



TO: Mayor and Councilmembers

FROM: Carmen Nichols, Deputy City Manager

CONTACT: Allison Gray, Library Director

SUBJECT: Adoption of Library Policies

RECOMMENDATION:

- A. Review and adopt the Goleta Valley Library Rules of Conduct;
- B. Review and adopt the Goleta Valley Library Patron Suspension Policy;
- C. Review and adopt the Goleta Valley Unattended Children Policy;
- D. Review and adopt the Goleta Valley Library Americans with Disabilities Act Service Animal Policy;
- E. Review and adopt Goleta Valley Library Display Case Policy;
- F. Review and adopt the Goleta Valley Library Rules of Use of Meeting Rooms Policy;
- G. Review and adopt the Goleta Valley Library Collection Development Policy;
- H. Review and adopt the Goleta Valley Library Staff Use of Library Materials Policy;
- I. Review and adopt the Goleta Valley Library Lost and Found and Abandoned Property Policy; and
- J. Review and adopt The Goleta Valley Library 3D Printer Policy.

BACKGROUND:

Libraries must have strong policies in place in order to protect patrons, staff, and the City. These policies cover topics such as 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, and how librarians select the items they purchase. These policies are based on laws that govern public libraries, and where possible, specific Government Code sections are cited.

Normally, public libraries have policies in place that are approved by the members of their Board of Trustees. However, at this time it appears unlikely that the Goleta Valley Library Board of Trustees will be established in time for the July 1, 2018 library takeover date. Therefore, it will be necessary for the City Council to approve the policies that must be in place prior to the transference of Library management.

Many of the proposed policies were adapted from those created by the Santa Barbara Public Library management and they have worked well for many years at the Goleta Library. Others are new, covering topics that were not addressed under the Santa Barbara Public Library management, for example, public use of 3D printers. The policies in this report will not be the only policies brought before the City Council for adoption; there are additional policies that are being refined which will be brought to Council at a future date.

DISCUSSION:

Four policies directly address expectations for library users' behavior. Most important is the Rules of Conduct policy (Attachment 1). 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 Patron Suspension Policy (Attachment 2) supports the Rules of Conduct and offers suspended patrons an opportunity for a hearing for reconsideration of their being banned from the facility for a lengthy period of time. The Goleta Valley Library Unattended Children Policy (Attachment 3) carefully describes the rules for which children may be in the Library without an adult or responsible older child. The Americans with Disabilities Act Service Animals Policy (Attachment 4) is important because it explicitly states what animals are allowed in the Library facility.

Two additional policies address the Library's wish to extend opportunities for local organizations and individuals to publicize their agencies' work via use of the library's facilities. The Library Display Case Policy/Form (Attachment 5) ensures equal opportunity for as many local organizations as possible. The Rules for Use of Library Meeting Rooms (Attachment 6) educates those who rent Library meeting space about what is and isn't allowed.

Library materials are the focus of three very important policies. The first is the Collection Development Policy (Attachment 7) which educates the public about the processes librarians use to select the materials purchased for the circulating collection. The Reconsideration of Materials Form provided in the policy explains the process for a patron to complain about a specific item in the collection. The Collection Development Policy usually gives staff the evidence to explain why every item belongs in the collection. Finally, the Staff Use of Library Materials Policy (Attachment 8) ensures that staff do not receive any special access to materials before patrons do.

To conclude, there are two unconnected policies that need approval. First, the Lost and Found and Abandoned Property Policy (Attachment 9) elucidates the process by which lost items are handled. The 3D Printer Policy (Attachment 10) is necessary to prevent anything illegal or distasteful from being printed, while still providing 3D printing access to teens and adults.

All of these policies are either currently in place or are based on ones in place in other jurisdictions and have been thoroughly vetted by the Library Director and reviewed by the City Attorney. They need to be approved and in place by July 1, 2018.

FISCAL IMPACTS:

There are no fiscal impacts associated with the adoption of the recommended Library policies.

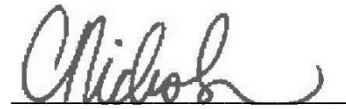
ALTERNATIVES:

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 safe library as of July 1.

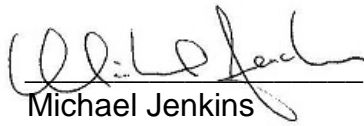
Reviewed By:

Legal Review By:

Approved By:



Carmen Nichols
Deputy City Manager



Michael Jenkins
City Attorney



Michelle Greene
City Manager

ATTACHMENTS:

1. Goleta Valley Library Rules of Conduct
2. Goleta Valley Library Patron Suspension Policy
3. Goleta Valley Library Unattended Children Policy
4. Goleta Valley Library Americans with Disabilities Act Service Animal Policy
5. Goleta Valley Library Display Case Policy
6. Goleta Valley Library Rules for Use of the Meeting Rooms
7. Goleta Valley Library Collection Development Policy
8. Goleta Valley Library Reconsideration of Materials Form
9. Goleta Valley Library Staff Use of Library Materials Policy
10. Goleta Valley Library Lost and Found and Abandoned Property Policy
11. Goleta Valley Library 3D Printer Policy

ATTACHMENT 1:

Goleta Valley Library Rules of Conduct



Policy No.: GVL-001
Approved Date: 06/05/2018
Revised Date:

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

PROHIBITED CONDUCT

Prohibited conduct will result in immediate removal from the Library. Prohibited conduct includes but is not limited to all 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; damaging or destroying Library property; and stalking, bullying or intimidating another person. No activities that disturb other patrons' use of the library are allowed.

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 will have their Library privileges suspended for up to one year, depending upon the severity of the situation. The Library reserves the right to limit the size and number of items brought into the Library.

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. Using harassing or insulting language.
3. Personal items must be attended to at all times. 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.
4. Failing to wear shirt/top, pants/skirt, and shoes.
5. Leaving children under the age of eight (8) unattended by a parent or authorized person age 14 or older.
6. Blocking Library entrances or exits with personal property (i.e., bicycles, strollers, etc.) or leaving animals unattended anywhere on Library Property.
7. Entering the Library with animals other than service animals authorized by law.
8. Entering the Library with bicycles.
9. Riding skates, roller shoes, scooters, skateboards, or other similar devices anywhere on Library Property.

10. Smoking.
11. 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.
12. Unreasonable use of restrooms, including laundering, bathing, and shaving.
13. Possessing, consuming, or being under the influence of alcohol or illegal drugs.
14. Drinking, except for nonalcoholic beverages with a secure top.
15. Eating, except in Library designated areas.
16. Disturbing or annoying anyone with loud and/or unreasonable noise, including but not limited to using electronic equipment or mobile telephones at a volume that disturbs others.
17. Petitioning, soliciting or selling merchandise or services without written permission from the Library Services Manager or designee.
18. Refusal to follow reasonable direction from Library staff.
19. Exhibiting offensive body odor or personal hygiene that interferes with another patrons' ability to use the Library.
20. Carrying weapons of any type.

If you observe anyone violating any of these rules of conduct, please inform City staff. Any patrons displaying these behaviors will be addressed by City staff and may be subject to suspension from the Library.

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

ATTACHMENT 2:

Goleta Valley Library Patron Suspension Policy



Policy No.: GVL-002
Approved Date: 06/05/2018
Revised Date:

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:

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 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 the day.
THIRD VIOLATION:	Library privileges suspended for seven (7) days.
FOURTH 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 their being asked to leave for the day.

II. SUSPENSION - 1-DAY

1. If the patron continues disruptive behavior either the same day or another day, authorized library staff will reaffirm all previous conversations with the patron regarding the behavior and instruct the patron to leave the facility for the day. Library patrons who feel the treatment is unfair will be offered the name and telephone number of the next ranking library staff member so that they may communicate their concerns.
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 Library Administration.

III. SUSPENSION - 7-DAY

A seven (7) day suspension will be issued if a patron continues to display disruptive behavior only after receiving a one (1) day suspension. 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 a patron has been issued a one (1) day suspension for disruptive behavior and if disruptive behavior continues either during the suspension period or afterwards, a patron will then be suspended for seven (7) days.
2. When a decision is made to suspend a patron for seven (7) days or more, authorized staff must complete the "Notice of Suspension" document.
3. A copy of the Notice of Suspension must be provided to the patron.
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 completed 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. 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 will not be offered a formal hearing process for seven (7) day (one week) suspensions. However, the patron will be given the name and phone number of the appropriate Library Director or designee, so that he or she may

communicate his or her concerns by telephone or by submitting an appeal in writing within one working day of receiving notice of the suspension.

8. The appeal will be reviewed by the Library Director or designee within one working day of submittal. If by a preponderance of the evidence it is determined that the suspension is unwarranted, the suspension will be withdrawn. The patron may call the Library Director at (805) 562-5502 one working day after submitting a written appeal to determine the status of the suspension.

IV. 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 Director or designee will complete a "Notice of Suspension" document.
3. A copy of the Notice of Suspension must be provided to the patron.
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 notice of suspension 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 Suspension Hearing Panel. The Suspension Hearing Panel will be comprised of the Library Director and/or the Supervising Librarian and the Deputy City Manager, or his/her designee.
7. To receive a hearing before the Suspension Hearing Panel, the patron must request a hearing, in writing, within three (3) working days of receiving notice of the suspension. 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. All hearings are held at the Goleta Valley Library. A parent or guardian must accompany a minor (under the age of 18) to the hearing.
9. The decision of the Suspension Hearing Panel on appeal is final.

V. SUSPENSION – 7 MONTHS OR LONGER:

1. If a decision is made to suspend a patron for longer than six (6) months, the Library Director or designee will complete a "Notice of Suspension" 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 Notice of Suspension must be provided to the patron.
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 Notice of Suspension.
5. Any patron suspended for more than six (6) months has the right to a hearing with the Suspension Hearing Panel. The Suspension Hearing Panel will be comprised

of the Library Director and/or a Library Services Manager(s), and Deputy City Manager, or his/her designee.

6. To receive a hearing before the Suspension Hearing Panel, the patron must request a hearing, in writing, within ten (10) working days of receiving notice of the suspension.
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 Suspension Hearing Panel 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: _____

Father: _____

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:

*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 3:

Goleta Valley Library Unattended Children Policy



Policy No.: GVL-003
Approved Date: 06/05/2018
Revised Date:

GOLETA VALLEY LIBRARY

UNATTENDED CHILDREN POLICY

PURPOSE

The City of Goleta welcomes families and children of all ages to the Goleta Valley Library. The City strives to provide a safe and appropriate environment for all library patrons. Library staff are committed to helping children find materials, planning programs that inform and entertain, and providing an environment that encourages study and exploration. Sharing this environment with other people requires that everyone abide by the Rules of Conduct established by the City Council.

Our Library is a public facility. Any public place may be unsafe for a child who is left unattended even for brief periods of time. In addition, our library facility is neither designed nor licensed to provide childcare and should not be used for this purpose. The City encourages parents to consider the safety and well-being of their children as well as the needs of other library users of all ages. Parents and other caregivers are solely responsible for the welfare and the behavior of children using the library. Library staff cannot assume responsibility for children's safety and comfort when they use the library.

AGE GUIDELINES FOR SUPERVISION

The library acknowledges that the maturity of children at different ages varies. These rules are subject to the discretion of City staff who may apply them to children other than the ages stated below if they deem necessary.

- Children age **five and younger** must be in close proximity and within sight and conversation distance of the adult responsible for their safety. Parents using computers are still responsible for the behavior of their children and should remain conscious of where their children are and what they are doing.
- Children age **nine and younger** must be supervised by a responsible caregiver age fourteen or older in the same service area at all times while they are in the library unless they are participating in a library program (see below). Caregivers (age fourteen and older) must be able to effectively supervise young children and be willing and able to provide contact information for a parent or guardian upon request.
- Children age **ten and older** are free to use the library's resources unattended provided that their behavior is not disruptive to other patrons and they are mature enough to follow library rules and observe proper conduct; otherwise they should be adequately supervised by a parent or responsible caregiver. Parents are still responsible for the actions and the well-being of their children. Children using inappropriate behavior may be asked to leave the library. If a child in this age group

UNATTENDED CHILDREN POLICY

Page 1 of 2

is not able to leave the library unaccompanied by an adult, he/she should not be in the library alone.

- Children of any age with mental, physical or emotional disabilities which affect decision-making skills or render supervision necessary must be accompanied by a parent or caregiver at all times.

If a child age nine (9) or younger is found to be unattended in any area of the Library (or an unattended child ten or older is found frightened, crying, or otherwise in distress), staff will attempt to locate the child's caregiver. If City staff cannot find the child's parent or caregiver, the Santa Barbara County Sheriff Department will be notified and asked to assume care of the child. All children should carry with them the phone number of a parent or caregiver who can be contacted in case of an emergency.

PROGRAMS

A child may attend a program in the Community Room (or Children's Area) by him/herself; however, the caregiver must be ready to meet that child promptly when the program ends. Staff does not monitor the arrival or departure of any child from a program or the building.

- During toddler story time sessions, parents/guardians are required to sit with their children in the story time area.
- During the preschool story time sessions, parents/guardians are required to remain in the library building. Parents are not required to sit with their children the entire time and may browse the collection if the children are comfortable with the parent doing so. However, parents are encouraged to participate in the stories and activities with their child(ren) during story time.

CLOSING TIME

When library staff observes unattended children on library premises at closing time, the staff member will ask the child if prior arrangements have been made with a parent or caregiver. If the caregiver has not arrived at closing, the Sheriff Department will be called and asked to assume care of the child. Library staff will remain with the child until the police officer arrives.

ATTACHMENT 4:

Goleta Valley Library Americans with Disabilities Act Service Animal Policy



Policy No.: GVL-004
Approved Date: 06/05/2018
Revised Date:

GOLETA VALLEY LIBRARY SERVICE ANIMALS POLICY

PERMITTABLE SERVICE ANIMALS

Only animals that are legally recognized as service animals are permitted inside the library.

A recognized "service animal" is a *dog* or *miniature horse* that is "trained to do work or perform tasks for the benefit of an individual with a disability... Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition." 28 C.F.R. § 35.104.

Acceptable work for service animals includes, *but is not limited to*: assisting those hard of hearing, vision, or equilibrium problems, non-violent protection or rescue, pulling a wheelchair, assisting individuals in seizures. Service animals in training are permissible.

ANIMALS THAT ARE NOT RECOGNIZED

Federal law does NOT acknowledge dogs as a crime deterrent or emotional support, well-being, comfort, or companionship.

EXCLUSIONS

Any animal posing a direct threat. Any legally recognized service animal that presents "a direct threat to the health or safety of others."

Uncontrollable & un-housebroken animals. If an animals' behavior rises to a level in which a person would also be asked to leave the premises, exclusion is allowable. Animals that demonstrate that they are not housebroken are also to be excluded.

Leash/Restraint requirements. Federal law requires the use of a leash or tether unless the handler's disability makes them unable to do so or the restraint would affect the animal's performance of its tasks.

ATTACHMENT 5:

Goleta Valley Library Display Case Policy

Goleta Valley Library Display Case Reservation Request

The Goleta Valley Library has the responsibility to provide the public with attractive, diversified exhibits and displays designed to introduce new ideas, broaden interest, and develop appreciation and understanding of the various facets of our culture. The Library Director, within the limits of this policy, will have final authority and responsibility for approving requests.

You may book the Display Case only once during a calendar year. Requests for cases in a calendar year will be accepted beginning July of the previous year. Organizations that have not had a display in the previous two years have priority. Requests from repeat organizations will be considered beginning August 1.

Nonprofit Organization

Request for Month/Year 2nd choice

Address

Contact Person

City State Zip

Telephone of Contact Person

Organization Phone

Email Address

Organization website or email

Contact's Address (if different)

Signed Date

City State Zip

Alternate Contact Phone

Display Contents: _____

FOR STAFF USE

Library Director Approval _____ Date _____

Month Booked _____

www.goletavalleylibrary.org

Goleta Valley Library, 500 N. Fairview Ave, Goleta, CA 93117

Phone: (805) 964-7878 - Fax: (805) 683-3721

ATTACHMENT 6:

Goleta Valley Library Rules for Use of the Meeting Rooms



Policy No.: GVL-006
Approved Date: 06/05/2018
Revised Date:

GOLETA VALLEY LIBRARY

MULTIPURPOSE ROOM RENTAL POLICY

PURPOSE

The purpose of the Library meeting room is to support the services, activities, and function of the Goleta Valley Library. The Goleta Valley Library provides public access to meeting rooms 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. Publicity notices promoting a meeting or event being sponsored by an outside group or organization must include the disclaimer: **"The Goleta Valley Library does not advocate or endorse the viewpoints of the meetings or meeting room users"**.
2. Publicity notices/program flyers promoting a meeting must be shown to the Library Director or his/her designee for approval prior to distribution to ensure the disclaimer is present.
3. Applicant wishing to put up displays or decorations must first obtain permission to do so. Items shall not be taped or tacked to painted walls.
4. Only library programs and library co-sponsored programs will be advertised on Library calendar and social media.
5. Flyers or notices relating to the meeting may only be posted on the Library community board by Library staff. 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. Applicant must be in attendance for the entire time the reservation is in effect.
2. For groups composed primarily of minors, applicant 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 sponsoring organization 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. 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 other than those that are library-sponsored.
8. Groups may show films when they present written proof that the group has public performance rights to show the film in the Library.

Public Access

1. Meetings and events must be open to the public with the exception of certain City, County, State, or Federal Government meetings. Doors to the meeting rooms must remain open at all times unless Library Administration agrees or requests to close the doors to reduce excess sound into the Library.
2. 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 may not be exceeded. Organizations using the Meeting Room are responsible for enforcing fire safety occupancy limits.

5. 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.
6. User 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 \$50. 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 \$125. Each additional hour will be \$60.
3. The fee for the use of the Conference Room by non-commercial organizations for the first three hours will be \$20. Each additional hour will be \$15.
4. The fee for the use of the Conference Room by commercial organizations for the first three hours will be \$50. Each additional hour will be \$25.
5. 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 7:

Goleta Valley Library Collection Development Policy



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 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.

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).

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, nationally recognized award winners, and a suitable rating from online review aggregators such as Metacritic and Rotten Tomatoes.

Audio Books. 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. Audio books for young children are selected in a "book and CD" format when available. Unabridged formats are the only ones purchased.

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.

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.

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. 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.

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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

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;

COLLECTION DEVELOPMENT POLICY

Page 4 of 9

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

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

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

ATTACHMENT 8:

Goleta Valley Library Reconsideration of Materials Form



GOLETA VALLEY LIBRARY

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Name: _____

E-Mail: _____

Telephone Number: _____

Address _____

City _____

Zip Code _____

Library Material to be Reconsidered:

☐ Book

☐ Periodical

☐ Audio

☐ DVD

☐ Other: _____

Author(s): _____

Publisher: _____

Title: _____

Copyright Date: _____

All materials in the collection of the Goleta Valley Library are carefully evaluated by the Materials Selection Committee, which is composed of experienced staff members. Books and other library materials are added to the collection in accordance with the Library's Collection Development Policy, which is available online. By completing this form, you will assist the library in maintaining a diversified, well-rounded, quality collection, designed to appeal to all ages and interests of the members of our community. Your comments are sincerely appreciated.

1. What did you find objectionable? Please cite specific passages or ideas.
2. Did you read, view, or listen to the entire work or a portion of the work? If not, what parts did you review?
3. What do you believe are the main ideas found in this work?
4. What are the good points about this work?
5. Are you aware of the reviews of this work made by critics?

Thank you. Your comments will be given careful consideration by the Materials Selection Committee and you will be contacted by the Library Director.

Signature: _____

Date: _____

ATTACHMENT 9:

Goleta Valley Library Staff Use of Library Materials Policy



Policy No.: GVL-009
Approved Date: 06/05/2018
Revised Date:

GOLETA VALLEY LIBRARY

STAFF PERSONAL USE OF LIBRARY MATERIALS

PURPOSE

Goleta Valley Library staff and volunteers are expected to abide by the policies and procedures that govern library material use for the general public. Staff/Volunteers must follow the following guidelines when using library materials and for their personal Goleta Valley library account.

POLICY

1. Library staff members who use/borrow Library materials must checkout library materials on a library card issued by a library jurisdiction within the Black Gold Cooperative Library System.
2. Library staff members must pay all standard fees incurred for fines, lost, or damaged materials.
3. Library staff may not clear fines or fees from their own account or from their family member's or co-worker's accounts. Library staff may accept payments for co-worker's accounts.
4. Library staff members may place requests on materials for themselves or for their family members. However, staff may not alter a position in the request queue for themselves, their family, or co-workers.
5. Library staff may not remove items from processing shelves, or use/borrow materials before they are made available to the general public.
6. Library staff may not remove or override a block, extend check out periods or renew items past the renewal limit for themselves, their family, or co-workers.
7. Library staff may not issue cards to themselves or to members of their families.
8. This policy extends to volunteers.

EXCEPTIONS

Exceptions to the above policy must be authorized by a staff member in a Supervising Librarian position or above.

AGREEMENT

1. All employees must read and sign this policy to indicate that they have read and understand this policy.
2. Supervisors are responsible for ensuring that the Library Department has on file a copy of the signed policy for each employee.

QUESTIONS

Questions or clarification of this policy should be directed to a Library Services Manager or Library Director

Print Name

Signature

Date

ATTACHMENT 10:

Goleta Valley Library Lost and Found and Abandoned Property Policy



Policy No.: GVL-010
Approved Date: 06/05/2018
Revised Date:

GOLETA VALLEY LIBRARY

LOST & FOUND POLICY

PURPOSE

The following procedures shall be followed in handling temporarily lost or intentionally abandoned property found at City facilities or on Library grounds in a manner consistent with state law, in particular, Chapter 4 of Title 6, Part 2 of Division 3 of the California Civil Code (2080-2080.10).

ABANDONED PROPERTY

Items found in the City's Library facilities or on Library grounds that have no apparent value shall be considered to be abandoned. This includes soiled, damaged, or vermin-infested personal items such as clothing or sleeping bags, perishable items such as food, or items, including toys, which are worn, broken, and unusable.

An exception to this rule is that backpacks, purses, wallets, or other objects containing personal documents are not to be considered abandoned unless they are heavily damaged or soiled. These items shall be considered Found Property of Value as defined below.

DISPOSITION OF ABANDONED PROPERTY

Abandoned Property will be discarded after one day in accordance with state Civil Code section 2080.7. Abandoned property shall be stored in a container at the Library until the next day, when the contents may be discarded.

FOUND PROPERTY

Property of any apparent value discovered in Library facilities or on Library grounds shall be considered found property.

PROCEDURES FOR DOCUMENTING AND STORING FOUND PROPERTY

1. City staff shall make all reasonable efforts to contact the owner of the found property.
2. City staff will check the Lost Property Log to see if the item has been reported lost. If so, the reporting party will be contacted if the item has been previously reported as lost (see Procedures for Lost Property Reporting below).
3. If it has not been reported lost, staff will add the item to the Found Property Log and complete a Found Property Tag and attach it to the item and place it in a storage bag if necessary.

4. A tracking number consisting of the date and a sequential number shall be added to both the tag and the Found Property Log. For example: 4-4-2018-1, 4-4-2018-2, etc.
5. Found property will be stored at a designated location at the Library if it appears to be worth less than \$50.
6. Found property which appears to be worth \$50 or more (Found Property of Value) shall be transported by a City employee to the law enforcement facility of the local jurisdiction for safekeeping in accordance with the requirements of state Civil Code section 2080.1. All cell phones, keys, wallets, purses, and back packs shall be considered Found Property of Value unless heavily damaged or soiled.
7. The designated City staff transporting found items to the local law enforcement facility will record the case number assigned to the item by the receiving officer and will add it to the Found Property Log entry for that item.

Santa Barbara County Sheriff's Department

Main Station

4434 Calle Real

Santa Barbara, California 93117

(805) 681-4100

Disposition of Unclaimed Found Property (item appears to be less than \$50 value)

1. Found property which appears to be worth less than \$50 will be stored at the Library for a minimum of thirty (30) days.
2. After thirty (30) days, such unclaimed property will be discarded.
3. Final disposition of such unclaimed property will be recorded on the Found Property log, along with the name, date, and signature of the authorizing staff person.

Procedures for Lost Property Reporting

1. When patrons report a lost item, staff will check the designated storage location for lost property and the Found Property Log.
2. If the reported item is not present, the staff member will enter the item in the Lost Property Log, noting date reported, property description, owner's name and phone number.
3. If property is found on the Log, and is stored at the Library, staff will complete releasing procedure below.
4. If property is found in the Log, but has been sent to the local law enforcement agency for storage, patron will be directed to contact that agency.

Procedures for Releasing Found Property

1. Claimant will provide a description of the property or other proof of ownership.
2. Claimant will provide identification. In the case of minors without identification, a parent or guardian shall provide identification.
3. City staff will enter the following information in the Found Property Log:
 - a. Describe the final disposition (released to owner).
 - b. Record the name and phone number of claimant.

- c. Obtain signature of claimant in appropriate space.
- d. Staff person authorizing release will fill in their name, then date and sign the Found Property Log.

ATTACHMENT 11:

Goleta Valley Library 3D Printer Policy



Policy No.: GVL-011
Approved Date: 06/05/2018
Revised Date:

GOLETA VALLEY LIBRARY

3D PRINTER USER POLICY

PURPOSE

In the interest of offering the community access to new and emerging technologies, the City will provide 3D printing as a staff-mediated service at the Goleta Valley Library. The 3D printer uses non-toxic print filament which is biodegradable and made out of a corn-based product.

POLICY

The City's 3D printers are available to all patrons (with preference given to children attending 3D printing programs) to create physical objects based on digital files and using City approved filament. The digital files can be designs a patron has created him/herself or designs a patron has obtained from another source and has permission to use.

1. The City's 3D printers may be utilized only for lawful purposes. Patrons shall not be permitted to use the City's 3D printers to create material that is:
 - a. Prohibited by local, state, or federal law;
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others;
 - c. Obscene or otherwise inappropriate; or
 - d. In violation of another's intellectual property rights.
2. The City reserves the right to refuse a 3D print request.
3. Cost. Individuals will be charged \$0.25 per 15 minutes of print time. The charge will be rounded down to the nearest 15-minute increment. This cost is subject to change based on the price of filament material.
4. Abandoned Print Jobs. Items printed from 3D printers that are not retrieved within seven (7) days will be disposed of. If the item is not picked up, the cost will be recorded as a fine on the patron's library record.
5. Only designated City staff will have "hands-on" access to operate the 3D printers.
6. The City is not liable for any malfunctions or misprints.
7. If there is high demand, the Goleta Valley Library has the right to schedule one (1) print per week per patron.

3D PRINTER USER POLICY

Page 1 of 2

PROCEDURES

The procedure for printing from the City's Dagoma 3D printers is as follows:

1. Design Creation.
 - a. Any 3D drafting software may be used to create a design. However, the file must be saved in .stl or .obj file format in order to complete a print job.
 - b. Digital designs are also available from various file-sharing databases such as Thingiverse.com and <https://cults3d.com/>.
2. Submitting a design for printing.
 - a. Patrons shall either email or bring their file (in. stl or .obj file format) (no larger than 25MB) to the Reference Desk during regular operating hours. Staff will review the file and if acceptable, add the request to the printing queue.
 - b. Patrons will be notified as to how much their print job will cost before the print job occurs. If they agree to the charge, staff will print the item. If not, the patron may retrieve their file if it was given in physical format.
 - c. If there is high demand, the Goleta Valley Library may choose to schedule only one (1) print per week, per patron.
 - d. The files will be readied for printing in the Dagoma software. City staff will review all files before printing.
 - e. Items may be retrieved at the Circulation Desk at the Goleta Valley Library. City staff will contact the patron by phone or email when the print job has been completed.
3. \ Procedures governing the use of the City's 3D printers are subject to change at any time.
4. There is no guarantee of anonymity. Submitted files may be observed by City staff and other patrons.



Goleta Valley Library 3D Printer Request Form

Patron Name: _____

Phone # _____ Email _____

Patron Library Barcode # _____

File Name: _____

File Size: _____

Preferred Color of Printout : _____ Second choice: _____

Method of Transferring File: Email [☐] Flash Drive [☐]

Approximate Time Print Job Will Be Available: _____

Approximate Cost: _____

Staff Member Name: _____ Date _____

Date/Time Job Completed: _____

Final Cost: _____

Patron Notified (date/time/method of notification): _____

Patron Pick-Up (date/time/payment collected): _____

Staff Member Name: _____