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# THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE: SERVICES – LIBRARY SYSTEM**  
**SUB: BOOK SELECTION AND INTELLECTUAL FREEDOM**

Effective Date	Amendment
August 14, 1997	March 4, 2004

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## **Policy Statement:**

### *Responsibility*

The Boards of Directors believes that the Library System has the responsibility to:

1. Provide information in any form of material necessary (such as books, reports, periodicals, microforms, tapes, videos and cassettes) to segments of the community not covered by other information services;
2. Provide reliable and authentic information on many aspects and levels of a topic, in such form and manner so that an individual can make an independent judgment of the content;
3. Provide a wide range of material so that an individual can broaden his or her attitudes and approaches as extensively and intensively as possible;
4. Provide a wide range of reading, viewing and listening materials for recreation, entertainment and amusement;
5. Provide a wide range of materials which individuals or groups might use to develop insights, skills and techniques which might effect change in the community;
6. Provide the level and quality of materials which will give to an individual (child or adult) a perspective and insight into current thinking in many aspects of modern life. This thinking is reflected both in informational as well as fictional materials.

### *Availability and Accessibility of Materials*

The Board of Directors believes that the following principles concerning the acquisition and distribution of materials shall be applied in the operation of the Library System:

1. The Library System shall make a serious effort to distribute standard materials in all fields of information important to public library users;
2. The Library System shall make materials fully accessible by:
  - placing materials on open shelving, in filing cases or on microform clearly available to people;
  - ensuring that librarians help users to locate and use materials;
  - offering a request service;
  - developing an interlibrary lending service with other libraries and institutions;
  - placing copying machines in libraries (clearly marked regarding copyright infringement).
3. The Library System shall endeavour to supply a wide range of current fiction and informational books, regardless of the level of acceptance in any single community;

The Library System shall make such materials available. In other words, the Board of Directors accepts responsibility for stocking materials on many aspects of a topic regardless of the feeling of an individual or a particular community;
4. The Board of Directors does not endorse every idea or stand behind every statement expressed in the Library System's collection;
5. The Library System makes no distinction between the use of materials by children as opposed to that by adults. The Board of Directors takes the stand that:
  - adults may check out anything supplied and the community librarians must not interfere;
  - the reading habits of the child are the responsibility of the parent, not the Library System.

### *Intellectual Freedom*

The Board of Directors accepts the statement of the Canadian Library Association on Intellectual Freedom and hereby makes it an integral part of its policy.

### *Review of Materials*

1. Materials may not be removed from the shelf on the basis of a verbal complaint. The approved *Library User's Statement of Concern About Library Materials* form must be completed and forwarded to the Director of Libraries.
2. The Director of Libraries is authorized to respond to all Library User's Statement of Concern About Library Materials forms submitted by library patrons.
3. Library patrons have a further option of expressing their concerns to the Board of Directors.

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# THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE:** SERVICES – LIBRARY SYSTEM  
**SUB:** B.C. LIBRARY TRUSTEES ASSOCIATION

Effective Date	Amendment
January 27, 1994	March 4, 2004

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**Policy Statement:**

THAT the Board of Directors be designated as the Thompson-Nicola Regional District Library System Board of Trustees for purposes of membership in the B.C. Library Trustees Association.

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## THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE:** SERVICES – LIBRARY SYSTEM  
**SUB:** CHILDREN LEFT UNATTENDED IN THE LIBRARY

<b>Effective Date</b>	<b>Amendment</b>
September 21, 1995	March 4, 2004

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**Policy Statement:**

Parents/guardians are responsible for their children while their children are in the library.

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# THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE: SERVICES – LIBRARY SYSTEM**  
**SUB: GIFTS AND DONATIONS**

<b>Effective Date</b>	<b>Amendment</b>
August 14, 1997	March 4, 2004
	March 10, 2005

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## **Policy Statement:**

The Thompson-Nicola Regional District appreciates and encourages donations to the Library System's collections. Gifts and donations from individuals and groups are recognized as a vital way to enrich collections and involve the community in the development of their library.

In addition to monetary contributions, donations may include all materials pertinent to the library's circulation, research and historical documentation services. Monetary gifts as memorials to friends and relatives, or donations to mark community events, are a way of holding special occasions and persons in private and public memory while at the same time a means of contributing to the strength of public library resources.

The same policy and principles of book selection which are applied to library purchases are applied to gifts; therefore, certain books, tapes, videos, etc. may be refused. In accepting gifts/donations, the Library System exercises final authority and control over the inclusion, placement, location, circulation, display and withdrawal of each donated item.

Materials which are not purchased and therefore not accepted as donations are:

- Textbooks (school, college or university) and related curriculum materials;
- Reader's Digest condensed books;
- Out-dated encyclopedias and other materials.

Income tax receipts are issued for monetary donations. No receipts are issued for gifts in kind, ie. donations of actual library materials (books, tapes, videos, etc.) except where, in the opinion of the Library System, the value of the gifts merits consideration, in which case the value may be assessed according to Revenue Canada regulations.

At the discretion of the Library System, donors of books or other library materials may be recognized by means of bookplates, library generated publicity, media coverage and/or events and other means of public announcement.

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# THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE:        SERVICES – LIBRARY SYSTEM**  
**SUB:                    MEETING ROOMS**

<b>Effective Date</b>	<b>Amendment</b>
September 26, 1996	March 4, 2004

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**Policy Statement:**

Meeting/multi purpose rooms are designed primarily for the purpose of holding library sponsored activities, such as children's programs, library sponsored speakers, and staff training sessions. Library use will take precedence over community group use.

Meeting rooms are made available to the community only in those branches which have a separate meeting room with access to a washroom, both of which can be secured from the rest of the library. Community use of the meeting room is intended solely for use by non-profit groups for gatherings of a civic, cultural or educational nature.

The following terms and conditions must be followed by all groups using the meeting room.

1. Applications will be considered on a first come basis for any particular date. No group may reserve a meeting room for more than four days in a single calendar month.

Attendance at a meeting may be no more than the maximum number of people certified by the Fire Commissioner as to the occupancy limit for each room.

2. A deposit of twenty dollars (\$20.00) is required to be paid by each group using the meeting room. This deposit is refundable when the key is returned and it is determined that the meeting room is found to be in a tidy and clean condition.
3. No admission fee may be charged by groups using the meeting room, nor may collections be taken, funds solicited or any direct sales made.

4. All groups or individuals using the meeting room must clearly specify their own names in advertisements of meetings, and must take responsibility to deal with queries about the meeting. Library staff will not be responsible for answering questions about any particular meeting. It is the organization's sole responsibility to advertise a contact person and phone number. The library phone number is not to be used as a contact.
5. The booking person must be 19 years of age or older, and must be responsible for the adequate supervision of the meeting room.
6. The booking group is responsible for the setting up, tidying and cleaning up after the meeting. If the meeting room must be cleaned following the use of the room by any group, the twenty dollar deposit will be kept by the library to pay for costs to clean the room. Any additional cleaning costs over the twenty dollars will be charged back to the group.
7. Groups using the meeting room will be responsible for damages to the room and its contents. Improper use of the space will mean denial of future use.
8. Meeting rooms are not equipped in terms of acoustics, electricity, lighting and specific safety factors for dance, music or dramatic productions. Such activities will not be permitted.
9. No posters, signs or decorations shall be put up on the walls of the meeting room by any group using the meeting room.
10. Storage space will not be provided for any group.
11. Smoking and alcoholic beverages are not permitted on library property.
12. Applications are to read these rules and regulations and are to read the Meeting Room Use Terms and Conditions, and must complete a meeting room application form. The application must be signed by one person who will be responsible for the group to comply with the policy as set out.
13. The Library has the right to refuse the use of the meeting room to any group. The group may appeal the decision to the Director of Libraries. Any group may appeal to the Board of Directors.

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## THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE:** SERVICES – LIBRARY SYSTEM  
**SUB:** REGISTRATION OF CHILDREN

<b>Effective Date</b>	<b>Amendment</b>
July 18, 1996	March 4, 2004

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**Policy Statement:**

Library cards shall be issued to children age 15 and under only where parental consent has been obtained.

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## THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE: SERVICES – LIBRARY SYSTEM**

**SUB: BOOK SALES**

**Effective Date Amendment**

August 14, 1997

March 10, 2005

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### **Policy Statement:**

The Library System regularly removes worn, unused and outdated books and other materials from its collection to make space for newly added materials. These withdrawn materials are sold at book sales conducted by branch staff in their local communities

Book sales of the Library System's old books held in various branches provide a two-fold benefit:

- a) They serve as a valuable public relations vehicle;
- b) They help branches save money for special projects, special equipment, and for seed money for development of a collection such as videos, childrens; materials or books in a specific subject are.

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## THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE:** SERVICES – LIBRARY SYSTEM

**SUB:** COMMUNITY BULLETIN BOARD/FREE PUBLICATIONS

**Effective Date** Amendment

July 18, 1996

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### **Policy Statement:**

The TNRD Library System provides space for a Community Bulletin Board and free publications with educational, cultural, informational, and artistic content. Space is made available on an equitable basis regardless of origin, background, or views of the beliefs or affiliations of individuals or groups using the space.

1. Community groups or individuals must receive approval from the Branch Head prior to putting up a poster or leaving free materials on the shelf provided.
2. Community groups or individuals who wish to re-claim posters/materials will be responsible for picking up their materials. Library staff will not be responsible for missing materials. Library staff will not store such materials.
3. Library staff will periodically clear the bulletin board and free materials shelf and dispose of same.
4. The following materials of a commercial nature will not be accepted on the bulletin board and on the free materials shelf:
  - a) advertisements of products or services, prices of articles for sale;
  - b) requests for contributions (including non-profit or charitable institutions);
  - c) advertisements of personal instruction or lessons.
5. Petitions are not to be posted or circulated anywhere in the library.
6. "Free give-away" statements (free puppies to a good home) will not be accepted.

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## THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE: SERVICES – LIBRARY SYSTEM**  
**SUB: COMMUNITY GROUPS DATA BASE**

<b>Effective Date</b>	<b>Amendment</b>
July 15, 1999	March 10, 2005

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### **Policy Statement:**

The purpose of the Community Groups Database (CGD) is to provide up-to-date information and direct referral to activities, organizations, and programs that serve the citizens of the Thompson-Nicola Regional District. The database is maintained by the library and access to it is through the Internet's World Wide Web.

Space considerations limit the comprehensiveness of the service. CGD specifically focuses on clubs, associations, and organizations which serve the local communities. The CGD records include:

- Clubs, associations, and non-profit organizations that provide services to the community.
- Health support groups.
- Social and fraternal organizations.
- Hobby and vocational interest groups.
- Church organizations that offer community services.
- Political and civic organizations.
- People who serve as learning resources, such as translators, speakers, and tutors.

Commercial and for-profit organizations will not be included in the CGD.

All subject headings and other access points as well as final editing, indexing, and formatting of all information is also solely at the discretion of the TNRD Library Administration.

This service may be unavailable periodically during upgrades, maintenance, and updating.

No person may use TNRD Library System computing resources for any illegal or unauthorized act.

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# THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE: SERVICES – LIBRARY SYSTEM**

**SUB: DISPLAY/EXHIBIT**

<b>Effective Date</b>	<b>Amendment</b>
July 18, 1996	March 10, 2005

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## **Policy Statement:**

The TNRD Library System may provide space for exhibits and displays on the same basis as it selects books and other materials. Space is made available on an equitable basis regardless of the origin, background or views of the beliefs, or affiliations of individuals or groups requesting their use.

1. The use of exhibit or display space in branch libraries is based on the following criteria: visual arts, crafts, and collections for educational, cultural, informational, and artistic purposes.
2. Only display exhibits which are attractive and neat in the opinion of the Branch Head will be accepted.
3. Specialized cabinets, containers, etc. necessary for displays must be supplied by the exhibitor and must not impede the flow of normal traffic within the library space.
4. Displays are at owners own risk as the Library System will not be responsible for the exhibit.
5. Prices are not to be included on exhibits or on any labels describing the exhibit.
6. Exhibits will not be for sale purposes. Phone numbers of exhibitors will not be provided to the public.
7. The exhibitor is responsible for the installation and dismantling of the display as scheduled.
8. A \$15 minimum will be charged to the exhibitor if staff is forced to dismantle a display because the exhibitor has not removed it on time. The Library System is not responsible for any damage while dismantling.

9. Exhibits conform to the same regulations as outlined in the "Community Bulletin Board/Free Publications" policy. The following material is unacceptable:
  - a) advertisement of products or services, prices of articles for sale;
  - b) petitions are not to be posted or circulated anywhere in the library;
  - c) requests for contributions (including non-profit or charitable institutions);
  - d) political/religious literature supporting one cause or point of view.
10. Items requiring wall mountings will not be permitted in the library. Library walls are not designed or finished to accept items requiring nails, picture mounts, or tape.
11. The library has the right to refuse any exhibit if it creates work flow problems, or if it is deemed that the space is inadequate to house the exhibit.

The Library System does not necessarily advocate nor endorse the viewpoints of exhibits or exhibitors.

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# THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE:** SERVICES – LIBRARY SYSTEM  
**SUB:** ELIGIBILITY OF BLIND AND OTHER PHYSICALLY  
HANDICAPPED PERSONS FOR LOAN OF LIBRARY  
MATERIALS

Effective Date	Amendment
January 1989	March 10, 2005

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## **Policy Statement:**

### Eligibility Criteria

- A. The following persons are eligible for loan service:
1. Blind persons whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting glasses, or whose widest diameter of visual field subtends an angular distance no greater than 20 degrees.
  2. Other physically handicapped persons as follows:
    - a) Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of standard printed material.
    - b) Persons certified by competent authority as unable to read or unable to use standard printed material as a result of physical limitations.
    - c) Persons certified by competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner.
    - d) All eligible applicants must complete the accompanying user eligibility application.

- B. In cases of blindness, visual disability, or physical limitations, a competent authority is defined to include doctors of medicine, ophthalmologists, optometrists, registered nurses, therapists, professional staff of hospitals, institutions, and public or welfare agencies (e.g., social workers', case workers, counselors, home teachers, and superintendents). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the CNIB.
  
- C. In the case of reading disability from organic dysfunction, competent authority is defined as doctors of medicine who may consult with colleagues in associated disciplines.

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## THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE: SERVICES – LIBRARY SYSTEM**

**SUB: LIBRARY INTERNET ACCESS**

**Effective Date**

**Amendment**

June 22, 2000

March 10, 2005

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### **Policy Statement:**

The TNRD Library System does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and library customers use it at their own risk.

Use of the Internet for illegal, actionable, or criminal purposes is prohibited, and may constitute a criminal offense for which the customer will bear sole responsibility.

The Library System is not responsible for any customer misuse of copyrighted materials or violation of software licensing agreements.

All Internet resources accessible through the library are provided equally to all library users. Parents or guardians are responsible for the Internet information selected and/or accessed by their children. Parents are advised to supervise their children's Internet sessions.

Not all sources on the Internet provide accurate, complete, or current information. You may need to question the validity of the information you find.

The TNRD library System reserves the right to modify this policy at any time.

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# THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE:** SERVICES – LIBRARY SYSTEM  
**SUB:** RECIPROCAL BORROWING AGREEMENT

Effective Date	Amendment
April 3, 1997	March 10, 2005

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## **Policy Statement:**

This agreement allows the regional libraries in the province to serve each other's library patrons free of charge.

## Principles

1. Any person presenting a library card from any of the four regional libraries and one supporting piece of identification is entitled to the full range of library services from any of the regional libraries without charge.
2. Each library will be responsible for any lost, damaged, or overdue items borrowed by their patrons from the other regional libraries.
3. Each library undertakes to return books borrowed by their patrons to the lending library when necessary.
4. The rules and policies of the lending library will apply in all transactions.

Agreement attached for information (1 Page)



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## THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE:** SERVICES – LIBRARY SYSTEM  
**SUB:** REPLACEMENT COST OF MATERIALS

Effective Date	Amendment
January 29, 1990	March 10, 2005

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### Policy Statement:

The care of library materials while on loan to a borrower is the responsibility of the borrower. Library users who lose or damage library materials in their care will be expected to pay the cost to replace those items. The replacement cost for lost or damaged library materials of any format will be *either* the original purchase price of the item as recorded in library records, *or* the minimum replacement charge for that type of item, *whichever is highest*. If the borrower pays for a damaged item, s/he may keep the item after it is deleted from the database.

The minimum replacement charges for lost or damaged library materials are as follows

Paperbacks	5.00
Catalogued children's books (Easy reading & juvenile)	15.00
Adult fiction	25.00
Regular-size nonfiction	30.00
Special Reference of illustrated books Example: Chilton's etc.	*Actual Price
Encyclopedia volumes (each)	40.00
Periodical issue	2.00
Videos, Cassettes, other materials	*Actual Price

\*Actual Price – see current edition of Books in Print

Borrowers may not be charged the full price for replacement if it is decided by the librarian that circumstances warrant a reduction in cost. Costs may also be waived when warranted.

If the book is not returned and the borrower does not pay for the loss of the book, the borrower's privileges may be suspended.

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# THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE:** SERVICES – LIBRARY SYSTEM  
**SUB:** RULES OF CONDUCT FOR LIBRARY USERS

Effective Date	Amendment
July 10, 1997	March 10, 2005

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## **Policy Statement:**

We ask your cooperation in maintaining these rules to ensure the comfort, enjoyment, and protection of all who use the facilities of this building.

No person shall behave in the library in a manner that may disturb other persons including use of cellular phones, consumption of food or beverages that may disturb other patrons.

No person shall circulate petitions, canvas, solicit, or give or sell anything within a library.

Young children must be accompanied by an adult or guardian.

Individuals exhibiting drunk or disorderly behaviour are not permitted in the library.

No person shall display any notice or advertising material within a library without the permission of the staff member in charge of the library.

Smoking is not permitted.

Sleeping is not permitted.

Pets are to remain outside the building. Certified Assist Dogs are admitted.

Business for profit is not permitted in the library.

Shoes and shirts must be worn.

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## THOMPSON-NICOLA REGIONAL DISTRICT POLICY

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**POLICY TITLE:** SERVICES – LIBRARY SYSTEM

**SUB:** TOYS IN LIBRARY

<b>Effective Date</b>	<b>Amendment</b>
February 1999	March 10, 2005

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**Policy Statement:**

Toys in a public setting can be receptacles for the transmission of communicable diseases; therefore, no toys are to be placed in public libraries within the Thompson-Nicola Regional District.