

DOUGLAS COUNTY PUBLIC LIBRARY
COLLECTION DEVELOPMENT POLICY

Table of Contents:

I. Mission	2
II. Materials Selection Policy	2
Authority of Selection	
Selection Criteria	
Branch Library Collections	
Satellite Collections	
III. Controversial Materials	3
IV. Donations of Materials	4
V. Collection Maintenance	4
VI. Requests for Reconsideration of Library Materials	5
Appendices:	6
I. Library Bill Of Rights	
II. Free Access to Libraries for Minors	
III. Freedom To Read Statement	
IV. Freedom To View Statement	
V. Free Access to Libraries for Minors	
VI. Request For Reconsideration Form	

I. MISSION

The mission of the Douglas County Public Library is to provide a comprehensive collection of library materials, services, and programs with the support of qualified staff to meet the informational, educational, recreational, and cultural needs of all residents and visitors of Douglas County.

To support this mission, library materials are selected, organized and made accessible in order to anticipate and meet the needs of library patrons. As part of the DCPL Long Range Plan, the library endeavors to provide resources designed to stimulate imagination, satisfy curiosity, and create lifelong learners. The library provides access to content in print, multimedia, digital, and other formats to meet the needs of a diverse and growing community.

II. MATERIALS SELECTION POLICY

The purpose of the Collection Development Policy is to concisely state the criteria and responsibility for the selection and deselection of materials, and to provide a framework for procedures to be followed when patrons request materials be considered or reconsidered. The library encourages patrons to suggest items and subjects to be considered for the collection. Serious consideration is given to all requests.

The guiding principles and objectives of collection development and management are as follows:

- To provide resources and information which will enrich, entertain, and educate
- To help people learn new skills and improve literacy
- To increase social awareness and community involvement
- To preserve and support the free expression of ideas
- To provide free and equal access to materials and technology

The DCPL meets or exceeds the Minimum Public Library Standards of Nevada to maintain a collection appropriate to community needs.

The library selects materials, programs, and services in accordance with guidelines stated by the American Library Association in its **Library Bill Of Rights, Freedom to Read and Freedom to View** statements. (Appendices I, II, and III) The DCPL does not practice any form of censorship of library materials.

A. Authority of Selection. The authority for selection of materials is delegated to the Library Director by the Library Board of Trustees. The selections are made by the Library Director and the Director's designated staff who are qualified for this work by education, training, or experience.

B. Selection Criteria. All acquisitions, whether purchased or donated, are evaluated using the following criteria. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive. Neither the order of the general criteria nor the order of items in a list of specific criteria indicates relative importance.

- Present and/or potential relevance to community needs;
- Current, expressed, or anticipated demand;
- Review in one or more appropriate professional journals;
- Accuracy of content;
- Within limits of budgets for materials;
- Relationships to existing materials in the collection;
- Not available, or with limited accessibility, from other lending sources;
- Insufficient materials available on the same subject;
- Author or illustrator is local;
- Enhances a specific collection within the library;
- Literary and artistic merit.

C. Branch Library Collections. Typically, the main library in any system acts as the reference center for the system. Branch libraries maintain collections which specifically serve the residents of the geographic area in which the branch is located, to provide the most popular and requested materials to meet the needs of their immediate community. DCPL currently has two branches; Lake Tahoe Branch library in Zephyr Cove and the Bookmobile, which acts as a branch and serves the valley region of Douglas County.

The general collections at both the Lake Tahoe Branch Library and the Bookmobile include popular fiction, ready reference, and best-selling non-fiction for all age groups.

D. Satellite Collections. The DCPL provides library collections at satellite locations throughout Douglas County. The goal is to support and strengthen the program of the facility where the collection is housed, whether correctional, residential or otherwise. These collections are developed in partnership with the management of the facilities.

III. CONTROVERSIAL MATERIALS

The Douglas County Public Library subscribes to the principles embodied in the following statements of the American Library Association, copies of which are appended to and made an integral part of this policy: **Library Bill Of Rights, Freedom To Read and Freedom To View** statements.

The selection of materials is characterized by flexibility, impartiality, and responsiveness to the changing needs of the citizens of Douglas County. Materials are evaluated as complete works and not on the basis of a particular passage or specific language. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of artistic expression, or because it is controversial. Materials with different viewpoints on issues will be acquired, including those which may have unpopular, evocative, or unorthodox positions. No item will be discarded solely because it contains contentious topics or unpopular opinions.

IV. DONATIONS OF MATERIALS

All gifts are subject to the general and specific criteria listed in this policy. Donors are informed that any gifts to the library may or may not be added to the collection. Any item which is not added may be donated to another institution, sold in a library book sale, or discarded. Monies from such sales are used to benefit Douglas County Public Library collections, services, and programs. Refer to the DCPL Donation Policy for specific information.

V. COLLECTION MAINTENANCE

The deselection of materials from a collection is as important to systematic collection development as is the acquisition of new materials, improves the overall balance and accessibility of the collection, and maintains its currency while not damaging its depth in important subject areas. The same care, thought, and judgment is exercised in this process as with the original selection.

As materials become worn, outdated, damaged or lost, replacement will be determined by the appropriate staff members.

Periodicals are retained as available space allows.

VI. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

The Douglas County Public Library recognizes the principles of free library services and free inquiry as fundamental concepts of a democratic society in the United States of America. The latter principle requires the library to offer different, and sometimes widely divergent, points of view in many areas of knowledge. The library does not approve or endorse any particular viewpoint or belief represented in its collection.

Individuals may make the decision whether or not to read or view an item only for themselves, not for the community at large. It is the responsibility of parents and guardians who wish to restrict their children's reading to visit the library with their children or instruct the children on what they consider to be appropriate. The library does not stand in place of parents/guardians (*in loco parentis*).

Individuals may raise concerns about library materials that do not support their tastes and views. Materials will not be removed from the collection simply because an individual finds something offensive. Suggestions about materials which may provide additional viewpoints are always welcome and will be seriously considered for addition to the collection. Staff is available to discuss concerns and identify alternate material that may be available. Patron concerns will be dealt with promptly, and treated with courtesy, sensitivity, and objectivity. A library user who wishes to register a written concern about an item should complete the **Request for Reconsideration** form, Appendix V of this document. The patron submitting the Reconsideration Form must be a resident of Douglas County

and hold a valid Douglas County Library card. The item(s) at issue will not be removed from the library shelf during the reconsideration process.

The Library Director shall respond to any written complaint within thirty (30) days. If the complainants are not satisfied with the response by the Library Director, they may submit their statement of concern to the Library Board of Trustees for consideration. The decision of the Library Board will be final.

LIBRARY BOARD OF TRUSTEES
APPROVED 1999, 2007, 2014, 2015
ADOPTED March 24, 2021

APPENDICES

- I. Library Bill Of Rights
- II. Free Access to Libraries for Minors
- III. Freedom To Read Statement
- IV. Freedom To View Statement
- V. Free Access to Libraries for Minors
- VI. Request For Reconsideration Form

Library Bill of Rights

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

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

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

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

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

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

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

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

<http://www.ala.org/advocacy/intfreedom/librarybill>

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

Access to Library Resources and Services for Minors

An Interpretation of the Library Bill of Rights

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats¹. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them². Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the *Library Bill of Rights* states, “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.” This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use³.

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services”⁴. Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>

1 *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08-1448 (2011).

2 *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

3 “Privacy: An Interpretation of the *Library Bill of Rights*,” adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

4 “Libraries: An American Value,” adopted on February 3, 1999, by ALA Council.

5 “Rating Systems: An Interpretation of the *Library Bill of Rights*,” adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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

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

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

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

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

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

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

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In 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.

A Joint Statement by:

American Library Association
Association of American Publishers

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.

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View Statement

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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

Endorsed January 10, 1990, by the ALA Council

www.ala.org/advocacy/intfreedom/freedomviewstatement

DOUGLAS COUNTY PUBLIC LIBRARY

Request for Reconsideration

Please describe the item in question as fully as you are able:

Title: _____

Author(s): _____

Publisher: _____ Format (Book, DVD, etc.) _____

Call number or location in library: _____

Please state the action you wish taken on this item:

☐ Shelf it elsewhere ☐ Remove it from the library ☐ Other (specify):

Please explain how such an action would improve the library's service to the community:

Have you read/viewed/listened to the entire work?

If not, then which parts?

How was it brought to your attention?

I am acting as a spokesperson for the following group or association:

Name: _____ Library Card Number _____

Home telephone: _____ Work / Cell telephone: _____

Email address: _____

Mailing
Address: _____

City: _____ State: _____ Zip
Code _____

Signature: _____ Date: _____

ANIMALS IN THE LIBRARY POLICY
DOUGLAS COUNTY PUBLIC LIBRARY

Animals allowed in the library are restricted to (1) those assisting disabled persons, (2) those training to assist disabled persons, (3) police dogs, and (4) those expressly permitted by the Library Director for library programs or special events such as a children's animal show.

The Douglas County Library provides services for persons with service animals in accordance with the Americans with Disabilities Act. Persons with disabilities who are accompanied by service animals are subject to the same conditions and limitations that apply to persons who are not so disabled and accompanied. Persons who are accompanied by police dogs are subject to the same conditions and limitations that apply to persons who are not so accompanied.

Companion animals may not be brought into the library, either on foot or while being carried, nor may animals be left unattended on library grounds.

Note: The Minden library was the home of Baker and Taylor, two Scottish Fold cats. A Library Board of Trustees' decision, enacted 1992, provided that the cats would not be replaced after their deaths.

LIBRARY BOARD OF TRUSTEES

APPROVED 1992, 1998, JANUARY 22, 2008

Adopted November 24, 2020

DOUGLAS COUNTY PUBLIC LIBRARY COMPUTER AND INTERNET USE POLICY

The computer network of the Douglas County Public Library (DCPL) allows access to resources beyond the collection of physical materials. Provision of these resources is consistent with the DCPL Mission, which provides for educational and informational resources to be made available. Individual users are responsible for abiding by the provisions of acceptable use, as detailed below.

ACCEPTABLE USE

With the privilege to access computer network resources, including the Internet, comes the responsibility to use them in a reasonable and ethical manner.

Responsible computer use in the library consists of using resources for educational and informational purposes only, and not for unauthorized, illegal, or unethical purposes. Patrons must observe United States electronic copyright laws.

A valid library card is required to access the public computers. Guest passes are available for out-of-area visitors and anyone who requests a pass.

Library staff is available to assist patrons in the technical use of electronic resources but may be unfamiliar with websites, software, or databases that are located on the Internet. For Internet applications, the DCPL staff may not be able to provide complete technical support.

Printing is available at both libraries for a nominal charge.

Viewing sexually explicit images on public computers creates a hostile environment for other patrons and staff members and is not permitted.

All patrons are prohibited from accessing or attempting to access material that may be harmful to minors, illegal, or sexually harassing

Minors under the age of eighteen may not access or attempt to access material that may be harmful to minors, illegal, or sexually harassing whether any attempt to publicly display is made.

Patrons are prohibited from accessing any library resources under the identity of another person, or misrepresenting oneself as another user. Patrons are also prohibited from attempting to modify or gain access to files or passwords; seeking unauthorized access to any computer system or damaging or altering software components of any network or database.

The public computer area is a designated quiet space. Cell phones must be turned off or set to silent/vibrate and cell phone conversations are not permitted in computer areas. All cell phone conversations should take place outdoors or in the lobby areas of both libraries.

Only one person may use the database and Internet workstations at any one time, although parents, adult guardians, authorized tutors, and teachers may assist children under the age of 18.

Content and usage of the Internet is largely unmonitored and uncontrolled. Internet resources

may contain content of a controversial nature. The DCPL cannot control access to or the availability of information that often changes rapidly and unpredictably. Library staff is available to assist patrons with searches and suggest search strategies. The accuracy of information on the Internet varies widely and the user should critically evaluate such information.

USE BY MINORS

Children under the age of eight must be accompanied by a parent/adult guardian to use the public computers, including the Internet. Parents/adult guardians of children eight and over assume the responsibility of supervising their children's computer usage. Parents are strongly encouraged to prohibit their child from electronically providing any personal information such as name, age, address, school, or telephone number.

WORD PROCESSING:

Word processors with printers are provided for use within the library building. Patrons are responsible for backing up all work using portable media.

Word processors do not have daily use or time limits. Word processors do not require the patron to log on.

COMPUTER NETWORK AND INTERNET ACCESS:

Public Internet computer workstations do not have time limits. Patrons may use the Email/Internet workstations until 10 minutes before the library closes.

Express internet computer stations are also available at the Minden library, with a fifteen (15) minute time limit.

Reference database workstations do not have daily use or time limits.

Wireless Network:

Wireless access to the Internet is provided as a free service to all patrons. Patrons using the wireless network with their own equipment may use the network without time constraints, so long as they abide by all other provisions of this policy. Patrons are encouraged to utilize their own battery power and to navigate wireless connectivity on their own. The Library cannot guarantee that any given device will connect or guarantee any specific level of bandwidth. In order to protect the network, the Library utilizes extensive security measures that may prevent certain activities.

Network and physical limitations within the library buildings are such that the DCPL cannot guarantee privacy for Internet users.

Liability:

The Library is not responsible for any damage caused to a patron's computer, device, or property through contact with the Library's Internet stations, computers, electronic resources, or electrical connections.

POLICY VIOLATIONS:

Library staff will instruct patrons to cease behavior that violates this policy explaining what the violation is, what behavior needs to be corrected, and the consequences of not correcting the behavior.

If the patron continues the behavior subsequent to a warning, library staff will hand the interaction over to the most senior staff person available. The senior staff person will inform the patron that refusal to cease prohibited behaviors or repeated infractions will result in loss of all computer privileges.

The Library Director will determine how long any such suspension will last. If the suspended patron refuses to agree to abide by the policy restrictions, such suspension may be indefinite.

The Douglas County Sheriff's Office will be contacted to handle any interactions where patron behavior is deemed abusive, illegal, or threatening.

Library Board of Trustees

REVISED 1998, 1999, 2000, 2002, 2004, 2005, 2006, 2007, 2009
Adopted January 26, 2021

CONFIDENTIAL LIBRARY RECORDS POLICY
DOUGLAS COUNTY PUBLIC LIBRARY

PURPOSE:

The Douglas County Public Library will comply with the law, including confidentiality laws of federal and state governments and any lawful and appropriate court order or search warrant. We recognize our responsibility to protect the privacy of our patrons. Orders or search warrants will be dealt with on a case-by-case basis in conjunction with our legal counsel to ensure compliance with security concerns and laws as well as our confidentiality obligations.

We do not monitor what library users read or access in the library. We support the freedom to read, to view, to speak, and to participate as guaranteed by the First Amendment. We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted. Personal identifiable information that will be protected, as defined by state and federal law¹, includes circulation and registration records; in-person, telephone, chat, or text reference requests; hold, recall, reserve and interlibrary loan requests; server and client computer logs.

The legal custodian of records for the Douglas County Public Library is the Library Director. As the legal custodian of records, the Library Director is the person responsible for responding to any request for library records or information about a library user.

The Library Director may designate one or more library employees to serve as persons responsible for responding to any request for library records or information about a library user when the Library Director is absent or unavailable.

The circulation and registration records of the Douglas County Public Library shall not be made available to any party nor any law enforcement agency of a local, state, or federal government except when a subpoena or court order is presented to the library by the law enforcement agency or person seeking the records.

Homebound Patrons may request a waiver of this policy. Before such a record is compiled, library staff will explain the possibility of such records being seized by law enforcement officials and that, if such records are seized pursuant to the U.S.A. Patriot Act, library staff is enjoined from notifying the patron of a seizure. Any authorized Reading History will be deleted upon request by the patron or upon closure of the patron account.

No library employee or volunteer may release library records or reveal information about a library user to any party or law enforcement agent unless authorized to do so by the Library Director or the Library Director's designated alternate.

¹ 2 CFR §200.79.

In all circumstances, without exception, employees shall follow the procedures set forth in Douglas County Public Library "Procedures for Responding to Requests for Library Records and User Information", which are appended to this policy.

The Library Director is responsible for ensuring that every library employee and volunteer is provided with a copy of this policy, and for ensuring that every employee and volunteer agrees to comply with the policy.

All staff shall be familiar with procedures for handling law enforcement requests. Staff training shall emphasize that it is lawful to refer the agent or officer to an administrator and no request requires an immediate response.

Library staff and the Library's legal counsel shall be familiar with the Nevada confidentiality statute in Chapter 239 of the Nevada Revised Statutes ("NRS") which reads as follows:

"NRS 239.013 Confidentiality of records of library which identify user with property used. Any records of a public library or other library which contain the identity of a user and the books, documents, films, recordings or other property of the library which he used are confidential and not public books or records within the meaning of [NRS 239.010](#). Such records may be disclosed only in response to an order issued by a court upon a finding that the disclosure of such records is necessary to protect the public safety or to prosecute a crime. " (Added to NRS by 1981, 182)

: NRS 239.014 Confidentiality of certain records collected electronically by governmental entity; list; exceptions; report to Legislature.

1. Except as otherwise provided in subsection 3, a record or portion of a record that contains personally identifiable information collected by automated means over the Internet or other digital network by a governmental entity as part of the electronic collection of information from the general public is confidential if the governmental entity determines that the disclosure of the personally identifiable information could potentially create negative consequences, including, without limitation, financial loss, stigmatization, harm to reputation, anxiety, embarrassment, fear or other physical or emotional harm, for the person to whom the information pertains.

...

5. As used in this section, "personally identifiable information" means information that, alone or in combination with other information, may be used to identify a person or an electronic device used by the person. The term includes, without limitation, the name, address, telephone number, date of birth and directory information of a person."

NRS 239.0107 Requests for inspection or copying of public books or records: Actions by governmental entities.

1. Not later than the end of the fifth business day after the date on which the person who has legal custody or control of a public book or record of a governmental entity receives a written or oral request from a person to inspect, copy or receive a copy of the public book or record, a governmental entity shall do one of the following, as applicable:

(a) Except as otherwise provided in subsection 2, allow the person to inspect or copy the public book or record or, if the request is for the person to receive a copy of the public book or record, provide such a copy to the person.

(b) If the governmental entity does not have legal custody or control of the public book or record, provide to the person, in writing:

(1) Notice of the fact that it does not have legal custody or control of the public book or record; and

(2) The name and address of the governmental entity that has legal custody or control of the public book or record, if known.

(c) Except as otherwise provided in paragraph (d), if the governmental entity is unable to make the public book or record available by the end of the fifth business day after the date on which the person who has legal custody or control of the public book or record received the request:

(1) Provide to the person, in writing, notice of the fact that it is unable to make the public book or record available by that date and the earliest date and time after which the governmental entity reasonably believes the public book or record will be available for the person to inspect or copy or after which a copy of the public book or record will be available to the person. If the public book or record or the copy of the public book or record is not available to the person by that date and time, the governmental entity shall provide to the person, in writing, an explanation of the reason the public book or record is not available and a date and time after which the governmental entity reasonably believes the public book or record will be available for the person to inspect or copy or after which a copy of the public book or record will be available to the person.

(2) Make a reasonable effort to assist the requester to focus the request in such a manner as to maximize the likelihood the requester will be able to inspect, copy or receive a copy of the public book or record as expeditiously as possible.

(d) If the governmental entity must deny the person's request because the public book or record, or a part thereof, is confidential, provide to the person, in writing:

(1) Notice of that fact; and

(2) A citation to the specific statute or other legal authority that makes the public book or record, or a part thereof, confidential.

2. If a public book or record of a governmental entity is readily available for inspection or copying, the person who has legal custody or control of the public book or record shall allow a person who has submitted a request to inspect, copy or receive a copy of a public book or record as expeditiously as practicable.

The Library shall address service interruptions and any necessary backups for equipment and software.

Procedures for Responding To Requests for Library Records and User Information

If a member of the public requests library records or personal identifiable information about a library user, employees must deny the request and provide a copy of this policy to the requestor. Library records and information about library users are not public record, and will not be released without a court order.

If a law enforcement officer requests library records or information about a library user:

- Ask for the officer's identification.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Refer the officer to the Library Director or to a designated alternate authorized by the Library Director to respond to requests for records and information.
- If a law enforcement officer requests library records or information about a library user or staff member and neither the Library Director nor a designated alternate is present in the library, attempt to reach the library director, a designated alternate, and/or the library's legal counsel in the District Attorney's Office.

If you cannot reach the Library Director or a designated alternate, utilize the procedures outlined below for use by the Library Director or a designated alternate. A written report describing the officer's inquiry should be provided to the Library Director at the earliest opportunity.

Procedures for the Library Director or a designated alternate:

In all cases, ask for the officer's identification. Record the information from the identity card. If possible, ask a colleague to be present during the interview with the officer.

If the officer does not present a subpoena or court order, and requests ~~for~~ voluntary assistance or warrantless searches:

- Explain the library's privacy policy, informing the officer that library records and information about library users are not made available to law enforcement agencies unless a proper court order ~~in good form~~ has been presented to the library.
- If the officer persists, provide the officer with the contact information for the library's legal counsel in the District Attorney's Office, and ask the officer to speak to the library's attorney.
- If the officer claims that an emergency or other circumstance requires the library

to turn over records or provide information without a court order, call the library's legal counsel and ask for assistance.

- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident. Provide all notes and records to the library's legal counsel. If a library worker is required to respond to a voluntary request or a warrantless search in the absence of the Library Director or a designated alternate, all notes and records should be turned over to the Library Director.

If the law enforcement officer presents a subpoena or similar request for records:

- Ask for the officer's identification.
- Accept the subpoena. Inform the officer that the library's legal counsel responds to subpoenas on behalf of the library.
- Turn the subpoena over to the library's legal counsel. If a library worker accepts service of the subpoena in the absence of the Library Director or a designated alternate, the subpoena should be turned over to the Library Director.
- The Library Director will work with the library's legal counsel to respond appropriately to the subpoena.

If the law enforcement officer presents a search warrant:

- Ask for the officer's identification.
- Immediately ask the library's legal counsel to provide advice and assistance.
- Ask the officer if he or she would be willing to delay the search until the library's legal counsel arrives.
- Read the warrant and any attached documentation. Verify that it is signed by a judge and is issued by a local state or federal court. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for legal counsel, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of records or items not named in the warrant.
- Do not agree to any additional searches, or volunteer information about the items or records in the warrant. Do not sign any documents on behalf of the library without the advice of the library's legal counsel.
- Ask the officers to provide an inventory of the items or records seized. Ask if it is possible to provide copies to the officers or to make copies for the library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officials are unwilling to cooperate with you, simply step aside and let them do their job. Request that the officer sign an inventory receipt for the materials. Keep a written record describing the incident.
- Provide all notes and records to the library's legal counsel. If a library worker or volunteer is required to respond to a search warrant in the absence of the

Library Director or a designated alternate, all notes and records should be turned over to the Library Director.

If an agent for the Federal Bureau of Investigation (FBI) presents an order and informs you that the order is issued as part of a terrorism or espionage investigation and is subject to a "nondisclosure order" or "gag order" (Orders issued under the USA PATRIOT Act):

- Ask for the officer's or agent's identification.
- Call the library's legal counsel and ask for assistance.
- Read the order and any attached documentation. If it provides a period of time to respond to the order, respond to the order in the same manner as a subpoena. Except for legal counsel, do not inform other library staff or any other person about the order until authorized to do so by the library's legal counsel.
- If the order requires the immediate surrender of records or other items, respond to the order in the same manner as a search warrant. Ask the agent if he or she will delay the search until the library's legal counsel arrives.
- If required to turn over records or other items at once, do not notify any library staff except for legal counsel and those staff members necessary for the production of the requested records or other items. (For example, it may be necessary to ask a member of the Information Technology staff to assist with the production of electronic or computer records.) Instruct all staff members who assist in responding to the order that, with the exception of legal counsel, he or she cannot inform other library staff or any other person about the order unless authorized to do so by the library's legal counsel.
- If a library worker or volunteer is required to respond to an order issued under the USA PATRIOT Act in the absence of the Library Director or a designated alternate, they should inform the Library Director as the custodian of records. It is not unlawful for library staff or volunteers to refer the agent to the Library Director or her designated alternate; however, except for legal counsel, the staff member or volunteer should not inform anyone else about the order unless authorized to do so by the library's legal counsel.
- Refer the agent to the Library Director or other designated staff officer of the institution, **even with a court order**. If necessary, staff will use the Chain of Command roster to contact the Library Director or Supervisor.

LIBRARY ADMINISTRATION PROCEDURES

- Library Administration will contact the office of the District Attorney ~~and fax a copy of the agent's identification and court order/search warrant to them.~~
- The Library Director or designated staff will meet with the agent with library counsel or another library employee in attendance.
- If a search warrant is presented, unlike a subpoena, it is executable immediately after the Library Director or designated staff is served with the court's order. Library counsel should be present before the search begins to ensure that the

search conforms to the terms of the search warrant.

- Only the records identified in the warrant are to be produced. No other users' records should be viewed or scanned.
- Library Administration shall retain a copy of the agent's identification and the court order/search warrant for the files.
- Upon completion, the Library Director or designee will review the court order with library counsel to ensure that the library complies with any remaining requirements.
- Library Administration will review library policies and staff response and make any necessary procedural revisions as needed.
- All media communication will be conducted by the Library Director, in adherence with the Library's External Communications Policy.

LIBRARY BOARD OF TRUSTEES

APPROVED 2007, FEBRUARY 26, 2013

Adopted May 25, 2021

POLICY on
COOPERATION WITH OTHER LIBRARIES AND
AGENCIES DOUGLAS COUNTY PUBLIC
LIBRARY

As part of its mission to provide the citizens of Douglas County with the greatest access to information resources, the Douglas County Public Library makes every effort to cooperate with other libraries and agencies in the provision of such services. The Library Board recognizes that no single library can meet all demands for information in its community. The sharing of resources across political boundaries allows libraries to optimize services to all users.

This cooperation includes such activities as giving access to interlibrary loan, participating in shared databases such as those provided through the Nevada State Library, sharing of library resources with other libraries, promoting library use at every available opportunity, partnering with community organizations and/or other departments of Douglas County, providing meeting space to community organizations, and providing information about community resources and agencies.

Cooperation also includes maintaining the agreement with Information Nevada, a statewide agreement among Nevada libraries and related institutions to provide access to their resources for all Nevadans. As a component of regional cooperation, DCPL extends borrowing privileges to residents of these neighboring California counties: Mono, Alpine, and El Dorado.

Library cooperation also includes active participation in the affairs of Douglas County government as a department of that government and active cooperation with the Douglas County School District, private schools and preschools located in Douglas County, homeschooled students, and Western Nevada College as a means of promoting education.

LIBRARY BOARD OF TRUSTEES
APPROVED 1993, 2004, 2008, 2013
ADOPTED February 23, 2021

Douglas County Public Library
MATERIALS COLLECTION
DETENTION FACILITIES

- I. China Spring Youth Camp / Aurora Pines Girls Facility
 - a. Materials Collection Policy
 - b. Request for Reconsideration *Appendix I*
- II. Lake Tahoe Juvenile Detention Facility
 - a. Materials Collection Policy
 - b. Request for Reconsideration *Appendix II*

LIBRARY BOARD OF TRUSTEES

ADOPTED 2007

REVISED 2010, 2021

Douglas County Public Library
MATERIALS COLLECTION POLICY
CHINA SPRING YOUTH CAMP / AURORA PINES GIRLS FACILITY
DETENTION FACILITIES

I. Overview

In a joint effort with the China Spring Youth Camp (CSYC) and Aurora Pines Girls' Facility (APGF), the Douglas County Public Library extends library service to residents of the China Spring Youth Camp and Aurora Pines Girls' Facility. The Library provides services through an on-campus library housed in the Jacobson High School building, and two smaller collections, each of which is housed in the dormitories. The library actively maintains the collections through regularly scheduled visits to the Camp, and through the selection and purchase of new and replacement materials.

In providing this service, both agencies recognize the educational, informational and recreational needs of residents in institutional settings. Library staff selects materials that are supportive of the Camp's and Facility's goals and those that are responsive and representative to the divergent needs of their residents. The Library provides current fiction and non-fiction materials. The scope of the collection restricts only materials which present a threat to the security of the Camp and Facility and/or the advancement of treatment programs.

II. Selection:

The Douglas County Public Library selects materials based upon suggestions from China Spring Youth Camp and Aurora Pines Girls' Facility staff and residents, reviews in the media, examination materials from publishers, and the subject knowledge and expertise of library staff.

III. Collection Maintenance:

The Douglas County Library makes a positive effort to keep the collections up to date and maintain the attractiveness of the collections by regularly weeding outdated, unused, and worn materials. Library staff evaluates withdrawn materials for replacement.

IV. Contraband Materials:

The Douglas County Public Library and the China Spring Youth Camp (CPYC) and Aurora Pines Girls' Facility (APGF) recognize the educational, informational and recreational needs of residents in institutional settings. The scope of the collections is broad, representing the divergent needs of the residents. While the County Library abides by the American Library Association's Library Bill of Rights, "Free Access to Libraries for Minors," it also respects and recognizes the special needs of the Facility and restricts only material which presents a threat to the security of the Camp or Facility and/or the advancement of treatment programs.

*If CSYC or APGF staff recommends to **have materials removed from their collections, they should contact the Youth Services Librarian or Library Director.** The Camp Director, working with the Library, will make the final decision on the status of the item.*

China Spring Youth Camp / Aurora Pines Girls Facility Request for Reconsideration of Library Materials	
Please Provide the Following information on this material:	
Title:	Author:
Copyright date:	Publisher/Producer:
Where is this material located? Circle one below: <i>High School Library APGF (Girl's Dorm) CSYC (Boy's Dorm)</i>	
Please describe how this item presents a threat to the security of the Facility and/or the advancement of programs. Please be specific, citing page numbers, if possible.	
Have you read, viewed or listened to the entire work? If not, what parts?	
Can you suggest other material to take its place?	
What comments would you like to make?	
Name:	Date:
Phone:	E-mail:

Douglas County Public Library
MATERIALS COLLECTION POLICY
LAKE TAHOE JUVENILE DETENTION CENTER
DETENTION FACILITIES

I. Overview

In a joint effort with the Lake Tahoe Juvenile Detention Center (LTJDC), the Douglas County Public Library extends library service to residents of the center. The Library provides services through a collection housed within the detention center. The library actively maintains the collections through regularly scheduled visits to LTJDC, and through the selection and purchase of new and replacement materials.

In providing this service, both agencies recognize the educational, informational and recreational needs of residents in institutional settings. Library staff selects materials that are supportive of the Center's goals and those that are responsive and representative to the divergent needs their residents. The Library provides reference materials as well as fiction and non-fiction. The scope of the collection restricts only materials which present a threat to the security of the Center and/or the advancement of treatment programs.

II. Selection:

A. Method:

The Douglas County Public Library selects materials based upon suggestions from LTJDC staff, reviews in the media, examination materials from publishers, and the subject knowledge and expertise of library staff.

III. Collection Maintenance:

The Douglas County Library makes a positive effort to keep the collections up to date and maintain the attractiveness of the collections by regularly weeding outdated, unused, and worn materials. Library staff evaluates withdrawn materials for replacement.

IV. Contraband Materials:

The Douglas County Public Library and LTJDC recognize the educational, informational and recreational needs of residents in institutional settings. While the County Library abides by the American Library Association's Library Bill of Rights, "Free Access to Libraries for Minors," it also respects and recognizes the special needs of the Center and restricts only material which presents a threat to the security of LTJDC and/or the advancement of treatment programs.

Following is a list of specific materials which are prohibited, and will not be purchased or delivered to the collections by the Douglas County Public Library. In partnership, the responsibility of monitoring materials falls to LTJDC staff.

*If an LTJDC staff member recommends to **have materials removed from the collection, they should contact the Youth Services Librarian or Library Director.** The LTJDC staff, working with the Library, will make the final decision on the status of the item.*

Appendix II

LAKE TAHOE JUVENILE DETENTION FACILITY Request for Reconsideration of Library Materials	
Please Provide the Following information on this material:	
Title:	Author:
Copyright date:	Publisher/Producer:
<p>Please describe how this item presents a threat to the security of the Facility and/or the advancement of programs. Please be specific, citing page numbers, if possible.</p> <p>Have you read, viewed or listened to the entire work? If not, what parts?</p> <p>Can you suggest other material to take its place?</p> <p>What comments would you like to make?</p>	
Name:	Date:
Phone:	E-mail:

Please submit to Library Staff

ELECTRONIC MAIL POLICY DOUGLAS COUNTY PUBLIC LIBRARY

The computer network of the Douglas County Public Library (DCPL) allows staff access to email for library business purposes. Library email accounts are provided to Library Board Trustees during their service on the Board, in order to communicate and do business as trustees. All communications sent or received by Library email systems and/or email communications on the Library's servers is subject to public records laws and Discovery requests, and shall be managed according to the requirements of the Library's record retention policy. Library Trustees' email communications (related to Library business) through personal email accounts may also be subject to public records requests. Employees must act with awareness of the laws regulating public records access and the subpoena of computers and records.

Staff personal email accounts are not to be used to send and receive official Library or County correspondence and are not to be configured on County computers and devices.

The use of DCPL email as well as the right to access, monitor, and disclose communications sent, received, or stored on such systems is governed by the following:

Authority to Use E-mail

Email access is provided to library employees and Library Board Trustees as a privilege and can be revoked at any time by the Library Director. The use of DCPL resources, including electronic communications, shall not create either the appearance or the reality of inappropriate use.

Misdirected or unsolicited email shall be treated with caution. Recipients shall not open or respond to unsolicited email. Potential security risks are involved in responding to unsolicited commercial email (spam), including responding to an invitation contained in such email to have one's email address removed from the sender's list.

Library employees shall use due care when forwarding messages so that users do not do the following:

Auto-forward email without first obtaining department approval.

- Knowingly send out an email message that contains viruses, Trojan horses or other malware.
- Use the electronic-mail system or network resources to propagate chain letters, misinformation or hoax information.
- Forward any confidential information to any unauthorized party without the prior approval of a supervisor.
- Forward any confidential information without appropriate protections such as encryption.
- Send information or files that can cause damage to the Library or County or its citizens.
- Send unsolicited messages to large groups of people except as required to conduct Library/County business

Email as Department Record

All email communications are DCPL records and are the property of DCPL and Douglas County. These communications are not private, are public records, and may be subpoenaed by a court of law.

Email Services for Library/County Business

Email services are provided to employees to conduct library and county business with limited personal use allowed. The misuse of DCPL email services is subject to disciplinary and/or legal action.

Email is an information resource and a business communication tool. Inappropriate material, including profanity, suggestive or discriminatory reference is prohibited. The same restraint that is used in writing business memos should be used in email.

Monitoring/Access

DCPL administration may access, monitor, and disclose the contents of email sent, received, or stored through the DCPL system for any legitimate business purpose, to comply with public records law, or to prevent security breaches, policy violations, or other system misuse. Access and disclosure of individual employee messages must be authorized by the Library Director, or an attorney from the Douglas County District Attorney's office.

Retention

Electronic communications are retained and available as public records in accordance with the Records Retention Schedule of the State of Nevada.

Confidentiality

Electronic transmission of confidential or copyrighted information will be transmitted only in accordance with DCPL policy, Nevada Revised Statutes, or federal copyright law.

Passwords

Email passwords are maintained by the DCPL Library Systems IT Coordinator, who serves as email Administrator.

Misuse of Email

Examples of unacceptable use of email include the following:

- Private or personal for-profit activities. This includes personal use of email for marketing or business transactions, advertising of products or services or any other activity intended to foster personal gain.
- Unauthorized not-for-profit business activities.
- Seeking/exchanging information, software, etc., that is not related to one's job duties and responsibilities.
- Unauthorized distribution of County data and information including the unauthorized use of email auto-forwarding.
- Use for, or in support of, unlawful or prohibited activities as defined by Federal, State and County laws or regulations.

Library Board of Trustees
Approved JANUARY 27, 2009
ADOPTED November 24, 2020

Douglas County Public Library
POLICY ON EXHIBITS AND DISPLAYS

As part of its mission to serve the educational, recreational, and cultural needs of the citizens of Douglas County, the Douglas County Public Library provides limited exhibit and display space. Such space consists of display cases and areas for distribution and posting of community information. Exhibits, displays and postings by the Library will take precedence over any other exhibit or, display or posting; of secondary precedence will be materials produced by Douglas County, and materials related to other governmental entities.

The library reserves the right to determine the availability of time and space for all accepted exhibits, displays, and postings. The library does not endorse any ideas expressed in exhibits, displays or postings submitted by non-library individuals or groups.

EXHIBITS: Exhibits for the display cases should be of community interest and generally should be of a cultural, recreational, charitable or educational nature. Display cases are located near the circulation desks in both libraries and the exhibits should be appropriate for viewing by all ages.

Anyone wishing to place an exhibit in a library display case should complete an application and waiver of responsibility. The staff member in charge of exhibits will determine if the proposed exhibit meets library guidelines and if so, will schedule the exhibit as space is available. Depending on the library's schedule, exhibits may be placed for a variety of time periods, usually 4 weeks. If an application for exhibit is not accepted, the library staff member in charge of exhibits will so notify the applicant.

The library is not responsible for any damage or loss that may occur to an exhibitor's property while it is on display at the library.

DISTRIBUTION OF INFORMATIVE MATERIALS: The library provides space for distribution of materials of community interest and public service such as road maps, college catalogs and schedules, Recreation Department schedules, pamphlets about consumer topics, applications for federal student financial aid, voter registration forms, et al.

CAMPAIGN MATERIALS: During campaign periods, the library allots a small area for distribution of informative campaign literature. Candidates and advocates of ballot questions are invited to place their campaign material during the following periods: 30 days prior to the primary election through the date of the primary election; 30 days prior to the general election through the date of the general election. Space is limited and repetitive campaign material may be removed.

BULLETIN BOARDS: The library provides a limited amount of space for posting of notices of community interest and public service. Examples of the types of notices generally permitted include notices about public meetings, job announcements for public entities, flyers for concerts and plays, course announcements, and community resource information. Space will not be

provided for commerce or for-profit purposes. The library staff may remove a flyer at any time if it does not meet the criteria outlined in these guidelines, if it is outdated, or if there is not sufficient space on the bulletin board. Notices may only be placed by library staff on the bulletin boards specifically set aside for such purposes.

USE OF LIBRARY FACILITIES: The library may not be used as a location for fundraising or promotional activities for a non-library organization such as bake sales, craft fairs, car washes, etc. Exceptions may be made at the discretion of the Library Director. The Library may be used as a collection point for donations of items for community service, such as the Food Closet or Coat Drive, which must be approved by the Library Director.

These guidelines are intended to provide information about the types of exhibits, displays and postings allowed at the library. In any case, library staff may determine whether a particular item meets these guidelines and whether or not it shall be allowed. Library staff may remove items or displays not meeting these guidelines. Protests shall be made in writing to the Library Director, who will respond to the protestor; if the problem is not resolved, the protestor may appeal to the Library Board of Trustees, whose decision will be final.

LIBRARY BOARD OF TRUSTEES

ADOPTED 1993

REVISED 2004, 2006, 2013, 2021

EXTERNAL COMMUNICATIONS POLICY
DOUGLAS COUNTY PUBLIC LIBRARY

A. The Douglas County Public Library Board of Trustees (LBOT) recognizes that external communication, communication with those not employed by the library or in the library community, involves every person who has connection with the Douglas County Public Library. The LBOT urges its own members and every staff member to realize they represent the library in every public contact. Good service supports good public relations.

Public relations goals of the Douglas County Public Library via external communications are:

1. Promote a good understanding of the library's mission, strategic plans, goals and services among governing officials, civic leaders and the general public,
2. Promote active participation in the varied services offered by the library to people of all ages,
3. Have open communication with governing officials, Douglas County department heads, civic leaders and the general public, and
4. Ensure accurate, timely communications by either the Chair of the LBOT or Library Director.

B. The Chair of the Library Board of Trustees (Chair) is the official spokesperson for the LBOT; the Library Director is the official spokesperson for the Douglas County Public Library.

1. Library Director as Spokesperson. The Library Director is responsible for keeping the public and local media informed on a regular basis about the library's day-to-day functions, including but not limited to programs, services, initiatives, activities, operations, projects, employment opportunities, volunteers, and events. The Library Director, or designated staff, is responsible for:

- i. Making presentations and participating in community activities to promote library services and the library's mission statement.
- ii. Cultivating and establishing relationships with local media representatives.
- iii. Coordinating external communications and publicity on matters directly related to the Douglas County Library's day-to-day functions, including but not limited to programs, services, initiatives, activities, operations, projects, employment opportunities, volunteers, and events.
- iv. Responding to questions and inquiries on matters the LBOT has established an official position or policy; the Library Director is authorized to communicate the LBOT's viewpoint consistent with the official position or policy.

Subsequently, the Library Director will report such communications to the LBOT in a timely manner consistent with NRS Chapter 241, Nevada Open Meeting Law.

v. Referring any questions, inquiries or issues on matters which the LBOT has not established an official position or policy to the LBOT for consultation and possible action at a regularly scheduled or special meeting, when urgency and timeliness are not a consideration.

vi. Notifying the Chair of questions, inquiries or issues on matters which the LBOT has not established an official position or policy, and external communication is warranted and needed without the delay caused by referral of the matter to the LBOT at a regular or special meeting. The Library Director and the Chair shall decide who will serve as the spokesperson authorized to communicate or respond. The following factors shall be considered by the Library Director and the Chair on a case-by-case basis:

- a. urgency of need to communicate,
- b. significance of the issue,
- c. scope and impact of the issue on the Douglas County Public Library, Douglas County, patrons, and the public, and
- d. appropriateness of involvement by the Douglas County Community Relations and Public Information Manager.

Subsequently, the Library Director or Chair will report any external communications to the other members of the LBOT in a timely manner consistent with NRS Chapter 241, Nevada Open Meeting Law.

2. Chair of the Library Board of Trustees as Spokesperson. The Chair is responsible for external communications on the orderly and efficient management and control of the library, including but not limited to: policies, property, overall supervision, library director personnel matters, legislation, budget, and other powers and duties delegated to the LBOT as set forth in NRS Chapter 379. If the Chair externally communicates about the above listed matters, the Chair will subsequently advise the other members LBOT in a timely manner consistent with NRS Chapter 241, Nevada Open Meeting Law.

LIBRARY BOARD OF TRUSTEES

ADOPTED MARCH 24, 2021

Douglas County Public Library
POLICY ON GIFTS

It is the policy of the Douglas County Public Library that operations be funded publicly through tax revenues. However, the Library Board recognizes a need for private donations to supplement the funds provided by the county and the state and federal governments.

The Library encourages donations of money, items, or service by members of the community. All donations become the property of the Library. Donations will not be accepted if undue conditions are placed on the donation by the donor, such as restrictions on the use of donated items. The Library reserves the right to accept or reject any gifts of funds, library materials or equipment; materials not added to the library collection may be given to the Friends of the Library, placed in the book sale, shared with another library, or used for another purpose.

Donations to the Library are tax deductible. At the request of the donor, library staff will provide an acknowledgement receipt for tax purposes. The library staff is prohibited by law from making any determination of the value of the donated items. Further guidance is available from IRS Publication 561.

Donated monies in the Gift Fund may be used for the construction of new Library buildings, capital improvement to existing buildings, Library services or programs, staff development and training, collection development, equipment and furniture, and other identified Library purposes.

In accordance with Douglas County policy, library staff will not accept any personal gifts, consideration, or compensation in connection with their work as library staff. Any such gifts received must be given to the Library or returned to the donor.

LIBRARY BOARD OF TRUSTEES

ADOPTED 1993

REVISED 2004, 2008, 2021

INTERLIBRARY LOAN POLICY DOUGLAS COUNTY PUBLIC LIBRARY

The Douglas County Public Library (DCPL) provides resources to meet the informational, cultural, and recreational needs of the community. DCPL participates in Interlibrary Loan (ILL) with other libraries as local resources are not always available to meet these needs.

BORROWING FROM OTHER LIBRARIES

Library staff will determine the availability of material in the DCPL system before requesting an ILL.

ELIGIBILITY

All DCPL library patrons are eligible to request ILL with the following requirements:

Hold a current library card issued by DCPL
Account in good standing
Complete an ILL request form

LIMITATIONS

A specific title cannot generally be ordered more than once for any one patron in a one-year period. Special arrangements may be made by supervising librarians to accommodate researchers.

Materials may not be renewable. Requests for renewal of these materials should be made to library staff at least one week before the item is due to be returned.

Borrowing of ILL materials is subject to DCPL rules and policies and to the rules and policies of the lending library. Some materials are not available for ILL.

Generally DCPL Library is unable to borrow the following:

- current best sellers;
- reference books designated for in-library use only;
- issues of magazines or journals (single article copies may be obtained within copyright);
- rare or manuscript materials, unless available as a copy;
- items on reserve at an educational institution; items owned by DCPL, unless such items are missing, lost, severely damaged, etc.;
- multiple copies of items for classes, book groups, etc.

Patrons who have failed to pick up an ILL item more than once in a one-year period may lose eligibility for ILL for the subsequent year. Special circumstances will be evaluated by the Library staff.

As DCPL cannot guarantee renewals on ILL materials, the requesting patron should limit the ILL

requests to a quantity that can reasonably be read during an initial checkout period.

TIME FRAME

Materials should be requested far in advance of any deadline. The patron should allow a minimum of six (6) weeks for requests to arrive. The ILL staff cannot guarantee the arrival date of any item.

Loan periods are set by the policy of the lending library. Generally, materials are loaned for 2-4 weeks with no renewal.

FEES

The Douglas County Public Library provides ILL as a free service although charges imposed by the lending institution will be passed through to the patron. Charges are rare and libraries that impose charges are approached for borrowing only as a last resort. The patron will be notified of any charges in advance and must pay the charge before the item may be picked up.

NOTIFICATION

Patrons will be notified, by email or telephone, when an ILL item has been received. Patrons will be notified if the item cannot be requested or is unavailable for loan.

PATRON RESPONSIBILITIES

The patron is responsible for picking up the ILL material promptly, for returning the item to DCPL on time, and for maintaining the material in the condition in which it was received. ILL items should be returned to the main circulation desk.

LOANING TO OTHER LIBRARIES

The Douglas County Public Library has signed the Information Nevada Interlibrary Loan Policy Agreement. The Library agrees to loan without charge, to any library whose request follows the procedures set forth in Information Nevada. Detailed guidelines for Information Nevada may be found at <https://nsla.nv.gov/friendly.php?s=information-nevada/introduction>.

The Library will loan materials for a period of one month. The Library does not loan reference books, bound periodicals, and materials currently in high demand, including materials less than three months old. If the item requested is not on shelf, the Library will notify the requesting library and place holds, if requested to do so. The Library reserves the right to decide whether to loan any specific item at any given time.

LIBRARY BOARD OF TRUSTEES

APPROVED 1992, 1999, 2001, 2004, 2008, 2013

ADOPTED February 23, 2021

PATRON CONDUCT POLICY DOUGLAS COUNTY PUBLIC LIBRARY

The purpose of the Library's Policy on Patron Conduct is to protect the rights of Library patrons to use library materials and services, ensure free and equal access to library resources, to protect the rights of staff members to conduct library business without interference, and to preserve library materials and facilities. The Library is open to all with the understanding that an atmosphere conducive to research, education and study is maintained.

All Patrons are expected to abide by the following:

Alcohol and Illegal Drugs

Patrons shall not possess or consume alcohol or controlled substances on Library property, which includes the main library in Minden, the Lake Tahoe branch library in Zephyr Cove, and the bookmobile.

Animals

Except for service animals and police dogs, patrons shall not bring pets or animals into the Library. Specific exemptions are contained within the Policy on Animals in the Library.

Bathing or Washing Clothing

Patrons shall not wash or dry clothing or bathe in any rest room or other library space.

Bicycles, Roller Blades, Scooters, Skates, Skateboards, Similar Non-Motorized Devices

Patrons shall not bring bicycles into a Library building or secure them anywhere except in designated bike racks. Roller skates, roller blades, scooters, skates, skateboards, similar non-motorized devices may not be used in the Library or near entrances and exits.

Electrical Outlets

Library equipment may not be unplugged to accommodate non-Library equipment. The Library shall assume no liability for damage to personal equipment caused by electricity, surges, or brown-outs.

Food

Patrons may consume food or beverages so long as the consumable does not emit an odor, stain or mar library furnishings, and is disposed of appropriately. Beverages must be in lidded containers.

Illegal Activities

Patrons may not engage in illegal or unauthorized activities on Library property.

Noise and Other Disturbances

Patrons shall not run or disturb others by such activities as loud behavior, talk or music. With the exception of patrons using adaptive technology devices, patrons shall use headphones with all audio equipment and at a volume that cannot ordinarily be overheard by others. Cell phone calls must be taken in the outer lobby or outside the building. Programs offered by the library may

include audible recorded music and/or the use of musical instruments.

Personal Belongings

Patrons shall assume responsibility for their own belongings.

Respecting Other's Rights

Patrons shall not interfere with the use of the Library by other patrons or by Library employees performing their duties.

Shirt and Shoes

Patrons shall wear footwear and a shirt or other covering of their upper bodies.

Solicitation

Patrons shall not solicit funds or sell any article or service. As established in NRS 293.127565, signature gathering for political purposes is permitted in a designated area at any time the building is open to the public. Under NRS 293.127565 (2), "Before a person may use an area designated ... the person must notify the public officer or employee in control of the operation of the building ... of the dates and times that the person intends to use the area to gather signatures on a petition". Display/exhibit contents are regulated by the Policy on Exhibits and Displays.

Theft and Mutilation

Patrons shall not deface, mar, damage or destroy Library materials, furnishings, walls, machines or other Library property. Patrons shall not destroy, alter, dismantle or disfigure any electronic data, information technologies, properties or facilities. Any materials removed from the Library must be checked out on a valid Library card and returned by the item's due date.

Tobacco

The Library is a smoke-free environment and the use of tobacco products is prohibited.

Unattended Children

Children under the age of 8 must be accompanied by an adult companion or by a sibling of sufficient maturity to protect the young child and to enforce library regulations. Details are contained within the Policy on Unattended Children.

POLICY VIOLATIONS

A library patron in violation of this policy will receive one warning from the library staff, explaining what the violation is, what behavior needs to be corrected, and the consequences of not correcting the behavior. If the patron continues the behavior subsequent to a warning, he/she will be required to leave the library and not return until he/she agrees to abide by the policy. Refusal to vacate the library will be referred to the Douglas County Sheriff's Office.

If a library user appears to be in violation of any law such as defacing public property, threatening or causing physical harm to others, stealing public property, consuming illegal substances, or other violations of the law, library staff will notify the Douglas County Sheriff's Office to respond.

Future use of the library may be limited for chronic violators of policy or for any instance of illegal behavior.

While administering this policy, library staff will be polite, non-discriminatory, and will work as a team when confronting problematic behavior. Library staff will not attempt to physically restrain a patron except in the case of physical assault by the patron.

LIBRARY BOARD OF TRUSTEES

APPROVED 1993 2002, 2008, 2013

ADOPTED November 24, 2020

READING HISTORY RETENTION POLICY
DOUGLAS COUNTY PUBLIC LIBRARY

The Douglas County Public Library recognizes our responsibility to protect the privacy of our patrons as delineated in Nevada Revised Statute 239.013.

NRS 239.013 Confidentiality of records of library which identify user with property used. Any records of a public library or other library which contain the identity of a user and the books, documents, films, recordings or other property of the library which he used are confidential and not public books or records within the meaning of [NRS 239.010](#). Such records may be disclosed only in response to an order issued by a court upon a finding that the disclosure of such records is necessary to protect the public safety or to prosecute a crime.
(Added to NRS by 1981, 182)

DCPL does not monitor what library users read or access. The Library supports the freedom to read, to view, to speak, and to participate as guaranteed by the First Amendment. Although the circulation system operated by the Douglas County Public Library may allow retention of a Reading History for a particular patron, this reading history will not be retained except under certain narrowly defined conditions. Such conditions include:

- A. Homebound Patrons – Homebound Patrons may request a waiver of this policy. Before such a record is compiled, library staff will explain the possibility of such records being seized by law enforcement officials and that, if such records are seized pursuant to the U.S.A. Patriot Act, library staff is enjoined from notifying the patron of a seizure.

Any authorized Reading History will be deleted upon request by the patron or upon closure of the patron account.

- B. Internal Library Accounts – Library staff may use a Reading History feature of the ILS to retain information about items that are checked out on internal cards such as Programs, Repair, and the like that are not associated with an individual borrower.

LIBRARY BOARD OF TRUSTEES

APPROVED 2004, 2008, MAY 28, 2013

Adopted May 25, 2021

REGISTRATION OF BORROWERS POLICY
DOUGLAS COUNTY PUBLIC LIBRARY

The Douglas County Public Library registers individuals to use the library to fulfill its responsibility for maintaining control of the materials it lends.

All residents of Nevada are eligible for free borrowing privileges from the library. As a courtesy, the library also extends free borrowing privileges to non-residents of Nevada.

The record of all materials loaned requires the use of a "library card," which has a unique number that is assigned to the patron. This card must be presented each time materials are checked out, when items are renewed, or when requesting information about the status of an account. If a patron is unable to present the library card and can provide photo identification, the staff member may look up the patron account and proceed with the transaction.

The patron is responsible for all items checked out on his/her card. Card holder's information is updated at least once every two years.

Children under 16 must complete an application form and submit it, with a parent or legal guardian present, to a library staff member. The parent or guardian is responsible for all materials checked out by the minor child. (Responsibility for materials checked out by a minor may be assigned to another person or entity with approval of the Library Director or a Library Supervisor.)

The following information must be provided in order to receive a library card:

1. Valid photo identification of the patron, or his/her parent or legal guardian if the patron is under the age of 16. Acceptable forms of identification are: a driver's license, a state-issued or tribal-issued identification card, military identification, employee identification, a passport, a student identification card, or immigration papers.
2. A valid current mailing address, including local and permanent addresses if a seasonal or a temporary visitor. If patron's ID does not show a current address, the following documents may be used:
 - Rent/lease/property purchase agreement
 - Utility bill
 - US Mail postmarked within the last 30 days
3. A valid current physical address, if different from mailing address. This is used for statistical purposes.
4. A current telephone number(s) with a United States area code.
5. Date of birth. Patron birthdate is used for verifying identity in the absence of the library card and for statistical purposes.

If all requirements are not provided at the time of registration, the patron will be limited to a 3-item checkout until all information is provided.

All information collected on a patron's record is confidential except for purposes of collecting overdue library materials and other library uses allowed by law. NRS 230.103

Verification of patron information

Cards generally require staff verification of patron information every two years. More frequent verification of patron information may be required for patrons whose stay in the area is indeterminate, such as motel/campground residents, seasonal residents, exchange students, and other temporary residents.

For all new patrons, the initial checkout will be limited to three items. Subsequent checkouts will not generally be limited unless address verification is incomplete.

Replacement cards are issued for a \$1.00 fee. Patrons may request the replacement of an existing card for a fee of \$1.00.

It is the responsibility of the patron to notify the library if the card is lost or stolen or if there is any change of name, address, email address, or telephone number.

Patrons may be prevented from checking out items when a patron's account has significant negative activity such as, but not limited to:

- Invalid, inconsistent information
- Items not returned
- Fees over \$20.00
- Multiple cards

Waivers, limits, and all changes to patron accounts in special circumstances are at the discretion of the Library Director or a Library Supervisor.

LIBRARY BOARD OF TRUSTEES

ADOPTED 1991

REVISED 1993, 1995, 1998 2001, 2004, 2007, 2011, 2013, 2016, 2021

Douglas County Public Library
LIBRARY USER SUGGESTIONS AND GRIEVANCES POLICY

As a public entity, the Library assumes a duty to provide services that are responsive to the requests and needs of the community.

It is the responsibility of each staff member to acknowledge and respond to informal verbal complaints or suggestions from Library patrons in a friendly and noncritical manner. Patrons' complaints and suggestions regarding specific Library materials may submit a Request for Reconsideration form.

Patrons are welcome to meet with the Library Director to discuss their concerns. A suggestion box is available in each Library and any submitted suggestions are collected and evaluated weekly.

The Library Director will attempt to reach common ground with the user and to resolve the issue. If the user is not satisfied with the response of the Library Director, the complainant will be given the opportunity to address the complaint or suggestion to the Library Board of Trustees, whose decision will be final. The Library Board of Trustees can be reached by email at libraryboardoftrustees@douglas.lib.nv.us. The Library Board meeting schedule can be provided upon request, and can also be found on the Library's website.

LIBRARY BOARD OF TRUSTEES

ADOPTED 1993

REVISED 2004, 2008, 2013, 2021

UNATTENDED CHILDREN POLICY
DOUGLAS COUNTY PUBLIC LIBRARY

The Douglas County Public Library welcomes youth of all ages. The library is a busy public facility and may present hazards for unsupervised children.

The American Library Association's Library Bill of Rights states: *A person's right to use a library should not be denied or abridged because of origin, age, background, or views.*

The library is not a substitute for child care.

No child aged nine (9) or under may be left unattended in any area of the library. Children nine (9) years of age and younger must be supervised by a parent, guardian, or caregiver who is able to attend to the child's safety and ensure appropriate behavior. Exceptions may be made at the discretion of library management.

Neither Douglas County nor the library staff has custodial responsibility for unattended children. Library staff does not assume liability for children who are left unattended.

If a child aged nine (9) years or younger is found to be unattended in the library, staff will attempt to find the child's parent, guardian, or caregiver in the library. If the staff cannot locate a parent/guardian, local law enforcement will be contacted for assistance.

If any child is left at the library at closing time, the library staff will attempt to reach the parent/guardian. If the parent/guardian cannot be reached, local law enforcement will be contacted for assistance.

LIBRARY BOARD OF TRUSTEES

APPROVED 1992, 1997, 2004, 2008, MAY 28, 2013

Adopted May 25, 2021

DOUGLAS COUNTY PUBLIC LIBRARY
WEEDING POLICY

1. POLICY OVERVIEW

The Douglas County Public Library is committed to maintaining a collection that supports the educational and recreational needs of the community. Weeding is an essential aspect of maintaining a healthy, relevant and up-to-date collection. It is the policy of the Douglas County Public Library to withdraw materials in accordance with the American Library Association's *Guide to Review of Library Collections: Preservation, Storage, and Withdrawal*.

2. RESPONSIBILITY FOR THE COLLECTION

The Library Director will delegate to staff the responsibility of reviewing specific areas periodically, but recommendations are subject to final review by the Director. Weeding will be done without bias by staff, whose personal interests will not conflict with the weeding criteria. The Douglas County Public Library will attempt to fully weed the collection once every year, as time allows, to preserve the integrity and maintenance of the collection.

3. WEEDING CRITERIA

Materials are candidates for weeding if they are:

- Worn or damaged beyond repair (e.g. mildewed, falling apart, etc.)
- Duplicate titles no longer in demand
- Outdated or factually inaccurate information (technology, medicine, law, etc.)
- Unused, based on circulation reports (**except literary classics or books with historical significance**)

4. DISPOSAL

The Library Director and assigned staff will determine how materials are discarded. Any materials that are severely damaged will be disposed of. The library will attempt to repurpose withdrawn materials, when appropriate. When all other options have been exhausted, withdrawn materials will be recycled.

LIBRARY BOARD OF TRUSTEES

Adopted May 25, 2021

DOUGLAS COUNTY PUBLIC LIBRARY WORK WEEK & HOLIDAYS POLICY

As a department of Douglas County, the Douglas County Public Library follows the applicable requirements of the Fair Labor Standards Act, and follows the work week and payday schedule set forth by Douglas County administration.

In following the policies and procedures established by Douglas County, the library's official work week is designated as Saturday through Friday.

Every year by November, the Library Board of Trustees will establish the days the libraries will be closed for holiday observance for the upcoming year.

Because the library's days of operation include Saturdays, and the official Douglas County holiday schedule is based on a Monday through Friday schedule of operation, there are times when the library is closed on different days for holidays. This rule applies to holidays that occur on Saturdays and Sundays. In those cases, the library closes on the County holiday and on the actual holiday. For example, if Christmas occurs on a Saturday and the county's official closing day is Friday, December 24, the library will be closed on December 24 and December 25. Employees will have the option to either use annual leave or to work their full schedules within the holiday week.

Both the main library in Minden and the Lake Tahoe Branch Library observe Nevada Day with other Douglas County offices on the last Friday in October. The Library closes on Nevada Day and the Saturday following Nevada Day. All employees will be given the opportunity to work their full schedules Monday through Thursday of Nevada Day week, or use annual leave hours.

Both the main library in Minden and the Lake Tahoe Branch Library close at 2:00 PM on the day before Thanksgiving Day. Employees will have the option to either use annual leave or to work their full schedules within the holiday week.

Both the main library in Minden and the Lake Tahoe Branch Library close at 2:00 PM on the day before Christmas and the day before New Year's Day. Employees will have the option to either use annual leave or to work their full schedules within the holiday week.

LIBRARY BOARD OF TRUSTEES

APPROVED 1993, 1997, 2002, 2007, 2013, MARCH 28, 2017

Adopted May 25, 2021