Ramsey County Library
Request for Library Board Action

Meeting Date	Action Requested	Presented By
May 17, 2017	Approval	Lynn Wyman, Deputy Director

SUBJECT:
Library Policy Updates

BACKGROUND:
Public policies are brought to the Library Board every year on a scheduled basis. Last year, public policy review was deferred with the change in library directors, resulting in 12 policies for Board review this year. The Library Board reviewed five policies in April.

Three policies are under consideration this month:

Checkout
Protested Materials
Solicitation

Staff is recommending several small changes to the Checkout policy, including the insertion of a statement to allow checkout by minors without their library cards in hand. Staff is also recommending removal of the Rental books and DVDs section, since it relates more to collection management than to checkouts.

Staff is recommending minor changes to the Protested Materials policy.

Staff is recommending changes to the Solicitation policy that would permit library managers to work more readily with community organizations and partners.

In the attached documents, strikeouts indicate language to be removed from the policies; new language is indicated in red.

BOARD ACTION REQUESTED:
To approve the recommended changes to the Checkout, Protested Materials, and Solicitation policies.

Checkout

Approved by: Library Board
Approved Date: Wednesday, April 16, 2008
Revised Date: Wednesday, September 21, 2011
Reviewed Date: Wednesday, April 17, 2013
Review Schedule: Every five years
Next Review Date: 2017

Requirements for checkout

A library ~~card~~ account is required to check out materials. If the library card is left at home, materials may be checked out if the patron can provide ~~picture~~ identification and confirm essential elements of their library record. Minors without identification can check out materials if they can confirm essential elements of their library record. A memorized barcode number is not considered identification.

Loan policies

Loan periods
The ~~regular~~ loan period for books, periodicals, or CDs is three weeks. DVDs have a one-week loan period and loan periods for specialty collections may vary. High demand items may have a ~~circulation~~ reduced loan period ~~and may not be renewed~~.

Renewals
Patrons may renew most Ramsey County Library materials on their record up to two times. Exceptions include requested materials and items that have a non-renewable status.

Circulation limits
The Library reserves the right to limit the number of items and the number of certain types of items checked out or requested by any individual at one time. The decision to impose such restrictions ~~will be made by~~ rests with the Library Director on a case-by-case basis.

The Library has a checkout limit of 150 items, and several item-type limits.

~~**Rental books and DVDs**~~
~~The Library offers a collection of rental books and DVDs that may be borrowed for a daily fee.~~

~~Rental collections are not funded by taxpayer dollars. They were originally funded by a gift from the Library's Friends and are now self-sustaining services. This collection does not reduce the number of copies the Library has in its regular collections, and all titles that are available as rentals are also available for free.~~

Protested Materials

Approved by: Library Board
Approved Date: March 16, 2008
Reviewed Date: April 17, 2013
Review Schedule: Every 5 years
Next Review Date: 2017

Any Ramsey County Library ~~customer~~ patron has the right to protest the presence of any materials found in the Library's collections. The protest will be reviewed by a committee of ~~librarians~~ library staff, ~~who~~ which will make a recommendation to the Library Director. The Director will make the decision as to the disposition of the protested material. The ~~customer~~ patron may appeal the Director's decision to the Library Board, which ~~will~~ would then make the final decision.

Solicitation

Approved by: Library Board
Approved Date: Wednesday, April 16, 2008
Reviewed Date: Wednesday, April 17, 2013
Review Schedule: Every 5 years
Next Review Date: 2017

~~The~~ Ramsey County Library prohibits ~~any~~ solicitation~~s~~ of individuals on its grounds or within its facilities. Solicitation includes but is not limited to all canvassing activity, fundraising through the sale of merchandise or services, and distribution of written materials.

Most locations offer community rooms, bulletin boards and free materials spaces. The following policies address solicitation within those specific areas:

Community Room policy
Free Materials policy
Public Bulletin Boards policy

Exceptions to ~~this~~ the solicitation policy may be ~~internal, employee-focused initiatives, or approved programs conducted by the Ramsey County Library or its support organizations~~ made by library managers for organizations and programs that further Ramsey County Library's mission and strategic priorities. Managers will limit the frequency of these events at each location. ~~Any unauthorized solicitation activities should be immediately reported to the library manager and the Administrative Office. Questions regarding this policy should be referred to the Library Director.~~