



MEETING NOTICE

TUALATIN LIBRARY ADVISORY COMMITTEE

April 3, 2018 - 6:30 PM

TUALATIN PUBLIC LIBRARY
18878 SW Martinazzi Ave.

A. CALL TO ORDER

B. **APPROVAL OF MINUTES:** March 6, 2018

C. COMMUNICATIONS

1. Chair
2. Staff
3. Teen Library Committee
4. Public

D. OLD BUSINESS

1. Public Use of Exhibit Space Policy
 - Discussion & Consider Recommendation

E. NEW BUSINESS

1. Tualatin Library Foundation
 - Presentation
2. Collection Development Policy
 - Presentation & Discussion
3. Library Furnishings Project
 - Presentation

F. FUTURE AGENDA ITEMS

1. Library Operational Policies
2. Library Rules of Conduct

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

H. ADJOURNMENT



TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

March 6, 2018

Present: Sonya Ambuehl, Nicholas Schiller, Laura Stewart, Hannah Watt, Thea Wood, Marcus Young

Absent: Alan Feinstein

Public: Douglas Watt

Staff: Jerianne Thompson, Library Manager

A. CALL TO ORDER

Thea Wood called the meeting to order at 6:30 PM.

B. APPROVAL OF MINUTES

Marcus Young moved and Sonya Ambuehl seconded that the February meeting minutes be approved as written.

C. COMMUNICATIONS

1. Chair: None

2. Staff: Jerianne Thompson reported that WCCLS Director Eva Calcagno retired at the end of February. The Library closed early on February 20 because of inclement weather. The Library is beginning a furnishings improvement project and will be reupholstering or replacing chairs, starting in the Teen Room. Thompson also shared monthly library statistics and recent comment cards.

3. Teen Library Committee: Jerianne Thompson reported TLC is preparing for spring break programs, including its annual murder mystery party.

4. Public: None

D. OLD BUSINESS

1. TLAC Annual Report: Jerianne Thompson presented a draft of TLAC's Annual Report to City Council. Committee members recommended adding more details about the Library's progress toward goals in its strategic plan.

Nicholas Schiller moved and Sonya Ambuehl seconded to approve the report. Schiller volunteered to present the report to City Council.

2. Public Use of Exhibit Space Policy: Committee members reviewed the policy, which was last approved by TLAC in March 2011. Sonya Ambuehl asked whether members of the public can use the display case and how often the Library receives such requests. Nicholas Schiller suggested adding language about the Library being a welcoming place to all community members. The committee will vote on the policy at its April meeting.

E. NEW BUSINESS

1. Intellectual Freedom & Public Libraries: Jerianne Thompson gave a presentation about intellectual freedom, which provides for free access to all expressions of ideas, and its role in public library services. She reviewed the Library's policy for responding to a complaint or challenge against library materials. If a challenge were received, TLAC's role is to hear any complaints and, in case of a challenge, to hear an appeal of the library's decision to remove or retain an item.

F. FUTURE AGENDA ITEMS

1. Library Operational Policies
2. Tualatin Library Foundation

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

1. Members: Committee members asked for the Tualatin Historical Society and library ebooks to be included as future agenda items. Thea Wood requested the library consider adding shelves near the bathroom sinks. Nicholas Schiller commented that, from a privacy perspective, open holds are a bad idea.

H. ADJOURNMENT

Meeting was adjourned at 7:37 p.m.

_____, Jerianne Thompson, Recording Secretary



LIBRARY POLICY

CITY OF TUALATIN

PUBLIC USE OF EXHIBIT SPACE

POLICY: As an educational and cultural institution, the Tualatin Public Library welcomes exhibits and displays of interest, information and enlightenment to the Community.

BACKGROUND: Tualatin Public Library maintains exhibit spaces, including display cases, the Library lobby, and other spaces in the facility that the Library Manager designates for exhibit display.

RULES: Preference for exhibit space is given to the displays prepared by Library and City staff, and then to the organizations that support the library: Friends of the Tualatin Public Library, Tualatin Library Foundation, and the Tualatin Library Advisory Committee.

When the above-mentioned groups are not using the exhibit areas, space will be made available to the public on equal terms. There will be no charge to use the exhibit spaces.

Exhibit spaces are available to organizations and individuals in educational, cultural, intellectual, and charitable activities. Commercial organizations may use the space to promote an educational or cultural activity, as long as such activity cannot be considered advertisement.

Exhibits should be appropriate for all ages.

Scheduling will be limited as necessary to ensure equitable access to the space for the entire community.

The Library does not assume responsibility or liability for materials exhibited in the Library. The provision of exhibit spaces for public use does not constitute Library endorsement of the beliefs or viewpoints of topics advocated by exhibits or the individuals or groups responsible for an exhibit. Exhibits will not be publicized in a manner that suggests Library sponsorship or affiliation.

The exhibit must include a clearly visible sign identifying the individual or group responsible for the exhibit.

Users assume responsibility for removing the exhibit at the time and in the manner specified when they schedule the exhibit.

Users assume responsibility for any damage to Library property resulting from their use of Library facilities. The Library may charge for damages.

The Library reserves the right to cancel a reservation for an exhibit if the space is required for use by the Library, City of Tualatin, or Library-related organizations.

Displays are accepted by the Library Manager or designee based on suitability and availability of exhibit space. The Library retains the right to deny the space to any user whose planned use of the space does not comply with these terms. Violation of these terms may result in denial of future access to the space.

APPROVAL: This policy is approved by Tualatin Library Advisory Committee March 2011.



LIBRARY POLICY

CITY OF TUALATIN

COLLECTION DEVELOPMENT

INTRODUCTION

A library collection development policy defines a library's user community, guides the selection of materials pertinent to the needs of the library's users, and codifies the procedures for maintaining the collection. Materials available in the library represent a variety of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The purpose of the Tualatin Public Library collection is to provide popular materials for and to provide for the informational, educational and recreational needs of adults, teens, and children.

The Library's collection is a key part of service to the community, consisting of approximately 29,000 residents of the City of Tualatin and adjacent areas. As part of the Washington County Cooperative Library Services, the Library serves patrons through our local collection and through shared resources in the county.

Tualatin Public Library's mission is to empower and enrich our community through learning, discovery, and interaction.

Tualatin Library's collection development practices support the Library's mission and goals in the following ways:

- A. Provide materials that support the cultural, informational, recreational, and educational needs of the community.
- B. Provide access to an inclusive spectrum of viewpoints, ideas and creative expression. Provide informational and educational materials that are relevant and timely.
- C. Provide materials for developing reading habits and skills.
- D. Provide materials in Spanish that serve the needs and interests of Latino residents.
- E. Provide technology and science learning materials for at-home and in-library use.

The Library strives to meet these needs in the following ways:

- A. Selection of materials for the Library's collection.
- B. Knowledge of materials available through WCCLS and its member libraries.
- C. Participation in Interlibrary loan services.

SELECTION POLICIES

The collection development budget is considered annually and adjusted according to collection usage patterns and circulation trends.

In general, criteria for selection include:

- contemporary significance or popular interest
- public demand, topics of local interest
- relevance to current trends or events
- relation to the existing local and WCCLS collections
- physical design suitable for library use
- reputation and qualifications of author or publisher
- currency of information
- budget and space limitations
- positive critiques and reviews in professional sources.

For various collection areas, criteria may be unique to the format and/or intended age of the intended patron. While most materials are acquired in English, Tualatin Library purchases some items in Spanish to serve the local community.

Materials are generally purchased through vendors with which the Library has established relationships for both purchasing and some processing of materials. These relationships are made with the intention of maintaining good management of city funds and efficient use of staff time. Lack of availability from preferred vendors does not automatically exclude an item from selection; alternatives will be considered during the selection process.

The Library welcomes patron suggestions for additions to the collection. Purchase suggestions must meet general selection criteria.

Donations to the library may or may not be added to the collection at Library staff discretion. Donations will be considered for inclusion due to high demand, local relevance, physical condition, and other factors, including general selection criteria. Donated items not added to the collection will be given to the Friends of the Tualatin Library unless other arrangements have been made in advance.

INTELLECTUAL FREEDOM

Tualatin Library upholds the ideals of intellectual freedom, including the *Library Bill of Rights*, and the American Library Association's *Freedom to Read Statement* and *Freedom to View Statement*. These documents are appended to this policy.

All cardholders, regardless of age, have the right to access all materials in the Library and to borrow any circulating item. The Library does not act *in loco parentis*. Parents and legal guardians are responsible for monitoring the use of library materials by their children.

Patrons with concerns about the inclusion, categorization, or exclusion of an item from the collection are encouraged to discuss their concerns with library staff. Requests to remove or

reassign materials from the Tualatin Public Library collection shall be considered within the context of the principles affirmed in this policy. A formal process of objection may be handled through completing a Patron Opinion of Library Materials Form, which will be reviewed and responded to by the Library Manager and/or designees within 30 days. Upon receipt of the library's response, patrons may appeal to the Tualatin Library Advisory Council for further review.

MAINTENANCE AND RETENTION OF MATERIALS

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, repurchased, or withdrawn from the collection at the discretion of library staff.

Criteria for withdrawing an item include:

- physical condition or format is no longer suitable for library use
- insufficient use or lack of patron demand
- information that is no longer timely, accurate, or relevant
- duplicate copies are available locally or throughout WCCLS
- little or no relevance to current trends and events
- space limitations.

Withdrawn materials may be donated to the Friends of the Tualatin Library or other community partners, used for outreach purposes, destroyed, or recycled.

STAFF RESPONSIBILITIES

Designated library staff, under the guidance of the Public Services Supervisor, participate in collection development, access, and maintenance in the following ways:

- Engaging in open communication with patrons and colleagues.
- Continuously maintaining and improving competencies in providing accurate reference and reader's advisory services.
- Handling all requests equitably.
- Working in partnership with one another and colleagues to anticipate, understand, and respond to patron needs.
- Seeking to understand and respond to changes in the community, as well as societal and technological changes.
- Striving to balance individual and community needs.
- Seeking continuous improvement through ongoing measurement and assessment.

Authority and responsibility for selection of library materials rests with the Library Manager.

Appendix:

[The Library Bill of Rights.](#)

[The Freedom to Read statement.](#)

[The Freedom to View statement.](#)

Patron Opinion of Library Materials form

APPROVAL: This policy is approved by Tualatin Library Advisory Committee xxxx, 20--.



Patron Opinion of Library Materials

Tualatin Public Library supports the First Amendment of the US Constitution, confirms the ideals of democracy, and welcomes the free expression from local residents concerning library materials.

Requests to remove or reassign materials from the Tualatin Public Library collection shall be considered within the context of the principles affirmed in the Tualatin Public Library Collection Development Policy.

Name: _____ Telephone: _____

Representing: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Title _____ Format: Book __ Magazine __ DVD __ CD __ Other __

Author: _____ Year Published/Released: _____

1) What is your objection to the material? Please cite page numbers or minutes: _____

2) Did you read/view/listen to the entire work? _____

3) Do you believe that if the subject were handled differently it would be acceptable? _____

4) How do you suggest the Library handle this item?

- a. Move it to another section of the Library
- b. Remove it from the Library
- c. Provide materials that balance the perspective of the work
- d. Other: _____

Thank you for your concern. You will receive a written response from the Library Manager within 30 days.