

NAPA COUNTY LIBRARY
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COUNTY LIBRARY

MISSION

Napa County Library’s mission is to enrich people lives with books and information.

The Napa County Library serves Napa County by providing free and equal access to public library facilities, resources, and services that enable the County’s diverse population to acquire information, pursue life-long learning, explore ideas, experience recreational and cultural enrichment, and enjoy the pleasure of reading.

VALUES

Services

The Napa County Library values:

- Free and equal access to information and materials
- Convenient hours of service
- Service that is thorough, impartial and confidential
- Educational and recreational programs that inspire thought, ideas and a love of reading
- Access to a wide range of information using print, digital and online resources.
- The American Library Association Library Bill of Rights

Collections

The Napa County Library values:

- Resources that are current, authoritative, and well-balanced in content
- Resources that are well-organized and are in good physical condition
- Resources that meet the needs of the people in Napa County
- The American Library Association Freedom to Read Statement

Staffing

The Napa County Library values:

- Employees who are knowledgeable and skilled
- Employees who are friendly, helpful, courteous and respect each library user and their needs
- Employees who respect each other and have a spirit of teamwork and camaraderie

Facilities

The Napa County Library values:

- Clean well-lighted, attractive facilities
- Facilities that are safe and accessible

FINANCIAL PLAN

The Napa County Library System recognizes its individual library locations by creating financial budgets for each location to adhere to, but leadership recognizes the need for financial flexibility amongst the different locations.

NAPA COUNTY LIBRARY’S SERVICE HOURS POLICY

The Napa County Library (NCL) system currently consists of a central library (Napa Main), three branch libraries (American Canyon, Calistoga and Yountville), and an outpost location

The central library and each of the three branch libraries provide public internet access (including wireless service), a floating collection, appropriate staffing levels, and its own programming schedule. The outpost location (located at Pope Valley Elementary School) is strictly staffed by volunteers with minimal staffing assistance and a designated collection (therefore, Pope Valley is not included in either the revenue or expense allocation methodology.)

Minimum hours have been established at each location. The central library maintains a minimum of 55 service hours per week. American Canyon and Yountville branches maintain a minimum of 20 service hours per week. The Calistoga location maintains a minimum of 28 hours per week as stated in Napa County Agreement 5089.

The Library Director may make the decision to increase the basic minimum hours for a specified time period but may not decrease the minimum hours, unless the formula results for the particular library location decreases substantially. If the library location formula results in increase/decrease substantially, that particular library location will be put on a two-year review by the Library Director. If the formula results continue to increase/decrease disproportionately at one location in comparison to the other locations, the Library Director has the right to increase or decrease that library’s hours. In order to create the best service plan for patrons, the Director has the discretion to assign additional hours or reallocate minor funding on an as-needed basis between library locations, as long as it does not violate union rules, decrease other locations’ hours, or affect other locations’ programs.

The County Library may increase or decrease the hours of a specific branch that can be provided through County Library revenue as distributed by the Cost Allocation Model. This increase or decrease will be contingent upon the maintenance of operational efficiencies for all branches. Further, the addition of extra hours shall not have a negative impact to the library system as a whole, such as the incurrence of increased travel costs, the creation of staffing and scheduling inequities, or an incurrence of overtime costs.

If the County Library's revenues are not adequate enough in a given fiscal year to have all library locations open to their minimum levels, Library administration will approve the one-time transfer of funds from its General Reserves to ensure all library locations meet the minimum hours established for that year. If revenues remain decreased and it is determined that NCL or the municipality cannot provide the financial support for the level of service for the library's minimum hours, it will be at the Library Director's discretion to decrease the hours of the library location to a more financially viable schedule.

FUNDING APPROACH

Formula-based Cost Allocation Model

This model emphasizes service usage by allocating revenue and overhead expenses based on a formula weighing circulation and visitation equally, which represents usage at each library location. In order to account for an abnormal year, the formula model is created by utilizing the previous three years of circulation and visitation factors.

Revenue Allocation Methodology

As the Napa County Library system is responsible for housing of the Literacy program and paying the program's staff, the revenue needed to offset the costs attributable to Literacy is removed from NCL's tax-based revenue prior to it being spread amongst the branches. Additionally, the revenue associated with the agreement with the City of Calistoga is automatically apportioned to Calistoga branch's budget (due to this fact, Calistoga's circulation and visitation figures are removed from the revenue methodology calculations). Therefore, any further mention of NCL's allocable tax-based revenue (when related to the revenue methodology) removes any revenue associated with these two items.

For the revenue methodology, NCL's allocable tax-based revenue is multiplied by the location's weighted overhead percentage of circulation and visitation (sans Calistoga's circulation and visitation) to create the revenue allocation for that location. This occurs using the following calculation steps: 1) A monthly average for both circulation and visitation is created by totaling the previous three years of both factors by location (Napa, American Canyon and Yountville) and dividing by 36¹; 2) The three branches circulation and visitation monthly averages are totaled to create overall total averages for each factor; 3) The average monthly circulation per location (Napa, American Canyon and Yountville) is divided by total average circulation of the library system to create a percentage; 4) The average monthly visitation per location (Napa, American Canyon and Yountville) is divided by total average visitation of the library system to create a percentage; 5) These two percentages are then weighted equally to create a weighted overhead percentage for each location; and 6) The location's percentage is then multiplied by NCL's allocable tax-based revenue to derive the total NCL revenue allocation for that location.

$$1) \quad \textit{Total Branch Circulation} = \textit{Branch A Year 1} + \textit{Branch A Year 2} + \textit{Branch A Year 3}$$

¹ If a door counter is broken at a library location and a month was unable to be recorded accurately, then the divisible factor for that location will be the number of months for which data is accurately collected and recorded.

Average Monthly Branch Circulation = Total Branch Circulation ÷ 36

Total Branch Visitation = Branch A Year 1 + Branch A Year 2 + Branch A Year 3

Average Monthly Branch Visitation = Total Branch Visitation ÷ 36

2) *Total Average Circulation = Avg. Circ Branch A + Avg. Circ Branch B + Avg. Circ Branch C*

Total Average Visitation = Avg. Visit Branch A + Avg. Visit Branch B + Avg. Visit Branch C

3) *Percentage of Circulation = Average Monthly Branch Circulation ÷ Total Average Circulation*

4) *Percentage of Visitation = Average Monthly Branch Visitation ÷ Total Average Visitation*

5) *Weighted Overhead Percentage Per Branch =
(.5 * Percentage of Circulation Branch A) + (.5 * Percentage of Visitation Branch A)*

6) *Allocation = Weighted Overhead Percentage Per Branch * Allocable Tax Based Revenue.*

Overhead Allocation Methodology

The NCL System contains a considerable overhead structure that contains the costs for the floating collection, staff for processing the collection, general administrative staff, and general overhead costs for operation of the library system. Part of these overhead costs are offset by the general donations received by the Napa County Library System (donations not specifically provided to a location or for a program) and the fines and fees collected by the Library system for late books, and lost and damaged materials. The remaining overhead costs create the allocable cost of the General Unit to be spread among the four library locations via the circulation methodology. (As Calistoga receives an overhead allocation, its circulation is a part of the calculation).

For the expenditure methodology, NCL's overhead costs are multiplied by the location's weighted overhead percentage of circulation and visitation to create the expenditure allocation for that location. This occurs using the following calculation steps: 1) A monthly average for both circulation and visitation is created by totaling the previous three years of both factors by location and dividing by 36²; 2) The three branches' circulation and visitation monthly averages are totaled to create overall total averages for each factor; 3) The average monthly circulation per location is divided by total average circulation

² If a door counter is broken at a library location and a month was unable to be recorded accurately, than the divisible factor for that location will be the number of months for which data is accurately collected and recorded.

of the library system to create a percentage; 4) The average monthly visitation per location is divided by total average visitation of the library system to create a percentage; 5) These two percentages are then weighted equally to create a weighted overhead percentage for each location; and 6) The location's percentage is then multiplied by NCL's General Unit allocable cost to derive the total expenditure allocation for that location

1) $Total\ Branch\ Circulation = Branch\ A\ Year\ 1 + Branch\ A\ Year\ 2 + Branch\ A\ Year\ 3$

$Average\ Monthly\ Branch\ Circulation = Total\ Branch\ Circulation \div 36$

$Total\ Branch\ Visitation = Branch\ A\ Year\ 1 + Branch\ A\ Year\ 2 + Branch\ A\ Year\ 3$

$Average\ Monthly\ Branch\ Visitation = Total\ Branch\ Visitation \div 36$

2) $Total\ Average\ Circulation =$
 $Avg.\ Circ\ Branch\ A + Avg.\ Circ\ Branch\ B + Avg.\ Circ\ Branch\ C + Avg.\ Circ\ Branch\ D$

$Total\ Average\ Visitation =$
 $Avg.\ Visit\ Branch\ A + Avg.\ Visit\ Branch\ B + Avg.\ Visit\ Branch\ C + Avg.\ Visit\ Branch\ D$

3) $Percentage\ of\ Circulation = Average\ Monthly\ Branch\ Circulation \div Total\ Average\ Circulation$

4) $Percentage\ of\ Visitation = Average\ Monthly\ Branch\ Visitation \div Total\ Average\ Visitation$

5) $Weighted\ Overhead\ Percentage\ Per\ Branch =$
 $(.5 * Percentage\ of\ Circulation\ Branch\ A) + (.5 * Percentage\ of\ Visitation\ Branch\ A)$

6) $Allocation = Weighted\ Overhead\ Percentage\ Per\ Branch * Allocable\ Cost$

Once the appropriate amount of revenue and expenditures are allocated, NCL will determine if the current hourly total for each location can continue

If the revenue is exhausted by providing the minimal hours, yet, a respective municipality wants more hours, the County Library would request the respective municipality to contract for extended (additional) hours for that particular fiscal year at the appropriately calculated cost per hour. Regardless of usage, NCL will ensure that all locations maintain their minimum open hours. NCL

would redistribute revenue, if needed; to make sure these minimum service hours were met at all library locations.

This model accurately identifies the need for services at specific library locations and allows for the organic movement of NCL's limited resources to the areas for which client usage identifies an increasing need for services.

FUND BALANCE

The Policy outlines the initial setup of designations within the Library Fund Balance for the purpose of funding capital needs at the different library locations and provides direction on how the Fund Balance was established, and how it will be maintained, including how fiscal short falls and surpluses are to be addressed. The County Library has to balance the long-term capital needs of the County Library system with the short-term demands of the current facilities. Through this Policy, the County Library is able to meet both mandates.

Establishment of the Fund Balance

Per the Policy, the County Library's fund balance, made up of General Reserve and General (unspecified) Designation, was established in Fiscal Year 2010-11 as follows:

A County Library General Reserve fund balance was created through the practice of maintaining 10% of its annual appropriations within its General Reserve. (Any shortfall in future Fiscal Years will be made up through a transfer from the General Designation.) The remaining balance was transferred to the Library's General Designation and broken down accordingly:

Four designations in the amount of

\$250,000 were initially set up for each of the County Library system's four libraries (Napa, American Canyon, Calistoga and Yountville). The total remaining balance of the General Designation was broken down as follows:

- 30% of the total amount remained in General (unspecified) Designation.
- 70% of the current balance of the General Reserve and General (unspecified) Designation was broken down by the different library locations Fiscal Year 2008-2009 percentage of total circulation to establish four designations, one for each of the County Library system's facilities.

For the period of Fiscal Year 2012/13 to Fiscal Year 2016/17, the Fund Balance was maintained using the breakdown outlined (30% of total amount to General Designation and 70% were divided among the three library locations (American Canyon, Napa, Yountville) in accordance with the percentages developed through the cost allocation methodology. Calistoga was exempt due to Napa County Agreement 5089.)

Fund Balance Allocation

Starting in FY 2017-18, fund balance shall be calculated as follows:

- Any excess resources from Napa Main, American Canyon and Yountville branches, at the end of the Fiscal Year shall be transferred to the Library General Reserve until the General Reserve equals 10% of the total library appropriations (excluding any administrative overhead spread).
- Once the General Reserve has reached the policy level any remaining resources shall be transferred to Library General Designation until the General Designation reaches 30% of the Library Fund operational budget (excluding any administrative overhead spread) or \$3 million dollars, whichever is greater.

After the General Reserve and Library General Designation policy levels are met any remaining resources shall be transferred to the library location designation (Napa, American Canyon, and Yountville) based on the total percentage of excess resources contributed by each location.

Calistoga is excluded from the ongoing distribution to Fund Balance based on Napa County Agreement 5089 which stipulates that revenue collected for Calistoga is to be used for operations at the Calistoga Branch. Any unexpended revenue is deposited in Calistoga's designated fund balance

Establishment of a Designation for Major Equipment Repairs/Replacements and Building Repair/Replacement

Within each library location's fund balance will be an amount designated specifically for replacement/repairs of major equipment/furniture and/or building repair/replacement. This amount is to be determined through lease agreements, facility condition assessments, and projected need of the location. This designation within each library location's fund balance cannot be used to augment hours or programs of the library location and the funding requirement shall be funded prior to any remaining balance being available for other library location uses.

Policy Statements

If a capital project for a specific library facility is estimated to cost more than the amount available in that facility's designation, and borrowing must occur from either another library facility's designation or from the County Library's General Designation, the borrowing facility must pay back the borrowed amount. The repayment may be made from any funding the borrowing library is scheduled to receive from a distribution of remaining operational Contingency funds at the end of a Fiscal Year. The repayment must be made before any funds shall be transferred into the borrowing facility's designation.

LIBRARY USE POLICY

The Napa County Library makes every effort to maintain an environment that maximizes each patron's use and enjoyment of library services and to provide a comfortable and safe environment for all library patrons and staff.

The Library Director and designated staff are authorized to interpret these rules in accordance with applicable law and to ensure appropriate behavior of all persons in the library facilities. Individuals who fail to comply with these rules may be excluded from the library and/or subject to arrest and prosecution.

All Napa County Library locations and properties are smoke free campuses to minimize health risk and enhance the environment in all facilities and grounds.

Be considerate of others while using the library.

Maintaining a Safe Library Environment:

1. Any behavior that is dangerous to person or property is not permitted.
2. Weapons of any kind are prohibited on library property.
3. Children under the age of eight must be attended by an adult at all times.
4. The children's areas are intended to be used by children and adults accompanying children or working with children's materials.
5. Carts, bicycles, or similar bulky articles may not be brought into the library building or left unattended on library property.
6. Unauthorized photography, regardless of the device used, is not permitted.

Maintaining an Environment Conducive to Library Use:

1. Any behavior that interferes with another person's ability to use the library is prohibited. *This includes, but is not limited to; emitting noxious odors, harassing, verbal abusing, threats or repeated unwelcome advances toward library users and staff or any other activity that disturbs others are prohibited.*
2. Using electronic devices in a manner that disturbs others is prohibited.
3. Conducting any type of business for monetary gain is prohibited.
4. Food may not be consumed in the library, except as defined in the Community Meeting Room Policy. Water bottles with lids and other closed containers for liquids are allowed.
5. Defacing library materials or other library property is against the law. (California Penal Code Section 594).
6. Violating the library's Internet & Electronic Information Use Policy or other library policies is prohibited.
7. Use of public rest rooms for bathing and/or laundry, and use of other public areas for personal grooming is not allowed.
8. Shoes and shirt must be worn while on library premises.
9. Sleeping is not permitted on library premises.

10. Bringing animals into the library, other than those service animals assisting people with disabilities, is prohibited.

UNATTENDED CHILD

Napa County Library welcomes children of all ages. Our libraries are public buildings. Any public place may be dangerous for a child who is left unattended even for brief periods of time. Parents and other caregivers are solely responsible for the welfare and the behavior of children using the library. Children under eight years old must be supervised by a responsible caregiver at all times while they are in the library. A child left alone at the library without a responsible caregiver may become bored or frightened. If a child under the age of eight is found to be unattended in any area of the library (or an unattended child eight or older is found frightened, crying, being disruptive or in distress), staff will attempt to locate the child's caregiver. If library staff cannot find the child's parent or caregiver, law enforcement will be notified and asked to assume care of the child.

SUSPENSION AND APPEAL POLICY

This policy and procedure applies to persons excluded from or placed under restricted access to the Napa County Library facilities as a consequence of violating the library's behavior policy. This Policy outlines both suspension and appeal procedures.

Background

The Napa County Library's behavior policy, approved by the Library Commission and the Napa County Board of Supervisors establishes acceptable conduct within the Library Facilities. The Napa County Library facilities include Napa Main, American Canyon, Calistoga and Yountville. The Library's behavior policy includes the following provision: "Individuals who fail to comply with these rules may be excluded from the Library and/or subject to arrest or prosecution."

Policy Statement

In order to provide and maintain a comfortable and safe environment for all patrons and library staff, the Library Commission and the Napa County Board of Supervisors have approved the Napa County Library's behavior policy. Violation of the rules of the behavior policies may result in suspension/exclusion or restricted access to the Napa County Library facilities and/or services and or programs for a designated period of time.

Any person who has been excluded from or placed under restrictive access to the Napa County facilities and/or services for seven or more days, as a result of violating the Library's Behavior Policy, may appeal the exclusion or restricted access.

Suspension/Exclusion Procedure

Authorized Staff which includes: the Library Director or Assistant Library Director or any staff member designated as "in charge" of the library facility shall apply the following procedures:

Violations of the behavior policy will be addressed by initially warning the patron of the violation of the policy. However, if after an initial warning the violation of the policy continues, it may result in authorized staff to exclude/suspend patron/s from Library facilities and or services for the rest of the day. Repeated violations may result in an exclusion/suspension by authorized staff for up to 90 days.

Certain violations of the behavior policy are so severe that they warrant immediate and continued exclusion. These violations include:

- Physical abuse or assault of a library patron or staff member
- Making violent or threatening statements
- Harassment of a library patron or staff member
- Damaging library materials and/or property

Authorized staff will instruct anyone displaying the above behaviors to leave the library immediately. The police may be called and additional legal action may be taken if appropriate. Based on the severity of the situation Library staff may determine a longer period of exclusion.

When a patron is excluded from the Napa County Library facilities and or programs, effort will be made to notify the patron in writing of the suspension which will be delivered by mail or in person. If the patron is an individual under 18, Library Staff will attempt to notify the minor's parents or legal guardian of the suspension.

A copy of the conduct policy and the appeal policy will be included with the letter of suspension.

Appeal Procedure

1. For Suspensions 30 days or less:

The patron who has been excluded ("appellant") or if a minor the appellant's parent or legal guardian may submit a written appeal to the Library Director no more than seven (7) days after the exclusion. The written appeal should include the following information:

- Name of appellant and address phone number or e-mail address
- Terms of exclusion (length of time and reason)
- Statement why exclusion should be lifted

The written appeal should be delivered to the Business Office at Napa Main Library, 580 Coombs Street, Napa, California, 94559.

The Library Director shall notify the patron within 48 hours, either by phone, email, or mail. In the event of Library Director's absence, the Assistant Library Director, shall have the authority to respond to the appeal. If it is found by a preponderance of evidence that the exclusion or restriction of library services is unwarranted, the exclusion or restriction shall be withdrawn.

2. For Exclusions/Suspensions (greater than 30 days)

A patron who has been excluded or whose access has been restricted for more than thirty days may appeal to the Library Director using the appeal procedures specified for exclusions of up to thirty days but retains their right to also use the appeal procedures outlined for suspension for more than thirty (30) days.

- A. The appellant must submit a written appeal no more than (5) days from receiving the Library Directors Notice of Suspension. The written appeal must include the follow information:
- a. Appellant's name and address or valid contact information – i.e. e-mail or phone
 - b. Terms of the exclusion or restricted access

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- c. Statement giving the reason for appeal and why exclusion or restricted access should be lifted
- d. If the appellant is a minor, the appeal may be submitted by a parent or a legal guardian

The written appeal should be delivered to: Chair, Napa County Library Commission, 580 Coombs Street, Napa, CA 94559-3396.

- B. An appeal hearing will be placed on the Library Commission's Agenda no more than 30 days from notice of appeal. The appeal document submitted by the appellant will be included in the publicly distributed Library Commission meeting agenda packets.
- C. The Library Commission will hear the noticed appeal at the special meeting. The burden of proof rests with appellant. Appellant must show by a preponderance of the evidence that the exclusion or restriction to Library facilities is unwarranted. The hearing will include the appeal document, a report on the matter presented by the staff services person responsible for the exclusion or restriction to library services or the Library Director and all interested persons. Appellant may offer testimony and bring witnesses if their testimony is relevant. Testimony is limited to information regarding the exclusion or restriction. If appellant is a minor, the minor must be accompanied to the commission hearing by a parent or legal guardian. A decision regarding the appeal will be made by the Library Commission to uphold exclusion or restriction, determine the restriction is unwarranted or to reduce the term of the exclusion or restriction. The decision of the commission is final.
- D. Within five (5) working days after making its decision, the Library Commission will send a letter to appellant informing the appellant of the Commission's decision. A copy of the letter will also be given to the Library Director.
- E. During the appeal process, the terms of the exclusion or restriction shall remain in force until a decision has been rendered.

GIFTS AND DONATIONS POLICY

The Napa County Library depends on the generosity and support of the community. Donations of money and gifts to the collection are welcomed within the guidelines of this policy. These contributions may be made as supplements to, not replacements for, the Library's tax-based revenues and regular non-tax revenue sources.

County Policy

Gifts and donations must be made within the guidelines established by the Napa County Board of Supervisors authorizing the Director of the Napa County Library to receive gifts and donations which support existing library services and programs. Board Resolution 99-56, adopted June 1, 1999, is attached to and entirely included within the content of this policy. Board Resolution 99- 56 provides that:

1. The Director of the Napa County Library is authorized to apply for all available grants of five thousand dollars (\$5,000) or less which support existing Library services and programs, without Board of Supervisors' prior approval if no new positions and/or unbudgeted County match is required.
2. The Library Director is authorized to accept donations and gifts on behalf of the County Library of ten thousand dollars (\$10,000) or less from Friends of the Library groups and report such donations annually to the Board of Supervisors.
3. The Library Director is authorized to accept fixed asset donations to the library if the value does not exceed three thousand dollars (\$3,000).

Donations of Money

- A. Donations of money for the *general support* of the Napa County Library's mission and collections are welcomed.
- B. Donations of money for which the donor wishes to earmark a specific branch or specific library function, activity, or project are accepted, insofar as they are deemed appropriate and manageable by the Library Director. Such gifts require prior approval by the Library Director. In some instances, prior approval may also be required by the Library Commission or the Napa County Board of Supervisors. The Library is extremely cautious about accepting donations that may create an on-going cost for the Library.

- C. The library reserves the right to determine whether the donor's/honoree's names will be placed on the item(s) purchased with donated funds, and will have final discretion on the type, size and wording of any such designation.
- D. Monetary donations can be made directly to the Library at any facility—the Napa Main Library, American Canyon Library, Calistoga Library, or Yountville Library.
- E. Donations of money or other financial assets to the Napa County Public Library Foundation for its endowment fund or specific Foundation goals can be made directly to the Library Foundation.
- F. Donations of money to support Friends of the Library activities can be made directly to the local Friends of the Library group.

Gifts to the Collection

- A. Gifts of books and other materials for the collection--with no conditions attached--are welcomed.
- B. All gifts become the property of the Napa County Library.
- C. Examples of conditions which are not allowed include, but are not limited to, the following: permanent branch designation, cataloging content, classification assignment, shelving or display placement, storage factors, lending restrictions, or length of possession. The Library will attempt to accommodate the requests of donors to place gift materials in a specific branch library. Potential donors are advised that full control over donated materials is at the discretion of the Library Director acting through delegated librarians.
- D. Gift books and other materials will be evaluated for inclusion in the collection based on the same criteria used for purchased materials. The criteria include: recommendation in professional review sources; availability and cost of the item; the amount of similar material in the collection; the extent to which the material may be available elsewhere in the community; or obtainable from other libraries; the currency, accuracy, and validity of the information; and the physical characteristics of the material.
- E. Gift materials are only accepted with the stipulation that they might not be added to the collection. The Library will assume no responsibility for returning such items to the donor. Items accepted by the Library but not added to the collection will be disposed of in a manner deemed proper by the Library Director or librarians with delegated authority.
- F. Gifts of items for the collection will not be accepted in lieu of payment for fines or lost items.
- G. Gifts of collected private papers, specialized collections, or unique resources which are more suitable for a museum, archive, research library, or other institution than for the Napa County Library may be declined and/or referred to a more appropriate recipient. In rare circumstances, such gifts may be accepted when the Library Director decides they meet a

specific need of the library and are able to be appropriately housed, controlled, and accessed within the library's facilities. Such a donation must be approved by the Library Commission, but only upon recommendation by the Library Director.

- H. The donor may request that a book plate be affixed to a donated item to acknowledge memorial or honorary commemorations. If the item is accepted for the collection, the library reserves the right to determine if the donor's name or honoree's name will be placed on the donated item, and will have final discretion on the type, size and wording of any such designation. A donor's suggestions regarding wording will be given respectful consideration.
- I. The library will provide a letter of acknowledgement for donated items if requested by the donor, but the appraisal of value for tax purposes is the responsibility of the donor.
- J. Donations of books or other items to the Friends of the Library groups for their book sales are not gifts to the Napa County Library, and are subject to the specific guidelines, qualifications, and exclusions established by each Friends group.

Donation of Physical Assets

- A. As a general rule, the library will not accept donations of physical assets or realia. Exceptions to this rule will be rare and must have prior approval of the Library Director. In some instances, prior approval may also be required by the Library Art Review Committee, Library Commission, or the Napa County Board of Supervisors.
- B. All accepted donations of physical assets become the property of the library, and the library reserves the right to dispose of items in a manner which the library deems necessary and proper. The library will assume no responsibility for returning items to the donor.
- C. Considerations for acceptance include, but are not limited to:
 - The library's need for the particular item.
 - The space required for the item being available.
 - Suitable alternatives which are available to the library or the County's purchasing division through standard manufacturers, vendors, agents, or those companies specializing in library-oriented products and services.
 - Security measures needed.
 - Controlled environments required.
 - The style and color of the item being consistent with the library's décor.
- D. Gifts of art objects and other realia which are more suitable for a museum, archive, research library or other institution than for the Napa County Library may be declined and/or referred to a more appropriate recipient. In rare circumstances, such donations may be accepted when the Library Director decides they meet a specific need of the library and the donation is approved by the Library Commission.
- E. The library reserves the right to determine if the donor's name or honoree's name will be placed on the donated item, and will have final discretion on the type, size and wording of any such designation.

- F. Appraisal of physical asset donations for tax purposes is the responsibility of the donor.
- G. Except as otherwise addressed in the library's policies, the Napa County Library does not accept loans of furniture or realia.
- H. Art objects are accepted on loan only within the context of the Library's Art in the Library program. (See the Library's Art Review Committee description in Service Policy #2, Displays, Postings and Handouts.)

COLLECTION DEVELOPMENT POLICY

The Napa County Library's mission is to enrich people's lives with books and information. In support of this mission, the Napa County Library endeavors to preserve and encourage the free expression of ideas essential to an informed citizenry. The Napa County Library recognizes that within the County of Napa there are individuals and groups with diverse interests, backgrounds, and needs, and the library serves Napa County by providing free and equal access to public library facilities, resources and services that enable the County's diverse population to acquire information, pursue life-long learning, explore ideas, experience recreational and cultural enrichment, and enjoy the pleasure of reading.

The Napa County Library believes that reading, listening to, and viewing library materials including electronic resources, are individual, private matters. Not all materials will be suitable for all members of the community. While one is free to select or to reject materials for oneself, one cannot restrict the freedom of others to read, view, or inquire. Parents have the primary responsibility to guide and direct the reading and viewing of their own minor children. The library does not assume that responsibility.

The library identifies and responds to changing demographics in order to meet community needs. Materials in a variety of formats, including licensed electronic resources and online databases, shall be selected for all ages. Some factors, though not an exhaustive list, which are considered in adding to or removing materials from the library collection may include: present collection composition, collection development objectives, interest, demand, timeliness and current content, audience, significance of subject, authoritative works, diversity of viewpoint, effective expression, well-balanced and well-organized content, physical condition and limitation of budget and facilities.

No materials that meet the selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. The library does not endorse any particular viewpoint or belief represented in its collection.

The library shall be responsive to public suggestion of titles and subjects to be included in the library collection. Gifts of materials may be accepted with the understanding that the same standards of this policy are applied to gifts as to materials acquired by purchase.

The Napa County Library is not an archival library. To ensure a vital collection of continuing relevance and value to the community, materials that are not well used or no longer fall within the selection criteria may be withdrawn.

The library collection shall be organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering, or alteration of materials.

The ultimate responsibility for the selection, replacement, and discarding of library materials is vested in the library director by law (California Education Code section 19146). The Library Director may delegate to members of the staff who are qualified by reason of education and training to conduct the day to day responsibilities of collection management.

The library recognizes the right of individuals to question materials in the collection. A library patron questioning material may request and submit a Patron Request for Evaluation form. [Appendix 1]

The collection development policy functions in accordance with the principles professional librarianship that include the commitment to the tenets of the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement and their interpretations.

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftstatement/freedomreadstatement.cfm>

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm>

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftvstatement/freedomviewstatement.cfm>

CALIFORNIA EDUCATION CODE SECTION 19146

The county librarian shall, subject to the general rules adopted by the board of supervisors, build up and manage, according to accepted principles of library management, a library for the use of the people of the county, and shall determine what books and other library equipment shall be purchased.

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.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

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 expressions 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 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:

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.

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.

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.

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 it 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 experience 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.

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.

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.

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, worth 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.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publisher 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 15, 1991; July 12, 2000; June 30, 2004.

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:

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.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

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.

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.

To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

The 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

FORM TO SUBMIT A REQUEST RECONSIDERATION OF A TITLE

**Napa County Library
Patron Request for Evaluation Form**

The ultimate responsibility for selection, replacement, and discarding of library materials rests with the Library Director of the Napa County Library. However, the Library Director has established reconsideration procedures. If you wish to request the Library Director reconsider the replacement or discarding of certain library materials, please return the completed form to the Library Director, Napa County Library, 580 Coombs Street, Napa, CA 94559.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip code: _____ Phone: _____

Do you represent yourself? _____ Your organization?

1. Resource on which you are commenting:

Book	Video/DVD	Display
Magazine	Audio Recording	Library Program
Newspaper	Electronic Information/network	

Other:

Title:

-

Author/Producer:

2. What brought this resource to your attention? _____

3. Have you read/examined the entire resource? _____

4. What concerns do you have about the resource? (Use other side or additional pages if necessary).

-
-
5. What resource(s) would you suggest to provide additional information and/or other viewpoints on this topic?

LIBRARY CARDS

Library Cards for Adults

Any adult (age 18 or over) may obtain a Napa County Library card free of charge by completing an application and presenting picture identification with documentation of current address.

Library Cards for Children

Any child (under age 18) may obtain a Napa County Library card free of charge by completing an application that includes a parent's or guardian's signature. A temporary library card may be issued to a minor who does not have a parent's or guardian's signature.

Parents are urged to accompany their children to the library to apply for the child's card. However, a parent or guardian may obtain a library card for their child without the child being present if the parent's or guardian's library card is in good standing. Any exception to this rule must be approved by a Library Supervisor or the Librarian in Charge.

The parent or guardian is responsible for the child's library card and for any fines and/or fees incurred. The parent or guardian may view the record of fines and fees of their minor children.

Napa County Library partners with the Napa Valley Unified School District to issue library cards to all active students using their student ID. These cards allow students to utilize both online resources and print materials. Up to 5 items may be checked out at any time. This is an opt out program and parents or other caregivers can request that their student not be given a card at the beginning of each school year or at any point in the year by contacting NVUSD or the Napa County Library to request that a change be made to the account.

Confidentiality

Pursuant to California Government Code Section 6267, registration and circulation records are confidential and may not be inspected by any other person without a court order or written permission of the individual to whom the records pertain, with the exception of minors as noted above.

Limitations

Napa County Library cards do not expire but the Napa County Library may delete a library card that has been inactive for more than three years.

Library cards may not be used if \$10.00 or more in fines and/or fees are owed.

Customers are responsible for their library cards and for any materials and/or charges incurred from the use of the library card. The customer is responsible for immediately notifying the Library if their/his/her library card is lost or stolen. Failure to do so may result in the customer being found responsible for any materials or charges incurred from the use of the library card.

PART I: SECTION 29

The library card presented by the customer is presumed to belong to that patron, or, if the library card belongs to someone else and the card has not been reported lost or stolen, it is presumed that it is being used with the customer's consent. The Napa County Library may request that patrons update or confirm their address.

Temporary Library Cards

A temporary library card may be issued in special circumstances.

- Temporary library card holders may have a total of 5 items checked out at a time.
- Temporary library cards expire in 6 months and may be renewed if the borrower's record is clear of all transactions, including borrowed books, fines and/or fees.

Institutional Library Cards

An institution may apply for an Institutional library card when all of the following conditions are met:

1. The institutional library card is to be used to borrow materials for persons enrolled at the institution.
2. The Institution's address is located within Napa County.
3. The Institution understands that the same borrowing limits apply to the Institutional library card as to personal library cards.
4. The Institution accepts full financial responsibility for any and all fines and/or fees resulting from the use of its library card.
5. The Institution understands that items may only be checked out when the institutional library card is presented, and there are no outstanding charges due on the card.
6. The Institution understands that its Institutional library card may be suspended or revoked by the Library Administration, at any time, without notice.
7. Only one physical Institutional library card will be issued to the Institution.
8. The Institutional library card may only be issued when the application is signed by the chief official of the institution who is authorized to enter into binding agreements and to make financial commitments for the institution.

Suspension of Library Card Privileges

The Napa County Library maintains ownership of any library card. The issuance of a library card does not provide the person and or institution with any legal rights outside of those contained in these policies and/or otherwise afforded by law. The Napa County Library administration reserves the right to suspend the use of a library card temporarily for up to six months. During a suspension, all borrowing privileges are withheld.

Library cards may be suspended for the following reasons:

- disregard of library borrowing rules
- deliberate damage of library materials or property

CHECKOUTS

Checkout Periods

Materials may be checked out for 21 days. Extensions may be made under certain circumstances.

Checkout Limitations

Card holders may have a maximum of 50 items checked out.

Other limitations may apply as necessary. The library may limit the number of holds allowed for an individual patron whose hold requests have gone beyond reasonable limits.

Renewals

Items (excluding Hot Picks) may be renewed a maximum of two times if no holds are on the material. Renewing an item creates a new due date based on the date renewed.

Use Policies

- The Library is not responsible for damages that may occur to equipment in the use of library materials.

FINES AND FEES FOR MATERIALS

It is the Napa County Library's goal to have all borrowed materials returned in a timely manner and in good condition so that others may have access to them. Fines and fees are by no means intended to be punitive or to exclude anyone from access to library materials and services.

A schedule of the Library's fines and fees as adopted by the Napa County Library Commission and the Napa County Board of Supervisors follows this policy.

The Napa County Library participates in interlibrary cooperation with other library jurisdictions which may have differing fine and fee policies and schedules. Whenever the Napa County Library collects a fine or fee for an item borrowed from another library jurisdiction, it collects the amount that is charged by the library that owns the item.

Overdue Fines

The purpose of overdue fines is to encourage borrowers to return materials on the date and time they are due.

Lost or Damaged Materials

The purpose of fees for lost or damaged items is to recover the cost of the item.

The selection, replacement, and withdrawal of all library material is, by law, the responsibility of the Library Director and is delegated to professional librarians and paraprofessional employees.

Discretion and authority for disposal of damaged library materials rests with the Library Director and may be delegated to trained staff.

DELINQUENT ACCOUNTS

California Law

California Education Code, section 19911, provides that willful detention of any public library book or other library material is a violation of the law. The parent or guardian of a minor can be held responsible for such willful detention of library materials by the minor.

Notification

Patrons with borrowed materials which are overdue will receive notification. If there is no response to the notice, the violation may be turned over to the Library's collection agency.

Blocked Status

A patron for whom a collection agency account is established will have the patron's library card blocked and may not borrow library materials until the account is cleared.

Collection Agency Fees

A collection agency fee will be added to the patron's account at the time the account is turned over to a collection agency.

Patrons who return materials for which a collection agency account has been established will still be charged the overdue fines and referral fee.

Clearing A Delinquent Account

A delinquent account is cleared when all library materials are returned in good condition and all charges connected with the transaction(s) are paid, or the library has been reimbursed for lost/damaged materials and all charges connected with the transaction(s) are paid.

The Library Director has the authority to work with patrons to resolve accounts including waiving fines and fees and setting up payment plans.

Note: The Library does not add the overdue fine to lost/damaged materials for which reimbursement has been made.

Once a patron has cleared the delinquent account and paid all required fees and fines, borrowing privileges are restored.

FINES AND FEES SCHEDULE

See Part 125 of Part III of the County of Napa Board Policy Manual

COMMUNITY MEETING ROOM POLICY

The Napa County Library complies with the Napa County Board of Supervisors' policy on meeting room use (Resolution 88-35) and endorses the American Library Association Interpretation of the Library Bill of Rights concerning Meeting Rooms (included in section 6 of this policy manual).

Purpose

The Library Community Meeting Rooms (hereinafter referred to as “Rooms”) is available for library sponsored events and for public gatherings of an intellectual, civic, cultural and/or educational nature.

The Library Director may waive specific provisions of this policy and/or establish specific requirements upon written request of the applicant if the request is reasonable and does not endanger person or property.

POLICY

Conditions Regarding Use:

1. The Rooms may be scheduled for use by individuals or organizations upon written application, payment of fees, (if any), and approval in advance by library administration.
2. The use of library facilities for programs is not a right but a privilege. The Library Director or designee has the authority to restrict the use of the Rooms for library purposes or deny an applicant use of the Rooms based upon an applicant’s prior violation(s) of the conditions for use, conditions on activities and/or restrictions under this policy.
3. The Rooms may only be used for meetings that are open to the public and are free of charge, unless otherwise approved in writing by the Library Director or the group has rented the Rooms at the “For Profit” rate.

4. The Napa Main Library room is available for use during the following hours:

Mon., Tues., Weds., Thurs.	8:35 a.m. – 8:45 p.m.
Friday	8:35 a.m. – 5:15 p.m.
Saturday	10:00 a.m. – 4:45 p.m.
Sunday	Available at Director’s discretion

The American Canyon Community Room is available for use during the following hours:

Tues., Fri., Sat., 10:00 a.m. – 5:15 p.m.
Weds., Thurs., 1:00 p.m. – 7:45 p.m.

5. The premises must be vacated promptly on schedule.
6. The group using the Rooms must restack the chairs in the Rooms per posted instructions.
7. Attendance may not exceed the posted capacity of the Rooms.
8. No individual or group may use the Rooms more than once per month, with a maximum of six times per year, with the exception of library-sponsored activities.
9. Cancellations of scheduled meetings should be made as far in advance as possible. Refunds may not be made for meetings cancelled less than one week prior to the reserved meeting time.

Conditions Regarding Activities:

1. Approved Rooms use does not imply that the library supports or endorses the group of the program taking place in the Rooms.
2. Any publicity about the scheduled meeting must carry the name and phone number of the organization sponsoring the meeting. Publicity for the meeting must clearly indicate that the Library is not the sponsor of the meeting. The Library address and phone number shall not be used as a contact for meeting information.
3. No signs, stickers, posters or any other information about the meeting may be displayed on County property outside of the Rooms, other than on the designated space on the door. Hawking, proselytizing or petitioning outside of the Rooms on County property is not allowed.
4. Arrangements for use of Library equipment must be made in advance of the scheduled meeting. Individuals signing up to use library equipment must know how to operate it properly and must accept full financial responsibility for damage that may occur to it while in use by them.
5. Library staff is not responsible for setting up or cleaning up the Rooms. Room set-up and clean-up are the responsibility of the applicant and must be done within the scheduled booking time. Individuals signing up to use the Rooms must accept full financial responsibility for damage that may occur to it while in use by them.
6. No individual or group may store items in the library or in the Rooms. The Library is not liable for items left in the Rooms unattended.

Restrictions:

1. The Rooms may not be used for:
 - Any purpose that may interfere with the regular operation of the library, both inside and outside the building.
 - Groups of less than seven people

- Personal, company or family parties
 - Any meeting that advocates any illegal activity
 - Programs which solicit donations, charge admission or derive a profit as a result of the meeting taking place unless the group has the written approval of the Library Director or has rented the room at the “For Profit” rate.
 - Youth groups (ages 18 and under), unless sponsored and supervised by adults.
2. The following activities are not permitted in the room:
- Smoking
 - Serving alcoholic beverages, except the serving of wine or champagne as described in the following section entitled "SERVING OF WINE"
 - Animals (guide dogs excepted)
 - Use of candles
 - Noise that disturbs patrons using other parts of the Library

Serving of Beer and Wine

Beer, wine or champagne may be served at adult-only programs held during non-business hours of the Library with the approval of the Library Director. Beer and wine education programs held in the Rooms during business hours may serve a limited number of small samples of wine for the purpose of education. All other alcoholic beverages shall be prohibited.

Any non-County person or organization that proposes, and is approved, to serve wine and/or champagne must furnish to the Library Director a Certificate of Insurance indicating liquor liability or host liquor liability as part of their general liability policy with a minimum coverage of One Million Dollars. Said certificate must name the County of Napa, its officers, agents and employees as additional insured.

Parking

The Napa Main Library’s main parking lot has a 3-hour limit between 8:00 a.m. and 6:00 p.m. Monday through Friday. Violators are ticketed.

Terrace

The Library Use Policy of the Napa County Library applies to the Library's terrace with the exception that food and non-alcoholic beverages are allowed.

Rental Fees

Rental fees are established annually by the Library Commission and the Napa County Board of Supervisors (see the Fines and Fees Schedule in Section 3 of this policy manual). Applicable fees are to be paid upon application, preferably no less than two weeks before the scheduled event.

These fees may include: hourly rate, cleaning deposit, equipment deposit, and/or key deposit. Missing or damaged equipment will be charged at cost to repair or replace. Napa County departments are exempt from deposit payments. Programs for which fees have not been paid by one week before the scheduled program may be canceled and the meeting time made available for other groups.

Calistoga Library

The Calistoga Library, a branch of the Napa County Library, does not have a separate meeting space for community use. However, the children's section of the Calistoga Library is made available to the Friends of the Calistoga Library for periodic meetings and book sales. In accordance with County policy, a Library staff person is required to be on duty whenever the Library space is utilized by the Calistoga Friends.

Yountville Library

The Yountville Library, a branch of the Napa County Library, does not have a separate meeting space for community use. The Library is made available to the Friends of the Yountville Library for periodic meetings. In accordance with County policy, a Library staff person is required to be on duty whenever the Library space is utilized by the Yountville Friends.

DISPLAYS, POSTINGS AND HANDOUTS

Within the context of Napa County Library's Mission Statement, Values, and the guidelines established by this policy, the Napa County Library allows local non-profit, educational, cultural, and civic groups to display materials, post announcements and distribute handouts to the extent that space is available.

Responsibility

The policy is administered by the Library Director who has the authority to accept, reject, or remove any display, posting, or handout.

The Library is not responsible for loss of or damage to exhibit or display materials.

Principles

1. The Napa County Library endorses the American Library Association Interpretation of the Library Bill of Rights concerning "Exhibit Spaces and Bulletin Boards."
2. The use of library facilities for exhibits or bulletins is a privilege, not a right.
3. The Library encourages the presentation of topics from various points of view. Suggestions and comments from the public are welcome.
4. Displays, postings and handouts are intended to benefit the community by meeting some or all of these criteria:
 - Provide cultural and educational enrichment
 - Provide useful information
 - Enhance community awareness of opportunities or issues
 - Provide public service
 - Offer educational activities
 - Be of interest to Napa County residents
 - Be free of prejudice, bigotry, obscenity or offensive content
5. Items to be posted or distributed must be left at the Reference Desk for review and approval, along with the name, address and telephone number of the individual or organization requesting this service.
6. Announcement of activities taking place in Napa County is given priority.
7. Due to space limitations, oversized posters or handouts may not be allowed.
8. No box, receptacle, or canister may be a part of any posting or display.
9. Announcements of personal services or inquiries, lost and found notices, personal legal notices, and purchase or sales offers are not allowed.

10. Campaign materials for or against a candidate for public office or a political issue may not be posted except insofar as they are limited to informing of a particular public meeting or service.
11. No exhibit, bulletin, or program for the general public shall be permitted which advocates or solicits consideration of any product or item sold by any private business, commercial venture, or charitable enterprise.
12. Proselytizing through text, flyers, etc. is not permitted.

Art in the Library Program

The Art in the Library Program provides adults the opportunity to explore and develop their artistic interests through monthly exhibitions and art presentations.

The Napa County Library's Art in the Library Program seeks to bring variety of art exhibits to the Napa Main Library that meet an acceptable aesthetic standard of quality. Both local and national art is sought. Selections attempt to represent a variety of artistic styles, techniques and mediums. The Art in the Library Program may also include art displays/exhibits in the Branches.

The Art in the Library Program is managed by an advisory committee that reports to the Library Director. The purpose of the committee is to review applicants' art submittals and select the artists whose works will be displayed.

The Napa County Art Review Committee consists of four members: the Library Director or designee and three community representatives appointed by the Library Commission. Each Commission-appointed committee member serves a two-year term starting from the date of appointment. A committee member who does not respond to contacts regarding committee's business shall, at the discretion of the Library Director, be deemed inactive. A new appointment shall then be made to replace the inactive committee member.

Art Exhibits in the Children's Library

1. The Children's Library may accept artwork for display on the cloth/bulletin walls. Display of objects on the tops of shelving units is not allowed as it limits the staff's vision of the children's area and cannot be protected from being touched or damaged.
2. Art work (pictures) should be done by children or for children, and be appropriate for viewing by all our young patrons who use the Children's Library. The primary clientele are infants through sixth graders and their parents and caregivers.
3. A sample of the artwork shall be provided to the Head of Children's Services for review. The library reserves the right to approve or disapprove of the exhibiting of the artwork in the Children's Library.
4. Artwork may be displayed for thirty (30) days. Exhibits must be scheduled in advance and

according to these guidelines. Exhibitors are encouraged to come in and view the space available prior to scheduling a display period.

5. The teacher/leader in charge of the student artwork is responsible for putting up the pictures and for taking them down on a pre-scheduled date. To put up or take down the art work before the library opens at 10:00 a.m., the teacher/leader must make an appointment with a Children's staff member to provide entrance into the building. Putting up and removing the pictures involves getting up on a ladder, which the library has available on a pre-arranged basis. The library provides straight pins (T-headed) to attach pictures to the wall so as not to damage the wall covering.
6. Exhibits should display a banner or sign which introduces, explains and identifies who is responsible for the exhibit. This includes providing a phone number of the person responsible for the exhibit as viewers often want to get in touch with the person.
7. The person responsible for the exhibit is in charge of returning the artwork to each individual artist. Individuals may not claim their personal artwork directly from the library.

INTERLIBRARY LOAN / LINK+ (INN-REACH)

Interlibrary loan (ILL) allows Napa County Library card holders to get materials not available in the Napa County Library, Napa Valley College or Solano Community College collections. These materials are requested by the Napa County Library on behalf of library patrons to other institutions.

The Napa County Library also utilizes a service called Link+ that allows users to directly request materials held by other libraries within California. URL: <http://csul.iii.com/>

To use Interlibrary Loan, the Napa County Library card holder must be in good standing with the Library and have an account balance less than \$10. However, the lending library may impose conditions of use and borrowing restrictions and the Napa County Library does not participate in international borrowing.

Library Card holders using ILL are limited to five requests at any given which includes requests that are pending, in process, shipped, and received/in use. Separate request cards must be completed for each individual request for each book title, periodical article, or genealogical request. ILL does not accept requests for books or materials published in the current year, or for materials already held by the Napa County Library, Napa Valley College or Solano Community College. Overdue items are not eligible for renewal and must be returned promptly. Renewals are granted at the lending library's discretion and must be requested before the due date. Only Interlibrary Loan staff can assist with renewal requests.

Interlibrary Loans must be returned to the Napa County Library location of original check-out.

All ILL requests require a non-refundable \$5.00 ILL fee per loan at time of check-out, which covers the cost of return shipping. Genealogical and article requests may incur a fee of up to \$25.00 from the lending library.

The lending library will set the due date. Overdue fines will accrue at the standard rate per day.

The borrower is financially responsible for late fees, damage or loss of materials borrowed which can be up to \$115 for Link+ and the lending library's valuation of the material for all ILL items.

All items must be returned with attached paperwork and or labels to avoid additional fees. Failure to follow guidelines may result in restriction or suspension of ILL privileges.

INTERNET AND ELECTRONIC INFORMATION USE POLICY

The Napa County Library's mission is to enable Napa County's diverse population to acquire information, conduct life-long learning, pursue knowledge, explore ideas, find recreational and cultural enrichment and experience the pleasure of reading. The Library offer, for all ages, broad and relevant collections in a variety of formats, and it utilizes technological linkages to many resources. The Library upholds and affirms the right of each individual to have access to constitutionally protected material and information.

The Internet

The Internet, as an electronic information resource, enables the Library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. It is an unregulated medium. As such, while it offers access to a vast array of tools and resources that are personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal.

Disclaimer

The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The Library cannot control or monitor material which may be accessible from Internet sources. The Library's selection policies which serve to govern the Library's purchase of materials are not applicable to material accessed electronically. Library patrons use the Internet and electronic databases at their own risk. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from use of its connection to the Internet.

User Responsibility

Each individual user must accept responsibility for determining which electronic resources they will access and determining for themselves the relative value of the content. *Computer users are cautioned that the library is a public area that is shared by Library users of all ages, backgrounds, and sensibilities. Users of both their own devices and those provided by the library are asked to respect the sensibilities of others when accessing potentially offensive information or images.* The Library cannot censor access to material or protect users from offensive information. Since the Internet is not secure, each user accepts personal and financial responsibility for information transmitted or received.

Ethical and Acceptable Use

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided. It is also expected that use will be in conformance with the Library's Behavior policy which is posted in the Library. It is unacceptable to use the Library's computer systems and Internet resources for any purposes which violate the law or Library policies. The following is a list of unacceptable uses:

- Violation of applicable Federal or State laws.

- Use of the computers to gain access to the Library's networks or computer systems or to any other restricted network or computer system.
- Unauthorized use of computer accounts, access codes or network identification numbers.
- Violation of copyright laws or licensing agreements pertaining to software, files and other resources obtained electronically.
- Violation of another user's privacy or use of another's library card to gain access.
- Attempting to alter software configurations or to cause degradation of system performance.
- Engaging in any activity which is deliberately and maliciously offensive, libelous or slanderous.
- Installing or downloading any software.
- Disrupting or interfering with network users or services. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising, harassment of others, propagation of computer viruses, and overuse of interactive network utilities (commonly referred to as Denial of Service Attacks - DoS.).
- Sending, receiving or displaying text or graphics which contain extremes of sex or violence that are an end to themselves or which may reasonably be construed as obscene by contemporary statewide standards.
- Tampering with, destroying or damaging equipment, software or data belonging to the Library.

Children's Access and Usage

The Library affirms the right and responsibility of parents and guardians to determine and monitor their children's use of Library materials and resources. Restriction of a child's access to the Internet is the responsibility of the parent or guardian; the Library does not have the right or responsibility to act in the place of the parent (in loco parentis). There will be some resources which parents or guardians may feel are inappropriate for their children. Parents or guardians should let their children know if there are materials which they do not want them to use. Parents or guardians are encouraged to work closely with their children in selecting and using materials and resources that are consistent with their own distinct family and personal viewpoints or values. Parents or guardians should supervise their children's Internet sessions.

Violation of Policies

Users violating these or any other library policies and guidelines will be advised of the policies and asked to comply. Users who persist in violating these policies after previous warning will be restricted from using the Library's on-line services on that occasion. The Library reserves the right to prohibit those who fail to use Internet and computer workstations appropriately and reasonably from future access or use of the on-line services. Illegal acts may subject violators to prosecution by local, State or Federal authorities.

LIBRARY PROGRAMS POLICY

In support of its Mission, the Napa County Library sponsors and conducts programs which:

- are informational, educational, cultural and recreational;
- stimulate interest in and use of the library;
- promote an awareness of contemporary issues while maintaining impartiality and sensitivity;
- attract non-users and reflect the need to connect programs with library resources as part of the process of creating lifetime library users.

The Napa County Library is committed to the tenets of the American Library Association's Library Bill of Rights and its interpretation entitled "Library-Initiated Programs as a Resource." Both documents are included in the Library's Policy Manual, under Section 6.

The ultimate responsibility for selection of library programs rests with the Library Director who operates within the framework of the policies determined by the Library Commission and the Napa County Board of Supervisors. The Library Director may delegate responsibility for program planning and presentation to library staff.

Selection of library program topics, speakers, etc. is made by library staff on the basis of the interests and needs of library users and the community. Library programming will not exclude topics, books, speakers, media and other resources because they might be controversial. The Library does not conduct programming that is purely commercial or religious in nature.

Library programming may be planned in cooperation with other agencies, organizations and educational institutions.

All library programs shall be open to the general public, although some programs may be designed with specific audiences in mind, such as toddler's story times, parenting programs, etc. Programs targeted toward specific audiences will be publicized as such.

Most library-sponsored programs will be free to attend. However, the Library reserves the right to present special programs, usually in cooperation with other entities, which require paid admission.

There may occasionally be a materials fee requested by the co-sponsoring agency when these materials cannot be reproduced by the library due to copyright or other restrictions. However, when there is a fee for materials, this fee will be stated up front, and should not exceed the actual material costs to the presenter.

All materials to be used by a co-sponsoring body in a library-sponsored program must be approved by the library before the scheduled program occurs.

No individual or organization who presents a program at the library for public attendance is allowed to sell their product or services or collect names, addresses and/or phone numbers of attendees during their presentation or during their time at the library. Excepted from this are authors who come to speak about books they have authored. Before or after the presentation, the author, the author's representative, or a bookstore arranged by the library may unobtrusively sell copies of the published work.

Program presentation at the library does not constitute library endorsement of any specific point of view, idea, strategy, financial plan or investment included in the programs content. Use of the organization's name or the business affiliation of a presenter may be used in the library's promotion of a program, but does not constitute endorsement, merely acknowledgment.

The Library's Behavior Policy applies to the conduct at library-sponsored programs. The maximum room capacity of the meeting space will be adhered to.

VOLUNTEER POLICY

Philosophy

The Napa County Library believes that an effective volunteer force enhances the Library's ability to provide quality services to the public. Furthermore, an active volunteer program is an integral part of the Library's relationship with the community.

Principles

- A volunteer force brings a wide range of skills, talents, and experience from the community to the Library.
- A volunteer program provides community members the opportunity to gain an understanding of the nature and value of public library services.
- Volunteerism provides opportunities for positive community service and work experience among a variety of age groups.
- The volunteer force functions as an important supplemental element of the Library's mission.
- The Library's volunteer program is governed by County of Napa regulations and Napa County Library policies and procedures; which includes fingerprinting and background check for all volunteers 18 or older
- Volunteers assist the paid library staff in providing a variety of services beyond the scope of the regular library budget.
- Volunteer services do not displace existing paid staff nor are volunteers expected to eliminate the need for additional paid staff that may result from changing conditions, budgetary allowances or implementation of the Library's mission.

The administration of volunteer services is at the discretion of the Library Director whose responsibility is to operate the Library with the highest possible degree of professionalism.

CONFIDENTIALITY OF LIBRARY RECORDS

Purpose

The purpose of this policy is to affirm the Napa County Library's dedication to the principle of confidentiality of library customer records and expectation of privacy when using library materials, and to identify those limited circumstances under which information regarding a customer's use of the Library will be released to third parties.

Scope

All records pertaining to the use of Napa County Library materials by a Library customer shall remain confidential other than records relating to fines imposed on borrowers and, in accordance with Government Code section 6254(j); such confidential records will not be disclosed in response to requests under the Public Records Act (Government Code sections 6250 and following).

"Records" includes all forms of communication related to public business, except as noted above, including any writing, picture, sound, or symbol, whether paper, fiber, magnetic, or other media.

No employee, volunteer or Commissioner shall make information regarding such records or a customer's use of the Library's materials, equipment or facilities (other than the Library Community Room) available to any third party except in accordance with the court or other orders or search warrants described in this Policy. Records relating to fines imposed on borrowers must be disclosed when properly requested under the Public Records Act, as most rental agreements for use of the Community Room are disclosable public contracts.

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

1. Circulation records from any library division
2. Patrons may opt in to a feature in our Online Public Access Catalog (OPAC) that saves past items checked out
3. Library card registration records
4. Interlibrary loan requests
5. Customer material requests
6. Computer booking records
7. Web site records
8. Reference requests received in person or via email, telephone, or virtual reference
9. Program signup records
10. All other personally identifiable uses of Library materials, facilities (other than the Community Room) or services, including computer usage and usage of materials owned by other libraries when the request or actual materials loaned are handled by the Library.

The confidential information in these records includes, but is not limited to:

1. Subjects researched

2. Materials consulted
3. Individual titles borrowed
4. Customer name, address, phone number, driver's license or DMV identification card number, and social security number or tax identification number.

Disclosure of Confidential Information

With the exception of Library personnel performing their required library duties, Library customer records may only be disclosed:

1. To the customer upon verification of identity
2. To the parents of minor children under specific circumstances (see "Minors" below.)
3. To anyone with prior written consent of the customer involved. The person requesting the information must provide photo identification with signature, along with the signed written consent of the customer.
4. Under court-issued order, subpoena or search warrant, in which case Library staff are to refer all requests for information to Library management for referral to its legal counsel, the Napa County Counsel, for review prior to any decision on compliance.

The Napa County Library will honor a properly issued and served court order, subpoena or search warrant issued by an appropriate state or federal court, subject to the following procedures:

- a. Any employee who receives the request for Library records shall ask for the identification of the person or entity making the request and then immediately refer such person or the agent or officer of that person or entity to the Library manager or, in the absence of the Library manager, to the person-in-charge of the Library building.
- b. The Library manager or person-in-charge should attempt to contact the Library's legal counsel (Napa County Counsel) and to have such legal counsel present. In the event that legal counsel is not available, the library manager or person-in-charge should only meet with the requesting person or agent with another Library staff member in attendance.
- c. If the requesting person or entity or the agent or officer of that person or entity does not have a court-issued order, subpoena or search warrant compelling production of the records, the Library manager or person-in-charge shall explain the Library's confidentiality policy and the State's confidentiality law and inform the person that Library customer records are not available except when such an order, subpoena or search warrant has been presented.
- d. If the court order is in the form of a court-issued order or subpoena, before any records are produced the Library's legal counsel shall examine the order or subpoena for any legal defect, including the manner in which it was served on the Library, the breadth of its request, its form, or any insufficient showing of good cause made to the court.

- e. If the order is in the form of a duly-issued search warrant, the agent or officer may legally begin the search of Library records as soon as the Library manager or person-in-charge is served with the order. However, the Library manager or person-in-charge should ask to have the Library's legal counsel present before the search begins in order to allow the Library's legal counsel an opportunity to examine the sufficiency of the search warrant and to assure that the search conforms to the terms of the search warrant.
- f. If the order is a search warrant issued under the Foreign Intelligence Security Act, no information regarding the existence of the search warrant or of the records that have been produced pursuant to the warrant shall be disclosed to any other party, including the customer whose records are the subject of the search warrant. The Library manager or person-in-charge does have the right to and shall seek legal advice concerning the warrant from the Library's legal counsel and shall request that the Library's legal counsel be present during the actual search and execution of the warrant.

Minors

If a Library cardholder is under the age of 18 and is not an emancipated minor, the parent or legal guardian (with acceptable identification) who signed for the child's card or who can provide proof of parental or legal guardian relationship may be given information regarding that child's record.

California Law

This Policy is subject to all applicable state laws regarding confidentiality of Library records, including the following, and in the event of a conflict between such laws and this Policy, the provisions of such laws shall prevail:

California Government Code Sec. 6267. Registration and circulation records of libraries supported by public funds.

“All patron use records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed by a public agency, or private actor that maintains or stores patron use records on behalf of a public agency, to any person, local agency, or state agency except as follows:

- (a) By a person acting within the scope of his or her duties within the administration of the library.
- (b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.
- (c) By order of the appropriate superior court.

As used in this section, the term “patron use records” includes the following:

- (1) Any written or electronic record, that is used to identify the patron, including, but not limited to, a patron's name, address, telephone number, or 3-mail address, that a library patron provides in order to become eligible to borrow or use books and other materials.

- (2) Any written record or electronic transaction that identifies a patron's borrowing information or use of library information resources, including, but not limited to, database search records, borrowing records, class records, and any other personally identifiable uses of library resources information requests, or inquiries.

This section shall not apply to statistical reports of patron use nor to records of fines collected by the library.”