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POLICY PREFACE

The Apache Junction Public Library provides opportunities for the informational, educational and social needs of the community.

The Library strives to:

- develop and maintain collections responsive to identified needs of the community;
- organize and manage the collections to make them accessible and as easy to use as possible;
- make personal assistance available to all users in gaining access to the library's resources;
- inform the public about the full-range of library resources and services;
- be open and flexible to newly identified needs;
- be a popular environment that engenders civic pride.

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. Library users who violate the Apache Junction Public Library's policies may lose their library privileges and/or may be subject to other penalties allowable under the law. Illegal acts may be subject to prosecution by local, state, or federal authorities.

In compliance with City, State and Federal mandates, the following policies have been adopted.

MATERIALS SELECTION POLICY

The purpose of this document is to serve as a guide in the selection of books and other library materials for the Apache Junction Public Library in Apache Junction, Arizona. The policies stated herein shall not be considered unalterable regulations or restrictions, but may be amended when, in the judgment of library staff, such amendments will permit the addition of valuable material to the general collection. Written amendments to this policy must be approved by the Library Board of Trustees.

I. THE ROLE OF THE LIBRARY

- A. The library assembles, preserves, organizes, and offers guidance in the use of print and non-print materials, within the limits of space and budget restrictions, to all Apache Junction area residents regardless of race, creed, color, disabilities or political persuasion. Access to such materials will enable the people of the community to:
 - 1. Find reliable and current information and keep pace with significant ideas and progress in all fields of knowledge
 - 2. Become more familiar with their cultural heritage and with the history and literary heritage of Apache Junction
 - 3. Supplement formal study and encourage informal self-education
 - 4. Become more capable in their occupations
 - 5. Develop their creative capacities and increase their appreciation of the arts, literature and sciences
 - 6. Become enlightened citizens
 - 7. Make such use of leisure time as will promote their personal and social well-being
- B. The library sponsors and co-sponsors programs that help fulfill the above listed aims.
- C. The library attempts to provide materials and offer services of use to community organizations, business firms and government agencies operating within the City of Apache Junction.
- D. The library cooperates with other agencies within and without the community to realize its aims more fully. These agencies include but are not limited to the following:

1. Local schools and educational facilities in other localities which offer courses of study to residents of the community in order to:
 - a. Encourage good reading habits.
 - b. Orient people in the proper use of the library
 - c. Help meet the supplementary reading needs of students in elementary, secondary, college and adult education classes.
 2. Other libraries that can through their resources provide information not immediately available at the local library level or, conversely, for whom the Apache Junction Public Library can provide information. Particular emphasis on inter-county cooperation will be given by the library staff.
- E. The Apache Junction Public Library and its Library Board view as guidelines the Library Bill of Rights and the Freedom to Read statement adopted by the American Library Association. Copies of these documents are appended to this policy statement.

II. RESPONSIBILITY FOR SELECTION

The responsibility for selection lies with the professional staff of the library. Other staff members, as well as members of the general public, may make recommendations for consideration. The ultimate responsibility for book selection rests with the Director of the Library who operates within the framework of policies determined by the Library Board of Trustees.

III. STANDARDS FOR SELECTION

- A. Selection decisions will be based on some of the following criteria:
1. Positive reviews in recognized reviewing sources
 2. Inclusion in lists of recommended books for public libraries or other authoritative bibliographies
 3. Direct examination of the work for content, format, and ease of use
 4. Patron request and/or popular demand
 5. Price
 6. Relationship of the work in question to the existing collection
 7. Authoritativeness of the work
 8. Contemporary importance or permanent value

9. Meets library standards of physical and technical excellence
 10. Availability of material in other nearby locations, especially if of a specialized subject area having limited appeal
- B. The library will attempt to represent all approaches to public issues of a controversial nature. The library does not promulgate particular beliefs or views, nor is the selection of any given book equivalent to an endorsement of the author's accuracy or viewpoint. If a scarcity of information in a particular subject area exists, material in that area may be selected, even though it does not meet the usually applied standards.

IV. RESPONSIBILITY FOR DESELECTION

In accordance with space and efficiency requirements of the facility and recognized standards for weeding library materials, guidelines, as outlined in the Library Procedures Manual, will be used for permanent removal of items from the library's cataloged collection. The Library Director will make the final decision concerning removal or retention of items.

V. SCOPE OF COLLECTION

The Apache Junction Public Library collects materials for adults that includes fiction and non-fiction books, local history materials, pamphlets, maps, large print materials, audio materials, video materials, reference sources, paperbacks, periodicals, electronic resources and multimedia as budget and space permit.

A. FICTION

The library will attempt to maintain a good selection of current fiction with the maintenance of the classic fiction collection. The fiction collection will be open to all patrons. Parents will have the responsibility of determining what their children should or should not read.

B. NON-FICTION

The library attempts to hold up-to-date information in all areas of knowledge. On issues of a controversial nature the library attempts to provide a variety of viewpoints and a balance of opinions. The Dewey Decimal System is used to classify non-fiction materials.

C. REFERENCE

Books and materials designed for reference work are located in a special area for use by patrons and the library staff. Most reference materials do not circulate.

D. ARIZONA COLLECTION

The library makes a special effort to collect history and Arizona materials. These are shelved in a special collection according to the Dewey Decimal System. Superstition Mountain materials will have a non-circulating copy kept ON RESERVE.

E. MATERIALS FOR THE VISUALLY CHALLENGED

For our patrons with a visual impairment, the library provides a collection of fiction and non-fiction books in large print. The library also participates cooperatively with the State Library's Talking Books program. The public library can arrange for a qualifying patron to use this free service which provides recorded books and periodicals. A limited number of fiction and non-fiction titles are on hand to start a patron in the Talking Books program.

F. PAPERBACK BOOKS

Due to the popularity of the paperback format and for price considerations the library maintains a large selection of paperbacks. They are circulated just like any hard cover book.

G. VERTICAL FILE

Pamphlets, pictures, and clippings on a variety of topics can be found in the vertical file. As a rule, this material is for in-library use only. Materials in this collection are filed by subject.

H. PERIODICALS

In an effort to have access to current information on a variety of topics the library attempts to acquire a number of magazines and newspapers to supplement the book collection.

I. NON-PRINT MATERIALS

The library adds to the video, microforms, audio, electronic, and other multimedia collections as budget permits and need arises. A separate multimedia policy has been adopted by the Library Board. For additional information on multimedia materials, please refer to that policy.

J. COUNTY AND STATE MATERIALS

On loan to Apache Junction Public Library from the Pinal County Free Library and the State Library Extension Division are a variety of materials intershelved with the library's own collection and appearing in the library's catalog.

K. CHILDREN'S AND YOUNG ADULTS' COLLECTIONS

The library maintains special locations for children's materials and young adults' collections. Policies covering these areas of selection have been adopted by the Library Board. For further information on either of these areas please refer to the appropriate policy.

V. COMPLAINT PROCEDURES

The library recognizes the right of any member of the public to express negative opinions on the selection of any material the library holds. For this reason the Library Board has approved the following procedure to handle complaints in an impartial and factual manner. The library will review selection decisions regarding specific materials upon the completion of the Book Selection Inquiry form by the individual or group raising the objection. Copies of this form will be available at the circulation desk. The completed form will be returned to the Library Director for review by the staff. If the complaint is not satisfactorily resolved, the patron may petition a hearing before the Library Board by filing the request with the Library Director within 30 calendar days after the Library Director has made a decision on the complaint. The decision of the Library Board is final.

CIRCULATION POLICY

The Apache Junction Public Library, in an effort to establish fair and equal access to library materials, has developed the following circulation policy:

1. The requirements for obtaining a library card are listed in the Library Procedures Manual as approved by the Library Board of Trustees. In general, a library card will be issued at no charge upon request to:
 - a. All residents of Pinal County.
 - b. All individuals owning businesses within Apache Junction City limits
 - c. All individuals employed within Apache Junction (including the School District area)
 - d. All full-time students attending school within Apache Junction School District
 - e. All residents included in reciprocal borrowing areas or groups (as established by the Library Board)
 - f. All seasonal residents who meet the minimum length of stay requirement.

A library card will be issued for a fee to applicants not meeting the above conditions.

Lost or damaged library cards for all borrowers will be subject to a replacement fee as outlined in the Library Procedures Manual.

In applying for library cards, adult patrons assume responsibility for all charges assessed for lost, stolen, damaged or overdue items checked out on their cards.

Parents or guardians must assume responsibility for lost, stolen, damaged, or overdue items checked out on their minor children's cards.

2. The Loan Period for circulating library materials will be determined by the Library Board and posted at the circulation desk. A copy will also be placed in the Library Procedures Manual.

Bookdrops are available for returning library materials when the library is not open. Books returned to other libraries will be treated as overdue books if not returned to the Apache Junction Public Library by their due date.

3. Non-Circulation Materials may be used by the general public, but only within the confines of the library. These materials include:
 - a. Designated Reference books.
 - b. Periodicals stamped **DO NOT CIRCULATE**.

- c. The most current issues of all periodicals and newspapers.
 - d. Books marked "DO NOT CIRCULATE" which are restricted to library use because of the specialized nature or value of the material.
 - e. Vertical file materials.
 - f. Any microform materials.
 - g. Any book designated as "ON RESERVE".
4. The process of placing holds and notifications is a part of the Library Procedures Manual which will be located at the circulation desk.
 5. Patrons will be asked to observe the borrowing limit posted in the Library Procedures Manual as approved by the Library Board of Trustees.
 6. All charges on a patron's card including, but not limited to, assessments on damaged or lost items, must be paid before additional materials may be borrowed. No patron will be able to sign as responsible party for another's library card until all monies owed the library are paid in full.
 7. Interlibrary loan procedures and restrictions are outlined in the Library Procedures Manual as approved by the Library Board of Trustees.
 8. Should the Library decide to use a collection agency or service to retrieve overdue items [or collect other library charges](#), the patron will be responsible for any fees associated with that action.

All charges are set by the Library Board of Trustees. A current schedule of charges is available at the circulation desk.

YOUNG ADULT SERVICES POLICY

I. SELECTION OBJECTIVES

The Library recognizes the uniqueness of young adults and attempts to provide for the needs and interests of the age twelve to eighteen year old patrons through the collection of library materials geared toward the informational, educational, and recreational needs of the young adult.

II. RESPONSIBILITY FOR SELECTION

The responsibility for selection lies with the professional staff of the library. Other staff members, as well as members of the general public, may make recommendations for consideration. The ultimate responsibility for book selection rests with the Director of the Library who operates within the framework of policies determined by the Library Board of Trustees.

In so far as the Library Director deems practical, general selection principles will apply in choosing young adult print and non-print materials. Criteria include the ability, authority and soundness of the author's approach and attitude; the timelessness, importance and popular appeal of the subject matter; the needs of the collection and the price of the material.

Personal growth, career aspirations, social development, recreational reading, fads and hobbies are among the types of informational needs the library will attempt to meet through the hardback and paperback books, periodicals, and other media selected for young adults. The library's budget and space limitations will be major factors in determining the size and scope of the young adult collection. .

The responsibility for the reading of young adults rests with their parents or legal guardians. Materials in the adult collection and in reference will be open to all patrons. The adult collection will not be restricted by the possibility that young adults may obtain materials their parents consider inappropriate.

Locations and designations for young adult materials can be found in the Library Procedures Manual.

SERVICE OBJECTIVES

The library will attempt to provide some programming directed primarily to young adults and will encourage attendance at general audience programs deemed to be of interest to young adults. The library staff will demonstrate the use of library reference tools, will instruct in the use of the catalog and will provide assistance in locating materials on the library shelves as requested. The staff will not engage in actual research or homework assignments which are the responsibility of the young adult patron requesting assistance. The library will not attempt to provide textbooks

used in the school curriculum either in the collection or through interlibrary loan, although a book would not necessarily be excluded from the collection simply because it is a textbook.

The library recognizes the talents and resourcefulness of young adults. For this reason the library encourages teenagers to volunteer for work assignments in the library, and to submit book requests.

CHILDREN'S MATERIALS SELECTION POLICY

It is the desire of the Apache Junction Public Library to provide children in the infancy through early teen years a collection that can satisfy their informational, cultural and recreational reading needs. Primary emphasis is placed on the selection of a wide variety of print materials to help stimulate the child's intellectual, emotional and creative abilities and to help satisfy the child's natural curiosity about the world and his or her relationship to it. The library will add non-print materials for children as the budget allows.

I. RESPONSIBILITY FOR SELECTION

The responsibility for selection lies with the professional staff of the library. Other staff members, as well as members of the general public, may make recommendations for consideration. The ultimate responsibility for materials selection rests with the Director of the Library who operates within the framework of policies determined by the Library Board of Trustees.

II. SELECTION RESPONSIBILITY CRITERIA

Selection decisions may be based upon the following criteria:

1. literary and artistic worth
2. suitability of content and vocabulary to the age of the readers
3. contribution of the material to the balance of the total collection
4. emphasis on positive attitudes
5. provision of enjoyment thereby fostering an interest in reading
6. positive reviews in recognized reviewing journals or inclusion in authoritative lists of best books for children

The children's collection includes print and non-print materials to meet the general demands of the majority of children as well as books with special qualities which make them valuable to children with special needs, talents, problems or interests.

School curriculum demands may be considered in selection; however, it is not the intention of the public library to replicate or attempt to substitute for the school library.

Books in a series will be judged individually for merit and will be added only as they fill particular need.

Books on human development and sexuality are carefully selected based, in part, upon their simplicity and dignity of presentation.

Books which are recognized as children's classics and of considerable literary merit are included in the collection even though they may contain a word or phrase that is unacceptable to some members of the community.

Current books which are well-written and which authentically and meaningfully portray a period, incident, or way of life may be purchased despite the occasional use of an unacceptable term, provided the total impact of the book meets the standards set forth in this policy.

The responsibility for the reading of children rests with their parents or legal guardians. Materials in the adult collection will not be restricted by the possibility that children may obtain materials their parents consider inappropriate.

Locations and designations of materials for children can be found in the Library Procedures Manual.

It is the intention of the library to stimulate children's interest in reading through programs such as the summer reading program and story hours. The library staff cooperates with local schools, area nursery schools, day care centers and the Parks and Recreation Department of the City to further the objective of fostering a love of books and reading among children.

REFERENCE POLICY

The library recognizes the provision of reference service to its patrons as one of its chief functions. Because of the vast scope and specialized nature of reference materials the library staff realizes the impossibility of having the best and/or most recent information on every conceivable topic immediately available on the local level. For this reason it will be the goal of the library staff to:

1. answer the question from available sources or
2. refer the patron to a more appropriate resource to obtain the desired information or
3. initiate appropriate interlibrary loan procedures to obtain needed material or
4. refer the question to the county library or other appropriate information center for further investigation.

While it is the desire of the library staff to provide patrons with the requested information, there are limits which must of necessity be imposed:

- A. Patrons with legal questions will be directed to the Arizona Revised Statutes or other books on law that the library may have in its collection. In no instance will a librarian or other staff member attempt to interpret the laws for a patron. The law materials acquired by the library will generally be those suitable for a layman. Patrons with complicated law-related questions should seek competent legal counsel.
- B. Patrons with medically related questions will be directed to one of the standard medical reference books or to the general layman's medical collection the library holds. The library staff will not interpret medical information for the patrons.
- C. Patrons with questions relating to appraisal of value of an object or piece of property will be guided to any relevant materials the library might hold on the subject, but in no way will the library staff attempt to appraise any such object or offer opinions concerning possible value.
- D. The library's role in handling genealogy or heraldry questions will be that of directing the patron to the appropriate materials in the library's collection. Patrons will be referred to another agency where more materials on this subject are known to exist and where specialized assistance is available. The library will not attempt to do interlibrary loan for genealogy materials.

Library staff will make efforts to obtain requested telephone numbers to agencies such as governmental organizations, chambers of commerce or associations, but will expect the actual contact by telephone to be made by the patron asking for the information. Library

telephones will not be available for use by the public. Library staff will not as a matter of course make long distance telephone calls to answer patron requests.

Telephone patron requests are welcomed; however, when the library staff determines that the quantity of information requested is sufficient to warrant it, the staff member may ask the patron to come into the library to examine the material held on the subject. The staff will not read long passages from various sources, nor is it their place to synthesize or interpret information for the patron.

Because the library has a limited number of telephone lines, under most circumstances the caller will be asked to give a name and telephone number where he or she can be reached with the answer to the query posed, rather than being asked to hold. This is to insure the opportunity for other patrons to complete calls to the library, rather than being discouraged by a busy signal.

It will be the duty of the library staff person handling patron reference requests to guide the patron in the use of reference tools and in the location of materials on a given topic. It is not the responsibility of library staff to conduct research for patrons or handle interpretation of data for patrons.

The library staff wants to assist the patrons in finding exactly the right information needed. For this reason it is often necessary to ask questions of the patron to clarify the problem and determine an appropriate search strategy. This is not done to discourage the patron or to invade the privacy of the person with an inquiry. It is merely intended to provide the best possible answer in the shortest length of time. The staff considers no question to be too small or insignificant. We want to serve you if we can.

The library does perform on-line searching for requests when staff warrants its necessity. Library staff does not perform searches "on demand" due to limited resources, staff time and computer availability.

GENERAL DISCLAIMER

Library staff tries to provide the best service possible; however, materials in the library may not be accurate, complete, or current. Apache Junction Public Library disclaims any warranty of the accuracy, authoritativeness, timeliness, or usefulness of the information obtained from its reference services. Apache Junction Public Library shall have no liability for any direct, indirect, or consequential damages related to the use of the information contained in, or obtained through its reference services.

GIFT POLICY

Apache Junction Public Library actively solicits gifts of print materials, non-print materials and other donations to assist in the enrichment of the library's collection and the provision of needed equipment. Gifts will be accepted on the following conditions:

- A. that the Library Director or designee has the authority to make whatever disposition of the gift he or she deems advisable,
- B. that no restrictions as to placement or use are made by the donor, and
- C. that the library will accept no materials for deposit that are not outright gifts

A bookplate will be placed in a donated volume to indicate the donor and/or person being recognized by the gift upon the donor's request once the Library Director or designee has approved the volume for addition to the collection.

No material of any kind will be placed in the library without permission from the librarian.

Gifts such as real property and/or stock will be accepted if conditions attached thereto are acceptable to the Library Board and to the City Council. Prior to the acceptance of any cash gift exceeding \$1,000, the Library Director or designee will present the offer to the Library Board for its approval. The participation of the public through donations is an important enhancement of the well-being of the Apache Junction Public Library.

The library regrets that it cannot appraise gifts, but will upon request provide the donor with a statement describing the gift.

MULTIMEDIA POLICY

The multimedia collection may contain instructional, educational, children's, and classic film titles in a variety of video and/or audio formats.

SELECTION AND ACQUISITION

Selection of titles shall be guided by the same considerations and principles as the selection of printed material. Selection and ordering will be performed by library staff trained to handle acquisitions.

Some of the key criteria for selection include: communicates information effectively; is of good technical quality; has subject matter that is best served by the use of video as opposed to other media; is addressed to the individual user rather than dependent upon the aid of an outside instructor to convey its information; and generally stands alone as an information source.

The multimedia collection will center around, but not be limited to, how-to instruction, cultural and ethnic material, Arizona and Southwestern subjects, social issues, recognized classics, critically acclaimed material, and children's themes.

CIRCULATION/LOAN POLICY

Circulation procedures, checkout limits and charges for all video and electronic materials will be listed in the Library Procedures Manual. The Library is not responsible for damage caused to a patron's equipment through the use of the library's materials. Patrons' use of library resources is at their own risk.

Multimedia materials borrowed from the Apache Junction Public Library are not to be copied, sold, or rented by their recipients. Only those multimedia materials clearly marked as having Public Performance Rights can legally be used by a group or organization. It is the responsibility of the person borrowing multimedia materials to see that they are used in an appropriate manner in accordance with the copyright law. Any group or organization borrowing multimedia materials to use by a group or organization is responsible to pay performance fees and obtain appropriate permission from the producer to give a public presentation if the materials do not carry Public Performance Rights. Most multimedia materials are for home presentation only.

Rules governing the return of multimedia and any charges for loss or damage are included in the Library Procedures Manual as approved by the Library Board of Trustees.

In-Library Multimedia Use

The equipment provided for multimedia viewing may not be moved except with staff authorization. No additional equipment shall be attached to it by the patron. Disruptive behavior will terminate the patron's use of the equipment. If patrons are disruptive, they

will lose any additional time they have allotted to them. Disruptive patrons may be barred from using the Library's equipment and/or asked to leave the Library. Abuse or misuse of the equipment may bar a person from future use. The patron may also be billed for the cost to replace or repair the equipment. Copyrighted materials are protected by copyright law and may not be copied by patrons. Library users shall not, in accordance with applicable law, reproduce or distribute copyrighted materials without the permission of the copyright holder, except as permitted by the principles of "fair use". Responsibility for any copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use. Using the library's video viewing resources in ways that create a hostile environment for others will not be acceptable. Age restrictions for use may apply. Where applicable, the patron should review the Acceptable Use of Electronic Information Systems policy. Refer to the Library Procedures Manual for additional information regarding the use of equipment.

TELEPHONE USE POLICY

The telephones located in the public library are for library business, receipt of reference questions from the public and for convenience to the patron in gaining information about library programs and services. They are not to be used by patrons for conducting personal business or for social calls. A public pay telephone is located outside the library building for the use of the general public. If at all possible, both children and adults will be expected to use this telephone for any needed calls.

Should an emergency situation arise, (the definition of such an emergency to be defined by library staff and not the patrons) the staff may permit a phone call to be made on a telephone in the workroom. A desire on the part of an adult or child to save the charge on a telephone call will not be considered an emergency.

While it is true that taxpayers do fund the services of the Library, as they do all City services, no single taxpayer has the right to expect special treatment or services not afforded to others. Allowing patrons access to the library's telephones would undermine the purposes for acquiring the telephone service.

EQUIPMENT USE POLICY

City-owned equipment not available for public use includes but is not limited to: fax machine, telephone, overhead projector, video equipment, staff computers and staff typewriters. As City property, they will be loaned only to other City departments for City business or to the County Library but only at the discretion of the Library Director or individual left in charge of the Library in the Director's absence. Any other use is not permitted.

Multimedia equipment is an exception to this policy in that this equipment is for the convenience of the public. While the patrons are encouraged to make use of the computers and play-back units designated for public use, the equipment is still restricted to use within the library, and is not available for checkout.

The policy is designed to protect audio-visual and other equipment so that it will be available for its intended function of providing programs to the library patrons and to help staff perform their assigned duties. This policy is to insure that the equipment will be used in the manner it was originally intended at its purchase.

The Library Director may purchase equipment specifically designated and designed for off-site use by the public. Any restrictions, regulations, deposits, or procedures governing the use of the equipment by the public will be posted in the Library Procedures Manual and at the circulation desk.

UNATTENDED CHILDREN AND/OR DISRUPTIVE BEHAVIOR POLICY

POLICY STATEMENT: A parent who leaves children unattended in the library does so at his/her own risk. Library staff are not babysitters and will not supervise the child. The Library is a public building and as such cannot be considered a safe place to leave an unattended child. Parents are responsible for their children's behavior while in the library. Disruptive children who do not control their behavior within two warnings will have this policy enforced. Where "parent" is used in this policy it is to be understood that guardian is implied if appropriate.

CHILD LEFT UNATTENDED

1. Young children left unattended are often frightened and crying and should be gently approached and verbally reassured by the staff.
2. If it is determined that a child is lost or left unattended, a staff member should bring the child to the Head of Circulation who will try to identify and locate the parents or responsible adults:
 - a. Walk around the Library with the child, looking for the parent.
 - b. Page the child's parents using parent's name if known, or child's name if known. If no name is available, describe the child's physical appearance.
 - c. When the parent is located, explain firmly the library policy on unattended children.
 - d. If the parent is not found in the building, the staff member should call the police.
 - e. Under no circumstances shall a staff member or library volunteer take the child out of the building.

DISRUPTIVE BEHAVIOR

A. ATTENDED CHILDREN

1. Children who are being disruptive will be asked by staff to behave.
2. If the disruptive behavior continues after a second warning, a staff member should inform the parents that their child is disturbing others.
3. If the parents refuse or are unable to control the child, the family will be asked to leave.
4. If the family does not leave in a timely manner the police will be called.

B. UNATTENDED CHILDREN

If a child is unattended and is behaving in a disruptive manner:

1. The child will be asked to correct the behavior.
2. The staff member will give the child two warnings. If the child persists he/she will be asked for a parent name, phone number, and address.
3. After obtaining the child's and parents' names, attempt to locate the parents within the building. If located in the building, explain that the child is being disruptive and inform them of the library policy. If the parent refuses or is unable to control the child, the family will be asked to leave. If the family does not leave in a timely manner, the police will be called.
4. If the parent cannot be located within the building, the staff member will attempt to contact the parent through searching the database, phone book, etc., if the child has not provided the information. When the parent is contacted he/she will be told that the child is being disruptive, will be reminded of the library policy, and will be told he/she must pick up the child immediately. If he/she is unable to come immediately he/she will be told that the police will be called. Call the police if the parent has not arrived within half an hour.
5. If the parent cannot be contacted within half an hour, or if the library is closing, the police will be called.
6. If the parent cannot be located and the child leaves (e.g., to catch a ride), the staff member will then write the parent describing the disruptive behavior incident and informing the parent of the library policy.

LIBRARY STANDARDS OF ACCEPTABLE BEHAVIOR

Welcome to the Apache Junction Library. To better serve all Library users, the Library has established certain standards. You have been given this statement of policies because your behavior does not meet accepted Library standards. If you will modify your behavior, you are welcome as a Library user, otherwise, the Library must ask that you leave Library premises. If you refuse to leave, the police will be called.

The Apache Junction Public Library is supported by the taxes of the citizens of Apache Junction and they have the right to expect that the Library be clean, pleasant and safe.

The Library should be used as a pleasant place to read, to choose books and other materials, to attend film showings and programs, to watch puppet shows and listen to story times, and to request information from Library staff.

Unfortunately, the behavior of a few Library visitors creates problems. Behavior becomes unacceptable when it impinges on the right of others, impacts public health, could result in injury to oneself, be detrimental to the health and safety of others, or could result in damage to the building or equipment. Examples of this kind of behavior include but are not limited to:

- Abandonment/leaving of young children unattended
- Abuse/vandalism of library facilities or equipment
- Adding materials that have not undergone selection by the library staff
- Bathing/washing clothes
- Child abuse
- Chewing tobacco or rolling loose tobacco
- Drinking in areas not designated for drinking
- Eating in areas not designated for eating
- Exhibitionism/flashing
- Failure to wear shirt and shoes
- Gambling
- Harassment: physical, sexual or verbal abuse of other library users or of library staff
- Intoxication resulting from alcohol or drugs
- Loitering including refusal to leave at closing
- Obscene language
- Possession of alcohol or illegal drugs
- Prolonged crying or tantrums
- Sleeping
- Smoking
- Soliciting
- Unruly/offensive behavior
- Use of radios/TVs without headphones
- Use of wrong rest rooms
- Voyeurism/peeping

The following may not be brought into the library:

Dangerous weapons

Bedrolls/bed blankets

Birds/snakes/animals (except for use of a service animal by a person with a disability)

Members of the public shall be permitted to circulate election petitions outside of the building as long as they do not damage any property or interfere with pedestrian or vehicular traffic. The Police Department shall be contacted in the event of a disturbance.

Apache Junction Public Library

ACCEPTABLE USE OF ELECTRONIC INFORMATION SYSTEMS

I. INTRODUCTION

In line with its mission, the Apache Junction Public Library endeavors to develop collections, resources and services that help meet the informational, recreational and educational needs of the community it serves. It is within this context that the Library offers access to electronic information resources including computer equipment, programs, databases and the Internet.

By using the Library's computers the patron is agreeing to all the conditions set forth in this policy. The Apache Junction Public Library reserves the right to alter the provisions of this policy and to change the conditions of use of its electronic information resources, in accordance with its mission. The Library reserves the right to terminate or change, without notice, the nature of access to specific electronic resources, in accordance with its mission.

II. LIMITATION OF LIABILITY

The Apache Junction Public Library is not responsible for damage to any personal storage media, computer or equipment, or any loss of data or damage that might occur from a library user's utilization of the Library's electronic information resources and/or equipment.

The Apache Junction Public Library disclaims any warranty of the accuracy, authoritativeness, timeliness, or usefulness of the information obtained from its electronic information systems. The Apache Junction Public Library shall have no liability for any direct, indirect, or consequential damages related to the use of the information contained in, or obtained through, its electronic information systems.

As is the case with printed materials, materials accessed through electronic information systems may not be accurate, complete, or current. The library encourages users to evaluate electronic materials just as they do printed materials.

A. INTERNET ACCESS

In response to advances in technology and the changing needs of the community, Apache Junction Public Library offers access to the Internet. The Internet has a vast array of information not contained in the Library's own collections. While the Internet offers information that is valuable and enlightening, the user may also locate information that is controversial, offensive, disturbing, or illegal. The Internet contains sexually explicit material and other information resources that

one may personally find inappropriate. It also contains material that would be illegal to display in a public place pursuant to federal and state law. Not all sources on the Internet provide accurate, complete or current information. The library patron needs to be a good information consumer, questioning the validity of the information found.

The Apache Junction Public Library does not monitor and has no control over information available through the Internet and cannot be held responsible for its content, presentation, or use. The Internet is a global network with a highly diverse user population. Library patrons use it at their own risk.

Patrons who choose to use the Library's computer equipment are required to accept the terms of this Acceptable Use Policy. By electing to use the Library's computers for Internet access, the user acknowledges and understands the rules as well as the consequences for failure to follow such rules.

It is recommended that parents supervise their child's Internet sessions. As is the case anywhere in the Library, parents or guardians, not the Library staff, are responsible for their children and the materials they access. All individuals who wish to use the Internet at the Library must agree to the conditions of use prior to making use of the computers. The Library will post this disclaimer in a prominent location in the library.

B. LINKS TO INTERNET SITES

The Apache Junction Public Library, through its Internet home page and internal computer network, provides links to interesting and useful Internet destinations and resources for library users to explore. Due to the unregulated nature of the Internet, the Library cannot monitor the sites to which it links, nor any subsequent links, and cannot accept responsibility for the content or availability of those sites. It is not always possible to get to the places on the Internet the patron may want to go. There are many reasons, among them: too many Internet visitors, the host computer has closed or limited access from the outside world, the database or resource is licensed to a particular institution and therefore has restricted access, the host computer has changed its address or has closed down, or the library's Internet connection is temporarily inoperable due to technical difficulties.

C. USE OF COPYRIGHTED MATERIALS

The Apache Junction Public Library provides access to copyrighted materials, including copyrighted electronic materials. Responsibility for the consequences of copyright infringement shall lie with the library user. The Library expressly disclaims liability or responsibility resulting from copyright infringement by users.

D. COMPUTER “VIRUSES,” “WORMS,” AND “TROJAN HORSES”

Data, files or software downloaded from any source, including external computers, networks, and the Internet, may contain computer “viruses,” “worms,” or trojan horses,” that could be potentially harmful to the computer systems of Library users. In fact, any time one uses a disk in a computer other than his/her own, one risks getting a computer virus. Responsibility for identifying and eliminating viruses, worms, and trojan horses in data or files downloaded from the library’s electronic information systems shall lie with the user. The Apache Junction Public Library expressly disclaims liability or responsibility for damages resulting from viruses, worms, or trojan horses contained in transmissions, data, files, or programs obtained from or through the library’s electronic information systems. Patron use of any library equipment or media is at the user’s own risk.

The Library recommends that users maintain checking and scanning software on their own computers to identify and eliminate viruses in any data, files, or programs they obtain from external computers and networks.

III. RESPONSIBILITIES

A. ETHICAL USE

Library users who access the Apache Junction Public Library’s electronic information resources shall employ them in an ethical manner. Examples of unethical use include, but are not limited to the following:

- Violation of computer system security.
- Unauthorized use of computer accounts, access codes/passwords or network identification numbers assigned to others.
- Removing, reconfiguring, damaging or destroying computer hardware, software, and/or peripheral equipment and accessories.
- Using the Library’s electronic information resources in a manner that would unnecessarily impede the information gathering activities of others; such as monopolizing one or more computer workstations.
- Using the Library’s electronic information resources in ways that create a hostile environment for others.
- Violation of the privacy of other library users.

B. LEGAL USE

The Apache Junction Public Library's electronic information resources may only be used for legal purposes. (A.R.S. §13-3501, §13-3506, §13-3507, and §13-3508 *et seq.*)

Examples of illegal usage include, but are not limited to, the following:

- Harassment or stalking of other persons.
- Libeling or slandering of other persons.
- Violation of applicable local, state or federal law regarding the damaging, destroying, or altering without authorization any computer or electronic equipment, software, or data belonging to the Library, other persons, or other organizations.
- Violation of software license agreements.
- Infringement of copyrighted information.
- Disruption or unauthorized monitoring of electronic communications.
- Accessing of material that is illegal to display in a public place pursuant to federal and state law.

C. CONDITIONS OF USE

To ensure that the use of the Apache Junction Public Library's electronic information resources is consistent with the legal and ethical standards set forth in this policy, the following conditions of use shall apply:

- Library users shall not attempt to load, install, set-up, run, or execute any program or software not on the Library's computer workstations.
- The Library's equipment cannot be changed, disconnected, or rearranged by the public, nor can patrons attach additional equipment to the library's equipment.
- Printing is available. Refer to the fee schedule.
- Children too young to use equipment properly must be accompanied by a responsible adult.
- Library users shall not, in accordance with local, state or federal law, employ the Library's electronic information systems to access or display explicit sexual material.
- The library uses filters to help protect against access to visual depictions outlawed by the Children's Internet Protection Act, PL 106-554.
- Additional conditions of use can be found in the Library Procedures Manual as approved by the Library Board of Trustees.

IV. SANCTIONS

Library users who violate the Apache Junction Public Library's *Acceptable Use of Electronic Information Systems* policy, or who refuse to comply with the Conditions of Use will be removed from the Library and may have their library privileges revoked. Violations of the policies described above regarding the legal and ethical use of the Library's electronic information resources will be dealt with in a serious and appropriate manner. Illegal acts involving the Library's electronic information resources may also be subject to prosecution by local, state, or federal authorities.

Use of the Library's public access Internet stations to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material is prohibited. Violators of this policy will be removed from the Library and will have their library privileges revoked.

STAFF ASSISTANCE

Subject to availability of Library staff, assistance in accessing the Internet and information on search techniques and other general information is available upon request. However, Internet users should seek the assistance of computer professionals for technical assistance and the meaning of computer jargon, state-of-the-art hardware, and other in-depth instruction on software use.

ACKNOWLEDGEMENTS

The Apache Junction Public Library gratefully acknowledges the guidance given by the "Acceptable Use" policies of the Tempe and Glendale Public Libraries that were used as models for this policy.

The Apache Junction Public Library shall make available both electronic and paper copies of this policy.

LIBRARY PROGRAM USE POLICY

I. PURPOSE

The Apache Junction Public Library is a public educational, cultural and entertainment facility. As such, many programs under library sponsorship are offered in the program room. To maximize facility use, while reserving priority use by the library, the room is made available to other City Departments, governmental agencies, and public educational institutions under the following guidelines.

II. POLICIES

- 1) All library programs will have priority over non-library programs.
- 2) No meetings will be allowed in the library if there is any commercial intent or solicitation for profit or sales from the group or organization holding the meeting.
- 3) Requests for use of library facilities should be arranged at least ten days prior to the requested time; signed responsibility forms should be completed and returned to the Library Director by one week before the meeting.

The Library Board of Trustees grants the right of approval for use of the library's program room to the Library Director.

- 4) Non-profit groups using the library facilities may be allowed to collect internal dues, provided it is not with commercial or profit-making intent.
- 5) No library services, facilities or materials may be used for fund raising without the express consent of the Library Director. Use of library audio-visual equipment requires permission of the Library Director.
- 6) Organizations using library facilities are financially responsible for damages to such.
- 7) Organizations using library facilities are responsible for all clean up work and or costs resulting from such use. No storage of equipment, supplies or materials will be permitted.
- 8) A use charge is made so the cost of making the room available will be shared by those using it. Ask at circulation desk for a copy of the fee schedule.
- 9) The use charge along with a cleaning deposit must be paid at the time the key is picked up. The cleaning deposit will be returned when the key to the room is

returned if, after inspection, the room is found to be clean and there is no damage-
-the door has been locked and the lights have been turned off.

- 10) Smoking is restricted to the designated smoking areas which are the library and community center patios. Alcoholic beverages are not allowed in the building at any time. Use of illegal drugs is also prohibited.
- 11) User organizations, except Friends of the Library and City-related groups, must provide proof of current liability insurance.
- 12) Organizations using the program room must agree to hold the City of Apache Junction free of responsibility and without harm for any personal injury or damage of equipment, as a result of the use of the library facilities (see application for use form).
- 13) The key for the program room must be returned to the Library immediately after each meeting, or no later than 10:00 a.m. the following morning after a night meeting lasting later than the Library's closing time.
- 14) Maximum occupancy is posted in the program room.

LIBRARY DISPLAY POLICY

I. PURPOSE

The Apache Junction Public Library has limited display and bulletin board facilities and limits its display areas to use by the library, other City Departments, governmental agencies, and public educational institutions under the following guidelines:

II. POLICIES

- 1) All library displays will have priority over non-library displays.
- 2) Requests for use of library display space by one of the authorized agencies must be approved by the Library Director, or authorized person acting in that capacity in the absence of the Director, prior to displaying any materials.
- 3) Agencies using the Library for display are financially responsible for damages to Library property caused by the display.
- 4) Organizations using the display areas must agree to hold the City of Apache Junction free of responsibility and without harm for any personal injury or damage or loss of equipment or materials involved in the display as a result of the use of the library facilities.
- 5) The length of the display must be agreed upon between representatives of the agency doing any display and the Library's representative prior to placing any type of material in the library.
- 6) The Library is not providing a public forum through the use of its display areas, so it will not be available to members of the general public for any type of display request they might make.
- 7) In the course of planning Library displays, the library staff may call upon a group, organization, or individual to assist with a display by providing materials and/or help with arranging the display.

III. PROCEDURES

These policies will be adhered to by the Library Director to insure fair and efficient use of the Library display areas.