



TO: Mayor and Councilmembers

FROM: Jaime A. Valdez, Neighborhood Services Director

CONTACT: Allison Gray, Library Director

SUBJECT: Adoption of Revised and New Library Policies and Form

RECOMMENDATION:

Adopt revised and new policies related to Library operations and management, inclusive of the following:

- A. Goleta Valley Library Rules of Conduct
- B. Goleta Valley Library Collection Development Policy
- C. Goleta Valley Library Display Policy
- D. Goleta Valley Library Multipurpose Room Rental Policy
- E. Goleta and Santa Ynez Valley Libraries Library of Things Borrowers Agreement

BACKGROUND:

Libraries must have strong policies in place in order to protect patrons, staff, and the City. These policies cover appropriate behavior for both customers and staff, how to handle inappropriate conduct that results in the involvement of law enforcement, use of Library space, fees, how librarians select the items they purchase, etc. They are based on the state and federal laws that govern public libraries; where possible, specific government code is cited.

All but two of the policies addressed herein were previously approved by Council at the June 5, 2018 meeting. In the subsequent years, library staff have assessed these policies for weakness or missing information. It was deemed necessary to update three policies and create two new ones.

DISCUSSION:

Three policies directly address expectations for library users' behavior. Most important is the Rules of Conduct policy. This is the basis by which staff can protect all users and staff of the Library and it details the procedure for progressive discipline of misbehaving patrons. The previous Patron Suspension Policy has been merged into the Rules of Conduct so as to give more concrete information to staff for handling difficult situations.

The Collection Development Policy generally gives staff the necessary information to explain why every item belongs in the collection. As there have been a historic number of attempts to ban books from libraries across the country in the last year, it was deemed prudent to update the policy to include e-materials. Additionally, the Library Display Policy affords protection to staff when creating displays of library materials on topics that some might consider controversial. The Library Display Policy is one of two new policies. The Reconsideration of Materials Form brings clarity to the process by which a patron may raise concern about a specific item in the collection. The Multipurpose Room Rental Policy ensures that groups using the Room abide by library rules.

Finally, legal counsel has advised Library staff that there should be a “hold harmless” Library of Things (LOT) Borrowers Agreement. If this new policy is approved, library staff will immediately begin asking LOT borrowers to sign the form.

The Rules of Conduct and the Library Collection Development Policy went before the Library Advisory Commission (LAC), who recommended adoption. The Library Display Policy did not go before the LAC, but largely reflect the same policy content of the Collection Development Policy, which was completely vetted by the LAC. The Library of Things Borrowers Agreement is not a policy, but a procedural hold-harmless agreement, so it did not go to the LAC.

The Library Multipurpose Room Rental Policy, which better outlines existing user responsibilities, is scheduled to go before the LAC at its meeting on March 6, 2023. Timing-wise, in order to present this under the recommendation of our retiring Library Director, the approval of this policy is included in this action. If, following LAC input, staff recommends changes to this policy, staff will present these to Council and include this in a revised recommendation.

FISCAL IMPACTS:

There are no fiscal impacts associated with the Amendment.


ALTERNATIVES:

Council could choose to hold off taking action on any or all of these policies. However, doing so would significantly impede staff from operating a safer library.


Reviewed By:


Kristine Schmidt
Assistant City Manager

Legal Review By:


Megan Garibaldi
City Attorney

Approved By:


Robert Nisbet
City Manager

ATTACHMENTS:

1. Goleta Valley Library Rules of Conduct
2. Goleta Valley Library Collection Development Policy
3. Goleta Valley Library Display Policy
4. Goleta Valley Library Multipurpose Room Rental Policy
5. Goleta and Santa Ynez Valley Libraries Library of Things Borrowers Agreement

Attachment 1

Goleta Valley Library Rules of Conduct

GOLETA VALLEY LIBRARY

RULES OF CONDUCT

Welcome to the Goleta Valley Library. These rules of conduct are for the comfort, safety and protection of all Library patrons and Library staff. Library staff will firmly and courteously enforce these rules. The Library reserves the right to limit the size and number of items brought into the Library.

We ask your cooperation in maintaining an environment conducive to enjoyable use of the Library for all.

I. IMMEDIATE REMOVAL FOR DANGEROUS, DESTRUCTIVE, OR ILLEGAL CONDUCT:

- Physical abuse or assault;
 - Fighting or challenging to fight;
 - Making violent and threatening statements;
- Engaging in or soliciting any sexual act; and
 - Damaging or destroying Library property
 - Stalking, bullying or intimidating another person

NO ACTIVITIES THAT DISTURB OTHER PATRONS’ USE OF THE LIBRARY ARE ALLOWED

These examples are provided as an illustration, this is not an exhaustive list. Any patron displaying any dangerous, destructive, or illegal behaviors will be instructed to leave the Library immediately. Police will be called and appropriate legal action will follow. **In addition to immediate removal from the Library and possible criminal prosecution, a patron exhibiting such behaviors may have their Library privileges suspended for up to one year, depending upon the severity of the situation. Library staff will document the incident with an Incident Report provided in the attached Suspension Policy (Attachment A).**

II. OTHER PROHIBITED CONDUCT:

These examples are provided as an illustration, this is not an exhaustive list.

1. Failing to observe Library rules or policies.
 2. Leaving personal items unattended for more than fifteen minutes.
Unattended personal items are subject to the City of Goleta Policy on **Lost and Unclaimed Personal Property and Abandoned Property Found on City-Owned Property.**
 3. Failing to wear shirt/top, pants/skirt, and shoes.
 4. Leaving children under the age of nine (9) unattended by a parent or authorized person age 14 or older.
 5. Blocking Library entrances or exits with personal property (i.e., bicycles, strollers, shopping carts, etc.) or leaving animals unattended anywhere on Library Property.
 6. Entering Library with animals other than service animals authorized by law (only animals allowed are dogs & miniature horses).
 7. Entering Library with bicycles.
 8. Running, riding skates, roller shoes, scooters, skateboards, or other similar devices anywhere on Library Property.
 9. Smoking or vaping.
 10. Unreasonable interference with another person’s use of the library or with library personnel’s performance of duties.
 11. Entering areas designated for use by library staff only without permission.
 12. Fraudulent use of another’s Library card and/or number for any purpose, including using another’s Library card to reserve or use Library computers.
13. Photographing or filming people without their consent, or for media or commercial purposes.
 14. Use of public rest rooms for an unintended purposes such as laundering, bathing, shaving, sexual activity, or illegal drug use of any kind.
 15. Possessing, consuming, or being under the influence of alcohol or illegal drugs.
 16. Drinking, except for nonalcoholic beverages with a secure top.
 17. Eating, except in Library designated areas.
 18. Disturbing or annoying anyone with loud and/or unreasonable noise, including but not limited to, shouting, yelling, screaming, causing loud percussive noise, singing, using electronic equipment or mobile telephones at a volume that disturbs others.
 19. Sleeping in the library for more than an hour and a half.
 20. Petitioning, soliciting or selling merchandise or services or setting up outdoor tables without written permission from the Library Branch Supervisor or designee.
 21. Refusal to follow reasonable direction from Library staff.
 22. Having offensive body odor or personal hygiene such that it is a nuisance to other patrons' use of the Library.
 23. Refusal to leave library premises at closing or trespassing at any time.
 24. Carrying weapons of any type.

If you observe anyone violating any of these rules of conduct, please inform Library staff.

Any patrons displaying these behaviors will be addressed based upon the procedures in the Patron Suspension Policy (Attachment A), a copy of which to be made available upon request.

EXCEPTION: Notwithstanding the progressive action described above, if a patron cannot or does not cease the behavior immediately upon direction from Library staff, the Library staff shall direct the patron to leave the Library immediately and not to return to the Library until the behavior ceases.

Adopted by the City of Goleta on _____

ATTACHMENT A
GOLETA VALLEY LIBRARY
PATRON SUSPENSION POLICY

PURPOSE

In order to provide and maintain a comfortable and safe environment for all patrons and city staff, the City of Goleta has adopted Rules of Conduct for library patrons. A violation or repeated violations of any of the rules of conduct may warrant a suspension of library privileges. Suspension of library privileges will result in removal from, and denial of access to, the Goleta Valley Library facilities for a designated period of time.

During operating hours, the Library Director or his/her designee shall be responsible for the enforcement of these rules and regulations. Any violation thereof shall be immediately reported to the Library Director or designee who shall make inquiry of the facts and circumstances surrounding the complaint and who will follow the procedures below.

The Library shall indemnify and save harmless the Library Director, his/her designee, or any Library Personnel for any action, claim, or proceeding against any person arising out of the enforcement of these Rules and regulations by such Library personnel.

SUSPENSION PROCEDURES

Authorized City staff members shall apply the following procedures:

For all incidents handled formally, Library staff will create an incident report and save the report in accordance with the incident report document at the end of this policy.

Immediate suspension will occur for the following behaviors and will not be tolerated: illegal activities, including damaging or destroying city property; physical abuse or assault; fighting or challenging to fight; making violent & threatening statements; and stalking or intimidating another person.

Any patron displaying any dangerous, destructive, or illegal behaviors will be instructed to leave the library immediately. Police will be called and appropriate legal action will follow. In addition to being instructed to leave the library immediately, a patron exhibiting such behaviors will have their library privileges suspended for up to one year, based on the severity of the situation.

All other non-violent prohibited behaviors will be addressed in the following manner:

| | |
|-------------------|---|
| FIRST VIOLATION: | Initial warning and given copy of Library Rules of Conduct. |
| SECOND VIOLATION: | Library privileges suspended for seven (7) days. |
| THIRD VIOLATION: | Library privileges suspended for up to one year. |

I.INITIAL WARNINGS

When a patron has violated the Goleta Valley Library Rules of Conduct by displaying behavior that is more disruptive than violent or physically threatening, authorized library staff will handle these situations in the following manner:

Provide the patron with a copy of the Library Rules of Conduct. Explain to the patron that they are engaging in disruptive behavior, what that behavior is and the importance of abiding by the Rules of Conduct. The patron will be advised that further violations of the rules will not be tolerated and may result in a one-week suspension from the Library.

II.SUSPENSION - 7-DAY

A seven (7) day suspension will be issued if a patron continues to display disruptive behavior. If disruptive behavior continues, a patron may be suspended for additional days with a maximum of one year. Any suspension longer than seven (7) days will be issued in a minimum of one month increments.

1. If disruptive behavior continues either after an initial warning, a patron will then be suspended for seven (7) days.
2. The authorized staff member will fill out a Library Incident Report to document the incident and conversation with the patron. The Incident Report will be submitted to the Library Director.
3. When a decision is made to suspend a patron for seven (7) days or more, authorized staff must complete and provide the patron notice of the suspension with an Incident Report.
4. A copy of the Incident Report must be provided to the patron. If the patron refuses to accept the Incident Report, that must be documented.
5. In the case of a minor (under the age of 18), the Library will also attempt to notify the parent or guardian and also provide them with a copy of the completed document.
6. A patron will receive only a single seven (7) day suspension for disruptive behavior. Any further suspensions for disruptive behavior will be for 1 or more months.
7. Patrons may appeal seven (7) day suspensions by requesting a hearing with the Goleta hearing officer by emailing the Library. The request will be forwarded by Library staff to the Goleta hearing officer in all circumstances.
8. The appeal will be reviewed by a Goleta hearing officer as soon as practicable. If by a preponderance of the evidence it is determined that the suspension is unwarranted, the suspension will be withdrawn.

III.SUSPENSION - 1-6 MONTHS

1. If a patron has been issued a seven (7) day suspension for displaying disruptive behavior and disruptive behavior continues either during the suspension period or afterwards, a decision will be made to suspend the patron for one to six months.
2. If a decision is made to suspend a patron for one to six months, the Library employee who observed the disruptive behavior will complete an Incident Report document noticing the suspension and the Library Director will make the suspension effective by signing the Incident Report.

3. A copy of the Incident Report must be provided to the patron. If the patron refuses to accept the Incident Report, that must be documented.
4. In the case of a minor (under the age of 18), the Library will also attempt to notify the parent or guardian and also provide them with a copy of the Incident Report document.
5. The authorized staff member will fill out a Library Incident Report to document the incident and conversation with the patron. The Incident Report will be submitted to the Library Director.
6. Any patron suspended for one to six (6) months has the right to a hearing with the Goleta hearing officer.
7. To receive a hearing before the Goleta hearing officer, the patron must request a hearing, in writing, within three (3) working days of receiving an Incident Report. If the hearing is not requested in that timeframe, the appeal is forfeited. The hearing shall be scheduled within ten (10) working days of receipt of the hearing request. The patron must describe the circumstances surrounding the incident and explain why they believe the suspension is unfair in the circumstances.
8. All hearings are held on Zoom or another online video conferencing platform. If the patron suspended has no access to a video conferencing platform, they may instead be heard over the phone. A parent or guardian must accompany a minor (under the age of 18) to the hearing.
9. The decision of the Goleta hearing officer on appeal is final.

IV.SUSPENSION – 7 MONTHS OR LONGER:

1. If a decision is made to suspend a patron for longer than six (6) months, the employee who observed the disruptive behavior will complete an Incident Report document.
2. The authorized staff member will fill out a Library Incident Report to document the incident and conversation with the patron. The Incident Report will be submitted to the Library Director.
3. A copy of the Incident Report must be provided to the patron. If the patron refuses to accept the Incident Report that must be documented.
4. In the case of a minor (under the age of 18) the Library will attempt to provide the parent or guardian with a copy of Incident Report.
5. Any patron suspended for more than six (6) months has the right to a hearing with a Goleta hearing officer.
6. To receive a hearing before a Goleta hearing officer, the patron must request a hearing, in writing, within ten (10) working days of receiving the Incident Report. The patron must describe the circumstances surrounding the incident and explain why they believe the suspension is unfair in the circumstances.
7. All hearings are held at the Goleta City Hall. The hearing shall be scheduled within ten (10) working days of receipt of the hearing request. Appropriate library staff or patrons that were witnesses to the event may also be asked to appear.
8. The decision of the Goleta hearing officer will be final.

INCIDENT REPORT
GOLETA VALLEY LIBRARY

LIBRARY BRANCH: _____ TIME: _____ DATE: _____

Reported by: _____ Location of Incident: _____

Library Unit: ☐ Patron Services ☐ Reference ☐ Youth Services ☐ Tech Services

Description of Patron: ☐ Male ☐ Female Name (if known): _____

Ethnicity: _____ Age: _____ Height: _____ Hair color: _____

Clothing/Distinctive features: _____

Incident:

Action Taken:

Reported to: _____

Outside agency contacted: ☐ 911 ☐ other: _____

Police Officer's Name: _____

Case Number (if applicable): _____

☐ **Risk Management Incident Report filled out?** (Any incident involving potential injury of a patron)

Distribution List: Library Director, Neighborhood Services Director, Assistant City Attorney, Assistant City Manager, City Manager, Risk Management

*Please e-mail a copy of the incident report to each of the staff above **AND** make a copy for the Incident Report Log located at the Reference Desk. Save on H Drive in Everyone\Library Monitors\Incidents...*

Attachment 2

Goleta Valley Library Collection Development Policy



Policy No.: GVL-007
Approved Date: 06/05/2018
Revised Date:

GOLETA VALLEY LIBRARY

COLLECTION DEVELOPMENT POLICY

STATEMENT OF PURPOSE

The purpose of the collection development policy is to provide guidance within budgetary and space limitations, for the evaluation, selection and de-selection of materials which will anticipate and meet the needs of the City and its patrons.

SCOPE OF THE COLLECTION

The Goleta Valley Library collection is developed and maintained to meet the informational, educational, and recreational needs of the residents of the City of Goleta and its neighboring community in various formats including non-English, audiovisual, online, and large print.

The Goleta Valley Library endorses the Library Bill of Rights, Freedom to Read and Freedom to View Statements as adopted by the American Library Association (see attachments).

RESPONSIBILITIES FOR COLLECTION MANAGEMENT

Ultimate responsibility for collection management rests with the Library Director, who operates within the framework of policies determined by the City Council. City employees under the general supervision of the Library Director manage the City's Library collection.

SELECTION PROCESS

Materials are selected for the Library's collection based on professionally accepted guidelines. The collection is developed to provide materials that offer a wide variety of views suitable for all ages and abilities. It is the responsibility of parents or legal guardians to decide what material is appropriate for their children.

All acquisitions, whether purchased or donated, are evaluated by the following criteria:

- Patron demand
- Favorable reviews in professional library journals
- Positive attention by critics and reviewers
- Accuracy
- Reputation of author, publisher, producer or illustrator

- Cost and availability
- Relationship to existing material
- Format and ease of use
- Inclusion in lists of recommended titles and/or award winners

Requests for purchase by the public are given serious consideration and evaluated based on the guidelines for selection as outlined in this policy.

Space and budget constraints prohibit the City from duplicating materials and specialized collections that are available elsewhere locally. Materials not owned by City may be available through interlibrary loan.

PRINT MATERIALS

Nonfiction Criteria. The Library acquires materials of both permanent and current interest in all subjects. In addition to the general selection criteria, nonfiction titles are selected based on sustaining value, current information, demand, cost, and appropriateness of format. Goleta Valley Library emphasizes non-scholarly materials. Materials for children are selected to generate and support interest in popular subjects and provide supplemental materials for typical school assignments.

Fiction Criteria. The Library's fiction collection includes a wide variety of contemporary works representing all genres, as well as classics and important novels of the past. An effort is made to purchase in multiple fiction genres including mysteries, science fiction, graphic novels, fantasy, westerns, and romances. Reasonable efforts are made to complete series and purchase books written by local authors or that have local interest. The collection for teen's includes all of the above genres and is generally for ages 12 – 18+. The children's fiction collection includes materials designed to initiate, encourage and develop reading ability. In addition to the general selection criteria, fiction is selected based on favorable published reviews, popular demand, reputation of the author and publisher and appropriateness for Library customers.

Periodicals. Periodicals are collected in print format. Periodicals are selected based on reviews and local interest. Increasingly, periodicals are available in downloadable format through the Black Gold Cooperative Library System so the physical collection has decreased.

Reference. Reference materials provide quick, concise and up to date information and include indexes, encyclopedias, biographical resources, dictionaries, almanacs, and directories. Selection of reference materials is based on favorable published reviews, reputation of author or publisher, accuracy and currency of information, and cost, (including the cost to maintain items requiring frequent updates). Increasingly, these materials are most up-to-date in online format so the physical collection has decreased in size.

NON-PRINT MATERIALS

DVDS. The Library collection includes DVDs for both educational and recreational use. The criteria for selecting DVDS includes patron demand, favorable reviews in standard library reviewing journals, cost, and nationally recognized award winners. The library also purchases Blu-ray format materials as per many users' request.

Audiobooks. The library provides audio books in fiction and nonfiction that parallel the general collection. Narrators are also taken into consideration when selecting audio books. Audio books are purchased in standard compact disc format for adults, teens and children. Unabridged formats are the only ones purchased. Some children's audiovisual formats are in mp3 or CD format with the inclusion of the accompanying book.

Recorded Music. The Library selects music compact discs in a variety of genres. In addition to the general selection criteria, historical significance and enduring popularity are taken into consideration when selecting recorded music.

Library of Things. This collection of 3-dimensional objects includes a wide variety of items such as virtual reality goggles, cake pans, robots for children to code, technology for adults to test, Home Energy Kits, and much more. Selection of these items is primarily done through research into other library systems' Library of Things collections and finding the most popular items. At this time there is no professional review source for library collections of things. *Consumer Reports* is a source for reviews of things and is used as a guide for purchase.

Online Resources. The Library subscribes to online databases on a variety of subjects to supplement its print collection. Selection criteria for these databases is dependent primarily on patron demand for the subject, cost, the vendor's reputation, and the database's ability to supplement heavily-used or otherwise weak areas of the collection. Selection for most of these items is shared by members of the Black Gold Cooperative Library System. Sites such as Hoopla and Kanopy allow patrons to self-select entirely.

E-Materials. The Black Gold Cooperative Library Consortium pools its resources each year to purchase e-books and e-audiobooks for the Overdrive collection. Criteria is based on patron requests, popularity, positive reviews, currency of information, and generally the same qualifications as used for purchasing physical fiction and non-fiction books. Cost is also a factor as publishers charge libraries very high amounts for each e-book. The Goleta and Santa Ynez Valley Libraries will be opening an Overdrive Advantage account for purchasing current bestsellers; these will be available to our patrons only and will help fill demand in a more timely fashion.

COLLECTION MAINTENANCE

Examination of materials is an ongoing process. Materials determined to no longer be of value are withdrawn from the collection. Materials are withdrawn from the collection due to a variety of reasons including space limitations, accuracy of information, physical condition, lack of circulation, duplicate titles, and lack of interest or demand. Gifts, including memorial items, are subject to these withdrawal and replacement policies.

REPLACEMENTS

The Library does not automatically replace all items withdrawn because of loss, damage or wear. Need for replacement is weighed with regard to several factors, including number of duplicate copies, availability of better or newer materials on the subject and demand for the item.

REQUESTS FOR RECONSIDERATION

The Library collection includes materials that represent a variety of viewpoints; it does not endorse particular beliefs or views. Selection of a particular item does not imply an endorsement of the viewpoint expressed by the author.

An individual who disagrees with a selection decision may request the Library relocate or withdraw an item from the collection by submitting a written Request for Reconsideration Form available at the Library. Anyone submitting a Request for Reconsideration Form must have active Goleta and Santa Ynez Valley Libraries card showing usage at least six months prior to the request. The Library Director and Collection Development Committee will review the request in relation to the selection criteria and this collection development policy. Once a decision is made, the individual will be notified of the decision in writing. If a title has been reviewed and the decision was to keep it in the collection, it will not be reconsidered for the next five years.

GIFTS

Gifts will be evaluated in the same way as purchased materials and will only be added to the collection if they meet the selection criteria. The Library accepts only unconditional gifts. Gifts become the property of the Library upon receipt and with the understanding that the Library may make use of the gift in any way deemed appropriate. For further information on gifts please refer to City of Goleta's Gift Policy.

American Library Association 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

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

Inclusion of "age" reaffirmed January 23, 1996.

ALA - 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:

1. *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.

2. *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.

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

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

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

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

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

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

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

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

democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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

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

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

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

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

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

American Library Association 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 guarantee 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.

Endorsed January 10, 1990, by the ALA Council

Attachment 3

Goleta Valley Library Display Policy

GOLETA VALLEY LIBRARY DISPLAY POLICY

PURPOSE

The purpose of the Goleta Valley Library's Display Policy is to provide a basis for the display of library materials by library staff, inform the public about the principles and criteria upon which these display decisions are made and promote the purposes of the library's mission, which is:

The Goleta Valley Library is a community center that serves our diverse community by leveraging public assets to support the joy of lifelong, multi-generational learning, civil engagement, and the respectful exchange of ideas and information – both within the physical walls of the library and far beyond.

POLICY

The Goleta Valley Library plays a vital role at the heart of the community by promoting full and equal access to information, encouraging the love of reading, enabling life-long learning, and empowering creativity. It will provide a responsive connection between the community's needs, its collections, information technology, and diverse programming, by, in part, providing a variety of displays, both physical and virtual, that inform and enrich the lives of people of all ages and diverse backgrounds.

PRINCIPLES AND CRITERIA

The final responsibility for the display of library materials is held by the Library Director, but day-to-day responsibility is shared by professional and paraprofessional employees throughout the system. Library staff uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing displays and exhibits of library books, audiovisual items, and Library of Things Materials, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

The Library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests and informational needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by the Goleta and Santa Ynez Valley Libraries or the City of Goleta of the content of the display or exhibit, or of the views expressed in materials on display.

INTELLECTUAL FREEDOM AND CENSORSHIP

The Library preserves the right of citizens to obtain information on all sides of potentially controversial issues so that each individual can decide for themselves the value of opposing ideas. In representing various sides of a question, the Library thus provides citizens with reliable sources of information on which to base intelligent decisions in their daily lives.

The Library has a responsibility to protect the rights of all patrons; displays which may be considered to be frank or offensive to some are permitted if they adhere to the Library's Display Policy and contribute to the furtherance of its mission.

Parents and legal guardians have the right and responsibility to restrict the access of their children to library resources. The display of materials will not be affected by the possibility that particular displays may be seen by children and young adults.

Labels will be provided only as viewpoint-neutral directional aids to facilitate access by making it easier for users to locate materials. The materials are displayed on open shelves and are equally accessible to all users.

The American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements are basic to the above policy. They may be found in their entirety appended to the Goleta Valley Library Collection Development Policy.

PROCEDURES FOR THE QUESTIONING OF LIBRARY DISPLAYS BY PATRONS

In the event a patron has questions or concerns regarding a library display, the following procedures should be used:

1. The patron is referred to a librarian.
 - a. This staff member makes every attempt to satisfy the patron's concern by clarifying the established display policies on an informal, positive, one-to-one basis.
 - b. After the interview, the staff member notifies the Library Director in a brief written statement as to the date, circumstances, and the result of the patron's concern.
2. A patron who wishes to pursue their question further is referred to the Library Director or their designated alternate as soon as possible. A concern taken to this level constitutes a formalized complaint.
 - a. The patron is given a Request for Reconsideration Form to fill out.
 - b. The patron must have a Goleta Valley Library card and must have used it at least six months prior to filling out a Request for Reconsideration Form.
 - c. The Library Director and the Collection Development Committee will review the request in relation to the Library Display Policy. Once a decision is made, the individual will be notified of the decision in writing.
 - d. If the Director and Committee reviews the display or titles in a display and decides to continue displaying it, that display will not be reconsidered for the next five years, except as provided in paragraph three below.
3. A patron who wishes to make their objection known even further can forward their complaint directly to the Chairperson of the Library Advisory Commission (LAC) for consideration at the next regularly scheduled Board meeting.
 - a. A copy of the complaint submitted to the Board is forwarded to the Office of the City Manager.
 - b. The LAC sends its recommendation to the Library Director.
 - c. The Library Director then reviews her/his original decision in the context of the Board recommendation and confirms or sends a revised opinion to the patron in writing, with a copy sent to the Library Advisory Commission and to the Office of the City Manager.
 - d. The Library Director's decision on the complaint is final and without further appeal.

Attachment 4

Goleta Valley Library Multipurpose Room Rental Policy



GOLETA VALLEY LIBRARY MULTIPURPOSE ROOM RENTAL POLICY

PURPOSE

The purpose of the library meeting room (the “Multipurpose Room”) is to support the services, activities, and function of the Goleta Valley Library. The Goleta Valley Library provides public access to the Multipurpose Room to encourage library use and to facilitate the Library’s role as a center of community activity.

GENERAL RULES FOR USE OF MEETING ROOMS

Publicity & Flyers

1. Groups who have rented the Multipurpose Room (the “Group”) may post signs regarding their meeting in the Multipurpose Room only. Groups who rent the Multipurpose Room and post signs must take those signs down at the conclusion of their meeting.
2. Publicity notices promoting a meeting or event being sponsored by the Group must include the disclaimer: **“The Goleta Valley Library does not advocate or endorse the viewpoints of the meetings or meeting room users”**.
3. Publicity notices/program flyers promoting a meeting of the Group must be shown to the Library Director or his/her designee for approval prior to distribution to ensure the disclaimer is present.
4. The Group must first obtain permission to put up displays or decorations. Items shall not be taped or tacked to painted walls.
5. Only library programs and library co-sponsored programs will be advertised on the library calendar and on the Library’s social media.
6. Flyers or notices relating to the meeting may be posted on the library community board by Library staff only. Posting of flyers or literature of any kind – on library doors, walls, posts, windows, or grounds is not allowed at any time.

Access to Space

1. The individual who applies or a designated individual on the application for the Multipurpose Room rental must be in attendance for the entire time the reservation is in effect.
2. For groups composed primarily of minors, the Group agrees to have one adult in attendance in a supervisory capacity for every five (5) minors.
3. The use of chairs, tables, and/or lectern may be reserved, subject to availability, on the Application for Use of Meeting Room. No equipment or furnishings (tables, chairs, etc.) shall be removed from the premises of the meeting room. The sponsoring organization shall be responsible for setting up chairs and other equipment, for restacking chairs at the close of the meeting, and for leaving the room as they found it.
4. Library open hours are accessible online at www.goletavalleylibrary.org. With prior arrangement, meeting rooms may be used during certain non-open hours.

Activities During an Event

1. The meeting rooms are to be used for stated purpose only.
2. The Group will be solely responsible for providing and operating its own equipment, displays, and other materials used at the meeting, including audio-visual equipment.
3. Authorized individuals and groups shall report to Library staff any irregularities, serious problems, or emergencies related to the use of the meeting rooms as soon as possible. **If no staff is present during an emergency, individuals or groups should immediately call 911.**
4. Library staff is not available to supervise, nor help with any non-library activities or meetings.
5. The set-up and break-down of the event is considered as part of the rental time.
6. Refreshments may be served. However, the rooms must be left in its original condition of cleanliness and configuration upon leaving, with any costs of clean-up incurred by the library to be paid by the Group. The Group shall remit payment upon 10 days of receipt of an invoice from the City.). Alcohol may be served, providing a one-day alcohol license is presented with application. Contact the Department of Alcoholic Beverage Control at (805) 289-0100 for details. Proof of said license will be required at all times during the event.
7. The meeting rooms may not be used for the sale or exchange of goods and services unless authorized in writing by the Library Director.
8. Groups may show films when they present written proof that the group has public performance rights to show the film in the library.
9. Meetings shall be limited to no more than 110 persons, meaning that at no time shall there be greater than 110 persons attending the event at the Multipurpose Room (overflow of attendees shall count toward the 110 person occupancy limit).

Public Access

1. Meetings must be free of any charge and/or solicitations for commercial transactions or membership other than those that are library-sponsored.

Obeying the Rules

1. Authorized individuals and groups shall agree to comply and accept all policies, rules and regulations pertaining to the use of Library property. The Goleta Valley Library's Rules of Conduct is accessible online at www.goletavalleylibrary.org and incorporated herein by reference. Any violation of said policies, rules, and regulations shall be cause for event cancellation and immediate departure from the library. Authorized individuals or groups shall be solely responsible for the conduct of members or participants in any activity authorized to be held and for the use of damages, mistreatment or theft of Library property or exhibited materials, and to pay the cost of any repairs or replacement therefore.
2. Smoking is not allowed on Library property.
3. To ensure fire safety, at no time shall any exits be covered or obstructed during the event.
4. Pursuant to fire regulations, the room capacity of 110 persons may not be exceeded. Organizations using the Meeting Room are responsible for enforcing fire safety occupancy limits.
5. The Group shall not and shall not allow any of its attendees to block any parking spaces or drive aisles and otherwise interfere with traffic circulation in the library parking lot.
6. Permission may be withheld from person(s) or groups that have caused damage to the meeting rooms, caused a disturbance, or failed to comply with the library's rules and regulations.

7. The group renting the Multipurpose Room shall indemnify, defend and hold harmless the City, its directors, officers, and employees, from and against all injuries, losses or damages arising out of, or relating to, User's use of the City's meeting rooms.

Applying for Use of Meeting Rooms

1. The Library Director or designee will approve or disapprove the application. If received by mail, a confirmation and appropriate forms will be mailed to you.
2. The authorized individual reserving the room must be eighteen (18) years of age and show valid governmentally issued identification.
3. No person(s) or group may assign its reservation to another group.
4. The meeting rooms are available on a first-come, first-served basis. Library meetings take precedence over all other use. The library reserves the right to change meeting rooms or cancel use of meeting rooms by an outside organization if the Library Director determines the space is needed for Library purposes. As much notice as possible beforehand will be provided to the group(s) affected by a change.
5. Approval for use of meeting room or exhibit space is only confirmed once the Library Director or designee has signed the application form and full payment has been received.
Full payment must be made at the time of application. Checks should be made payable to the City of Goleta. Event dates will not be held or confirmed before an application is approved and payment received.
6. The Goleta Valley Library must be informed of any cancellations. Refunds will be given with written notice of cancellation at least seven (7) days prior to the event.
7. Permission to use the meeting rooms or galleries is not transferable.
8. Reservations may be made no more than three (3) months in advance. No group may consider the Library its permanent meeting place or use the Library as its mailing address.
9. Reservations are limited to a maximum of three (3) separate dates within a six (6) month period for a program/workshop series.

Fees for Use of Meeting Rooms

1. The fee for the use of the Multipurpose Room by non-commercial organizations for the first three hours will be \$57. Each additional hour will be \$25.
2. The fee for the use of the Multipurpose Room by commercial organizations for the first three hours will be \$134. Each additional hour will be \$62.
3. All meeting room fees are subject to the City's adopted User Fees and Charges Schedule. Please see the City's User Fees and Charges Schedule for additional information.

Attachment 5

Goleta and Santa Ynez Valley Libraries
Library of Things Borrowers Agreement



GOLETA & SANTA YNEZ VALLEY LIBRARIES
Library of Things
Borrower's Agreement and
Use Policy

The purpose of this Borrower's Agreement and Use Policy (the "Agreement") is to allow patrons of the Goleta and Santa Ynez Valley Libraries (the "Library") to borrow 3-dimensional things (the "Thing(s)") from the Library.

Description of Thing(s) Borrowed: _____

In borrowing the Thing(s) described above, the Patron agrees to borrow the Thing(s) subject to the conditions below:

1. Patrons must be age 18 or over to borrow items from the Goleta and Santa Ynez Valley Libraries' Library of Things ("Library of Things").
2. By taking possession of any item, the Patron is certifying that they are capable of using that item in a safe and proper manner.
3. All Things borrowed are to be returned to the same Library from which those items were borrowed by close of business on their due date. Items may be returned only during the same Library's open hours and may not be returned in the book drop.
4. All Things have a lending period of 21 days.
5. Things not returned shall be deemed severely delinquent if not returned 4 weeks from the due date. The Patron will be held responsible for the full replacement cost of the Thing(s) borrowed.
6. Things may be reserved by Goleta and Santa Ynez Valley Libraries patrons in advance using the Library's online catalog. Patrons will be notified when reserved items become available and have 10 days to pick them up.
7. Patrons may request to renew the check-out period of items. If the renewal request is granted by the Library, the item may be returned on the return date provided in the renewal without incurring late fees.
8. The Patron agrees that the Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed Things and is not responsible for any other defective conditions of the borrowed items.
9. The Patron agrees the Library is not responsible for any loss of data or other loss while using the item.
10. The Patron agrees to use the Thing for its intended purpose.
11. The Patron agrees that if any borrowed Thing becomes unsafe or in a state of disrepair, the Patron must immediately discontinue its use and notify the Library of the issue upon return. The Patron shall be liable for all damages resulting from Patron's knowing use of an item which is unsafe or in a state of disrepair.
12. The Patron agrees to report any damage to the Library immediately. The Patron also agrees to pay for the loss or damage to any Thing and further agrees to accept the Library's assessment of the condition of items and to further agree to the Library's assessment of fair restitution for damage, soiled condition, delinquency in returning the Thing, and/or loss of items in part or in total. This restitution amount could equal the full replacement cost of the item. However, Patron is not responsible for costs of normal wear and tear.

13. The Library reserves the right to refuse the loan of any Thing at its discretion.

I state that I have read and fully understand the Agreement, and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges and/or legal action against me. In consideration of being permitted to borrow the item(s), I hereby voluntarily waive, release, and discharge and hold harmless the Goleta Valley Library, its respective successors, assigns, officers, agents, employees, and volunteers (hereafter referred to as "Releasees") from any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages for death, personal injury, or property damage and from any all liabilities, damage, injuries, action or causes of action either at law or in equity, whether caused by any defect in the Thing, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing the item.

I have read and recognize that by signing this form, I am relinquishing any and all claims against the Goleta and Santa Ynez Valley Libraries.

Signature of Patron _____ Date _____

Name of Patron (print) _____