

# OCEAN SHORES PUBLIC LIBRARY

# Policy: Table of Contents

Library Board of Trustees Reviewed and Approved 2023

#### 1. Overall Policies

- 1.1 General Policy Statement
- 1.2 Library Vision/ Mission Statement

#### 2. Governance

- 2.1 Board of Trustees
- 2.2 Public Meetings
- 2.3 Public Communication
- 2.4 Code of Ethics

#### 3. Collection Development

- 3.1 Collection Philosophy
- 3.2 Materials Selections and Maintenance
- 3.3 Citizen Input

#### 4. Borrowing Materials

- 4.1 Library Card Eligibility and Fees
- 4.2 Borrowing Periods
- 4.3 Inter-library Loan Service
- 4.4 Borrower Responsibility

#### 5. Patron Code of Conduct.

- 5.1 Expectations
- 5.2 Prohibited Behavior
- 5.3 Personal Responsibility
- 5.4 Food and Drink
- 5.5 Enforcement
- 6. Confidentiality
  - 6.1 Definition
  - 6.2 Privacy Protection
  - 6.3 Permitted Access
- 7. Intellectual Freedom
  - 7.1 Washington Library Association Intellectual Freedom Statement
- 8. Services
  - 8.1 Reference
  - 8.2 Reader's Advisory
  - 8.3 Programs
  - 8.4 Technology Assistance (Book a Techie)
  - 8.5 Online Services
  - 8.6 Computer Services
  - 8.7 Photocopying

## 9. Computer Services

- 9.1 Library Computers
- 9.2 Computer Use
- 9.3 Computer Access
- 9.4 Time Limits
- 9.5 Internet Access to Minors
- 9.6 Staff Assistance
- 9.7 Printing
- 9.8 Wireless Internet Service (Wi-Fi)

## 10. Meeting Room Use

- 10.1 Free Use
- 10.2 Rental and Fees
- 10.3 Scheduling
- 10.4 Rules of Conduct

## 11. Display and Distribution

- 11.1 Priorities
- 11.2 Guidelines
- 11.3 Display Case and 3-D Displays
- 11.4 Art in the Library
- 11.5 Agreement

#### 12. Sales, Solicitation, and Electioneering

- 12.1 Sales and Solicitation
- 12.2 Charitable Donations
- 12.3 Political Campaign Activities
- 12.4 Sales and Canvassing Outside the Library

### 13. Community Involvement

- 13.1 Volunteers
- 13.2 Volunteer Guidelines
- 13.3 Friends of the Library
- 13.4 Ocean Shores Library Foundation
- 13.5 Teen Advisory Board
- 13.6 Board of Trustees

## 14. Financial Support

- 14.1 Acceptance of Gifts
- 14.2 Types of Gifts
- 14.3 Donor Confidentiality

#### 15. Photography and Video Recording

- 15.1 Filming and Photography by Library Staff
- 15.2 Filming and Photography Notification and Consent
- 15.3 Filming and Photography by Others
- 15.4 Commercial Photography
- 15.5 Prohibitions

# **Appendices**

American Library Association's (ALA) Code of Ethics

ALA Freedom to Read Statement

ALA Freedom to View Statement

ALA Library Bill of Rights

Friends Financial Support of the Library Agreement

Foundation Financial Support of the Library Agreement TBD