



**CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
Monday, November 18, 2019 AT 6:00 PM
CITY HALL - LIBRARY
500 WEST LIVE OAK STREET**

LIBRARY ADVISORY BOARD

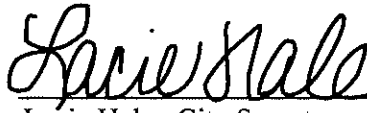
Tara Chappell, Chairperson
Dwight Baker
Cristina Garza
Chavala Merit
Kathi Shilling
David Westbrook

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENT**
 - 3.A. Remarks from visitors. *(Three minute time limit.)*
4. **AGENDA ITEMS**
 - 4.A. Introduction of New Library Advisory Board member. (Lisa Riggs)
 - 4.B. Consideration and possible action on the September 9, 2019, Library Advisory Board meeting minutes. (Lisa Riggs)
 - 4.C. Consideration of possible action concerning the Hutto Library Advisory Board annual calendar. (Lisa Riggs)
 - 4.D. Discussion and possible action concerning grants, outside funding, fundraising, and updates. (Lisa Riggs)
 - 4.E. Discussion and possible action concerning Library Policies and Procedures. (Lisa Riggs)
5. **ADJOURNMENT**

CERTIFICATION

I certify that this notice of the November 18, 2019 Library Advisory Board meeting was posted on the City Hall bulletin board of the City of Hutto on November 15, 2019 at 2:47pm



Lacie Hale, City Secretary

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special communications or accommodations must be made 48 hours prior to the meeting. Please contact the City Secretary at (512) 758-4939 or lacie.hale@huttox.gov for assistance.



**CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
REGULAR MEETING
MONDAY, SEPTEMBER 9, 2019 AT 6:00 P.M.
HUTTO PUBLIC LIBRARY
500 W. LIVE OAK STREET**

LIBRARY ADVISORY BOARD MEMBERS

Tara Chappell, Chairperson
Kathi Shilling
Havala Merit
Dwight Baker
Christina Garza
Vacant
Vacant

MINUTES

1. Call Meeting to Order

Meeting was called to order at 6:24pm by Chairperson Chappell.

2. Roll Call

All members were present. City staff present included Lisa Riggs, Library Manager and Dana Wilcott, Community Outreach Director.

3. Public Comment

Public Comment can be taken on each item listed. Speakers must limit comments to three minutes.

No Public Comment.

4. Agenda Items

4.A. Introduction of new Library Advisory Board members.

Riggs introduces new members Havala Merit and Christina Garza.

Merit and Garza both extended greetings and mentioned their involvement in the library.

4.B. Consideration and possible action on June 10, 2019, Library Advisory Board meeting minutes.

Garza motioned for the minutes to be accepted as written February 11, 2019, Library Advisory Board meeting minutes; Merit second the motion; motion passed 5-0.

4.C. Discussion and possible action for Library Advisory Board Vice-Chair.

Baker motioned to appoint Christina Garza as Vice-Chair; Merit second the motion; motion passed 5-0.

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4.D. Discussion and possible action concerning grants, outside funding, fundraising, and updates.

Riggs discussed grants, sponsorship, and fundraising sharing:

- Recipient of the American Society of Radiologic Technologists' National Library representing Texas for \$500 for books to from a selected books to highlight radiologic technologists and the important role they play on the health care team. A kit will be mailed in October to display during Nov. 3-9 in recognition of National Radiologic Technology Week.
- Applied for the REFORMA Dia grant for \$300. They were only providing grants for five libraries throughout the nation. The books added will be for all ages and add to the non-fiction collection. Did not receive.
- Friends of the Hutto Public Library to hold a Scholastic Book Sale from July 22-27 as a fundraiser, sales totaled \$1915.62, with \$991.73 raised in Scholastic Buck for the library to select books for purchase.
- Inter-Library Loan Reimbursement Program had 116 items loaned to other libraries. The library submitted a Performance Certification form in August. Official award letters will be sent in early September and reimbursements will be dispersed shortly after. Participating libraries will receive a reimbursement of \$9.00 lend.
- Friends of the Hutto Public Library will host a Bi-Annual Book Sale on October 19.
- Friends of the Hutto Public Library will host a Fundraising Partnership Opportunity with the Marine Corps League Williamson County Detachment #1022 in May 2020.
- Entered into the Pizza Hut's The Literacy Project fundraiser through First Books. If selected the local Pizza Hut restaurant will fundraise on the library's behalf from December 3 (Giving Tuesday) through December 31, 2019. Last year's participant received \$200-2000 to purchase brand new books and resources from First Books. If received these funds will benefit the Early Literacy Outreach Program.

Riggs requested approval for partnership with Friends of the Hutto Public Library.

- Friends of the Hutto Public Library to purchase Keva Planks for STEM activities.
- Summer Reading Program Kids Clubs to purchase black t-shirts for Galaxy Shirt project on final program date.
- Assist with the purchase of candy for Treats at Park St. in October.

Garza motion to approval partnership with Friends of the Hutto Public Library for all three request; Baker second the motion; motion passed 5-0.

Riggs also discussed sponsoring Hutto with:

- Various SRP sponsors will continue and sponsor Library Card Sign Up month including Carus Dental of Hutto, Texas Stars, Dairy Queen, Panda Express, Raising Canes, Sonic, Taco Bell, Austin Zoo, Gatti's Pizza, Sports Clips, Chili's, Mel's Lone Star Lanes with coupon giveaways.

Riggs provided updates:

- Summer Reading Program 2019 (May 31-July 20, 2019) had 1283 participants; 956 kids & 327 teens/adults versus 2018 (June 1-July 21, 2018) had 888 participants; 666 kids + 222 Adult/Teens.
- Number of books, minutes and hours read for the Summer Reading Program:

2019
Pre-K & Under read: 4011 Book
K-12 Yrs read: 136,027 Minutes
Teens/Adult read: 1,089 Hours
June/July Library Visitors: 12,835

2018
Pre-K and under read: 2080 Books
K-12 Yrs read: 105,636 Minutes
Teens/Adult read: 820 Hours
June/July Library Visitors: 8233

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- The Fine Forgives program ended on July 31 with \$1,012 fines forgiven with \$150 donation plus administrative fees forgiven. 209 patron participated in this program with 702.5 lbs of food donated to the Hutto Resource Center Food Pantry. This was the first year patrons paid it forward with food donation to assist other patrons.
- The library staff ended programming on July 20 to clean, regroup, reorganize, and prepare for Fall Activities. Lapsit and Preschool Story Times resumed Aug. 21 & 22.
- Regular programming continued during the Summer Reading Program such as Hook & Needles, Adult Spanish class (ended July 26), ESL Summer Conversation Class, Lapsit, and Preschool Story Times.
- Meeting Rooms & Study rooms continued to be reserved and scheduled by staff. Staff reserves the room with full name, phone number and initial reservation. Hutto Homeschool Co-Op has been added reserve the rooms monthly to host once a month parent meetings.
- Voters Outreach Project took place on August 15 to show case new voting equipment.
- September is Library Card Sign Up month.
- Banned Book Week is Sept. 23-28.
- New Fall Programs:
 - Saturday Story Time will occur the first Saturday of the month starting September 7.
 - Regions Banks will be assisting with providing Financial Literacy classes the second Saturday of the month starting September 14. A survey went out to see what areas of financial literacy are important to Hutto residents.
 - Hutto Homeschool Co-Op Parents Meeting will meet the third Thursday of the month.
 - Dyslexia Parent Support group will start meeting in October during Dyslexia Awareness month and meet the fourth Saturday of the month.
 - Evening Adult Art will start in September meeting the fourth Thursday of the month.
 - LegoMania & Family Board Games will be revamped to Build-O-Rama to be more STEM bases with a variety of building activities rotated out each week.
 - Kids Activities Hour to occur the second Tuesday of the month starting in September for kids 6-12 years of age from 6:30-7:30 pm.
- A Matter of Balance provided by Area Agency on Aging began classes on Sept. 4 and end on Oct. 23.
- Homeschool Duel Credit workshop will be held on October 4 to assistance parents and students.
- Voting will take place in the Library on November.
- Hutto Homeschool Co-Op working on Homeschool Happenings program for the fourth Tuesday of the month starting in October or November.

Riggs provided stats for the new building:

- As of April 1 to Aug. 31 there have been 1261 new accounts and 1186 renewals compared to 2018 for the same time period with 750 new accounts and 800 renewals. June/July 2019: 672 new accounts and 615 renewals versus June/July 2018: 405 new accounts and 477 renewals.
- Currently 5038 active accounts.
- Patrons visiting the library:

Month	# of Visitors
April	4805
May	4809
June	7135
July	5700
August	3405
Total	25,854

- Circulation for April 1 to August 31:

	4/2019	5/2019	6/2019	7/2019	8/2019	Total
Normal	3864	3742	6751	5959	4131	24447

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Self-Check	0	0	0	0	0	0
Renewal (Staff)	251	256	467	608	310	1892
Renewal (Member)	520	658	591	805	632	3206
In-Library	482	660	1037	1508	826	4513
	5117	5316	8846	8880	5899	34058

4.E. Discussion and possible action concerning the Library Advisory Board boundary lines.

Riggs discussed changing the Library Advisory Board boundary lines to match the serving boundary lines of the Hutto Public Library which include people living or owning property within the City of Hutto and Hutto ISD boundaries. This would allow citizens living within the serving area to participate and serve on the Library Advisory Board.

Garza motion to change the Library Advisory Board boundary lines to the Hutto ISD boundary lines; Merit second the motion; motion passed 5-0.

4.D. Discussion concerning the Texas Public Library Standards Local Implementation Checklist (APPENDIX A) and the focus on Advocacy Standards.

Riggs reviewed the Texas Public Library Standards Local Implementation Checklist items with a focus Advocacy Standards. Riggs stated these guidelines are not needed to meet state accreditation but are useful to see how we stand in comparison with recommended library standards

5. Adjournment

Garza motioned to adjourn the meeting at 7:20 p.m.; Baker seconded the motion; motion passed 5-0.

I certify that the meeting minutes are official, on the _ of _, 2019 at _____ PM and will remain available the through City of Hutto offices as reference to the business conducted during the meeting.

Attested:

Lisa Riggs,
Library Manager

Tara Chappell, Chairperson
Library Advisory Board

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Grants, Sponsorship, and Fundraising/Events Updates

- Recipient of the American Society of Radiologic Technologists' National Library representing Texas for \$500 for books to from a selected books to highlight radiologic technologists and the important role they play on the health care team. A kit was in October with additional poster, bookplate, bookmarks, and x-rays to display during Nov. 3-9 in recognition of National Radiologic Technology Week. The library was able to purchase 24 book and two educational resource material for all ages.
- The library is inquiring into the Family Place Library Grant Program. This grant will allow the library to create the network for families needing to nurture their children's development during the first years life. The project allows training and resources to help participants redesign their library environment. This grant requires two staff member to attend training in Centereach, New York and must execute a contract with TSLAC to receive \$6000 in reimbursed funds to develop the Family Place Program.
- Friends of the Hutto Public Library held their annual Fall Book Sale raising \$820.75 to support library programming and activities.
- Inter-Library Loan Reimbursement Program had 116 items loaned to other libraries. The library submitted a Performance Certification form in August. Official award letter was received in September and of \$1,044.00 was reimbursed to the City of Hutto.
- Friends of the Hutto Public Library will host a Fundraising Partnership Opportunity with the Marine Corps League Williamson County Detachment #1022 in May 2020. Scheduling has been confirmed.
- Entered into the Pizza Hut's The Literacy Project fundraiser through First Books. If selected the local Pizza Hut restaurant will fundraise on the library's behalf from December 3 (Giving Tuesday) through December 31, 2019. Last year's participant received \$200-2000 to purchase brand new books and resources from First Books. If received these funds will benefit the Early Literacy Outreach Program. Have not received notification.

Request for Approval -

- Partnership with Friends of the Hutto Public Library for the following:
 - Assist with the preparation of the Día program in April.
 - Assist with Holiday Fun Day on December 6.
 - Assist with Holiday Story Time with Santa.

Sponsoring Hutto-

- Various SRP sponsors will continue and sponsor Library Card Sign Up month including Carus Dental of Hutto, Texas Stars, Sonic, Sports Clips, Mel's Lone Star Lanes with coupon giveaways.
- Walmart to sponsor holiday refreshment for Evening Holiday Story time.

Updates

- Meeting Rooms & Study rooms continued to be reserved and scheduled by staff. Staff reserves the room with full name, phone number and initial reservation.
- 867 Voters voted on Election Day on November 5.
- September's Library Card Sign Up month was completed with 202 versus 126 in 2018.
- New Fall Programs began September 2019:
 - Saturday Story Time will occur the first Saturday of the month starting September 7.
 - Regions Banks will be assisting with providing Financial Literacy classes the second Saturday of the month.
 - Hutto Homeschool Co-Op Parents Meeting will meet the third Thursday of the month.
 - Dyslexia Parent Support group will started in October during Dyslexia Awareness month and meet the fourth Saturday of the month.
 - Evening Adult Art meets on the fourth Thursday of the month except for holiday months.
 - LegoMania & Family Board Games was revamped to Build-O-Rama to be more STEM bases with a variety of building activities rotated out each week.

- Kids Activities Hour to occur the second Tuesday of the month for kids 6-12 years of age. Each Tuesday in November will host a Kids Creative Writing program for the same ages.
- A Matter of Balance provided by Area Agency on Aging ended on Oct. 23.
- Homeschool Duel Credit workshop was held on October 4 to assistance parents and students.
- Homeschool Happenings program for the fourth Tuesday of the month started in October.
- Kids on CAD will host a STEM workshop for homeschool kids on December 11.
- The library will host a holiday fun day on December 7 with a Gingerbread house craft, life-size Candyland game, and possible gingerbread cookies to decorate.
- Holiday evening story time will be December with Santa as the special guest, cookie decorating, and possible a singer from Austin Opera.
- Library will potentially close in January to hold the very first inventory.

Stats:

- As of September 1 to November 14 there have been 381 new accounts and 324 renewals compared to 2018 for the same time period with 292 new accounts and 338 renewals.
- Currently 5287 active accounts.
- Patrons visiting the library:

Month	# of Visitors
September	3141
October	3614
November <i>as of 11.14.2019</i>	2018
Total	8773

- Circulation for Sept 1 to November 14:

	9/2019	10/2019	11/2019	Total
Normal	3677	3622	1503	8802
Self-Check	0	0	0	0
Renewal (Staff)	300	336	105	741
Renewal (Member)	636	577	311	1524
In-Library	722	603	198	1523
	5335	5138	2117	12590

Hutto Public Library Policies & Procedures Manual

Established February 2008
Revised by City Council, August 2015
Revised by Library Advisory Board, October 2016
Revised by Library Advisory Board, March 2017
Approved by City Council, April 2018



Hutto Public Library
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www.huttotx.gov/library

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Mission Statement

The mission of the Hutto Public Library is to fulfill the educational, informational, cultural, and recreational needs of all its patrons through the services offered in a modern public library. The Library values the citizens of Hutto and responds to their needs, wants, and demands by providing a clean and inviting building, well-organized and up-to-date collections, friendly professional service and well-trained staff who are committed to the Library vision.

Vision Statement

The Hutto Public Library aims to eradicate illiteracy, to develop a lifelong love for reading, and a quest for knowledge.

Hours of Operation

It is the policy of this library, in regard to hours of operation, that the library be open as many hours in a day and as many days in the week as possible. The hours of operation shall be determined by the convenience of all parts of the population, including working people, and the ability of the staff to cover the hours of operation, within the limits of established work week.

Library Hours:

Mondays	10 AM – 6 PM
Tuesdays	10 AM – 8 PM
Wednesdays	10 AM – 6 PM
Thursdays	10 AM – 8 PM
Fridays	10 AM – 6 PM
Saturdays	10 AM – 2 PM

When it is impossible for the staff, within the prescribed limits of their work week, to keep the library open at all convenient hours for the public, consideration shall be given to increasing the number of staff.

Circulation Policies

People living or owning property within the City of Hutto limits and Hutto ISD boundaries may obtain a library card for free.

Proof of residency is required. Post office boxes cannot be used as proof of residence.

At least one of the following photo IDs and proof of residency is required:

1. Valid driver's license
2. Water or Utility Bill with picture ID
3. Personal Check with picture ID
4. Lease agreement with picture ID
5. Military ID
6. Other proof of residence as determined by the Library Manager.

Under 16:

1. Completed application.
2. Parent or legal guardian must be present with minor to co-sign for a card and present his/her current TDL, Texas ID, MID and proof of current residence.
3. Minor must be present to sign the application and accept card.
4. Suggested to eliminate age restriction and encourage reading at all ages.

City of Hutto Employees. Current employees of the City of Hutto may receive a Hutto Public Library card without fee regardless of residency.

Card Renewal. Library cards are issued for a one-year period.

1. To renew a card, all fines and all other debts must be paid in full.
2. Children's cards will be renewed without having a parent or guardian sign again.
3. Adults must verify registration information – in person. Changes in residency require new proof of residency.

Replacement Cards. Library cardholders are encouraged to keep their Library card secure. Should a Library card become lost or stolen, it is the responsibility of the cardholder to notify the Library immediately. There is a \$1 charge for replacement cards.

Circulation Policy

Non-Residents. People not living or owning property within the City of Hutto limits and Hutto ISD boundaries may obtain a library card for a \$10 annual fee. This fee will be charged yearly at the time of renewal allowing them to have access to OverDrive.

Non-Residents using a TexShare Card from their home library and not living or owning property within the City of Hutto limits and Hutto ISD boundaries may obtain a Hutto Public Library Card at no cost as part of the TexShare program. TexShare patrons may not have access to OverDrive.

Temporary Library Cards. Patrons requesting temporary library cards will follow the Non-Resident annual fee of \$10. Those patrons who have been displaced due to a declared natural disaster and are in need of assistance, may be granted a temporary library card with the fee waived. Temporary Library card holders will only be allowed to check out two items per check out and will not have access to OverDrive, Inter-Library Loans, or TexShare cards.

B. Patron Responsibilities

All Hutto Public Library cardholders agree to comply with Library rules and regulations, to pay all fines, to make good any loss or damage to books incurred by the cardholder, and to give immediate notice of any change of residence. Guardians of juveniles who signed for a child's card assume responsibility for the child's card. Cardholders may not avoid responsibility for overdue fines and other incurred fees or costs by using another family members' card. Habitual or severe abuse of library policies, non-payment of fines, fees and other abuses may result in denial of Library services, as determined by the Library Manager.

C. Circulation Periods

1. Card Use:

- a. Library materials may not be checked out until a library card is issued.
- b. Library cards –or a form of ID must be presented to check out materials.

2. Loan periods:

- a. Library materials are checked out for a 2-week period.
- b. Materials may be renewed twice, providing there is not a waiting list. Videos will be checked out for only two weeks and must be returned after that time period. No renewal on videos.
- c. Interlibrary loan materials are due by the date indicated on check out slip.
- d. The Library Manager determines all other or special loan periods.

3. Circulation Limits:

- a. Non-Circulating Materials. Reference materials, archived materials, and other materials as determined by the Library Manager are not available for check out.
- b. Items per Library Card. An individual may have 10 items at a time checked out on their library card.
- c. New Library Card. On a new library card, a patron may check out only two items the first time. **New patrons may not check out GED or High School Equivalency Test study books until they have had their**

~~library card for at least 1 month and checked out and returned at least 2 items.~~

- d. Video. An individual may have 3 videos checked out on his/her card at a time. One family cannot check out more than 6 videos at one time.
- e. Series. Only 3 titles out of a series, author, of subject may be checked out per household.
- f. Other Limits. When determined by the Library staff, specific titles, authors, subjects or special collections may be limited due to high demand or other reasons.
- g. GED books may only be used in the library.

4. Renewals:

Library materials may be renewed in person, phone, e-mail and online. Presentation of a Library card is not required for renewal of materials. Materials may be renewed up to 2 times. Items that are on reserve for other patrons may not be renewed. Videos will not be renewed and must be returned after 2 weeks.

5. Reserves:

Materials may be reserved in person, phone, e-mail, and online. Persons will be notified when the item becomes available. Reserves have the same restrictions as limits on circulation (see #3 above). Reserves will be held for a period of three days only. If the item is not picked up within three working days, it will be checked out to the next patron on the reserve list or returned to the shelf. Limit of 3 items may be reserved at one time per cardholder.

D. Fines and Fees:

- 1. Overdue Fines: 25¢ per day, per item, with a maximum fine of \$10.00 per overdue item. A notice will be sent 1 week after the material is due. If the material is not returned within one month, a bill will be sent for the cost of the item.
- 2. Damaged Materials: Library patrons are liable for any damage to library materials while checked out to them. The Library will not charge for normal wear of library materials.
 - a. If materials are damaged so as to be judged by the Library as being unsuitable for the collection, the patron must pay the cost of the item and a \$5 processing fee and the fines accrued. The item may then become the property of the individual.
 - b. If the item can be repaired or is still useable, a reduced fee may be charged at the Library Manager's discretion.

3. Loss of Borrowing Privileges. Patrons with lost or damaged materials or with fines that exceed \$5.00 may not check out materials until records are cleared by having items paid or replaced. Replaced item must be the equivalent to what was checked out. The acceptance of the material is at the discretion of the Library Manager or staff.

Collection Development Policy

A. Principles and Objectives

1. Purpose. The purpose of the Hutto Public Library is to provide all library users with carefully selected materials and to assist individuals in the pursuit of educational and recreational information. The library collection as a whole will be an unbiased and diverse source of information, representing multiple viewpoints on a wide range of topics. Materials are selected to best meet these objectives.

2. Viewpoints. The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, and political or social views of the author. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

3. Rights. The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the Constitution of the United States. To this end, the Hutto Public Library upholds the principles of the American Library Association's Library Bill of Rights, Freedom to Read, and the Texas Library Association's Intellectual Freedom Statement. These documents are at the end of this policy.

4. Parental Responsibility. It is the responsibility of the parent or legal guardian to supervise and monitor the library activities of their child. The library staff cannot be held responsible for the materials checked out by minors.

B. Responsibility for Selection

The Library Manager is responsible for the selection of library materials following the guidelines and criteria outlined in this policy.

Selection Criteria

1. The main points considered in selecting materials are:

- a. Individual merit of the item
- b. Popular demand and/or patron request
- c. Library need for material
- d. Budget
- e. Authority of author and/or publisher

2. Review sources are used to assist in selecting materials. Review sources used include, but are not limited to, the following:

- a. Library Journal
- b. School Library Journal
- c. Booklist
- d. Other professional review publications
- e. Area newspapers with book reviews

3. Materials may be selected without a review. Consideration is given to materials that may be relevant to the library's collections (i.e. Texas collection, local interest, local authors.)

- 4. Formats of materials collected by the Hutto Public Library include print (books and periodicals), multimedia (audios and videos), and electronic resources (online databases, eBooks, and eAudiobooks. New and emerging formats will be considered when appropriate.
- 5. The Archives Collection contains materials pertinent to Hutto history and includes other paper formats such as documents, photographs, vertical files, and such materials appropriate for this special collection.

C. Gifts and donations

Gifts and Donations

- 1. General Gifts. The Hutto Public Library accepts gifts of books and other materials with the understanding that the items will be added to the collection only if appropriate and needed. The Library reserves the right to decide the disposition of all gifts received. If items given to the Library are not needed because of duplication, condition, age, etc., the Library Manager will dispose of them as he/she sees fit. Such items may be offered to the Friends of the Library for their book sales. Library staff cannot receive personal gifts from individuals per the City of Hutto's Policies and Procedures.
- 2. Other Gifts. Gifts of a more specific nature, such as works of art, furniture or equipment, shall be referred to the Library Manager for acceptance. The Library Foundation or the Friends of the Library kindly accept nonspecific gifts of money.

3. Memorials & Honorariums. Citizens may wish to honor or memorialize an individual with the purchase of appropriate Library material to be added to the collection. The Library accepts donations of funds for memorials or honorariums. The Library Manager makes selection of items purchased as memorials or honorariums, with consideration given to the donor's preferences. Appropriate bookplates will be added to materials in memory of or honoring individuals. The same criteria for selection of purchased Library materials will also be applied to gifts and donations. Once added to the Library collection, gifts, memorials, and such donations fall under the Collection Development Policy and will be maintained and handled as the rest of the Library's holdings.

D. Collection Maintenance

1. Criteria. For an up-to-date, attractive and useful collection, a continuous schedule of withdrawal and replacement is required. The CREW Method will be followed as a guideline for appropriate age of materials. Other criterion for evaluation and maintenance of the collection includes, but is not limited to, the following:

- a. Condition of the material
- b. Usage based on observation and computer generated reports
- c. Superseded editions or revisions
- d. Popularity and appeal
- e. Outdated information
- f. Space and budgetary considerations
- g. Professional appraisal & evaluation

Disposition. The Library Manager will determine final disposition of any materials withdrawn from the Library collection. Materials in poor physical condition or having little anticipated resale value will be discarded. The Friends of the Library will be allowed to sell discarded or withdrawn materials, and proceeds of such sales will be used to support the Library's mission, programs or to enhance the Library's collections.

E. Reconsideration of Materials

The Hutto Public Library strives to meet a wide variety of tastes and interests with high quality and popular materials. The City of Hutto is comprised of many diverse groups, with different beliefs, standards and theologies. Every citizen has the right to his or her opinions and beliefs. Differences of opinion regarding the suitability of Library materials may arise. Patrons requesting that material be withdrawn from the collection or with concerns about an item's placement in the Library may complete a "Citizen's Request for Reconsideration of Library Material" form. It is the responsibility of the Library Manager to make a final determination on all such requests.

F. Donation Policy

Hutto Public Library welcomes donations that are clean, dry, and mold-free. Donations will be evaluated by library staff. If they meet the library guidelines, donations could be added to the collection or donated to the Friends of the Hutto Public Library for their ongoing and bi-annual book sales. Otherwise, they will be recycled/disposed as appropriate.

Donation Guidelines:

- Please bring your donations to the front desk during library hours. Items left outside will be automatically recycled;
- Please bring your items in boxes or bags you can leave at the library;
- Please limit book donations to no more than three boxes at a time;
- Call the library in advance if you wish to bring a large number of boxes to donate materials; and
- If you require a receipt, please let staff know at time of donation. We cannot assign a value to the materials.

We gladly accept:

- Hardcover and paperback books in gently used or new conditions, including large print and children's books;
- Recent Best Sellers;
- Commercially recorded items (music CDs, DVDs/Blu-Ray, audiobooks on CD) in their original cases; and
- Recent magazines for free patron usage.

We cannot accept:

- Items that are dirty, moldy, smelly, chewed, wet, or otherwise damaged;
- Boxes that have been moved from non-temperature controlled long term storage to the library;
- Books with missing covers or pages;
- Softcover books with crooked or twisted spines;
- Encyclopedias, textbooks, or Reader's Digest condensed books; and
- VHS tapes.

Citizen's Request for Reconsideration of Library Material

Title of Material: _____

Author: _____ Call Number: _____

Type: book _____ cd _____ video _____ Other _____

Your Name: _____ Telephone: _____

Address: _____

Group you represent (if any): _____

Did you examine the entire work? _____ If not, what parts? _____

Specifically, to what in the material do you object? _____

What do you believe is the purpose of this material? _____

Is there anything useful or good about this material? _____

What prompted you to use this material? _____

For what age group would you recommend this material? _____

What would you recommend to replace this material? _____

Your Signature: _____ Date: _____

Borrowing from Other Libraries

Interlibrary Loan

Interlibrary loan is the process of lending and borrowing materials between libraries via a mailing system. Because of limited budget, space, and other factors, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of the Hutto Public Library's collections. This service is free of charge; however patrons may be requested to pay return postage on these borrowed items.

1. Patron Status. New patrons may not request interlibrary loan until 60 days of registration. Hutto Public Library patrons who have lost books, have unpaid fines or fees of any amount, have past problems with interlibrary loan materials, or are otherwise not patrons in good standing may not request interlibrary loans.

2. Age of Patron. All patrons in good standing, regardless of age, may take advantage of interlibrary loan services. If the patron is a minor, the parent or guardian must agree to accept responsibilities for any related fines or fees.

3. Request Restrictions. While the Hutto Public Library will make every effort to locate requested materials, not everything is available through interlibrary loan. Items that are typically unavailable include, but are not limited to: bestsellers; books less than one year old; rare or archival materials; reference books; newspapers & periodicals; and genealogy material. Photocopies of articles or pages from certain resources may be available, usually at a charge.

Number of interlibrary loan requests per patron and related procedures are as determined by the Library Manager. Interlibrary loan materials count towards a patron's circulation limits, as defined by the *Circulation Policy*. * Hutto Public Library will not place interlibrary loan requests for any item currently owned by the library.

4. Due Dates, Use & Renewal. The lending library sets the due dates of loaned materials, and may set restrictions pertaining to renewal or usage of their materials. Hutto Public Library will strictly observe the conditions set by the lending library.

5. Submitting a Request. A Hutto Public Library patron may make a request for interlibrary loan according to library procedures. Requests for photocopies must include indication of compliance with U.S. Copyright Law.

6. Delivery & Notification. Hutto Public Library cannot guarantee the arrival date of any

interlibrary loan materials; neither can the Library guarantee the order in which multiple requests will arrive. Library staff will notify patrons when the material is available at the Library.

Borrowing Fees

1. Overdue, Lost or Damaged Items. Hutto Public Library will impose current overdue charges for late interlibrary loan materials checked out to patrons. Should the lending library impose overdue charges, those fines will be charged to the patron. Patrons will be charged for interlibrary loan items they damage or lose as assessed by the lending library.

2. Other Charges. If the lending library imposes their own charges or any other fees and the requesting patron agrees to payment, those fees will be charged to the patron.

Interlibrary Loan Lending

1. Other Library Requests. The Hutto Public Library endeavors to extend interlibrary loan services to all public, governmental and academic libraries. Hutto Public Library will not accept interlibrary loan requests from individuals.

2. Request Restrictions. Photocopies of some materials may be requested, if a specific citation is given. Photocopies will be in compliance with U.S. Copyright Law. If deemed appropriate, Hutto Public Library may limit the number of items sent or set conditions of use. Hutto Public Library will not lend the following materials through interlibrary loan:

- Audio/visual media
- Reference or archival materials
- Periodicals or newspapers
- New books, bestsellers, or items in high demand, as determined by library staff
- Other materials or limits as determined by the Library Manager.

Lending Fees

Borrowing libraries will be charged .10 cents for B/W and .25 cents for color per page for photocopies. Should Hutto Public Library materials be returned damaged or are lost, a bill for the costs of the item will be sent to the borrowing library. Hutto Public Library will not charge overdue fees to borrowing institutions

TexShare Cards

TexShare Cards allow patrons to visit and borrow other libraries' materials for free that participate in the Texas State Library and Archives Commission's TexShare Program. Note that each library has their own set of rules for TexShare cardholders. Visit <https://www.tsl.texas.gov/texshare/card> for current information and to see which libraries participate in the program.

Current Hutto Public Library cardholders, 18 years of age or older, in good standing with no pending fines or lost or damaged items may apply for a TexShare card. Active Hutto Public Library patrons are eligible for a TexShare Card after holding a card for two months. TexShare Card applications and renewals must be made in person. TexShare Cards are good for one year from the date of issue and must be renewed in person when expired.

Code of Conduct

To make the library a pleasant place for all, the following rules have been adopted. Patrons who cannot comply with these policies will be asked to leave the library's property and can result in being banned from the library permanently.

Unacceptable Library Behavior under the Texas Penal Code:

1. Misuse or vandalism of Library property.
2. Bringing pets or animals into the Library (except service animals).
3. Unsupervised children under 12 years of age (Guardian cannot be a minor under age 18).

Parents who leave a child unattended in the Hutto Public Library are exposing their child to potential harm and may themselves be committing an offense under Texas Penal Code, Section 22.041c, Abandoning and Leaving Unsupervised Children which states, A person commits an offense if, having custody, care, or control of a child younger than 15 years, he intentionally abandons the child in any place under circumstances that expose a child to an unreasonable risk of harm. If the library staff becomes aware of any child left at the library, and the parent/guardian cannot be located, the Hutto Police Department will be notified.

4. Carrying unlicensed weapons. (Texas Penal Code §42.01 and §30.06e)
5. Intoxication from alcohol or drugs and/or possessing alcohol or illegal drugs. (Texas Penal Code §4902)
6. Smoking or other tobacco use including vapors.
7. Having food or beverages by the computers.
8. Engaging in acts of sexual misconduct, including, but not limited to, indecent exposure, sexual contact and sexual intercourse. (Texas Penal Code §21.07 and 21.08)
9. Soliciting.
10. Disorderly conduct including obscene or abusive language or behavior.
11. Sleeping in the library.
12. Refusal to leave at closing time.
13. Loitering on library property.
14. Any other illegal activities.
15. Disruptive behavior that may cause annoyance to other library patrons.
16. Gambling in any form on City property. (Texas Penal Code §47.02)

Public Computers and Internet Use

Computer workstations are available for public use. Fees for print/copy are \$0.10 for black and white, per impression and \$0.25 for color, per impression. Patrons may fax \$1.00 for the first page and \$0.25 for subsequent pages for local/toll-free fax for both local, toll free and long distant faxing due to digital faxing. ~~Patrons may fax \$1.00 for the first page and \$0.25 for subsequent pages for local/toll-free fax and \$2 for the first page and \$0.50 for subsequent pages for long distance fax.~~ Faxing to international numbers is not allowed. (ARTICLE A7.000 LIBRARY) Access to the computer workstations is available on a first-come, first-served basis. Priority to computers will be given to patrons who are using the computers for educational or work related reasons versus recreational activities (i.e. gaming and social purposes).

Due to the unrestricted environment of the Internet, information accessed on the Internet may contain material that is incorrect, inauthentic, unreliable, illegal, obscene or sexually explicit. The library does not provide filters on computers, we assume no liability or responsibility for what is viewed by patrons or is left on the screen to be later viewed by a subsequent patron. Restriction or supervision of a child's access to the Internet is the responsibility of the parent or guardian; the library does not have the right or responsibility to act in loco parentis. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

A. Children's policy

It is the library's policy that parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their children. There will be some resources parents may feel are inappropriate for their children. Parents are requested to supervise their children's Internet sessions.

B. Rules governing use

- Computer usage is limited to one-hour sessions if others are waiting.
- User should leave the terminal when asked to do so by Library staff.
- Users may not install or download any software without permission from Library staff.
- Users may not use any library workstation for any illegal or criminal purposes.
- Users may not make any attempt to damage computer equipment or software.
- Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
- Users may not violate copyright laws or software licensing agreements in their use of library workstations.
- Users may not engage in any activity that is deliberately and maliciously offensive, indecent, or slanderous.
- Users will respect the privacy of other users, and will refrain from attempting to view or read material being used by others.
- By mutual agreement, two persons may share one access session as long as behavior or conversation does not disturb other users or Library staff.

- Users may not harass staff or other patrons.
- Should complaints be made regarding Internet usage, Library staff members are authorized to end a user's session.
- Violations may result in loss of computer usage.
- Internet help will be provided by Library staff on a limited basis.
- Food and drinks may not be stored or consumed while using or near computers.

Exhibits

Exhibits in the Hutto Public Library are arranged to provide educational and cultural stimulus and to promote reading. The cooperation of non-profit organizations in the loan of materials for display is welcomed. Non-profits must be registered with the Internal Revenue Service. Businesses may only display materials on the day(s) they have partnered with the library for programs.

Posters, leaflets and other promotional literature announcing non-profit community activities sponsored by any group or organization for cultural purposes, specifically excluding materials expressing religious or political views, may be submitted to the Library for public distribution.

ART DISPLAY

The Hutto Public Library manages the art displays both in the City Hall and in the library and encourages area residents to display their artwork in the designated areas. Artwork on display will be available for public viewing at all times the library or City Hall is open. The library will provide a hanging system for these pieces and further holes in the wall are not allowed.

All artists wishing to display their work in the library or in spaces available in City Hall must complete and sign a Local Artist Showcase Application form. The library is not responsible for damage to the art displayed. Artists are responsible for insuring materials displayed.

Local Artist Showcase Application

The Library provides:

- Wall space and hooks to hang pieces;
- A limited security system composed of outside cameras;
- Limited assistance in setting up the display;
- Routine observation of the area by staff during the work day; and
- Showcase Meeting Area: Artists are encouraged to come and view the Showcase area prior to their scheduled exhibit date in order to assess the quantity of their artworks that they will be able to display for six weeks.

The artist provides:

- Artworks that are **framed** with hanging wire or eye screws that can connect to the hooks on the wall. If the canvas is stretched and there is no framing, the edges of the canvas should be finished in order to project a finished, quality project. If hanging an item that is not framed, such as a quilt, soft sculpture, or ceramic piece, some form of secure attachment must be placed on the item, by the artist, to hang properly on the hook;
- Information about the works, and a brief bio of the artist, her/his art experiences, influences. Artwork must be listed on the Artist Inventory sheet provided at time of set-up; and
- If the artist wishes to display an item in a manner other than wall hanging on the hooks provided, the artist will be responsible to supply the display medium in consultation with the library staff. Nails are not to be used on the walls.

Exhibit dates: From ___/___, 20___ To ___/___, 20___

Artist Name: _____

Address: _____

Street City Zip Code

Email: _____ Phone: (____) ____ - _____

The library has explained to me, and provided written documentation stating the type of security available for my artwork. These are limited to security cameras and general observation by staff during business hours. I understand that I may choose to purchase insurance for works on public display. The Hutto Public Library and City of Hutto are not responsible for damage to the artwork displayed.

I will be present on ___/___/20___ to set up the exhibit and no later than ___/___/20___ to take down the exhibit. I will assist with both the set up and the take down.

Artist's signature: _____ Date ___/___/20___

Confidentiality of Library Records

Records of this library which identify or serve to identify a person who requests, obtains, or uses library materials or services are confidential and are exempt from required disclosure under the Texas Open Records Act Section 552.124.

Exceptions

Such records generally may be disclosed only if:

1. The library determines that disclosure is reasonably necessary to the operation of the library and the records are not confidential under other state or federal law.
2. The records are released to the person to whom the information relates; or the person to whom the information relates has given permission, in writing, for the information to be released.
3. The records are required under a valid court order or subpoena, as provided under the provisions of the Texas open Records Act

This policy will be implemented by procedures set out in The Hutto Public Library Procedures Manual.

Each Employee and Volunteer (hereafter called Employee) who provides services for the Hutto Public Library shall be bound by this confidentiality agreement.

An Employee shall not disclose Patron information, including address, telephone number, reading preferences, circulation statistics, or overdue/fine status, to any outside agency or individual. Nor shall he or she make personal comments on a Patron's choice of reading material.

An Employee shall ensure that all staff, volunteers, and board members receive a copy of the confidentiality policy.

Violations of the policy may result in reprimand, loss of certain job/volunteer responsibilities, or termination.

Americans with Disabilities Act compliance

POLICY WITH REGARD TO THE AMERICANS WITH DISABILITIES ACT

This library fully intends to comply with the spirit and letter of the law with regard to its services and treatment of all patrons with disabilities.

To that end, this library will make any reasonable effort to inform its staff and volunteers of the law and make them aware of the problems of the disabled as well as the special services that are mandated by ADA. These may include assistance with the electronic catalog, telecommunications devices for the deaf, large print materials and a willing attitude to retrieve materials from shelves or relocate activities to accessible areas.

The library will survey its physical facility for architectural barriers and make any reasonable effort to modify any existing problems, to the extent budget considerations allow. All major defects will be addressed in any remodeling or alteration of the facility. The library will fully investigate any complaints alleging non-compliance with ADA.

Service Animals

The Hutto Public Library strives to provide a safe and welcoming environment for everyone. Therefore, in accordance with the Americans with Disabilities Act (ADA), service animals are allowed to accompany their handlers anywhere individuals with disabilities are allowed to enter. Service animals are defined under the Americans with Disabilities Act as being trained to do work or perform tasks for the benefit of a person with a disability. Pets, therapy dogs, and emotional support animals are not considered service animals under the ADA.

Only service animals are allowed in the library.

- Service animals are only dogs and miniature horses (see below). Therefore, any other type of animal is not allowed in the library.
- Pets, therapy animals, and comfort animals are not allowed in the library.
- Animals in carriers are not allowed in the library.
- Animals in bags or purses are not allowed in the library.

How does one know whether or not an animal is a service animal?

The U.S. Department of Justice Civil Rights Division states:

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work

or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. (ADA Requirements: Service Animals. (2011, July 12). Retrieved from https://www.ada.gov/service_animals_2010.htm).

If a staff member is unsure of whether or not an animal is a service animal, or it is not obvious what service an animal provides, a staff member is allowed to ask:

1. Is the animal a service animal required because of a disability?
2. What work or task has the animal been trained to perform?

These two questions are the only questions that a staff member is allowed to ask. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.

Until our staff get to know a patron with a service animal, staff should be asking the above questions to **any** patron that brings in an animal. To help prevent patrons from feeling interrogated and unwelcome, staff should begin questions with a disclaimer to the effect of, "Until our staff get to know you and your service animal, you may be asked these questions again. I apologize for the inconvenience, but we want to make sure service animals are able to do their job without interference from untrained animals."

When might a patron be asked to leave with an animal?

Patrons will be asked to leave the library with their animal in the following situations; patrons are still welcome to return to the library without the animal.

- The animal is not a service dog or service miniature horse.
- If the answer to the question "Is the animal a service animal required because of a disability?" is "no."
- If the patron provides an insufficient answer to the question, "What work or task has the animal been trained to perform?" An example of an insufficient answer would be, "It is my therapy (or comfort) dog."
- The service animal is "out of control and the animal's handler does not take effective action to control it." (ADA Requirements: Service Animals. (2011, July 12). Retrieved from https://www.ada.gov/service_animals_2010.htm).
- The service "animal is not housebroken." (ADA Requirements: Service Animals. (2011, July 12). Retrieved https://www.ada.gov/service_animals_2010.htm).

Miniature horses are service animals:

The Justice Department's Civil Rights Division states:

"In addition to the provisions about service dogs, the Department's revised ADA regulations have a new, separate provision about miniature horses that have been

individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.) Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility." (ADA Requirements: Service Animals. (2011, July 12). Retrieved from https://www.ada.gov/service_animals_2010.htm)

Special Exceptions for Library programming:

The Library may choose to host programs that include the presence of an animal or multiple animals. Examples include, but are not limited to, trained reading therapy dogs, the Zoomobile, and naturalist programs. However, in deference to the needs of the public, as well as the needs of working service animals, these programs will follow these guidelines:

- Each program will have a clearly defined day and time, which will be advertised well in advance.
- The animal(s) will remain in the library's meeting room.

Library Bill of Rights and Freedom to Read Statement

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.

- a. 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.
- b. 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.
- c. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- d. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- e. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- f. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council

THE FREEDOM TO READ

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 books from sale, to censor textbooks, to label "controversial" books, 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 avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. 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.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. 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.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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 stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which 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 towards 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 publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. 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 which 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.
3. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books 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.

4. It is contrary to public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. 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 which draws up lists of writers to whom it will not listen, whatever they may have to say.

5. 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 literature 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 experience in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

6. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or 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 the citizen. 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.

7. 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.

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.

8. 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 expended on the trivial; it is frustrated 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 their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens 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 books. We do so because we believe that they are good, 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 15, 1953; revised January 28, 1972; January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee. A Joint Statement by: American Library Association & Association of American Publishers.

Subsequently Endorsed by:

American Booksellers Association	Association of American University
American Booksellers Foundation	Presses
for Free Expression	Children's Book Council
American Civil Liberties Union	Freedom to Read Foundation
American Federation of Teachers	International Reading Association
AFL-CIO	Thomas Jefferson Center for the
Anti-Defamation League of B'nai	Protection of Free Expression
B'rith	

National Association of College
Stores
National Council of Teachers of
English
P.E.N. - American Center
People for the American Way

Periodical and Book Association of
America
Sex Information and Education
Council of the U.S.
Society of Professional Journalists
Women's National Book Association
YWCA of the U.S.A.

THE TEXAS LIBRARY ASSOCIATION INTELLECTUAL FREEDOM STATEMENT

A. Preamble

The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, and shall be protected against extra-legal, irresponsible attempts by self-appointed censors to abridge it. The Association believes that citizens shall have the right of free inquiry and the equally important right of forming their own opinions, and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the LIBRARY BILL OF RIGHTS of the American Library Association, Freedom to Read Statement, and interpretative statements adopted thereto.

B. Areas of Concern

1. LEGISLATION. The Texas Library Association is concerned with legislation at the federal, state, local and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local and school district level which might restrict, prejudice or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the American Library Association's LIBRARY BILL OF RIGHTS and the Freedom to Read Statement.

The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.

2. INTERFERENCE. The Association is concerned with the proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgment, or on the procedures or practices of librarians.

The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgment or on the procedures or practices of librarians;

receives requests for advice and assistance where freedom has been threatened or curtailed; and recommends action to the Executive Board where it appears necessary.

3. MATERIALS SELECTION POLICY. The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials.

The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the LIBRARY BILL OF RIGHTS.

4. EDUCATION. The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the LIBRARY BILL OF RIGHTS and the ALA Freedom to Read Statement.

The Intellectual Freedom Committee supports an active education program for librarians, trustees, and the general public.

5. LIAISON WITH OTHER ORGANIZATIONS. The Texas Library Association, in order to encourage a united front in defending the rights to read, shall cooperate with other organizations concerned with intellectual freedom.

The Intellectual Freedom Committee advises on TLA positions and cooperates with other organizations.

Use of Volunteers

The Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are expected to conform to all policies of the City of Hutto and the rules outlined in this manual, and are selected and retained for as long as the library needs their services. Volunteers may be used for special events, projects, and activities or on a regular basis to assist staff.

Volunteers must be at least 13 years of age and complete a volunteer form. Teen volunteer forms require a parent/guardian signature. Parent/Guardian must be present when the form is signed. Volunteers who work with the public may be subject to a background check, providing references, going through a formal interview, and attending an orientation.

Services provided by volunteers will not be used in place of hiring full- or part-time staff. Volunteers may apply for paid positions under the same conditions as other outside applicants.

Grants

All grant proposals are subject to the City of Hutto's Finance Department Policies and Procedures. The purpose of a grant is to assist the library with starting new or expanding current programs and services that reflect the Hutto Public Library's Mission and Vision Statements. Grants should not be expected to diminish, curtail, substitute or cut in any way the local funding of the Library.

Applications for grants, donations, sponsorship and fundraising with collaborations with Friends of the Hutto Public Library or other outside agencies for fundraising must be presented to the Library Advisory Board ~~for approval~~.

The Hutto Public Library will follow the City of Hutto's Donations, Grants, Sponsorships & Funding Policy.

Any individual or agency requesting a tax donation, should proceed through the Friends of the Hutto Public Library.

Bookmobile

The Library provides outreach services to the community via the Bookmobile. The Bookmobile travels to scheduled locations that target underserved populations in the community. Items circulated via the Bookmobile are not subject to fines or fees. The Library has the right to refuse serving patrons or organizations who display a pattern of failing to return or damaging materials.

Guidelines for Bookmobile Rotation Crates Shared with Local Organizations

- Review all books in the crate to determine if they meet your institution's standards
- There will be no penalty for lost or damaged books, but an organization may be taken off the rotation list if items continue to go missing or get damaged.
- The library reserves the right to not include an organization in a rotation. If an organization is removed from the rotation, they may reapply for the rotation after 60 days.
- All CD's, cassette tapes, & stickers have been removed
- Crates will be dropped off to participating institutions by the library on the first Monday of each month between 10-11AM unless it is a holiday or if there is severe weather
- Crates will be picked up from participating institutions by the library on the last Friday of each month 10-11AM so that the library can sanitize the books unless it is a holiday or if there is severe weather
- The library will notify the institution immediately if the rotation's drop off or pick up needs to be rescheduled
- Contact the library as soon as possible if the rotation's drop off or pick up needs to be rescheduled

Reading Garden

The goals of the Reading Garden are as follows:

- Beautify the land located behind the library
- Provide a seating area outside for library programs and events
- Educate patrons about plants and butterflies
- Provide a recreational activity for local gardeners
- Create an area for native plants to grow
- Provide a habitat for monarch butterflies

Recommended Maintenance of Garden

- Life Span of Plant
 - Keep a journal to determine what plants do best in the area
 - If a plant begins to wilt or die, try to determine if the plant is dying from normal seasonal conditions, water conditions (too much? Too little?), fungus, pests, etc.
 - If the species planted dies 2 times, it is time to replace the plant with a different species, one that is more resistant to the conditions
- Watering
 - When plants are new, be sure to water long (2 hours minimum) and deep with soaker hose for the first two seasons after they have been planted
 - Water early in the morning. Evening watering can encourage fungus to grow.
 - Use a screwdriver in the soil to measure the moistness of the soil. It's recommended that the soil be moist 6" deep to encourage deep root growth.
 - Matured plants can be watered based on their species' needs
- Fertilizing
 - Vary the organic fertilizer to encourage a well balanced diet for the plants
- Mulch & Compost
 - Add mulch once a year in Spring (Mid February)
- Apply 2" layer of mulch
- Apply a light layer of compost
- Pruning
 - Depends on the type of plant. Follow recommendations by species.
- Weeding
 - If possible, remove weeds and their roots to ensure that the weed does not grow back
- Pest Control
 - Addressed as needed
- Emergency Help
 - Contact the Williamson County Master Gardener Society for any questions or problems

Library Meeting/Study Rooms

This policy applies to the use of the Hutto Public Library meeting/study rooms by members of the public. It does not apply to use of the Hutto Public Library meeting/study rooms by the Hutto City Council or by another department of the City of Hutto. This policy supersedes any other room policy to the extent of a conflict.

Terms of Use

- (1) The use of the Hutto Public Library meeting/study rooms by a group or a citizen signifies the group's or citizen's acceptance of the terms of this Room Policy.
- (2) There is no charge for meeting room use.
- (3) The use of, and the scheduling of the use of, Hutto Public Library meeting/study rooms is subject to the needs of the City of Hutto, and may not interfere with the City's operations. The needs of the City of Hutto or the needs of the Hutto Public Library preempt any other scheduled event in Hutto Public Library meeting/study rooms.
- (4) The use of Hutto Public Library meeting/study rooms does not constitute City of Hutto endorsement of a viewpoint expressed by a group or by a participant in a meeting or activity.
 - (a) A group using a room may not advertise or announce an event to be held in Hutto Public Library meeting/study rooms if the advertisement or announcement states or implies the endorsement of the City of Hutto.
 - (b) An announcement or notice to publicize an activity may not be posted or distributed on the premises without advance approval from the Library Manager.

Who May Use Hutto Public Library meeting/study rooms?

- (1) Hutto Public Library meeting/study rooms may be reserved by a not-for-profit, non-commercial group of at least three individuals engaged in an educational, cultural, intellectual, or civic activity.

- (2) A use of Hutto Public Library meeting/study rooms must be open to the public and may not be restricted to the membership of the group. A member of the public that sees a meeting taking place may enter and participate in the meeting.
- (3) A citizen of Hutto may not reserve Hutto Public Library meeting/study rooms for individual use.
- (4) A child under the age of 12 may not be in Hutto Public Library meeting/study rooms unless accompanied by a person who is at least 18 years of age, and who is responsible for the child's behavior.
- (5) Hutto Public Library meeting/study rooms may not be used for commercial purposes. A group or citizen using Hutto Public Library meeting/study rooms may not solicit money or another thing of value, charge admission, or sell, or advertise for sale, goods or services.
- (6) Hutto Public Library meeting/study rooms may not be used for a social gathering such as a wedding shower, a baby shower, a birthday party, a dance, or a similar activity.
- (7) Hutto Public Library meeting/study rooms may not be used for a political rally or a campaign for or against a specific ballot issue or candidate. However, Hutto Public Library meeting/study rooms may be used for a forum or study group on a political issue.
- (8) Hutto Public Library meeting/study rooms may not be used to provide a direct healthcare service, including an examination, a hands-on demonstration, or a treatment. However, Hutto Public Library meeting/study rooms may be used for a forum on or the sharing of information about healthcare services.
- (9) Permission to use Hutto Public Library meeting/study rooms will be withheld from a group that has failed to comply with this Room Policy or from a group that damages Hutto Public Library meeting/study rooms, the carpet, equipment, or furniture, or causes a disturbance.

Reserving Hutto Public Library meeting/study rooms

- (1) A group may request the use of Hutto Public Library meeting/study rooms by phone, in person, or in writing. The Library Manager's office will consider requests on a first-come, first-served basis.
- (2) To provide an opportunity for other groups to use the room, a group may use Hutto Public Library meeting/study rooms only once each month.
- (3) A group that is cancelling a meeting must provide notice of the cancellation to the Library Staff as soon as possible. A group forfeits its reservation if the group fails to appear within 15 minutes after the scheduled time.
- (4) If a group fails to appear for two consecutive meetings without making a cancellation, all future reservations of the group are cancelled until the group reschedules.
- (5) A group may not assign or transfer its reservation to another group.

Care and Use of Hutto Public Library meeting/study rooms

- (1) A group or citizen using Hutto Public Library meeting/study rooms may not make noise that disturbs the City of Hutto staff or the public.
- (2) A group or citizen using Hutto Public Library meeting/study rooms must complete a Key Sign Out form. This form can be obtained in the Hutto Public Library between the hours of 10 a.m. and 6 p.m. The key to Hutto Public Library meeting/study rooms will be provided upon completion of this form and its return to the Hutto Public Library staff.
- (3) A group or citizen using Hutto Public Library meeting/study rooms must lock the door to Hutto Public Library meeting/study rooms upon vacating the room and return the key to the Library Staff, or to the Library Drop Box located in front of the library.
- (4) A group or citizen must leave Hutto Public Library meeting/study rooms in the condition in which the room was found.
- (5) The Hutto Public Library does not set up or arrange furniture or equipment in Hutto Public Library meeting/study rooms.

- (a) If a group or citizen rearranges the furniture, the group or citizen must return the furniture to the original arrangement before leaving the room.
- (b) A group may bring its own furniture or equipment into Hutto Public Library meeting/study rooms with advance approval by the Hutto Public Library staff.
 - (i) Arrangements for the use of such furniture or equipment must be made at the time the room is reserved.
 - (ii) A group or citizen must notify the Library staff when furniture or equipment is brought into the Hutto Public Library meeting/study rooms, and must promptly remove the furniture or equipment at the end of the meeting.
- (6) A group or citizen may not store equipment, furniture, supplies, or personal effects in Hutto Public Library meeting/study rooms before or after use.
- (7) A group or citizen may not leave trash in Hutto Public Library meeting/study rooms. A group that has produced trash during a meeting must remove that trash from Hutto Public Library meeting/study rooms at the end of the meeting.
- (8) A group or citizen may not affix, tape, or fix with an adhesive any item to any part of Hutto Public Library meeting/study rooms, including a wall, door, window treatment, or woodwork.
- (9) The City does not provide audio, video or other equipment other than that which is already installed in the room. Audio/visual equipment may be used for meetings only with advance notice at time of reservation, and based upon staff availability. Any group or citizen using the meeting/study rooms will be responsible for any damages to a/v equipment.
- (10) A group or citizen must keep all doors unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.

(II) A group or citizen must use a public entrance for all access to and from the building, including all deliveries.

(I2) Attendance at a meeting is limited to the capacity of the individual meeting room. Seating or furniture may not be placed in a corridor outside the meeting room.

(I3) Food and Drink in Hutto Public Library meeting/study rooms:

(a) Food and drink may be consumed in Hutto Public Library meeting/study rooms if the food or drink is individually packaged and does not have to be maintained at a certain temperature, for example: packaged snacks, individual bottled water.

(b) Food items that are not individually packaged or that must be maintained at a certain temperature may require a temporary food permit issued by Williamson County and Cities Health District.

(c) Protective mats or tablecloths must be used on tables when refreshments are being served.

(I4) The individual making the reservation, as well as the group as a whole, is responsible for damages that result from the group's use of the meeting room.

The City of Hutto is committed to compliance with the Americans with Disabilities Act. Reasonable accommodations will be provided on request. Questions not covered in this policy should be addressed to the Hutto Public Library staff, 512-759-4008. To discuss exceptions to this policy, please contact the Library Manager, Lisa Riggs at lisa.riggs@huttotx.gov/512-759-4008.



KEY SIGN OUT

BY: _____
TITLE: _____
CONTACT PHONE: _____
CONTACT EMAIL: _____
CONTACT ADDRESS: _____
PURPOSE: _____
ORGANIZATION: _____

STATEMENT OF RESPONSIBILITY

I agree by representation of my signature below that I, _____ do solemnly swear to take full responsibility of the above issued key(s). I also agree to not duplicate or loan out the issued key(s). If said key(s) is duplicated or loaned out without direct approval of the City Manager, I agree to assume responsibility for this action and for the discipline or other action, that may be taken as deemed appropriate in conjunction with its misuse. I agree to immediately notify the City of Hutto in the event that the issued key(s) is lost, stolen or duplicated without prior approval as stated above. When the assigned use of the key has ended, I agree to return it to the City of Hutto as directed. I will return key to: _____

Date: _____ Signature

Printed Name

KEY RETURN / RELEASE OF RESPONSIBILITY

I attest to the return of the above issued key(s) to the Hutto Public Library on the date noted below.

Person Returning Key: _____ Date

KEY RECEIVED BY: _____

Lost and Found Policy

The library is not responsible for personal books, e-readers, MP3 players, DVDs, CDs, flashdrives, etc., accidentally returned to the library in our book drops. The Library is not responsible for personal items left in the library by patrons.

All unclaimed items found on the premises of the Hutto Public Library are disposed of in accordance with the following guidelines:

- When an item has been found in, or on, the Library Facility/grounds it is taken to the Main Circulation Desk and given to a staff worker.
- Hazardous and perishable items are discarded immediately. Items such as food, personal care, baby bottles, or water bottles will be disposed of immediately.
- Lost and found items, other than those which are hazardous or perishable, are dated and stored for a period of 30 days.
- Each item is inspected for external identification. If not found, further internal inspection will be conducted. If possible, an attempt will be made to contact the owner of the item. If and when the owner is located, unless staff knows the owner by sight, the owner must provide identification to pick up the item.
- If the owner of a Lost and Found item cannot be determined or if the owner's name is not known, if he/she visits the library and satisfactorily describes the item, the item will be returned to its owner.
- If an item is estimated to have a value of \$100.00 or less, the item is placed in the Lost and Found box located at the Main Circulation Desk. If the estimated value of the item is in excess of \$100.00 it is given to the Library Manager for temporary storage.
- Unclaimed identification documents and items, including credit cards, ID cards, bills, and any other paper containing personal information will be shredded or cut up after for 24 hours.
- Books belonging to the Hutto ISD schools will be contacted for students/families to pick up.
- All other items, if not claimed in 30 days are disposed of by being discarded, turned over to the Police or Sheriff's Department, or donated to charity.