MEETING NOTICE

TUALATIN LIBRARY ADVISORY COMMITTEE
June 7, 2022 - 6:00 PM
Tualatin Public Library, 18878 SW Martinazzi Ave.

Virtual Meeting Access:
https://us02web.zoom.us/j/82502415858
+1 253-215-8782, meeting ID 825 0241 5858

A. **CALL TO ORDER**

B. **APPROVAL OF MINUTES:** May 3, 2022

C. **COMMUNICATIONS**
    1. Chair
    2. Staff
    3. Teen Library Committee
    4. Public

D. **OLD BUSINESS**

E. **NEW BUSINESS**
    1. Program Updates
    2. Summer Reading
    3. Patron Privacy

F. **FUTURE AGENDA ITEMS**

G. **COMMUNICATIONS FROM COMMITTEE MEMBERS**

H. **ADJOURNMENT**

All meetings of the Committee are open to the public. This meeting location is accessible to person with disabilities. To request accommodations, please contact Jerianne Thompson, Library Director, at jthompson@tualatin.gov or 503-691-3063 at least 36 hours prior to the meeting.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Communications. Written statements may be sent in advance to Library Director Jerianne Thompson no later than 5pm on June 7, 2022.

TUALATIN LIBRARY ADVISORY COMMITTEE
MINUTES

May 3, 2022

Present: Alan Feinstein, Katherine Kang, Dana Paulino, Ashley Payne, Nicholas Schiller, Thea Wood

Absent: Marcus Young

Public: Royce Hermens, Tualatin Library Foundation

Staff: Jerianne Thompson, Library Director

A.   CALL TO ORDER
Thea Wood called the meeting to order at 6:02 PM.

B.   APPROVAL OF MINUTES
The April meeting minutes were approved by the unanimous consent of present committee members.

C.   COMMUNICATIONS
1. Chair: None.

2. Staff: Jerianne Thompson reported that Rose Cruz has been hired as a bilingual Public Services Assistant (part-time). She also said that the Library will host two additional COVID-19 vaccine clinics with Washington County Health. Thompson will give a presentation to City Council on May 9 regarding an intergovernmental agreement with Washington County for library services. Thompson shared recent statistics and comment cards.

3. Teen Library Committee: Katherine Kang reported that TLC hosted an in-person egg-hunt program and will be hosting an upcoming murder mystery program for teens.

4. Public: None.

E.   NEW BUSINESS
1. Tualatin Library Foundation: Royce Hermens, president of the Tualatin Library Foundation, gave an update on the Foundation's recent activities. The Foundation has continued to fund library donation requests, including contributing to the construction of the makerspace and supporting the Oregon Battle of the Books program at local schools. The Foundation is actively seeking new board members and is making plans to bring back its annual fundraiser, Vine2Wine, this fall.

D.   OLD BUSINESS
1. Library Rules: Thompson shared the revised Library Rules policy, with the suggested change to move the prohibition statement about smoking higher in the list, and an addition of a statement to the Enforcement section, stating that bias incidents will be reported to the state hotline. Alan Feinstein moved to recommend approval of the revised policy; Nicholas Schiller seconded. The motion passed unanimously.

E.   NEW BUSINESS
2. Library Budget: Jerianne Thompson presented an overview of the Library's proposed budget for fiscal year 2022-23. The $2.42 million budget includes funds to hire a consultant to assist with developing a marketing plan and marketing materials.

F.   FUTURE AGENDA ITEMS
1. Nicholas Schiller suggested future presentations about intellectual freedom and patron privacy.

G.   COMMUNICATIONS FROM COMMITTEE MEMBERS
1. Members: None.

H.   ADJOURNMENT
Meeting was adjourned at 6:45 PM.

_____, Jerianne Thompson, Recording Secretary

LIBRARY POLICY
CITY OF TUALATIN

TECHNOLOGY USE POLICY

_____

POLICY: Tualatin Public Library provides access to a variety of information resources and technology, to meet the public's informational, educational, and recreational needs. Tualatin Library strives to balance the rights of users to access information resources with the rights of users to work in a public environment free from sounds and images intended to harass other library users or library staff.

BACKGROUND: Tualatin Public Library provides access to the internet and productivity software through a combination of computers and other devices, printers, and Wi-Fi. Patrons are welcome to use their own laptops, tablets, and other devices.

RULES:
We expect that all patrons using technology in the Library, including patron-owned devices, will:
- Be considerate and respectful of other library users. This includes using headphones, keeping sound from computers and devices inaudible to other library users and staff, and keeping designated computer areas reasonably quiet.
- Respect the privacy and sensitivity of other library users.
- Not display any pictures of a human body that depicts gratuitous nudity, sexual conduct, or other imagery prohibited by ORS 167.080 (Displaying Obscene Materials to Minors), as computer screens are visible by minors.
- Comply with copyright laws.
- Understand that library staff are able to provide only limited assistance with technology use.

Library users of library-owned computers and other technology will:
- Use the computer or device within the allotted session time. Exceptions must be approved by library staff.
- Not interfere with networks, other users, services, or equipment. This includes making setting changes to computers and devices that may impact other users' experience with the computer or device.
- Use only their own library card for computer access; using another person's card is not allowed. Visitors who do not have a library card may receive guest access.
- Report any functionality issues to library staff.

Some desktop computers provided by the Library have filtered Internet access. Computers in the Children's area are set to the Child filtered level. Teen Room computers are set to the Adult filtered level. Desktop computers provided by the library for adult use are unfiltered. Children and teens may only use adult computers with parental permission. Internet filtering is dependent on the location of the computer rather than the age of the patron; for this reason, adult caregivers accessing computers in the children's area will not be able to turn off filtering. No filtering technology is absolute; there is no

guarantee that filters will block materials that users may find offensive. Children's access to and use of Internet-connected devices is the sole responsibility of the child's parent or legal guardian.

Mobile devices provided by the Library for in-house use and patron-owned devices have Internet access through an unsecured and unfiltered Internet connection. Parents or guardians must notify the library if they do not wish to have their teen checking out mobile devices from the library. Children under the age of 12 must have a parent or guardian present to check out devices.

Internet connectivity for patron-owned devices is provided via Wi-Fi only.

Library technology may not be used for illegal activity.

All patrons are advised that entering personal information on computers or devices in the library is done at their own risk. It is the user's responsibility to protect their privacy while sending information via the Internet. Tualatin Library does not retain computer use records, browser history, or personal information entered into websites or documents.

Failure to comply with this policy may result in restriction of library privileges, including but not limited to use of library technology.

APPROVAL: This policy is approved by Tualatin Library Advisory Committee September, 2018.
This policy replaces and updates the Internet Use policy, approved by the Tualatin Library Advisory Committee, March 2008.

About WCCLS

Our History

Our Staff

Governance

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Social Media Policy

WCCLS Privacy Statement

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PRIVACY STATEMENT IN SPANISH / DECLARACIÓN DE PRIVACIDAD EN ESPAÑOL

[Declaración de privacidad de los Servicios de Bibliotecas Cooperativas del Condado de Washington](#)

PDF

Our commitment to your privacy and confidentiality

WCCLS takes steps to protect the privacy and confidentiality of your library records and other personally identifiable information we collect. Our commitment to your privacy and confidentiality is based in the ethics of librarianship and protected by state law. According to the American Library Association Code of Ethics, "[w]e protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." In addition, state law (ORS 192.502(23)) protects your library records from disclosure if a member of the public or the media requests them. Library records include your circulation records, your name together with your address or telephone number, and your email address.

The information we collect

In order to provide library services, WCCLS needs to gather and retain information about library users, including but not limited to:

- Records of library materials checked out, fines and fees owed, and payments made
- Records of electronic access information, such as the library card number used to log onto public computers in the library
- Requests for interlibrary loan, assistance with WCCLS' digital services, or requests related to the Books by Mail program for the Homebound

By choosing to submit your name, email address, mailing address or phone number in order to receive library services (such as registering for a library card, receiving responses to requests for help, or being added to an email list), you are consenting to give us your personally identifiable information. We will keep this information confidential and will not sell, license or disclose it to any third party, except those parties WCCLS has contracted with, or except as required by law. For information about the ways third parties may use or disclose your information, see below.

WCCLS takes reasonable steps to ensure the security of your data. We protect personally identifiable information by digitally purging it, or manually shredding it, once it is no longer needed for library business purposes, pursuant to law. We have invested in appropriate technology to protect the security of personally identifiable information while it is in our custody. If you choose to receive library notices or other communication by email, text message, or voicemail, we are not able to control the privacy of that information once it has been sent.

Your responsibilities

Please notify your library immediately if your card is lost or stolen, or if you think someone is using your library card without your permission. When you get a library card, or create accounts with our third party vendor services, you should create unique passwords and protect them for your privacy and security. It is your responsibility to read the Privacy Policies and Terms of Use for our third party service vendors, and you may choose not to use them.

Law enforcement requests for library records

WCCLS acts in accordance with the American Library Association's guidance that "Confidential library records should not be released or made available in any format to a federal agent, law enforcement officer, or other person unless a court order in proper form has been entered by a court of competent jurisdiction after a showing of good cause by the law enforcement agency or person seeking the records." We avoid creating unnecessary records of library usage, and we avoid retaining records not needed for library business purposes. Library records may be subject to disclosure to law enforcement officials under provisions of state law, the USA PATRIOT Act, or in a civil lawsuit. Librarians may be forbidden from reporting to you that your records have been requested or obtained under provisions of the USA PATRIOT Act.

WCCLS confers with Washington County's Office of County Counsel before determining the proper response to any request for confidential information. We will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form.

Web privacy

WCCLS uses cookies to verify that you are an authorized user, in order to allow access to licensed resources, to customize web pages for your use, to help make our site more useful to visitors, and to learn about the number of visitors to our site and the types of technology our visitors use.

Some of the applications or external sites that you may link to from our pages, devices or equipment also use cookies. For more information on the use of cookies by each service, please refer to the Terms of Use and Privacy Policies for the services you use. You may set the preferences in your web browser to refuse cookies or to tell you when a cookie is being sent. This may result in an inability to access some library services.

Third party vendors

WCCLS contracts with third party vendors to provide some online services, digital collections, and to improve our website. As part of our contract review process, WCCLS makes efforts to ensure that the potential vendor policies reflect our policies and obligations concerning user privacy and confidentiality. We expect our vendors to abide by their contracts with us, including the privacy-related components of the contracts, as well as comply with the provisions of the Children's Online Privacy Protection Act (COPPA). However, library users should know that when accessing remote or third party vendor sites, there are limits to the privacy protection WCCLS can provide.

When using these vendor-provided services, you may be asked to authenticate with their service and provide your WCCLS library card number and password/PIN. WCCLS makes efforts to ensure that vendors are receiving and transmitting this information securely, but WCCLS cannot ensure the privacy of these credentials when you use them with third parties.

When using these vendor-provided services, you may also be able to connect with social media networks, and other users of these third party services. If you choose to use these services, and in the course of providing service, third party vendors may gather and disclose your information, including:

- Personally identifiable information you knowingly provide, including when you register for the service, provide feedback and suggestions, request information, or create shared content
- Other information that could be used to identify you, such as your IP address, search history, location based data and device ID
- Non-personally identifiable information, such as your ad views, analytics, browser type, cookie data, date/time of your request, demographic data, hardware/software type, interaction data, serving domains, pageviews and the web page you have visited immediately prior to visiting the site
- Other data that third party services may collect as described in the vendor's Privacy Policy and Terms of Use

For more information on these third party services, and the specific types of data that may be gathered and disclosed by each service, please refer to the Terms of Use and Privacy Policies for the services you use. For your convenience, links to our

major vendors' policies are provided here. You may choose to not use these third party services if you do not accept their Terms of Use and Privacy Policies; please read them carefully.

Policies for our online catalog interfaces:

- Bibliocommons (catalog and events calendar)
- Polaris (alternate catalog)

Policies for our digital library services:

- Kanopy
- OverDrive (including Libby)
- Tumblebooks

Policies for our online research services:

- Ancestry
- BrainFuse
- Britannica
- EBSCO
- Gale
- LinkedIn Learning
- Mango Languages
- New York Times
- OCLC EZproxy
- OCLC FirstSearch
- ProQuest
- ReferenceUSA

Policies for services that help us provide online assistance and email communication:

- LibAnswers
- LibraryAware
- MailerLite

Policies for the services we use to provide online library card registration:

- Quipu terms of use

Policies for the services we use to improve our website:

- Google Analytics

Policies for public library computer use, printing, and online fine payment:

- Envisionware
- PrinterOn

Policy for our address update service:

- Unique Management Services, Inc.

Illegal activity is prohibited and not protected

Library users may conduct only legal activity while using library resources and services. Nothing in this policy prevents WCCLS from exercising our right to protect our facilities, network and equipment from harm, or prevent the use of WCCLS provided services or equipment for illegal purposes. The library can electronically log activity to monitor its public computers and external access to its network and reserves the right to review such logs when a violation of law or our policy is suspected. Staff is authorized to take immediate action to protect the security of library patrons, staff, facilities, computers and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) suspected of a violation, or to report suspected child abuse under Oregon's mandatory reporting law (ORS 419B).

About WCCLS

Contact Us

Staff Resources

Booklists by

Email

Select Language