



Revised and Adopted: 6 May  
2016

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## **1. MISSION STATEMENT, PURPOSE, POLICY OBJECTIVE**

### **1.1. MISSION STATEMENT**

1.1.1. The mission of the Garland Public Library is to provide library materials and information services to promote literacy and encourage lifelong learning through the discovery of new ideas, the power of information, and the joy of reading.

### **1.2. PURPOSE**

1.2.1. The purpose of the Garland Public Library Collection Development Policy is to guide staff in making decisions about the selection, management, and preservation of materials, as well as the allocation of budgets for acquisitions. This policy also informs the public about the rationale used for building the library collection and it reinforces the library's commitment to the principles of intellectual freedom and open access.

### **1.3. POLICY OBJECTIVE**

1.3.1. The Collection Development policy is designed to support the library's mission and service priorities. The library strives to maintain a diverse collection of materials in various formats to serve its patrons regardless of their age, national origin, race, gender, sexual orientation, background, political or religious views.

1.3.2. In its selection and inclusion of materials, the Garland Public Library incorporates the principles embodied in the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement.

## **2. COLLECTION DEVELOPMENT**

### **2.1. CRITERIA FOR GENERAL SELECTION OF MATERIALS**

2.1.1. "Resources" as used in this policy means all copies, items, materials, and works provided for patron use. Resources include, but are not limited to print (e.g. books, magazines, newspapers), non-print (e.g. audio books, videos, software), and digital formats (e.g. databases, electronic books, internet information).

2.1.2. Resources are selected to meet the informational, educational and recreational needs of adults, young adults, teens, and children within our constituency. The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.



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- 2.1.3. The following principles may guide selection of library resources:
- Currency, accuracy and impartiality
  - Popular interest or demand
  - Suitability of subject, style, and level for the intended audience
  - Availability and suitability of format
  - Cost of the material
  - Value as a standard work or literary classic, timelessness or permanence of material
  - Physical durability, attractiveness, and technical merit of the format
  - Quality of writing, design, illustrations or production, readability, and style
  - Reputation of the author, publisher, or producer
  - Uniqueness or special features
- 2.1.4. Resources are selected within constraints imposed by availability, space, budget and format limitations. Circulation statistics, customer purchase requests, and hold levels (i.e. the number of requests for material currently checked out) are all closely monitored by the director.
- 2.1.5. Selection of print and non-print resources does not imply endorsement of opinions expressed within these resources by Garland City, the Garland Public Library, or the library's Board of Directors.
- 2.1.6. Resources for patrons are selected in accordance with the general selection criteria as listed in the Library Bill of Rights (Appendix A). Some contemporary material often deals graphically or frankly with all aspects of life and current social issues. These items may include controversial issues, scenes and subjects. In selecting materials for children, consideration is given to originality, accuracy and timeliness, imagination, graphic design, vocabulary, content, and format to the age of the reader.
- 2.1.7. Parent/Guardian Responsibility: The Garland Public Library recognizes what may be acceptable material to one parent/guardian may not be acceptable to another and endorses a policy which holds that the parent or legal guardian is the only person who may restrict his/her child's access to library resources on the basis of content.
- 2.1.8. Digital Resources are selected in accordance with the general material criteria and the Library Bill of Rights, (Appendix A). In addition, consideration is also made based on system compatibility, ease of use, scope of coverage, reputation of information supplier, frequency of updates, etc. Although the library highlights and directs users to digital resources supporting the library's



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mission and collection development policy, many of these resources in their entirety are beyond the control of the library.

2.1.9. **COLLECTION RESPONSIBILITY:** The library director is ultimately responsible for selecting materials operating under the policies determined by the Board of Trustees and the ALA Library Bill of Rights. Other staff members or those with more expertise in certain areas (e.g. LDS materials, medical, etc.) may be given responsibility for selecting materials as assigned by the director.

2.1.10. **CREW (Continuous Review, Evaluation, and Weeding)** The continuous review, evaluation, and weeding (CREW) method will be used at Garland Library. Using the acronym MUSTIE:

- M- Misleading: factually inaccurate
- U – Ugly: worn beyond mending or rebinding
- S – Superseded: by a new edition or by a much better book on the subject.
- T – Trivial: of no discernible literary or scientific merit
- I – Irrelevant: to the needs and interest of the library’s community.
- E – Elsewhere: the material is easily obtainable from another library.

2.1.11. Items will remain in the library if they are considered Archival (of historical or archival value, for use in library only), Reference Material (Non-fiction), Classics and other educational works. Items will be removed from library if there is no shelf space, and no or little circulation (under 4) check outs a year.

## 2.2. CHALLENGED MATERIALS

2.2.1. The library will consider patron objections to materials in the collection only when the objections are submitted in writing on the Statement of Concern Form.

2.2.2. The library staff will then review the material being challenged and the library literature will be researched to locate professional reviews of the material.

2.2.3. When a decision is made regarding the challenged material, a written reply will be made to the patron initiating the challenge within 14 working days after receipt of the Statement of Concern.

2.2.4. If the patron does not agree with the decision of the library staff, he/she may submit a request in writing to the librarian to have the material reviewed by the library board at the next scheduled meeting. The written reply of the board’s decision will be issued within 2 weeks after the board’s meeting. The board’s decision shall be final.



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2.2.5. While the challenged material is under review, there will be no change in the status of the resource in question.

2.3. Statement of Concern: Form to be filled out  
**STATEMENT OF CONCERN FORM**

**PLEASE READ THE MATERIAL SELECTION POLICY OF THIS LIBRARY**

Request initiated by: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Book \_\_\_\_\_ Display \_\_\_\_\_ Film \_\_\_\_\_ Program \_\_\_\_\_ Other \_\_\_\_\_

Title: \_\_\_\_\_ Author: \_\_\_\_\_

Do you represent: Yourself \_\_\_\_\_ Group \_\_\_\_\_  
(Name of organization or group)

1. To what do you object? Why? (Please be specific)
2. Did you read/see the material in its entirety? \_\_\_\_\_ If no, which parts?
3. Have you read the Garland Public Library's Collection Development Policy?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
4. What would you like the library to do about this work?  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature of Person with Concern: \_\_\_\_\_

Please return to Garland Public Library Attn. Library Director  
86 West Factory Street Garland, Utah 84312

2.4. DESELECTION OF MATERIALS CRITERIA FOR WEEDING AND DISCARDING

- 2.4.1. The following criteria are used in selecting materials for withdrawal:
  - Damage or poor condition



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- Number of copies in the collection
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest

## 2.5. DONATION POLICY

- 2.5.1. Persons frequently wish to donate items like books, pamphlets, periodicals, videos, and cassettes from their collections at home. The library is happy to accept these donated materials, but it reserves the right to use and dispose of such donations as it deems appropriate. In order to avoid misunderstanding about the disposition of the gifts, therefore, it is suggested that prospective donors read the following statement.
- 2.5.2. The library follows a carefully planned policy in accepting gifts. It reserves the right to decide whether or not the gift is to be added to the library collection.
- The book may be:
  - Damage or poor condition
  - Number of copies in the collection
  - Relevance to the needs and interest of the community
  - Current demand and frequency of use
  - Accuracy and timeliness
  - Local interest
  - A duplicate
  - Outdated
  - Of no reference or circulation value
  - In such poor condition that the cost to repair could not be justified
- 2.5.3. Donated materials that are useful but not needed are sold with the receipts added to the library's acquisition funds. Those materials not sold are disposed of in a manner the library deems appropriate. All donated materials that are received for library use or for fundraisers will remain property of the library. The use or distribution of these materials must be approved by the Library Director.
- 2.5.4. The library cannot appraise gifts or assign a monetary value to the donation. However, on request, the library can provide a statement describing the gift. The library cannot create special collections or provide separate shelving for donated materials due to space limitations.

## 3. SPONSORSHIP POLICY

- 3.1. The Garland Public Library appreciates support for library programs and services through community donations and sponsorships. Monetary gifts and donations may



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be accepted by the Garland Library Board and Garland Public Library employee's at the discretion of the Director. All library materials and furnishing donations shall comply with the Library's Donation Policy.

3.2. Tax receipts will be issued for cash gifts of \$25.00 or greater. The Garland Library Director will use all funds raised for the stated purposes that donations were requested for.

4. REQUEST FOR PURCHASE CONSIDERATION FORM: (Verbal requests are added to want list).

**REQUEST FOR PURCHASE CONSIDERATION**

Date:

**MATERIAL INFORMATION**

Title (book, magazine, etc.):

Author:

Adult Book: \_\_\_\_\_ Juvenile Book: \_\_\_\_\_ Fiction: \_\_\_\_\_ Non-fiction: \_\_\_\_\_

Publisher:

Price: \_\_\_\_\_ Copyright Date: \_\_\_\_\_

Source of Information:

Subject of Book:

**PATRON INFORMATION**

Name of Patron:

Patron Library Card Number:

Address:

Telephone Number: (\_\_\_\_) \_\_\_\_\_

Would you like to buy this item for the library? Yes  No

Comments:



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## 5. INTERLIBRARY LOANS

5.1. The interlibrary loan (ILL) service provides access to materials not available in our collection. In all instances the Interlibrary Loan Code for Utah will determine the library policy. In addition, the following rules apply:

- Interlibrary loan service is offered to all patrons of Garland Public Library holding a current active card.
- Except in unusual circumstances that must be approved by the librarian, requests are limited to three (3) in process requests per individual.
- Interlibrary loan service is generally a free service, but there may be a cost to the patron if the lending library charges a fee for the item. The patron must pay postage (\$3.00).
- Renewal requests are sent in time to reach the lending library no later than the due date.
- If the item is not returned on time, an overdue fine of \$1.00 per day will be charged.
- If the material is not returned by patron for one month (30 days) after the due date, the patron will be subject to a \$100 ILL service fee plus the price of the borrowed material.

## 6. Internet Safety Policy (Version 2.04)

- 6.1. It is the policy of the Garland Public Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate materials via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h) and Section 9-7-215 and 9-7-216 Utah Code Annotated, 1953 as amended].
- 6.2. Technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications and access to inappropriate information on all library computers connected to the Internet. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of materials deemed obscene or child pornography, or to any materials deemed harmful to minors. All library patrons are subject to the above restrictions. The staff will be allowed to disable or minimize



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- the restrictions for bona fide research on-line by adults. Steps will be taken to promote the safety and security of users of the Garland Public Library online computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications.
- 6.3. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking,” and other unlawful activities; and (b) unauthorized discussion, use and dissemination of personal identification information regarding minors.
  - 6.4. It is the responsibility of the Garland Public Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act. Administrative procedures for enforcement of this policy, by the Garland Public Library staff, have been adopted and are available for review at the Library. Procedures for patrons with complaints about this policy are also available for review.

## APPENDIX A.

### **LIBRARY BILL OF RIGHTS**

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

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





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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.

## APPENDIX B

Adopted: July 2015

# **Bear River Valley Consortium Device Policy**

## **I LAPTOPS & TABLETS**

**The Library's tablets, I-pads, and laptops may only be used in the Library. Removal of a Library tablet or laptop from the Library will be considered theft. All applicable laws will apply.**

### **Eligibility**

- Only Bear River Valley Consortium System cardholders, 18 years of age or older, may borrow a tablet, I-pad, or laptop. Parents may present their current library card for their teen's use of a laptop computer. Tablets may be checked out for a child's use with proper parent I. D. and constant supervision by the parent.
- If a child using a tablet is left unattended the parent may have their tablet and laptop privileges suspended.
- The borrower must present either: A) a valid driver's license; or B) another form of valid photo I.D. The I.D. will be held, with the borrower's library card, at the Circulation Desk until the tablet or laptop is checked back in by Library staff.

### **Loan Period and Availability**

- Tablets, I-pads, and Laptops can be checked out from the Circulation Desk for 2 hours.
- Tablets, I-pads, and Laptops may be renewed once for 2 additional hours. A patron may renew the item by coming to the checkout desk 15 minutes before item is due. If borrowers are late in returning a device their privileges may be suspended.
- Tablet, I-pad, and Laptop lending will end one hour before the Library closes. Tablet or Laptop must be returned 15 minutes before closing, to ensure adequate time for the Library staff to check equipment and accessories.



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- The borrower must remain at the Help Desk until all equipment has been checked to make sure that all pieces are accounted for and that no damage has occurred.
- Tablets, I-pads, and Laptops are available on a first-come, first-served basis and cannot be reserved.
- A cardholder may borrow only one tablet, I-pad, or laptop per day.

## Late Fees and Liability

The borrower is financially liable for any lost, stolen or damaged tablet, I-pad, or laptop. Fines and fees for tablets and laptops will be processed the same as fines or fees for other library materials.

<b>Description</b>	<b>Fines/Fees</b>
· For each day or fraction thereof that the tablet or laptop is overdue.	\$5.00
· Lost or damaged power cord.	Replacement cost + \$5.00 processing fee.
· Damaged tablet, I-pad, or laptop.	Repair cost (up to replacement cost) + \$20 processing fee.
· Lost or stolen tablet, I-pad, or laptop. (If tablet or laptop was stolen, the borrower is responsible for submitting a police report to the Library Director.)	Replacement cost + \$20 processing fee

## Limitations on Tablet and Laptop Use

- Borrowers who wish to print from a tablet or laptop should consult a librarian at the Information Desk.
- The borrower must not leave the tablet or laptop unattended. If a borrower must leave for a short time, the tablet I-pad, or laptop may be left with a staff member at the Circulation Desk with the understanding that the tablet's or laptop's check-in time will not be



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changed. If an unattended tablet or laptop is retrieved by a staff member, the borrower's privileges will be suspended.

- A borrower's files will be automatically erased from the laptop when it is shut down. Therefore, borrowers wanting to preserve their files should save them on a USB flash drive or e-mail the files to their own email accounts.
- Library staff may not be available to provide technical support.
- The Library assumes no responsibility for any damage to Library users' personal devices, software, files, and/or equipment.
- Tampering with Library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited. No software may be installed on the laptop.
- Limited filtering (blocking software) is used on the laptop computers. Tablets will be set up with child protection software.
- Borrowers are responsible for complying with all Library Acceptable User Guidelines for Internet Use, Internet Safety Policy and Code of Conduct Policy.
- The tablets, I-pads, and laptops may not be used to engage in illegal activities (i.e. Hacking, pirating, downloading illegal materials etc.) or to disturb other patrons. If asked to refrain, you must comply immediately. Failure to comply may result in loss of computer privileges.
- The Tremonton Library adheres to the Internet Use Policy, which is available at the Information Desk.

## II E-READERS

The Library owns two different e-Readers: Barnes & Noble Nook, and Amazon Kindle.

Our goal in starting this service is to offer you an e-Reader experience so you can make informed decisions should you decide to purchase one. You can decide whether this new technology delivers reading in a way that fits your lifestyle.

1. A Kindle or Nook may be checked out by a Bear River Valley Consortium Cardholder who is 18 years of age or older AND in good standing (no outstanding fines, fees, overdue or lost items) . The patron must present current proof of address (i.e., a driver's license or current utility bill) and sign a new Lending Policy and Agreement each time an e-reader is borrowed. Only one e-reader may be borrowed at a time per household or individual patron.
2. An e-reader can be checked out for a maximum of two weeks and must be handed directly to library staff when returned. DO NOT place the e-reader in the book drop or leave it unattended at the library's circulation desk. If an e-reader is returned using the library's book drop, the patron will be charged a \$25 fee for unnecessary risk to the device. The Library reserves the right to refuse service to anyone who abuses a device, is repeatedly late in returning the device or places the device in the drop box.



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3. E-Readers cannot be renewed. If there isn't a waiting list for an e-reader upon return, the returning patron may re-check out the device (with new agreement signed) after staff have conducted the full check-in process.

4. The overdue fine for any e-reader is \$5.00 per day, with a maximum fine of \$100.

5. If an e-reader is more than 30 days overdue, or is returned damaged, or device is lost, the patron will be responsible for replacement cost of the device and all accessories. \$200 for the kindle fire E-reader \$30 for kindle fire case \$125 for the Kindle e-reader, \$99.00 for the Nook e-reader, \$15 for the cover, \$20 for the cord and \$30 for the case.

6. **Patrons may not register the Nook at Barnes and Noble online or the Kindle at Amazon.com with a personal credit card to purchase items. Only items loaded at the Library, by Library staff, may be added to the Library e-readers. Failure to adhere to this policy will result in a non-negotiable \$50 fine to cover staff time in communicating with the vendor and re-setting the device registration.**

7. If a patron wishes to checkout eBooks from Utah Public Pioneer or from a free eBooks site such as Project Gutenberg or Google Books while borrowing an e-reader, the titles must be loaded by a librarian in order to preserve the device registration. The Patron must make an appointment with a library staff person or call the library in advance to have additional titles added to the device.

List of titles downloaded to device per patron request:

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8. The e-reader may not be loaned to anyone else besides the borrower who signs the agreement on the other side of this policy. **Do not allow children to play with this device.**

9. Please treat the e-reader with care, keeping it safe from liquids and from being dropped. Do not remove covers from devices; leave them on at all times. Do not attempt to clean the e-reader with any chemicals or liquid.

## **Bear River Valley Consortium Laptop, I-pad, and Tablet Liability Agreement**

Laptop Loan Rider

- I agree that Tremonton City Library or Garland Public Library shall not have any responsibility or liability for any claims relating to the loss, damage or interception of any



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information, data, work product, or other material viewed, searched or stored on the laptop or its accessories.

- I agree that Tremonton City Library or Garland Public Library shall not have any responsibility for liability for any claims relating to the use or functioning of the hardware or software included with the borrowed laptop and accessories.
- I understand that: The library's wireless network is not secure. Information sent from or to the laptop can be captured by anyone else with a wireless device and the appropriate software.
- Once the laptop is returned, all data I have saved on the hard drive will be lost.
- Library staff is not able to provide technical assistance and no guarantee can be provided that a wireless connection will be available at any given time.
- Tremonton City Library and Garland Public Library does not assume any responsibility nor shall it have any liability for the safety of the laptop configuration, security, or data files resulting from connection to the Library's network.

I agree to all terms and conditions listed in the Bear River Valley Consortium Laptop, I-pad and Tablet Liability Agreement and Guidelines, and acknowledge that I will pay all costs associated with any damage to, replacement of, or theft of any laptop or tablet computer and related equipment checked out under this agreement. Furthermore, I understand and agree that failure to follow all written guidelines of this program may result in fees and/or loss of future privileges.

Full Name (Last, First) \_\_\_\_\_

Valid Library Card Number \_\_\_\_\_

Local Address: City, State, Zip Code: \_\_\_\_\_

Home Telephone or Cell Phone Number:

\_\_\_\_\_  
Email Address (optional):

\_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

For Library Use Only

Patron Name & Card # \_\_\_\_\_

Date/Time checked out \_\_\_\_\_ Time due \_\_\_\_\_

Library Staff at check out \_\_\_\_\_ Library Staff at check in \_\_\_\_\_



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Computer # \_\_\_\_\_ Checklist OUT \_\_\_\_\_ IN \_\_\_\_\_  
Accessories Borrowed \_\_\_\_\_

For Library Use Only

Patron Name & Card # \_\_\_\_\_

Date/Time checked out \_\_\_\_\_ Time due \_\_\_\_\_

Library Staff at check out \_\_\_\_\_ Library Staff at check in \_\_\_\_\_

Computer # \_\_\_\_\_ Checklist OUT \_\_\_\_\_ IN \_\_\_\_\_

Accessories Borrowed \_\_\_\_\_

For Library Use Only

Patron Name & Card # \_\_\_\_\_

Date/Time checked out \_\_\_\_\_ Time due \_\_\_\_\_

Library Staff at check out \_\_\_\_\_ Library Staff at check in \_\_\_\_\_

Computer # \_\_\_\_\_ Checklist OUT \_\_\_\_\_ IN \_\_\_\_\_

Accessories Borrowed \_\_\_\_\_