



## Information and Policies



## **Cando Community Library**

Established 1998

### **Address**

502 Main Street

PO Box 798

Cando, ND 58324

701-968-4549

[www.candocommunitylibrary.com](http://www.candocommunitylibrary.com)

### **Hours**

Tuesday/Thursday 3:00 p.m. to 8:00 p.m.

Wednesday/Saturday 11:00 p.m. to 2:00 p.m.

# Library Board Policies

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**Long Range Strategic Plan  
Cando Community Library  
2023-2028**

**Mission Statement**

The Mission of the Cando Community Library is to provide available and open access to a wide range of materials and services to people of all ages and backgrounds.

**Vision Statement**

The Cando Community Library strives to be a leader in celebrating reading and transforming lives through knowledge and information.

**Goal I**

*Promote literacy and access to library services in the community*

- Promote the sharing of library resources throughout the City of Cando
- Foster relationships with other community resources
- Provide materials that promote intellectual growth as well as provide entertainment through the enjoyment of reading

**Goal II**

*Facilitate automation processes to make the library more efficient*

- Purchase automation equipment and materials
- Barcode all materials
- educate the public on the new process

**Goal III**

*Create a policy for collection development to offer a well-rounded selection of materials and topics to the public*

- Assess and analyze current collection
- Purchase materials to fill holes in the collection
- Survey library users to find more popular areas of interest



## **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.



## Facility Use Policy

### Purpose

The Cando Community Library can be used for meetings or programs of an educational, philanthropic, cultural, recreational, or civic nature, where a diversity of viewpoints is permitted, and for other functions, which, in the judgment of the Board of Directors, will benefit the residents of the community.

### Statement of Policy

1. Use of the facilities for Library, Library-affiliated, or Library-sponsored/co-sponsored meetings or programs shall have priority over all other requests. Thereafter, requests are considered in the following order:
  - a. Federal, State, County, and City governments and their agencies.
  - b. All other uses are on an equal-access, content neutral, first come, first served basis.
2. Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the group or organization, its activities, or of the ideas and opinions expressed during the course of meetings or programs held at the Library.
3. The use of the name, address, or telephone number of the Cando Community Library as the address, contact information, or headquarters for any group or organization using the Library for meeting purposes is prohibited.
4. Publicity generated by a group advertising a meeting at the Library may recite the Library name and address only. Any other mention requires the express approval of the Board of Directors.
5. The Library does not provide storage space for any person, group, or organization.
6. Refreshments are allowed, but care must be taken to avoid damaging carpets, furniture, or other library property. Failure to comply may result in additional charges and forfeiture of future use.
7. Furniture moved during the use must be rearranged as found prior to vacating the room. The library must be cleaned and straightened. Failure to do so may result in additional charges and forfeiture of future use.
8. The Library shall not be held responsible for the security of property owned by any individual or group using meeting rooms.

### Prohibited Activities and Uses

1. Activities are prohibited which the staff believes may cause damage to persons or property or threaten the security of the facility.
2. Use by individuals, groups, or organizations failing to abide by library policies is prohibited.
3. Activities are prohibited for which fees are charged, except when prior authorization has been issued by the Board of Directors (such as author talks with books available for purchase).
4. Attaching items to walls or ceilings is prohibited.
5. Only erasable markers are permitted to be used on Library white boards.



6. Alcoholic beverages and the use of any tobacco products are prohibited.

### **Scheduling and Fees**

1. Rooms are scheduled by administrative staff on a calendar year basis.
2. No fees will be charged for use of the space, donations are accepted.
3. Cancellations must be made at least one day in advance of scheduled meeting.
4. If the library space is not returned to its original state, a cleaning/damage fee will be assessed.



## 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. Access to the internet is to be used for information research and locating sources and materials that the library does not contain. 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. Patron must sign in to use the internet.
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.



## Public Safety Policy

Coming Soon



## **Reconsideration Policy**

The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. This library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the rights of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library should be encouraged to discuss their concerns with a library worker. If the patron is not satisfied with the response to their request, the worker will provide the patron with information and a form to request formal reconsideration of the library resource. Withdrawn books are donated or put up for sale. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be disposed of at the discretion of the library board of directors.

### **Procedures for Handling Informal Complaints**

The process begins with the library worker discussing the complaint with the patron who brings it to the service desk. During the interaction, the library worker will explain that the library has materials for everyone and everything goes through a selection process or is purchased because of patron requests. The library worker should offer to assist the patron to find alternate materials that would better meet the needs and interests of the patron and/or their family members. If the patron chooses to go forward with the challenge, the complainant should be provided with a request for formal reconsideration form.

## **Procedure for Handling Formal Complaints**

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library worker.
3. The library worker will provide the reconsideration form and the material in question to the board of directors, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 15 business days, the board will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business day to the Board of Directors.
6. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
7. The Board of Directors reserves the right to limit the length of public comments.
8. The decision of the board is final.



**Request for Reconsideration of Material Form**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you represent self? \_\_\_ Or an organization? \_\_\_ Name of Organization \_\_\_\_\_

1. Resource on which you are commenting: \_\_\_\_\_

2. Title: \_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?

\_\_\_\_\_

4. What concerns you about the resource?

\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What action are you requesting the committee consider?

\_\_\_\_\_



## Library Policy Review

All library policies are reviewed at least once every three years by the board of directors. If a change is made to a policy, a revision number as well as the effective date will be revised on the bottom of the policy. A digital copy of each revision is kept by the secretary for record keeping purposes. The board president leads these meetings, and their signature below signifies that the policies have been reviewed and that the majority of the board agrees to the review and any changes that were made.

Name	Signature	Date