

- **General Policies and Procedures**

Materials and Information Resources Selection Policy.....3-7
Library Bill of Rights8
The Freedom to Read9-11
Children’s Services12-13
Story Time and Reading Programs14-15
Circulation Policy.....16-17
Library Staff and Circulation Policy.....17
Replacement Costs.....18-20
Reference Services21-22
Rules of Behavior Governing Use of the Colton Public Library.....23-26
Displays...27
Community Room Policy28
Friends of the Library.....29

MISSION OF THE COLTON PUBLIC LIBRARY

The Colton Public Library is a vital community asset with a threefold purpose:

- To lead men, women, and children to a knowledge and appreciation of the great ideas that are essential to liberty and justice in a democratic society.
- To improve the quality of community life by assessing and providing the finest popular materials and informational services to meet the educational, recreational, and cultural pursuits of library users.
- To strive for excellence in library service with professionalism, courtesy and personal honesty.

The Library provides resources and materials that encourage an informed and enlightened society. It organizes materials and informational resources and guides users of all ages in their search for greater understanding, and an improved quality of life. It is guided by a sense of responsibility from the past to the present and to the future in developing the collection. The Library attempts to provide materials and information resources to meet language and other needs of changing ethnic populations in its service area.

The Library does not determine what the public should read, view or hear, nor does it select as if granting a seal of merit, but rather it attempts to meet the demands of an inquisitive, enlightened usership and to reflect community values.

RESPONSIBILITY AND SELECTION

Materials and information resources are selected in all media (books, DVDs, compact discs, periodicals, audio books, and the Internet) to satisfy residents of all ages both as individuals and as members of groups. Materials and information resources are selected for the general user rather than the specialist.

Consideration is given to the needs of people engaged in self-education programs by providing resources for those who wish to pursue independent study. It serves as a supplemental source in meeting the educational needs of students.

The Colton Public Library recognizes its responsibility to have available a representative selection of materials on various points of view including fiction and recreational subjects. The Library is a place where individuals can examine issues freely and formulate their own opinions. It is the policy of the Colton Public Library to avoid the sensational and inflammatory, as well as resources exhibiting racial or religious prejudice and those containing undocumented charges of a libelous nature.

The Colton Public Library is dedicated to presenting sound, factual data and honest expressions of opinion on various sides of controversial issues. This obligation arises not only from the need for balance and variety in the collection, but also from the obligation to uphold the traditional American doctrine of the Freedom of Speech and Freedom of the press, as guaranteed by the CONSTITUTION OF THE UNITED STATES. In a democracy, it is essential that people have free access to ideas, even those of which some people disapprove. So-called “Wrong” ideas can be effectively analyzed only through the free access to information.

It is the policy of the Colton Public Library not to take sides on public issues. It does not endorse the opinions or points of view expressed in its collection. Resources are selected using professional standards regardless of the personal opinions of any of the library staff.

In Collection Development, library staff evaluates library resources within the context of this policy and within the limits of available funding. The Colton Public Library invites suggestions for purchase from library users.

GUIDELINES AND CRITERIA

To build a library of merit and significance, materials and resources must be measured by objective guidelines. All acquisitions of adult and juvenile materials and resources, whether purchased or donated, are considered in terms of the following guidelines. Clearly, however, an item need not meet all the criteria in order to be acceptable. Appraisal of library materials and resources should consider the degree of importance of each criterion as applied to the particular item under consideration.

1. Overall Purpose

One criterion is the presumed intent of the author and the sincerity of his purpose. This is a valid standard and, although only subjective judgments can be made concerning it, items are selected on the basis of the context as a whole. The honesty and integrity of the author is closely scrutinized in all media. Tastes continually change to reflect social and literary trends. Resources containing coarse language or certain subjects which may be objectionable to some people are included when it is judged that the author is sincere in what he is trying to portray. While the Colton Public Library recognizes that some users may object, an attempt is made to provide resources to suit a variety of tastes.

2. Reputation of the Author

In considering the reputation of the author, thought is given to several factors: whether or not his/her work is used and requested; whether a new title is as well done as a previous work; whether his/her work may be a significant cultural contribution.

3. **Timelines**

Illumination of the present or another era is an important consideration. Resources on issues of current interest are selected if timeliness gives them relevance and importance.

4. **Permanent Value and Importance to the Collection**

The comprehensiveness, clarity, accuracy and logic of presentation are all considered in determining the permanent value and importance of resources to the collection. In addition to past and current distinguished material, the Library also acquires popular, ethnic and experimental items having potential future value.

5. **Popular Demand**

Demand is also a factor in resources selection. To be of any value, best sellers must be chosen in time to meet mass demand. Usually these are selected as soon as they reach the best seller lists.

6. **Appearance in Selection Journals & Bibliographies**

Since it is impossible for the Library staff to review personally the large number of media published, reviews found in professional, literary, specialized, and general periodicals as well as bibliographies are used as a beginning for selection in addition to the standard library approved online resources.

7. **Reputation of Publisher and Material Format**

The reputation of the publisher as a reliable producer is also considered in evaluation of resources. Specifically with books, the quality of paper, the press work, and the binding are all considered in evaluating the impression of the book. In some instances, these standards cannot be applied without sacrificing their content and significance.

PAPERBACKS

The same guidelines and criteria for selection are applied to paperbacks as to other materials and information resources.

- **Purchasing**

When ordering books from review sources or publishers' catalogs, selectors will order the hardback whenever possible. If the item is only available in the paperback format, selectors will check to see if it can be purchased from one of the pre-bind sources. If the item is not available in hardback or from a pre-bind source and is essential to the library collection, order the item in paperback.

COMPACT DISCS

The same guidelines and criteria for selection are applied to compact discs as to other materials and information resources. The Colton Public Library attempts to provide a balanced selection of compact discs. Classical music, Opera, Popular music, Spoken Arts, and Children's composers are purchased. Attention is given also to acquiring recordings of outstanding performances, important recording artists, and popular recording groups. Spoken recordings for adults and children are also selected. Audio visual material for self-instruction in languages and other subjects are acquired as they become available and the library budget permits. The technical quality of the recording is also considered in selection.

DVDs

The Colton Public Library currently has a collection of DVDs. Movies have an immediacy and force of impact unlike that of other library materials. DVDs can open people's minds to new ideas. The object in having this collection is several-fold:

- To interest non-users in the library.
- To assist people in self-education.
- To develop cultural appreciation, knowledge, and understanding.
- To provide pleasure and enjoyment in the viewer.

PERIODICALS

Periodical selection for a public library is based upon the following objectives:

1. To provide research resources.
2. To present various points of view concerning the problems and issues of our time, international, national, and local.
3. To reflect the varied interests of the community.
4. To supplement the book collection's subject needs.
5. To provide current resources.

Since the library operates on a fixed annual budget with limited periodical funds, it must in its selection of periodicals, as in its selection of other resources, emphasize standard materials. The needs of the general reader must be first and foremost in the mind of the selector.

Because of their immediacy, periodicals can represent new points of view not found in books. They are not necessarily rejected purely on the basis of their political, racial, or religious views or editorial policy, even though these may not be popular or widely accepted viewpoints. A periodical is evaluated in its entirety rather than being judged on the basis of objectionable material in a portion of the publication.

CONTROVERSIAL MATERIAL

The library does not practice censorship. Library users desiring reconsideration of any material should complete the "Materials and Information Resources Complaint Form". When a library user submits a written request for reconsideration, it will be considered by members of the library staff in light of the Materials and Information Resources Selection Policy and final determination will be made by the Library Board of Trustees.

GIFTS

A gift for the library collection may consist of materials or of funds for the purchase of materials. While the Colton Public Library encourages unrestricted gifts of funds to permit their most flexible use to enrich the collection, funds are welcomed for the purchase of specific items consistent with the Materials and Information Resources Selection Policy as well as for the acquisition of materials recommended by the library staff.

Materials given to the Colton Public Library are evaluated by the same standards as purchased material. It is explicitly understood that such factors as duplication, lack of community interest, processing costs, or inadequate housing may prevent the addition of gifts to the collection or their permanent retention and that, if the library cannot use them, it may dispose of the gifts in any appropriate manner.

DISCARDING

In order to maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Depth and breadth of varying degrees are desirable in various areas of the collection. The Materials and Information Resources Selection Policy serves as a guide for weeding and maintaining the collection as well as for the selection of materials.

Retention and weeding of Subject 000 – Generalities

The Computer area, aside from a few theoretical works, is very current and should be weeded continuously. Few computer materials more than five years old should be retained. In library science, classical works and current practice materials will be retained.

Retention and weeding of Subject 100 – Philosophy & Related Disciplines

Classic works by and about major philosophers and psychologists are retained although new editions and/or improved translations are purchased to replace inferior ones. New treatments of philosophical and psychological subjects supersede older ones except those that have historical value. Within a three-year cycle, a complete reexamination of materials that are infrequently used must be done in order to maintain space for new books.

Retention and weeding of Subject 200 – Religion

Classic works, histories and sacred texts of major religions and important commentaries are retained. Popular moral and devotional literature and doctrinal theology require up-to-date as well as historical materials. Within a three-year cycle a complete reexamination of materials that are infrequently used must be done in order to maintain space for new books.

Retention and weeding of Subject 300 – Social Sciences

The social science collection, by virtue of its broad scope and considerable depth, is selectively weeded on an annual basis of duplicate copies no longer in demand, out-of-date materials, and books in poor condition. Primary consideration is given to keeping the collection current, but classic authors and historical studies are retained. Within a three-year cycle a complete reexamination of materials that are infrequently used must be done in order to maintain space for new books.

Retention and weeding of Subject 400 – Languages/Linguistics

Standard works in linguistics, circulating dictionaries in English and other languages, books on grammar and usage, and Americanisms make up the core of the collection. Within a three-year cycle a complete reexamination of materials that are infrequently used must be done in order to maintain space for new books.

Retention and weeding of Subject 500 – Pure Sciences

Change is rapid in most scientific disciplines. Therefore materials over three years old are checked for timeliness and updated editions are acquired as needed. Philosophy and history of science are generally retained and new treatments added. Famous scientists' early works are kept for their historical value.

Retention and weeding of Subject 600 – Applied Science and Technology

The medical and business collections should be kept very current. Aside from classic titles, few books should be more than five years old; three years for medicine. Auto repair manuals should be weeded of little-used items after three to five years, except for Chilton and Motor "all-model manuals" which are kept for historical purposes. Cookbooks should be weeded judiciously because of their potential historical value while pet books need to be kept so that all breeds are represented. Books in all other areas should be weeded in a three-year cycle for ephemeral, out-of-date, and infrequently used items.

Retention and weeding of Subject 700 – The Arts

Out-of-date works and damaged copies should be weeded. In the area of music, opera libretti and song books should be kept until they are no longer usable. Material on Southern California sports teams should be kept for historical purposes, but popular treatments of different sports should be kept current. A complete reexamination of materials that are infrequently used should be done in a three-year cycle.

Retention and weeding of Subject 800 – Literature

American literary criticism should be weeded annually as demand for these books are high, and they frequently need to be replaced. American poetry and drama should be weeded in a two-year cycle in order to replace worn volumes. Other areas of the collection, being more stable, should be weeded in a three- to four-year cycle to replace damaged books and withdraw outdated material.

Retention and weeding of Subject 900 – History and Travel

Many works of history are timeless or classics and need to be retained. Careful selection and perception of future demand determine retention. Multiple copies of popular history are weeded as demand decreases. In the travel area, guidebooks are generally kept three to four years while travel memoirs are retained as long as there is interest in them. The biography collection's retention of titles is based on the endurance of subject. Poorly written biographies of important people are replaced by new quality titles. Popular works about people of current interest are withdrawn as soon as interest has ceased. Weeding of extra copies, books in poor condition, and outdated works must be done yearly. Within a three-year cycle, a complete examination of materials that are infrequently used must be done in order to maintain space for new books.

Retention and weeding of Reference

Retention decisions are based on the likelihood of significant continuing historical interest in a field or title. Older titles in constantly changing areas such as the sciences are less likely to be retained.

Retention and weeding of Fiction

Weeding in this area is very difficult because older authors are still very popular. Generally one copy of a title will be kept of all but the most outdated books. Literary classics, regional authors, and well-recognized contemporary authors are retained. Due to space considerations, weeding of extra copies and of books in poor condition must be done yearly. Within a three-year cycle a complete reexamination of materials that are infrequently used must be done in order to maintain space for new books.

Retention and weeding of Audio Visual

Materials in poor or damaged condition are evaluated and either removed from circulation, repaired, or replaced as necessary.

LIBRARY BILL OF RIGHTS

The Library supports the American Library Association’s Bill of Rights which affirms that all libraries are forums for information and ideas, and that the following policies should guide their services:

- 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.
- Libraries shall 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.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person’s right to use a library should not be denied because of origin, age, background, or views.

The freedom to read is essential to our democracy. It is continuously under attack. Private group and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label “controversial” works, 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 his 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 every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and libraries 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 men 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. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his 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.

2. 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 man can read should be confined to what another thinks proper.

3. It is contrary to the 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 of private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

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

To some, much of modern 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 experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters, 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.

5. 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 idea 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 each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and libraries, 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 of 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 each individual is free to determine for himself what he wishes 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 concepts 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.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen 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 his 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 bookmen 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 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, Revised January 28, 1972, by the ALA Council and the AAP Freedom to Read Committee, amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression

The Association of American University Presses, Inc.

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

The Colton Public Library seeks to inform school-age children about the public library and its services by making arrangements for a class and its teacher to visit the library, or by sending assigned library staff to speak with students in their classroom. These visits include a description of the public library and its services, information on how to obtain a library card, and instruction in basic library skills. Many children who have never had the opportunity to visit a library before are introduced for the first time to the wide range of available library resources. In addition, communication is established between the public library and the school, making possible future cooperative programs of mutual benefit to both institutions.

Every child attending school within the service area of the Colton Public Library shall visit the library or be visited by a representative of the library at school during the course of his school career. During the visit, children will learn about the library, its services, and its application to their daily lives. As a result of this school-sponsored contact with the library, each child will become a knowledgeable library patron who will continue to use its services as an adult. At this time, the child's parents or guardians should apply for a library card for the child.

The Colton Public Library provides three types of group contact with the elementary schools in its service area. These are: visits by assigned library staff to the school to talk to individual or assembly classes; visits by individual classes to the Library; and visits by the Library Staff to speak to the teacher, administrative and media center staff groups.

- Colton Public Library will provide school and class visit services to the children in their communities.
- If times can be arranged that are mutually convenient to both library and school schedules, the assigned library staff will arrange to speak at least once a year to a meeting of the teachers and media center personnel at all schools in the Library's service area, to discuss the library services available to them and their students.
- Colton Public Library will try to accommodate all requests for school visits, regardless of grade level. Visits will be arranged at a mutually convenient time for both library and school. Visits will be arranged by the library staff.
- If the request for school visits exceeds the amount of time the assigned library staff can spend out of the library, a single grade level will be selected, and an attempt made to visit all the classes in this grade-level within the service area.
- All visits should be arranged at least two weeks prior to the date set.
- When arranging school and class visits, the assigned library staff should adhere to the following guidelines:

GENERAL SCHOOL VISITS

- Contact all teachers of a selected grade in the service area by telephone or letter. Explain the purpose and possible formats of the proposed visit. If contact is made by letter, it should include a tear-off for the teacher to return indicating the best time and weekday for a visit.
- All visits should include a brief discussion of the public library, the kinds of materials and activities available for children, and how to get and use a library card. These may be illustrated by displays and book talks.
- If time permits, visits to grades three and under might include a story presentation illustrating the materials available in the library.
- All visits should also include mention of materials relating to subjects being studied by the students.

CLASS VISITS TO THE LIBRARY

- All visits by a class for the first time should include a brief description of the Library and its services, a discussion of how to get and use a library card, and a tour of the Library facilities.
- If the group is larger than 20 children, an effort should be made to split the group into two smaller groups: one to hear the general information, while the other is touring the building, and vice versa.
- For groups in third grade and under, a story might be included.
- For grades four and up, simple library skills may be taught.
- For all ages, a brief “book talk” discussion of interesting materials may be included.
- If a teacher requests multiple visits to instruct her students in library skills, arrangements for these visits will be made in advance in consultation with the Library Manager to determine a time convenient to both school and library schedules. These visits should be scheduled when the library is not normally busy.

LIBRARY PROGRAM OUTREACH

Whether the assigned library staff is visiting the school, or a class is visiting the Library, arrangements should be made for children to receive library card applications in advance. These should be signed by parents and returned so that children may receive their cards on the day of the visit. Applications should be returned to the Library by the teacher (or picked up by assigned staff) 2 weeks prior to the day of the visit – so Library staff members have adequate time to prepare the cards.

The assigned library staff will contact the schools in the service area to arrange visits to promote Special Reading Programs.

- Contact the Principal at each school to arrange for visit dates and times and to determine whether individual classroom visits or assemblies are preferred.
- Allow at least 20 minutes for each presentation.
- Presentations should include a brief description of the Public Library, its materials and services, a discussion of how to get and use library cards, and a general presentation on the Special Reading Program: what it is, when it will start, what it will involve for the children. Emphasis should be on reading fun.
- Make it clear that all library activities are FREE.
- If there are more schools in the Library’s service area, then each should receive a personal visit. Visits shall be arranged to as many schools as possible, with an emphasis on those nearest the Library building.

STORY TIME

Story time is a positive group experience in which a storyteller uses books, poems, and stories to foster an appreciation of our literary heritage while acquainting children with the full range of services offered by the Library. Puppets, creative dramatics, music, film, and crafts are all used to reinforce these basic concepts in an interesting, informative way.

All children between the ages of 3 and 5 years inclusive will be given the opportunity to attend a story time session. Older children, between the ages of 6 and 12 years, will be given the opportunity to attend a story time session, or specially arranged group programs.

Participants will increase their appreciation of literature, come to know the library as a valuable personal resource, and learn the important social skills of cooperating during group activities, meeting new friends, and listening.

PRESCHOOL STORY TIME

The purpose of preschool story time is to encourage children and their parents to enjoy books, reading, and the services and resources the Library offers. A familiarity with the children's literary heritage is fostered through nursery rhymes, fairytales, poems and stories, and reinforced through the occasional use of puppets, creative dramatics, music and crafts. In addition, children learn the valuable social skills of cooperating during group activities, meeting new friends, and listening.

Story time is a pleasant learning experience that creates positive feelings toward books, the Library and library staff, and helps assure that the child will keep returning as he grows older.

GUIDELINES

- All Colton Public Library branches will offer a story time. If, in the opinion of the, alternative forms of service would better meet community needs, other programs may be tried. The decision not to hold story time must be supported by demonstrated evidence that the service is unnecessary, such as demographics, vigorously supported nearby public and private activities, etc.
- Story time will be offered on a regular basis, the schedule to be agreed upon by the Library Manager and assigned staff, according to community needs.
- Each story time will last 30-45 minutes.
- All children between the ages of three and five years will be accepted in story time. Should a child of admissible age appear too immature for the story time situation, the storyteller may suggest to the parent that the child wait until the next session to attend story time.
- Story time should be conducted away from the mainstream of library traffic, preferably in a separate meeting room or other area free from extraneous noise and movement. If the child is unable to participate in story time on his own during visits, the storyteller may suggest to the parent that the child wait to join story time until he is older and better prepared to benefit from the group experience.
- Parents should be encouraged to remain in the library during story time, in case their child needs them before the story program is over.
- Recommended story time size is 15 to 22 attendees. If attendance at story time goes over 35 children, a second story time may be added at a time agreed upon between the Library Manager and assigned staffs, taking into account as much as practicable the preferences of the parents bringing their children to story time.
- Classes wishing to join story time may not do so unless, in the opinion of the Library Manager and assigned staff, the presence of the class will not be disruptive to the children who are brought by their parents.

- Story time is most successful when children are comfortable and know what to expect. Storytellers will select a routine (opening and closing activities, etc.) and follow this through all story times during a given session.

YOUNG ADULT READING PROGRAMS

The purpose of young adult programs is to provide students in ages 12 – 17 years of age an opportunity to improve the quality of community life by providing the finest popular materials and special programs to meet the educational, recreational, and cultural pursuits of library users.

ADULT READING PROGRAMS

The purpose of adult programs is to provide adult patrons 18 years of age and older an opportunity to improve the quality of community life by providing the finest popular materials and special programs to meet the educational, recreational, and cultural pursuits of library users.

REGISTRATION & CIRCULATION RECORDS

According to State of California Government Code 6267:

“Libraries supported by public funds; registration and circulation records; confidentiality; exceptions:

All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

1. By a person acting within the scope of his or her duties within the administration of the library.
2. By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.
3. By order of the appropriate superior court.

As used in this section, the term “registration records” includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term “circulation records” includes any information which identifies the patrons borrowing particular books and other material.

This section shall not apply to statistical reports of registration and circulation nor to the records of fines collected by the library.”

Any potential disclosure (see 1, 2, 3 and above) should be referred by staff, in advance, to the library supervisory staff.

LIBRARY CARDS

Any California resident may obtain a Colton Public Library card at no charge. Identification (showing a photo and date-of-birth) with current proof-of-address is required for adults 18 years and older. A parent or guardian's signature is **all** that is required for persons under eighteen. All persons applying for a card must be present.

DVD BORROWERS

DVD borrowers are required to produce a valid picture identification that *verifies 18 years of age and older*. Valid picture identification along with another source (document) that verifies age and/or current address is also acceptable.

LIBRARY CARD REPLACEMENT COST

The cost to replace a lost or damaged children's card is \$1.50, \$3.00 for adult residents and \$5.00 for non-residents. The user must present **his/her own** Colton Public Library card each time materials are borrowed.

BORROWING MATERIAL

Number of items: Upon acceptance of library application and verification of address, patrons may borrow:

Books	-- Unlimited
Audio books	-- 8 at any one time
Compact discs	-- 8 at any one time
DVDs	-- 8 at any one time
Periodicals	-- Unlimited

Items **not** on the above list **do not** circulate.

Length of Loan:

"New books"	-- 1 week
Regular books	-- 2 weeks
Audio Books	-- 1 week
Compact discs	-- 1 week
DVDs	-- 1 day (next business day) or 1 week for designated categories
Periodicals	-- 2 weeks

LIBRARY STAFF AND CIRCULATION POLICY

The Library Circulation Policy applies to all library customers and to library staff. This most definitely includes policy that applies to the use of a library card, suspension of borrowing privileges and use of public computers when fees are owed.

- The circulation computer makes it possible to collate an individual title with the actual borrower's record. It is therefore possible to track the number of times an individual has renewed an item or whether an overdue payment has been made and, if so, at what time of day the payment occurred. Finally, it is possible to compare the printout with the actual dollars received as indicated on the cash register receipt to ensure that no discrepancies exist.
- If you (staff or patron) currently owe the City payment for an overdue item, or if you owe payment for any past item, please pay promptly.

Books:

Charge the current list price for list or irreparably damaged books; or, patron may replace lost or damaged material with identical item (ISBN) and processing fee of \$5.00.

Minor Damage Repair: \$2.00 each, for the following:

- Lost or damaged book jackets
- Missing barcode
- Missing date due card
- Outside cover on spine torn
- Torn pages or lost pages
- Missing pockets
- Boards loosened and end papers torn off
- Miscellaneous minor damage

(Replacement cost will result if item needs to be replaced)

Magazines / Periodicals: Charge \$7.00 for lost or irreparably damaged magazines.

DVDs:

Charge the current average replacement cost for lost or irreparably damaged DVDs; or, patron may pay to the library the current and verifiable list price for the identical DVD.

Minor Damage Repair: includes any one of the following, per item

- Outer plastic case – Single \$2.00 each
- “ “ “ -- Double/Multiple \$4.00 each
- Missing barcode \$2.00 each
- Missing date due card &/or pocket \$2.00 each
- Disc Insert \$2.00 each
- Missing back/front cover pages \$2.00 each

COMPACT DISCs:

Charge the current list price replacement cost for lost or irreparably damaged compact discs; or, patron may pay to the library the current and verifiable music store price for the identical compact disc. (It is the responsibility of the patron to provide music store price documentation to the library supervisor.)

Damage Repair: includes any one of the following, per item

- Outer plastic case Single \$2.00 each
- “ “ “ Double \$4.00 each
- Missing barcode \$2.00 each
- Missing date due card and/or pocket \$2.00 each

AUDIO BOOKS:

Charge the current average cost for lost or irreparably damaged books on CD or tape; or, the patron may pay to the library the current and verifiable bookstore price for the identical book-on-CD/tape. (It is the responsibility of the patron to provide bookstore price documentation to the library supervisor.)

Damage Repair: includes any one of the following, per item

- Album / Cassette or CD case \$4.00 each
- Missing barcode \$2.00 each
- Missing date due card and/or pocket \$2.00 each

SUSPENSION OF BORROWING PRIVILEGES

Borrowing privileges will be suspended when overdue materials have not been returned or until all fines are settled.

RENEWALS

All items may be renewed twice in person or by phone, except DVDs, which must be renewed in person. Interlibrary loans may be renewed one time in person or by telephone.

PAYMENT

Payment may be made in cash, by check, or by credit card (for balances over \$5.00). Checks must be issued for the exact amount and be made payable to the Colton Public Library. Receipts are available upon request.

REQUESTS

An unlimited number of books may be reserved in person or by phone. Reserves may not be placed on audio-visual material or other items.

OVERDUE NOTICES

Patrons will be sent the first overdue notice no more than one week after date due by U.S. Postal Service or email notification. Patrons will be sent a second notice no more than two weeks after the date due. A final notice will be sent no more than three weeks after the date due.

REPLACEMENT COSTS

When the cost of an item is not immediately accessible or not identified at all, use the following:

BOOKS

ADULT & YA (hardbound) books	\$26.00
JUVENILE (hardbound)	\$20.00
ADULT & YA PAPERBACKS (mass market)	\$ 10.00
ADULT & YA PAPERBACKS (soft cover)	\$21.00
ADULT & YA PAPERBACKS (trade)	\$12.00 – 15.00
JUVENILE PAPERBACKS	\$ 10.00

AUDIO MATERIALS

AUDIO BOOKS	\$45.00
COMPACT DISCs	\$15.00
DVDs	\$25.00

FEES

COMPUTER PRINTOUTS

Charge \$0.25 per page for black & white copies
 Charge \$0.50 per page for colored copies

PENCILS

Charge \$0.25 for each item

FLASHDRIVES

Charge \$10.00 each

DISPOSABLE EARPHONES (Friends) Charge \$2.00 each

LIBRARY BUCKs \$1.00

OVERDUE FEE AMNESTY EVENT 50-100%

INTER LIBRARY LOAN \$2.00 per request

The overall objective for reference services is to meet the users' information needs by providing the answers to all questions in a competent, timely, and courteous manner, and by providing assistance to skilled readers in using the library's collections.

REFERENCE SERVICE

Trained reference personnel provide the following services:

- Information services answering specific questions in person and by phone.
- Instruction in use of library resources, literature searches, and citing bibliographic sources.
- Instruction in use of basic computer troubleshooting.
- Readers' advisory service and verification of books owned by the library.
- Reservation services for library-owned material that is currently checked out.
- Interlibrary loan services assisting in obtaining materials not in Colton Public Library holdings.

INFORMATION SERVICE

Reference service in the library is directed towards the patrons, and staff responds to requests for assistance in the order requests are received. Work performed at the Reference Desk should not make staff appear too busy to be approached. When possible, the staff volunteers assistance and is active in answering questions and locating materials. If questions cannot be answered in a reasonable time, staff should provide resources for patron to use while others are helped and then return to assist further. Patrons in the library take precedence over telephone service. The telephone number can be taken and called later.

TELEPHONE INFORMATION SERVICE

Telephone reference service consists of providing information which is readily available, does not require extensive searching, and which can be given accurately over the phone. Ideally, telephone service should be of the ready reference type which can be answered accurately, within three to five minutes, or may be a "call back" when the information must be searched before answering by phone. When a "call back" is indicated, request the patron's phone number. The staff member taking a "call back" is responsible for completing the question and returning the call as soon as possible, unless other arrangements are made.

Recommended service guidelines are:

- As many as three (3) ready reference questions may be taken per call.
- As many as three (3) titles may be checked through catalog and shelf location, per call.
- Exceptions may be made depending on time availability.

Sometimes it is necessary to request that the patron come to the library for help with detailed questions and occasionally it may be appropriate to direct a caller to another specialized organization such as a legal library. Make sure to check the sources of information when answering a telephone query.

- Any questions regarding medical, legal, tax or consumer queries are answered with facts only. No attempt should be made to advise or interpret information. The patron may be referred to an agency or organization that can provide help in these areas.

INSTRUCTION IN THE USE OF LIBRARY RESOURCES

Staff will explain the use of the catalog, the indexes, and bibliographies in the collection as related to the patron's needs. Staff may also demonstrate the use of particular forms of bibliographic citation needed by the patron.

An instructional session in using the library and its resources may be provided by the staff for classes of all ages, by arrangement.

READERS' ADVISORY SERVICE

The staff maintains current awareness of the library's holdings, popular titles, and forthcoming books. This knowledge links patron reading interests and subject needs to appropriate materials. Staff assists patrons in selecting non-fiction materials depending upon patron needs; they may also suggest publications or non-print media. Awareness of authors' writing styles and of genre fiction enables staff to suggest fiction titles according to patrons' reading taste.

Staff assists patrons in determining if particular titles of books are owned by the library and their availability. If needed material is not available, it may be requested for the patron from another library by interlibrary loan. When a reserve is taken for a library-owned book, the patron is informed they will receive notification of availability by phone, and that they will have seven working days to claim reserved material before it is returned to the circulation collection.

Staff should encourage patrons to reserve library-owned materials that are currently checked out. Patrons are encouraged to recommend new titles for purchase. Such titles will be purchased if they meet the collection development criteria.

INTERLIBRARY LOAN SERVICE

The Colton Public Library participates in nationwide interlibrary loan cooperation. Patrons should be made aware that it may take 1—4 weeks to receive a loan because ILL may be a courtesy service of the lending library. Because the demand for current publications discourages libraries from lending them, the library actively reviews for purchase ILL loan requests for current-year publications. The library makes every effort to borrow other materials which are requested by patrons. Upon the submission of a request the patron is charged a \$2.00 processing fee.

To initiate an interlibrary loan, the patron must provide:

- Author's complete name
- Complete title of book or article
- Publisher and publication date
- Periodical name and date, if request is for article
- ISBN

When subject questions cannot be answered in-house, they are referred to the System Reference Center. The staff member initiating the request numbers each request and completes the required paperwork. The patron is advised that this procedure takes from 1—4 weeks depending on availability of materials.

Colton Public Library lends print media (except reference books) without charge, and requests are filled in order. The usual loan period is two (2) weeks and one (1) renewal is allowed, if no other requests are waiting. *Up to ten (10) pages of photocopy may be supplied per request at no charge.*

- A. Purpose:** The purpose of these rules is to ensure that patrons of Colton Public Library facilities have access to and use of library facilities in a quiet, orderly, peaceful and safe atmosphere, unhindered and undisturbed by the disruptive actions and behavior of others. These rules are further intended to protect the rights and safety of Library staff members, to preserve and protect Library's materials and facilities, to ensure the orderly management of the Public Library, to ensure that library facilities and materials are available for the use for which the facilities and materials are intended, and to preserve the property under the control of the Library for the use to which it was lawfully dedicated.
- B. Scope:** These rules shall be applied in a neutral and nondiscriminatory manner. These rules shall apply to all buildings, interior and exterior, and to all grounds and cartilage of the Colton Public Library (referred to in this Policy as the "Premises") and to all persons entering into or on the Premises. On the Premises, violation of any Federal, State, or local ordinance will be regarded as a violation of Library rules. Persons who violate these rules may be excluded from the Premises.
- C. Expulsion from the Library:** Any patron not abiding by these or other rules and regulations of the Library may be required to leave the Premises and denied the privilege of access to the Library for up to one year. Library employees may contact the Colton Police if deemed advisable.
- D. Appeal Process:** A person whose Library privileges have been denied for a period of time longer than 30 consecutive days may request review by the library administration's designee by submitting a written request for review within five (5) days from denial of Library privileges. The written request must state the patron's name and current mailing address, the time, date, and reason for the denial of the privilege, and the basis for seeking review of the denial of privileges. The designee shall render a decision in writing within five (5) business days from the date of receipt of the written request for review.

A patron whose privileges have been denied for a period of time longer than 30 consecutive days may request review of the Library Board of Trustees by submitting a written request for review within fourteen (14) days from denial of Library privileges. The written request must state the patron's name and current mailing address, the time, date, and reason for the denial of the privileges, and the basis for seeking review of the denial of privileges. The patron seeking review shall have the opportunity to offer evidence and testimony that may establish that the denial of privileges was in violation of policies, rules, or regulations of the Colton Public Library. The Library Board of Trustees may consider any competent and reliable evidence including any written reports prepared by employees or agents of the Library. The Library Board of Trustees shall render a decision in writing within five (5) business days.

Any request for review described above must be in writing and may be filed at any branch of the Colton Public Library or sent by certified or registered mail to the library's supervisory staff .

E. Definitions:

1. "Assault" has the meaning provided for it in Cal. Pen. Code §240.
2. "Theft" has the meaning provided for it in Cal. Pen. Code §242.
3. "Disorderly conduct" has the meaning provided for it in Part 1, Title 13, Chapter 5 of Cal. Pen. Code beginning at §484 et seq.
4. "Harass" has the meaning provided for it in Cal. Pen. Code §646.9.
5. "Nuisance" has the meaning provided for it in Cal. Pen. Code §370 and Cal. Code of Civ. Pro. §3479.

- F. Grounds for immediate expulsion from Library facilities:** Whenever there is reasonable cause to believe that an individual has committed any of the following acts on the Library Premises, the appropriate law enforcement authorities will be summoned. The violator shall be asked to leave the Premises and may have Library privileges revoked for a period of up to one year.

1. Committing or attempting to commit a serious felony.
2. Committing or attempting to commit an assault.
3. Committing or attempting to commit a theft.
4. Destroying, damaging or defacing Library property.
5. Engaging in explicit sexual activity including solicitation of prostitution, sexual harassment, and indecent exposure.
6. Using, giving away or selling, any controlled substance or intoxicating liquors.

G. Other grounds which may merit loss of Library privilege: Whenever there is reasonable cause to believe that an individual has committed any of the following acts, he or she will be warned to cease the behavior and may be told to leave the Library for the remainder of the day. Any subsequent violations may result in the loss of Library privileges for a period of time up to one year.

1. Engaging in disorderly conduct, harassment, or behavior that causes or creates an actual or imminent material interference with the quiet, peaceful, or orderly use and management of the Library by patrons and employees.
2. The audible use of equipment, such as radio, portable gaming devices, portable televisions, or similar sound-producing devices. Cellular telephone users are asked to be considerate of others and confine their calls to the outside of the library. If a cellular phone must be utilized inside the Library, patrons are asked to keep calls quiet and brief.
3. The making of noise, such as loud talking to others or in monologues, shouting, singing, or engaging in boisterous behavior, such as running, skating, skateboarding, rollerblading, throwing things, pushing or shoving, all in a manner that causes or creates an actual or imminent material interference with the quiet, peaceful, or orderly use and management of the Library by patrons and employees.
4. Bringing any dangerous weapon into the Library, unless otherwise permitted by law.
5. Bringing food or beverages into the Library, except by authorized vendors or authorized groups using Library meeting rooms. Consumption of food or beverages, other than water, is prohibited within the Library premises.
6. Smoking, consumption, or any other use of tobacco on the Premises.
7. Making use of the restrooms for purposes for which the restrooms were not intended, including but not limited to bathing, shaving, washing hair, or washing clothing. The restrooms are for use by library patrons only.
8. Sleeping in the Library is prohibited. This use is not an intended use of Library Facilities and deprives other patrons of the use of the space occupied by the person violating the rule.
9. Using furniture, materials, or equipment in a manner inconsistent with its proper and intended use. Library patrons may not remove, relocate or reposition library equipment or facilities such as tables, bookshelves and bookends, or other permanently placed equipment or facilities without permission of Library staff.
10. Interfering with, obstructing, or blocking free passage on Library Premises. This includes restricting passage with bicycles, skateboards, carts, backpacks, or anything that creates obstacles or takes up seating or table space. To ensure safe and comfortable passage of library patrons, ALL personal items must fit comfortably under one (1) library chair.
11. Failing to keep personal belongings to oneself. The Library is not responsible for lost or stolen property, and Library Premises shall not be used for storage of personal belongings.

12. Entering or remaining in the Library barefoot or shirtless or with poor bodily hygiene. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be required to leave the building.
13. Bringing in animals, other than certified assistive animals.
14. Leaving children under the age of seven (7) unattended in the Library. For purposes of this policy. “Unattended” means that the person responsible for the child is not within sight of the child. Library staff will not assume responsibility for the safety and security of unattended children. If a problem involving an unattended child of any age arises, the police and/or Child Protective Services may be called.
15. Allowing children under one’s supervision to engage in disruptive behavior, as described in Paragraph 1 of this Section G above,
16. Remaining in the library after closing except Library staff.
17. No person, while on the premises of the library (including the building, the land surrounding it, front and side grounds, the sidewalks, and parking lot) shall obtain or attempt to obtain signatures to a petition, conduct surveys, distribute printed material or unnecessarily disturb any person. Solicitation for charitable, religious, or other purposes, as well as the selling of tickets, magazines, or merchandise is also prohibited. Exceptions to this include book sales and other fund-raising events authorized by the Library Supervisor.

The above rules of behavior were adopted by the Board of Trustees of the Colton Public Library, July 2007.

The purpose of these rules is to ensure that all patrons of the Colton Public Library have access to and use of the library in a quiet, orderly, peaceful and safe atmosphere, unhindered and undisturbed by the disruptive actions and behavior or others.

A complete copy of the Colton Public Library Rules of Behavior is available at any library service desk and online.

A person will be immediately expelled for committing or attempting to commit a serious offense, including assault, battery, theft, vandalism, sexual offenses, or the use of alcohol or controlled substances.

A person engaged in the following behaviors will be asked to stop the behavior, and may be asked to leave the library:

- Engaging in disorderly conduct, harassing or annoying behavior.
- Audible use of sound-producing devices.
- Making noise or engaging in boisterous behavior.
- Bringing in any dangerous weapon unless permitted by law.
- Bringing food or beverages into the library unless authorized.
- Smoking or any other use of tobacco.
- Making use of the restrooms for any purposes for which they were not intended.
- Sleeping in the library.
- Misuse of library furniture or equipment.
- Interfering with or blocking free passage with bicycles, large backpacks, carts, and other bulky items.
- Failing to maintain control over personal belongings.
- Entering or remaining in the Library barefoot or shirtless, or with poor bodily hygiene.
- Bringing in animals, other than certified assistive animals.
- Leaving children under the age of seven in the Library unattended.
- Remaining in the library after closing except library staff.
- Cellular telephone users are requested to confine calls to the outside of the Library. If a cellular phone must be utilized inside the Library, patrons are asked to keep calls quiet and brief.

The **Rules of Behavior** of the Colton Public Library provide for a limited right of review or appeal of decisions made by Library staff under these rules. See the full administrative policy for details.

The above **Rules of Behavior** were adopted by the Board of Trustees of the Colton Public Library, July 2007.

Displays of art, artifacts, books, etc., by patrons or civic groups are to be encouraged. Each part of the exhibit must be labeled clearly, showing ownership. Works featuring one religious group intending to solicit membership and works that the Library Manager feels are prejudicial or not suitable will not be accepted.

Items may not be sold in the Colton Public Library or on City property. Arrangements for sale of any piece must be made with owner or exhibitor. No prices may be displayed.

Reasonable care will be taken in handling and exhibiting items, but neither the Colton Public Library nor any of its officers or employees shall be liable for loss or damage to any work exhibited in the Library.

Colton Public Library does not carry insurance to cover display items; Insurance is the sole responsibility of the individual providing the display items.

Exhibits are changed once a month.

Direct report must be made to library supervisory staff.

A waiver of responsibility must be signed by displayer prior to the exhibit. This may be procured at the reference desk.

WAIVER FORM

Display or Exhibit _____

Name of Exhibitor _____

Address of Exhibitor _____

Phone Number _____

The undersigned releases the City of Colton, its employees and agents, or all claims of any sort in regard to the above display or exhibit.

Signature of Exhibitor

THE FOLLOWING ARE THE RULES AND REGULATIONS GOVERNING THE USE OF THE COLTON PUBLIC LIBRARY COMMUNITY ROOM.

- The Library has first priority for use of the Community Room and may supersede any group already scheduled. The City of Colton has next priority for use of the Community Room and also may supersede a scheduled group.
- The Colton Public Library Community Room is open for use by any group or organization for cultural, non-sectarian, non-partisan activities on a first-come, first-served basis.
- All meetings are to be open to the public and to be free of charge. There will be no financial promotion, no solicitation of funds and no sale of merchandise.
- All meetings will be held between the time the library opens and fifteen (15) minutes before closing. Meetings should be concluded and the room returned to normal by the above times.
- Application forms are available from the Library Reference desk. We prefer the application to be completed and signed by the person responsible for the group and return to the Library at least TWO WEEKS BEFORE and no more than six (6) months before the requested use day.
- The signatory will be responsible for his/her group's compliance with the policy set forth and will be the contact person to the Library. Groups must renew at the end of every SIX MONTHS or if the contact person is changed.
- NO SMOKING is permitted in the Community Room. IN ACCORDANCE WITH CHAPTER 9.20 OF THE COLTON MUNICIPAL CODE, LIQUORS, INCLUDING BEER, ARE PROHIBITED IN ALL CITY OF COLTON FACILITIES.
- All tables and chairs must be returned to their original locations as shown on the floor plan. Because of the continuous usage of the Library Community Room, tables and chairs that need to be borrowed by City Departments for City events should be scheduled at least two (2) weeks in advance.
- If any group fails to use the room at the scheduled time and fails to notify the Library at least three (3) days in advance, the group may forfeit the right to use the room in the future.
- If the use of the Community Meeting Room is during times when the Library is not open to the public, then standard City facility usage fees, as set by the Colton City Council, shall apply. This policy shall extend to all Library facilities, including the Homework Assistance Center. A cleaning deposit is required along with payment for use of facility at least one week prior to reservation date.

Approved by the Colton Public Library Board of Trustees, 2/27/07

WHO ARE THEY?

The “Friends of the Library” are an organization of community volunteers who are interested in promoting the library to the community, enriching its resources, providing legislative support, and sponsoring cultural programs.

A Board of Officers sets down By-laws, establishes membership dues, and decides on frequency of board meetings and meetings for the general membership. The Library Manager is expected to attend Board meetings and work closely with the Friends to establish goals and needs for the library.

FUNDRAISING

Fundraising is the major focus of the “Friends of the Library” and is accomplished primarily through the used book sale. Friends are permitted to sell memberships and fundraising items in the library as long as it is clear to the public that the money is for the “Friends of the Library – a non-profit support group.”

Monies raised by Friends should be used to support the library in the form of materials, equipment, programs, publicity, special items, or long-term projects; where and how the money is to be spent should be determined by the “Friends” in conjunction with the Library Manager.

TAX EXEMPTION

All Friends organizations are, by law, required to file with the IRS and State as a non-profit organization.

COMMUNITY RELATIONS

Library administration serves as the liaison between the Community Services Department Director and the Friends of the Library. Library administration attends meetings, acts as consultant, and is responsible for the yearly FRIENDS RECOGNITION DAY. All personal and written correspondence with Friends groups by library administration is done in conjunction with the Community Services Department Director.

POSSIBLE GIFTS

- | | |
|--------------------------|--|
| A.V. Equipment | Educational Items |
| Personal Computer | Books: Large Print / Business |
| Special Furniture Pieces | Reference / Bestsellers |
| Display Case | Books for Toddlers |
| Magazine Subscriptions | Funding for Children’s Programs: |
| | Supplies, prizes, refreshments, decorations, |
| | Performers, movies, etc. |

OTHER

Host receptions for Open House events / Anniversary celebrations, etc.
Sponsor adult programs / speakers / authors / artists.