CITIZENS ADVISORY COMMITTEE
SPECIAL MEETING
MEETING CONVENING ON SITE AT
37038 SISKIYOU STREET, BURNEY, CA 96013
WEDNESDAY, DECEMBER 2, 2015, at 9:45 A.M.

NOTICE AND AGENDA

NOTICE IS HEREBY GIVEN that a Special Meeting of the Shasta Public Libraries Citizens Advisory Committee is hereby called by the undersigned and under the authority vested in her pursuant to Section 54956 of the Government Code of the State of California. The meeting is to take place at the date, time, and location listed above.

If anyone wishes to address the Committee on any item considered at this meeting before or during the Committee’s consideration of that item, please fill out a Speaker Request Form and submit it to the Clerk.

Business to be transacted at said meeting, and the only business to be transacted is as follows:

1. See Attached Special Meeting Agenda

Dated: November 24, 2015

Peggy O'Lea, Chair
SHASTA PUBLIC LIBRARIES
CITIZENS ADVISORY COMMITTEE
Special Meeting
Wednesday, December 2, 2015 at 9:45 am
Burney Library
37038 Siskiyou Street, Burney, CA 96013

AGENDA

1) Roll Call

2) Public Comment
   Public Comment period for matters not on the agenda are within the Committee’s jurisdiction. Pursuant to the BROWN ACT, the Committee cannot take action on any item under oral communication.

3) Consent Calendar
   a) Approval of Minutes from meeting held October 7, 2015

4) Review of Shasta Public Libraries Policies

5) Library Director’s Report and Statistics

6) Community Services Director’s Report

7) Reports from the Friends of Libraries and the Shasta Library Foundation

8) Burney Library Update

9) Committee Comments

RECESS MEETING TO 37116 MAIN STREET, BURNEY, CA 96013

RECONVENE MEETING ON SITE AT 37116 MAIN STREET, BURNEY, CA 96013

10) Conduct walking tour of 37116 Main Street, Burney, CA 96013

11) Adjournment
Background

The Redding Municipal Library Board of Trustees currently has eight adopted policies relative to the Shasta Public Libraries. It has been our practice to review the policies on an annual basis. Upon review, the Library staff is not recommending any changes at this time. However, committee members may recommend additional review.

Issue

Does the Library Citizens Advisory Committee wish to recommend revisions to any of the attached library policies?

Alternatives

The Citizens Advisory Committee could:

1. Recommend additional review of specific policies at the next meeting.
2. Decline to recommend any additional review and the policies will be presented again in one year or sooner if needed.
3. Provide staff with alternate direction.

Fiscal Impact

There is no fiscal impact.

Conclusion

Policies should be regularly reviewed for update. Staff has no recommended changes.

Attachments

Shasta Public Libraries Government Documents Policy
Shasta Public Libraries Circulation Policy
Shasta Public Libraries Code of Conduct
Shasta Public Libraries Display and Exhibit Policy
Shasta Public Libraries Fines and Fees Schedule
Shasta Public Libraries Internet and Computer Use Policy
Shasta Public Libraries Materials Selection Policy
Shasta Public Libraries Meeting Room Policy
The Shasta County Library was designated a selective federal depository library in 1956 to serve the 2nd Congressional District. The Shasta Public Libraries assumed that designation, effective January 2007. The goals for the Shasta Public Libraries depository program are as follows:

1. To provide resources to meet the government information needs of the 2nd Congressional District.
2. To inform residents of Redding and Shasta County about the policies and programs of the United States Government.
3. To serve other libraries through use of the interlibrary loan system.
4. To maximize public use of government documents.
5. To enrich the collection of the Shasta Public Libraries.

The Federal Documents Collection provides a current and historical record of the workings of the Federal government; Federal statute, code and regulation materials; statistical data; and information on topics of interest to the general public, local government agencies, and businesses.

CLASSIFICATION AND ORGANIZATION OF THE COLLECTION

The documents collection is filed using the Superintendent of Documents (SuDocs) classification system or the Dewey Decimal classification system. Microfiche are filed by SuDocs number in the fiche cabinet and CDs are filed by SuDocs number in the CD cabinet. Federal documents are identified by the depository number, SuDocs number, item number, and a "Government Documents Depository Library" stamp.

SELECTION OF U.S. GOVERNMENT PUBLICATIONS

The Documents Librarian has the primary responsibility for the selection, deletion, receipt, and claiming of depository items in accordance with the Instructions to Depository Libraries and the Library's "Materials Selection Policy" adopted by the Redding Municipal Library Board. Suggestions from the library staff and the general public are encouraged. The final responsibility for the selection rests, by law, with the Library Director (California Education Code, 19146).

Documents are selected which best suit the needs and interest of library users and the community.
Subjects currently shown to be of interest to residents of Redding and Shasta County include:

- Agriculture
- Arts
- Business/Economics
- Census Data
- Consumer Information
- Copyright Circulars
- Criminal Justice
- Defense
- Demographics
- Tax Information
- Travel
- Environment
- Foreign Relations
- Health
- Geography/Country Information
- Geology
- Labor
- Laws & Legislation
- Mining
- Patent/Trademark Information
- Space Education
- Energy
- Veterans
- Water Resources

Item numbers which are labeled "Catch All" will generally be avoided since they may result in unwanted material and there is a limited amount of space available to house documents. The Shasta Public Libraries does not routinely collect technical or specialized materials. Customers in need of this kind of material can be served in the following ways:

1. Interlibrary loan
2. Referral to the California State University, Chico, Library
3. Referral to other appropriate government agencies

Upon request, U.S. Government publications not available through the depository program will be acquired at the discretion of the Documents Librarian.

Unsolicited gifts and mailings will be added to the collection at the discretion of the Documents Librarian.

FORMAT

Paper format is selected for popular and heavily used items. Electronic format is preferred for voluminous or little-used materials. CD ROM and Internet workstations provide access to electronic data. Microformat will be selected when electronic format is not available.
MAINTENANCE OF COLLECTION

Depository materials are bound or put into binders according to the same criteria as the general collection. Since the binding budget is limited, only those materials of local significance, of long-term importance to the collection, or heavily used items will be bound or rebound as needed.

Depository materials are mended as needed, consistent with the policy for the general collection.

MULTIPLE COPIES

In general, only one copy of each title will be held with the following exceptions:

1. Titles that are heavily used
2. Titles that are recommended for branch use

CANCELLATION OF ITEMS

Items may be canceled at the discretion of the Documents Librarian after consultation with reference and ILL staff. Items will be cancelled in accordance with Instructions to Depository Libraries.

To remain responsive to the needs of the residents of the 2nd Congressional District, all selections on the current active item list will be reviewed once a year.

WITHDRAWAL OF ITEMS FROM THE COLLECTION

Withdrawal of items from the Shasta Public Libraries documents collection is done in accordance with Instructions to Depository Libraries. With the exception of superseded materials, all items must be retained for five years from their date of receipt before they may be withdrawn. Items of lasting significance are kept indefinitely or for appropriate lengths of time as determined by staff.

The decision to withdraw items from the collection will be made by the Documents Librarian after consultation with reference and ILL staff. The final decision rests with the Library Director.

Superseded material should be withdrawn immediately at the discretion of the Documents Librarian in accordance with the latest edition of Instructions to Depository Libraries and "Superseded List."
SECURITY

Items of local significance will be placed in the Boggs Local History Collection in locked cabinets. Customers may access with the assistance of Library staff.

RFID

Radio frequency identification (RFID) tags will be applied to all documents for inventory purposes, if possible.

CALIFORNIA STATE DEPOSITORY

Shasta Public Libraries is a California State Depository and receives and maintains State documents according to the same criteria as for federal documents and the general collection.

LOCAL DOCUMENTS

The Library collects and maintains local documents from the County of Shasta and the cities of Redding, Anderson, and Shasta Lake. Most local documents are permanently retained in the collection.

The Shasta Public Libraries is a United States Environmental Protection Agency public information repository for the Iron Mountain Mine, Region 9 Superfund.

Adopted by the Redding Municipal Library Board April 16, 2007
Amended by the Redding Municipal Library Board on 3/17/2014 by Resolution Number 2014-05
Amended by the Redding Municipal Library Board on 5/18/2015 by Resolution Number 2015-02
CITY OF REDDING, CALIFORNIA
REDDING MUNICIPAL
LIBRARY BOARD POLICY

SUBJECT
Shasta Public Libraries Circulation Policy

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The following policy governs the terms by which materials may be borrowed from the Shasta Public Libraries.

**Library Card Registration**

Any person residing, owning property, or employed in Shasta County is eligible for a Shasta Public Libraries card and, therefore, may borrow materials free of charge from the Redding, Anderson, and Burney Libraries. The privilege of obtaining a library card will also be extended to all residents in the State of California.

Any person applying for a library card must show proof of identity and residence. Acceptable identification may be any of the following:

- California Driver’s License
- California Identification Card
- Check imprinted with name and address
- Official mail (postmarked with current address)
- Current bill imprinted with name and address
- Current monthly rent receipt
- Tax payment receipt

Children are eligible for a library card. The minor’s date of birth is required on the application. A parent or guardian must assume responsibility for materials borrowed by a person under the age of 18; therefore, the adult’s identification and signature is required for the registration of a minor.

Once the library card application is submitted, the user agrees to follow the rules and regulations of the Library. Library cards may be used at the Redding, Anderson, and Burney Libraries. The first library card is free; replacement cards require a small fee.

**Confidentiality of Library Records**

California State law (Government Code, Title I, Division 7, Chapter 3.5, Sections 6254 (j) and 6267) protects the confidentiality of library customers. Library staff will always operate in a manner that conforms to the requirements of the law in the handling of customer records and accounts. According to this statute, library staff may not release information to any other party regarding any item borrowed by any other person, including information released to a parent or legal guardian regarding what items their child has checked out.

As permitted by the above-cited statute, library staff may release information on a borrower’s account to a third party if the borrower has provided a written notice allowing the third party access to the borrower’s account information. A borrower may authorize another party to pick up and check out materials by sending his or her library card along with the written request or notice with the third party.

Demographic information may be gathered in order to plan library services. This information is used anonymously and is not disclosed in any way that would identify the person.

Packet Pg. 8
**CITY OF REDDING, CALIFORNIA**
**REDDING MUNICIPAL LIBRARY BOARD POLICY**

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registering. All information provided on the registration form is protected by the state cited above.

**Non-Resident Borrowers**

Persons residing outside the State of California may obtain a library card by paying a non-resident fee. Payment of this fee will entitle the borrower to the same borrowing privileges enjoyed by all other library card holders.

**Loan Periods**

The loan period for most items—including books, audio books, CDs, and government documents—is three weeks. The loan period for DVDs, videos, and museum passes is one week. All items can be renewed unless the item is on hold for another borrower. Loan periods for interlibrary loaned materials will be determined by the lending institution.

Reference materials and microforms must be used in the library and are not available for checkout.

**Renewals**

Items may be renewed twice if no requests are pending.

Cataloged materials may be renewed at the Redding, Anderson, or Burney Library circulation desks, from any library computer, via the Internet, or by phone.

**Number of Items per Library Card**

In most cases, there are no limits to the number of items charged out per library card, except for a limit of five music compact discs, video tapes, or digital video discs (DVDs). It will be within the discretion of the library staff to impose temporary limits for some high-demand materials as necessary.

**Reserves and Interlibrary Loan**

Holds may be placed to reserve items by completing a hold request form on the online catalog. Users will be notified when items are available. Items will be held for one week from the date of notification of the users.

Interlibrary loan requests are subject to available funding.

**Lost and Stolen Library Cards**

Lost and stolen library cards should be reported as soon as possible by contacting the Library at 530-245-7251 or email at askus.shasta@librarycatalog.info.
CITY OF REDDING, CALIFORNIA REDDING MUNICIPAL
LIBRARY BOARD POLICY

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**Overdue, Lost, and Damaged Material**

Library users assume full responsibility for the return of materials on or before the due date noted on the receipt. Fines will be charged for each day the material is overdue. Fines vary by item type. Refer to the Shasta Public Libraries Fines and Fees Schedule.

Library users assume full responsibility for loss or damage to materials they check out. Damage includes, but is not limited to, torn covers or pages, writing in or on materials, water damage, missing pages, missing pieces, dirty or damaged cases, or damaged parts. Charges for materials lost or damaged beyond repair will include the replacement cost, processing fee, plus accrued fines (if applicable). Charges for damaged materials that can be repaired will be determined on a case-by-case basis.

Overdue notification may be made by mail, e-mail, or voice notification when items reach 7 and 21 days overdue. At 21 days overdue, the billing is transferred to an outsourced billing agency. A fee for the service will be billed to the account. At 120-151 days overdue, the account may be credit reported.

User accounts with fines and fees totaling $5.00 or more will be blocked from further use.

Adopted by the Redding Municipal Library Board 2/26/2007
Amended by the Redding Municipal Library Board 4/16/2007
Amended by the Redding Municipal Library Board on 3/17/2014 by Resolution Number 2014-01
Amended by the Redding Municipal Library Board on 5/18/2015 by Resolution Number 2015-01
## Library Mission Statement

The Shasta Public Libraries provide information, lifelong learning, inspiration and enjoyment to people of all ages through reading and technology.

### General Policies

Shasta Public Libraries are open to the general public. Everyone has the right to use library services and resources provided his or her behavior does not unreasonably interfere with the rights of others to do the same. Library users are to be considerate of others in the libraries. Customers are expected to treat other users and staff with courtesy and respect.

- Library users need to keep conversations quiet. Prolonged conversations are allowed only in study rooms, lobbies or other areas specifically designated for such use.
- Library users must refrain from directing obscene or verbally abusive language toward customers or staff.
- Seeking or obtaining signatures on any petition, conducting surveys or investigations, distributing printed materials, or soliciting is prohibited inside the library.*
- Cell phone use is allowed in designated areas only.
- Children under the age of eleven shall not be left unattended by their responsible adult guardian.
- Customers will respect furnishings and equipment and materials by using them appropriately.
- Customers will respect other users' privacy.
- Drinks are permitted in unbreakable, spill-proof containers that have sip-through lids or unbreakable screw-top bottles. Food is not permitted.
- Individuals may not utilize the libraries' public restrooms to bathe, shave, wash clothes, or cook.
- Library users must refrain from using tobacco products and e-cigarettes in the libraries or on Redding library premises.
- Individuals shall not be on the library premises while under the influence or in possession of alcohol or illegal substances in accordance with the law.
- Bicycles must be secured in the bike rack. Skates, skateboards and collapsible scooters must be carried.
- Carrying a weapon is not allowed unless authorized by law.
- Large containers, packages, parcels or bundles that impede movement within the libraries or that take up an unreasonable amount of space are not permitted.
- All containers, packages, parcels or bundles that are brought into the libraries are subject to inspection.
- It is unlawful for any person to fail to obey a directive from library personnel to cease and desist from the violation of any regulation, statute, or ordinance applicable to the use of the library.
CITY OF REDDING, CALIFORNIA

REDDEING MUNICIPAL

LIBRARY BOARD POLICY

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**Authority**

The Redding Municipal Library Board delegates to the Library Director the responsibility for administering library policies and established procedures for their implementation, and for making the policies available to the public at each library location and via the library web pages.

If a customer exhibits behavior that violates the code of conduct, Library staff will first inform and educate the customer of the Libraries' Code of Conduct and seek voluntary compliance. If the customer continues with behavior inconsistent with the Code of Conduct and constitutes a threat to other library customers or library staff, then the Library can suspend a customer from the Libraries' premises by following the procedures outlined below. The police or sheriff may be called in to assist as needed.

- Library management staff has the authority to suspend from the Library for one day customers whose inappropriate behavior has been witnessed and documented.

- In the event that a customer's behavior constitutes an imminent or serious threat to library property, other library customers or staff, or prevents staff or customers from using the library services, furniture, facilities or materials for their intended use, the Library Director will evaluate the circumstances and may suspend the customer from the Library for up to one year. The Library Director shall provide a written letter outlining his/her determination to the customer, if available, and the Community Services Director.

- Suspension or exclusion from library premises denies the customer access to the building, grounds and services of any library within the Shasta Public Libraries system as well as telephone reference. The customer may still access from an off-site computer the Library's web page and any databases available through that site.

- If the individual who has been suspended wishes to appeal the decision, then the notification must be made in writing to the Community Services Director within thirty (30) days from the date of the exclusion. The appeal will be heard within forty-five (45) days from the date that the appeal was filed at a regular scheduled meeting of the Shasta Public Libraries' Citizens Advisory Committee. Committee members will decide by a majority vote to uphold the exclusion if the behavior is a sufficient threat to the ability of the Library to operate in a safe manner or if the behavior prevents staff and customers from using library services, furniture, facilities and materials for their intended use. The suspension will be in effect until this vote is taken. Committee members will instruct the Community Services Director to contact the person making such an appeal by letter and inform him/her of the decision of the Committee.
Any decision of the Shasta Public Libraries Citizens Advisory Committee to suspend a customer is a final decision and not appealable to the Board of Trustees of the Redding Municipal Library. Any person aggrieved by such a decision may obtain review of the order within ninety days by filing with the Shasta County Superior Court a petition for review pursuant to California Code of Civil Procedure Section 1094.5. Enforcement of any decision made pursuant to this policy shall be stayed during the pendency of a properly and timely filed petition for review.

Adopted by the Redding Municipal Library Board of Trustees 10/20/2009
Amended by the Redding Municipal Library Board of Trustees 11/15/2010
* Modified to comport with the Redding Municipal Library Board of Trustees’ action on March 5, 2013.
Amended by the Redding Municipal Library Board of Trustees 3/17/2014 by Resolution Number 2014-08
Amended by the Redding Municipal Library Board of Trustees 5/18/2015 by Resolution Number 2015-03
The Redding, Anderson, and Burney Libraries may have available bulletin space, exhibit cases, or other areas for flyers, handouts, exhibits, or displays. The Libraries will accept materials for exhibit, posting, or distribution, provided the materials are submitted for prior approval by library staff, the materials fit the physical space available, and the display schedule established by library staff.

Library staff will determine what will be posted, distributed, or displayed according to available space and the following, listed in order of priority:

1. Library and library-related items.
2. City of Redding and Shasta County government publications.
3. Other government publications of local interest.
4. Announcements of dated events sponsored by non-profit organizations of civic, cultural, educational, or recreational interest.
5. Community newspapers and magazines distributed free of charge, with or without advertising, containing news and feature articles of local interest.
6. Exhibits and displays created by City and County staff, non-profit organizations, and students attending Redding and Shasta County schools.

Forms of material unacceptable or unsuitable for Library distribution, display, or posting include:

- Items advertising or promoting business or commercial entities, advertisements of businesses, products, or services.
- Direct requests for contributions not associated with an event (including non-profit or charitable institutions).
- Information about any event or activity not open to the public.
- Personal notices and handouts and personal advertisements of articles for sale.
- Job postings and requests for study participants for medical or other research.
- Non-profit organization newsletters and meeting minutes.
- Materials that support or oppose any current or pending ballot measure or political candidate. The Library is not intended to be a forum for the support or opposition of political candidates or ballot measures. Official election information, such as Shasta County Voters’ Pamphlets, is made available in the Library.

Each library branch has its own procedure for exhibits, including length of display, amount of advance notice needed to procure a place on the exhibit calendar, and who is responsible for the material to be posted.

The Library, the City of Redding, the County of Shasta, or any other governmental entity associated with the Library, do not endorse the beliefs or viewpoints of topics that may be the subject of exhibits or displays. Library staff reviews proposals for exhibits and displays if questions arise concerning acceptance criteria. The Library reserves the right to refuse any exhibit or display proposal according to the rules set forth in this policy.

Adopted by the Redding Municipal Library Board 3/19/2007
Amended by the Redding Municipal Library Board 3/17/2014 by Resolution Number 2014-04

Adopted by the Redding Municipal Library Board 3/19/2007
Amended by the Redding Municipal Library Board 3/17/2014 by Resolution Number 2014-04
CITY OF REDDING, CALIFORNIA
REDDING MUNICIPAL LIBRARY BOARD POLICY

SUBJECT
Shasta Public Libraries Fines and Fees Schedule

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Overdue Materials

- Kindle: $10.00/day, $70 maximum
- Chromebooks: $5.00/hour, $100 maximum
- Museum Passes: $5.00/day, $35 maximum
- All other items: 20 cents/day, $5.00 maximum per item

Library Cards

- First library card for residents: no fee
- Non-resident card: $25.00 per year
- Replacement library card: $1.00

Lost or Damaged Materials

Charges for materials or equipment lost or damaged beyond repair will be the price shown in the Library’s automated catalog, either the actual cost or a default cost for the type of item. Charges will include the cost of the item, fines accrued, and a $10 processing fee. In cases of unusual circumstances, it will be left to the discretion of the Circulation Supervisor or the Library Director to assess charges for lost or damaged materials other than as specified in this policy.

For materials borrowed for a Shasta Public Libraries customer from another library (interlibrary loan materials), the replacement cost will be determined by the lending library. The borrower is still responsible for the processing fee and any fines accrued.

Charges for damaged materials that can be repaired in-house will be determined by special assessment at the discretion of the Circulation Supervisor or Library Director.

- Processing fee for lost materials: $10.00
- Audio-visual cases: $8.00
- Missing bar codes: $3.00
- Missing RFID tags: $3.00
- Dust cover: $6.00

Other Fees

- Returned check fee: $25.00
- Billing agency referral fee: $10.00
- Small balance referral fee: $3.00
- Printing fee: $0.25/page

Videoconferencing • Based on actual direct cost reimbursement.

Adopted by the Redding Municipal Library Board 2/26/2007
Amended by the Redding Municipal Library Board on 3/17/2014 by Resolution Number 2014-02
Amended by the Redding Municipal Library Board on 5/18/2015 by Resolution Number 2015-04
The following policy governs the use of all Shasta Public Libraries’ computer resources including public and staff Internet access, use of computers in the Library’s Computer Center, non-Internet applications, staff computers, and remote use of the Library’s computer services.

**It is the policy of the Library to:**

- Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity.
- Prevent unauthorized online disclosure, use or dissemination of personal identification information regarding minors.
- Comply with Children’s Internet Protection Act (CIPA).

The Internet is an unregulated, global resource that contains materials that some persons may find offensive. While the Library will take precautions to ensure the safety of minors in the Library, it cannot be responsible for anything that any Library user may see or read while in the Library that the user or, in the case of minors, the user’s parents, may find offensive. The Library urges parents to accompany their children while visiting the Library to ensure that their children are safe at all times.

**Internet Users**

Internet users are expected to act in a responsible and legal manner. Users may not use library computers to access Internet sites that depict or transmit material that violates State and Federal law. The Library is not responsible for the content of retrieved information. Library users are responsible for critically evaluating the quality and accuracy of material obtained from the Internet.

Pursuant to Federal regulations, the Federal Depository Library Program electronic collection is available to any library user free of fees and may not be locally regulated.

**Internet Access**

All Library computers with Internet access will use a technology protection measure to block, filter or otherwise protect against access to visual depictions that are obscene, child pornography or harmful to minors and to any other materials considered inappropriate for or harmful to minors.

Specifically, the technology protection measure shall block or filter Internet access to visual depictions that are:

- Obscene, as that term is defined in section 1460 of title 18, United States Code;
- Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
- Harmful to minors.
The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact.
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Requests for Disabling the Internet Filter

Any person 18 years or over, may, upon request, have the Internet filter disabled to provide access at a terminal of the staff’s choosing for bona fide research or other lawful purposes. Viewing of visual depictions of any sexually oriented material for the purpose of appealing to prurient interests is strictly prohibited. Any observance by library staff of violations or any complaints from users disturbed or disrupted by exposure to violations of this policy shall be grounds for loss of Internet privileges.

The filter shall be disabled only for the duration of the customer’s use of the workstation, and may not be transferred to another customer at the end of the requesting user’s use of the workstation. In all disputes concerning disabling of the filter, the library staff’s decision will prevail and be final.

Users whose conduct while using public computer systems is disruptive or interferes with the use of the Library by others or is in violation of this policy, will be asked to modify their behavior; or, if unable to modify their behavior, will be asked to leave the Library.

The Library reserves the right to suspend computer privileges by a minor without notification to the parent or legal guardian. The Library reserves the right to suspend computer privileges in the case of failure to comply with this policy.

Rules of Conduct for Internet and Computer Use

Users read and agree to the rules of conduct when reserving and logging in to a computer. Use of library technology by each and every staff member, volunteer, or public user shall constitute that person’s acknowledgment of an agreement to abide by this Internet Use and Safety Policy, including guidelines for use of the Internet by minors.

- Redding Library public workstations are available for up to two hours per day per
user. Branch library workstations are available for up to one hour per day per user. Library staff may extend sessions at their discretion if no other users are waiting and at least one other workstation is open for other users to access.

- Use of public workstations is on a first-come/first-served basis.
- Users must sign up to use a computer on a next-available basis via the Library’s automated sign-up system. Requests for specific computers cannot be honored.
- Only one person at a time may use a public workstation. Exceptions may be made at the discretion of library staff.
- Printing may not be available at all workstations. The fee for printing is posted on the Shasta Public Libraries Fines and Fees Schedule. There is a fee for printing even if the customer supplies paper. Printers may not be used for other purposes or be attached to other computers.
- Users must not interfere with the performance of the network. Users must not reconfigure computers, “hack” passwords, gain entry to closed areas of the network, or introduce computer viruses. Users are responsible for any hardware or software damage they cause, and tampering with hardware or software is considered vandalism and may result in loss of future privileges and/or arrest and prosecution.
- Users may not use the workstation for any illegal activity, including violating copyright laws or software license agreements. Users may not install their own software programs.
- Users must not interfere with the work of others and must respect others’ rights to privacy.
- The Library upholds the right of confidentiality and privacy for all users. To protect the privacy of the user and the interests of other library users, the Library will manage user access to the Internet by use of an automated sign-up method that does not retain permanent records of computer use by individuals.
- Absolute privacy for customers using electronic resources in the Library cannot be guaranteed. There exists a possibility of inadvertent viewing by other users, either by watching the user’s screen, or because a user may leave the screen unattended.
- The Library does not provide individual public user e-mail accounts.
- Use of the Library’s computers is a privilege. Users must end their sessions and leave the workstations when asked to do so by library staff.
- The staff will continually evaluate this policy and recommend changes as the need arises.
- Users shall utilize the library network for lawful activities only. They shall not use the network to cause harm to others or damage the property of others. They shall not intentionally upload, download or create computer viruses or other forms of malicious programming, attempt to harm or destroy equipment, manipulate the data of any other user, or seek unauthorized access to network and systems including so-called ‘hacking.’
- Users shall not disclose, use or disseminate personal identification information regarding minors without proper authorization.
### Supervising Computer Use by Children

Access for all users under age 18 will be filtered. The public library, unlike schools, does not serve in loco parentis (in the place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. Parents and legal guardians are responsible for monitoring any and all Internet use by minors. Consent given on the part of parents or legal guardians for a library card constitutes acknowledgement by the parents or legal guardians that they have a responsibility for monitoring their child’s use of all library resources, including the public computers.

The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or at the Library.

- Use the Internet as a family. Join your children in Internet exploration.
- Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
- Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- Instruct children NEVER to give out personal information (name, address, password, telephone number, social security number, credit card number) about themselves or others online without first asking a parent for permission.
- Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.
- Teach minors to exercise discretion and caution when communicating using the Internet, electronic mail, chat rooms, and other forms of direct electronic communications in order to remain safe and secure (e.g. avoidance of predators, cyber-bullying, and scams).

Parents and children are encouraged to read "Child Safety on the Information Highway" and other online safety materials available free at www.safekids.com and www.safeteens.com. Staff in the Children’s Room at the Redding Library and staff at the branch library locations can provide a list of child-appropriate web sites.

*Adopted by the Redding Municipal Library Board 6/18/2007*
*Amended by the Redding Municipal Library Board 8/20/2012*
*Amended by the Redding Municipal Library Board 3/17/2014 by Resolution Number 2014-06*
Mission

The Shasta Public Libraries (Library) provide information, lifelong learning, inspiration and enjoyment to people of all ages through reading and technology. This Materials Selection Policy sets guidelines for use by the Library in the selection of books and other printed and electronic materials.

General Governing Factors

The selection of materials for the Library is governed by four factors:

1. The needs of the individual and of the community
2. The individual merits of each work
3. The existing collection, budget and services of the Library
4. The Library adheres to the Library Bill of Rights and The Intellectual Freedom Statement (see Attachments A and B, respectively)

Principles of Selection

The Library aims to obtain and offer materials that fill the cultural, educational and recreational needs of residents.

Materials are selected from a number of sources. The basic consideration for the selection of any item is whether it is of proven or potential interest to the community served.

Additional criteria include:

1. Availability and cost of the material
2. The amount of similar material already in the collection
3. The availability of the material elsewhere in the community
4. The physical makeup of the material
5. Opinions expressed by critics or reviewers
6. Local interest or demand

In selecting materials to reflect the diversity of the needs and interests of the community, it should be recognized that some materials chosen may be offensive or trivial to some persons while being meaningful or significant to others. The Library does not endorse or agree with all opinions expressed in the materials in the collection.

Materials shall be made as accessible as possible to the public. The Library does not serve as censor of the reading of any person.

Responsibility for the use of the Library’s materials by minors rests with their parents or guardians. The selection of materials for the Library will not be governed by the possibility that these materials may come into the possessions of minors.
Responsibility for Selection

1. The Library Director shall oversee the development of the Library’s collection in accordance with the principles set forth in this policy.
2. In making selections, Library staff should do so in a manner consistent with the attached Library Bill of Rights and Intellectual Freedom Statement.
3. All staff members and the general public may recommend material for consideration.

Placement of Materials in the Library

1. The public has free access to all library materials.
2. Placement of materials within the library will include consideration of:
   a. Assigned classification
   b. Format
   c. Susceptibility to loss or damage
   d. Rarity or cost
3. The Library labels materials for placement only, not to predispose the user for or against any materials.

Bindery

Only those materials of local significance, of long-term importance to the collections, or heavily used items will be bound or rebound as needed.

Gifts

Donations of materials or funds to enrich the collection are welcome. Gift materials must meet the same selection criteria as purchased materials. The Library Director shall make the final decision on the use or disposition of gifts. Any gift that is not added to the collection will be given to the Friends of the Library to be sold in their book sales, proceeds from which will benefit library operations.

Withdrawal of Materials

Damaged, worn, obsolete, superseded, or unused items may be withdrawn from the Library upon the recommendation of the Library Director.

Reconsideration of Materials

Persons objecting to the content of materials in the library shall be invited to state their objection in writing. Any request for reconsideration will be reviewed by the Library Director and may be appealed to the Redding Municipal Library Board of Trustees.
ATTACHMENT "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 service.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person’s right to use a library should not be denied or abridged because of origin, age, background or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
ATTACHMENT "B"

INTELLECTUAL FREEDOM STATEMENT
An Interpretation of the LIBRARY BILL OF RIGHTS

The heritage of free men is ours.

In the Bill of Rights to the United States Constitution, the founders of our nation proclaimed certain fundamental freedoms to be essential to our form of government. Primary among these is the freedom of expression, specifically the right to publish diverse opinions and the right to unrestricted access to those opinions. As citizens committed to the full and free use of all communications media and as professional persons responsible for making the content of those media accessible to all without prejudice, we, the undersigned, wish to assert the public interest in the preservation of freedom of expression.

Through continuing judicial interpretations of the First Amendment to the United States Constitution, freedom of expression has been guaranteed. Every American who aspires to the success of our experiment in democracy . . . who has faith in the political and social integrity of free men . . . must stand firm on those Constitutional guarantees of essential rights. Such Americans can be expected to fulfill the responsibilities implicit in those rights.

We, therefore, affirm these propositions:

We will make available to everyone who needs or desires them, the widest possible diversity of views and modes of expression, including those which are strange, unorthodox or unpopular.

Creative thought is, by its nature, new. New ideas are always different and, to some people, distressing and even threatening. The creator of every new idea is likely to be regarded as unconventional . . . occasionally heretical . . . until his idea is first examined, then refined, then tested in its political, social or moral applications. The characteristic ability of our governmental system to adapt to necessary change is vastly strengthened by the option of the people to choose freely from among conflicting opinions. To stifle nonconformist ideas at their inception would be to end the democratic process. Only through continuous weighing and selection from among opposing views can free individuals obtain the strength needed for intelligent, constructive decisions and actions. In short, we need to understand not only what we believe, but why we believe as we do.

Adopted June 18, 1948. Amended February 2, 1961 and January 23, 1980, inclusion of "age"
The Redding Library offers a variety of spaces for individual and community use. The following policy applies to those library spaces that may be reserved. It is the responsibility of the individual or group reserving the facility to read and adhere to this policy. Solicitation is not allowed in the Library. The City assumes no responsibility for any property lost or stolen during an event, or any items left behind.

**Community Room**

**Hours of Availability**
The Redding Library Community Room may be used during hours that the Library is open, and with prior approval, and additional conditions, the Community Room may be used outside of regular hours.

**Reserving the Community Meeting Room**
Library programs have priority in the reservation process.

Individuals may reserve the Community Room by completing the online “Reserve a Room” application available via the Library’s web site at [www.shastalibraries.org](http://www.shastalibraries.org). Online reservations will be taken up to six months in advance and need to be made at least 72 hours in advance. Reservations will be taken on a first-come, first-served basis. Requests are limited to two per month in order to provide availability to others. The Community Room can be partitioned into two parts: Room A and Room B. When reserving the Community Meeting Room, the applicant must specify whether the entire room or half of the room is required. Room A and Room B each accommodate up to 45 individuals. The entire Community Room accommodates up to 130 people.

**Community Room Fees**
There is no charge for non-profit and government groups who use the Community Meeting Room. Private parties will pay the following usage fees:

- For the full room: $165 for up to two hours, and $30 for each hour thereafter.
- For the partitioned half room: $130 for up to two hours, and $15 for each hour thereafter.
- Reservation fees are due one month in advance of the scheduled event.
- To receive a full reservation fee refund, cancellations need to be made at least one week in advance of the event. Users making cancellations within one week of the event will be assessed a $50 cancellation fee.

**Conduct While Using the Community Room**
Users of the Community Meeting Room are advised that the Community Meeting Room is located within a library facility. Any person who acts in a way that disrupts library operations or creates a disturbance to other library customers while using the Community Meeting Room will be asked to modify that behavior. If the behavior continues, library staff may require the person/persons to leave the facility.
Users are responsible for set-up, take down, and clean-up. Users need to allow enough time within their reservation period to accomplish these tasks. Meeting rooms are to be returned to their original condition and configuration.

The serving of alcohol must be approved by the City of Redding and the Alcoholic Beverage Control Office at least thirty (30) days prior to the function date. Evidence of proper insurance is required prior to approval.

**Reading Rooms**

Reading Rooms may be reserved only by non-profit organizations and governmental agencies.

**Hours of Availability**

The Foundation Reading Room on the first floor of the Library and the Local History Reading Room on the second floor of the Library are available for use during the Library’s open hours.

**Reserving the Reading Rooms**

Library programs have priority in the reservation process.

Reservations for the Reading Rooms are made via the online “Reserve a Room” application accessible on the Library’s web site at [www.shastalibraries.org](http://www.shastalibraries.org). Online reservations for the Reading Rooms may be made up to six months in advance and need to be made at least 72 hours in advance.

Reservations will be taken on a first-come, first-served basis. Reservations are limited to two times per month in order to provide availability to others.

When the rooms are not reserved, they may be used by individuals desiring a quiet place to read or meet.

**Conduct while using the Reading Rooms**

With the exception of availability of food and beverages, the rules of conduct while using the Reading Rooms are the same as that for the Community Rooms. Food or beverages other than bottled water or covered non-alcoholic beverages are not allowed in the reading rooms.

**Study Rooms**

Study rooms are to be used for serious study. They provide a quiet space for non-profit educational endeavors. Commercial and private uses are not permitted.

**Hours of Availability**

Usage of the Library’s study rooms is limited to library open hours.

**Reserving a Study Room**
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<thead>
<tr>
<th>SUBJECT</th>
<th>POLICY NUMBER</th>
<th>EFFECTIVE DATE</th>
<th>INITIAL</th>
<th>PAGE</th>
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</thead>
<tbody>
<tr>
<td>Redding Library Meeting Room Policy</td>
<td>3</td>
<td>02/26/07</td>
<td>KN</td>
<td>3</td>
</tr>
</tbody>
</table>

Individual users may reserve the study room. Use of the rooms is limited to 8 individuals. Reservations will be taken on the day of use on a first-come, first-served basis and need to be made in the Library.

**Study Room Fees**
There is no fee for the use of the study rooms.

**Conduct while using the Study Rooms**
Disruptive or disorderly behavior is not allowed in the study rooms.

**Computer Center**
The Computer Center may only be reserved by non-profit organizations and governmental agencies.

**Hours of Availability**
Usage of the Library’s Computer Center is limited to the Library’s open hours.

**Reserving the Computer Center**
Library programs have priority in the reservation process.

The Computer Center may be reserved via the online “Reserve a Room” application accessible on the Library's web site at [www.shastalibraries.org](http://www.shastalibraries.org). Online reservations for the Computer Center may be made up to six months in advance and need to be made at least 72 hours in advance.

Reservations will be taken on a first-come, first-served basis. Reservations are limited to two times per month.

**Computer Center Fees**
There is no charge for non-profit and government groups who use the Computer Center.

**Conduct while using the Computer Center**
The rules of conduct while using the Computer Center are the same as that for the Community Room except that no food or beverages are allowed in the Computer Center.

Adopted by the Redding Municipal Library Board 2/26/2007
Amended by the Redding Municipal Library Board 10/20/2008
Amended by the Redding Municipal Library Board 3/17/2014 by Resolution Number 2014-03
Recommendation

It is recommended that the Library Citizens Advisory Committee accept the attached Library Director’s Report and Statistics for the month of October and November 2015.
In honor of Veteran’s Day, local Veteran Richard Horner came for story time at the Anderson library and sang two patriotic songs. We also had some very special guests from the Redding Veteran’s Home come and read stories to the children. Each child received a small American Flag to take home.

October 8, World of Film presented *Private Violence* in partnership with One Safe Place. The movie, a documentary on domestic violence, was followed by a discussion with representatives from One Safe Place, City of Redding Police department, and the Shasta County Sheriff’s Department. There were several news articles on television about the event.

On Thursday October 22nd, all branches participated in the Take 10 and Do It Again event with event special storytimes and guest readers. Erin Francoeur was a guest reader at Early Foundations Preschool. Staff also attended the Reader Reception at the McConnell Foundation.

Nadine Kimbrough donated a complete set of 39 volumes of *The Works of Hubert H. Bancroft*. In addition, she donated a wooden bookcase made specifically to hold the collection. The donation will be added to the Boggs local history collection.

Elizabeth Kelley, Adult Services Manager, and Kayla Menne, Literacy Coordinator, along with the Veterans Resource Center volunteers, attended the 2015 North Valley Stand Down to promote library, literacy, and veteran services on October 29.

The Day of Literacy and Play was on Halloween this year. Attendance was far up from last year, with 227 children and 189 adults participating in all kinds of crafts and activities focused on reading, counting and sensory participation.

LSTA grant money has started coming in and staff have begun purchasing and installing the new equipment. The interactive projector is installed in the children’s department and the building block area is under construction. Weeding, shifting and moving of the adult reference collection at the Redding Library began to make way for the future building of the Create It! maker space, which is expected to begin in the next month.

The After School Program began this school year’s session on October 5. Cypress Elementary and Juniper Elementary each send ten at-risk readers to the library to work with a teacher provided by the Redding School District. The student’s reading levels advance every session due to reading programs on the computer, working with tutors, and one-on-one help provided by the teacher.

Bethel began hosting a Saturday story time again. This will continue every Saturday throughout the winter. The children have responded very positively to the variety of activities they offer.

Anna Tracy, Erin Francoeur, & Elizabeth Kelley attended the California Library Association conference. Tracy spent a week in Southern California visiting different LSSI branch children’s departments in Riverside County.
Amanda Allpress, Teen Services Librarian, visited Stellar Charter School and gave a presentation to teachers and parents on using the eLibrary. She also visited Sequoia Middle School and gave a presentation to 700 students and faculty on using the eLibrary. Sequoia’s school library cars were distributed after the presentation.

Amanda Allpress spoke with the Record Searchlight about the Anderson Teen Advisory Board on November 11th during Anderson’s first teen movie night. The article was featured on the front page of newspaper.

All the digital public domain titles that OverDrive has access to, approximately 4,500 titles, were loaded into the library’s Overdrive catalog as well as the library’s online public access catalog for users to checkout digitally. The Project Gutenberg titles allow simultaneous checkouts (i.e. more than one user at a time). This is a great resource for accessing public domain classics.

To coincide with Animal Planet’s visit to Redding’s Old City Hall for a filming of “Finding Bigfoot,” November 25, the Redding Library had a display of Bigfoot materials and offered the opportunity for the public to share their favorite Bigfoot stories. Erin Francoeur and Tom Ramont will attend the Townhall Event.

On October 29th, library staff and Amy Cavalerri from Shasta Early Literacy Project, gave a short library tour and presentation to a child advocate delegation from the Ukraine. The group was particularly interested in storytimes and the 3D printer.

Staff provided outreach presentations to Redding Elementary School District, One Safe Place, Shasta County Child Abuse Prevention Coordinating Council, Shasta County Office of Education, and Grant Elementary School. There were 5 tours given of the Redding Library.