



Information and Policies



Circulation Policies

The Cando Community Library has adopted the following policies regarding circulation of materials loaned by the library by patrons.

Loan Periods

To make materials available to all customers on an equal basis, the Cando Community Library sets limits on loan periods and on the number of renewals allowed. Library patrons may have up to five books checked out on their card at any one time for a maximum of two weeks. One renewal, for an additional two weeks, will be allowed per book. Some library materials may have shorter loan periods, or no renewals allowed due to high demand, limited collection size, material type or lending source. Any new books are limited to one book per adult and three per child.

Materials may only be renewed if it is not on hold for another patron. You can renew by stopping in or calling the library. It helps to have the item in hand.

Holds

Holds may be placed on any material that is not available immediately either in person or over the phone. The library will notify the patron once the item is available to arrange pickup. If the item is not claimed within one week, the library will notify the next patron in line. If there is not another patron waiting for the item, it will go back into circulation.

Inter-Library Loans

Requests to borrow materials from other libraries throughout the country can be made by an adult patron who has a library card. It is the responsibility of the patron to return the materials on time and to pay the postage of the return.

Fines and Fees

We are happy to be a fine free library. If a book is returned late, a donation to the library would be accepted if you would like.

Any materials that are returned damaged must be reimbursed by the patron for the replacement cost.



Collection Development Policies

The Cando Community Library has adopted the following policies regarding collection development, weeding, and integrating new books.

Weeding

The Cando Community Library follows the CREW method for weeding library materials. CREW stands for Continuous Review Evaluation Weeding and focuses on removing books and materials that are in poor condition, contain outdated or inaccurate information, unused materials, or materials that no longer fit in the scope of the library's collection.

Weeding is done on an on-going basis by library staff. Weeding criteria is based on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials.

Some items will not be weeded. This includes, but is not limited to, local history, works by local authors, volumes of sets and series with special merit, and older reference works augmented by (not superseded by) later editions.

Any materials that are weeded will either be sold, donated, or discarded appropriately depending on the condition of the item.

The library director and library board will make any final judgements on what will be weeded.

Integrating New Books

The library director will continually do research on new titles or authors that may be a good fit for the library's collection. Requests may also be made to the director for items that are not available. If it is within budget and is an item that would benefit the library and its patrons, the item will be purchased for the collection.

Generally, for every new item that is added to a collection, one book will be weeded following the weeding policy above.

Intellectual Freedom

The Cando Community Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. Materials that contain opposing viewpoints on topics, even those that are controversial, are actively collected. The selection of any item added to the collection does not necessarily indicate that the Library Director, the Board of Directors, or any other library staff member or volunteer agrees with the ideas and viewpoints it presents.



Donations Policy

Gifts of Materials

The Library gladly accepts donations of books and A/V materials, with the understanding that they are subject to the same criteria for inclusion in the collection as purchased materials. The Cando Community Library reserves the right to accept or dispose of any gift through transfer to another library, inclusion in library book sales or for charitable donations, or to discard them. The library will not provide a valuation of donated materials for tax purposes.

Items that will not be accepted for donation include: issues of periodicals, items that are moldy or foul-smelling, items that are visibly water damaged, items in poor physical condition, and items in outdated material formats, including, but not limited to, VHS and cassette tapes.

Gifts of periodical subscriptions are accepted, but no back files are kept.

Monetary Gifts

The Library accepts monetary donations without conditions on their use or for projects previously approved by the Board.

Donations will also be accepted for the purpose of purchasing library materials consistent with the Library's Selection Policy. Such money is deposited in the Friends of the Library account for expenditure approved by the Library Board.

Public acknowledgement of monetary gifts is at the discretion of the Library Board.

Memorials

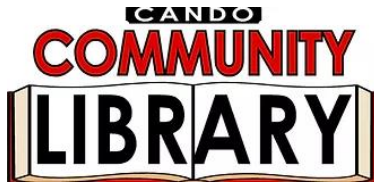
The Library actively encourages donations as memorials and as tributes to living individuals on special occasions. Such acts provide the Library with an opportunity to add materials or equipment which it might not otherwise be able to afford. These donations also provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

Except in rare circumstances, memorials and tributes are accepted in the form of monetary donations. The Library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the Library in accordance with its needs and selection criteria.

Miscellaneous Gifts

The decision as to the acceptance of furnishings, appliances, and equipment shall be made by the Library Board on the advice of the Director. Criteria influencing the decision include need, space, impact on staff, and expense and frequency of maintenance.

The decision as to the acceptance of all other gifts not previously addressed in this policy shall be made by the Library Board on the advice of the Director.



Internet and Computer Use Policy

The Cando Community Library considers the internet to be a valuable educational tool. Internet access is a privilege, not a right.

The Cando Community Library strives to maintain an environment free of harassment and to maintain sensitivity to the diversity of its patrons. Therefore, the library prohibits the use of the computers and internet in ways that are disruptive and offensive to others. Not all sources on the internet provide accurate, complete, or current information. Users need to be good information consumers, questioning the validity and the sources of the information they find on the internet.

The display or transmission of sexually explicit images, messages, solicitations, and cartoons is not allowed. Other such misuse includes, but is not limited to ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. The user must exercise the same caution with the internet as they do with other potentially offensive media such as television, telephone, movies, radio, magazines, and books.

Use of the computers and internet by a minor is the sole responsibility of their parents or guardians. Parents/guardians are encouraged to work closely with their children in selecting material that is consistent with personal and family values.

Librarians may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Internet policies:

1. Any patrons or guests requesting access to the public wireless internet must check in and out on the provided log each time.
2. Computers not reserved will be available on a first come, first served basis.
3. The Library reserves the right to limit the use of internet for any reason.
4. Minors under the age of 18 will be required to have a consent form signed by their parent/guardian, which will be on file at the library. Parents/guardians must sign the consent form at the library, as they will not be sent home for signature.
5. Library staff cannot provide in-depth training on the use of the internet or the computer, but will as time permits, work with the individuals on a one-on-one introduction to internet navigation.

UNACCEPTABLE USES OF THE INTERNET INCLUDE, BUT NOT LIMITED TO THE FOLLOWING:

1. Sending or displaying offensive messages or pictures.
2. Use of obscene language.
3. Harassing, insulting, or attacking others.
4. Use of an account owned by another user, with or without their permission.
5. Use of the internet for any illegal activity.
6. Copyright or license violations.
7. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.
8. Hacking or invading the privacy of other individuals or businesses.

COMPUTERS, COMPUTER FILES, THE INTERNET, AND THE SOFTWARE FURNISHED TO PATRONS IS LIBRARY PROPERTY. PATRONS WHO VIOLATE THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTIONS WHICH MAY INCLUDE TERMINATION OF LIBRARY PRIVILEGES AND CRIMINAL PROSECUTION.



Patron Confidentiality Policy

The Cando Community Library Board of Directors recognizes its responsibility to protect the privacy of each patron's personal records relating to their use of library materials.

Records of a patron's personal information and library material use are required for controlling the use of library materials both on and off the library premises. These records are not in any way intended for the purpose of monitoring a user's reading or pursuit of information. Circulation records are kept to protect the library's property. Summary statistics of library use are kept exclusively to measure organizational activity.

Any record maintained or received by the Cando Community Library, which provides a library patron's name or information sufficient to identify a patron together with the subject about which the patron requested information, is considered private and will not be made available upon request to any person other than the patron.

The Cando Community Library maintains a library card system that uses numbers instead of names to further protect the patron's privacy related to their use of library materials.

However, library records shall be released when required pursuant to a court order, search warrant, or subpoena. Only the Library Director or the Board President is authorized to release requested records pursuant to a court order, search warrant, or subpoena. A complete record of the information released, a signed receipt form and a copy of the court order, search warrant, or subpoena will be retained in a file designated by the Library Director. Should any question arise, the Library Director will consult the Board of Directors and the City Attorney.

The Library Board shall take steps to request that the issuing court grant an appropriate court order to assure that any information released pursuant to a court order, search warrant, or subpoena shall be limited to the specific need for which it was requested and further released only to a person with the need to know the information.

