

# **Melissa Public Library System Policy**

## **Operations**

### **I. Registration and Borrower Cards**

- Individuals 18 years of age and older may register for a library card by completing a library card application form and by presenting identification. Library cards are free. Library card applications can be submitted electronically or in-person.
- Those 0-17 years of age (minors) must be linked with their library card-holding parent/legal guardian in order to receive a library card. The parent/legal guardian is responsible for any materials checked out by the minor.
  - Responsibility for materials selected and read by children and adolescents rests with their parent or legal guardian. Selection decisions are not influenced by the possibility that materials may be accessible to minors.
- Registration must include name, physical address, phone number, and email or an alternative phone or email (family member or friend).
- Lost library cards may be replaced with verification of identity at no charge.
- Patron addresses and other information is verified yearly.
- In accordance with federal law, citizens 18 years or older will be offered a voter registration card when applying for a library card.
- The cardholder is responsible for all materials checked out on the Patron's card and for all charges incurred on the card.
- Library cards become inactive when not renewed annually. When there is no activity for 2 years on the card, the patron is classified as "inactive". Patron must update account to be reinstated for library privileges.

### **II. Loan Periods**

- Materials check out for 14 days.
- Materials will not be due on days when the library is closed. Materials will be due the next day the library is open.

### **III. Limits**

- Each library card may have ten (10) material hold requests.

- Board Games and Video Games have the following limits:
  - Firm 2-week checkout. Cannot be renewed.
  - Must be dropped off inside the library, not the driveway drop box.
  - Can be held on reserve for 3 days. After 3 days, it goes to the next awaiting patron or back on the shelf.
  - 2 games per family may be checked out during one loan period.
  - Replacement fees are stated on the items.

#### **IV. Fees**

- As of March 1, 2018, Melissa Public Library does not charge late fines for overdue items.
- Patrons are welcome to donate non-expired, non-perishable food to the Melissa Community Outreach in-lieu of not paying fines.
- If the patron is in the library and is unable to pay a fee (such as printing copies, faxing, notary, etc.), Library Staff may add the charge of the fee to the Patron Account for future reference. Once paid, the fee will be dropped from the Patron Account.

#### **V. Overdue Items**

- Any overdue item will block a patron's account. When the item is more than 60 days overdue, the item is assumed lost, and the patron's account will be charged a fee including the replacement cost and a processing charge. If the item is returned in good condition, there will be no fee on the item.
- Library Staff sends overdue email to accounts when 14 days overdue and the patron's account and related family accounts are blocked.

#### **VI. Reserves/Requests**

- Melissa Public Library permits patrons to request materials that are currently checked out or on the shelves. Patrons may request such materials in person, by phone or online, and will be notified when the materials are available. Materials will be held for pickup for seven (7) days.
- Hold requests may be cancelled in person, online, or by phone.

#### **VII. Lost/Damaged Materials**

- After review by Library Staff, the full replacement cost may be charged for materials lost or damaged beyond repair. Frequency of checkout and copyright date are factors in determining replacing a material.

- With approval of Library Staff, if the material is not to be exactly replaced, a trade may occur. One lost material for two high quality materials. Replacement needs newer copyright and must be in good condition as determined by the library staff.
- With Library Staff approval, lost or damaged materials may be replaced by Patron with a new copy of the same material (same binding, ISBN, etc.). Replacement materials purchased by the patron are not accepted in lieu of fees unless approved by Library Staff as new.
- Patron is responsible for reimbursing the library for the cost of a material that is claimed to have been returned but not found within 60 days of the due date or acknowledged as lost or damaged beyond repair by the patron.
- Refunds will not be made for lost materials that are found by the patron after they have been paid for. At the time a lost material is paid for, ownership of said material, if found, is transferred to the patron.

#### **VIII. Interlibrary Loan (ILL)**

- Materials not owned by the library may be available via Interlibrary Loan. This service is available to patrons with a library card in good standing.
- Lending of materials through Inter-Library Loans (ILL) is at the discretion of Library Director.
- A limit of five (5) requests per card may be active at one time.
- There is no charge to the requesting library for an outgoing ILL.
- Interlibrary loan materials cannot be renewed.
- Patrons must comply with varied fines, dates, limits, etc. of the lending library.
- Patrons may have Melissa Public Library privileges restricted due to ILL issues (late returns, damaged items, etc.).
- ILL materials must be returned in person to the front circulation desk.

#### **IX. Patron Confidentiality**

The Melissa Public Library System is committed to the protection of all Patron's rights to privacy in the use of Library resources and discloses patron information to the patron only. Regarding minors, information may also be disclosed to the registered parent/guardian listed on the account.

The Library's Integrated Library System maintains a reading history automatically. Records of transactions are also maintained if fees are associated with the account.

Library records will only be disclosed under court order, subpoena, or warrant as outlined in the state statute, Texas Government Code, Section 552.124 and the surveillance provisions included in the USA PATRIOT ACT (Public Law 107-56).

## **Library Code of Conduct**

The Melissa Public Library System Code of Conduct is for the comfort and safety of those using and working in the library. This list is not exhaustive or exclusive.

1. All persons using the library facility or services must act in a manner that does not interfere with the rights of others in their use and enjoyment of library services or the library staff's ability to provide services.
2. This code of conduct requires children under the age of 12 have responsible parent/guardian/ caregiver adult supervision at all times. An adult is an individual of 18 years of age or older.
3. Be responsible when consuming food and drinks in the library. Beverages must have covered lids or tops. Be mindful of litter and potential damage to library property.
4. Remember to be mindful of all personal items, as the library staff cannot accept responsibility for your possessions.
5. Remain alert to your surroundings.
6. Mobile devices are required to be set on vibrate. Be aware of your surroundings and what personal information you may be sharing over the phone. If you must use a cellphone, please keep talking volume to a minimum or you may be asked to take the call in the lobby outside the library.
7. When listening to music or other electronic devices, operator must use headphones.
8. Bring only certified service and therapy animals into the library. Library Director may make exceptions for programs and individuals.
9. Park any bicycles, scooters, etc. at the designated location outside, carry skateboards, and retract the wheels of skate shoes.
10. Keep walkways clear and leave furniture where it is placed. Keep feet off of the furniture. Do not allow children to climb on furniture or displays. Keep children from touching displays.
11. Treat library materials, equipment and facilities gently and appropriately as defined by Library Director and normal usage.
12. Note that solicitations, petitions, flyers, and marketing surveys are not permitted unless pre-approved by Library Director.
13. Shoes must be worn at all times.
14. Consumption of alcohol and use of tobacco products, including electronic vaping, are prohibited.

Those violating rules will be asked to stop such actions. If the behavior continues, they will be directed to leave the library for the day. Subsequent offenses may result in the individual being barred from Melissa Public Library.

## Collection Development Policy

### I. Purpose of Policy

The collection development policy defines the specific selection of physical and digital materials for the Melissa Public Library System.

Since the library is not able to acquire or retain all print and digital materials, it must establish guidelines that explain what materials it collects and why. This policy presents the guidelines followed by the Melissa Public Library System and explains the criteria Library Staff uses to add or withdraw materials from the collection. This policy establishes limits and priorities on collection parameters and assists in budgeting decisions. The policy informs library patrons on how patrons can make recommendations about the collection. This policy also provides guidelines for accepting, declining, evaluating, and acknowledging gifts.

### II. Description of Community

The Melissa Public Library System serves a population of 25,201 from Melissa (according to <https://flyerview.maps.arcgis.com/apps/MapSeries/index.html?appid=8aada7f1757d422d8e54370030674dce>) and 17,460 from the city of Anna (Anna, Texas Comprehensive Plan <https://www.annatexas.gov/911/Comprehensive-Plan>). In addition, library patrons can use the Allen, McKinney, Prosper, Princeton, Farmersville, Wylie, Van Alstyne, and other county public libraries.

According to the US Census (<http://census.gov>), Melissa residents are ethnically diverse with a median age of approximately 34.2 years, and approximately 34.3% of adult residents have at least some college education or higher. The following demographics table is based on 2020 data provided by <https://www.census.gov/quickfacts/melissacitytexas> and 2019 data provided by <https://datausa.io/profile/geo/melissa-tx#about>.

Subject	Percentage
SEX AND AGE	
Male	49.6%
Female	50.4%
Persons under 5 years	5.6%
Persons under 18	21.7%
Persons 18 to 65 years	55.4%
Persons 65 years and over	17.3%
RACE	
One Race	97%
Two or more races	3%

One Race	
White	75.5%
Black or African American	13.6%
American Indian and Alaska Native	1.3%
Asian	6.3%
Native Hawaiian and Other Pacific Islander	0.3%
Some other Race	3%
Two or More Races	
White and Black or African American	0.9%
White and American Indian and Alaska Native	0.1%
White and Asian	0.0%
Black or African American and American Indian and Alaska Native	0.0%
HISPANIC OR LATINX AND RACE	
Hispanic or Latinx (of any race)	19.1%
Not Hispanic or Latinx of any race	80.9%

Most homes in Melissa are families with children under the age of 18.

The Melissa Independent School District serves the city of Melissa with one high school, one middle school, one sixth grade center, four elementary schools, and one preschool center.

With full awareness of the pluralistic nature of its community, the library strives to make available materials reflecting the needs of all citizens with differing viewpoints, income levels, and educational levels. The library not only has the obligation to provide the best service possible to its patrons but to collect materials that will assist those in the community who have not been library users. To do this, the library must study its community continuously to discern present needs and to anticipate future trends.

### III. Mission Statement

The Melissa Public Library System enriches the lives of the people in the community by creating open access to a wide variety of materials, services and information in a responsive and friendly environment that promotes relaxation, enjoyment of materials and services, and lifelong learning.

The Melissa Public Library strives to offer the best possible service to our patrons. The mission of the Melissa Public Library is to enrich the community by providing resources to aid in the pursuit of information and provide recreation and cultural enhancement using print, various media products, electronic access, and planned quality programs available to all.

### IV. Vision Statement

A global reach with local touch.

### V. Statement of Intellectual Freedom and Censorship

The Melissa Public Library System subscribes to and supports the American Library Association's Library Bill of Rights (**Exhibit A**) and its interpretations. The Melissa Public Library also supports the American Library Association Freedom to Read Statement and Code of Ethics (**Exhibit B**).

The library takes no sides on public issues and does not attempt to promote any beliefs through its collection. The library also does not endorse the opinions expressed in the materials held. The library recognizes its responsibility to provide materials representing different sides of controversial issues.

## **VI. Frequency of Policy Review**

This collection policy will be updated as needed and reviewed completely every three years.

## **VII. Organization of the Collection**

The adult nonfiction collection is organized in Dewey Decimal order. The young adult non-fiction section is organized with a blend of the Dewey Decimal order and the Book Industry Standards and Communications (BISAC) order. Where Library Staff has identified a need, the fiction collection is organized by genre, series, author, and age level. Audiovisual materials are organized by reading level, musicals, and mature content with the nonfiction further being organized in Dewey Decimal order.

## **VIII. Library Service Priorities**

The Melissa Public Library System has established the following goals for collection development:

- To provide quality materials and services for children, teens, and adults that encourage lifelong reading.
- To provide recreational reading, with emphasis on patron requests and current materials, in a variety of formats to create a patron driven collection.
- To facilitate informal self-education for people in the community.
- To serve as a general information center, providing timely and accurate information on a broad array of topics.
- To serve as a meeting place for community activities and services, and to provide access to information on community history, resources, and issues.

Consequently, the library provides a variety of materials at different levels and in various formats for people of every age, education, background, personal philosophy, religious belief, occupation, economic level, ethnicity, sexual orientation, and creed. The library refrains from making judgments about what any person finds relevant, helpful, or enjoyable.

# **Materials Selection**

## **I. Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of these policies determined by the Melissa Public Library Advisory Board of Trustees. This responsibility may be shared with Library Staff; however, the Library Director has the authority to reject or select any item contrary to the recommendations of the Library Staff.

## **II. Purpose**

The purpose of this materials selection policy is to serve as an aid for library staff in the selection of materials, and to inform library users of the guidelines in selection principles. A separate policy has been developed for the use of the internet and the acquisition of electronic resources. This policy does not relate to materials provided by internet services.

The types of materials that may be selected are:

- Books
- DVDs
- Periodicals (journals, newspapers, and magazines)
- Government Documents
- Audiobooks
- Pamphlets, maps, and clippings

Initial responsibility of the identification of material selection lies with the staff. Final responsibility over decisions made regarding materials purchased with City funds lies with the Library Director, subject to this policy.

## **III. Goals**

The basic function of the library is to serve people through print and non-print resources, helping them, as individuals or as groups, to achieve informational, educational, and recreational objectives. In fulfillment of this common function, the library sets the following goals.

- To select and organize reliable print and non-print materials significant to the people of Melissa
- To serve a heterogeneous community of more than 22,000 people who have different cultural, inspirational, informational, and recreational pursuits through building collections of printed and other materials suitable to such a diverse group, within the limitations of budget, space, and availability of materials.
- To fulfill the responsibility in a democratic society by providing each individual with the easiest possible access to informational resources.
- To provide the means for stimulation and encouragement for children, young people and adults educating themselves continuously and to promote self-development towards enrichment of their lives.
- To give guidance in the use of library materials and resources toward meeting the needs of people individually and in groups or organizations.
- To cooperate with groups and agencies in stimulating and supporting educational, cultural, and social awareness activities.



#### **IV. Criteria for Selection**

Selection of the materials shall be made in order to build a balanced collection which aids the individual in pursuit of education, information or research, and in the use of leisure time, and which supports the educational, civic, and cultural activities of groups and organizations active within the City of Melissa.

As budgetary constraints limit the purchase of materials, the selections made follow the aforementioned principles while attempting to maintain diversity, quality and responsiveness to patron interest patterns. As such, selections are made on the basis of any one, several, or all of the following considerations:

1. Diversity of materials is pursued by attempting to meet the needs of as many ages, backgrounds, and educational levels as possible, by providing as many subject fields as possible, and by providing alternative perspectives on unpopular or unorthodox as well as popular materials. The collection represents various opinions and viewpoints on many issues of general concern.
2. Quality is pursued by applying professional discretion and standards established by the library profession and through the use of appropriate selection aids, including book reviews, best seller lists, etc.
3. The Library staff responds to community interests by careful consideration of the following: patron requests for purchases, use patterns for existing materials, purchase trends of similar materials from retailers, and any other source of information indicating community interests. The Library collection serves, to the degree possible, the interests of a diverse community without exclusion. Responsiveness to the interest of one individual or group is not restricted on the basis of dislike or objection of another individual or group.
4. Undue duplication of materials is avoided, either in the library itself, or with other institutions in the community. Esoteric or very technical works, materials available elsewhere to special interest groups, are generally excluded from the collection. Materials may also be excluded if the existing collection already covers the field.
5. Materials with formats that do not conform or lend themselves to library use are usually excluded.
6. Gifts, unsolicited materials, and citizen suggestions for purchases are all evaluated under the same policies, principles, and selection criteria as regularly purchased materials.
7. Self-published works must meet the same criteria as materials purchased from traditional publishing houses. In evaluating local authors, criteria include:
  - a. Quality of writing
  - b. Professional level of editing, art, and illustrations
  - c. Quality of binding
  - d. Overall accuracy

#### **V. Criteria**

Library materials, whether purchased or donated, are subject to the criteria listed below. An item need not meet all of these standards to be included in the Library's collection:

- Public interest or demand
- Relevance to the community
- Contemporary significance

- Enduring value
- Readability and style
- Treatment of subject for intended audience
- Physical durability, and attractiveness
- Suitability of the format for library use
- Creative, literary, or technical quality
- Cost
- Availability from our contracted vendors
- Reviews in the professional journals
- Reviews in popular media
- Professional or literary reputation of the author, publisher, or producer
- Circulation of similar material
- Relation to existing collection and other materials on the subject

Materials missing or withdrawn from the Library's collection are not automatically replaced. The decision to replace items is based on the following criteria:

- Availability of other copies or editions in the collection
- Public interest
- Adequacy of coverage in the subject area
- Circulation of withdrawn or missing item
- Cost
- Availability from our contracted vendors

The Melissa Public Library subscribes to the selection principles contained in the Library Bill of Rights adapted and amended by the American Library Association (ALA).

The Library recognizes that many materials are controversial and that any given item may offend some borrowers. Responsibility for the reading, viewing, and listening by children rests with the parents and legal guardians. The Library staff does not serve in loco parentis. It is the parents, and only the parents, who may restrict their children, and only their children, from access to library materials. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children. Since children's materials cover ages newborn to 18 years old, not all items in this section are appropriate for all children. The Library provides a wide variety of collection coverage appropriate for various reading and developmental levels. Library staff are available to assist in finding materials best suited to the individual child.

Selections will be made on the merits of work in relation to the building of the collection and the interest of the community. Materials are evaluated as a whole and not on the basis of a particular passage or illustration. The Library strives to offer a collection that provides the widest possible range of viewpoints regardless of popularity of items or viewpoints or the gender, political philosophy, religion, national origin, or notoriety of their proponents.

Library materials will not be labeled or identified to show approval or disapproval of the contents and no cataloged book or other item will be sequestered, except for the express purpose of protecting it from injury or theft.

- The Library will collect films and television based on the following criteria:
  - Artistic Merit as evidenced by various award nominations
  - Box Office success
  - The show is not currently in syndication or otherwise available for free “on demand” viewing.

As part of the Northeast Texas Library Consortium for the Libby and Overdrive app for the e-collection, Melissa Public Library is not responsible for all items made available.

## **VI. Recommended Public Library Reviewing Sources**

This is a compiled resource list of some of the source’s librarians use to consider, review, and purchase collection materials.

- Booklist
- New York Times Book Review
- School Library Journal
- Kirkus Reviews
- Publishers Weekly
- Texas Library Association Reading Lists
- American Library Association Reading Lists

## **VII. Procedures for Material Selection and Usage**

- Materials belong to the Melissa Public Library. The Library purchases materials considering the system’s needs as a whole and places copies where community interest is expected to be highest.
- Circulating items anywhere in the system may be reserved when patrons request them. On-shelf items are usually pulled and placed on reserve within 48 hours.
- Items may be refused to be reserved if the materials are needed for special programming, etc.
- The Melissa Public Library does not actively collect rare or unusual materials that require special handling. It is the public library’s function to make materials accessible and available to all users. Access to rare and fragile materials must be limited to people who require access to original editions or source materials for research purposes.
- Exceptions may be made for materials relating directly to Genealogy or Local History.
- Exceptions may also be made on a case-by-case basis for items already in collection, as well as for future special gifts.
- The Library does purchase some titles that appear on school reading lists and provides materials that assist students in completing school assignments. However, it does not attempt to purchase enough copies to meet the assignment demands for entire classes.
- The Library does not generally provide clinical texts or other materials designed for medical professionals.
- The Library provides up-to-date, reliable medical/health information written or produced for the layperson.
- The Library relies on the Internet as an alternative source of lay information if up-to-date materials are not available.
- The Library does not generally provide texts or other materials designed for legal professionals. The Library provides legal materials designed for the layperson.

- The Library does not add materials whose primary purpose is promotion or advertisement of particular goods or services.
- The Library may provide links to commercial websites that provide accurate, useful information that can be used independent of the business itself.
- Programs or materials donated by a specific business or group may be placed in the library at the discretion of the Librarian. Selection does not constitute endorsement of specific businesses or group by Melissa Public Library or the City of Melissa.
- The Library does not provide or distribute partisan campaign literature.
- As a government agency, the library cannot support, or appear to support, specific political candidates or issues over others. The Library does not have sufficient facilities to enable all candidates or issues to distribute their campaign literature.
- Publications by nonpartisan groups such as the League of Women Voters may be distributed at the Library.
- Except for large print, the Library does not provide specially formatted materials that are produced specifically for those who are unable to read or manipulate print materials. These are available from the Texas State Library. The Library may retain a few examples of Braille for representative purposes.
- The Library does not generally collect or pursue primary source materials or out-of-print titles.
- The Library's collection is intended to provide useful, current information rather than historical coverage that documents the development of a field of knowledge.
- Exceptions may be made on a case-by-case basis if staff determines that an out-of-print titles continues to be in demand and/or provides the best coverage of a subject. However, given the cost of acquiring out-of-print titles, these exceptions will be rare.
- The Library does not provide those specific items which have been determined by local courts, according to due process, to be obscene, child pornography, or harmful to minors.
- These designations are not open to staff's interpretations. Only local courts can determine, in accordance with due process, which specific materials fall into the categories of obscenity, child pornography, or otherwise unlawful. Only local courts can determine, in accordance with due process, which specific materials fall into such categories.
- Items are not excluded because of frank or graphic language or descriptions of sexual activity or violence.
- Should materials deemed controversial historically or currently controversial, be part of a proposed addition to the Library collection, the Library Director shall, before purchasing said materials, provide a written notice to the Leadership Team (City Manager, Executive Director of Development, and the Park and Facilities Director or any future composition as determined by the City Manager) of the proposed purchase of the materials along with a statement regarding why the purchase of the materials is necessary to add value to the existing Library collection. The Library Director shall also provide the Leadership Team advance written notice regarding whether the materials have generated controversy in other library collections. Information presented (if available) shall include: Title, author, publisher, format of the title (text, graphic novel, etc.), cost of title, if the material was patron- or librarian-requested, any awards garnered by the title, starred and peer-reviewed reviews of the title, reputable news articles linked to the title (including those articles documenting how the material has generated controversy in other library collections), and other information as seen fit. The written statements described in this paragraph shall be

presented and used for informational purposes only. That proposed materials are or have been the source of controversy shall not disqualify in any way the materials for consideration or addition to the Library collection. Final authority over additions to the Library collection lies with the Library Director, subject to this policy.

### **Materials Not Collected**

- The Library will not actively collect materials aimed at an academic or special audience. Other types of material currently not collected at the Library include, but are not limited to:
  - Recorded music
  - Outdated materials, such as slides, film strips, phonographic recordings, computer software for circulation
  - Other realia such as pictures or artwork
  - Other materials as determined by the Library Director or Library Staff

### **Gifts/Donations**

- The Library reserves the right to decide whether a gift/donation should be added to its collection and may sell or otherwise dispose of the gift material. The Library will not appraise gift materials for tax purposes but will, upon request, provide a written receipt.
- Gifts to the Library in the form of memorials or honorariums are subject to the Library's criteria for selection.
- Gifts of funds are always welcome and appreciated. Recommendations from the donor are honored so far as the suggestions are in accordance with the Library's selection criteria.

### **Lost/Damaged Materials**

- Damaged materials are repaired in-house. Badly damaged materials are removed from the collection. Badly damaged and lost materials are replaced if the material is still available and considered valuable to the collection based on selection criteria.
- In lieu of a fine for a lost/damaged material, a patron can bring in 2 other materials to replace the lost/damaged materials. If a DVD has been lost, then 2 DVDs can be donated. If a book has been lost, then books of good quality can be donated. The quality of the donations will be determined at the discretion of the Library Staff.

### **Collection Maintenance**

- The Library keeps its collections vital and useful by withdrawal and replacement of essential materials, and by removal of those works that are worn, outdated, of little historical significance, unnecessary duplicates, or no longer in demand.
- The Library weeds under the Library Director's guidance.

## Formal Reconsideration

Persons who are concerned about the appropriateness of library resources or are unsatisfied with the response from an informal discussion with the librarian or Library Director about a title may choose to make a formal request for reconsideration of the work in question. A formal reconsideration request is subject to the following requirements:

### Reconsideration of Library Materials Procedure

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

- When a patron objects to the presence or absence of any Library material, the complaint will be given hearing. All complaints to Library Staff will be referred to a Librarian who will discuss the matter with the complainant.
- If not satisfied, the patron may make an appointment with the Library Director to discuss the matter further.
- A concerned patron who is dissatisfied with earlier informal discussion will be offered a packet of materials that includes, the library's mission statement, selection policy, reconsideration policy, and the American Library Association's Bill of Rights.
- Patrons are required to read the packet then complete and submit a reconsideration form (**Exhibit C**) to the Library Director.
  - The Request for Reconsideration of Library Material must be filled out completely.
  - The patron completing the form must be a resident of the corporate limits of the City of Melissa
  - The patron must be a library card holder in good standing for a minimum of 60 days.
  - Anonymous complaints will not be considered.
- Patrons who submit a Request for Reconsideration of Library Material will receive a response from the Library Director.
  - The library director, along with necessary staff, will evaluate the original reasons for the purchase.
  - The patron's objections will be considered in terms of the principles of the Library Bill of Rights and the opinions of the various reviewing sources used in materials selection.
  - The Library Director, along with necessary staff, will prepare a report, which will contain a determination on whether the material in question meets the selection criteria of the Library. The Library Director's report will also make a determination on retention, replacement, reclassification, or removal of the material in question.
  - The Library Director will provide the report to the citizen within 30 days from the date the Request for Reconsideration of Library Materials was received by the Library.
  - No individual item will be considered more than one time per calendar year.
- Appeal
  - Patrons who disagree with the finding of the Library Director may appeal the decision to the Library Appeal Board.
  - All appeals must be filed in writing within thirty (30) days of the finding of the Library Director and must contain specific details that demonstrate how the report provided by

the Library Director incorrectly determined that the material in question meets the Library selection criteria listed in the report. If an appeal is not made in such a timely manner and/or does not contain these specific details, then that appeal is considered invalid and the Library Director's determination in the report is considered final.

- The City of Melissa shall establish a Library Appeal Board of three (3) members to hear valid appeals of Request for Reconsideration. The Library Appeal Board shall include the Library Director, a member of the Leadership Team appointed by the City Manager on an ad hoc basis, and one City Council Member appointed by the Mayor on an ad hoc basis.
- The Library Appeal Board shall review an appeal made by the complainant and provide the complainant with a final decision on whether to retain, replace, reclassify, or remove the material in question within 30 days. The Library Appeal Board shall analyze an appeal within the specific context of whether the Library Director incorrectly determined that the material in question meets the Library selection criteria listed in the report. All decisions of the Library Appeal Boards are final.

## **Formats**

The Library will carefully consider the formats of material collected, with all new formats subject to the approval of the Library Director. Issues considered will include: initial and ongoing costs of the material; acquisitions; cataloging; and processing required; storage; accessibility; expected manner of use by patrons; and impact on existing formats.

## **Special Collections**

The Melissa Public Library has one special collection: Genealogy and Local History.

## **Reference Collection**

As more reference materials are available in electronic format, the goal of maintaining the reference collection is as minimal as possible.

## **Guidelines**

- All Library Staff should be prepared to discuss the Library's Collection Policy with customers.
- Copies of the Library's Collection Policy should be available for public review at all times.

- Patron's opinions about the collection should be respected. Their concerns about the collection should be taken seriously.
- It is critical that patrons be treated courteously throughout the process.

## **Genealogy Collection**

The Melissa Public Library will house the Genealogy and Local History Collection.

### **Scope of the Collection**

The collection should encompass print and non-print materials, including but not limited to indexes, abstracts, facsimiles, and original documents with a heavy concentration from Texas and the following additional states. These states, or the territories which eventually formed these states are shown to be on the migration trails to Texas (migration trail maps attached). Alabama, Georgia, Illinois, Indiana, Kentucky, Louisiana, Maryland, Mississippi, Missouri, New Mexico, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Virginia, West Virginia.

Collin, Fannin, and Grayson Counties, TX are considered "local history" locations. Whenever possible, additional copies of materials on these areas will be purchased and made available for circulation to patrons.

### **Organization of the Collection**

The collection is organized by the Dewey Decimal Classification system with some personal "judgement calls" for ease of patron research.

- Materials on cemeteries located in only one state are classified in that state. Materials on cemeteries located in regions or territories which cross more than one state are classified as 929.5.
- Town histories are classified in the state in which they are located.
- Materials on Texas towns located in Collin County are shelved together in an area separate from the remaining collection.
- Materials on McKinney are shelved together in an area separate from the remaining collection.
- Periodicals which are not specific to a particular state are shelved together, alphabetical by title, separate from the other print resources.
- Periodicals which apply to a particular state are shelved immediately following the other print resources for that state.



- A file cabinet is to be maintained with vertical files to include, but not limited to, files for each town in Collin County, donated pedigree charts of families showing a connection to Collin County, various genealogy society newsletters, and basic genealogy forms.
- Up-to-date instructional manuals should be maintained as part of a circulating genealogy collection. This collection may also include duplicate copies of other resources and audiovisual materials.

#### Foreign Language / ESL Materials

Materials in languages other than English are located in the Melissa Public Library. Materials to teach English as a Second Language shall be collected. The size and variety of the collection will depend on the demographics of the Melissa community.

## **Melissa Public Library Computer Use Policy**

### **When You Can Use the Internet Computers**

1. The computers are available on a first come, first served basis. Sessions are one hour long, but a Patron can extend time as long as no one else is waiting for a computer.
2. A session automatically ends if a computer is left unattended or inactive for 10 minutes. The library assumes no responsibility for lost work.
3. Printing fees are posted on the library's website and on display in the library. Print jobs not picked up within two hours of being sent are automatically deleted.

### **Computer Use Code of Conduct**

1. Be responsible when consuming food and drinks in the library and be mindful of litter and potential damage to library property.
2. Users may not disrupt or disturb other computer users.
3. It is a criminal offense to display obscene materials; distribute, exhibit, or display sexually explicit material, which is unsuitable for minors; or have or promote materials that show child pornography (Texas Penal Code: 43.22, 43.24, 43.26). Staff may report violations to proper legal authorities. Filtering software is employed to block such websites, but any user may ask the staff member on duty for a reappraisal of a block.
4. Users may not disrupt or interfere with network services.
5. Users may not use the Internet for any illegal activity.
6. Violation of the computer policy may result in loss of Internet access privileges.

### **Wi-Fi Hotspots**

1. Wi-Fi Hotspots are made available to City of Melissa residents ages 12 and up in good standing with Melissa Public Library.
2. Each checkout lasts 2 weeks. If there are no reserves/holds in place for the Wi-Fi Hotspot, patrons can renew their checkout up to two (2) consecutive times.
3. Returned Wi-Fi Hotspots should be given to the front desk. They should not be placed in the book returns.

4. If the Wi-Fi Hotspot is not returned or renewed within 3 days after the due date, the Library Director holds the right to discontinue service to the hotspot.
5. A \$1.00 fine will be charged every day past the due date to a maximum of \$15.00.
6. If technical support is needed, please contact the Library.

### **Melissa Public Library Lost and Found Policy**

The Melissa Public Library assumes no liability for the personal possessions of patrons using the facility. As a public service, the library does maintain a lost and found.

- All items found by Library Staff are brought back to the Circulation Desk where the lost and found is located.
- When a lost item provides information regarding the owner, Library Staff will attempt to contact the owner.
- Items that pose a potential health risk are disposed of immediately. Items include but are not limited to: combs, hairbrushes, baby pacifiers, baby bottles, cups, and personal hygiene items.
- Items kept for 30 days before discarding include but are not limited to:
  - Car Keys
  - Costume Jewelry
  - School Papers
  - Charge Cards (Cards are shredded when disposed)
  - Personal IDs and Drivers Licenses
  - Mail, Bills, Pictures, Prescriptions, and Glasses
- Items kept for 45 days before discarding include but are not limited to:
  - Valuable Jewelry
    - People seeking to claim valuable jewelry must describe the piece in considerable detail.
  - Unidentified Cash
    - People seeking to claim unidentified cash must be able to accurately describe the total amount as well as the number of bills and their value.

## **Melissa Public Library**

### **Programming Request Form**

#### **i. Program Proposals**

The Melissa Public Library provides free programming to patrons of all ages as an integral part of our services. Programs consistent with the Library's mission are developed to respond to emerging community interests and to sustain demonstrated interests. Our mission statement:

The mission of the Melissa Public Library is to enrich the community by providing resources to aid in the pursuit of information and provide recreation and cultural enhancement using print, various media products, electronic access, and planned quality programs available to all.

If patrons are interested in presenting a program at the Melissa Public Library, please review the information below and submit a proposal. You will be contacted if the Library is interested in pursuing the program proposed.

#### **II. Scheduling Timeline and Publicity**

Programs are scheduled as far as nine months ahead. If patrons are interested in being a presenter, please submit a proposal in a timely manner. Program information may appear on the City's website, on flyers, in the library's newsletter, or on the City's Facebook site.

#### **III. Acceptable Uses**

Melissa Public Library related programs and City of Melissa departments receive first consideration in scheduling.

Melissa Public Library can accommodate activities such as discussion groups, panels, lectures, and meetings.

Melissa Public Library can accommodate programs that would cause noise or vibrations, e.g. dance, exercise, or music programs.

Children under the age of 12 must be accompanied by an adult at all times.

No solicitation or exchange of money or goods may be handled on Library premises.

Nails, thumbtacks, or other fasteners may not be used to attach anything to the structure of the furnishings. No posters or paraphernalia may be attached to the walls or furnishing in any manner. Decorations may be used on tables only. Candles are not permitted.

Use of tobacco products and consumption of alcoholic beverages are not permitted, this includes e-cigarettes and vaping products.

As the Melissa Public Library is a public facility, all programs are free public programs.

Presentation of a program at the Melissa Public Library shall not, in any way, constitute as an endorsement of the group, its policies or activities by the Melissa Public Library or the City of Melissa.

Please fill in the form (**Exhibit D**) and attach as a word document in an email to the Library Director Jennifer Nehls at [librarian@cityofmelissa.com](mailto:librarian@cityofmelissa.com).

## **Gifts/ Donations**

The Melissa Public Library appreciates and encourages gifts of new and used books and other Library materials which enhance the collection and provide valuable additions which would otherwise be unavailable.

Donated materials will be accepted at Melissa Public Library under the following conditions:

- Gifts received become the permanent property of the Library. The Library does not accept gifts with conditions attached to their final location, use or disposition.
- Books and other materials will be added to the collection depending on Library needs and the condition of the material.
- Books and other materials which the Library cannot use may be otherwise disposed of; by donation to other libraries, institutions, or to be sold in a book sale.

The Library will provide patrons an acknowledgement for the materials received.

The Library welcomes gifts of printed or manuscript materials written or produced by local authors on the history of the residents, community and region; however, for inclusion in the collection these materials must meet the selection policy.

When the Library receives a cash gift for the purchase of materials, recommendations from the donor are honored; however, materials recommended by the donor must be available and in accord with the selection policy.

Proposed gifts of materials in special formats and periodical subscriptions must meet the selection policy. Copies of the Gift/Donation Policy statement are available to donors.

## **Memorials/Honorariums**

Memorials and honorariums are welcome. They provide donors with an opportunity to memorialize a loved one or honor an admired individual. Additionally, they provide the Library with an opportunity to add materials or equipment which it might not otherwise be able to afford.

## **Melissa Public Library Public Publication/Exhibit Cases Policy**

- The Library has locked cabinet Exhibit Case intended for educational and informational exhibits for the general public. Such displaying items are Summer Reading Prizes or the Teen Small Art Projects.

- Brochures that advertise free events and services from nonprofit organizations may be placed in the brochure cases on a first-come, first-served basis, after obtaining permission from the Library Director or from Library Staff.
- The Exhibit Case has a lock, but the Library is not responsible for items damaged in, nor stolen from, the cases.
- Exhibits may be scheduled with the Library Director. Groups or individuals may display collections and hobbies of educational interest for the general public. The Library Director may call upon individuals in the Library or community to fill the exhibit cases if exhibit cases are not assigned. Reservations are not taken more than one year in advance. The Library has first priority in using the exhibit case.
- Prices may not be listed for items in the exhibit case, and items exhibited are not allowed to be sold or marked with “for sale” labels. The exhibitor may post his or her name, business or organization, address and phone number, but this is not required.
- If an individual or group outside the Library chooses to use the Exhibit Case, only the Library Director may lock or unlock the cases.

### **Melissa Public Library Book or Material Display Policy**

It is the policy of the Melissa Public Library that book or material display spaces in Library locations, including but not limited to enclosed display cabinets, shelves and wall spaces, outdoor areas (including parking lots) are for the use of the Library. These spaces are intended for displays and exhibits created or selected by Library Staff and are consistent with the Library’s mission, goals, and objectives, be without charge to the public, and be appropriate for viewing by all ages. Where appropriate, such displays or exhibits may reflect various viewpoints on a given subject. Book or material displays will promote new materials, upcoming programs, national celebrations, local celebrations, or month-long observances.

### **Melissa Public Library Courtesy Telephone Use Policy**

- For the convenience of the public, a patron may use a phone located behind the Circulation Desk. All members of the public needed to make a phone call are directed to this phone.
- No incoming calls will be accepted for patrons.
- Library Staff reserves the right to limit access to the phone at their discretion.

## **Melissa Public Library Unattended Child Policy**

- Children of all ages are welcome to use the Library. Library Staff are available to help children use the library materials and services. The Library, however, is not able to provide childcare services.
- Responsibility for the welfare and the behavior of children using the Library rests with the parent, guardian, or a caregiver. Though Library Staff will respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.
- Young children should be attended and adequately supervised by a parent, guardian, or caregiver who is a responsible person of 18 years of age. Children who are 12 and older may use the Library unsupervised provided they are able to behave per these policies.

## **Exhibit A – ALA’s Library Bill of Rights**

### **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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of “age” reaffirmed January 23, 1996.

## **Exhibit B – ALA’s Freedom to Read Statement**

### 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 expression 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 a 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:

1. *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.

2. *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.

3. *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.

4. *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 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 experiences 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.

5. *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.

6. *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.

7. *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, worthy 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.

Approved by Melissa City Council: January 10, 2023

Signed by: Jennifer Nehls

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers 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 16, 1991; July 12, 2000; June 30, 2004.

Edited February 13, 2024

## **Exhibit B – ALA’s Code of Ethics**

### **Code of Ethics of the American Library Association**

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees, and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
- IV. We respect intellectual property rights and advocate balance between interests of information users and right holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1997, by the ALA Council; amended January 22, 2008.

## Exhibit C – Citizens Request for Reconsideration Form

### CITIZENS REQUEST FOR RECONSIDERATION MELISSA PUBLIC LIBRARY

Date:

Your Name:

Full Address:

Email:

Phone Number:

Do you represent self or an organization?    Self    Organization

Name of Organization representing:

Resource of concern: Book    E-Book    Magazine    Movie    Game    Other

Author: \_\_\_\_\_

Title: \_\_\_\_\_

1. How was this book/DVD/material brought to your attention?

2. Did you read the entire book (listen to/view material)? If not, what sections did you review (cover, summary, page #s)?

3. What objections do you have to the book/DVD/material?

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

5. What actions are you requesting the director to consider?

6. Have you completed the reading of this packet in its entirety? Includes the American Library Association's Bill of Rights, the mission statement of the Melissa Public Library, the selection policy and the reconsideration policy.

Yes

No

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Signature

Date

\_\_\_\_\_ Please check here if you wish to be contacted regarding the findings of this reconsideration.

Note: Individual titles will not be reconsidered more than once a year.

## Exhibit D – Program Proposal Form

### PROGRAM PROPOSAL

- I have read the guidelines and am ready to submit a proposal.

#### Contact Information

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

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

Name of Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

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

Website: \_\_\_\_\_

Mailing Address (if different than above)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### Program Information

Title of Program: \_\_\_\_\_

Title of Program: \_\_\_\_\_

Description of Program (please include number of performers)

Targeted Age Group:      Adult      Families      Children      Teens

Audience Size Limit (if applicable): \_\_\_\_\_

Length of program: \_\_\_\_\_ Set up/breakdown time need: \_\_\_\_\_

Do you have schedule limitations?

Supplies/equipment/staff support needed:

Space Required:

Costs (professional fee, material costs, travel costs, etc.):

Comments:

How would the proposed program benefit the library and its patrons?

Do you plan to promote a product, service, organization, or special event? If so, what is it and by what means would you promote it?

**Presenters Request Form**

**Librarian Approval:**

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

**Librarian Comments:**

**Director Approval:**

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

**Director Comments:**