

WHITE HOUSE PUBLIC LIBRARY
White House Library Policy Committee Meeting
Agenda
August 22, 2023
6:00pm

- I. Call to order
- II. Welcome Visitors
- III. Public Comments
- IV. Policy Review
 - a. Internet and Computer Safety
 - b. Computer Circulation
 - c. Wireless Internet Policy
 - d. Collection Development
 - e. Reconsideration of Material forms
 - f. Borrows
- V. Adjourn

Revised by library board on January 12, 2023

WHL INTERNET SAFETY AND COMPUTER USE POLICY

The library is pleased to offer the public use of the computers and Internet as part of the library's mission to be an essential community hub that provides tools, resources, and assistance.

By logging onto this computer, the user agrees to follow the policy guidelines outlined below:

Violation of any local, state or federal statute is prohibited.

WHL has no control over the information obtained through the Internet and cannot be held responsible for its content or accuracy. Parents/legal guardians assume responsibility for anything their children may access on the Internet.

Staff will not type in personal or private information while assisting patrons on a computer.

Willful misuse, resulting in damage to equipment, software or other library resources will result in prosecution.

Users are not allowed to change any of the computer settings, by-pass the library admin protocols or download any software to the computer.

Users must accept all U.S. Copyright laws and licensing agreements pertaining to software, files and other resources obtained via the Internet. The library expressly disclaims any responsibility resulting from copyright infringement by a library patron.

The WHL is aware of and adheres to CIPA requirements for the safety of minors while accessing the Internet. Filtering software is on all computers in order to restrict access to inappropriate and harmful material to minors on the Internet. Staff may disable this software for patrons over ~~17~~ 18 years of age, but in accordance with the Tennessee Code Title 39, Chapter 17, Part 9, sending, receiving, or displaying text or graphics that may be reasonably construed as obscene by community standards are prohibited, regardless of age. Though emancipated minors may obtain adult card privileges, the filtering software will not be disabled for those under the age of 18 in compliance with CIPA regulations.

Internet users are prohibited from using the library computers to compromise the safety and security of minors when using email, chat rooms, social media and other forms of direct electronic communications. Such use includes, but is not limited to, giving others private information about one's self or others or arranging a face to face meeting with an individual one has met on the Internet without a parent or legal guardian's permission.

Engaging in any of the following activities is a violation of policy; libeling or slandering of others; uploading a virus, or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

If you do not agree to the WHL Internet Safety and Computer Use Policy, Do not log on and return computer card and log on code to the front desk. Any violation of this policy will result in the patron's computer session being terminated, the patron's computer use being revoked, as well as possible banning from the library and/or charges being filed based on the offense.

Revised by library board on January 12, 2023

F. COMPUTER CIRCULATION

1. The library provides public access computers, laptops, tablets and WIFI for checkout.

a. Children under 12 years of age must have adult supervision to use a computer. The adult must remain with their child while the computer is in use. Children under the age of 12 may use an Internet access computer without an adult only during library specific classes e.g. coding club, genealogy club, etc. Children ages 13 to 17 years of age must have a library card to check out an Internet computer. Those ages 13 to 17 may use a computer unattended. An ID will not be used to check out a computer to a teen. Children under the age of 8 must be supervised while parent or guardian is using the computer. Parents/legal guardians assume responsibility for anything their children may access on the Internet regardless if the parent/legal guardian is present or not. The Library is not responsible if children violate Library or parental rules. The Library's computers are not under constant employee supervision.

b. Computers check out for a 60 minutes session but will automatically go into extra time if not all of the computers are occupied.

c. Filtering software is on all public computers. The purpose of this software is to block material that may be considered obscene, pornographic in nature, and/or harmful to minors. Users, 17- 18 years of age and older, are by law considered adults and have the right to request that the filtering software be disabled while they are on the Internet. Though emancipated minors may obtain adult card privileges, the filtering software will not be disabled for those under the age of 17 18 in compliance with CIPA regulations.

d. Library staff is here to aide in understanding and using the computers. Staff members are not able to type in personal/private information while assisting patrons as this is a breach of privacy and put staff at risk of liability. If patrons are unable to use a computer on their own, it is recommended that they bring someone to assist them or they may set a one-on-one help session/attend library computer classes during their schedule times.

e. Adults without a library card may checkout the computers as a guest. Patrons do not have to have a library card to access the library's WIFI. Library users must follow the WIFI guideline to before logging on to the WHL public WIFI. Failure to follow those guidelines will result in the patron having privileges withdrawn.

2. To checkout a laptop, the patron must have a driver license, which will be given to the staff upon checkout. Laptops are only for in-house use and may not leave the building. Once the patron has returned the laptop, the staff member will return the patron's ID. The patron is guaranteed a 60 minute session with the laptop unless no one is waiting at which time the patron may keep the device longer.

a. In accordance with the Tennessee Code Title 39, Chapter 17, Part 9, sending, receiving, or displaying text or graphics that may be reasonably construed as obscene by community standards are prohibited, regardless of age. Patron may not view such material while on the library premises regardless of if the patron is using their personal device or a library device.

Wireless Internet Policy

The White House Library (WHL) makes the Internet accessible to connect patrons with the resources and information necessary for personal growth and lifelong learning. WHL has no control over the information obtained through the Internet and cannot be held responsible for its content or accuracy. WHL assumes no responsibility for damages, direct or indirect, resulting from the use of the Internet. Parents/legal guardians assume responsibility for anything their children may access on the Internet. The Library is not responsible if children violate Library or parental rules. Library staff members are not able to configure personal wireless devices or troubleshoot equipment that is not WHL property.

Guidelines for Public Wireless Use

- The following are strictly prohibited:
 - Violation of any applicable local statute, or state or federal law
 - Unauthorized copying or use of copyright protected materials
 - Sending, receiving, or displaying text or graphics that may reasonably be construed as either obscene, child pornography, or harmful to minors
 - Comprising the safety and security of a minor or individual when using email, chat rooms, social media or other forms of electronic communication. Such use includes, but is not limited to, giving others private information about one self or others or arranging a face-to-face meeting with an individual one has met on the Internet without a parent or legal guardian's permission.

- Patrons must adhere to the above guidelines regardless if they use their personal device or a library device.

By logging onto our Wi-Fi, you certify that you understand and agree to comply with the ~~Computer Use Policy~~ above policy. Failure to abide by these guidelines may result in suspension of library privileges, including Internet access.

Revised by library board on January 12, 2017

Revised by library board on September 12, 2019

Collection Development Policy

PURPOSE

The Collection Development Policy of the White House Library (WHL):

- Informs the public of the principles guiding our selection of library materials
- Establishes priorities for the allocation of resources
- Guides library staff in the selection and management of the collection

LIBRARY MISSION

Be an essential community hub that provides tools, resources, and assistance.

The Library's Selected Roles:

- Popular Materials Center
- Preschooler's Door to Learning
- Independent Learning Center

COLLECTION DEVELOPMENT RESPONSIBILITY

Within the context of policies adopted by the WHL Board of Trustees, the Library Director holds ultimate responsibility for the selection and management of the collection. The Library Director delegates collection development responsibilities to library staff as necessary.

SELECTION AND EVALUATION CRITERIA

Selection Criteria

Priority is given to materials that best support WHL's mission and selected roles of Popular Materials Center, Preschooler's Door to Learning, and Independent Learning Center. Library staff utilizes professional judgment and expertise when making selection and collection management decisions. Additionally, library staff will consider community interests, demand, strengths and weaknesses of the existing collection, physical space limitations, and available budget when making selection decisions. The following criteria are used to evaluate items for inclusion in the WHL collection:

- Content
 - Accuracy
 - Authoritativeness
 - Comprehensiveness
 - Enduring significance or interest
 - Purpose
 - Representation of diverse viewpoints
- Cost in relation to use and/or enhancement of the collection
- Current and anticipated appeal
- Format
- Professional reviews
- Relation to the existing collection
- Relation to other resources in the community
- Significance of the author/creator
- Suitability for intended audience

- Timeliness

Formats

WHL acquires materials in various formats including print, audiovisual, and digital. Currently, WHL acquires:

- Hardcover books
- Paperback books
- Large print books
- Magazines
- Newspapers
- Audiobook CDs
- ~~Music CDs~~
- DVDs
- Plush sets (a children's book and related stuffed animal)
- Board Games
- Puzzles
- Video Games
- Tech devices
- ~~ebooks~~
- Cake pans
- STEAM Items
- Miscellaneous items e.g. knitting kits, etc.

WHL offers access to:

- Digital audiobooks
- Digital eBooks
- Electronic Resources (Tennessee Electronic Library)
- Universal Class
- Kanopy
- Comics Plus
- Fiero Coding

The WHL collection does not include:

- Realia
- Textbooks
- Microform
- Computer software

Selection Aids

Sources for assisting library staff in the selection process include, but are not limited to:

- Patron requests and recommendations
- Professional and trade bibliographies such as:
 - New York Times Best Sellers
 - American Library Association Notable Books
 - Oprah's Book Club

- Published reviews from standard review sources such as:
 - *Booklist*
 - *Horn Book*
 - *Kirkus*
 - *Library Journal*
 - *Publisher's Weekly*
 - *School Library Journal*
 - *VOYA*
- Publisher/vendor catalogs

Gifts

WHL gladly accepts gifts of materials for the collection using the same selection criteria applied to purchase material. Decisions regarding the inclusion of gifts in the WHL collection are made by the Library Director and library staff, using the following guidelines:

- Not all gifts will be added to the WHL collection. Unused gifts will not be returned to donors.
- WHL retains unconditional ownership of the gift.
- Unused gifts may be given to the Friends of the White House Library for public sale, be donated to other organizations, or disposed of.
- WHL does not place a value on gifts, nor provide appraisals for income tax or any other purpose.

WHL is pleased to accept monetary gifts intended for the purchase of library materials. Using the aforementioned selection criteria the Library Director will choose specific titles to be purchased with a monetary gift. However, a donor may suggest their gift be used to enhance a specific area of the collection (best sellers, picture books, music, etc.).

Collection Evaluation and Maintenance

The WHL collection is evaluated on a regular basis to ensure that space limitations are minimized and that the collection remains current, balanced, attractive, and relevant. Through collection evaluation, items are selected for retention, replacement, or withdrawal. At the Library Director's discretion, items withdrawn from the collection will be donated to the Friends of the White House Library for public sale, or disposed of through appropriate means as determined by the Library. Library staff utilizes professional expertise and judgment in deciding which materials to retain, replace, repair, or withdraw. The Library utilizes the following guide for collection evaluation and maintenance:

CREW: A Weeding Manual for Modern Libraries

Revised and Updated by Jeanette Larson

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INTELLECTUAL FREEDOM

WHL strives to offer a collection that represents the needs of our community and is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. WHL has a responsibility to provide a balanced collection of materials with diverse ideas and viewpoints within the limits of the Miller Test. Inclusion of an item in the WHL collection does not mean that WHL endorses any theory or statement contained within. WHL is committed to free and open access to its collections and subscribes to the positions articulated in the following statements:

- The Library Bill of Rights
- The Freedom to Read

- The Freedom to View

Revised by library board on September 12, 2019

Reconsideration of Library Materials

WHL welcomes expressions of opinion from patrons regarding materials included or not included in the collection. If a patron questions the content or placement of an item in the library collection or wishes to have a specific item added to the collection, he/she should address the concern with the Library Director. Additionally, patrons may wish to submit a Request for Reconsideration of Library Materials form. When a Request for Reconsideration of Library Materials form is received, the library director will inform the Library Board Chairman. The library director will have 30 days to review/research the title and try to work out a solution with the individual making the request. If the individual is not satisfied with the director's decision, the patron may request that the matter be taken to the library board. The director will notify the Library Board Chairman, who will appoint an ad hoc committee consisting of appropriate library staff, Trustees, and/or community members. The committee will evaluate all requests for reconsideration within the framework of the Collection Development Policy. 60 days and hold a public meeting in which individuals from the community may speak following the guidelines set in the WHL by-laws. During this process, the item in question will remain accessible to library patrons if it is already in the collection. The committee will make a recommendation to the Library Director who will bring the committee's recommendation to the next regularly scheduled library board meeting. The board will vote to accept or reject the committee's decision. The Library Director will inform the respond by letter to the patron listed on the Request for Reconsideration of Library Materials of the board decision by letter.

Only those with a library card account for White House Library or residents of Robertson County and Sumner can request that a title be reconsidered for addition into the collection.

Request for Reconsideration of Library Materials (Removal)

Date: _____

Name: _____ Library Card # _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Representing: Self ___ or Organization (please identify): _____

Item on which you are commenting:

Title: _____

Format: Book ___ Audio Material ___ Magazine/Newspaper ___ Video/DVD ___ Other ___

Please answer the following questions completely. Use additional pages if necessary.

1. What brought this item to your attention?
2. Have you read/examined the item in its entirety? Yes _____ No _____
3. What concerns you about this item? Please list specific pages, sections, or scenes.
4. Are you aware of the judgment of this item by literary or other critics?
5. What would you like the Library to do about this item? Would this item be more appropriate in a different section? E.g. moving from children to teens or teen to adult section.
6. If you would like the Library to remove this item from the collection: What other item of equal merit, serving substantially the same purpose, would you recommend?

Only those with a library card account for White House Library or residents of Robertson County and Sumner can request that a title be reconsidered for addition into the collection.

Request for Reconsideration of Library Materials (Addition)

Date: _____

Name: _____ Library Card # _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Representing: Self ___ or Organization (please identify): _____

Item on which you are commenting:

Title: _____

Format: Book ___ Audio Material ___ Magazine/Newspaper ___ Video/DVD ___ Other ___

Please answer the following questions completely. Use additional pages if necessary.

7. What brought this item to your attention?

8. Do you know if the item meets the library's collection development and acquisition policy guidelines?

9. Why do you believe this item would be a good edition to the library collection?

10. Are you aware of the judgment of this item by literary or other critics?

11. If possible, would you accept this item being borrowed from another library?

12. Are there other items of equal merit, serving substantially the same purpose, that the library could look at adding?

Revised by library board on January 12, 2023

C. ADULT BORROWERS

1. Patrons ~~17~~ 18 years of age and older must submit a library card application and provide the following to receive a library card:

- A valid legal ID (Driver's License, State ID, Military, Passport) with current address, OR
- A valid legal ID and proof of address.

Patrons are responsible for returning items on time and in the condition it was checked out. Patrons will agree to pay any fee for damaged, missing or late items. Patrons should alert staff immediately if after checkout they find an item damaged or missing a piece. Failure to do so may result in the patron being charged for the item. The WHL does not review or endorse the items in its collection. It is the patrons' responsibility to review the content of the material they checkout. By clicking submit and accepting the library card, patrons agree to accept all the library rules and policies.

- ~~2. Juveniles 16 years of age and under may apply for a library card with a parent, legal guardian, or legal caregiver acting as the responsible party unless they have been emancipated under state law. Emancipated minors may apply for a library card as a legal adult by showing the court document to verify they are emancipated. The parent, legal guardian, or legal caregiver of a non-emancipated minor must present a valid picture ID and proof of address. The parent/legal guardian/legal caregiver and the juvenile must both be present at the time of application. By submitting the application, the parent/legal guardian/legal caregiver agrees to accept full responsibility for any items borrowed, damaged, or lost, and any fines incurred on the juvenile card.~~
3. Library cards are issued free of charge to Tennessee residents. Individuals residing outside the state are eligible for an out of state card, which has a 1-year validation and an annual fee of \$10 for adults and \$5 for juveniles.
4. Patrons who pay for an annual friends of the library membership will be given special check out privileges. These privileges include 3 weeks checkout and 3 weeks renewal on all items excluding hot spots. These privileges must be renewed every year.
5. Local teachers may apply for a special teacher's card. In addition to meeting the general library card application requirements, individuals must show their most recent pay stub. All teacher cards will automatically expire on September 1. Individuals will have to show their most recent pay stub to renew their teacher status. A teacher's card will be eligible to check out up to 40 items, but the limits on specific item type will be the same as regular cardholders. Teacher items will checkout for 3 weeks (excluding technology devices) and will be eligible for 2 two week renewals if the items are not on hold.
6. Adult patron may apply for an electronic library card. This type of card will allow patrons to checkout eBooks, downloadable audiobooks, or use the Universal Class database. Patrons will not be allowed to check out any physical items with this type of card. Patrons do not have to

come into the library to obtain an e-library card, but must fill out our application online. If a patron wants full checkout privileges, they must come into the library and show proof of address. Juveniles cannot apply for e-library cards.

7. Library cards shall be issued with an expiration date of 2 years to be updated bi-annually in the computer.
8. Patrons may update their library privileges by phone or in person.
9. Borrower identification may be requested at the discretion of the library staff.
10. All cards unused for 3 years will be discarded.

D. JUVENILE BORROWERS

1. Juveniles 17 years of age and under may apply for a library card with a parent, legal guardian, or legal caregiver acting as the responsible party unless they have been emancipated under state law. Emancipated minors may apply for a library card as a legal adult by showing the court document to verify they are emancipated. The parent, legal guardian, or legal caregiver of a non-emancipated minor must present a valid picture ID and proof of address. The parent/legal guardian/legal caregiver and the juvenile must both be present at the time of application.
2. The legal guardian must agree and sign the juvenile permission form in order to obtain a library card for a minor. If the legal guardian refuses, then the juvenile will be denied a library card and access to all library material.

Juvenile Library Card Permission Form

By signing this form, I, _____ agrees to the following:

Legal guardian's name

- a. The White House Library staff does not review or endorse any of the content in the collection. The WHL arranges items based on the reading level of items, not based on content or age appropriateness. Due to the many different believes, it is the parents/legal guardian/legal caregivers responsibility to determine what items are appropriate for their child.
- b. The parent/legal guardian/legal caregiver is responsible for what material their child views while inside the library and what their child checks out on the child's card. This includes: books, displays, pamphlets, magazines, movies, computers, Internet searches, library databases, electronic material, etc. The patron affirms it is their responsibility to monitor their child regardless of if they are present or not. The WHL staff will not be held responsible for the material that a minor views or checks out.
- c. Per TCA 39-17-911, the legal guardian affirms that by signing their child up for a library card, the patron is the individual "making available" to their children all items in the library. No items housed in the White House Library are "available" to a minor accept by the legal guardian's express written permission by signing this form. Therefore, WHL staff cannot be held responsible as "making available" White House Library items to minors.

I, _____ affirm that I have read and agree to the above requirements

Legal guardian's name

and hereby give my child, _____ permission to have a WHL card and

Child's name

access to the library's collection. Refusing to sign will result in denial of a juvenile library card.

Parent/legal guardian/legal caregiver signature

Date

Parent/legal guardian/legal caregiver printed name

WHL staff signature

Date

WHL staff printed name