



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-1	
TITLE: Library Code of Conduct		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 Tillamook County Library strives to provide the highest level of service to all library users. It works to foster an environment in which the entire community can use the library's resources, services, and programs as effectively as possible.

2. APPLICABILITY:

2.1 The code of conduct applies for all people on library premises or while using library resources. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile. Library services include, but are not limited to programs, telephonic, and virtual services.

3. VIOLATIONS:

3.1 Violation of any of these rules, any library policy, or any other applicable federal or state laws can result in a temporary ban from library premises and/or arrest.

4. POLICY:

4.1 Library users must comply with all reasonable requests from library staff members.

4.2 Library users may not engage in behavior that is disruptive, inappropriate, or that prevents effective use of the library.

4.3 Library users may not engage in harassment or threatening behavior including verbal threats.

4.4 Library users must wear shoes, a top, and bottom that is reasonable for a public space.

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- 4.5 Library users must maintain personal hygiene so that it does not constitute a nuisance to other patrons.
- 4.6 Public restrooms are available for use of the toilets and handwashing. Other uses are prohibited.
- 4.7 The use of skateboards, rollerblades, or recreational scooters are not permitted on library premises. Bicycles are not permitted inside the library.
- 4.8 Animals are not allowed inside the library unless they are a part of library programming or qualify as service animals as defined by the Americans with Disabilities Act (ADA) and Oregon disability laws.
- 4.9 Selling, soliciting, and panhandling on library premises is not permitted.
- 4.10 The use of tobacco, tobacco-like products, drugs, and alcohol on library grounds is prohibited.
- 4.11 Library users may not sleep inside the library.
- 4.12 Library materials must be properly checked out before being removed from the building.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-2	
TITLE: Public Use of Library Technology		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

- 1.1 Public use of library technology is an essential service of the Tillamook County Library. The use of technology at the library allows people in the county to meet basic life needs, access lifelong learning resources, and enjoy art and entertainment. The library's policy guides the appropriate use of library technology and protects the library from the actions of library users.

2. APPLICABILITY:

- 2.1 This policy applies for all people on library premises or while using library resources. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile. Library services include, but are not limited to programs, telephonic, and virtual services. It applies to all technological systems maintained by and used in the library.

3. VIOLATIONS:

- 3.1 People in violation of this policy will be subject to the rules and sanctions outlined in the library code of conduct (LIB-1).

4. POLICY:

4.1 Key Guidelines for Use

- 4.1.1 Library technology cannot be used for any illegal activities (including illegal peer-to-peer file sharing); producing or transmitting any threatening, obscene, or harassing materials or computer viruses; accessing pornographic websites; attempting to circumvent filters; taking any action which could violate the privacy of another individual; or damaging or disrupting library equipment, software, or data transmission.
- 4.1.2 The library cannot be held responsible for the use of library technology for commercial purposes.
- 4.1.3 The use of library technology may be monitored by staff to ensure compliance with library policies. Appropriate steps will be taken to prevent misuse or abuse of

SUBJECT: Public Use of Library Technology LIB-2

- library computers and internet services. Repeated or serious violators risk losing library privileges and will be held financially liable for any physical damage caused.
- 4.1.4 As with other library materials, restriction, and supervision of a child's access to library computers and the internet is the responsibility of the parent or legal guardian.
 - 4.1.5 By choosing to use these free services, patrons agree to abide by all applicable library policies. Failure to read or understand rules does not excuse a user for disobeying them.

4.2 Internet Access

- 4.2.1 The library reserves the right to limit bandwidth on a per connection basis on the network, as necessary, to ensure network reliability and fair sharing of network resources for all users.
- 4.2.2 Wireless connectivity is not guaranteed at all locations within library facilities.
- 4.2.3 Users may not extend or modify the network in any way. This includes adding access points or installing bridges, switches, hubs, or repeaters. The library reserves the right to remove or disable any unauthorized points of access.
- 4.2.4 The library assumes no responsibility for the safety of equipment, data, or personal information when connecting to the library's network.
- 4.2.5 Free one hour day passes are available for visitors without library cards by request at the service desk.
- 4.2.6 Tillamook County Library reserves the right to set time limits for daily use based on availability and demand at each Branch. Computers automatically log-off 15 minutes before closing time.
- 4.2.7 Users may not download or install any software or programs not already pre-installed by staff on library computers.
- 4.2.8 Users bear sole responsibility for any data loss or damage to personal devices used on library equipment. It is the user's responsibility to secure any personal data during use and delete it from library devices when finished.
- 4.2.9 The library may not be able to provide lengthy one-on-one computer, software, or internet training outside of scheduled classes or appointments.

4.3 Library Wi-Fi Hotspot

- 4.3.1 The library circulates Wi-Fi hotspots to support community access to the Internet. These items may be checked out for one week and cannot be renewed.
- 4.3.2 Hotspots may not be checked out by the same patron returning the item within the same day to allow other members of the community the opportunity to check them out.
- 4.3.3 Library users will be billed \$100 for overdue hotspots. The bill will be removed upon return of the hotspot.
- 4.3.4 Library users are expected to use hotspots in compliance with the Public Use of Library Technology Policy



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-3	
TITLE: Collection Development		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

- 1.1 The Tillamook County Library Collection Development Policy guides librarians and provides the public with information about the principles upon which selections are made. A policy cannot replace the collection development judgment of librarians but stating goals and indicating boundaries will assist them in choosing from a vast array of available materials.
- 1.2 Anticipating the community's interests and needs, observing their responses to innovations, and acting quickly in response to these needs will serve as the underlying framework for materials selection and practices. Operating as good stewards of the public's tax dollars requires constant re-evaluation of current distribution and selection plans, as library staff evaluates and implements alternative, cost-effective ways to provide services, aligning resources to demand.
- 1.3 The primary purpose of the Tillamook County Library is to meet the informational, educational, cultural, and recreational needs of all the communities it serves. The library subscribes to the principle that the freedom to read is essential to our democracy, and that free communication is essential to the preservation of a free society. To ensure free communication and the rights of the residents of Tillamook County to a broad range of ideas and concepts, the library endorses the American Library Association's Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement.
- 1.4 The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the "Library Bill of Rights," and which is approved by the appropriate governing authority

2. APPLICABILITY:

- 2.1 This policy applies to all library materials. The word "materials" as it may occur in the policy has the widest possible meaning; hence, it is implicit in this policy that every form of permanent record is to be included, whether printed or in manuscript; bound or unbound; photographed or otherwise reproduced. Also included are audio books, films, music, and on-line sources. "Selection" refers to the decision that must be

made either to add a given item to the collection or to retain one already in the collection

3. **POLICY:**

3.1 Material Selection

- 3.1.1 Tillamook County Library strives to purchase materials that meet public demand. It is important to note, often popular movies or series on streaming platforms are not available for purchase in DVD format.
- 3.1.2 Tillamook County Library is a member of a library consortium. This consortium includes Newport Public Library, Driftwood Public Library, and Tillamook County Library. The staff at Tillamook County Library do not have control over the items in the collections at Newport or Driftwood Public Libraries. Also, Tillamook County Library offers digital resources such as Hoopla for patrons to have access to electronic materials. The companies we contract with for the digital resources do not allow libraries to control the titles that are in the electronic packages.

3.2 Collection Maintenance

- 3.2.1 Maintenance of the library's collection through constant evaluation by the librarians ensures its usefulness and relevance to the community. This evaluation relies on the staff's professional expertise to assess the content of the collection and the ever-changing needs of the community. Library materials may be discarded for any of the following reasons:
 - Obsolescence: the material is no longer timely, accurate, or relevant
 - Damaged or poor condition
 - Space limitations
 - Number of copies in the collection
 - Insufficient use or lack of patron demand
 - Availability in other collections
- 3.2.2 It is the responsibility of the librarians to assess the need for replacing material that is damaged, withdrawn or otherwise lost from the collection. This decision may be influenced by popular interest, adequacy of coverage in the subject area, the number of other copies in the library system, significance, cost, and availability
- 3.2.3 It is the responsibility of Librarian staff to determine how an item is categorized and where it will be shelved in the library, and at which branch.
- 3.2.4 Items that have become historically significant, assumed reference value, or increased dramatically in monetary value may be considered for inclusion in special collections or sent to archives for "on-demand" retrieval.
- 3.2.5 Resources that no longer meet expectations for the collection are discarded. They may then be declared surplus in accordance with library policies and:
 - Recycled and Repurposed
 - Repurposed through entities such as Better World Books
- 3.2.6 Materials that have been donated to the library but have not been added to the collection may be disposed of as the librarian sees fit.

3.3 Cooperative Agreements

- 3.3.1 Tillamook County Library recognizes that it cannot provide everything that its patrons request within its own collection of resources. Therefore, the library is committed to the cooperation and sharing of resources among libraries and other agencies that acquire, house, and make information and materials accessible. The library supports cooperative use agreements that span library district and agency lines, thus allowing users access to the broadest array of resources and information. The library also participates in local and regional consortia that facilitate purchasing and access to a variety of digital resources and services.
- 3.3.2 Tillamook County Library supports cooperative collection development activities when feasible as a means of providing the best access to the most information for the most people. In addition, the library offers Interlibrary Loan as a means of providing access to specialized, out-of-print, and other materials not acquired. Requests for materials not in the library's collection are considered for purchase and may be purchased if the material meets the library's mission and falls within budget constraints. The library is committed to building a collection of resources that responds to and is capable of filling most of its patrons' needs.

3.4 Materials Reconsideration

- 3.4.1 Challenged materials that meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The "Library Bill of Rights" states in Article I, that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation" and in Article II, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a fine and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure. Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.
- 3.4.2 Tillamook County Library will respond to patron complaints. Patrons may request that library materials be re-evaluated with reference to the library's selection criteria. Patrons will be asked to complete a "Request for Reconsideration of Library Materials" form when filing their objection.
- 3.4.3 The library reports all challenges to materials to the Oregon Intellectual Freedom Clearinghouse, a project of the Center for the Book at the Oregon State Library. The Clearinghouse collects reports about challenges against all types of library materials in all types of Oregon libraries to document the level of censorship attempts in Oregon. An Annual Report of the Oregon Intellectual Freedom Clearinghouse is produced and released during September of each year. While the Oregon Intellectual Freedom Clearinghouse cooperates with other persons and groups concerned with intellectual freedom or related issues, it is intended that the Clearinghouse be an unbiased information resource.

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- 3.4.4 Suggestions and donations from people in the community are accepted and are given serious consideration. All material added to the collection by suggestion or gift must meet the same criteria as originally used in choosing items.
- 3.4.5 If there is concern about a specific item in the library's collection a Request for Reconsideration of the Library Materials form may be downloaded or requested from the staff at any branch of the Tillamook County Library. To submit a form, it must come from an individual, not a group, and the patron must have a Tillamook County Library card and reside in Tillamook County Library's service area. This form should be filled out and either returned to a staff member or mailed to the Library Director or designated alternate.
- 3.4.6 The procedure for reconsideration of material is as follows:
 - 1. The patron seeking reconsideration of a work receives a copy of the Tillamook County Library's Collection Development Policy and a Request for Reconsideration of Library Materials form. Forms are available online and at all physical library locations.
 - 2. The patron seeking reconsideration must read, view, or listen to the entirety of the work before requesting reconsideration of the library material.
 - 3. The patron may submit the Request for Reconsideration of Library Material form at any Tillamook County location. The form may also be mailed to:
Tillamook County Library
Attn: Library Director
1716 3rd Street
Tillamook, OR 97141
 - 4. Acknowledgment of the complaint will be sent in a timely manner with a formal response to follow.
 - 5. A formal response will be issued by the Library Director's Office.
- 3.4.7 The material under reconsideration will remain available for circulation during this process.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-4	
TITLE: Community Room		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

- 1.1 Tillamook County Library supports and endorses the American Library Association's Library Bill of Rights, which states: 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.

2. APPLICABILITY:

- 2.1 This policy applies to all spaces designated as meeting rooms in the Tillamook County Library system.

3. POLICY:

3.1 Community Room Priorities

- 3.1.1 The community rooms are reserved in accordance with the following priorities:

1. Library sponsored or related programs.
2. Educational, civic, charitable, and cultural programs sponsored by local nonprofit agencies, organizations or government agencies located within Tillamook County.
3. Private and commercial use.

3.2 Community Room Guidelines

- 3.2.1 Activities in library community rooms must not disrupt library operations.
- 3.2.2 Users may be asked to leave if use is deemed disruptive or in any way contrary to library policy.
- 3.2.3 The library reserves the right to change or cancel reservations or to relocate a group to a different room.
- 3.2.4 Meetings must adjourn 30 minutes before closing time unless approved by the Tillamook County Library Director.
- 3.2.5 The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, its staff, its advisory board, or the Tillamook County Board of Commissioners.
- 3.2.6 Permission to use the meeting room is not transferable by any individual or group whose application is approved.
- 3.2.7 No staples, tape or pushpins can be used on the walls.

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- 3.2.8 Smoking is not allowed in the library or on library grounds.
- 3.2.9 Alcoholic beverages are not allowed in or around the library or library grounds.
- 3.2.10 No open flames allowed.
- 3.2.11 Activities for minors, age 17 and under, must be supervised by responsible adults.
- 3.2.12 Community rooms may not be reserved for quiet study time.
- 3.2.13 Sales of services, products, merchandise, materials or items or solicitations for donations authorized pursuant to a library-sponsored program or event, or on behalf of the Friends of the Library or The Library Foundation are permitted.
- 3.2.14 Meetings booked by government agencies do not need to be open to the public.
- 3.2.15 Library staff may enter and remain in a room at any time during a scheduled meeting.
- 3.2.16 The rooms will not be available for use on recognized holidays observed by Tillamook County or any other time during which the Tillamook County Library is closed unless approved by the Tillamook County Library Director.
- 3.2.17 Any equipment normally used in the rooms such as podiums, whiteboards, projectors, speakers, ethernet cables or other built-in amenities may be available. Check with the library for availability.
- 3.2.18 Consumable supplies such as whiteboard markers, pens, pencils, paper, staplers, and more are not provided.
- 3.2.19 The Hatfield room is equipped with a sink, refrigerator, and coffee/hot water maker. Check out pots at front desk. Bring your own coffee.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-5	
TITLE: Confidentiality Of Library Records & Third-Party Partners Privacy		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 Tillamook County Library is dedicated to the principles of confidentiality of library user records and expectations of privacy when using library materials, and to identify those limited circumstances under which information regarding a patron's use of the library will be released.

2. APPLICABILITY:

2.1 The Tillamook County Library accepts and endorses the Policy on Confidentiality of Library Records of the American Library Association and strictly abides by all local, state, and federal laws that govern privacy and confidentiality.

2.2 A "library record" refers to any document, record, or other method of storing information retained, received, or generated by a library that identifies a person or persons as having requested, used, or borrowed library material, and all other records identifying the names or confidential patron records of library users. The term "library record" does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library material in general.

2.3 The confidential patron library records referred to in this Policy, whether print or electronic, include, but are not limited to:

- Circulation records from any library branch.
- Library card registration records.
- Interlibrary loan or patron material (holds) requests.
- Event registration and attendance records.
- Reference requests received in person or via email or telephone.
- Donation records including the donor's personal and financial information, payments, and communications with library staff; and
- Patron computer, internet, e-materials, library database, or website use records.
- The confidential information in these records includes, but is not limited to:
 - o Subjects researched.
 - o Materials consulted.
 - o Individual titles borrowed; and

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- o Patron library card number, name, address, phone number, email, DOB, financial transactions, and all other unique identifiers.

3. POLICY:

- 3.1 No employee or agent of the library, or third party contracted by the library that receives, transmits, maintains, or stores library records, shall release, or disclose a library record or portion of a library record to any person or persons outside the operation of confidential library business, except pursuant to federal, state, or local law where a proper showing of good cause has been made in a court of competent jurisdiction. Moreover, any cost incurred by the library in any search through patron records, even under court order, shall be chargeable to the entity demanding such search.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-6	
TITLE: Child and Youth Safety at the Library		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

- 1.1 The Tillamook County Library provides a safe and welcoming environment that encourages youth to visit the library, use our collections and services and attend programs.

2. APPLICABILITY:

- 2.1 This policy applies for all people on library premises. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile.

3. VIOLATIONS:

- 3.1 People in violation of this policy will be subject to the rules and sanctions outlined in the library code of conduct (LIB-1).

4. POLICY:

- 4.1 Parents are responsible for the behavior of their children on library property, whether the parent is present or not.
- 4.2 Children under 10 years of age must be accompanied and adequately supervised by a responsible caregiver. Older siblings, or caretakers under the age of 15 are not considered adequate supervisors. If a child is left alone and they are under the age of 10, a parent or guardian will be contacted to pick them up. If a parent or guardian cannot be reached, the police department may be contacted.
- 4.3 Youth of any age with mental, physical, or emotional problems who require supervision should be always accompanied by a parent or caregiver. If a parent or guardian cannot be reached, the police department may be contacted.
- 4.4 Children's areas are designated for children up to age 12; Teen areas are designated for ages 12 to 18.

SUBJECT: Child and Youth Safety at the Library LIB-6

4.5 Adults may visit Teen and Children's areas only when accompanied by youth using those departments or if they are retrieving materials for research or checkout.

4.6 Adults unaccompanied by children may be asked by library staff to use the restrooms, facilities, services, and/or equipment in the adult section of the library.

4.7 Children's programs are designed for children and their caregivers. Adults unaccompanied by a child may be asked to leave unless the attendance was prearranged.

4.8 Arrangements for pick-up from the library must be made 15 minutes prior to close of the library.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-7	
TITLE: Animals in the Library		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. **PURPOSE/OBJECTIVE:**

- 1.1 To maintain an environment where people can freely access library services, the library limits the allowance of animals inside of the library except for in limited circumstances.

2. **APPLICABILITY:**

- 2.1 This policy applies for all people on library premises. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile.

3. **VIOLATIONS:**

- 3.1 People in violation of this policy will be subject to the rules and sanctions outlined in the library code of conduct (LIB-1).

4. **POLICY:**

- 4.1 Animals are not allowed inside the library unless they are part of library programming or qualify as Service Animals as defined by the Americans with Disabilities Act (ADA) and Oregon Disability Laws.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-8	
TITLE: Tillamook County Library Name, Image, and Likeness		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 This policy protects against the misuse of the library's name, image, and likeness.

2. APPLICABILITY:

2.1 This policy applies to all members of the public regarding use of Tillamook County's name, image, and likeness.

3. VIOLATIONS:

3.1 Anyone violating this policy may be subject to legal action.

4. POLICY:

4.1 Written permission for use of Tillamook County Library's name, image, or likeness by any other entity, business, or organization is required except where allowed in this policy. Prohibited or restricted uses include, but are not limited to, the following:

- Implication of endorsement by the organization or its activities.
- Commercial uses (placement of the logo on product packaging or use of the logo to endorse selling a product).
- For purposes other than acknowledging membership or participation in library activities; and
- Modification of the Tillamook County Library logo.

4.2 The Tillamook County Library Board, Tillamook County Library Foundation, South County Library Club, North Tillamook Library Friends of the Library, Rockaway Beach Friends of the Library and the Cities of Bay City or Garibaldi may use the logo, as appropriate, to promote their events and/or describe their activities. Third parties may use the logos for promotional purposes only with advance approval and specifications for use from the Library Director or designee.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-9	
TITLE: Photography and Film in the Library		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 This policy governs the use of photography and film within the library.

2. APPLICABILITY:

2.1 This policy applies for all people on library premises. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile.

3. VIOLATIONS:

3.1 People in violation of this policy will be subject to the rules and sanctions outlined in the library code of conduct (LIB-1).

4. POLICY:

4.1 Policies and Procedures for Tillamook County Library Employees

4.1.1 When filming or taking pictures of patrons of Tillamook County Library, library staff will announce the filming or photo-taking to allow people in the library to avoid unwanted film or photography of themselves.

4.1.2 Library staff may not put child's first name and last name together in photographs or video without parental consent. If pictures are to be taken, library staff and vendors are to take mostly photos of the backs of patron's heads unless they have permission to film or photograph individuals.

4.2 Patrons Taking Photos and Filming

4.2.1 It is okay to take photos in the library, patrons should refrain from taking pictures of our staff or other patrons of the library. Parents and caregivers of children can take pictures of their own children. For a bigger project like filming a short film, or photoshoots, the library requires 24-hour notice and approval from the library director or designee. Filming or Photography in a library should not cause a

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disruption, harass patrons and employees, monopolize library workers time, and it should not interfere with patrons' privacy.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-10	
TITLE: Library Donations		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

- 1.1 This policy outlines Tillamook County Library's gift and donation guidance for the public. Tillamook County Library welcomes and encourages gifts and donations to support its current operations and future development. The library may accept money, property, bequests, print and non-print materials in excellent condition, or any other items which are consistent with the library's mission statement. The Tillamook County Library Foundation is the preferred recipient of large financial donations.
- 1.2 In addition to gifts and donations made directly to Tillamook County Library, gifts are accepted by the Tillamook County Library Foundation and individual Tillamook County Library Friends Groups. Each organization determines their individual donation policy and guidelines. The primary function of these support organizations is to provide financial support to Tillamook County Library for programs and to maintain branch facilities. The donor may choose which entity will receive their gift based on the mission of each organization, the donor's own wishes and what the donor determines to be in their best financial interest. Each of these entities is free to recommend one of the others as the best recipient if they feel they are not best equipped to use or manage the gift.

2. APPLICABILITY:

- 2.1 This policy applies to all gifts and donations to the library or for library benefit.

3. POLICY:

- 3.1 Tillamook County Library accepts a donation that furthers the library's services, goals, objectives, and priorities.
- 3.2 Tillamook County Library will consider non-monetary gifts such as artwork, antiques, collectibles, or other personal property considering the gift's relevance to Tillamook County Library's needs and objectives, the space required to house or store the gift, and the cost to maintain or preserve the gift. All accepted gifts become the property of the Tillamook County Library to be used or disposed of in accordance with the library's changing needs, unless otherwise agreed in a signed donor agreement.

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- 3.3 Donations to the Tillamook County Library are tax deductible to the fullest extent provided by law. As the recipient of a gift, the Tillamook County Library will not assign a monetary value to that gift. Appraisals on non-monetary donations will be done at the donor's expense.



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-11	
TITLE: Lost & Found		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 Libraries are publicly accessible spaces. Library users occasionally leave personal items at the library, and the library does not usually have a means of connecting people to their lost materials. This policy establishes how the library will manage personal items left in the library.

2. APPLICABILITY:

2.1 This policy applies to unattended items found on library premises. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile.

3. POLICY:

3.1 Tillamook County Library is not responsible for personal items left or lost in the library.

3.1.1 Tillamook County Library is a public venue and personal items are the responsibility of their owners.

3.1.2 Patrons are strongly encouraged not to leave personal items unattended at any time. Items that are left unattended may be considered lost items and will be subject to the provisions of this Lost and Found policy.

3.1.3 Patrons who can satisfactorily identify their items may claim their items from lost and found.

3.2 Process for lost items found in the library

3.2.1 Tillamook County Library staff shall make reasonable effort to identify and secure lost and found items.

3.2.2 An effort shall be made to locate the owner(s). Library staff may access personal belongings, devices, and library accounts to locate the owner's contact information.

3.2.3 Lost items will be returned to original owner, parent/guardian, or approved designee.

3.2.4 Staff, volunteers, and patrons may not take personal possession of lost and found items.

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- 3.2.5 Suspicious items or packages are handled appropriately; law enforcement may be contacted to handle them.
 - 3.2.6 Hazardous and/or perishable items will be discarded immediately.
 - 3.2.7 Lost and found items of obvious value (e.g., wallets, purses, personal identification, bank cards, phones, tablets, laptops) will be held securely for 3 business days and turned over to the Tillamook Police Department if unclaimed.
- 3.3 Unclaimed lost items
- 3.3.1 After 30 days, unclaimed cash, books, movies, and music without Tillamook County Library barcode labels will be donated to the bookstore or one of the Friends of the Library groups.
 - 3.3.2 After 30 days, all other unclaimed items, except for USB drives and digital devices, will be given to local charitable agencies or disposed of as appropriate



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-12	
TITLE: Petitioning		ORDER #: TBD	
DEPT: Library			
ADOPTED: TBD	REVIEWED: TBD	REVISED: TBD	

1. **PURPOSE/OBJECTIVE:**

1.1 This policy establishes the criteria for petitioning spaces on library premises.

2. **APPLICABILITY:**

2.1 This policy applies for all people on library premises. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile.

3. **VIOLATIONS:**

3.1 People in violation of this policy will be subject to the rules and sanctions outlined in the library code of conduct (LIB-1).

4. **POLICY:**

4.1 First Petitioning inside Tillamook County Library buildings is prohibited. The circulation of petitions outside library facilities must not impede the free access of the public to library entrances/exits, resources, or parking areas. Harassment of any kind of patrons or library staff is prohibited. Petitioners violating this policy or the Library's Code of Conduct will be asked to leave library property.