesting library.

2.2 At the discretion of the interlibrary loan librarian and reference staff, Park City Library may lend the following types of materials:

2.2.1 New books and best sellers: when there are no local reserves pending and when the item's popularity has diminished

2.2.2 Seasonal/holiday books: may be lent for up to sixty days before the start of the season, e.g., Christmas books will be lent until October 25.

- 2.3 As a general rule, Park City Library does not lend the following:
- 2.3.1 Reference materials: exceptions may be made on an item by item basis. If the decision is made to lend a reference book, it shall be specified, “for in-library use only.”
 - 2.3.2 Park City Collection— those items designated with “PCC” in the call number.
 - 2.3.3 Microfilm: exception may be made for The Park Record newspaper, although the library would prefer to send print-outs from the microfilm rather than the actual reel of film. Users are encouraged to access back issues of the Park Record on-line.
 - 2.3.4 Periodicals: photocopies of designated articles will be supplied.
 - 2.3.5 Oversized books: those books which, because of their size, value or unique subject coverage, are awkward or inappropriate for mailing. Exceptions may be made on an item by item basis. If the decision is made to lend an oversized book, it may be specified for “in-library use only.”
- 2.4 Exceptions to all the above rules may be made by the Library Director.

3. CIRCULATION OF INTERLIBRARY LOANS

- 3.1 Park City Library accepts requests for interlibrary loan materials on line via OCLC, by telephone from another library staff member, and by mail, through use of the official ALA interlibrary loan request form.
- 3.2 Park City Library does not charge for any of its outgoing transactions. The borrowing library, however, must pay for the return postage.
- 3.3 Park City Library lends materials to other libraries both in-state and out of state.
- 3.4 Park City Library’s loan period extends for a total of 45 days, which is intended to allow for mailing time (both ways) and adequate time for patron use.
- 3.5 Renewals are possible providing there are no requests pending at the local level. Items may be renewed for up to thirty days with a maximum of one renewal.

4. PATRON ELIGIBILITY

Any person registered with the Park City Library is eligible to request interlibrary

loan service. The patron must be in good standing with the library, that is, not have overdue materials or unpaid fines. Further, the patron must abide by the particular guidelines for Park City Library's interlibrary loan service.

5. FEES

The Library Board may levy charges to help offset the cost of mailing, handling and processing interlibrary loan transactions. Charges are due at the time an Interlibrary loan is picked up at the circulation desk. If not paid, the charge will be added to the patron's fines record. Fees charged by the lending institution for items, which are damaged or lost, while checked out to a patron, will become that patron's responsibility to repay.

Approved by Library Board, January 2007

INTERNET AND ELECTRONIC RESOURCES USE**1. LIBRARY POSITION**

It is the intent of the Park City Library to provide equal access to electronic information and resources which meet the recreational, educational and general information needs of our diverse population. These resources include, but are not limited to the internet. Electronic information resources allow the Library to enhance collections and services by providing access to information and educational materials worldwide.

The Park City Library staff will develop electronic information resources that are consistent with the ethics, principles and goals stated in the Library's Materials Selection Policy. Electronic information resources are subject to the same quality standards, evaluation and materials selection policies as all other Library materials.

2. GENERAL POLICY SCOPE

The Park City Library electronic resources use policy applies specifically to computers and networks under direct Library supervision. Employees of the Library will also be subject to computer, internet and e-mail use policies outlined in the City's Personnel Policy and Procedures Manual.

At all times, Library staff and public users are expected to observe common rules of network etiquette.

The Library will provide access to the internet via an Internet Service Provider (ISP).

3. SECURITY RESPONSIBILITIES

The Park City Library will utilize appropriate technology to protect the physical integrity of computer hardware, software and databases in the Library. These actions can only provide resistance to disruption and are in no way considered as insurance against loss of data or damage to equipment.

The Park City Library does not provide data storage on the terminals available to Library patrons, but information may be saved on removable storage devices. Patrons who attempt to store or load unauthorized software on the library network or hard drives are at risk of losing their access to the Library's electronic resources.

4. INDIVIDUAL SECURITY

Since electronic and network security measures do not guarantee individual privacy and confidentiality, individuals must accept responsibility for the integrity of their interactions on electronic networks.

Library staff with password access to electronic networks is responsible for maintaining the security of their passwords.

5. ACCEPTABLE USE STATEMENT

5.1 LEGAL USE

Library computers and networks shall not be used for any purpose, or in any manner that violates local, state or federal law. Violations will be reported to law enforcement authorities and may result in prosecution as well as the loss of Library internet privileges. Examples of illegal uses or actions include, but are not limited to:

- Viewing or sending obscene material in violation Utah Code (U.C.) 76-5b-103, 76-5b-201, 76-5b-202, 76-5b-203, and United States Code (U.S.C.) Title 18 Chapters 71 and 110, and other sections.
- Installing programs, uploading/downloading software or information from personal storage devices, CDs/DVDs or the internet at Library workstations in violation of U.C.13-40-301 and other sections.
- Damaging the Library's computers, attempting to access internal networks or change software/hardware settings, including security settings in violation of U.C.13-40-301 and other sections.
- On-line harassment, including violations of 18 U.S.C.2261A.
- On-line gambling, in violation of U.C. 76-10-1102 and 31 U.S. Code 5362.
- Unauthorized use of computer accounts access codes, or network identification numbers in violation of 76-6-703 or malicious cyber activity in violation of 13-5a-102 and 13-5a-103.
- Disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyright-protected material in violation of U.S.C. Title 17 and U.C.13-10a and other sections.
- Violations of network usage policies and regulations.
- Violations of software license agreements, in violation of 13-5a-102 and 13-5a-103 and other sections.
- Libel or slander in violation of U.C. 45-2-2 et seq.

5.2 COMPUTER ETIQUETTE

Computers and networks should be used in accordance with the ethical standards of the Park City Library. The Library considers unethical use to be just cause for taking disciplinary actions, including termination of internet or Library privileges or any other legal remedy.

Examples of unethical use that could lead to disciplinary actions include, but are not limited to:

- Violation of time limits
- Violation of another user's privacy
- Unauthorized signing in under someone else's name
- Disrupting another user

5.3 ONLINE ACCESS POLICY

The Park City Library's Online Access Policy prohibits access by minors to internet or on-line sites that contain obscene material, child pornography and/or materials harmful to minors. Minors are individuals under the age of 18. This policy was established to meet the requirements of U. C. 9-7-213, 9-7-215 and 9-7-216 for the purpose of preserving the Library's eligibility to receive any and all state funding for which it qualifies. In furtherance of this policy, the Library has installed technology protection devices (filters) designed to meet the requirements of the Utah Code as cited above, on all publicly accessible computers. Additionally, in order to meet the requirements of the Federal Children's Internet Protection Act for the purpose of preserving the Library's eligibility for any and all federal funding for which it qualifies the Library has installed technology protection devices (filters) on all staff-only-accessible computers.

Disabling Provision: In compliance with U. C. 9-7-215(4) any adult patron (18 years of age or older) may request that the technology protection device (filter) be disabled at any time and for any period of time during which the patron is using the computer. Such request can be made to any library staff. All library staff has the authority to disable technology protection devices (filters).

Administrative procedures and guidelines for staff to follow in enforcing the Online Access Policy have been established and are available at the Circulation/Reference desk.

The Online Access Policy is enforced by Library staff as follows:

- Internet users are required to sign in using the electronic reservation system.
- Users must read and accept the Park City Library Online Access Policy Agreement before being allowed to access the internet. Users not accepting the Online Access Policy terms will be denied access to the internet.
- The Online Access Policy is enforced on a complaint basis as well as by monitoring by Library staff. Any verified subsequent report or observed violation of the Online Access Policy will result in immediate termination of that user's internet privileges.
- Complaint forms concerning the Online Access Policy or its enforcement are available at the Information Desk. All complaints are forwarded to and given consideration by the Library Director.

5.4 ONLINE ACCESS POLICY AGREEMENT

The Online Access Policy Agreement reads as follows:

Computer and Internet Use Agreement

I agree to use Park City Public Library computers in a responsible manner and to follow all rules concerning limited computer time. I will not use the internet for any purpose prohibited by federal, state or local laws or regulations. I will not misrepresent myself by any means and will use only the library card authorized for my use. I will not alter hardware or software, nor make copies of copyrighted or licensed material or data unless such use is authorized.

I understand that the Library is compliant with U.C. 9-7-213, 9-7-215 and 9-7-216 and the Federal Children's Internet Protection Act (CIPA), and uses filtering software to screen out sites which may provide access to visual depictions that are obscene, child pornography, or harmful to minors. I will not send, receive or display visual depictions that are obscene, child pornography, or harmful to minors.

I agree to use appropriate discretion when viewing materials and will refrain from displaying materials on a terminal when so requested by Library staff. The Library's policy details customer standards of conduct and procedures related to the violation of these standards. Customers may request a copy of this policy from Library staff.

I understand that failure to comply with this Agreement may result in the loss of

Library privileges, up to and including permanent trespass from all Park City Public Library facilities. The Library has no control over information obtained through the internet and cannot be held responsible for its content or accuracy.

The Library assumes no responsibility for damages, direct or indirect, for the use of the internet including, but not limited to, damage to the user's computer equipment.

I accept these terms of use.

The Internet and Electronic Resources Use Policy is available at the circulation/reference desk for review or online at www.parkcitylibrary.org.

6. DISCLAIMER

6.1 CONTROVERSIAL MATERIALS

Electronic information resources provide a wealth of education, recreation, and outreach opportunities for the community. However, some information accessed through these resources may be objectionable, offensive, misleading, or illegal.

The Library has installed filtering software to block pornography but cannot guarantee that software will block 100% of such materials. The library cannot censor access to materials nor protect users from all information which they may find offensive.

6.2 ACCESS FOR MINORS

As with other Library materials, restriction of a child's access to the internet is the responsibility of the parent/legal guardian. The Library encourages parents to learn and explore the internet with their children and to supervise their use.

Please refer to our Children's Internet Policy for more information.

6.3 AVAILABILITY AND VALIDITY

Park City Library staff cannot control the availability of information links to external networks. The Library also has no means of verifying the accuracy, content, or currency of information accessed from computer networks.

6.4 DAMAGES / RISK

The Park City Library assumes no responsibility for any damages, direct or indirect,

arising from use of its terminals or from its connections to external networks. Users use the equipment and network connections at their own risk.

7. **PRINTING CHARGES**

The Library charges for printing from electronic resources.

8. **TIME LIMITS AND OTHER RESTRICTIONS**

The Library enforces time limits when others are waiting. The use of the computer in the Children's, Youth and Teen areas are recommended for persons under 18 years of age, or to parents or guardians using the computer with their children.

9. **WIRELESS ACCESS POLICY**

The Library offers free filtered internet access points or "hot spots" for library users with appropriately equipped wireless devices during library business hours. Users agree to abide by the Library's Online Access Policy when accessing the wireless network. All liability and risk lies with the user. No other technical assistance is available.

Approved by Library Board, June 2016

INTERNET POLICY FOR YOUTH SERVICES COMPUTERS

The Park City Library provides access to a broad range of information resources for children, including those on the internet. The Park City Library is especially concerned with children's use of the internet. Although our policy specifically forbids the viewing of pornography and obscenity by anyone, we intend to make an additional effort to enforce this policy with children using the internet in the Children's area, Youth area, and Teen area.

The Park City Library:

- Will provide access to the internet for children under age 18 in the Children's, Youth and Teen areas as part of our mission "[t]o provide information in a variety of formats that educates, inspires and entertains."
- Will assist young patrons in using the internet to the extent that time will allow.
- Will use filtering software on the Children's, Youth and Teen computers to limit access to certain sites, in an effort to make internet content accessed at the Library match as closely as possible the types of materials selected for the Library's Juvenile Collection. The software that is installed restricts access by all patrons to internet sites that contain potentially obscene material.
- Cannot guarantee that its filtering software will be totally effective in filtering material not intended for children, youth, and/or teens.
- Cannot be responsible for the availability or accuracy of information accessible via the internet. The internet is an unregulated medium, with access points and content which change rapidly and unpredictably.
- Cannot guarantee the security of any personal information transmitted via the internet using the Library's connection.
- Will not accept responsibility for the use of the internet by children and young people. Responsibility for the use of all Library materials, including internet resources, rests with parents or legal guardians.

Parents are encouraged to work closely with and supervise their children to ensure that children's use of internet resources is consistent with their family's values.

Approved by Library Board, June 2016

INTERNET POLICY FOR CHILDREN'S COMPUTER

The Park City Library provides access to a broad range of information resources for children, including those on the Internet. The Park City Library is especially concerned with children's use of the Internet. Although our policy specifically forbids the viewing of pornography and obscenity by anyone, we intend to make an additional effort to enforce this policy with children using the Internet in the children's room.

The Park City Library:

- Will provide access to the Internet for children up to age 12 in the children's room as part of our mission "...to provide information in a variety of formats that educates, inspires and entertains."
- Will assist young patrons in using the Internet to the extent that time will allow.
- Will use filtering software on the children's computer to limit access to certain sites, in an effort to make Internet content accessed at the Library match as closely as possible the types of materials selected for the Library's juvenile collection. The Cybersitter software that is installed restricts access by all patrons to Internet sites that contain potentially obscene material.
- Cannot guarantee that its filtering software will be totally effective.
- Cannot be responsible for the availability or accuracy of information accessible via the Internet. The Internet is an unregulated medium, with access points and content which change rapidly and unpredictably.
- Cannot guarantee the security of any personal information transmitted via the Internet using the Library's connection.
- Will not accept responsibility for the use of the Internet by children and young people. Responsibility for the use of all library materials, including Internet resources, rests with young people's parents or legal guardians.

Parents are encouraged to work closely with and supervise their children to ensure that children's use of Internet resources is consistent with their family's values.

Approved by Library Board, February 2003

PATRON BEHAVIOR POLICY**1. POLICY STATEMENT**

The Patron Behavior Policy exists to support the Park City Library's mission of providing excellent customer service and a welcoming environment. In order to provide all patrons and staff with a pleasant library experience, patrons are expected to respect the rights of others and to adhere to the following regulations. This policy applies to children and adults. Patrons who fail to comply, may be subject to one or more of the following consequences:

- Revocation of access to specific library services for a specified period of time;
- Expulsion from the library for a specified period of time;
- Notification of the appropriate law enforcement agency, which may result in arrest and prosecution; or
- Liability for damages to public property or injuries to library staff.

2. REGULATIONS

2.1 Show courtesy and respect to other patrons by using volume levels, behavior, and personal hygiene that will not disturb others. Examples of disruptive behaviors include but are not limited to being excessively loud, running, and sleeping in the library.

2.2 Show courtesy and respect to staff. Abusive or harassing behavior towards staff may result in expulsion from the library and revocation of library privileges.

2.3 Cell phone conversations in the library are expected to be kept at a moderate length and volume level. The Reading Room on the Second Floor is a designated Quiet Zone where cell phone conversations are not allowed. Library staff reserves the right to request that patrons relocate to another part of the library while talking on their cell phones.

2.4 Treat library materials, equipment, furniture, and facilities in a safe and appropriate manner.

2.5 To protect the safety of all library patrons and staff, observe the following rules:

2.5.1 Use of skateboards, scooters, rollerblades and similar equipment is not allowed inside the library.

2.5.2 Bicycles, skis, and snowboards must be left outside.

- 2.5.3 Motorized vehicles are only allowed in the library if their primary purpose is to provide necessary mobility assistance.
- 2.6 Obey all federal, state, city, and county laws and ordinances including, but not limited to, The Utah Indoor Clean Air Act which prohibits smoking in public buildings (Utah Code Annotated § 26-38-1).
- 2.7 Caregivers are responsible for the safety and behavior of the people they care for while in the library.
 - 2.7.1 Unsupervised minors may be reported to appropriate authorities by library staff.
 - 2.7.2 Under no circumstances will a staff member take an unsupervised minor off of library property or escort a minor home.
 - 2.7.3 Library staff cannot assume responsibility for a minor's safety or behavior when the minor is unattended.
- 2.8 Animals may not be brought into the library except for service animals, Intermountain Therapy Animals, and library employees' dogs as designated by Park City Municipal Corporation's Dog Policy. Programs that include animals such as reading dogs, educational animals, and library pets must be approved by the Library Director.
- 2.9 Food and drinks are allowed in the library if practiced within reason as determined by library staff. All beverages must have lids or caps unless in the coffee shop/café area.
 - 2.9.1 No food or drink is allowed in the YouCreate Lab.
 - 2.9.2 Only drinks with lids are allowed at public computers, but no food.
 - 2.9.3 Patrons are responsible for cleaning up their food, beverages, and containers.
- 2.10 Library staff may request to inspect patron belongings when theft is reasonably suspected.

3. APPEAL PROCESS

Any person who is expelled from the library for 24 hours or longer, or whose access to library services is revoked for 24 hours or longer, may appeal these actions directly to the Library Director. An additional appeal may be made to the Park City Manager in writing to City Hall, PO Box 1480, Park City, UT 84060.

Approved by Library Board, November 2015

PATRON ELIGIBILITY**1. RESIDENT**

Any person residing or owning property within the Park City limits is eligible for a free library card. This card is valid for two (2) years.

2. NON-RESIDENT

Any person residing outside of Park City boundaries and not owning Park City property is considered a non-resident. An annual fee of Forty Dollars (\$40.00) per household is required for non-residents to obtain a library card. This card is valid for one (1) year.

3. CITY LIMITS VISITOR

Any person residing within Park City boundaries, but visiting or staying in town for a limited time, is considered a City Limits Visitor. Visitor status may range from overnight to up to six (6) months. No fee is required to obtain this card. Timeshare owners within the City limits are eligible for a City Limits Visitor card. This card is valid for six (6) months and can be renewed.

4. NON-CITY LIMITS VISITOR

Any person visiting or temporarily residing outside of the Park City boundaries is considered to be a Non-City Limits Visitor. Visitor status may range from overnight to up to six (6) months. A Twenty Dollar (\$20.00) fee is required for a Non-City Limits Visitor card. This card is valid for six (6) months and can be renewed.

5. STUDENT

Those students who reside in Summit County, but outside of Park City boundaries, that are under the age of nineteen (19) years old or enrolled in high school, are eligible for a free library card. A parent or legal guardian must sign the card application in person, at the library, for anyone under the age of eighteen (18) years old. The student must also be present. This card is valid for one (1) year and can be renewed.

6. WASATCH COUNTY STUDENT

For those students who reside in Wasatch County that are under the age of nineteen (19) years old or enrolled in high school, an annual fee of Fifteen Dollars

(\$15.00) is charged for this card. A parent or legal guardian must sign the card application in person, at the library, for anyone under the age of eighteen (18) years old (the student must also be present). This card is valid for one (1) year and can be renewed.

7. EDUCATOR CARD

Educators teaching within the Park City School District boundaries, but residing outside the Park City boundaries may obtain a library card to check out materials. This card is available to teachers, teacher's aids, homeschool teachers, etc., within the District. The non-resident fee will be waived for these educators. The card is valid for one (1) year and can be renewed. Proof of employment or homeschooling must be presented annually.

8. ORGANIZATION CARD

For Summit County Organizations that are non-profit, an annual fee of Forty Five Dollars (\$45.00) will be due. . For Summit County Organizations that are for-profit, an annual fee of Fifty Five Dollars (\$55.00) will be due. Up to ten (10) card users may be added to an organization's library account for both non-profit and for-profit Summit County Organizations. This card is valid for one (1) year and can be renewed.

9. CITY EMPLOYEE

Park City library cards are available for full-time and seasonal employees of Park City Municipal Corporation. This is an employee benefit and there is no charge for this card. Employees must show a current City I.D. to obtain a card. Seasonal employee cards will expire six (6) months from the date it was issued and must be renewed at the end of the term. Full-time employee cards will expire one (1) year from the date it was issued and must be renewed annually.

10. ROOMMATES

Adults, over eighteen (18) years old, unrelated by blood or marriage, sharing the same residence, must apply individually for a library card. It is necessary to verify residency within the City limits for each applicant. Such verification may be provided by one principal roommate who is the individual whose name is reflected on residential utility bills or rental agreement. . The principal roommate may list his/her roommates as members of the immediate household by attaching a note to the provided proof of residence. Before being eligible to check-out materials each roommate must apply for a card individually after the primary roommate has attached the note listing each roommate as a member of the immediate household.

11. FRIENDS OF THE LIBRARY BOARD MEMBER CARD

Friends of the Library Board Member serving an active term, but residing outside the Park City boundaries may obtain a library card to check out materials. The non-resident fee will be waived. This card is valid for one (1) year and can be renewed.

12. PARK CITY LIBRARY TENANT CARD

Tenants, and their employees, who have a current lease with Park City Municipal Corporation and work within the Park City Library building, but reside outside the Park City boundaries, may obtain a library card to check out materials. The non-resident fee will be waived for the tenant or employee. Proof of employment or city contract must be presented annually. This card is valid for one year and can be renewed.

13. AUTHORIZED USE OF LIBRARY CARD

Cardholders may authorize others as designees to use their card by verbally registering their name with the library.

14. RESPONSIBILITY FOR LIBRARY MATERIALS

In all cases, the individual or organization in whose name a library card is issued assumes responsibility for the care, return, and liability of any and all library materials checked out on their card. Limit one (1) library card per individual or organization.

15. DENIAL OF SERVICE

The use of the library and its services may be denied for due cause. Such cause may include but is not limited to:

- Failure to return books or pay fines
- Destruction of library property
- Disruptive or criminal behavior
- Accessing of materials on computer prohibited by the library internet policy

Approved by Library Board, April 2018

RECOVERY AND OVERDUE POLICY

1. PATRON RESPONSIBILITY

The individual patron, under whose name materials are checked out, is ultimately responsible for the care and on time return of materials. Parents and/or legal guardians are responsible for the care and on time return of the materials checked out by minors in their care.

2. OVERDUES

2.1 Notification

The library is under no obligation to notify patrons of overdue materials. However, as a courtesy, the library may send the following notices: a first notice when the materials are two (2) weeks overdue; a second when materials are four (4) weeks overdue; and a billing notice six (6) to eight (8) weeks after the due date. The billing notice may list the replacement costs of each item plus a processing fee. Regardless of whether any notice is sent, at 8 weeks after the due date the patron's account is charged and borrowing privileges are blocked.

2.2 Recovery

In the event materials are not returned to the library, the library may apply all available legal means to recover the materials, or, in lieu of the materials, a sum of money deemed adequate to compensate for replacement and processing costs.

The replacement cost of an item shall be based on its original purchase price. In addition, a processing fee will be charged, which is an aggregate sum reflecting staff time spent in recovery procedures, time spent reordering and cataloging.

Approved by Library Board, December 2018

ROOM USE & RENTAL POLICY

Park City Municipal Corporation (the City) offers “Rooms” in the Park City Library which may be reserved by the public. These Rooms are owned and operated by the City, and the City Council has authorized the Library Director to administer these policies regarding public access to the Rooms. The following policies and procedures govern room rentals only. Long term tenant leases are reviewed and administered by the Special Events Department.

The City does not endorse the viewpoints or activities expressed by the participants or the policies or beliefs of the organization or individual using the Rooms (“Users”). No advertisement or announcement implying such endorsement shall be permitted, nor shall any group using the Rooms use the Building as its official address, unless approved by Library Director or pursuant to a long term tenant lease.

1. ELIGIBILITY FOR ROOM USE & RENTAL RESERVATIONS

1.1 Reservations & Deposits

Reservations shall be accepted on a first-come, first-served basis, except as pertains to long term tenant leases. Reservations will be taken no more than six months and no less than three days in advance, or as approved by the Library Director or his/her designee.

Reservations shall be requested online. Library staff will assist patrons who request aid in completing online requests. Once a request is submitted, the Library Director or designee will review the request and if approved, shall issue an approval with any conditions deemed necessary.

Payment of all necessary fees and deposits shall be required for any room reservation to be complete.

1.2 Cancellations & Refunds

Request for cancellation must be made in writing to the Library Director or his/her designee. If the cancellation is made three days or more prior to the event, the User will receive a deposit refund. Cancellations made less than three days in advance will receive a 50% refund of fees and deposit refund. Cancellation made the day of the reservation will not receive a refund. In each case, the User may be charged a cancellation fee.

1.3 Hours and Use

During times when the Library is closed, the Rooms shall only be available for use, as approved by the Library Director or his/her designee. The Library Director or his/her designee may deny the use of the Room to an applicant if the use, purpose or activity:

1.3.1 is illegal; or

1.3.2 presents health or security risks or is potentially hazardous; or

1.3.3 would interfere with Library operations; or

1.3.4 is commercial activity without proper licensing; or

1.3.5 does not comport with the Park City Municipal Corporation Land Management Code.

Minors under the age of 18 must have Rooms reserved by an adult who is willing to take responsibility for any liability. Study Rooms are available to minors without adult permission.

The Library Director or his/her designee may enter the Facilities at any time to ensure there are no violations of this Policy.

1.4 Library Rooms Fee Schedule

Fees will be assessed based on the following groupings:

Group 1: Activities which are free and open to the public during Library hours. Groups such as book clubs, support groups, government institutions, Library/City partners, HOAs, and other affiliated community organizations, as approved by the Library Director.

Group 2: Activities during Library hours which are open for public participation but charge a fee for entry or activities which are closed to the public.

Group 3: Activities which are outside of Library operating hours or promote or solicit business. This includes businesses that offer initial free services/consultations/presentations, and then later charge a fee or contact attendees.

Non-profits: Receive one free contiguous rental of up to four hours, per month, which may be split between multiple Rooms within the Library’s operational hours.

Room & Location	Occupancy	Group 1	Group 2	Group 3	Non-Cleaning Fine
101 (1 st Floor)	34	Free	\$25/hour	\$50/hour	\$20/hour, \$40 minimum
201 (2 nd Floor)	34	Free	\$25/hour	\$50/hour	\$20/hour, \$40 minimum
301 (3 rd Floor)	34	Free	\$25/hour	\$50/hour	\$20/hour, \$40 minimum
North Conference (2 nd Floor)	12	Free	\$20/hour	\$40/hour	\$20/hour, \$40 minimum
South Conference (2 nd Floor)	12	Free	\$20/hour	\$40/hour (unavailable outside library hours)	\$20/hour, \$40 minimum
Study Rooms 1-8 (2 nd Floor)	3-6	Free	Free	Free (unavailable outside library hours)	\$20/hour, \$40 minimum
Community Room (3 rd Floor)	85	Free	\$75/hour	\$150/hour	\$20/hour, \$40 minimum
Santy Auditorium (3 rd Floor)	516	Free	\$95/hour	\$200/hour	\$20/hour, \$40 minimum

Kitchen (3 rd Floor)	10	Free	\$20/event	\$40/event	\$20/hour, \$40 minimum
Entry Hall (1 st Floor)	43	Unavailable	Unavailable	\$300/hour (unavailable during library hours)	\$20/hour, \$40 minimum
Entry Hall Patio(1 st Floor)	90	Unavailable	Unavailable	\$400/hour (unavailable during library hours)	\$20/hour, \$40 minimum

1.5 Santy Technology Fees

1.5.1 Projection Fees: Users have two options for projection.

1.5.1.1 Users may use the in-house technology at no additional cost. Users are responsible for scheduling a training to learn to use the equipment and facilitate use during their rental. Training must be scheduled at least one week prior to the rental date(s).

1.5.1.2 Users may rent the Projection Booth and have a trained projectionist manage technology needs. The Projection Booth rents for \$500 per event rental (\$250 for Non-Profits), with a hired projectionist approved by the Park City Library. Projectionists have their own fee scale; Users pay projectionists directly. A list of approved projectionists is available upon request.

1.5.2 Lighting Fees

Stage lighting may be rented when approved by the Library Director or his/her designee. Any change in the direction of lighting must be made by a pre-approved vendor at the expense of the User. The User shall pay the vendor directly. Lighting must be returned to the original direction before vacating the rental. The Projection Booth and a projectionist must be reserved to utilize lighting.

2. FOOD, BEVERAGE, & SMOKING

2.1 Alcoholic Beverages

The use of alcoholic beverages is allowed in Rooms except Study Rooms 1-8, the North Conference Room, and the South Conference Room. The User shall make any request for permission to serve alcoholic beverages in Room(s) in writing only. The Library Director or his/her designee reserves the right to approve or deny the request. Furthermore, the User is responsible for adhering to state liquor laws as set forth in the State Code and by the [Utah Department of Alcoholic Beverage Control](#) including obtaining permits as necessary.

2.2 Food & Beverage

All food and beverage, including any brought in by Users, Caterers or Food Vendors (“Providers”), must be approved by the Library Director or his/her designee. Providers shall adhere to the following rules.

2.2.1 Rules for Food Providers

2.2.1.1 Providers are responsible for following proper permitting as required by City, County, and State laws.

2.2.1.2 Provider staff and supplies must enter and exit through locations designated by the Library staff.

2.2.1.3 Parking or loading areas for Providers must be approved by Library staff. Providers cannot block any entrance to the building.

2.2.1.4 Gas, charcoal grills, sterno, and open flames for cooking or other decorative elements are strictly prohibited inside the building. Providers are responsible for bringing their own electrical cords as needed.

2.3 Smoking

Smoking is strictly prohibited inside the building. In accordance with Utah Indoor Clean Air Act (Utah Code Annotated § 26-38-1 et seq.), smoking (including e-cigarettes) is not permitted in public buildings, including libraries, or within 25 feet of any entrance.

3. DECORATIONS, EQUIPMENT, & SET UP

Users shall have 15 minutes prior to the reserved event time for set-up. If more time is needed, it is the responsibility of the User to reserve additional time. All decorations, signs, and equipment must be approved by the Library Director or his/her designee.

3.1 Upon arrival, it is the responsibility of the User to inspect the Rooms and report any problems immediately to the Library staff. Failure to do so may result in cleaning or damage fees.

3.2 The User must be present in order to accept or make deliveries. At no time shall the Library staff be permitted to accept or make deliveries for a User.

3.3 Any temporary structures such as stages, tents, inflatables, etc., may require a permit from the City Planning or Building Departments. The User is responsible for obtaining such permits as necessary.

3.4 Food Trucks and selling items in the parking lot or lawn is prohibited. (Park City Municipal Code 4-3-8).

3.5 The use of painter's tape and removable self-stick wall pads are pre-approved for adhering items to wall surfaces. All other adhering materials (such as nails, tacks, tape, etc.) are prohibited.

3.6 Music or other noise including amplified sound is permitted, but must be kept to a level which does not interfere with or disturb other activities in the building. The Library Director or his/her designee may revoke permission for music or other noise in order to maintain the proper functioning of the Library.

3.7 The Library Director or his/her designee may require additional insurance for the use or rental of a Room or Rooms(s) if the use will increase risk to the City.

3.8 All furniture or other temporary equipment brought into the Library shall have protective caps to avoid scratching floors and damaging walls. Movement of furniture must be done with the use of rubber-wheeled dollies or carts. All furniture must be lifted, not dragged. It is the responsibility of the User to move all furniture or equipment. Library staff will not assist with the movement of furniture or equipment unless approved in advance.

3.9 Tables and chairs shall not be moved between Rooms unless approved by Library staff.

3.10 Users are responsible for downloading and testing software needs ahead of time. If Users need special accommodations or require assistance with any of the technology, Library staff must be notified at the time a reservation is confirmed.

4. BREAKDOWN & CLEANING

All Users are responsible for completing breakdown and clean-up of their reservation with the time allotted. The Library Director or his/her designee has the discretion to charge a cleaning fine if these policies are not followed.

4.1 All Rooms must be cleared, cleaned and vacated 15 minutes prior to Library closing unless Users have prearranged their event to go past closing time. Users are responsible for being aware of closing times. Any User that has not cleared, cleaned and vacated the Room 15 minutes prior to closing will be charged after-hours fees as stated in the *Fee Schedule* above.

4.1.1 Removal of plaques, art, tables, chairs, podiums or other items or equipment from the Rooms is strictly prohibited. Rooms, tables, chairs and other equipment should be placed back in their original state at the end of a reservation.

4.1.2 All approved signage, decorations or other temporary items must be removed by the end of rental period. Storage of any goods by persons or groups using the Rooms is not allowed.

4.1.3 Any damage caused to the Room(s) or equipment, including beverage or food accidents, must be immediately reported to Library staff. Cleaning or damage fees may apply.

4.1.4 Tables and countertops must be wiped down, and chairs and tables stacked/arranged appropriately. It is the responsibility of the User to remove and dispose of trash. Users must clean the whiteboard before vacating the Room.

4.1.5 It is the responsibility of the individual or organization who reserves the space to be courteous to the next reservation and to be aware of the time that they must vacate the Room and return it in its original, clean state on time.

4.1.6 Users are responsible for notifying Library staff if cleaning supplies are needed.

4.1.7 Users must return the key issued to them. Failure to do so will result in paying for the replacement costs.

4.1.8 The User must inform Library staff when vacating the Room.

5. FILMING & PHOTOGRAPHY

Users must review Library Policy and [City filming and photography permit guidelines](#) if they wish to photograph or film inside the Rooms. It is the responsibility of the User to obtain filming or photography permits, if necessary.

6. CAPACITY & PERMITS

In order to ensure the health, safety and welfare of Users, visitors and Library patrons, and City Staff, capacity shall not exceed the posted requirements in each Room.

6.1 It is the responsibility of the User to obtain any additional City, County or State permits or approvals that may be necessary.

6.2 Some events may require security due to attendance. The Library Director or his/her designee will determine appropriate security, which must be paid for by the User.

7. PARKING

The Park City Library is located in a residential area. Limited, non-exclusive parking is available next to the Library and surrounding area for those who utilize the Rooms. It is the responsibility of all Users to obey and follow all posted signs and restrictions. Park City is not responsible for damage or loss of vehicles on City property.

7.1 Users shall refer to the [Park City website](#) for information regarding walkability and transit schedules to alleviate parking pressures in the area. Carpooling and/or ridesharing is highly encouraged for those who do choose to use drive to the Library.

7.2 The Library Director or his/her designee may require a User to have a parking and transportation plan.

7.3 All deliveries for Room reservations must be prearranged. It is the responsibility of the User to inform Library staff at the time that the reservation is confirmed if deliveries will be required.

8. SUPPLEMENTAL POLICIES & SPECIAL CONDITONS

The following spaces within the Park City Library are unique. Special conditions of spaces are as follows:

8.1. Entry Hall

8.1.1 Separate groups may make reservations for the Entry Hall and Entry Hall Patio at the same time. If the Entry Hall Patio is rented by a separate group, the Library Director or his/her designee will determine entry access to the Library.

8.2 Entry Hall Patio

8.2.1 Separate groups may make reservations for the Entry Hall and Entry Hall Patio at the same time. If the Entry Hall is rented by a separate group, the Library Director or his/her designee will determine entry access to the Library.

8.2.2 Any outdoor use, music or noise must end by 10:00 p.m. as pertains to the Park City Noise Ordinance (Park City Municipal Code 6-7) unless approved by the Library Director or his/her designee.

8.2.3 Rental of this space does not include the field.

8.2.4 The Library Director and his/her designee shall do their best to help the User plan for alternatives regarding inclement weather situations, however they are not required to provide alternative space (the User rents their space at their own risk of inclement weather).

8.3 Study Rooms

8.3.1 The Study Rooms are available in two-hour increments per day. Users may continue occupying longer if no one is waiting.

8.3.2 Cannot be reserved in advance.

8.3.3 A phone number is required for use.

8.4 North & South Conference Rooms

8.4.1 The North & South Conference Rooms may be used as a backup Study Room if vacant and all Study Rooms are occupied, or at the discretion of Library Staff. At that time, the Rooms will follow all Study Room policies.

8.5 Jim Santy Auditorium

8.5.1 Users are responsible for obtaining licensing as may be required for showing films, movies, music or other recorded items.

8.5.2 Use may require additional staff at the discretion of the Library Director or his/her designee at a fee to be incurred by the User.

8.5.3 Renters are responsible for obtaining licensing as may be required for showing films, movies, music or other recorded items.

8.6.4 Shall not conflict with the daily operations of the Library or tenants of the Building, unless approved by the Library Director or his/her designee.

8.6 Community Room

8.6.1 Shall not conflict with the daily operations of the Library or tenants of the Building, unless approved by the Library Director or his/her designee.

9. DAMAGES & LIABILITY

The City is not liable for any loss or damage to any equipment owned or rented by User while on City property. Users will be held responsible for any damage to City property caused by anyone attending the activities organized by the User.

Any conduct occurring on City property which is unlawful or inappropriate shall result in the immediate termination of the use and forfeiture of all deposits and fees, and may result in fines and criminal charges being instituted.

10. APPEALS PROCESS

An applicant aggrieved by an administrative decision about the use of the Rooms may appeal the decision in writing to (1) the Library Director, if rental occurred on the second floor, or (2) the Economic Development Manager, if rental occurred on the first or third floors. Appeals must be filed within five business days of the action that gave rise to the grievance. The Library Director or Economic Development Manager will render a determination based on findings within five business days. Appeal of the Library Director or Economic Development Manager's determination may be made in writing to the City Manager. The City Manager's determination is final.

**THEFT AND THEFT BY DEFACEMENT OF LIBRARY MATERIALS
POLICY****1. PURPOSE**

The purpose of this policy is to protect library property and to describe actions the library may take against those suspected of defacement or theft of library materials, equipment, or facilities.

1.1 All library materials must be properly checked out to an eligible borrower before they can be removed from the library.

1.2 Theft or destruction of library materials is a crime in Utah pursuant to Utah Code (U.C.) Section 76-6-801 et seq.

2. LIBRARY THEFT and LIBRARY THEFT BY DEFACEMENT

It is considered library Theft or Library Theft by Defacement if a person:

- Willfully and without authority removes any library materials from the premises of a library facility; or
- While on the library premises, willfully conceals library materials on his person or among his belongings for the purpose of converting the materials to his personal use and depriving the owner of those materials; or
- Intentionally or recklessly mutilates, destroys, writes upon, injures, defaces, tears, cuts, or otherwise damages library materials; or
- Fails to return any library materials which have been lent to said person by the library facility, within thirty (30) days after demand has been made for the return of the library materials; or Fails to pay the replacement value of the materials within thirty (30) days, after being notified, if the materials are lost or destroyed.

2.1 A person will be presumed to have intended to convert the library property to his own use if he willfully conceals the property among his own belongings while in, or in the immediate vicinity of, the library.

2.2 Borrowers may be detained by library employees for a reasonable period of time and items inspected if a library security system alarm sounds or if a library employee otherwise has probable cause to believe a person of has committed Theft or Theft by Defacement of library materials or property. Appropriate authorities, including law enforcement, may be contacted.

2.3 These actions may result in criminal or civil action, loss of library privileges and may also require making restitution

Approved by Library Board, February 2017

APPENDIX

U.C.A. § 76-6-801. Acts constituting library theft.

A person is guilty of the crime of library theft when he willfully, for the purpose of converting to personal use, and depriving the owner, conceals on his person or among his belongings library materials while on the premises of the library or willfully and without authority removes library materials from the library building with the intention of converting them to his own use.

U.C.A. § 76-6-802. Presumption of intent.

A person who willfully conceals library materials on his person or among his belongings while on the premises of the library or in its immediate vicinity is prima facie presumed to have concealed library materials with the intention of converting them to his own use. If library materials are found concealed upon his person or among his belongings, or electronic security devices are activated by the person's presence, it is prima facie evidence of willful concealment.

U.C.A. § 76-6-803. Mutilation or damaging of library material as library theft.

A person is guilty of the crime of library theft when he intentionally or recklessly writes upon, injures, defaces, tears, cuts, mutilates, destroys, or otherwise damages library materials.

U.C.A. § 76-6-803.30. Failure to return library material as library theft -- Notice -- Failure to pay replacement value -- Written notice.

(1) A person is guilty of library theft when, having possession or having been in possession of library materials, he:

(a) fails to return the materials within 30 days after receiving written notice demanding return of the materials; or

(b) if the materials are lost or destroyed, fails to pay the replacement value of the materials within 30 days after being notified.

(2) Written notice is considered received upon the sworn affidavit of the person delivering the notice with a statement as to the date, place, and manner of delivery, or upon proof that the notice was mailed postage prepaid, via the United States Postal Service, to the current address listed for the person in the library records.

U.C.A. § 76-6-803.60. Detention of theft suspect by library employee -- Purposes.

(1) Any employee of the library who has probable cause to believe that a person has committed library theft may detain the person, on or off the premises of a library, in a reasonable manner and for a reasonable length of time for all or any of the following purposes:

(a) to make reasonable inquiry as to whether the person has in his possession concealed library materials;

(b) to request identification;

(c) to verify identification;

(d) to make a reasonable request of the person to place or keep in full view any library materials the individual may have removed, or which the employee has reason to believe he may have removed, from its place of display or elsewhere, whether for examination, or for any other reasonable purpose;

(e) to inform a peace officer of the detention of the person and surrender that person to the custody of a peace officer; or

(f) in the case of a minor, to inform a peace officer, the parents, guardian, or other private person interested in the welfare of the minor as soon as possible of this detention and to surrender custody of the minor to this person.

(2) An employee may make a detention under this section off the library premises only if the detention is pursuant to an immediate pursuit of the person.

U.C.A. § 76-6-803.90. Liability -- Defense -- Probable cause -- Reasonableness.

In any action for false arrest, false imprisonment, unlawful detention, defamation of character, assault, trespass, or invasion of civil rights brought by any person detained by an employee of the library, it is a defense to the action that the employee of the library detaining the person had probable cause to believe that the person had committed library theft and that the employee acted reasonably under all circumstances.

76-6-804. "Book or other library materials" defined.

The terms "book or other library materials" as used in this act include any book, plate, picture, photograph, engraving, painting, drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter, public record, microfilm, sound recording, audiovisual materials in any format, electronic data processing records, artifacts, or other documentary, written or printed materials regardless of physical form or characteristics, belonging to, on loan to, or otherwise in the custody of the following:(1) any public library;

(2) any library of an educational or historical society;

(3) any museum; or

(4) any repository of public records.

U.C.A. § 76-6-805. Penalty.

Any person violating the provisions of this act shall be subject to provisions of Section **76-6-412**.

U.C.A. § 76-6-412. Theft -- Classification of offenses -- Action for treble damages.

- (1) Theft of property and services as provided in this chapter is punishable: (a) as a second degree felony if the:(i) value of the property or services is or exceeds \$5,000;
(ii) property stolen is a firearm or an operable motor vehicle;
(iii) actor is armed with a dangerous weapon, as defined in Section 76-1-601, at the time of the theft; or
(iv) property is stolen from the person of another;
- (b) as a third degree felony if:(i) the value of the property or services is or exceeds \$1,500 but is less than \$5,000;
(ii) the actor has been twice before convicted of any of the offenses listed in Subsections (1)(b)(ii)(A) through (1)(b)(ii)(C), if each prior offense was committed within 10 years of the date of the current conviction or the date of the offense upon which the current conviction is based and at least one of those convictions is for a class A misdemeanor:(A) any theft, any robbery, or any burglary with intent to commit theft;
(B) any offense under Title 76, Chapter 6, Part 5, Fraud; or
(C) any attempt to commit any offense under Subsection (1)(b)(ii)(A) or (B);
- (iii) in a case not amounting to a second degree felony, the property taken is a stallion, mare, colt, gelding, cow, heifer, steer, ox, bull, calf, sheep, goat, mule, jack, jenny, swine, poultry, or a fur-bearing animal raised for commercial purposes; or
- (iv) (A) the value of property or services is or exceeds \$500 but is less than \$1,500;
(B) the theft occurs on a property where the offender has committed any theft within the past five years; and
(C) the offender has received written notice from the merchant prohibiting the offender from entering the property pursuant to Section 78B-3-108;
- (v) the actor has been twice before convicted of any of the offenses listed in Subsections (1)(b)(ii)(A) through (1)(b)(ii)(C), if each prior offense was committed within 10 years of the date of the current conviction or the date of the offense upon which the current conviction is based and the value of the property stolen is or exceeds \$500 but is less than \$1,500; or
(vi) the actor has been previously convicted of a felony violation of any of the offenses listed in Subsections (1)(b)(ii)(A) through (1)(b)(ii)(C);
- (c) as a class A misdemeanor if:(i) the value of the property stolen is or exceeds \$500 but is less than \$1,500;
(ii) (A) the value of property or services is less than \$500;
(B) the theft occurs on a property where the offender has committed any theft within the past five years; and
(C) the offender has received written notice from the merchant prohibiting the offender from entering the property pursuant to Section 78B-3-108; or
- (iii) the actor has been twice before convicted of any of the offenses listed in Subsections (1)(b)(ii)(A) through (1)(b)(ii)(C), if each prior offense was committed within 10 years of the date of the current conviction or the date of the offense upon which the current conviction is

based; or

(d) as a class B misdemeanor if the value of the property stolen is less than \$500 and the theft is not an offense under Subsection (1)(c).

(2) Any individual who violates Subsection 76-6-408(1) or Section 76-6-413, or commits theft of property described in Subsection 76-6-412(1)(b)(iii), is civilly liable for three times the amount of actual damages, if any sustained by the plaintiff, and for costs of suit and reasonable attorney fees.

TRUST FUND ACCOUNT

1. PURPOSE

The Park City Library Board of Trustees maintains administrative control over a trust fund account as authorized in the Park City Municipal Code, 2-4-18 (F). This account receives and tracks donated funds intended for the sole benefit of the library. These funds are held in the city treasury and deposited to an account separate from the Library Department's regular operating budget.

Within the trust fund account, the Board recognizes two major categories of donations:

- 1.1 Specific bequests: Donations may be made to the library in accordance with the special wishes or terms of individual donors. If accepted by the Board, the donation shall be held and controlled by the Board. The Board shall be trustees of the gift.
- 1.2 Unrestricted Donations: Donations may be made to the library by donors who do not place specific uses or conditions on their gifts. The Board will use these donations to benefit the library in a variety of ways, including but not limited to: collection development, technology enhancement, continuing education, public relations, or specific capital needs.

The Board will maintain administrative control of the Library trust fund account. Authority for initiating expenditure of these funds may be delegated by the Board to its designated agent, the Library Director. The Board will conduct periodic review of the trust fund account.

Approved by Library Board, March 2008

References: Utah Code 9-7-208; PCMC Code 2-4-18

UNATTENDED CHILDREN

1. POLICY INTRODUCTION

This policy seeks to provide guidelines for staff members to follow, when they encounter small children, who are left alone in the library. It is not the library's intention to seek out unattended children but, rather, to have a reasonable response prepared as problems present themselves. Of utmost concern is the safety and well-being of such children.

2. DEFINITION

Children twelve years of age or younger, who are unaccompanied by a responsible adult are considered *unattended children*.

3. GENERAL GUIDELINES

Library staff is not responsible for the supervision of children left unattended. Disruptive children will be required to leave after receiving a warning. Staff will contact a parent or legal guardian.

Staff members that find an unattended child frightened or crying in the building will try to identify and contact the child's parent or attending adult.

4. PROCEDURES DURING BUSINESS HOURS

4.1 If a parent is in the building:

- The child will be accompanied through the library to seek the attending adult.
- Upon location of the parent or attending adult, the child will be reunited with the adult and the library policy regarding unattended children will be explained.

4.2 If the child is alone in the library:

- The parent or guardian of the child will be contacted. Library staff will request that the child be picked up.
- If library staff cannot reach the parent or guardian, they will call the police.

5. PROCEDURES AFTER BUSINESS HOURS

5.1 If a child under twelve is alone in the library building at closing time:

- Library staff will attempt to call a parent or guardian. If staff cannot reach a parent or guardian in the first attempt, they will call police.

Two staff members will remain with the child inside the library until a parent,

guardian, or the police arrive.

- UNDER NO CIRCUMSTANCES will library staff transport or take the child away from the library building

Approved by Library Board, February 2003

VIDEO GAMING POLICY

1. PURPOSE

The purpose of the youth gaming areas is to attract youth to the Library and its resources, while advancing the Library's role as a communal gathering spot. Gaming encourages play, inspires creativity, improves communication, enhances logical thinking, and promotes problem-solving. Games consist of information and stories; the creation of a library space where youth patrons can game increases informational and technological literacy, as well as supporting personal, educational, and future professional development.

2. ELIGIBILITY

The youth gaming areas are available to Park City Library patrons between the ages of 6 to 19. Users do not have to possess a library card to participate in gaming. Adults who game outside of specially designated events must do so only in participation with a patron from the designated age range, and must always cede their spot should a minor be present and waiting to play.

3. USE

3.1 The library's gaming equipment may be used only for lawful purposes. The public will not be permitted to use the library's gaming equipment in ways which are:

- Prohibited by local, state, or federal law.
- Unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others or such use that may violate terms of use of the manufacturer.
- Inappropriate for the library environment.
- In violation of another's intellectual property rights. For example, games which have been unlawfully reproduced or otherwise infringing on copyright, patent, trademark, or trade dress protections.

3.2 Patrons must read gaming instructions, player manuals, and/or watch online tutorials before using the equipment.

4. LIBRARY LIABILITY

The Park City Library is not liable for any injury, loss, damage, or expense sustained by any patron due to the use of the gaming devices, equipment, or software.

The Park City Library is not liable for any injury, illness, or death arising out of the careless, reckless, or negligent use of the gaming equipment by patrons.

5. BEHAVIOR

Behavior in the gaming areas shall be consistent with the Library's Patron Behavior Policy. No food or drink is allowed next to gaming equipment. Equipment usage must be consistent with the Library's Internet and Electronic Resources Use policy. These policies can be found on the Library website under the policies section or they can be requested and viewed at the library information desk.

6. AVAILABILITY

Gaming equipment is available for in-library use only and shall not be available for public check out.

7. DAMAGE TO EQUIPMENT

Patrons will be held financially responsible for any gaming equipment that is damaged due to a violation of the gaming policy, gaming procedures, or their careless, reckless, or negligent use. The Park City Library may file a police report and press criminal charges in accordance with the Library's Theft or Defacement of Library Materials Policy. Exceptions/adjustments may be made at the discretion of the Library Director or his or her designee.

8. **AGREEMENT**

Use of the gaming equipment shall constitute an agreement to abide by this policy. Patrons that do not comply with the gaming policy and rules will lose their privileges to use the gaming equipment for a period determined by the Library Director or his or her designee.

Offense	Consequences
Damage or defacement of gaming equipment	<ol style="list-style-type: none"> 1. Immediate expulsion from gaming area 2. Suspension of gaming privileges for a period of up to 3 years 3. Library may file police report and press criminal charges
Damage to other library property due to violation(s) of this policy	
Using gaming equipment or behaving in the gaming areas in a way that is unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others	
Using gaming equipment in a way that is inappropriate for the library environment, or violates intellectual property rights	<ol style="list-style-type: none"> 1. Immediate suspension of gaming privileges for a period of 24 hours 2. Further offenses may warrant a suspension of gaming privileges for up to one year
Violating Patron Behavior Policy or any other library policy within gaming areas	<ol style="list-style-type: none"> 1. Immediate suspension of gaming privileges for a period of 24 hours
	<ol style="list-style-type: none"> 2. Further offenses may warrant a suspension of gaming privileges for up to one year

9. **Appeal Process**

Any person who is expelled from the gaming areas or whose access to gaming equipment is revoked for a period greater than 24 hours may appeal these actions directly to the Library Director. An additional appeal may be made to the Library Board.

Approved by Library Board, May 2015

PARK CITY LIBRARY POLICY

YOUCREATE LAB POLICY

1. PURPOSE

The purpose of the YouCreate Lab is to provide library patrons with a space where they may use various technologies that support their educational, professional, and personal goals and endeavors. All library policies apply when using the YouCreate Lab and the equipment.

2. ELIGIBILITY

The YouCreate Lab is available to Park City Library users ages 12 and up. Users ages 11 and under must have an adult accompanying them in the lab at all times.

Hotspots are available for checkout to card holders ages 18 and up. For those under 18, written permission from a parent or guardian is required.

3. USE

3.1 The YouCreate Lab is open during normal library hours, but it closes 30 minutes prior to the library closing. Lab may be closed at any time due to maintenance and general upkeep.

3.2 The library's technology may be used only for lawful purposes. The public will not be permitted to use the library's YouCreate equipment to create, scan, or record, material that is:

- Prohibited by local, State, or federal law.
- Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others, or such use that may violate terms of use of the manufacturer.
- Inappropriate for the library environment.
- In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, trademark, or trade dress protection.

3.3 The library has the right to review and reject any project in the YouCreate Lab determined to be in violation of this Policy or the Patron Behavior Policy.

3.4 The You Create Lab is a self-directed learning environment. However, the Library provides basic instructions on the use of equipment.

3.5 Patrons must report any accident or incident that occurs in the YouCreate Lab to a staff member immediately.

3.6 If any piece of equipment becomes unsafe or in a state of disrepair, patrons will immediately discontinue use of the equipment and notify library staff.

3.7 If a group checks out YouCreate equipment, the individual who checks out the equipment with his or her ID or library card will be considered the main user and is responsible for any damage or misuse of the equipment.

4. LIBRARY LIABILITY

The Park City Library is not liable for any loss, damage, or expense sustained by any patron due to the use of the YouCreate Lab services, equipment, software, advice, or information. Library staff is not available to assist in the transporting or transferring of supplies, equipment, or furniture to and from the YouCreate lab.

The Park City Library is not responsible for any activity or object created with the use of any equipment in the YouCreate Lab and is not liable for any copyright, patent, or trademark infringement, personal injury, illness, or death arising out of the careless, reckless, or negligent use of the equipment.

5. BEHAVIOR

Behavior in the YouCreate Lab is to be consistent with the library's Patron Behavior policy. No food or drink is allowed in the lab. Internet and equipment usage must be consistent with the library's Internet and Electronic Resources Use policy. These policies can be found on the library website under the policies section or they can be viewed at the library front desk.

6. 3-D PRINTING

6.1 Patrons agree to not touch the extruders on the 3D printer(s) during or after initial heating with their hands, other body parts, or any objects.

6.2 Items printed from the library's 3-D printer(s) not picked up within seven (7) days after being printed will become the property of the library.

6.3 The library will charge five cents (\$.05) per gram for 3-D prints. The prints will be weighed at the information desk and patrons will need to pay for the prints before leaving the library with the print.

6.4 Patrons will not stop a print job of another patron that is already in progress. Although, staff may stop the printer due to time, printer capabilities, or inappropriate content.

7 HOTSPOTS

7.1 Patrons may borrow 1(One) Hotspot at a time due to limited availability.

7.2 The Library is not responsible for lack of coverage/signal of the Hotspot. Coverage levels vary depending on the area.

7.3 Patrons must sign the Hotspot waiver prior to checking out.

7.4 Patrons under 18 must have signed permission from parent or guardian.

8. PENALTIES

By using the YouCreate Lab or any equipment therein, patrons agree to abide by the YouCreate Lab policy. Patrons that do not comply with the Lab policy and rules will lose their privileges to use the Lab and to check out Lab equipment for a period determined by the Library Director or his or her designee in accordance with the Patron Behavior Policy.

Approved by Library Board, December 2018

Hotspot Checkout Waiver

I hereby agree to follow the Park City Library Hotspot Checkout Policy, and to pay all eligible fines and fees charged to my account.

By my signature below, I further understand and agree that Park City Municipal Corporation, Park City Library or any of its agents shall not be responsible for any activity or content which may occur by use of the device and hereby waive any and all claims in law or in equity which may be brought.

Patron Name (Print)
Or Name of Parent/Guardian if the child is under 18

Signature
Signature of Parent/Guardian if child is under 18

Date