



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, OCTOBER 11,
2021

6:00 PM

1. Call to Order
2. Approval of the Minutes of the September 13, 2021 meeting
3. Requests to Be Heard
Citizen comment period (3 minutes per person maximum – sign up in advance). With remote, electronic meeting format in place, call or email the Library Directory prior to 5:45 p.m. the day of the meeting—comments will be relayed to the Library Advisory Board at the meeting. djames@ci.faribault.mn.us / (507) 384-0526
4. Director's Report
5. Teen Advisory Board Report
6. SELCO Report
Jayne Spooner - SELCO Board Member update
Micki O'Flynn - SELCO Foundation Investment Options
7. Review *Collection Development Policy* and *Meeting Room Policy*. Please refer to attached draft policies for suggested changes.
8. Other
9. Next Meeting Date: November 8, 2021, 6:00 pm, Great Hall, Buckham Library
10. Adjournment



Buckham Memorial Library
COLLECTION DEVELOPMENT AND MAINTENANCE POLICY
*See also the Buckham Memorial Library's policies on **Gifts/Donations***

- I. SELECTION OF MATERIALS**
- II. DESELECTION OF MATERIALS**
- III. REQUESTS FOR RECONSIDERATION OF MATERIALS**
- IV. APPENDIX: LIBRARY BILL OF RIGHTS**

I. SELECTION OF MATERIALS

The Buckham Memorial Library strives to inform, enrich and empower every person in our community by creating and promoting easy access to a vast array of ideas and information, and by supporting an informed citizenry, lifelong learning, and love of reading.

Functions of the Library:

- acquire, organize, and provide books and other relevant materials
- ensure access to information resources throughout the nation and around the world
- serve our public with expert and caring assistance
- reach out to all members of our community

A place for culture, education, and recreation, Buckham Memorial Library is delighted to serve as a welcoming place and gathering point for the community. The Library strives to offer a diverse collection that reflects major viewpoints on a variety of subjects.

SELECTION RESPONSIBILITY AND BUDGET

Selection and purchase of library materials rests with the Library director, who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions.

Before the beginning of each budget year, the director will determine how limited funds will be allocated among the major collection subdivisions (e.g., adult and children's fiction, nonfiction, reference, periodicals, audiovisual materials, etc.). Circulation statistics and counts of in-house use of materials will be maintained to assist in decision making. Average cost per item, as determined by the previous year's purchases and reports in library and publishing journals, will also be considered in allocating funds.

TYPES OF MATERIALS ACQUIRED

Materials will be selected based on positive reviews in professional journals and/or actual examination and evaluation of materials. Popular demand (bestsellers, school bibliographies, local interest) may also be used as the criterion for selection. Items that must be updated every year may be placed on a standing order list to ensure timely delivery. Suggestions from the

community for items to be considered for purchase are welcomed and encouraged, but all materials must meet selection criteria.

The Buckham Memorial Library does not attempt to acquire textbooks that support local curricula, but may acquire general textbooks (e.g., math or language guides, ACT or SAT study guides, etc.) for use by the public. Multiple copies of popular books (e.g., bestsellers) may be purchased to meet demand. Paperback books will be purchased when available to meet short-term demand. The Library will attempt to have information available in a variety of formats (book, audiovisual, magazines, electronic resources, digital material, online resources, etc.). Generally, only one copy of materials in non-print formats (DVD, CD, e-book, etc.) will be purchased unless long-term high demand is anticipated. Audiovisual materials will be selected for potential long-term use to meet general interests. Regardless of an item's popularity, the Library may choose not to select it if its format is not durable enough to withstand repeated circulation, or if it would require excessive staff time to maintain.

The Buckham Memorial Library strives to have a collection that reflects the diversity of the population it serves. To that end, part of the collection development budget will be allocated to purchase materials in the preferred language of residents who are not native speakers of English. Non-English materials considered for purchase will be evaluated as much as possible under the same guidelines and policies used for English-language materials. Citizen recommendations are always welcome and appreciated.

Objections to items in the collection should be made in writing to the Library director. (See the Buckham Memorial Library's *Requests for Reconsideration of Materials Policy*.) Materials that no longer meet the needs of the community and no longer support the Library's collection will be withdrawn and disposed of in accordance with the Library's Deselection of Materials policy (below).

II. DESELECTION OF MATERIALS

Materials that no longer fit the stated service roles of the Library will be withdrawn from the collection. This may include materials that contain obsolete information or are no longer used. Damaged materials (especially water-damaged materials) will be withdrawn for reasons of usability and hygiene. Decisions will be based on accepted professional practice, such as those described in *The CREW Method*, and the professional judgment of the Library director or designated staff. When necessary, local specialists may be consulted to determine the continued relevance and reliability of materials.

Items withdrawn from the collection will be disposed of in accordance with federal, state, and local law, which permits discarding into the trash, recycling of paper, or transfer to the Library's used book sale channels, but no items may be sold or given directly to individuals or groups. Discarded magazines and newspapers library materials may be given to other area libraries or social service agencies non-profit organizations at the discretion of the Library director. Unsalable and unwanted discarded library materials may be offered to the general public for free.

III. REQUESTS FOR RECONSIDERATION OF MATERIALS

The Buckham Memorial Library welcomes comments and suggestions regarding the continued appropriateness of materials in the collection, especially concerning outdated materials. Suggestions will be considered and utilized by the Library in the ongoing process of collection development and maintenance.

The Buckham Memorial Library strives to offer a diverse collection that reflects major viewpoints on a variety of subjects. Individuals may take issue with Library materials that do not support their tastes and views; however, no one person or group of individuals has the right to tell others what they can or cannot read or view. Staff is available to discuss concerns and identify alternate materials that may be available. If a patron's concern is not satisfied through discussion with staff, a written *Request for Reconsideration of Materials* form may be submitted to the Library director. Copies of the form are available at the Reference Desk. If a patron's concern is not resolved through contact with the Library director, the patron may then submit the *Request for Reconsideration of Materials* form to the Library Advisory Board for a final ruling.

The Buckham Memorial Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until after a local court of competent jurisdiction has ruled against the material. No materials will be knowingly added to the Library's collection that have been previously determined to be in non-compliance with local laws.

For a request for reconsideration to be considered, the form must be completed in full. The patron submitting the request must be a resident of Rice County and hold a valid borrower's card. The Library director will respond to the patron's request for reconsideration in writing within thirty (30) days of receipt. The response will indicate the action to be taken and reasons for the action. An item will only be evaluated for reconsideration once in a twelve-month period.

*Originally Approved by the Library Advisory Board, 2/2001
Revised and adopted 1/2019*

REQUEST FOR RECONSIDERATION OF MATERIALS

Return this form to the attention of the Library director.

TITLE: _____

AUTHOR: _____

PUBLISHER: _____ PUB. DATE: _____

TYPE OF MATERIAL: _____ Book _____ Magazine _____ CD
_____ Video/DVD _____ Book on Tape or CD _____ Other (specify): _____

REQUEST INITIATED BY:

Patron Name: _____ Organization Name: _____

Are you representing yourself or your organization? _____ Myself _____ Organization _____

ADDRESS: _____

TELEPHONE: _____ LIBRARY CARD #: _____

1. Specifically, to what do you object? Please cite specific pages, scenes, etc. Continue on a separate sheet of paper if necessary and attach.
2. Did you read the entire book (or listen to/view the entire item)?
3. What do you feel might be the result of reading, hearing, or seeing this material?
4. Is there anything you like about this material?
5. Have you read or seen professional reviews of this item? Please attach copies if available.
6. What alternative item do you recommend that provides adequate information on the subject?

Signature of complainant

Date

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 bases, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted by the ALA Council June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.



Buckham Memorial Library

MEETING ROOM POLICY

CONTENTS

Description of the Room

Room Availability

Scheduling the Meeting Room

Hours

Usage Fees

Available Equipment

Wireless Internet Access

Arrangement/Cleanup of the Room

Refreshments

Catering Supplies

Storage

Damage to the Room

Messages

Parking

Long Term Meeting Room Requests

The City of Faribault's Buckham Memorial Library is happy to provide the meeting room for public use. This Meeting Room Policy establishes guidelines and procedures for the use of the Library's meeting room. A copy of this Policy, and a copy of the Meeting Room Request Form, will be given to each group requesting use of the meeting room. The Library welcomes comments and suggestions for improving this service to the community.

Disclaimer

Use of the Library meeting room does not imply Buckham Memorial Library or City of Faribault endorsement or approval of the group, the meeting, or the ideas presented at the meeting. No announcement, press release, flyer or other promotion should state or imply Library or City endorsement or sponsorship of the event or the organization. Such announcements, press releases, flyers or other promotions should clearly state the sponsoring group's name and refer to the Library only as the location of the meeting. Groups may not use the Library's name or address as their own address or headquarters location or store their property at the Library between meetings. A copy of any publicity material shall be sent to the Library prior to an event.

Description of the Meeting Room

The meeting room (the Great Hall) can accommodate up to ninety (90) people. It is accessible by stairs and by elevator. The Great Hall is equipped with 8 folding tables and 75 chairs. A sink and handicapped-accessible restrooms are also available just off of the Great Hall.

Room Availability

All groups, whether governmental, for-profit or nonprofit, cultural, educational, charitable, or recreational, are invited to use the Library's meeting room. Library staff will make every effort to accommodate these groups; however, the Library reserves the right to make scheduling adjustments based on the Library's needs, or, in case of a conflict, according to the following order of priority:

1. **Library Programs** that involve the efforts of Library staff
2. **Local Government** meetings/programs (official meetings/programs of the City of Faribault or Rice County agencies or departments)
3. Classes, workshops, or seminars, offered through nonprofit educational institutions
4. Programs of an educational, cultural, or civic nature, prepared for the public
5. Business/organizational meetings of nonprofit organizations
6. Other

Scheduling the Meeting Room

A representative of each organization wishing to reserve the meeting room should contact the Library to receive a copy of this *Meeting Room Policy*, which outlines responsibilities and requirements pertaining to use. At that time, library staff **or group representative** will fill out a *Meeting Room Request Form* and the organization's representative will sign it. A copy of the completed *Meeting Room Request Form* will be retained by the organization and by the Library.

Make reservations by either calling or visiting the Library during regular Library hours. Library staff will maintain a calendar of reservations and will reserve use of the meeting room. Advance reservations for meeting room use **including signed request form** are required at least two (2) days prior to the meeting date. In the case of long-term meeting room requests, a request will be considered at the next regularly scheduled monthly Library Advisory Board meeting. (*See Procedure for Consideration of Long Term Meeting Room Requests.*)

Hours

The meeting room is available for use during the following hours:

9:00 a.m. – 7:30 p.m.	Monday - Thursday
9:00 a.m. – 4:30 p.m.	Friday and Saturday

Several groups may be using the Library's meeting room during any given day. All groups must vacate the meeting room by their agreed-upon ending time. **Set up, take down and clean up must take place during the hours stated above.**

Usage Fees

Fees are charged to for-profit commercial or business users. Fees are also charged to any organization (including nonprofits) generating revenues from or during use of the Library's meeting room. This includes revenues generated from sales, admission, attendance charges, fees, or tuition. Make checks out to **Buckham Memorial Library**. The meeting room usage fee is \$30 prepaid and \$40 billed for each four hour period of time with a minimum fee of \$30.

Please note these fees only apply to groups generating revenues as described above. Nonprofit organizations shall not be charged a fee when collecting ordinary annual dues or when selling such miscellaneous items as the organization's calendars, date books, etc., provided that such activity is incidental to the purpose of the meeting.

Nonprofit organizations may generally use the facilities free of charge. If a group is not being charged a fee but wishes to make a donation to the Library, please make checks payable to “Friends of Buckham Memorial Library.”

Available Equipment

The following items may be available for use in the meeting room: **TV, DVD/VHS player,** white board and screen. Requests for equipment are taken at the time the room reservation is made. See **Description of the Meeting Room** above for available tables and chairs.

Wireless Internet Access

Groups and individuals may bring their own wireless-enabled laptop/notebook computer or other wireless device to use in the Library. The Library is providing wireless access to the Internet via a DSL line. Periodically there are problems with any Internet connection and the Library does not guarantee its wireless connection.

Arrangement/Cleanup of Rooms

Each group is responsible for its own furniture arrangements. Please remember to allow sufficient time to arrange the room to your liking.

Groups using Library meeting rooms must leave the room arrangement in its original configuration. It is the responsibility of the organization to arrange the room to its own specifications and to clean up after the use of the room, generally leaving it as it was found. Groups using the sink area on the second floor will be responsible for leaving it in a clean, sanitary condition. The Library makes every effort to keep the rooms in a sanitary condition, but custodial staff are not available during most of the Library’s hours of operation. Groups using rooms during the afternoon and evening periods are responsible for any minor cleanup they feel is necessary prior to their meeting. Cleaning supplies are available in the sink area of the Great Hall.

Refreshments

Refreshments are permitted in the meeting room at Buckham Memorial Library. No alcoholic beverages are allowed in Library meeting room or on library premises. If refreshments and/or nonalcoholic beverages are served, the tables and chairs must be cleaned afterward by the user group (as well as the carpets if necessary). Some cleaning supplies are available in the sink area adjoining the Great Hall. All utensils, coffee pots, coffee, beverages, and refreshments must be provided by the group.

Catering Supplies

When a group has arranged for catering, all supplies must either be removed by the group or picked up by the caterer on the same day as the reservation. Caterers may deliver and pick up supplies only during regular Library hours (*see Hours* above).

Storage

The Library provides no space for the storage of an organization’s equipment, supplies, records or other memorabilia.

Damage to the Room

Organizations using the meeting room are responsible for the supervision of the activity and its participants. Each organization reserving the meeting room is responsible for any and all damage to library property or equipment incurred during the use of the facility.

Messages

Library staff will notify groups over the Library paging system of any incoming phone calls **only** in case of emergencies.

Parking

Parking is available in parking lots on the east (off **Park Place Willow Street**) and south (off 1st Street SW) sides of the Library as well as in front of the Library.

Long Term Meeting Room Requests

Organizations that desire to maintain a regular schedule of meetings (i.e., weekly or monthly) at the Library must first request and have such ongoing meetings approved by the Library Advisory Board.

Procedure for Consideration of Long Term Meeting Room Requests

1. Requests must be sent in writing to the Buckham Memorial Library Advisory Board, c/o of the Library Director.
2. Requests should specify day, time, and frequency of meeting, estimated number attending the meeting, the group's purpose/function as well as the name of the group making the request and a contact person.
3. The Library Advisory Board will consider the request at its next monthly meeting. The Board may choose to ask a representative of the group to appear in person to make the request.
4. Library staff will inform the group of the status of its request and make arrangements for the use of the meeting room.
5. All requests are subject to the Buckham Memorial Library *Meeting Room Policy*, and all groups must have a completed *Meeting Room Request Form* on file.
6. The Advisory Board will generally review long-term requests lasting more than one year on an annual basis.

Draft October 2021