



Policy Manual

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LEON VALLEY PUBLIC LIBRARY 2022

Recommended by the Leon Valley Public Library Board of Trustees on February 10, 2022

Approved by City Council on March 15, 2022

Updates Approved by City Council on December 12, 2022, March 21, 2023, October 17, 2023

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ARTICLE 1: MISSION & VISION

1.01 LEON VALLEY PUBLIC LIBRARY MISSION STATEMENT

Our mission is to provide quality resources, information, and programs to the residents of the Greater Leon Valley area.

1.02 LEON VALLEY PUBLIC LIBRARY VISION STATEMENT

The Leon Valley Public Library is the city's friendly gateway to the worlds of learning, imagination, creativity, and community interaction.

ARTICLE 2: CIRCULATION POLICY

2.01 PATRON REGISTRATION

2.01A CITY OF LEON VALLEY RESIDENTS, PROPERTY OWNERS, AND BUSINESS OWNERS

Library membership is free to all Leon Valley residents (zip code 78238 or 78240), property owners, and business owners. Proof of residency or ownership is required when applying for membership. Proof may include but is not limited to:

- a) Valid driver's license
- b) Water or utility bill and a picture ID
- c) Personal check and a picture ID
- d) Lease agreement and a picture ID
- e) Other proof of residence as determined by the Library Director

Post office boxes and general delivery mailing addresses cannot be used as proof of residency or business ownership.

2.01B OUT OF TOWN RESIDENTS

Library membership is available to non-residents, or persons living outside the City of Leon Valley limits by

- a) Presenting a valid form of identification & proof of residence, and
- b) Paying a fee as indicated on Library Schedule of Fees ([Attachment 1](#))

2.01C CHILD & YOUTH REGISTRATION

A child is defined as a minor up to the age of 13 years old. A Youth is defined as a minor between the ages of 13 and 16.

Any child or youth who can sign their first and last name is eligible for their own membership.

- a) A parent or legal guardian must sign the child or youth's registration form.
- b) Proof of residency must be provided at the time of registration.
- c) The child or youth must be present to receive the library card.
- d) The adult signing the child or youth's membership registration is responsible for all materials checked out.

2.01D ALTERNATIVE YOUTH REGISTRATION

If a youth does not have access to a parent or guardian or a permanent residence, they can receive a membership by providing a state or school ID and one of the following:

- a) A letter of recommendation from a teacher or councilor
- b) A letter of recommendation from their education liaison
- c) Approval from the Library Director

2.01E DIGITAL ACCESS REGISTRATION

If a person does not meet any of the previous registration guidelines (2.01A – 2.01D) they are eligible for a Digital Access Membership which provides access to:

- a) Digital eBooks
- b) Digital audiobooks
- c) Digital databases
- d) Computer access

A digital access membership does not allow a member to check out any material or request materials by Interlibrary Loan (ILL).

2.01F CITY OF LEON VALLEY EMPLOYEES

Current employees of the City of Leon Valley may receive a Leon Valley Public Library card without fee or proof of residence.

2.02 MEMBERSHIP RENEWAL

Library memberships are issued for a one-year period. To renew a card:

- a) All fines and all other debts must be paid in full.
- b) Children's cards will be renewed without having a parent or guardian sign again.
- c) Must verify registration information. Changes in residency require new proof of residency.
- d) Any annual fees must be paid according to the current Library Schedule of Fines and Fees ([Attachment 1](#)).

2.03 REPLACEMENT CARDS

Library cardholders are encouraged to keep their library cards in a secure place. Should a library card become lost or stolen, it is the responsibility of the cardholder to notify the library immediately.

Any charges charge for replacement cards are based on the current Library Schedule of Fees ([Attachment 1](#)).

2.04 PATRON RESPONSIBILITIES

All Leon Valley Public Library cardholders agree to comply with the Leon Valley Public Library Rules and Regulations ([Attachment 2](#)) when they fill out their membership application form ([Attachment 3](#)), Habitual or severe abuse of library rules and regulations, may result in denial of library services as outlined in the Leon Valley Public Library Rules and Regulations ([Attachment 2](#)) or as determined by the Library Director.

2.05 CIRCULATION OF LIBRARY MATERIALS

2.05A CARD USE

Library materials may not be checked out until a library card is issued. Only the assigned member or approved persons may use any individual card.

2.05B LOAN PERIODS

- a) All circulating library materials are checked out for a period of 14 days. Materials without a waiting list may be renewed up to two times.
 - b) Interlibrary Loan (ILL) materials are due by the date indicated on check out slip which is determined by the lending library.
 - c) Additional renewals and extended loan periods must be approved by the Library Director.
-

2.05C CIRCULATION LIMITS

Due to the nature of certain materials, the library has enacted circulation limits for the following items:

- a) Non-circulating materials such as reference, periodicals, archives, and other materials deemed out of circulation by the Library Director are not available for check out. Limited copying of non-circulating materials may be available, free of charge, if photo-copying does not violate our Copyright Policy ([See Copyright Policy](#)) or Copyright Law ([Attachment 4](#)).
 - b) An individual may have up to 25 items checked out at any given time on their library card.
 - c) An individual may have a total of 5 DVDs checked out at a time.
 - d) Specific titles, authors, subjects or special collections may be temporarily limited due to high demand or at the discretion of the Library Director.
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2.05D RENEWALS

Library materials may be renewed in person, by phone, online, or by email. Presentation of a Library card is not required for renewal of materials. Items that are on reserve for other patrons may not be renewed.

2.05E RESERVES

Materials may be reserved in person, by phone, online, or by e-mail. Persons will be notified when the item becomes available.

2.06 OVERDUE AND LOST MATERIALS

2.06A OVERDUE FINES & NOTIFICATIONS

Overdue fines will follow the Leon Valley Public Library Schedule of Fines and Fees ([Attachment 1](#)):

- After seven days past due, members will be notified by their preferred method of notification.
- After 21 days, members will receive a second notification.
- After 45 days, all materials will be presumed lost.

2.06B LOST OR DAMAGED MATERIALS

Library members are responsible for all materials checked out to their account and are liable for any damages or losses to materials.

- a) If the materials are lost, the patron will be charged the cost to replace the materials based on the current Library Schedule of Fines & Fees ([Attachment 1](#))
- b) If materials are judged to be damaged to the point that they are unsuitable for the collection, the member will be charged the cost to replace the material. The material then becomes the property of the member.

- c) A patron may replace any lost or damaged material with an identical copy or similar material as long as it is approved by the Library Director. Any fees associated with providing a replacement will be based on the current Library Schedule of Fines & Fees ([Attachment 1](#))

The Library will not charge for normal wear of library materials.

2.06C LOSS OF LIBRARY PRIVILEGES

Patrons who do not follow the Leon Valley Public Library Rules & Regulations ([Attachment 2](#)) may lose their library privileges.

Any patron struggling with lost or damaged materials or excessive fines or fees, may request a Request to Maintain Privileges Form ([Attachment 5](#)).

ARTICLE 3: COLLECTION DEVELOPMENT POLICY

3.01 OBJECTIVES

To meet the library's mission of providing quality resources and information to the Greater Leon Valley area this collection development policy is created with the following objectives:

- a) Meet community interests and needs;
- b) Acquaint the public with the principles of selection and weeding;
- c) The Library Bill of Rights ([Attachment 6](#));
- d) The Freedom to Read Statement ([Attachment 7](#)); and
- e) The Freedom to View Statement ([Attachment 8](#))

3.02 RESPONSIBILITY FOR SELECTION

The final responsibility for material selection rests with the Library Director who operates within the framework of the policies.

3.03 CRITERIA FOR SELECTION

Staff should keep the following in mind when recommending titles for selection. However, an item need not meet all considerations to be acceptable.

- a) Consider the identified, expressed or anticipated needs and interests of the community.
- b) Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes, and bibliographies.
- c) Include different viewpoints, values, philosophies, cultures, and religions whenever possible. Selections will not be based on any assumed approval or disapproval by the community.
- d) Select a broad range of materials in all subject areas.
- e) Attempt to balance the collection with in-demand, current interest titles.

- f) Assess the significance in relation to library resources already available.
- g) Utilize standard selection sources recognized by librarians to identify materials to be purchased.
- h) Utilize specialized knowledge of Library staff.
- i) Consider the reputation and/or significance of author, publisher and/or producer.
- j) Select a variety of reading and comprehension levels based on community needs.
- k) Provide a wide variety of formats to meet the differing needs of the community.
- l) Maximize the effectiveness of the available materials budget.
- m) Consider other community resources, interlibrary loan, etc. to maximize the Library's resources. Out-of-print, used items, or items that require Library staff to go beyond the scope of its normal purchasing procedures are usually not purchased.
- n) Strive to develop a collection that complements the curriculum of area educational institutions but does not duplicate curriculum materials in use by educational institutions or home-schooled students.
- o) Consider member requests within the overarching principles of selection.
- p) Book reviews from professional accepted sources such as Kirkus Reviews, Library Journal, School Library Journal, and Booklist.

3.04 WEEDING

An up-to-date, attractive, and useful collection is maintained through a Continuous Review, Evaluation, and Weeding (CREW) process. The CREW method ([Attachment 9](#)) evaluation for weeding materials includes poor content, poor appearance, and unused materials.

Replacement of materials with a poor appearance is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This process of weeding is the responsibility of the Library Director.

See Weeding Rotation ([Attachment 10](#)) for an estimated weeding schedule.

Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

3.05 POTENTIAL PROBLEMS AND CHALLENGED MATERIALS

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. The Leon Valley Public Library recognizes that some materials are controversial and that any given item may offend some members.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be restricted by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Patrons requesting material be withdrawn from or restricted within the collection may complete and turn-in a Request for Reconsideration of Library Resources ([Attachment 11](#)) form. The challenge will be placed on the agenda of the next regular meeting of the Leon Valley Public Library Board of Trustees (LVPLBOT).

After review of the challenge, the LVPLBOT will schedule a public hearing for library patrons to speak either for or against a book challenge. In making their decision, the LVPLBOT and the Library Director will consider public testimony, professional reviews, selection criteria listed in the Collection Development Policy, the American Library Association's Library Bill of Rights ([Attachment 6](#)), Freedom to Read Statement ([Attachment 7](#)), the Freedom to View Statement ([Attachment 8](#)), as well as , Article 1, Section 8, Texas Constitution ([Attachment 23](#)), and Amendment 1, U.S. Constitution ([Attachment 12](#)).

The Library Director, with the advisement of the Leon Valley Public Library Board of Trustees, will present the challenge and recommendation to City Council for a final decision on the challenged material(s).

ARTICLE 4: MATERIALS DONATION AND GIFTS POLICY

The Leon Valley Public Library appreciates your consideration in finding a home for your items. The library accepts books and other items with the understanding that they are added to the collection only if appropriate and needed. The Library Director will dispose of unneeded items as they see fit. The same criteria of selection which are applied to purchased materials are applied to gifts.

When accepting used books, publication dates and condition are important. The library will only accept books if the following criteria are met:

- a) Published within the last five years
- b) In good to excellent condition
 - a. Intact covers
 - b. No ripped pages
 - c. No names or identifying markers of previous owners
 - d. No apparent odor
 - e. No apparent soil
- c) Not weeded from another library

DVDs in good condition or better will be accepted if they are in their original packaging.

We do not accept:

- VHS
- Encyclopedias
- Textbooks
- Cassette tapes
- Books published more than five years ago
- Books with ripped pages and/or covers

- Books with identifying markers
- Books with visible soil
- Books with apparent odor
- Items left on the porch

Gifts of artwork, equipment, furniture, etc. must be approved by the Library Director.

The Tax Reform Act of 1984 bars museums, historical societies, libraries, and other donee institutions from providing appraisals for a donor's tax-deductible objects. The Library can provide an Acknowledgment of Receipt of Accepted Materials ([Attachment 13](#)) of the items if requested by the donor.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested.

The Leon Valley Public Library encourages and appreciates gifts and donations.

ARTICLE 5: INTERLIBRARY LOAN POLICY

5.01 Definition and Purpose

Interlibrary Loan (ILL) is the process by which a library borrows material from another library. Leon Valley Public Library recognizes that the sharing of material between libraries is an integral element in the provision of library service. Leon Valley Public Library currently is a borrower and lender on the Online Computer Library Center (OCLC) Interlibrary Loan Network with the ID of YU2. LVPL works with the local Navigator Request Engine (NRE) ILL network (Texas Group) and the national Worldshare ILL network (Worldcat).

5.02 Governance

Interlibrary loan policies of this library are governed by the American Library Association's Interlibrary Loan Code for the United States ([Attachment 14](#)); the Copyright Law, Title 17, U.S. Code ([Attachment 4](#)); and by the regulations of lending libraries. Within the limits of the policy set forth here, Leon Valley Public Library will offer to obtain for patrons requested materials not available in the collections of this library. Leon Valley Public Library will consider such factors as geographic proximity, type of library, and any lending fees when determining to which library an interlibrary loan request will be made, when there is a choice.

5.03 Borrowing from Other Libraries

1) Eligibility: Patrons must have a valid Leon Valley Public Library borrower's card to request material via ILL. Non-cardholders are encouraged to request ILL service through their local public libraries. All transactions are from library to library.

2) Confidentiality: Confidentiality of library users will be maintained in ILL transactions.

3) Type of Material Borrowed: Leon Valley Public Library will generally attempt to borrow any material the patron needs. Patrons are cautioned, however, that other libraries may not lend certain types of materials. These include the following:

- a) current bestsellers and popular titles published in the last six to twelve months
- b) reference
- c) genealogy
- d) rare or valuable material
- e) audiovisual material
- f) bulky or fragile items that are difficult or expensive to ship

Leon Valley Public Library will not borrow material determined to be in violation of copyright law.

5.04 Restrictions on Materials Borrowed

The lending library may impose restrictions on material lent, including requiring that the material be used only in the borrowing library. The lending library determines the length of time for which the material is lent and whether renewals will be granted and has the right to recall material before the due date.

5.05 Charges

Fees for photocopying and occasionally other charges (loan fees, postage, access charges, overdue/late fines, damages, etc.) may be assessed by the lending library. Such charges will be passed on to the patron. Leon Valley Public Library will obtain authorization from the patron before ordering material for which there is a charge. Patrons who fail to claim the material borrowed for them will still be expected to pay any fees incurred.

The lending library will assess repair or replacement charges if materials are returned damaged or are lost.

5.06 Turnaround Time and Loan Periods

Time required to receive requested material can vary considerably, depending on availability of material, location of the lending library, and shipping method. Some materials may arrive in two to three days, while others may take weeks or months. When making an ILL request, the patron should indicate any deadline for receipt of material and whether material will not be needed after a given date. Requests will be processed in the order in which they are received. The patron should also notify the library if the request is no longer needed after the request has been made so there is a chance to stop the process.

The lending library determines the loan period, which can vary from two to eight weeks. The Leon Valley Public Library will set a return date that is five days earlier than the due date, to allow time for the item to be returned to the lending library. Patrons are urged to return materials on time to ensure that lending libraries will continue to share their resources with Leon Valley Public Library.

A renewal period, if any, is determined by the lending library. A patron who desires a renewal must notify Leon Valley Public Library at least two (2) business days before the stated due date to allow time to file a renewal request with the lending library.

5.07 Procedure for Placing a Request

To request an interlibrary loan, the patron completes an Interlibrary Loan Request Form ([Attachment 26](#)), which may be obtained at the library or downloaded from the library's web site. The form may be submitted in person, by fax or by mail. Patrons may e-mail or phone in an ILL request; the staff member taking the request will verify the patron's identity. ILL requests may also be made directly by the patron through the LVPL website, if the patron's account is clean and up-to-date. The system requires that accounts be in good standing and that the phone number used be the one on file with the account.

Staff will telephone or e-mail the patron when his or her request has arrived. Patrons are expected to pick up the requested item as soon as possible as the loan times vary considerably. Items not picked up after a second attempt at contact (reminder) within a week will be returned to the lending library.

5.08 Loaning to Other Libraries

Leon Valley Public Library lends reciprocally to other system libraries both statewide and nationally, except for San Antonio Public Library (SAPL); this exception is only to prevent confusion in returning ILLs to the proper pickup place and due to the proximity of LVPL to SAPL (patrons needing a San Antonio library book can go to a San Antonio library).

ARTICLE 6: INTERNET USE POLICY

6.01: GENERAL PROVISIONS

The Leon Valley Public Library provides access to the Internet as one means of fulfilling its mission of “providing quality public library services for all residents and businesses of Leon Valley, enriching the entire community.” Internet resources accessible through the library are provided equally to all users, with the understanding that it is the individual user’s responsibility to demonstrate judgment, respect for others, and appropriate conduct while using the library’s resources and facilities. The Library cannot police a global network and each individual user must take responsibility for his or her own activities on the Internet and for the activities of his or her children.

The Leon Valley Public Library seeks to protect the First Amendment rights of its customers and their individual right to privacy. However, internet users must be sensitive to the fact that workstations are in a public area, and therefore images on the screen are subject to view by a wide audience. The internet will not be accessed by anyone, including minors, for illegal activity, to access illegal materials, or to access materials that by community standards would be objectionable. Library staff will take prompt and appropriate action to enforce the Internet Use Policy and/or to prohibit use by individuals who fail to comply with the policy. Access, use, or dissemination of information via the internet is the responsibility of the user. In case of minors, it is a joint responsibility of the user, and the parent or guardian.

Parents of children must be present and assume responsibility for their children's use of the library's internet service as we do NOT filter content. If you would like to allow your child to use the internet without your presence (ages 14 through 17) you must sign the Minor Internet Acceptance Form ([Attachment 24](#)) allowing them to do so.

Printing is available, see Library Fee Schedule for pricing ([Attachment 3](#)).

6.02 RESPONSIBILITY AND USE

It is the responsibility of each user to be guided by the following principles:

- Respect for the privacy and sensibilities of other users.
- Attention to the legal protection provided by copyright and license to programs and data.
- Consideration for the integrity of computing systems. For example, users must not intentionally develop programs to harass other users or to infiltrate a computer or computing system or develop programs that may damage or alter the software components of this or other computing systems.

Further examples of unacceptable use include, but are not limited to, the following:

- Damaging or destroying equipment, software, or data belonging to the Library or to other users, including adding, altering, or deleting files on Library workstation hard drives or other Library computer equipment.
- Unauthorized copying of copyrighted material.
- Violating software license agreements.
- Violating computer system or network integrity, including attempts to bypass network security functions, obtain passwords, or alter the configuration of Library workstations in any way.
- Harassing others.
- Using the Internet for any illegal activity.
- Gambling on the Internet.
- Wasting finite resources (including printing without paying).

Public computers are equipped with security software that wipes each computer clean, setting it back to our “base point” after each log out. This ensures that patron information is not stored on computers. Library staff will not disable this software for any reason, for the security of all involved.

While Library staff is happy to assist users in accessing the Internet, each user is nevertheless responsible for his or her own search. Staff cannot provide in-depth personal training in the use of the Internet or of personal computers.

The Library will provide primary access to the Internet through the World Wide Web via the graphical browsers.

Users will not be able to dial into the Library's Internet computers from remote sites.

Leon Valley Public Library provides wireless access to the internet to allow patrons to use their personal wireless-ready laptops and devices. Library staff is available to help with minimal instruction; however, staff cannot install programs, troubleshoot or make any changes to devices that are not library-owned.

Patrons should be aware that it is a criminal offense to display harmful materials in public according to Texas Penal Code § 43.22 ([Attachment 15](#)) and Texas Penal Code § 43.24 ([Attachment 16](#))

ARTICLE 7: MEETING ROOM POLICY

To encourage community engagement and the sharing of ideas and experiences, the Leon Valley Public Library has a meeting room available for public use. The meeting room is provided as a service to the public and is subject to availability and compliance with the terms of this policy. This policy does not apply to the use of the meeting room by the Leon Valley Public Library or the City of Leon Valley or programs sponsored or co-sponsored by the Library or the City.

7.01 GUIDELINES FOR MEETING ROOM USE

- 1) Meetings must be free and open to the public.
- 2) No commercial, sales, or profit-making uses of the meeting room is allowed; no products or services may be advertised, solicited, or sold.
- 3) Registration and admission fees are not permitted.
- 4) The room is available on a pre-arranged basis for blocks of time that include set-up, meeting, and clean-up time.
- 5) Reservations are on a first-come, first-served basis. Reservations are generally limited to three months in advance but may extend out to twelve months if approved by the Library Director.
- 6) Reservations are only available during the library's operating hours.
- 7) LVPL is unable to provide storage of materials for groups or individuals using the room.
- 8) No group shall use the room as a permanent meeting place or as the headquarters of the group.
- 9) All advertisements related to events held in the meeting room must clearly designate the sponsoring organization and shall not indicate affiliation with the Library, support by the Library, or include the Library's logo

- 10) The meeting room may not be used for any political event, partisan or non-partisan, including open forums, town halls, and/or campaigns unless sponsored or co-sponsored by the City of Leon Valley or the Leon Valley Public Library.
- 11) The meeting room may not be used for any private event including but not limited to weddings, showers, family reunions, birthday parties, banquets, or dances.
- 12) Facilities shall be left in a clean and orderly condition. Room arrangement shall be the responsibility of the user group and must be left in the same arrangement as found.
- 13) An adult (18 years of age or older) contact person is required for each reservation. This person shall assume responsibility for a group's use of the room.
- 14) In extenuating circumstances, LVPL may ask a group to cancel a scheduled meeting to allow for library use of the room. If such an event occurs, the Library will give as much notice as possible.
- 15) Users of the meeting room must adhere to all library policies.
- 16) Any use of the room that disturbs regular library operations is not permitted.
- 17) Food and drink may be consumed in the meeting room. All trash resulting from the serving of refreshments must be removed by the organization using the facility.

7.02 EXCEPTIONS

Exceptions to these guidelines may be granted by the Library Director for events sponsored by the Friends of the Library, the Library Board of Trustees, or local government agencies; the guidelines do not apply to City use. Priority for use of the room is given to the Leon Valley Public Library.

7.03 DISCRIMINATION

Library facilities are available on a non-discriminatory basis. The Library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations

of the meeting's sponsors. Permission to use library facilities does not constitute an endorsement by the Library.

7.04 RIGHT TO DENY USE

Leon Valley Public Library reserves the right to deny use privileges should any abuse of this policy occur. LVPL may not be held liable for any damage, loss or bodily injury occurring to persons or property affiliated with the scheduled meeting. Meeting room users shall be held liable for any damage to or loss of library property in conjunction with their scheduled meeting.

ARTICLE 8: LIBRARY SPONSORSHIP

The Leon Valley Public Library welcomes sponsorship from local business, corporations, families, and individuals. The aim of sponsorship is to obtain funding or in-kind support to provide services and equipment that may not otherwise be available.

8.01 GUIDING PRINCIPLES

The following principles will guide the Leon Valley Public Library in the solicitation and acceptance of gifts, grants, or support to enhance or develop library programs and services:

- All gifts, grants, and/or support must further the library's mission, goals, objectives and priorities. They must not drive the library's agenda or priorities.
- All gifts, grants, and/or support must safeguard equity of access to library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, sectors of the community.
- All gifts, grants, and/or support must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of products or services.
- All gifts, grants, and/or support must ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for gifts or support.
- All gifts, grants, and/or support must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the library.
- Gifts of books or other library materials will be accepted in accordance with the terms outlined in the Leon Valley Collection Development Policy and Donation and Gifts Policy.

Recognition and Acknowledgement

- The library will ensure that each sponsor receives acknowledgement and to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition of sponsors:

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Standards controlling the size format and location of such acknowledgment will be developed by the public information specialist to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over the library's own logo or promotional material.
- For gifts and/or sponsorships valued at over \$500, the library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter if the sponsor is willing.
- Acknowledgement of sponsorship may also take the following forms at the library's discretion:
 - Launch of a special program or media campaign to announce the gift.
 - Sponsor's name on promotional materials.
 - Small standardized plaques may be placed on donated furniture or equipment.
 - Library bookplates.

In all cases, the type and scope of donor recognition required by the donor will be weighed against the benefit to the library.

8.02 APPROVAL

All gifts, grants, or in-kind support given with special requirements must be approved by the Library Director. The solicitation of gifts, grants, or in-kind support by library staff valued at over \$500 must receive prior approval of the Library Director.

8.03 AUTHORITY FOR IMPLEMENTATION

The library reserves the right to make decisions regarding the implementation of each grant, gift, or offer of in-kind support. Purchasing decisions, including type of equipment, materials, furnishings, and other components of a gift will occur under the direction of the Library Director. All details as to design of programs and allocation of resources will occur under the direction of the Library Director.

ARTICLE 9: ADA POLICY

Leon Valley Public Library agrees with the American Library Association (ALA) that libraries play a catalytic role in the lives of people with disabilities by facilitating their full participation in society. Libraries should use strategies based upon the principles of universal design to ensure that library policy, resources and services meet the needs of all people.

9.01 THE SCOPE OF DISABILITY LAW

Providing equitable access for persons with disabilities to library facilities and services is required by Section 504 of the Rehabilitation Act of 1973 ([Attachment 17](#)), applicable state and local statutes and the Americans with Disabilities Act of 1990 (ADA). The ADA is the Civil Rights law affecting more Americans than any other. It was created to eliminate discrimination in many areas, including access to private and public services, employment, transportation and communication. Most libraries are covered by the ADA's Title I ([Attachment 18](#)), Title II ([Attachment 19](#)) and Title III ([Attachment 20](#)). Most libraries are also obligated under Section 504 and some have responsibilities under Section 508 ([Attachment 21](#)) and other laws as well.

9.02 LIBRARY SERVICES

The Leon Valley Public Library must not discriminate against individuals with disabilities and shall ensure that individuals with disabilities have equal access to library resources. To ensure such access, the Leon Valley Public Library may provide individuals with disabilities with services such as extended loan periods, extended reserve periods, library cards for proxies, books by mail, remote electronic access to library resources, and other services as possible within the scope of the library's regular funding and staffing.

9.03 FACILITIES

The Leon Valley Public Library will provide accessible parking, clear paths of travel to and throughout the facility, entrances with adequate, clear openings and automatic doors, accessible tables and public service desks, and accessible public conveniences such as restrooms, drinking fountains, and public telephones. Other accommodations will be made based on the need of the community and adequate funding.

9.04 COLLECTIONS

Library materials must be accessible and available to individuals with disabilities in a variety of formats and with accommodations, as long as the modified formats and accommodations are “reasonable,” do not “fundamentally alter” the library’s services, and do not place an “undue burden” on the library.

Within the framework of the library’s mission and collection development policy the library collection should include materials with accurate and up-to-date information on the spectrum of disabilities, disability issues, and services for people with disabilities, their families, and other concerned persons

ARTICLE 10: COPYRIGHT POLICY

The Leon Valley Public Library complies with federal copyright law (Title 17, U.S. Code) ([Attachment 4](#)). It is the intent of this law to protect the rights of copyright owners from unauthorized reproduction of their works. This includes works that have been fixed in any format, including print, audio, video, and computer file, whether or not they have been published.

10.01 FAIR USE

However, the law also recognizes the public benefit of allowing citizens to do limited copying from copyrighted works for educational purposes. Under the precepts of fair use (section 107), library patrons may copy or print parts of copyrighted works for one-time, educational, non-profit activities. Copying that would replace or infringe upon a commercial sale of a copyrighted work (such as copying a work in its entirety, copying something for repeated use, or making exceedingly numerous copies of the same item) is forbidden. In such cases, library patrons should seek permission from the copyright owner before proceeding.

10.02 STAFF PRACTICES

In the course of their work, library staff seek to adhere to the tenets of Title 17 and will not knowingly fulfill patron requests that constitute violations of copyright law. Any Patron who disagrees with the library staff's assessment may fill out a Fair Use Request ([Attachment 22](#)).

For detailed guidelines about federal copyright law and how it pertains to library use and practices, see the American Library Association fact sheet on "Video and Copyright." ([Attachment 25](#))

ARTICLE 11: KEN & ESTHER ALLEY LOCAL HISTORY & ARCHIVES COLLECTION

PURPOSE OF THE COLLECTION

The history and culture of Leon Valley are important to the Library and citizens of Leon Valley. The purpose of the Ken & Esther Alley Local History & Archives Collection is to preserve and document the history of Leon Valley. The Leon Valley Public Library will preserve and maintain these materials for future generation by using accepted preservation methods, digitizing materials where appropriate, and providing access to materials under safe and secure methods.

SCOPE OF THE LOCAL HISTORY AND ARCHIVES COLLECTION

1. **Physical formats.** Items collected and retained include, but are not limited to: books, family histories, club records & publications, other local records, scrapbooks, clipping files, photographs, microfilm, electronic formats, audio or video recordings, maps and other paper ephemera. New and emerging formats will be considered when appropriate. The Library is not a museum and will not retain or collect three dimensional items or realia. The collection will not contain government records, such as City Council meeting minutes, school board meeting minutes, day-to-day business records, or vital records. Other formats or restrictions on the collection will be determined by the Library Director.
2. **Local importance.** The collection shall include materials that preserve the histories of local clubs, organizations, schools, churches, businesses, institutions, local customs & culture, and important events & people.
3. **Geographic coverage.** Primary coverage will be of the City of Leon Valley, Texas and to a lesser extent the surrounding areas of San Antonio and Bexar County.
4. **Genealogy and family histories.** Genealogical records and family histories collected must pertain strictly to founders and/or pioneer families of Leon Valley. Materials that record the history and contributions of prominent individuals who have lived or served in

the City of Leon Valley and surrounding communities may be included. This could include history of founding and/or pioneer families or individuals who were born or lived in Leon Valley but became prominent or leaders later in life.

Acquisitions of Material

The Leon Valley Public Library actively seeks donations of local history and archival material that fit within the scope of the collection. If appropriate, the Library Director may purchase original materials that fit within the collection.

1. **Donations with restrictions.** Donations with special restrictions or instructions will not be accepted. Once a donation has been made, the Leon Valley Public Library reserves the right to decide how the donated item will be displayed or stored, how the item may be used by the public, and how long the item will be retained.
2. **Age & condition of materials.** All donated materials must be free of dirt, mold, moisture, and pests and should be in good condition. Scrapbooks or photo albums must be in archival quality albums or enclosures, all added materials properly secured, and photographs must be identified. The Leon Valley Public Library reserves the right to refuse offered gifts should the material be in poor condition.
3. **Deed of Gift.** The Leon Valley Public Library cannot accept donations of materials without a Deed of Gift Form ([Attachment 27](#)). The Library cannot accept donated materials for which the donor does not have clear title. Donations accepted by the Library are considered the property of the Leon Valley Public Library.

CARE AND KEEPING OF MATERIALS

1. **Preservation.** Materials in the Local History & Archives Collection will be preserved following best practices for archives when possible and employ preventative preservation measures such as appropriate storage, security and handling.

2. **Accessibility.** The Leon Valley Public Library will make available indexes and catalog records for materials in the Local History & Archives Collection. Library staff will continue to work through the backlog of unprocessed and uncatalogued materials as time allows.
3. **Digitization efforts.** The Leon Valley Public Library will continue to scan and digitize materials as staff time allows. The Library cannot provide scanning of Local History & Archives materials on demand.

USE OF LOCAL HISTORY AND ARCHIVES COLLECTION MATERIALS

The following conditions of use are designed to ensure public access to valuable historical assets while allowing for the preservation and proper administration of these historic materials.

1. **The Archives Room.** The Archives room is a dedicated room for local history research and is not available for other use unless approved by the Library Director.
2. **Registration.** All researchers must fill out an Archives Registration Form ([Attachment 29](#)) at the Circulation Desk to do research in the Archives Room. By signing the registration form, researchers agree to abide by the stated conditions of use. Other policies for patron conduct and use of the Library apply to the Archives Room. Violation of these rules, policies and staff instructions could result in loss of access to the Archives Room or expulsion from the Library.
3. **Materials.** The materials in the Local History and Archives Collection are considered reference materials and do not circulate. All materials must be used in the Archives Room under staff supervision.
4. **Access to material.** Library staff will access vertical files on behalf of researchers, and no more than one file folder will be accessed at a time. Researchers should not refile Archive Room materials. Library staff will refile all used materials in their proper place.

5. **Research Assistance.** If a researcher requires staff assistance for research in the Local History and Archives Collection, an appointment must be booked through the Library Director. Assistance depends on staff availability.
6. **Remote research requests.** Out of town individuals with requests for research assistance will be aided depending on staff availability. Broad or lengthy research will not be conducted by Library staff. Obituary requests must have death date, full name and other pertinent information. The Library Director will determine the scope of research via remote requests, as well as how any resulting findings or information is conveyed to remote researchers.
7. **Request to access locked collections.** In compliance with the Texas Public Information Act (Texas Government Code, Chapter 552) ([Attachment 30](#)), all processed materials, records & collections are available for research. Viewing and handling of original images, maps, etc., require special consideration. The Library Director or his/her designee must be present during such use. Special instructions will apply according to the materials request. An appointment must be made with the Library Director at least 1 week in advance, with submission of a Request to Access form ([Attachment 29](#)). Appointments will be made per availability of the Library Director or designee.

REPRODUCTION OF ARCHIVE ROOM MATERIAL

1. **Photocopying.** Researchers requesting photocopies of materials will be charged according to City Fee Schedule. All photocopying will be done by Library Staff. Use of a personal camera is permitted to record information.
2. **Materials in Publication.** Researchers who wish to use images or copies of archive materials in a publication, display, or other permitted uses as determined by the Library Director, must submit Photographic Services Request Form ([Attachment 27](#)) to the Library

Director for approval. Library staff will assist in such requests as time and staff availability allows.

3. **Copyright.** Generally, patrons of the Leon Valley Public Library may make reproductions of archival materials within the Fair Use and other provisions of U.S. Copyright Law (title 17, U.S. Code, section 107). The Leon Valley Public Library does not grant or transfer any copyright or other intellectual property rights for any local history or archival materials. Copies in any format may not be further reproduced, sold, shared, or given to another person, company, or institution for any purpose. ([Attachment 28](#))

ATTACHMENTS

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ATTACHMENT 1: LIBRARY SCHEDULE OF FINES & FEES

The Library Schedule of Fines & Fees is part of the Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A2.006 Library Fees

Copies & Prints

Black & White	\$0.10	per page
Color	\$0.50	per page

Scans	\$0.10	per page
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Faxes

Send Local & Toll Free	\$0.10
Send Long Distance	\$0.60
Receive	\$0.10

Notary	No Cost
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Library Card Fees

City Residents, Property Owners, Business Owners	No Cost
Out of Town Residents	\$20.00 per household
Out of Town Seniors	\$10.00 per household
Alternative Youth	No Cost
Digital Access Card	No Cost
Leon Valley Employees	No Cost
Replacement Card	\$1.00

Fines & Fees

Overdue Fines	No Charge
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Lost/Damaged Materials	Replacement Cost
Processing Fee for Lost/Damaged Items	\$2.00
Loss of Privilege	\$25.00+

ATTACHMENT 2: LEON VALLEY PUBLIC LIBRARY RULES & REGULATIONS

The Leon Valley Public Library is available to people of all ages. While everyone has an equal right to access library services and facilities, no person has the right to interfere with the ability of others to use and enjoy library resources, services, and facilities.

The Leon Valley Public Library maintains the right to expel from the Library facility any individual who violates any part of the Leon Valley Public Library Rules and Regulations or who contributes to a disruptive, unsafe, or unwelcoming environment.

Expected Behavior

To create a welcoming environment, patrons are expected to:

- Follow the policies of the library which are posted on the website and available in the library.
- Attend to their personal belongings. The Leon Valley Public Library is not responsible for lost, stolen, or misplaced personal items. By leaving items unattended, you run the risk of theft.
- Wear shoes and appropriate clothing for public health reasons.
- Use public restrooms for intended purpose only.
- Maintain acceptable bodily hygiene. If body odor or perfume is strong enough to constitute a nuisance to others, the customer may be asked to leave the building.
- Stay out of non-public areas, such as offices, workrooms, and storage areas, unless authorized by staff to enter.

Inappropriate Behavior

The following actions and behaviors are considered inappropriate on library property and thus prohibited:

- Disruptive, uncontrolled, or unsafe behavior.

- Possession of alcohol or any illegal substance.
- Receiving or making cell phone calls inside the Library.
- Intentional physical damage to library property or to the personal property of any other patron.
- Consuming food inside the Library unless authorized by staff. Drinks in covered containers are permitted, except at computers.
- Sleeping in the library.
- Smoking or vaping in the library.
- Solicitation of business.
- Bringing animals other than service animals into the library.
- Harassment of Library staff or customers.
- Violation of any federal, state, or local laws.

Any person violating the Leon Valley Public Library Rules & Regulations will be:

1. Be presented with a copy of the Policy and be asked to stop.
2. If the violation continues, the individual will be asked to leave the Library for the rest of the day.
3. Failure to comply may result in the arrest or prosecution of a criminal offense.
4. The Leon Valley Public Library maintains the right to permanently expel from the Library facility, any individual who contributes to a disruptive, unsafe, or unwelcoming environment as defined by the Library Director. The City Manager shall provide written notice to the person who is being expelled and City Council will be notified.
5. The City Manager has the authority to temporarily suspend or permanently expel a patron from the Library relevant to the offense based on the Library Director's recommendation and at the sole discretion of the City Manager. The City Manager shall provide written notice to the person who is being expelled and City Council will be notified.

6. If a person who has been suspended returns to the Library before the defined time-period has expired, the Police will be summoned to have the patron removed and prosecuted for the offense, including but not limited to criminal trespass or disorderly conduct.
7. Failure to follow these steps by the Library Director or City Manager does not waive the right of the City to temporarily suspend or permanently expel a patron from the Library, at the sole discretion of the City Manager.

Violations meriting immediate expulsion by Library Director, no written notice required:

1. Committing or attempting to commit any activity that would constitute a crime or any violation of federal, state or local law.
2. Possessing, selling, distributing, displaying or using any illegal weapon upon the Library Premises or using or threatening the use of any other object in such a manner that it may be considered a weapon.
3. Engaging in any physically intimidating or assaultive behavior; making any threats of violence or unlawful activities toward library staff or other library patrons; using threatening, abusive or obscene language.
4. Possessing, selling, distributing, consuming or being under the influence of any intoxicating beverage or illicit controlled substance.
5. Trespassing by entering or remaining on the Library Premises after having been notified by an authorized individual not to do so, and entering or remaining on the Library Premises during the time in which an individual's library privileges have been suspended.

ATTACHMENT 3: LEON VALLEY PUBLIC LIBRARY MEMBERSHIP APPLICATION

Last Name _____ First Name _____

Preferred Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell? _____ Text Messages? _____

Email Address _____

STAFF: SHRED IMMEDIATELY FOLLOWING ENTRY INTO SYSTEM

ATTACHMENT 4: US COPYRIGHT LAW

The United States copyright law is contained in chapters 1 through 8 and 10 through 12 of Title 17 of the United States Code. The Copyright Act of 1976, which provides the basic framework for the current copyright law, was enacted on October 19, 1976, as Pub. L. No. 94-553, 90 Stat. 2541. The 1976 Act was a comprehensive revision of the copyright law in Title 17.

A.pdf version of the Copyright Law of the United States can be downloaded here:

<https://www.copyright.gov/title17/title17.pdf> (updated May 2021)

The most recent version of the Copyright Law can be viewed by section or in its entirety online at

<https://www.copyright.gov/title17/>.

ATTACHMENT 5: REQUEST TO MAINTAIN PRIVILEGES FORM

Library Card # _____

Current Charge to Account: _____

Reason for Charges:

- I've incurred significant fines on my account
- I've misplaced an item, and I am still looking for it
- I've lost an item, and I am trying to replace it
- I've lost an item, and I am saving to pay my fees
- Other _____

Purpose for Request

- I need computer access
- My children need reading material
- I need reading material

I will agree to

- Pay \$_____ per _____ for a total of _____ payments to keep my account active.
- Pay \$_____ every _____ for a total of _____ payments to keep my account active.

Signed _____

Library Director Sign Off: _____
Date _____

ATTACHMENT 6: ALA - THE 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.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

"Library Bill of Rights", American Library Association, June 30, 2006.
<http://www.ala.org/advocacy/intfreedom/librarybill>

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

ATTACHMENT 7: ALA - 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:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves

in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But 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.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies

are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, 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.

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.

A Joint Statement by:

- American Library Association
- Association of American Publishers

Subsequently endorsed by:

- American Booksellers for Free Expression
- The Association of American University Presses
- The Children's Book Council
- Freedom to Read Foundation
- National Association of College Stores
- National Coalition Against Censorship
- National Council of Teachers of English
- The Thomas Jefferson Center for the Protection of Free Expression

"The Freedom to Read Statement", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

ATTACHMENT 8: ALA - THE FREEDOM TO VIEW STATEMENT

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

"Freedom to View Statement", American Library Association, May 29, 2007.

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Document ID: 95444382-9c6c-e904-0962-be3aa96cdb5a

ATTACHMENT 9: CREW - A WEEDING MANUAL FOR MODERN LIBRARIES

“CREW: A Weeding Manual for Modern Libraries attempts to describe clearly, practically, and in a step-by-step fashion a now tried-and-true method of carrying out the five processes of ‘reverse selection:’ inventory, collection evaluation, collection maintenance, weeding, and discarding. Keep in mind that no single process will serve the needs of all libraries. CREW: A Weeding Manual for Modern Libraries offers guidelines, and attempts to explain the reasons behind the guidelines, but every library should consider the needs of their particular community and adjust the guidelines accordingly.” - CREW: A Weeding Manual for Modern Libraries. Texas State Library and Archives Commission

CREW: A Weeding Manual for Modern Libraries can be found in .pdf here:
<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf>

The CREW Manual and resources are available online through the Texas State Library and Archives Commission here: <https://www.tsl.texas.gov/ld/pubs/crew/index.html>

ATTACHMENT 10: WEEDING & INVENTORY ROTATION

The library staff will adhere to the following rotation, as much as possible, to keep the library collection up to date and accurate. This rotation may change, as needed, with approval from the Library Director.

Quarter 1:

- Easy Readers (ER)
- Juvenile Fiction
- Juvenile Nonfiction
- Juvenile DVDs

Quarter 2:

- Juvenile Biography
- Juvenile Graphic Novels
- DVDs
- Audio
- Easy

Quarter 3:

- ALL Young Adult (YA)
- Large Print
- Spanish

Quarter 4:

- Fiction
- Nonfiction

ATTACHMENT 11: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Date _____

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Library Card Number _____

Do you represent: Self _____ Organization _____

Type of Resource

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Book | <input type="checkbox"/> DVD |
| <input type="checkbox"/> Audio Book | <input type="checkbox"/> Electronic Information |
| <input type="checkbox"/> Magazine | <input type="checkbox"/> Content of Library Program |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other |

Title of Resource _____

Library Material # _____ Call # _____

What brought this resource to your attention? _____

Did you read/view/hear the entire work? _____ Yes _____ No

If not, what parts did you read/view/hear? _____

Have you read any published reviews of this item? _____ Yes _____ No

If yes, please give name and date of publication(s): _____

What concerns you about the resource? Please be as specific as possible and point to specific examples within the resource including page numbers and time estimates. _____

Are there resources you suggest which provide additional information and/or viewpoints on this topic? _____

All Requests for Reconsideration of Library Resources will go before the Leon Valley Public Library's Board of Trustees. The next Board of Trustees meeting will be _____ .

Received by the Library Director on _____ .

Library Director Signature of Receipt _____ .

ATTACHMENT 12: AMENDMENT 1 OF THE US CONSTITUTION

Congress shall make no law respecting an establishment of religion or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Amendment 1 of the US Constitution can be found online here:

[https://www.senate.gov/civics/constitution_item/constitution.htm#amdt_1_\(1791\)](https://www.senate.gov/civics/constitution_item/constitution.htm#amdt_1_(1791))

ATTACHMENT 13: ACKNOWLEDGEMENT OF RECEIPT OF ACCEPTED MATERIALS

Dear Library Donor,

Thank you for your gift to the Library. Please use this form as the Library's acknowledgment for receipt of your donation. Thank you for supporting the programs and services of the Leon Valley Public Library.

Donation received by: _____ Date: _____

Library Employee Signature _____

Information Below is to be completed by donor.

Donor name: _____

Donor Title: _____

Company or Organization: _____

Donor Mailing Address: _____

City _____ State _____ Zip _____

Donor Contact E-Mail Address: _____

Donor Contact Phone Number: _____

Monetary Donation Amount _____ Cash _____ Check _____ Check # _____

Other Donation Type _____

Donation purpose: _____

Acknowledgment(s) Yes _____ No _____

Bookplate(s) Yes _____ No _____

In Memory of _____ or

In Honor of _____

Donor Signature: _____

No goods or services were provided by the Library in return for this donation.

ATTACHMENT 14: ALA ILL CODE

Prepared by the Interlibrary Loan Committee, Reference and User Services Association (RUSA), 1994, revised 2001. Revised by the Codes, Guidelines, and Technical Standards Committee, Sharing and Transforming Access to Resources Section (STARS) 2008 and 2015. Approved by RUSA Board January 11, 2016.

[ILL Code with Supplement](#)

[ILL Request Form](#)

Introduction

The Reference and User Services Association, acting for the American Library Association in its adoption of this code, recognizes that the sharing of material between libraries is a core library service and believes it to be in the public interest to encourage such an exchange.

In the interest of providing quality service, libraries have an obligation to obtain material to meet the informational needs of users when local resources do not meet those needs. Interlibrary loan (ILL), a mechanism for obtaining material, is essential to the vitality of all libraries.

The effectiveness of the national interlibrary loan system depends upon participation of libraries of all types and sizes.

This code establishes principles that facilitate the requesting of material by a library and the provision of loans or copies in response to those requests.

1.0 Definitions

1.1 Interlibrary loan is the process by which a library requests material from, or supplies material to, another library.

1.2 In this code, "material" includes books, audiovisual materials, and other returnable items as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.

2.0 Purpose

2.1 The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, material not available in the user's local library. Interlibrary loan is primarily intended to provide a requesting individual with a physical loan of a defined duration or a non-returnable copy or scan from another library.

3.0 Scope

3.1 This code regulates the exchange of material between libraries in the United States.

3.2 United States libraries are encouraged to engage in interlibrary loan with libraries in other countries. International transactions are governed by the International Federation of Library Associations and Institutions.

4.0 Responsibilities of the Requesting Library

4.1 Establish, promptly update, and make available an interlibrary borrowing policy.

4.2 Ensure the confidentiality of the library user.

4.3 Describe completely and accurately the requested material following accepted bibliographic practice.

4.4 Note any special requirements regarding the format needed, specified shipping address, or use to be made of the material on the request sent to potential supplying libraries.

4.5 Identify libraries that own the requested material. Check and adhere to the policies of potential supplying libraries.

4.6 When no libraries can be identified as owning the needed material, requests may be sent to libraries believed likely to own the material.

4.7 Transmit interlibrary loan requests electronically unless otherwise specified by the supplying library.

4.8 Comply with U.S copyright law (Title 17, U.S. Code) and be aware of related guidelines for copy requests.

4.9 Assume responsibility for borrowed material from the time it leaves the supplying library until it has been returned to and received by the supplying library. This includes all material shipped directly to and/or returned by the user. If damage or loss occurs, provide compensation or replacement, in accordance with the preference of the supplying library.

4.10 Pay promptly any service, replacement, or damage fees charged by the supplying library.

4.11 Assume full responsibility for user-initiated transactions.

4.12 Honor the due date and enforce any usage restrictions specified by the supplying library. Unless otherwise indicated, the due date is defined as the date by which the material is due to be checked in at the requesting library for return to the supplying library.

4.13 Request a renewal before the item is due whenever possible. If the supplying library does not respond, the requesting library may assume that a renewal has been granted, extending the due date by the same length of time as the original loan.

4.14 Respond immediately if the supplying library recalls an item. All borrowed material is subject to recall at any time.

4.15 Package material to prevent damage or loss in shipping and comply with any special instructions stated by the supplying library.

4.16 Failure to comply with the provisions of this code may result in suspension of service by a supplying library.

5.0 Responsibilities of the Supplying Library

5.1 Establish, promptly update, and make available an interlibrary lending policy, contact information, and a service schedule.

5.2 Ensure the confidentiality of the library user.

5.3 If it is necessary to charge service fees, make available a fee schedule as part of an interlibrary lending policy. Bill any service, replacement, or damage fees promptly.

5.4 Consider filling all requests for material regardless of format or the collection in which it is housed.

5.5 Process requests in a timely manner, recognizing the needs of the requesting library and/or the requirements of the resource sharing system being used. If unable to fill a request, respond promptly and state the reason the request cannot be filled.

5.6 Send sufficient information to identify the particular request when filling or communicating about requests.

5.7 Indicate the due date, any restrictions on the use of the material, and any special return packaging or shipping requirements. The due date is defined as the date the material is due to be checked in at the requesting library for return to the supplying library.

5.8 Ship material by the fastest method reasonably available to the location specified by the requesting library. Package loaned material to prevent damage or loss.

5.9 Respond promptly to requests for renewals. If the supplying library does not respond, the requesting library may assume that a renewal has been granted, extending the due date by the same length of time as the original loan.

5.10 The supplying library may recall loaned material at any time.

5.11 Deliver copies electronically whenever possible. Provide complete and legible copies, and adhere to any special scanning instructions of the requesting library.

5.12 The supplying library may suspend service to a requesting library if it fails to comply with the provisions of this code.

ATTACHMENT 15: TEXAS PENAL CODE § 43.22. OBSCENE DISPLAY OR DISTRIBUTION

Title 9 Offenses Against Public Order and Decency, Chapter 43 Public Indecency, Subchapter B Obscenity in the Texas Penal Code.

Sec. 43.22. OBSCENE DISPLAY OR DISTRIBUTION. (a) A person commits an offense if he intentionally or knowingly displays or distributes an obscene photograph, drawing, or similar visual representation or other obscene material and is reckless about whether a person is present who will be offended or alarmed by the display or distribution. (b) An offense under this section is a Class C misdemeanor.

Acts 1973, 63rd Leg., p. 883, ch. 399, Sec. 1, eff. Jan. 1, 1974. Amended by Acts 1993, 73rd Leg., ch. 900, Sec. 1.01, eff. Sept. 1, 1994.

Texas Penal Code § 43.22. Obscene Display Or Distribution is online at <https://statutes.capitol.texas.gov/Docs/PE/htm/PE.43.htm#43.22>

ATTACHMENT 16: ADDENDUM 6: TEXAS PENAL CODE § 43.24. SALE, DISTRIBUTION, OR DISPLAY OF HARMFUL MATERIAL TO MINOR

Title 9 Offenses Against Public Order and Decency, Chapter 43 Public Indecency, Subchapter B Obscenity in the Texas Penal Code.

Sec. 43.24. SALE, DISTRIBUTION, OR DISPLAY OF HARMFUL MATERIAL TO MINOR.

(a) For purposes of this section:

(1) "Minor" means an individual younger than 18 years.

(2) "Harmful material" means material whose dominant theme taken as a whole:

(A) appeals to the prurient interest of a minor, in sex, nudity, or excretion;

(B) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and

(C) is utterly without redeeming social value for minors.

(b) A person commits an offense if, knowing that the material is harmful:

(1) and knowing the person is a minor, he sells, distributes, exhibits, or possesses for sale, distribution, or exhibition to a minor harmful material;

(2) he displays harmful material and is reckless about whether a minor is present who will be offended or alarmed by the display; or

(3) he hires, employs, or uses a minor to do or accomplish or assist in doing or accomplishing any of the acts prohibited in Subsection (b)(1) or (b)(2).

(c) It is an affirmative defense to prosecution under this section that the sale, distribution, or exhibition was by a person having scientific, educational, governmental, or other similar justification.

(c-1) It is a defense to prosecution under this section that the actor was the spouse of the minor at the time of the offense.

(d) An offense under this section is a Class A misdemeanor unless it is committed under Subsection (b)(3) in which event it is a felony of the third degree.

Acts 1973, 63rd Leg., p. 883, ch. 399, Sec. 1, eff. Jan. 1, 1974. Amended by Acts 1993, 73rd Leg., ch. 900, Sec. 1.01, eff. Sept. 1, 1994.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 497 (H.B. 1344), Sec. 1, eff. September 1, 2011.

Texas Penal Code § 43.22. Obscene Display Or Distribution is online at <https://statutes.capitol.texas.gov/Docs/PE/htm/PE.43.htm#43.24>

ATTACHMENT 17: ADA SECTION 504

The following information is from A Guide to Disability Rights Laws
(<https://www.ada.gov/cguide.htm>)

Section 504 states that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the United States Postal Service.

Each Federal agency has its own set of section 504 regulations that apply to its own programs. Agencies that provide Federal financial assistance also have section 504 regulations covering entities that receive Federal aid. Requirements common to these regulations include reasonable accommodation for employees with disabilities; program accessibility; effective communication with people who have hearing or vision disabilities; and accessible new construction and alterations. Each agency is responsible for enforcing its own regulations. Section 504 may also be enforced through private lawsuits. It is not necessary to file a complaint with a Federal agency or to receive a "right-to-sue" letter before going to court.

For information on how to file 504 complaints with the appropriate agency, contact:

U.S. Department of Justice

Civil Rights Division

950 Pennsylvania Avenue, N.W.

Disability Rights Section

Washington, D.C. 20530

www.ada.gov

(800) 514-0301 (voice)

(800) 514-0383 (TTY)

ATTACHMENT 18: ADA TITLE I

The following information is from A Guide to Disability Rights Laws
(<https://www.ada.gov/cguide.htm>)

Title I requires employers with 15 or more employees to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others. For example, it prohibits discrimination in recruitment, hiring, promotions, training, pay, social activities, and other privileges of employment. It restricts questions that can be asked about an applicant's disability before a job offer is made, and it requires that employers make reasonable accommodation to the known physical or mental limitations of otherwise qualified individuals with disabilities, unless it results in undue hardship. Religious entities with 15 or more employees are covered under title I.

Title I complaints must be filed with the U. S. Equal Employment Opportunity Commission (EEOC) within 180 days of the date of discrimination, or 300 days if the charge is filed with a designated State or local fair employment practice agency. Individuals may file a lawsuit in Federal court only after they receive a "right-to-sue" letter from the EEOC.

Charges of employment discrimination on the basis of disability may be filed at any U.S. Equal Employment Opportunity Commission field office. Field offices are located in 50 cities throughout the U.S. and are listed in most telephone directories under "U.S. Government." For the appropriate EEOC field office in your geographic area, contact:

(800) 669-4000 (voice)

(800) 669-6820 (TTY)

(844) 234-5122 (VP)

www.eeoc.gov

For information on how to accommodate a specific individual with a disability, contact the Job Accommodation Network at:

(800) 526-7234 (voice)

(877) 781-9403 (TTY)

<http://askjan.org>

ATTACHMENT 19: ADA TITLE II

The following information is from A Guide to Disability Rights Laws (<https://www.ada.gov/cguide.htm>)

Title II covers all activities of State and local governments regardless of the government entity's size or receipt of Federal funding. Title II requires that State and local governments give people with disabilities an equal opportunity to benefit from all of their programs, services, and activities (e.g. public education, employment, transportation, recreation, health care, social services, courts, voting, and town meetings).

State and local governments are required to follow specific architectural standards in the new construction and alteration of their buildings. They also must relocate programs or otherwise provide access in inaccessible older buildings, and communicate effectively with people who have hearing, vision, or speech disabilities. Public entities are not required to take actions that would result in undue financial and administrative burdens. They are required to make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination, unless they can demonstrate that doing so would fundamentally alter the nature of the service, program, or activity being provided.

Complaints of title II violations may be filed with the Department of Justice within 180 days of the date of discrimination. In certain situations, cases may be referred to a mediation program sponsored by the Department. The Department may bring a lawsuit where it has investigated a matter and has been unable to resolve violations. For more information, contact:

U.S. Department of Justice

Civil Rights Division

950 Pennsylvania Avenue, N.W.

Disability Rights Section

Washington, D.C. 20530

www.ada.gov

(800) 514-0301 (voice)

(800) 514-0383 (TTY)

Title II may also be enforced through private lawsuits in Federal court. It is not necessary to file a complaint with the Department of Justice (DOJ) or any other Federal agency, or to receive a "right-to-sue" letter, before going to court.

ATTACHMENT 20: ADA TITLE III

The following information is from A Guide to Disability Rights Laws
(<https://www.ada.gov/cguide.htm>)

Title III covers businesses and nonprofit service providers that are public accommodations, privately operated entities offering certain types of courses and examinations, privately operated transportation, and commercial facilities. Public accommodations are private entities who own, lease, lease to, or operate facilities such as restaurants, retail stores, hotels, movie theaters, private schools, convention centers, doctors' offices, homeless shelters, transportation depots, zoos, funeral homes, day care centers, and recreation facilities including sports stadiums and fitness clubs. Transportation services provided by private entities are also covered by title III.

Public accommodations must comply with basic nondiscrimination requirements that prohibit exclusion, segregation, and unequal treatment. They also must comply with specific requirements related to architectural standards for new and altered buildings; reasonable modifications to policies, practices, and procedures; effective communication with people with hearing, vision, or speech disabilities; and other access requirements. Additionally, public accommodations must remove barriers in existing buildings where it is easy to do so without much difficulty or expense, given the public accommodation's resources.

Courses and examinations related to professional, educational, or trade-related applications, licensing, certifications, or credentialing must be provided in a place and manner accessible to people with disabilities, or alternative accessible arrangements must be offered.

Commercial facilities, such as factories and warehouses, must comply with the ADA's architectural standards for new construction and alterations.

Complaints of title III violations may be filed with the Department of Justice. In certain situations, cases may be referred to a mediation program sponsored by the Department. The Department is authorized to bring a lawsuit where there is a pattern or practice of discrimination in violation of title III, or where an act of discrimination raises an issue of general public importance. Title III may also be enforced through private lawsuits. It is not necessary to file a complaint with the Department of Justice (or any Federal agency), or to receive a "right-to-sue" letter, before going to court. For more information, contact:

U.S. Department of Justice

Civil Rights Division

950 Pennsylvania Avenue, N.W.

Disability Rights Section

Washington, D.C. 20530

www.ada.gov

(800) 514-0301 (voice)

(800) 514-0383 (TTY)

ATTACHMENT 21: ADA SECTION 508

The following information is from A Guide to Disability Rights Laws
(<https://www.ada.gov/cguide.htm>)

Section 508 establishes requirements for electronic and information technology developed, maintained, procured, or used by the Federal government. Section 508 requires Federal electronic and information technology to be accessible to people with disabilities, including employees and members of the public.

An accessible information technology system is one that can be operated in a variety of ways and does not rely on a single sense or ability of the user. For example, a system that provides output only in visual format may not be accessible to people with visual impairments and a system that provides output only in audio format may not be accessible to people who are deaf or hard of hearing. Some individuals with disabilities may need accessibility-related software or peripheral devices in order to use systems that comply with Section 508. For more information on section 508, contact:

U.S. General Services Administration

Office of Enterprise Planning and Governance

CIO 508 Coordinator

1800 F Street, N.W.

Washington, DC 20405-0001

www.gsa.gov/portal/content/105254

U.S. Architectural and Transportation Barriers Compliance Board

1331 F Street, N.W., Suite 1000

Washington, DC 20004-1111

www.access-board.gov

800-872-2253 (voice)

800-993-2822 (TTY)

ATTACHMENT 22: FAIR USE REQUEST

Name: _____

Request: _____

Date: _____

Request Approved _____ Request Denied _____

Reason _____

Librarian Signature _____ Date _____

Librarian Use Only

Purpose

Favoring Fair Use

- Teaching
- Research
- Scholarship
- Nonprofit
- Comment
- News Reporting
- Transformative or Productive use
- Parody

Opposing Fair Use

- Commercial Activity
- Profiting from Use
- Entertainment
- Bad-Faith Behavior
- Denying Credit to Original Author

Nature

Favoring Fair Use

- Published Work
- Factual or Nonfiction Based
- Important to Favored Educational Objective

Opposing Fair Use

- Unpublished Work
- Highly Creative Work
- Fiction

Amount

Favoring Fair Use

- Small Quantity
- Portion used is not central or significant to entire work
- Amount is appropriate for favored educational purpose

Opposing Fair Use

- Large portion or whole work used
- Portion used is central to or "heart of the work"

Effect

Favoring Fair Use

- User owns lawfully purchased or acquired copy of original work
- One or few copies made
- No significant effect on the market or potential market for copyrighted work
- No similar product marketed by the copyright holder
- Lack of licensing mechanism

Opposing Fair Use

- Could replace sale of copyrighted work
- Significantly impairs market or potential market for copyrighted work or derivative
- Reasonably available licensing mechanism for use of copyrighted work
- Affordable permission available for using work
- Numerous copies made
- Making it accessible on the Web or in another public forum
- Repeated or long-term use

ATTACHMENT 23: ARTICLE 1, SECTION 8 OF THE TEXAS CONSTITUTION

Sec. 8. FREEDOM OF SPEECH AND PRESS; LIBEL. Every person shall be at liberty to speak, write or publish his opinions on any subject, being responsible for the abuse of that privilege; and no law shall ever be passed curtailing the liberty of speech or of the press. In prosecutions for the publication of papers, investigating the conduct of officers, or men in public capacity, or when the matter published is proper for public information, the truth thereof may be given in evidence. And in all indictments for libels, the jury shall have the right to determine the law and the facts, under the direction of the court, as in other cases.

Article 1, Section 8 of the Texas Constitution can be found online at:

<https://statutes.capitol.texas.gov/Docs/CN/htm/CN.1/CN.1.8.htm>

ATTACHMENT 24: MINOR INTERNET ACCEPTANCE FORM

I have read the Internet Use Policy, and I agree to allow my minor dependent to use the computer without my presence. I understand that I am ultimately responsible for the content my dependent views, even if I am not present.

Parent/Guardian Card # _____

Parent/Guardian First & Last Name _____

Parent/Guardian Signature _____

I have read and understand the Internet Use Policy.

Minor 1 Card # _____

Minor First & Last Name _____

Minor Signature _____

ATTACHMENT 25: ALA VIDEO & COPYRIGHT (FACT SHEET #7)

ALA Library Fact Sheet Number 7

This fact sheet contains information from two sources:

- The Copyright Primer for Librarians and Educators, Second Edition by Janis H. Bruwelheide (ALA/NEA, 1995), and
- A response by James C. Scholtz (then AV Consultant for the Northern Illinois Library System) to a question in American Libraries' "Action Exchange" regarding copyright and video (see the January 1992 issue, pp. 45-46).

Please note that ALA cannot give legal advice. If you need legal advice, you should contact an intellectual property attorney.

For general information and guidance, you may contact ALA's Copyright Specialist, Carrie Russell, at phone number 800-941-8478 (or 202-628-8421), or by fax to 202-628-8424, or via e-mail to copyright@alawash.org.

Also, you can contact the United States Copyright Office, at phone number 202-707-3000 (Monday through Friday, 8:30 am to 5:00 pm, Eastern Time only). The web site of the U.S. Copyright Office resides at <http://www.copyright.gov>. Many questions are answered on the Frequently Asked Questions About Copyright page at <http://www.copyright.gov/faq.html> and the Copyright Basics page at <http://www.copyright.gov/circs/circ1.html>.

Information is also available at the web site of the Friends of Active Copyright Education (FA©E) at <http://www.face-copyright.org>.

The Copyright Revision Act of 1976 governs the rights of reproduction, adaptation, distribution, public performance, and display. Several sections of this act have implications for video cassettes (see Bruwelheide, pp. 50-63).

When libraries purchase a videocassette, they purchase the physical object as distinct from purchasing the copyright to the content. Copyright regulations, therefore, determine what libraries can and cannot do with the videotapes they own without infringing upon the copyright they do not own. Libraries need to remember that when they want to use a videotape in such a way that would infringe upon the copyright, permission must be sought from the copyright owner or steps taken to ensure that the videotape is leased or licensed for the specific purpose of a public performance. (See #4 below.)

Various Uses of Videotapes

1. Loan/Rental of Videotapes

Libraries may loan/rent videos to patrons for their personal use. This is true even if the video is labeled "For Home Use Only." According to Bruwelheide (p. 51), "a library or school that resells,

rents, or lends a copy of a copyrighted videotape, which it owns, is not infringing on the copyright owner's rights." Some guidelines to follow when loaning/renting a video to a patron:

- Libraries should not obscure (i.e., cover or deface) the copyright notice as it appears on the producer's label.
- Libraries should not knowingly loan a video to groups for use in public performances. If a patron inquires about a planned performance of a videotape, he or she should be informed that only private uses of it are lawful.
- Libraries can charge a nominal fee for use of videos. According to Bruwelheide, "The fact that a fee is charged is irrelevant; the right to distribute a copy includes the right to rent it -- for a fee or deposit or otherwise."

2. Classroom Use of Videotapes

Classroom use of a copyrighted video is permissible only when all of the following conditions are met:

- The performance must be by instructors or by pupils.
- The performance is in connection with face-to-face teaching activities.
- The entire audience is involved in the teaching activity.
- The entire audience is in the same room or same general area.
- The teaching activities are conducted by a non-profit education institution.
- The performance takes place in a classroom or similar place devoted to instruction.
- The person responsible for the performance has no reason to believe that the videotape was unlawfully made.

3. Library Use of Videotapes

Most public performances of a videotape in a public room (including library meeting rooms), whether or not a fee is charged, would be an infringement. Such performances require a performance license from the copyright owner. The only exception would be educational programs meeting all seven requirements listed above.

Libraries which allow groups to use or rent their public meeting rooms should, as part of their agreement, require the group to warrant that it will secure all necessary performance licenses and indemnify the library for any failure on their part to do so.

Libraries that permit patrons to watch videotapes in private viewing rooms must strictly limit the viewing to one individual or a very small group and should not levy charges or fees.

Previewing a videotape before borrowing it could be considered by some to be an infringement if done in public areas of a library. Therefore previewing should be done in a private space.

Notices may be posted on video recorders or players used in the library to educate and warn patrons about the existence of the copyright laws. Such a notice might read:

MANY VIDEOTAPED MATERIALS ARE PROTECTED BY COPYRIGHT. 17
U.S.C. SEC. 101. UNAUTHORIZED COPYING MAY BE PROHIBITED BY LAW.

4. Motion Picture Licensing Corporation (MPLC) and Movie Licensing USA

Unless a library purchases a video that comes with public performance rights, libraries cannot show them to groups for in-house viewing or programs. According to Scholtz:

"Generally speaking, 'home use only' video cassettes (the kind you find in video rental stores) do not carry public performance rights... Group use for these videos is generally found to be strictly illegal unless public performance permission is obtained in writing from the copyright holder or via various 'umbrella' licensing companies."

Once the umbrella licensing fee has been paid, unlimited public showings are permitted within the library building.

Motion Picture Licensing Corporation (MPLC) represents over 60 producers and distributors, including such studios as Walt Disney Pictures, Warner Bros., Scholastic Entertainment, McGraw-Hill, Sony Pictures Classics, Tommy Nelson, and World Almanac, and provides an Umbrella LicenseSM. Contact MPLC directly with any questions (including license fee quote requests) at phone number 800-462-8855 (or 310-822-8855), or via e-mail to info@mplc.com. See the web site of the Motion Picture Licensing Corporation (MPLC) at <http://www.mplc.com>, which includes a list of Frequently Asked Questions (FAQ) at <http://www.mplc.com/qa.html> as well as an explanation of the Motion Picture Licensing Corporation (MPLC) Umbrella LicenseSM at <http://www.mplc.com/umbrel.html>.

Movie Licensing USA is a licensing agent for Walt Disney Pictures, Touchstone Pictures, Hollywood Pictures, Warner Bros., Columbia Pictures, TriStar Pictures, Paramount Pictures, DreamWorks Pictures, Metro-Goldwyn-Mayer, Universal Pictures, Sony Pictures, United Artists and various other independent studios, and provides the Movie Copyright Compliance Site License. Find out more at the web site of Movie Licensing USA at <http://www.movlic.com>. Send all e-mail to Mail@movlic.com. There are separate telephone numbers for schools and public libraries:

Movie Licensing USA for Schools: Call 877-321-1300 (toll-free)

Movie Licensing USA for Public Libraries: Call 888-267-2658 (toll-free)

October 2002

For more information on this or other fact sheets, contact the ALA Library Reference Desk by telephone: 800-545-2433, extension 2153; fax: 312-280-3255; e-mail: library@ala.org; or regular mail: ALA Library, American Library Association, 50 East Huron Street, Chicago, IL 60611-2795.

Patron Information

Patron Card # _____

Phone # _____

First Name _____ Last Name _____

Material Requested

Title _____ Author _____

Format

_____ Book – any available _____ Book – this ONLY

_____ Large Print ONLY _____ Large Print Preferred

_____ Other _____

ATTACHMENT 27: DEED OF GIFT

Leon Valley Public Library Deed of Gift for Archives

Donor(s): _____ Date Item Received: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email _____

I/We the undersigned, hereby unconditionally and irrevocably convey, donate, give and deliver the item(s) listed and/or described below or on the attached page to the Leon Valley Public Library, Leon Valley, TX. I/we release & relinquish all present and future right, title, interest, and claims, now known or unknown in the listed items. This gift includes all present and future copyright, trademark, reproductions and associated rights to the listed item(s). I/We acknowledge this is an unrestricted gift and that the Leon Valley Public Library will use it in any manner that is deemed to be in the best interest of the Leon Valley Public Library and the item(s) will be handled & processed in accordance with Leon Valley Public Library policies on collection development, gifts and donations. I/We affirm that I am/we are the only legal and lawful owner(s) of the item(s) listed below or on the attached pages and that to the best of my/our knowledge I/we have good and complete right, title and interests to give. I/We acknowledge actual delivery of the item(s) below to the Leon Valley Public Library.

Items:

1. _____
2. _____
3. _____
4. _____

Donor Signature _____ Date _____

Donor Signature _____ Date _____

Gift Accepted for the Leon Valley Public Library

Name _____ Title _____ Date _____

ATTACHMENT 28: REQUEST FOR PHOTOGRAPHIC SERVICES

Leon Valley Public Library Request for Archival Photographic Services

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Please copy complete photo description and when possible, the photo ID# of the items you are requesting. To publish or publicly display any reproduction, written permission must be obtained from the Leon Valley Public Library. Copies in any format may not be further reproduced, sold, shared, or given to another person, company, or institution for any purpose without written permission from the Leon Valley Public Library.

Credit must be given to the Leon Valley Public Library for any reproductions used.

Photo ID#	Photo Description	Photo ID#	Photo Description

Total # of photos: _____

Please provide as much information as possible as to how the reproduction will be used (i.e., author and title, production name, exhibit name, etc.)

Dates of proposed use: _____ Name: _____ Signature: _____

To be completed by Leon Valley Public Library

Permission to use the indicated reproductions for the above stated publication or use is granted, subject to any conditions listed.

Library Director: _____ Date _____ Comments _____

ATTACHMENT 29: REQUEST FOR ACCESS TO COLLECTIONS

Leon Valley Public Library Request for Access to the Local Archives

Name(s): _____ Date: _____

Organization/Institution & Title(s): _____

Address: _____
Street City State Zip Code

Phone: _____ Email: _____

Materials Requested: _____

Subject/Purpose of Research: _____

I have read the rules for Use of Local History & Archives Collection Materials and I agree to abide by the rules set forth.

Signature(s): _____ Date: _____

Internal Use Only:	Time In: _____	Time Out: _____	Total Time: _____
Books Used:	_____		
Files Used:	_____		
#Copies Made:	Comments: _____		

Staff Initials _____			

ATTACHMENT 30: TEXAS PUBLIC INFORMATION ACT

The following is Sec.552.001 of the Texas Government Code Title 5 Open Government Chapter 552 Public Information which can be found in its entirety here.

<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.552.htm>

GOVERNMENT CODE

TITLE 5. OPEN GOVERNMENT; ETHICS

SUBTITLE A. OPEN GOVERNMENT

CHAPTER 552. PUBLIC INFORMATION

SUBCHAPTER A. GENERAL PROVISIONS

Sec. 552.001. POLICY; CONSTRUCTION. (a) Under the fundamental philosophy of the American constitutional form of representative government that adheres to the principle that government is the servant and not the master of the people, it is the policy of this state that each person is entitled, unless otherwise expressly provided by law, at all times to complete information about the affairs of government and the official acts of public officials and employees. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created. The provisions of this chapter shall be liberally construed to implement this policy...

ATTACHMENT 31 REQUEST FOR USE OF MEETING ROOM

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Request for Use of Meeting Room

If filling out form online, please download and submit by email to library@leonvalleytexas.gov

Date _____
Full Name _____
Phone Number _____ Email _____
Organization Name _____
Organization Information _____
Proposed Use of Room _____

Have you read a copy of the Leon Valley Public Library's Meeting Room Policy?

YES NO

Do you agree to the terms of the policy?

YES NO

Do you wish to book more than three months in advance?

YES NO

<input type="checkbox"/> Single Use	Meeting Date _____
	Start Time* _____ End Time* _____
<input type="checkbox"/> Multiple Use	Meeting Date _____
	Start Time* _____ End Time* _____

**Meetings may be scheduled during the library's open hours only. Meetings must adjourn at least 15 minutes before the library's closing time. Use back of form for additional dates.*

Meeting Room Requests are not final until you receive an approved copy of this form.

Request Approved _____	Request Denied _____
Library Director or Authorized Signature _____	Date _____

Additional Meeting Date Requests

**Meetings may be scheduled during the library's open hours only. Meetings must adjourn at least 15 minutes before the library's closing time.*

Meeting Date _____
Start Time* _____ End Time* _____

Meeting Date _____
Start Time* _____ End Time* _____

Meeting Date _____
Start Time* _____ End Time* _____

Meeting Date _____
Start Time* _____ End Time* _____

Meeting Date _____
Start Time* _____ End Time* _____

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Meeting Date _____
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Meeting Date _____
Start Time* _____ End Time* _____

Meeting Date _____
Start Time* _____ End Time* _____

Meeting Date _____
Start Time* _____ End Time* _____