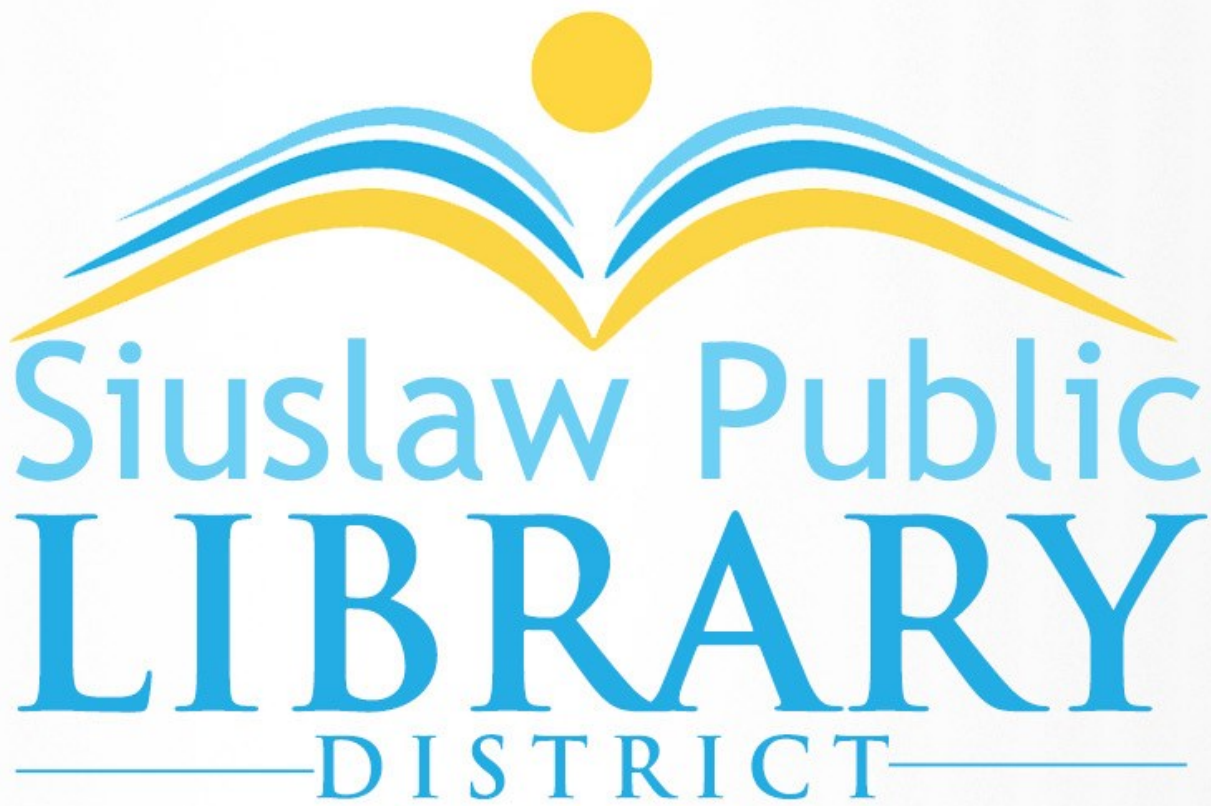


Approved Policies



Updated July 1, 2023

SIUSLAW PUBLIC LIBRARY DISTRICT APPROVED POLICIES

NOTE: In the event that any two District policies are found to be in conflict, the more recently adopted/revised policy will be enforced.

Preface: The American Library Association Library Bill of Rights

1. Art Display
2. Board Duties & Responsibilities
3. Child Safety
4. Circulation
5. Collection Development
6. Computer/Internet
7. Discard of Library Materials
8. Electronic Information and Cybersecurity
9. Employee Handbook
10. Filming and Photography
11. Financial Management
12. Free Speech
13. Freedom from Discriminatory Harassment
14. Gifts and Donations
15. Interlibrary Loan
16. Library User Privacy
17. Mandatory Reporting
18. Meeting Rooms
19. Preventative Maintenance
 - a. Preventative Maintenance Checklist
20. Programming
21. Public Meetings
22. Public Records
23. Public Relations
24. Reference and Information Service
25. Rules of Conduct for Person(s) on Library Premises
26. Safety, Emergency, and Disaster
27. Smoke Free Campus
28. Social Media
29. Sponsorship
30. Upper Siuslaw Library Committee
31. Volunteer
32. Website Link
33. Whistleblower

Appendix A: Resolution 99-7 Establishing a Fee for an Out-Of-District Library Card

Appendix B: Resolution 22-07: Amending Public Contracting Rules

Appendix C: Resolution 05-06: A Resolution of the Board of Directors of the Siuslaw Public Library District to Make Use of the Special District Association of Oregon's Pre-Loss Legal Program

Appendix D: American Library Association Statement on Exhibit Spaces and Bulletin Boards

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. 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.

II. Libraries should 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

ART DISPLAY POLICY

Philosophy

Attractive displays stimulate the imagination and inspire an appreciation of crafts and art. Display space within the library is free and is intended to showcase local art, spotlight local collections of general interest, and introduce library users to national and regional art.

It is not the intent that the exhibit space be used for advertising for commercial enterprises or partisan political candidates and/or parties. The views in the works exhibited are those of the artists and are not necessarily those of the Art Committee or the library. The Library Director reserves the final approval over any recommendations of the Art Committee. The library adheres to the American Library Association's Bill of Rights and its interpretation regarding Exhibit Spaces and Bulletin Boards.

Liability

The library does not accept liability or provide security for any item on display. The owner of an item to be displayed must sign a hold harmless agreement/intake form as maintained by the Art Committee prior to display. The current intake form is incorporated into this policy for reference.

Display Areas

Displays may be scheduled for the following areas:

- lobby display case
- lobby hall wall area
- Brubaker Family wall
- inside display cases
- east wall
- Bromley Room
- other areas upon approval of the Library Board

Art Committee

The Library Board will appoint no less than 5 and no more than 10 committee members representing a cross-section of the local art community for terms of 3 years. The Library Director will appoint a

staff liaison. Vacancy announcements will be posted and applications accepted. Current Art Committee members will review applications and make recommendations to the Library Board.

This committee shall have the following responsibilities based on display criteria established by the committee:

- conduct juried art shows;
- solicit displays for all Library gallery spaces;
- contact artists to schedule displays and to obtain hold harmless agreement;
- supervise installation and take-down of displays;
- advise the Library Board on policies regarding displays.

Long-term Loan of Art to the Library District

Art and crafts for long-term loan and display must be reviewed by the Art Committee and approved by the Library Board. The following criteria shall be met:

- Each loan period will be negotiated and agreed upon prior to the installation.
- The artist must sign a hold harmless agreement/intake form as maintained by the Art Committee prior to display. The current intake form is incorporated into this policy for reference.
- The display of art at the library is at will, and the library or artist, may, if the need arises, remove art prior to the completion of the loan period without fault or liability for either the artist or the Library District.

Sales

The library does not sell or act as a sales agent for artists. No pricing will be displayed in the lobby display area; however, contact information for artists will be available at the Circulation Desk.

Gifts and Donations of Arts and Crafts

As referenced in both the Siuslaw Public Library District's "Art Display Policy" and "Gifts and Donations Policy," donations of arts and crafts must be reviewed by the Art Committee and approved by the Library Board. Accepted donations irrevocably become the property of the library and may be discarded in accordance with library policy on discarding materials and other library property.

Exceptions

The library director has the discretion to make exceptions to this policy as deemed appropriate.

Adopted by the Board of Directors: November 20, 2002
Revised by the Board of Directors: May 21, 2003
Revised by the Board of Directors: April 21, 2004
Revised by the Board of Directors: August 17, 2011
Revised by the Board of Directors: March 21, 2012
Revised by the Board of Directors: November 20, 2013
Revised by the Board of Directors: May 16, 2018

ART DISPLAY INTAKE FORM – SIUSLAW PUBLIC LIBRARY

INVENTORY OF ITEMS & AGREEMENT OF ASSUMPTION OF RISK

In consideration of agreement by the Siuslaw Public Library to allow me to display items listed below, which are owned or possessed by me or under my control, in the Siuslaw Public Library, Florence, Oregon.

I _____
(Name) (Phone Number)

I _____
(Cell Number) (e-Mail)

do hereby assume all risk of loss, damage, or destruction to said items, and I hereby agree to same and hold harmless the said Siuslaw Public Library from any and all such loss, damage or destruction.

Inventory of Items

Media	Title of Piece	Date (if known)

Date Received: _____ Received by: _____
(Art Committee Member)

I acknowledge that on this date _____ I have received all items I had on display at the Siuslaw Public Library, and that all items are in good condition.

(Signature of exhibitor)

Duties and Responsibilities of the Siuslaw Public Library District Board

Meeting the Needs of the Siuslaw Public Library District

It is the policy of the Siuslaw Public Library District Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the District.

Formulation and Interpretation of District Policy

Board members alone have the right and responsibility to participate in board meetings and vote on District matters as part of the Board. The most important activity of the Board in performing this responsibility is the formulation and interpretation of District policies. To this end, the Board shall establish policy, reserving to itself all authority and responsibility not directly assigned to other District officers and personnel.

Management and Communication between Board and Staff

The primary responsibility of the Board is to make policy level decisions for the District. Management of the daily operations and staff is the responsibility of the Library Director. Unless otherwise authorized by a quorum of the Board, no individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the District. Moreover, unless otherwise authorized by the Board, no individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records Law. Communications relative to District business should be directed to the Board President or Library Director.

Board Meeting Conduct

The president shall preside at Board meetings. In the President's absence, the Vice-President shall preside. If both the President and Vice-President are absent, any other member of the Board may preside. Board members shall be respectful of one another and follow the direction of the President. Board members should avoid personal attacks and keep discussions on policy, not individuals. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the board. Meetings of the Siuslaw Public Library District's Board of Directors are convened with the sole purpose of conducting the District's business. If Board members would like to add items to a meeting agenda, they will contact the President of the Board ten days prior to the meeting or add the item during the addition/deletion portion of the meeting agenda.

Board Members Authorized By Official Board Action Only

Board members have no individual powers separate from the powers of the Board and have no authority to act individually without delegation of authority from a quorum of the Board. Likewise, no individual board member may speak for or on behalf of the Board or District, except as authorized to do so by official board action as recorded in the official minutes, guidelines, or policies of the District.

Ethical Standards

Board members act as representatives of the citizens of the District. Therefore, board members shall adhere to the highest ethical standards in the conduct of district business. As public officials board members are required to comply with Oregon ethics laws. Each board member will be provided with a copy of the Oregon Government Ethics Commissions Guide for Public Officials.

Board Member Education

In order to effectively carry out their duties, board members must be adequately informed. Members are required to attend an initial training, such as the Special District Association of Oregon's new board member training, and complete a minimum of 3 hours of annual training thereafter. Board members are additionally encouraged to attend such conferences and other training programs as the board may authorize.

Discipline

The Board has the right to enforce its rules and expect ethical and honorable conduct from its members. The Board will make every effort to resolve an issue by speaking to the individual privately. Should disciplinary action need to be taken, the following actions may be considered:

- A motion that the member must apologize;
- A motion that the member must leave for the remainder of the meeting;
- A motion to censure the member; or
- A motion to suspend a member's rights for a designated period of time.

Governance Responsibilities

Communications

The Board will work with the Library Director to formulate lines of communication between board members and staff as well as:

- 1.0) Set the tone/attitude for the District.
- 1.1) Encourage participation of staff members on appropriate committees.
- 1.2) Invite non-board members, other local governments, and groups to board or committee meetings or other types of board sponsored assemblies to explore and develop approaches to common concerns.
- 1.3) Recognize that certain information obtained during executive session may be non-public and confidential, making disclosure a breach of trust.
- 1.4) Respect the opinion of other members and accept the principle of majority rule in board decisions.
- 1.5) Be familiar with the Oregon Public Meetings Law.

Financial

- 2.0) Review and approve the annual budget.
- 2.1) Monitor District finances and the budget, setting policy or taking action to ensure the fiscal integrity of the organization.

Policies, Objectives, and Plans

The Board will become familiar with and abide by all laws and policies governing the operation of the District and:

- 3.0) Participate in the creation of the District's strategic plan.
- 3.1) Approve the District's strategic plan.
- 3.2) Suggest and approve policies for the District.
- 3.3) Recognize that the Library Director should have full administrative authority for properly discharging the duties of managing the operation within the limits of the established Board Policy. The Board's basic function is policy making, not administration.
- 3.4) Be aware of the changing needs of the District and propose new directions/ goals for the District as appropriate.
- 3.5) Review any significant departure from established plans or policy.
- 3.6) Receive and act on committee or other planning body recommendations.
- 3.7) Ensure that program objectives are assigned to the proper planning or implementing subgroups.
- 3.8) Where applicable, bring other local governments or community groups into the planning and decision-making process; actively seek collaboration within the community.
- 3.9) Annually review contract with auditor. Approve new contract with auditor as needed.

- 3.10) Annually review job description for and contract with Library Director. Approve job description for and contract with Library Director as needed.
- 3.11) Approve major changes in the district's organization or structure.
- 3.12) Create and approve board plans of action.
- 3.13) Pass district resolutions, or adopt ordinances.

Management

The Board will select the District President and other officers and:

- 4.0) Hire the Library Director.
- 4.1) Define the duties and responsibilities for the President, Library Director, officers, and major committee chairpersons.
- 4.2) Select legal counsel and consultants for the Board.
- 4.3) Authorize officers or board agents by resolution to enter into contracts or to sign other written instruments and to take financial actions.
- 4.4) Approve the plan, form, and amount of management compensation, that is, salaries, bonuses, vacation, travel, and so on.
- 4.5) Evaluate the performance of the Library Director annually.
- 4.6) Approve the form and amount of reimbursement for board members.
- 4.7) Approve programs for management development.
- 4.8) Provide advice and consultation to management on matters within the purview of the Board's responsibilities.

Employee Relations

- 5.0) Insist that personnel complaints go through a proper chain of command. If not resolved, only then should the board get involved.
- 5.1) Do not allow personnel problems, other than problems with the Library Director, to be brought into board consideration unless the problem rises to the level of legal action.

Control

The Board will identify types of information needed by the Board to analyze effectively the District's directions and achievement and:

- 6.0) Create a process for collecting and analyzing information.
- 6.1) Realize that the citizens within the boundaries of the district are the true "owners" of the District.
- 6.2) Annually review and assess the District's performance against objectives, resources, plans, policies, and services rendered.

- 6.3) Identify obstacles, sense changing needs, and propose new directions or goals for the District.
- 6.4) Ensure that the District is in compliance with all federal, state, and local laws.

Board of Directors

The Board will motivate its members to accept positions of leadership and responsibility and:

- 7.1) Appoint, change, or abolish committees of the Board.
- 7.2) Define powers and responsibilities of committees of the Board.
- 7.3) Not make commitments on any matter that should come before the Board as a whole.
- 7.4) Recognize that an individual board member has no legal status to act for the entire Board.
- 7.5) Realize that if a quorum of the Board meets to make a decision or to deliberate on a District matter, then the meeting is considered a public meeting and must comply with all of the requirements of the Oregon Public Meetings Law.
- 7.6) Support actions as approved by the Board, regardless of individual opinions; avoid public 'minority opinion' discussions.
- 7.7) Be on time, be prepared and be informed about the issues on the agenda.
- 7.8) Be aware that discussions on matters of overall policy outside of regular board meetings can violate the Oregon Public Meetings Law.

Public Accountability

The Board will be transparent; keep the public informed on all district matters (except those matters subject to Executive Sessions) and:

- 8.0) Make decisions based on the wishes and needs of the majority of District residents and actively solicit and consider public opinion when setting District policy.
- 8.1) Spend the District's money with prudence and trust.
- 8.2) Place the needs of the public above the ambitions of the Board or the District.

*Approved by the Siuslaw Public Library District Board: October 15, 2014
Revised by the Siuslaw Public Library District Board: July 18, 2018*

Siuslaw Public Library District

Child Safety Policy

The Siuslaw Public Library District welcomes children and families. To make the Library an enjoyable place and to encourage a love of books, reading, and learning, we offer a designated Children's area and Teen area along with programs, services and materials for children and teens. We hope caregivers and guardians will help children make effective use of the Library and assist them in selecting books and materials, using the computers, or attending programs. Young patrons should have a fun and positive experience when visiting the Siuslaw Public Library District.

Parent Expectations and Responsibilities

Because the Library is a public place, children's safety cannot be guaranteed. Children may encounter hazards such as stairs, doors, furniture, electrical equipment, or other Library patrons. The conduct, safety, and supervision of children while on Library premises is solely the responsibility of parents, guardians, and caregivers (hereinafter referred to as guardians). Appropriate supervision provided by parents, guardians, and caregivers will assist Library staff in creating a pleasant and safe environment for patrons of all ages.

Access to Children's/Teen Areas

The Children's and Teen areas of the Library are specifically designed to serve the needs of young customers. When staff observe adults in that area not using materials or not using the area for the purpose intended will be asked to use other areas of the Library. However, staff may not always observe such activity.

Staff Role and Unattended Children

The Siuslaw Public Library staff invite children to use the library and hope that they perceive it as a warm, inviting and fun place to be. The services provided and many programs offered are aimed at encouraging children to develop a love of books, reading and libraries.

Library staff cannot serve as caregivers. The staff is unable to determine if children are leaving the building with parents or a stranger. In addition, they cannot monitor children's activities outside the building on the grounds, in the parking lot or on the street.

For the protection and well-being of children who enjoy our library, the following policy has been established:

- Children age five (5) and younger must stay with and be supervised by a responsible caregiver in the library (including the restroom area) at all times.
- Caregivers of children between the ages of 6-9 are strongly encouraged to remain in the library.
- The library does not consider chaperones under the age of 16 to be responsible caregivers
- Persons responsible for children who have special needs related to physical or mental ability, disruptive behavior, emotional problems, lack of adequate attention span, or incomplete social skills, shall remain with their children at all times.
- Adults who bring their children with them when attending meetings in the library must make arrangements for supervision of their children.
- Parents or caregivers, not the library staff, are responsible for the behavior, safety and supervision of their children when using the library.

If staff members are concerned about the safety of a child or teen patron:

- a. Staff will try to locate the child's parent, guardian, or caregiver in the Library and express the Library's concern for the child's safety, and explain the Library's Child Safety Policy. If staff is unable to locate the parent, guardian, or caregiver in the Library, staff will make a concerted effort to contact the parent, guardian or caregiver to pick up the child. Staff will express the Library's concern for the child's safety and explain the Library's Child Safety Policy. If the parent, guardian, or caregiver cannot be located within a reasonable time, staff will call the Florence Police Department if in Florence, or the Lane County Sheriff's Office if in Mapleton.
- b. Staff will encourage any unattended child to contact his or her parent, guardian, or caregiver before closing time. If a parent, guardian, or caregiver cannot be reached or does not arrive within a reasonable

time after closing, Library staff will call the Florence Police Department/Lane County Sheriff's Department to pick up the child. These same actions will be followed for emergency closures. Two staff members will remain with the child until the parent, guardian, caregiver or police arrive. Once the child is in the protective care of the Florence Police Department/Lane County Sheriff's Department, a note will be attached to the Library entrance or entrances, with the following information: "Unattended child is in the care of the Florence Police Department/Lane County Sheriff's Department." Neither the name of the child nor the name of the parent, guardian, or caregiver will be listed on the note.

- c. Staff will not transport any child from the Library to another location.

Library Programs for Children and Teens

The Library provides a number of programs specifically for children and teen, as well as programs for families. Programs for youth are almost exclusively held during library open hours, and the same guidelines about supervision apply as are outlined in the rest of this policy. Caregivers should be aware of when programs end, and may be contacted prior to a program's end if their child needs assistance or is not feeling well.

From time to time, teen programs may be offered when the Library is not open to the general public. This is a special opportunity for responsible, interested teens to make use of the Library space and resources. In these instances, at least two staff members will be present throughout the event. Additional information will be made available to anyone who asks using the sample form below.

SAMPLE TEEN PROGRAM INFORMATION SHEET

This informational sheet will tell you what you and your teen can expect at this special after hours library program just for our teen patrons.

Title of Program: Teen Summer Reading Grand Finale Lock-In

Date, Hours, and Location of Program:

Intended Audience:

Description of Program:

Staff Members Present:

Other Adults Present:

Anything Teens Should Bring to the Program:

Special Rules and Guidelines for the Event:

Contact Information for Staff Member Supervising Program:

CIRCULATION POLICY

Statement of Purpose

The Siuslaw Public Library District is committed to providing free and open access to a broad range of informational, recreational, and cultural resources for library patrons of all ages. In order to facilitate the most equitable use of the Library District's resources the following Circulation policies apply:

Eligibility

- The Siuslaw Public Library District is funded by an annual property tax assessment paid by those residing within the Library District's boundaries. Library cards are available to these district residents without additional cost. Library cards are also provided to residents of tax-exempt properties located within the Library District's boundaries without charge. Anyone who does not meet the Library District residency requirement may purchase a card subject to quarterly or annual renewal fees. Out-of-district fees are assessed to ensure that non-residents and residents contribute to the support of the Library District. Fees are set by the Library Board. Residency is determined according to the definition contained in ORS 247.
- Library cards are also available to persons owning or renting residential or commercial property within the Library District, regardless of residence, and library patrons in good standing at a library participating in the Oregon Library Passport Program without charge.
- Patrons in good standing at libraries participating in the Lane Council of Libraries consortium (Springfield, Cottage Grove, Junction City, Oakridge, Fern Ridge Library District, and Lane Library District/Creswell) may use their card from their home library at either branch of the Siuslaw Public Library District with the understanding that materials will be returned directly to either location of the Siuslaw Public Library.
- Youth under the age of 16 must have the signature of their parent or guardian on their library card application. In signing the application, the signer accepts responsibility for items checked out on that card.
- Youth between the ages of 16-18 may apply for a library card without the signature of a parent or guardian provided they have valid photo identification and proof of residency.

- Institutions and businesses that operate a physical service outlet within the district may apply for an institutional card. Institutional card applications must be accompanied by a letter from the institution or business stating the names of all persons associated with the institution or business who will be allowed to use the card and the name and address of the party or parties responsible for items checked out on the card.

A patron may designate a proxy for their library card account. The proxy designation must be authorized by the card holder, who is responsible for all materials checked out on their card by their authorized proxy. Additional information about proxy users and library user confidentiality can be found in the "Library User Privacy Policy."

Responsibilities

In using their library card, a patron accepts responsibility for:

- All materials borrowed with their card
- Returning all items borrowed in good condition and by date due
- All damages, fines and fees incurred on this card
- Notifying the Library District of change of name, address, email, or phone
- Notifying the Library District if their card is lost or stolen

Failure to comply may result in:

- Fines and/or fees
- Denial of borrowing privileges
- Denial of equipment-use privileges, including public computer use

The Library Director may choose to cite a patron for willful detention of library materials under ORS 357. In such cases, collection fees may be assessed. The current list/publisher price of a lost or damaged item shall be the replacement cost. Where a lending library, for an interlibrary loan, has assessed a higher cost, then that cost shall apply.

Exceptions to these policies are at the discretion of the library director or designated representative.

Adopted by Board of Directors:	<u>May 15, 2013</u>
Revised by Board of Directors:	<u>January 16, 2019</u>
Revised by Board of Directors:	<u>November 18, 2020</u>

Collection Development Policy

Statement of Purpose

The Siuslaw Public Library District Board recognizes that its patrons are diverse, with different interests, backgrounds, cultural heritages, social values, and needs. The District further recognizes that public libraries provide free and convenient access to informational, cultural, educational, and recreational materials.

The District aims to provide equal access to all people. To achieve this goal, the District must ensure that its collections remain current and responsive to the needs of its patrons and that those materials are easily accessible through appropriate technology.

Selection of materials by the library does not mean endorsement of the contents or the views expressed in those materials.

Authority and Responsibility for Selection

The Library Director ultimately is responsible for selecting materials. S/he may authorize members of the staff who are qualified through education and training to select materials. The Board of Directors determines the policy for selecting and acquiring materials. All staff members and the general public are encouraged to recommend materials for consideration. Collection development should not be viewed by groups or individuals as a potential tool to be used either to advocate or oppose personal views.

Intellectual Freedom

The District believes that the right to read and access materials of varying viewpoints is an important part of the intellectual freedom that is basic to democracy. The principles of intellectual freedom are guaranteed in the First Amendment of the United States Constitution. In keeping with those principles, the District will favor no viewpoint and subscribes to these basic documents as official policy:

1. The American Library Association's (ALA) Library Bill of Rights;
2. ALA's Freedom to Read statement;
3. ALA's Freedom to View statement; and
4. ALA's Free Access to Libraries for Minors statement.

Copies of these documents are attached to this policy.

Selection Criteria

Materials are selected for their literary or artistic merit, accuracy, utility, entertainment value, and current or historical interest. Generally, except for items of special local interest or when it is possible to evaluate materials directly, items are selected based on favorable reviews, inclusion in special lists, patron or staff recommendations, popularity, or media coverage.

The Library District works to maintain a collection that includes material on most subjects and points of view, in keeping with the community's interests. The content of the collection is constantly reviewed so that gaps in various subject areas and formats may be filled. Each item must be considered with appropriate standards for its type and audience. Some materials may be judged primarily in terms of artistic merit, scholarship, informational or historical significance; others are selected to satisfy recreational and entertainment needs. With restricted budgets and space, the District emphasizes quality rather than quantity, balancing the value of and demand for materials.

Criteria to be considered in adding specific materials to the library collection include, but are not limited to the following: collection objectives, patron requests, existing subject coverage, community relevance, timeliness of topics, audience, current or historical significance of the author or subject, diversity of viewpoint, effective expression, accuracy of information, justifiability of cost in relation to budget and need, and physical and technical qualities of production. Patron requests may also be fulfilled by resource sharing with other libraries.

Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the library's ability to serve the people of the library district. Selection will not be inhibited by the possibility that children may inadvertently have access to the item.

Donated materials become the property of the library and will be accepted with the understanding that they are subject to the same selection and weeding/discarding of material process as purchased materials. Materials which are not included in the collection will not be returned to the donor, in accordance with the Gifts and Donations Policy. The library cannot assign value to gifts.

Donations for memorial items are welcomed. The library takes suggestions based on the interests of the person being memorialized but cannot guarantee that materials on those subjects will be currently available. Books

and other gifts purchased from gift funds will be identified with suitable plates. Refer to the "Gifts and Donations Policy."

Requests for the establishment of specially endowed collections will be considered by the Board, in keeping with the philosophy of the library and the materials selection policy. It is further understood that such collections may be terminated at a future date if the Board determines they have outlived their usefulness or become too costly to maintain.

Access

The Library Board recognizes that full, confidential, and unrestricted access to information is essential in order for patrons to exercise their constitutional rights. Collections are organized, marked and maintained to facilitate, not restrict use. The use of rare and scholarly items, or items frequently subject to damage or theft, may be controlled to protect the materials for future library users. Materials which may be considered controversial will not be altered or labeled by the Library. Responsibility for a child's selection rests with the parent/guardian, not with the District.

Collection Maintenance

The Library keeps its collection vital and useful by retaining or replacing materials and systematically removing works that are worn, outdated, of little historical or artistic significance, or no longer in demand. Discard of materials is not intended to sanction removal of library materials based upon controversy

Collection Review

The Board recognizes the right of individuals to question materials in the library collection. The library will give serious consideration to each patron's opinion. Material under consideration will remain available to patrons until a decision is made.

Review Procedure

To initiate a review of an item in the collection, a Siuslaw Public Library District patron will submit a *Request for Reconsideration of Library Materials form*. The request will be evaluated by the Materials Selection Review Committee composed of the director, the staff selector and an appointed member of the public. A written response will be provided to the patron and all Library Board members within sixty days.

If dissatisfied with the written response, the patron may request that the matter be reviewed by the Library Board. The patron will be notified of the date and time of the meeting at which reconsideration will occur, and will be given the opportunity to speak. Prior to such a meeting, the Board will evaluate the item in question, read reviews, and consider such other

information as may be relevant in assessing the suitability of challenged materials for the collection. The Board will be guided by the *Collection Development Policy* of the Siuslaw Public Library District. The Library Board will make a final decision by voting to adopt, reject, or modify the Materials Selection Review Committee's recommendation.

The Board considers all materials selected under this policy to be constitutionally protected under the First Amendment unless materials are considered unprotected by judicial action. Material under court consideration will remain in the active collection and not be considered for removal until the judicial determination is made and all appeals completed.

Addendum to Collection Development Policy

The Siuslaw Public Library welcomes the growing opportunities that self-publishing technologies offer local writers for self-expression.

Material will be considered for inclusion in the collection if it meets the following criteria:

- The author must be a resident of the Siuslaw Public Library District. The author must provide their real name, local address and telephone number.
- The materials must be printed and bound in a manner suitable to withstand at least 20 readings/circulations.
- The donor must not have any expectation of influencing library policies, procedures or practices.
- The content of the material must not include any obvious violations of State and/or Federal Law, including but not limited to copyright violations, plagiarism, defamation, obscenity or child pornography.

The Library District will:

- Create a brief record in the online catalog for the item showing author, title, page numbers, publication date and shelving location.
- Mark the items with a "Local Author" sticker.
- Materials will be integrated into the appropriate circulating collection.

Adopted by Board of Directors: August 18, 1999
Revised by Board of Directors: June 19, 2002
Revised by Board of Directors: December 18, 2013
Revised by Board of Directors: May 15, 2019

Request for Reconsideration of Library Materials

Format of Material: _____

Title: _____

Author: _____

Have you read/viewed/listened to this material in its entirety? Yes _____ No _____

Have you seen or heard reviews or discussions of this material? If so, we would be interested in the source.

What do you think the material is about? What is your opinion as to the subject matter of the entire work, not just one or two passages.

Please state your comment, suggestion, and/or criticism of the material as specifically as possible.

All materials in the collection have been selected within the Library's Collection Development Policy (attached to this form).

Have you read this policy? Yes _____ No _____

Do you believe the material in question falls outside the policy? If so, please explain why.

What would you like the library to do about this material? Do you have suggestions for alternate materials?

Name: (Please Print) _____

Mailing Address: _____

Phone: _____

Your signature _____ Date: _____

ALA Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. 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.

II. Libraries should 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

ALA Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, 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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. 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.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. 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 or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. 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 controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that 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 toward 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 librarians 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 people 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 that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that 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 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 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 can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that 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 expression 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 values differ, and values cannot be legislated; nor can machinery be devised that 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 the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, 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 or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

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 individuals are free to determine for themselves what they wish 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 concept 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. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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, they 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 the reader cannot obtain matter fit for that reader's 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 the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans 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 the written word. We do so because we believe that it is 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 of 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, 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

ALA Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the [First Amendment to the Constitution of the United States](#). In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

ALA Free Access to Libraries by Minors

An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the [Library Bill of Rights](#). The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess [First Amendment](#) rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.¹ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "[Libraries: An American Value](#)" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹See [Erznoznik v. City of Jacksonville](#), 422 U.S. 205 (1975)-"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See [Tinker v. Des Moines School Dist.](#), *supra*. Cf. [West Virginia Bd. of Ed. v. Barnette](#), 319 U.S. 624 (1943)."

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004.

COMPUTER/INTERNET POLICY

The Siuslaw Public Library District is committed to providing free and open access to a broad range of informational, recreational, and cultural resources for library patrons of all ages. The District cannot control the information available over the Internet and is not responsible for its content.

Internet access is available through the Library's computers and through patrons' personal wireless devices.

While using the Library's internet access, the Library asks patrons to please follow the guidelines below:

- Ask for help if needed. As with printed information, patrons are encouraged to determine for themselves the validity of information found electronically. Staff may be able to assist with locating appropriate resources, basic internet use, and use of computer software, but may not always be available. User guides and reference books are available.
- Remember that you are responsible for the security of your personal information and equipment.
- Respect the privacy of other computer users.
- Comply with signup and time limitations for each computer area.
- Remember that the Library does not filter internet content and parents and legal guardians are responsible for their children's use of the Library's computers including internet access.
- Keep conversations at a volume that does not disturb other library patrons.
- While using the library's computers or personal electronic devices, use headphones or mute the sound to avoid disturbing other library patrons.
- Remember that computer areas are food and beverage free zones as are most areas of the library.
- Be sure that any child who accompanies you to the Library is supervised while you are using library computers.

- Print only what you need, pick up your printing immediately, and pay for your printing when finished.
- Remember that the Library, for many reasons, cannot guarantee that access to the Internet is always available.

In order to make the Library's computer and internet access resources available to as many users as possible and to make sure that the equipment is used in a manner consistent with the Library's Rules of Conduct, the Computer/Internet Policy also includes the following rules:

- Library computers and wireless internet access may not be used in a manner that threatens to damage or does damage to library computers, printers or the library network. This includes but is not limited to attempts to alter hardware or software; attempts to download, install or create any harmful program including spyware, viruses, Trojans, malware or any other illegal utility; and attempts to access other computers on the library network.
- The Library's internet access may not be used for purposes which violate federal, state, or local laws. This includes but is not limited to transmitting or receiving obscene materials or transmitting harassing, threatening or libelous materials; distribution of unsolicited messages (SPAM); and violating copyright or trademark laws, software licensing agreements, and/or intellectual property rights.
- Failure to comply with the Library's Computer/Internet Policies and/or the Library's Rules of Conduct may result in the revocation of computer and/or library privileges. An appeal process is contained in the Library's Rules of Conduct.

Exceptions to these policies and rules are at the discretion of the Library Director or a designated staff person.

Adopted by Board of Directors: April 22, 1999
Revised by Board of Directors: February 21, 2001
Revised by Board of Directors: January 24, 2008
Revised by Board of Directors: May 16, 2012
Revised by Board of Directors: August 21, 2019

Discard of Library Materials Policy

Discarding library materials is an important part of maintaining a vital collection, and it is a best practice for any non-repository library. Factors guiding the discard of materials include not only the selection criteria used to add materials, but also circulation and demand, space considerations, outdated or unreliable content, and/or poor physical condition. The discard of materials is not intended to sanction the removal of library materials based upon controversy.

Books, some magazines, and other materials withdrawn from the library collection may be donated to the Friends of the Library for their periodic book sales or, less frequently, to other nonprofit or educational organizations as approved by the library director. Proceeds from the Friends of the Library book sales are used to support a variety of library programs, services, equipment, and materials purchases, including regular contributions to the Siuslaw Public Library Book Endowment Fund. Magazines and newspapers withdrawn from the library's collection that are not donated to the Friends of the Library or another organization are recycled, as are other discarded materials that are inappropriate for donation due to damage or unsaleable content or format.

Additional information about the Siuslaw Public Library District's standards for adding and removing materials from the collection can be found in the Siuslaw Public Library District's Collection Development Policy.

Approved by the Library Board: January 15, 2003
Revised by the Library Board: June 16, 2021

Electronic Information and Cybersecurity Policy

Information security is defined as the administrative, technical, or physical safeguards the Siuslaw Public Library District (the "Library") uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle confidential customer or staff information ("confidential information").

The Library will take every reasonable precaution to ensure that any confidential information that is kept by the Library for any purpose is safeguarded from unauthorized access. The Library has a responsibility to ensure that the accessing, handling, sharing and disposing of confidential information complies with the Circulation and Public Records Policies of the Siuslaw Public Library District and the Oregon Revised Statutes (ORS) relating to exempt public records disclosure set forth in ORS Chapter 192 sections 192.338, 192.345, and 192.355.

This policy covers all electronic information resources in the Library. It applies equally to network servers, workstations, both staff and public access to information technology, network equipment, telecommunications equipment, and peripherals devices (such as printers), within the library. The policy applies to all library staff, administrators, volunteers, and contractors using the library's computer resources.

ROLES AND RESPONSIBILITIES

Under the guidance of the Library Director, the Information Technology Librarian (IT Librarian) will be designated to establish and oversee the library's information security program. The program will address potential risks to the security, confidentiality, and integrity of confidential information that could result in a compromise. The IT Librarian must ensure that the following standards are met on every computing system, equipment, or network with access to confidential information:

- Secure computing systems, equipment, and networks with confidential information
- Restrict physical and login access to authorized users
- Maintain up-to-date software patches and anti-virus software
- Ensure and maintain complete system backups
- Enable and use host-based firewalls if available
- Perform regular security scans on computing systems, equipment, and networks
- Provide training to all staff, volunteers, and contract workers in the appropriate use of the network, awareness of the possible effects of misuse or unauthorized use of computer resources, and the consequences of any unauthorized use.

Authorized Users

Authorized users may be staff members, volunteers, or contract workers. They are responsible for confidential information in their custody. Maintaining the confidentiality, integrity,

availability, and regulatory compliance of confidential information stored, processed, or transmitted at the library is a requirement of all authorized users. All authorized users with access to confidential information will:

- Notify their manager and/or the IT Librarian immediately if confidential information, passwords, or other system access control mechanisms are lost, stolen, or disclosed or suspected of being lost, stolen, or disclosed.
- Restrict physical access to laptop computers when the user is physically away from the computer by locking the door or using security cables or devices.
- Maintain possession or control of mobile devices to the extent possible to reduce the risk of theft and unauthorized access.
- Secure computers and mobile devices by requiring passwords (except for public computers with no confidential information).
- Not intentionally damage, alter, or misuse any library owned or maintained computing systems, equipment, or networks.
- Authorized users will receive a written copy of this policy, receive basic cybersecurity orientation, and sign an acknowledgement of acceptable use of district technology form within 90 days of hire.

Additional precautions for single-user/non-shared devices

Staff who have non-shared laptop or desktop devices and associated peripherals will further secure those devices in the following ways:

- Using a screen saver or built-in lock feature when the user physically walks away from the work space.
- Backing up all work-related materials to an external drive or shared network on a weekly basis.
- Regularly changing passwords for devices and accounts using metrics set forth by the IT Librarian.

Library Staff

Library staff, with guidance or direction from the Library Director and/or the IT Librarian, are ultimately responsible for ensuring that this Electronic Information and Cybersecurity policy is adequately followed.

Specific responsibilities of managerial staff include:

- Ensuring staff understand the danger of malicious software, how it is generally spread, and the technical controls used to protect against it.
- Informing the IT Librarian of the change in status of staff, volunteers, or contract workers who use the library computer resources. This could include a position change (providing greater or more restricted access privileges) or termination of library employment.

GENERAL POLICIES

The IT Librarian is responsible for maintaining the security of the staff and public use computers.

All authorized users of the system are responsible for following all policies and procedures in this policy.

Server security (excluding the SirsiDynix server which is under the control of Springfield Library's IT department and SirsiDynix) shall be exclusively controlled by the IT Librarian and/or the Library's computer network contractor.

Each authorized user will be assigned a unique user ID and initial password according to established procedure to gain access to network resources. Users must not share or disclose unique user IDs/passwords unless the user ID is already designated as a departmental "shared" user ID/password.

All users must be authenticated to the network before accessing network resources.

Use of network hardware or software such as traffic monitors/recorders and routers shall be restricted to network management or a designated administrator.

Incident logs and subsequent security reports will be generated and reviewed on a regular basis.

ENFORCEMENT

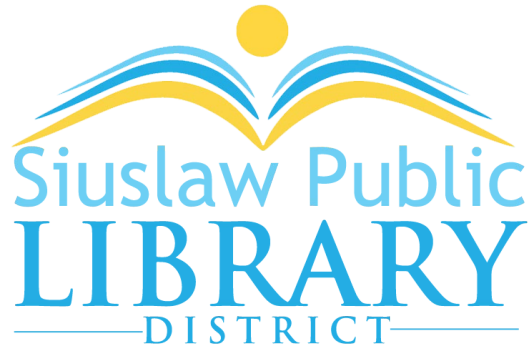
When users fail to comply with this policy, confidential information that is stored, processed, or transmitted on the Siuslaw Public Library District's network may be exposed to the unacceptable risk of loss of confidentiality, integrity, or availability. Violations of security guidelines and procedures established to support this policy will be promptly investigated and could result in disciplinary action up to and including termination of employment or termination of rights to use the computer resources.

BREACH OF SECURITY

Any actual or suspected security breaches involving confidential information must be reported immediately to the Library Director and the IT Librarian. Incident response procedures will be initiated to identify the suspected breach, remediate the breach, and notify appropriate parties.

Adopted by the Board of Directors:

October 20, 2021



Siuslaw Public Library District

Employee Handbook

DISCLAIMER: The contents of this handbook are presented as a matter of information of employment only. This handbook does not constitute an expressed or implied contract for employment period. The Board of Directors reserves the right to make changes at its discretion.

W E L C O M E

The staff of the Siuslaw Public Library District comprises a team which is charged with providing library service to the residents of coastal Lane County. The board and administration of the library district recognize the important contribution that each staff member must make if the library district is to succeed in this important task.

This handbook details the rights and responsibilities of library district employees. Please feel free to discuss these rules, regulations, and policies with your supervisor or the library director.

I. GENERAL STATEMENT OF PURPOSE AND SCOPE

A. PURPOSE

The purpose of this employee handbook is to provide systematic and equitable procedures and regulations relating to hiring, compensation, hours of work, leave, safety, training, working conditions, promotion, transfer, discipline, removal, and other matters affecting the employees of the Siuslaw Public Library District. These rules and regulations are provided to maintain uniformity and equity in personnel matters in an effort to make library service attractive as a career and to encourage each employee to give their best service to the library district.

B. VARIANCES

The library director shall have the power to vary or modify the strict application of the provisions of these rules in any case in which the strict application of said provisions would result in practical difficulties or unnecessary hardships to the employees or the library district.

C. DEFINITIONS

As used in these rules, the following terms shall have the meanings indicated.

1. ADVANCEMENT

A salary increase within the limits of a pay range established for a class.

2. ALLOCATION

The assignment of a single position to its proper class in accordance with the duties performed and the authority and responsibility exercised.

3. ANNIVERSARY DATE

The date twelve (12) months from the beginning of the probationary period, unless extended or modified as provided in these rules. A new anniversary date is also established at the time of promotion upward.

4. APPEAL

A request to a supervisor or library director for consideration of, and a decision or ruling on, a problem or situation.

5. CLASS OR CLASSIFICATION

A group of positions in the library classified service sufficiently alike in duties, authority, and responsibilities that the same qualifications may reasonably be required for, and the same schedule of pay may equitably be applied to, all positions in the group.

6. CLASS SPECIFICATION

The written description of a class, containing a title; statements of duties, authority, and responsibilities; and the desired minimum qualifications for the class.

7. COMPENSATORY TIME

Time accumulated as overtime which is granted as time away from the job with pay.

8. CONTINUOUS SERVICE

Uninterrupted employment with the library district, including absences due to military service or extended leaves approved by the library director.

9. DEMOTION

A transfer of an employee from a position in one class to a position in another class which has a lower salary range.

10. DISCIPLINARY ACTION

Imposition of certain personnel actions, e.g., reprimand, warning, suspension, dismissal, demotion.

11. FULL-TIME EMPLOYEE

An employee who is scheduled to work at least thirty-five (35) hours each week.

12. GRIEVANCE

An employee's verbal or written expression of dissatisfaction with some aspect of their employment, a management decision affecting them, or an alleged violation of their rights for the purpose of attempting to gain an adjustment of said cause of dissatisfaction.

13. LATERAL TRANSFER

A change of an employee from one position to another in the same class or to a position in a comparable class within the library service.

14. LAYOFF

A separation from employment because of organizational changes, lack of work, shortage of funds or materials, abolishment of position, or other reasons not reflecting discredit on an employee and outside of their control.

15. LEAVE OF ABSENCE

Time off from work for reasons within the scope and purpose of these rules and regulations upon prior approval of the library director/supervisor.

16. LIBRARY BOARD

The board of directors of the Siuslaw Public Library District.

17. MILITARY LEAVE

Leave of absence for an employee entering reserve military training or duty.

18. NON-OCCUPATIONAL DISABILITY

Disability from an accident or sickness neither suffered nor contracted as a result of the performance of assigned duties.

19. OCCUPATIONAL DISABILITY

Disability from an accident or sickness suffered or contracted as a result of the performance of assigned duties.

20. PART-TIME EMPLOYEE

An employee who is scheduled to work fewer than thirty-five (35) hours each week.

21. PERSONNEL ACTION

Any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal, or other action affecting the status of employment.

22. PERSONNEL OFFICER

The library director or a designee.

23. PROBATIONARY PERIOD

A period of three (3) months during which an employee is required to demonstrate by actual performance of the duties their fitness for the position to which they have been appointed.

24. PROMOTION

A transfer of an employee from a position in one class to a position in another class which has a higher salary range.

25. RECLASSIFICATION

A change in allocation of an individual position by raising it to a higher class, reducing it to a lower class, or moving it to another class at the same level on the basis of significant changes in the kind, difficulty, or responsibility of the work performed in such position.

26. REGULAR EMPLOYEE

An employee who has been retained in their appointed position after the completion of their probationary period. This term does not refer to temporary appointments.

27. RULES

The personnel rules.

28. SENIORITY

Priority given to an employee based on the length of the employee's continuous service to the library district since the employee's last date of hire.

29. SUPERVISOR

Any person who is responsible to a higher level of authority and who directs the work of others.

30. SUSPENSION

Temporary separation of an employee from library service without pay for disciplinary purposes.

31. TEMPORARY EMPLOYEE

An employee who has been appointed for a limited period.

32. TEMPORARY POSITION FUNDED BY GRANT

A position filled by an employee who has been appointed for a limited period and whose salary and benefits are provided by funds supplied by grant.

33. VOLUNTARY DEMOTION

A demotion requested by an employee in order to retain employment when layoff from their position is imminent or for other reasons where

the action is still entirely voluntary on the part of the employee.

II. EMPLOYMENT AND HIRING

A. NON-DISCRIMINATION POLICY

It is the policy of the library district to provide equal employment opportunity in all phases of library employment, including recruitment, hiring, promotion, layoff, termination, demotion, transfer, training, rates of pay, fringe benefits, use of facilities, and other terms, conditions, and privileges of employment to all persons based solely on merit and ability to perform the job. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, ethnicity, religion, national origin, marital or veteran status, sexual orientation, gender identity, genetic information, physical or mental disability, or any other characteristic protected under applicable law, including Veterans' Preference.

B. AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA), amended by the ADA Amendments Act (ADAAA) of 2008, is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities from discrimination in the workplace.

Individuals are protected under the ADA if any of the following conditions exist:

- They currently have a physical or mental condition that significantly restricts their ability to normally conduct a major life function (walking, seeing, hearing, breathing, bodily functions, etc.);
- They have a history of such impairment; or,
- They are regarded as having such impairment.

The ADA also prohibits discrimination on the basis of an individual's relationship to someone (parent, sibling, child, spouse, friend, etc.) with a disability.

The Siuslaw Public Library District offers equal employment opportunities to qualified individuals who may have a physical or mental disability but are still able to perform essential job functions with reasonable accommodations. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or it is so highly specialized that an expert is required to perform it.

Reasonable accommodations are available to employees and applicants, as long as the requested accommodations don't cause an undue hardship on the organization. Individuals protected by the ADA/ADAAA should discuss their needs for possible accommodation with their supervisor.

B. APPOINTMENTS TO VACANCIES

Vacancies will be filled with the most qualified applicants, whether recruitment is conducted internally, externally, or in utilizing both options.

Former employees and relatives of current employees will be considered for employment in the same manner as other applicants. The library district prohibits related employees from directly or indirectly supervising one another.

Employees may be temporarily transferred or assigned to perform work outside of their regular job duties, schedule, or location. Depending upon the circumstances, they may be subject to a wage

adjustment while performing such work. The library district may also reassign employees on a long-term basis whose placements are determined to be unsuited to their individual skills and transfer any employee who has an illness or disability that requires modified duty without posting the position.

C. APPLICATION

No question in any test or in any application form or asked by the library director or a designee shall be so framed as to attempt to elicit information concerning race, religion, color, gender (including pregnancy, childbirth, and related medical conditions), national origin, marital status, family relationship, age, physical or mental handicap, sexual orientation, gender identity, or for the purpose of discriminating against any other protected class.

D. VERIFICATION

All statements submitted on the employment application or attached resume shall be subject to investigation and verification, and false statements shall void the application and be grounds for termination.

E. PHYSICAL EXAMINATION

Any job applicant or employee may be required to take a physical examination. In cases where a physical examination is deemed advisable by the library director, the library district shall pay the cost of the examination.

III. POSITION CLASSIFICATION PLAN

A. MAINTENANCE OF PLAN

A position classification plan as adopted and amended by the library board shall be a part of these rules. The personnel officer will be responsible for keeping the classification plan current by conducting periodic studies of positions and making appropriate recommendations to the library board.

B. CONTENT OF PLAN

The classification plan shall consist of positions in the library service defined by class specifications and identified by class titles. The classification plan shall be so developed and maintained that all positions substantially similar with respect to duties, responsibilities, authority, and character of work are included within the same class and that the same schedules of compensation may be made to apply with equity under like working conditions to all positions in the same class.

C. COPIES OF PLAN

Copies of the position classification plan and of specifications for individual classes shall be available in the library director's office.

D. SPECIFICATIONS

The position classification plan shall include titles and written specifications for the various classes of positions as approved by the library board. Job titles shall refer to a particular position, not to the individual filling a particular position, and shall be used in all personnel, budget, and financial records.

E. ALLOCATION OF POSITIONS

Each position shall be allocated to an appropriate class on the basis of the duties, responsibilities, and qualifications of the position.

F. RECLASSIFICATION

Positions may be reclassified whenever the duties of the position change materially, provided the reclassification can be accomplished within the limitations of the current budget of the library district.

Reclassification of a position shall not be used to circumvent the effect of disciplinary action or to avoid restrictions concerning compensation.

G. JOB DESCRIPTION

Each class shall have a specification that includes a concise, descriptive title and a description of the duties and responsibilities of each position in the class. Position specifications take into consideration the requirements of the job and are merely descriptive and explanatory of the work to be performed. They may not include all of the duties and are not intended to replace detailed work assignments. The library director shall update and alter job descriptions as necessary.

H. TEMPORARY POSITIONS FUNDED BY GRANTS

Upon approval of the grant project by the library board, the library director shall negotiate with such an employee to determine salary and benefits based upon the level of responsibility and expertise required for the position, but limited by the budget provided by the grant and/or any restrictions contained within the grant. The salary and benefits of the position shall be stated in a letter to the employee upon notification of employment, with a copy placed in the personnel file of the

employee. Provisions within the personnel rules regarding benefits and salary shall not apply to temporary positions funded by grants.

IV. HOURS AND OVERTIME

A. WORKWEEK

The library director may allow full-time employees to arrange their schedules in such a way that a forty-hour (40-hour) workweek can be completed in less than five (5) working days. This will be allowed as long as it is mutually beneficial to the employee and the library district and as long as it does not impede the library district's ability to provide quality public service.

B. WORKDAY

The normal workday shall consist of an eight-hour (8-hour) day, including rest periods but excluding the meal period. The library director may direct supervisors to determine workday schedules for part-time, split-shift, temporary-employment, or other situations.

C. WORK SCHEDULES

All work schedules, to the extent consistent with operating requirements, shall have regular starting and quitting times. Except in emergencies, employees shall receive one (1) week's notice of any schedule changes.

D. EMERGENCY CLOSING

If, due to weather emergencies or other special circumstances, the library must be closed, employees will be paid for their regularly scheduled hours.

E. REST PERIOD

Rest periods will be provided to employees according to applicable state regulations. Supervisors will review these and establish schedules. Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor, in an emergency situation, is obtained before the scheduled meal break. In these situations, the meal period will be paid time.

F. MEAL PERIOD

Each employee working in excess of five and a half (5 1/2) hours shall be granted an unpaid meal period not to exceed one (1) hour, depending on the operational requirements of their department. To the extent consistent with operating requirements of the department, each meal period shall be scheduled in the middle of each work shift. Employees may take meal periods away from the work site.

G. LACTATION

Siuslaw Public Library District promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work from parental leave.

Until their babies are 18 months old, employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as needed.

Supervisors and employees will work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a

supervisor or the library director should be informed immediately.

Siuslaw Public Library District will provide a private space with an electrical outlet, within the library location where the employee works, to express breast milk. This space may vary according to available empty rooms. Hand washing facilities and a refrigerator are available at both library locations and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of their expressed milk. The milk, if stored in the refrigerator provided, must be clearly labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

H. OVERTIME

The library director shall have the right to assign overtime work as required in the manner deemed to be the most advantageous and consistent with the requirements of library service and of public interest. No overtime shall be worked without pre-approval by the library director or a designee.

1. DEFINITION OF OVERTIME

Overtime shall be considered as time worked in excess of forty (40) hours during any workweek.

2. COMPENSATION

Unless specifically exempt, employees will be paid one and one-half (1½) times the employee's regular rate of pay for each hour of overtime worked or receive time off with pay at the rate of one and one-half (1 1/2) hours for each hour of overtime worked. Overtime shall be computed to the nearest quarter

hour (15 minutes). If cash is the compensation for overtime worked, it must be provided at the end of the pay period during which the overtime was worked.

3. HOLIDAYS

Work performed on holidays which fall within the regular work schedule shall not be considered as overtime work except that employees who work on such holidays shall be granted time off or compensation equal to the time worked in addition to their regular holiday pay.

4. EXEMPTIONS TO OVERTIME

The above overtime regulations shall not apply to executive, administrative, supervisory, or professional employees. Exempt positions are as follows: Library Director, Librarian I, Librarian II.

5. COMPENSATORY LEAVE FOR EXEMPT EMPLOYEES

The library recognizes that professional and supervisory employees exempt from Fair Labor Standards Act (FLSA) regulations may be required to work more than forty (40) hours in a given workweek in order to accomplish what is expected of them. Exempt employees who work more than forty (40) hours in a given week will receive compensatory time off at a time which is mutually acceptable to the employee and the library director. Compensatory time will be at a ratio of one (1) hour off for each hour worked over forty (40) hours in a given workweek. Compensatory time should be kept to a minimum. A maximum accrual of forty (40) hours of compensatory time will be allowed.

V. MILEAGE AND TRAVEL EXPENSE REIMBURSEMENT

A. MILEAGE

Employees required by the library director to report for special duty, such as that at schools, conferences, training, and legislative hearings, shall be compensated for eligible mileage at a rate approved by the library board. This rate shall be set to reflect the mileage rate allowed by the IRS for the current year. If employees going to the same event choose to drive in separate vehicles, the current mileage rate will be split accordingly.

B. FOOD AND LODGING

When an employee's duties require travel outside the library district, the library district shall pay the employee necessary and reasonable costs for food and lodging.

C. OTHER TRANSPORTATION

When an employee is required to use public transportation other than his private vehicle, such as an airplane, train, bus, or taxi, the actual expenses, including taxes and other charges, shall be advanced the employee if possible and, if not advanced, shall be reimbursed to the employee upon presentation of a travel reimbursement form, with receipts attached, to the library director.

D. OPTIONAL TRAVEL

Whenever an employee requests to be allowed to attend a workshop, conference, etc., which is not required by the library district, the director shall determine if leave shall be granted and which expenses, if any, shall be

absorbed by the district. The director shall consider budgetary restraints and the relative value of the workshop in making the determination.

VI. RECOGNIZED HOLIDAYS

All employees of the library district normally scheduled to work on days which fall on library holidays as listed below shall be compensated as if they worked their assigned hours. If a full-time employee is not scheduled to work on a library holiday, the director/supervisor shall authorize an alternate day as a holiday for that employee.

If a part-time employee is not scheduled to work on a designated holiday, the employee will be compensated by taking their average work week and dividing by 5 to arrive at holiday pay. There will be a minimum of 1 hour credited.

New Year's Day	January 1
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day & the day after	4th Thurs. & Fri. in Nov.
Noon closing Christmas Eve	December 24
Christmas Day	December 25

In addition to the above holidays, the Library will close at 4:00 PM on New Year's Eve and 6:00 PM on the Wednesday before Thanksgiving Day. Scheduled work time missed because of early closings is not paid. Work time missed by hourly staff may be made up, taken without pay, or taken as vacation leave. Salaried staff scheduled for evening duty shall work a day schedule or may use compensatory time.

Whenever a holiday falls on a Sunday, the library shall close and observe the legal holiday (generally Monday).

VII. VACATIONS

A. ELIGIBILITY

A regular full-time employee shall be eligible for annual vacation time with pay on their anniversary date, to be accrued in accordance with the following:

- Hire date through the end of fourth year of continuous service: eight (8) hours for each calendar month of service
- Five (5) through the end of nine (9) years of continuous service: ten (10) hours for each calendar month of service.
- Ten (10) or more years of continuous service: twelve (12) hours for each calendar month of service.

Regular part-time employees shall accrue vacation leave in an amount proportionate to that which would be accrued under full-time employment.

Exempt employees who are not eligible for overtime shall be granted an additional two (2) hours of vacation each month.

B. CONTINUOUS SERVICE

Continuous service shall be service unbroken by separation from service as a library district employee, except that time spent by an employee on military leave or Peace Corps leave shall be included as continuous service. Time spent on other types of authorized leave, except sick leave or emergency leave, will not count as part of continuous service except that employees returning from such leave, or employees who were laid off, shall be entitled to credit for service prior to the leave.

C. ACCRUAL LIMITATIONS

Employees shall not accumulate vacation leave in excess of the total amount that they could accumulate within a two-year (2-year) period. Vacation leave shall not accrue during a leave of absence without pay or an educational leave with pay in excess of fifteen (15) calendar days. It shall be the responsibility of the employee to work with the personnel officer to monitor accrued leave.

No payment shall be made for vacation time lost by an employee because of accrual limitations, unless the failure to take vacation is caused by the library director's insistence that the employee be at work during a scheduled vacation period.

D. SCHEDULING

Employees shall be permitted to request vacation on either a split or an entire basis. Vacation times shall be scheduled by the employee's supervisor based on the needs of efficient operations and the availability of vacation relief. Subject to the foregoing, employees shall have the right to determine vacation times.

E. PAYMENT ON TERMINATION OR DEATH

In the event of death or termination of an employee during the initial three (3) months of employment, no payment in lieu of vacation shall be made. In the event of death or termination of employment after an employee has served for three (3) continuous months and is otherwise eligible for vacation credits, the employee or their estate shall be entitled to payment for accrued vacation leave. In the event of death, earned

but unused vacation leave shall be paid in the same manner as salary due the deceased employee is paid.

VIII. PAY PLAN AND COMPENSATION

A. PAY PLAN

The library director shall propose a compensation plan which shall prescribe a minimum, a maximum, and any intermediate rates of pay appropriate for each class. The library board shall amend and adopt the compensation plan.

B. RATE OF PAY

The rate or range for each class shall equitably reflect the difference of duties and responsibilities and shall be related to compensation for comparable positions.

C. ANALYSIS OF PAY PLAN

The library director shall compare library district salary rates, compensation policies, and personnel developments with those of other comparable public and private employees.

D. MAINTENANCE OF PAY PLAN

The library director shall examine the salary range for each classification to ascertain whether established ranges are appropriate and shall submit recommendations for amending the pay plan to the library board after conferring with affected employee groups.

E. APPOINTEE COMPENSATION

Upon initial appointment to a position, the employee shall receive the minimum salary for the class to which the position is allocated. However, in cases when unusual difficulty in filling a vacancy is experienced, or when the appointee is exceptionally qualified, the library director may cause the appointment to be made at a salary level above the minimum, but not more than the maximum, for the class.

F. PAY PERIODS

Employees shall be paid once each month. Employees may take a pay draw on the fifteenth (15th) of each month not to exceed the amount of pay earned to that point.

Employees shall be paid on the last day of the month. In the event a regularly scheduled pay date falls on a Saturday, Sunday, or holiday, the last preceding work day shall be the regular pay date in lieu thereof.

G. HOURLY RATES

Hourly rates of pay may be used for those classes or positions where conditions of employment warrant.

H. EMPLOYEE PURCHASING

In the interest of promoting employee literacy across a range of topics and material types, employees of the Siuslaw Public Library District are eligible to purchase books, films, albums, and periodicals through vendors at the same discount rate accorded to the Library District. Items purchased through the District's Employee Purchasing program should be for the personal collection of the employee purchasing the item, and may not be resold or otherwise transferred.

I. ADMINISTRATION OF PAY PLAN

1. SALARY INCREASES

The following types of salary increases are available to all library district employees:

- ◆ Promotional Increase. When a present employee is promoted upward, such employee's pay shall be increased a minimum of five percent (5%) above their previous pay rate. A new anniversary date shall be established at the time of promotion upward.
- ◆ Step Increase. On an annual basis, an employee is eligible for a one-step salary increase, provided the employee has received an average or above-average evaluation.
- ◆ Reclassification Increase. Whenever the duties of a position change materially and a position is reclassified, the employee in that position shall be reclassified at the same step the employee is at presently or the step providing at least a five percent (5%) increase above their present salary. No change in anniversary date shall be made and no additional probationary period shall be required providing the employee has already served their probationary period and has been performing their duties satisfactorily.
- ◆ Cost-of-Living Increase. Adjustments for cost-of-living for all employees will be considered annually by the library district during the budgeting process.

2. DEMOTION

Demotion for cause shall result in a corresponding reduction in salary.

3. LATERAL TRANSFER

When an employee is laterally transferred within his or her classification, the rate of pay shall remain the same.

J. PAY EQUITY

Siuslaw Public Library District strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. Employees performing work of comparable character may have different compensation levels. Any such differences will be based on Siuslaw Public Library District's objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with the library director to obtain clarification.

IX. PERSONNEL EVALUATION

A. GENERAL

All employees shall be evaluated, using standard personnel evaluation forms prescribed by the library director. All new employees shall be evaluated before they reach regular or permanent status, and each regular or permanent employee shall be evaluated at least once each year to provide a guideline for the department director relative to salary increases and job performance.

B. USE OF EVALUATION

Personnel evaluations are to be used as a means of communicating to employees their strengths and weaknesses in the performance of their assigned duties. The library director or a designee shall review with individual employees the performance factors rated and should stress areas of commendation and areas needing improvement. Specific recommendations on ways of improving performance shall be provided. Performance ratings shall become a part of the employee's work history and be kept in the employee's personnel file.

C. EMPLOYEE DISSATISFACTION WITH RATING

If disagreement exists between the employee and the library director or a designee's evaluation of the employee's work performance, the employee may submit a statement in writing to the library director stating the reasons for disagreement in as specific detail as possible. A copy of the statement to the library director by the employee will be attached to the performance rating in question as a permanent part of the employee's file.

X. INSURANCE AND RETIREMENT

A. LIBRARY DISTRICT COVERAGE

Each full-time, regular employee shall be covered the first of the month after 30 days on the job with the following:

1. HOSPITAL, MEDICAL, AND SURGICAL PLAN

The library district shall provide full family health insurance for non-occupational injuries and illnesses.

2. LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

All employees working a minimum of 20 hours per week shall receive life and accidental death and dismemberment insurance equal to the amount of their annual salary.

3. DENTAL INSURANCE

The library district shall provide each full-time employee full family dental insurance.

4. VISION INSURANCE

The library district shall provide each full-time employee full family vision insurance.

5. INSURANCE COVERAGE FOR PART-TIME EMPLOYEES

Part-time employees who are regularly scheduled to work a minimum of 20 hours per week may choose to participate in the district's health, dental, and vision insurance program, with the employee and the district paying a proportionate share of the premium based on the number of hours the employee is scheduled to work in an average week. This benefit is available only to the part-time employee, and cannot be extended to family members.

B. PERS/OSRP RETIREMENT PROGRAM

Qualifying employees at the library district will become members of the Oregon Public Service Retirement Plan (OPSRP) or the Oregon Public Employees Retirement System (PERS). Upon hire, existing members of OPSRP/PERS program will retain their membership,

while employees who have not previously participated will become an OPSRP member after six full calendar months of qualifying employment at the library district. Membership is effective the first day of the month after completion of the six-month waiting period. Employees contribute 6% of their monthly salary as a mandatory contribution to their Individual Account Program. Consult the PERS website for more information on benefits calculations, retirement ages and other details of the PERS and OPSRP plans.

C. OREGON GROWTH SAVINGS PLAN

In addition to PERS, eligible library district employees are able to participate in Oregon Savings Growth Plan (OGSP). OGSP is a 457(b) deferred compensation plan that provides eligible public employees with a convenient way to save for retirement. Contributions are made through voluntary pre-tax or post-tax salary deductions. Employees may elect and adjust their contribution amounts as desired, not to exceed the maximums allowed by applicable law. Additional information about OGSP is available through the PERS website.

D. WORKERS' COMPENSATION

All employees shall be covered for industrial accidents and disease. Benefits include medical treatment and care as well as disability compensation during periods of time lost from the job. Compensation for time lost shall be consistent with Oregon state workers' compensation regulations. Any working days not covered by insurance will be deducted from the employee's sick leave.

XI. SEPARATION IN GOOD STANDING

A. LAYOFF

If there are changes of duties due to reorganization, reduction in work available, or lack of funds, the library director may lay off employees. When layoffs are required, the library director shall base the decision on relative merit and shall give due consideration to seniority in library district service.

B. RECALL FROM LAYOFF

Employees shall be recalled to positions on the same basis as layoffs.

C. TEMPORARY INTERRUPTION OF EMPLOYMENT

Any temporary interruption of employment, because of adverse weather conditions, shortage of supplies, or other unexpected or unusual reasons, which does not exceed forty-five (45) days shall not be considered a layoff, and at the termination of such conditions, employees are to be returned to employment.

D. RESIGNATION

To resign in good standing, an employee shall give the library director or a designee not less than ten (10) working days' prior notice of such resignation unless the library director or a designee agrees to permit a shorter period of notice because of extenuating circumstances. The notice of resignation shall be in writing and shall contain the reasons for leaving the library service.

Failure to comply with this section shall be entered in the employee's personnel file and may be cause for denying future employment by the library district.

XII. SICK AND FAMILY LEAVE

All sick and family leave in this manual is intended to comply with applicable local, state, and federal law. To the extent to which any language or portion of either policy is ambiguous, the applicable law will prevail.

A. ACCRUAL OF SICK LEAVE

Sick leave shall accrue at the rate of eight (8) hours per month for regular employees beginning with the effective date of employment. Regular part-time employees shall accrue sick leave in an amount proportionate to that which would be accrued under full-time employment. On-call employees shall accrue two (2) hours of sick time for every 40 hours worked. Sick leave accrual shall be limited to 960 hours for all types of employees.

B. EMERGENCY LEAVE

Employees may be granted emergency leave by the library director for qualifying events for themselves or immediate family members (see list of family members defined below in XII.E). This includes illness, injury, or death. See section XII.E “Family and Medical Leave” for more information.

Qualifying types of emergency leave include parental, serious health condition, pregnancy disability, sick child, bereavement, Oregon Military Family Leave, and others at the discretion of the library director. This includes leave to care for an employee’s child whose school or place of care has been closed in conjunction with a statewide public health emergency declared by a public health official.

Where possible, the employee should request leave in writing within 24 hours of the leave start date. The library district is not required to grant emergency leave for routine medical or dental appointments.

C. SICK LEAVE

1. Use of Sick Leave. Employees may use accrued sick leave in the following circumstances. If the employee is entitled other paid leave,

that paid leave should be exhausted before the employee uses sick leave.

- *Employee Illness or Injury.* Employees may use their accrued sick leave when unable to perform work duties due to their own illness, injury, pregnancy, childbirth, medical care, or dental care. They may also use sick leave due to exposure to a contagious disease, in circumstances in which the health of other employees or members of the public would be endangered by the employee's presence.
- *Illness in Family.* Employees may use accrued sick leave for the illness or injury of immediate family members, as defined in section XII.E.

2. Notification of Sick Leave. The employee should notify their immediate supervisor or the library director of the reason and expected duration of the absence. Notification should be made as far in advance as possible. If the employee fails to request sick leave in a non-emergency situation where notification was reasonably possible, the library director may choose not to allow the use of paid sick leave in that instance.

3. Physician's Statement. In the event that an employee uses sick leave for seven or more work days due to own or family illness or injury, the employee may be required by the library director to provide a physician's statement indicating the nature of the illness and the estimated duration of the absence. The library director may also request a physician's release stating that the employee may return to normal duties. If the employee's injury or illness may present a risk to the employee or others, the library director may require that the employee take further sick leave.

4. Abuse of Leave. Abuse of sick leave privilege shall be cause for disciplinary action (see section XV, Discipline and Discharge). Abuse is defined as the use of sick leave for purposes other than those authorized by this section.

D. Sick Leave Without Pay

Upon application by the employee, sick leave without pay may be granted by the library director for any remaining period of disability after

the employee's accrued sick leave has been exhausted. When on sick leave without pay for longer than six (6) months, the employee shall be responsible for payments for benefits described in section X. The library director may require a physician's statement on a periodic basis during the period of disability.

E. Family and Medical Leave

The Siuslaw Public Library District complies with both the Family and Medical Leave Act of 1993 (FMLA) and the Oregon Family Leave Act (OFLA) for qualifying regular full-time and part-time employees to care for themselves or family members in cases of death, illness, injury, childbirth, adoption, or foster placement. Employees are generally entitled to a maximum of 12 weeks of family leave within a 12-month leave year (January-December). To the extent to which any language or portion of this policy is ambiguous, the applicable law will prevail. In any instance where either OFLA or FMLA provides additional benefits not provided under the other act, the more generous provision will be enforced.

Per the State of Oregon, an immediate family member for the purposes of OFLA and PLO is defined as a spouse, domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, stepparent, parent-in-law, parent of domestic partner, sibling, grandparent, grandchild, or in loco parentis; biological, adopted, foster, or stepchild, or child of employee's domestic partner; or any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

OREGON FAMILY LEAVE ACT

Qualifying leave types are:

- **Parental:** Leave may be taken during the year following the birth of a child or adoption or foster placement of a child under 18, or a child 18 or older if incapable of care because of a physical or mental disability. This includes time needed for the legal process required for foster placement or adoption. A woman or man using the full 12 weeks of parental leave is entitled to take up to 12

additional weeks in the same leave year for the purpose of sick child leave.

- **Serious Health Condition:** Leave may be taken for the employee's own serious health condition, or to care for an immediate family member, defined as a spouse, domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, stepparent, parent-in-law, parent of domestic partner, sibling, grandparent, grandchild, or in loco parentis; biological, adopted, foster, or stepchild, or child of employee's domestic partner; or any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.
- **Pregnancy Disability:** Leave may be taken by a female employee for an incapacity related to pregnancy or childbirth, occurring before or after the birth of the child, or for prenatal care. A woman taking pregnancy disability leave is entitled to 12 additional weeks of leave in the same leave year for any qualifying OFLA purpose.
- **Sick Child:** Leave may be taken to care for an employee's biological, adopted, foster, or stepchild or the child of employee's domestic partner with an illness or injury that requires home care but is not a serious health condition.
- **Oregon Military Family Leave:** Leave may be taken by the spouse or domestic partner of a service member who has been called to active duty or has been notified of an impending call to active duty, or is on leave from active duty during a period of military conflict. The spouse or domestic partner is entitled to a total of 14 days of leave per deployment.

Eligibility for Leave: The requestor must have been employed by the library district for at least 180 calendar days (approximately six months) immediately preceding the leave, and must have worked an average of at least 25 hours per week during that period. There are some exceptions to the hours requirement; the district follows the latest guidelines in OFLA for eligibility.

Request for Leave: Where possible, the employee should submit a request in writing at least 30 days in advance of needed leave. In an emergency, the employee should provide a written or verbal request within 24 hours of the leave start date.

Payment and Benefits During Leave: Family leave as defined in this section is unpaid, but employees are entitled to use any vacation, sick, compensation, or other accrued paid time off. Employees are entitled to the same group health insurance benefits during leave as if they continued working.

Return from Leave: Employees have the right to return to their former jobs after family leave, or to an equivalent job if the former position no longer exists. However, employees on family leave are still subject to nondiscriminatory employment actions, such as layoff or discipline, that would have been taken without regard to their family leave.

FAMILY AND MEDICAL LEAVE:

Disability or illness caused by pregnancy and childbirth shall be treated the same as any other temporary physical condition requiring time off from work, and employees taking such time off shall be eligible for all benefits for a period not exceeding three (3) months.

Regular full-time and part-time employees who have been employed by the library district for at least twelve (12) months and who have worked at least six (6) months during the twelve-month (12-month) period immediately preceding the commencement of the leave are entitled to a total of twelve (12) workweeks of unpaid family or medical leave during the applicable twelve-month (12-month) period as determined by the library director, plus any additional leave as required by applicable law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- Birth of the employee's child.
- Placement of an adopted or foster child with the employee.
- Care of the employee's spouse, son, daughter, or parent with a serious health condition.

- A serious health condition that makes the employee unable to perform the functions of the employee's job.

A "serious health condition" typically requires either in-patient care or continuing treatment by, or under the supervision of, a health-care provider as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions in which treatment and recovery are brief.

Depending on the type of leave, intermittent or reduced-schedule leave may be granted at the discretion of the library director or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of such intermittent or reduced-schedule leave based on their average hours worked per week. Where an intermittent or reduced-schedule leave is foreseeable based on planned medical treatment, the library director may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification within fifteen (15) days from the date of the request or as soon as practicable under the circumstances. If the library director has reason to doubt the validity of a health care provider's certification, he/she may require a second opinion at the library district's expense.

Employees must give thirty (30) days' written notice of a family or medical leave of absence where practicable. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the library district.

During the period of leave permitted under this policy [which may not exceed a total of twelve (12) work weeks in the applicable twelve-month (12-month) period], the library district will maintain health insurance under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for

payment of the employee contribution to continue group health insurance during the leave. The employee's failure to make necessary and timely contributions may result in termination of the coverage.

Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by applicable law. However, the employee has no greater right to reinstatement or to other benefits or conditions of employment than if the employee had not taken the leave.

The provisions of this Family and Medical Leave Policy are intended to comply with applicable law, including the Family and Medical Leave Act of 1993 (FMLA) and applicable regulations. Any terms used from the FMLA will be as defined by that act and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of applicable law will prevail.

F. PAID LEAVE OREGON INSURANCE

Siuslaw Public Library District provides a Paid Leave Oregon (PLO) Insurance plan through Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and library district during the PLO process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. Employees should use the combination of time off and benefits that best meet their personal needs.

Cost. Employees will see an *up to 0.006%* deduction from gross wages for each paycheck. The library district will contribute *no less than 0.004%* of the employee's gross wages for each paycheck. The employee and employer minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. The library district will provide notice to employees in advance of any change.

Eligibility. Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by Oregon Employment Department. If an employee disagrees with an eligibility

determination, the employee may use the appeal process outlined in the determination notice.

Length of Leave. The length of leave for which an employee qualifies is part of the determination process. An employee may qualify for up to twelve (12) weeks of leave annually, starting from the first day of leave. An additional two (2) weeks of leave may be available if the employee is pregnant, has given birth, or has health needs because of childbirth. The coverage may be approved in single day or single week segments.

Reasons for Leave. Paid Leave Oregon benefits may apply to a variety of situations, including:

Family leave. Caring for members of the employee's family:

- During the birth of a child
- Bonding with a child in the first year:
 - After birth
 - Through adoption
 - When the child is placed in the employee's home through foster care
- To care for a family member with a serious health condition*.

Medical leave. The employee caring for themselves when the employee has a serious health condition*.

Safe leave. For survivors of:

- Sexual assault
- Domestic violence
- Harassment
- Stalking

* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

Insurance Benefits While on Leave. The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year, subject to a minimum and maximum monthly amount. This will also be part of the determination of coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs.

An employee may elect to make up the difference between the PLO benefit amount and their regular rate of pay. The following leave banks are available for this purpose: compensatory time, vacation, and sick leave.

Notification of the Need for Leave. An employee is required to provide the library district notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the library district within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, the employee should notify the employer as soon as possible.

Please complete the Notice Form to notify the library district of the intention to take leave. The employee may contact their supervisor for a copy of the Notice Form.

Filing a Claim for Coverage. Employees will need to establish an account at the Oregon Employment Department's *Frances Online* online portal and file claims electronically. *Frances Online* is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The library district will be unable to complete the application process on the employee's behalf.

Job and Benefit Protection While on Leave. If an employee has been employed by the library district for at least ninety (90) days prior to the leave, they will be restored to the same position upon their return, if the same position exists. If the same position does not exist, employees are entitled to a position equal to their previous position before taking

PLO, with equal employment benefits, pay, and other terms and conditions.

If, at the time of leave, the employee is receiving health benefits, these will be maintained.

Complaints Procedure. The library district encourages all employees to bring PLO complaints to their supervisor promptly and in writing.

Employees may additionally or exclusively choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

G. DONATION OF LEAVE

An employee who exhausts accrued leave and is unable to return to work due to personal health-related problems or the illness of a family member may initiate a request that will allow coworkers to donate unused vacation, holiday, or compensatory time, which will be transferred hour for hour as sick leave to the recipient. All leave donation requests and leave donations will be made through the library director or a designee.

XIII. OTHER LEAVES OF ABSENCE

A. CRITERIA AND PROCEDURE

The library director will consider a written application for leave of absence without pay not to exceed one (1) year if he/she finds there is justification to grant such leave and that the work of the library will not be seriously handicapped by the temporary absence of the employee. The library director may terminate or cancel such leave by thirty (30) days' written notice mailed to the address given by the employee on a written application for leave.

B. JURY DUTY

Employees shall be granted a leave with pay for service upon a jury; however, the employee is required to seek all fees due for such jury duty and reimburse the library district in the amount of such fees, except that the employee may elect to take such leave without pay and retain the fees received. Upon being excused from jury duty for any day, an employee shall immediately report to work for the remainder of the regular work day. Mileage and expenses paid for jury duty may be retained by the employee.

C. COURT APPEARANCES

Leave without pay shall be granted to an employee for an appearance before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena or other direction by proper authority, when that appearance involves a matter not connected to the employee's officially assigned duties.

D. REQUIRED COURT APPEARANCE

Leave of absence with pay shall be granted to an employee for an appearance before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena or other order by proper authority compelling the employee's attendance under penalty described by law in connection with the employee's officially assigned duties, including the time required for travel to court and return to the employee's headquarters. However, the employee shall be required to seek all fees due for such duty and turn said fees over to the library district.

E. VOLUNTARY EDUCATIONAL LEAVE

After completing one (1) year of continuous service, an employee, upon written request, may be granted a leave of absence without pay by the library director for the purpose of upgrading their professional ability through enrollment in educational courses directly related to library employment at an accredited school or course of study. The period of such leave of absence shall not exceed one (1) year, but may be renewed or extended upon request of the employee and approval of the library director. One-year (1-year) leaves of absence, with requested extension, for educational purposes shall not be provided more than once in any three-year (3-year) period. The replacement for an employee on approved educational leave shall be considered a temporary employee and not be bound by the normal three-month (3-month) limitation.

F. DIRECTED EDUCATIONAL LEAVE

Employees may be granted time off with pay for educational purposes, for reasonable lengths of time, to attend conferences, seminars, briefing sessions, training programs, and other programs of a similar nature that are intended to improve or upgrade the employee's skill and professional ability, when such time off is authorized or directed by the library director.

G. UNIFORMED SERVICES EMPLOYMENT AND RE-EMPLOYMENT RIGHTS ACT (USERRA)

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Re-Employment Rights Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to reservists or National Guard members who are called to limited active duty or

extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment.

Eligibility. All employees of the organization except those hired on a brief, non-recurrent basis are eligible for USERRA leave.

Length of Leave. Given that the requirements regarding this type of leave are subject to change, the length of this leave will be administered under the current provisions of all applicable laws at the time of occurrence.

Request Procedure. The employee must provide verbal or written notice using the Leave of Absence Request Form of their obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of re-employment rights.

Pay While on Leave. Military leaves are without pay unless the employee elects to utilize vacation benefits earned before the commencement of the leave.

Status of Benefits. Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be provided by applicable statutes of the United States and the State of Oregon. For any leave extending beyond 30 days, the qualifying employee may maintain health care insurance benefits for up to 24 months while on leave by paying the full insurance premiums.

Reinstatement. Employees returning from a USERRA leave generally must report to work or request re-employment within prescribed time limits, which are based on the length of the leave as follows:

1 to 30 days: The employee is expected to report to work on the first regularly scheduled work day following the completion of service and an eight-hour rest period. The employee will most likely be reinstated to a position they would have held had they not taken leave or to the same position they held prior to the leave.

31 to 180 days: The employee should submit an application for re-employment no later than 14 days after an honorable release from service unless it is impossible or unreasonable through no fault of your own. Employees will generally be reinstated to the position they would have attained if continuously employed, so long as they are qualified for the job or can become qualified after reasonable efforts by the library district, or to the same position held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

181 days or longer: The employee must apply for re-employment no later than 90 days after the completion of satisfactory service, absent extenuating circumstances. Employees will generally be reinstated to the position they would have attained if continuously employed, so long as they are qualified for the job or can become qualified after reasonable efforts by the library district, or to the same position held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

For service of 31 days or more, Siuslaw Public Library District will request that the employee provide documentation to verify their rights to re-employment, including separation papers.

Time limits for applications for re-employment are extended for up to two years for disabled veterans, unless extenuating circumstances beyond a veteran's control may warrant another minimal extension beyond that period. Failure to file an application within the required time periods may otherwise result in a loss of the right to re-employment.

H. LEAVE TO DONATE BONE MARROW

Eligibility. Employees working 20 or more hours per week are eligible for this leave.

Length of Leave. An employee may use up to 40 hours of leave which may be taken as paid vacation, sick, or compensatory time, or as unpaid time. In extenuating circumstances, approval to take more time off (paid or unpaid) may be granted by a supervisor.

Request Procedure. The employee must notify their supervisor as soon as is practicable after they become aware that they will be donating bone marrow. The employee is expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

Status of Benefits. Benefits are not affected by this leave.

I. DOMESTIC VIOLENCE LEAVE

An employee who is a victim of domestic violence, harassment under the public offenses statutes, sexual assault, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

Eligibility. All Siuslaw Public Library District employees are eligible to take domestic violence leave.

Types of Services/Treatment. An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling or victim services, to relocate, or to take other reasonable steps to ensure one's own health and well-being or that of a child or legal dependent.

Length of Leave. The amount of leave taken will be reasonable and that which does not create a significant difficulty and expense (undue hardship) for the library district.

Request Procedure. An employee accessing this leave provision needs to request time off from a supervisor as much in advance as possible to aid in scheduling. The library district understands that instances of violence are usually not predictable, and these requests may be made with little forewarning. The district will treat any information the employee shares as confidentially as possible.

Safety Measures. The library district will provide reasonable safety measures for employees who are the victim of domestic violence, harassment, sexual assault, or stalking.

Pay While on Leave. Domestic violence leave is unpaid; however, eligible employees who take this type of leave must use any accrued paid vacation, sick, or compensatory time available to them. Exempt employees working partial days or a partial week will be

paid in full for the entire week, although accrued time must be used first.

Status of Benefits. Benefits are not affected by domestic violence leave.

J. CRIME VICTIMS' LEAVE

If an employee or a member of an employee's immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of harassment, under the public offenses statutes, the employee may be entitled to take protected leave from work to attend criminal proceedings.

Safety Measures. The library district will provide reasonable safety measures if an employee is the victim of harassment or a threat of harm that would be expected to cause concern.

Eligibility. An employee will be eligible to take Crime Victims' Leave if they have worked an average of more than 25 hours per week for the library district for at least 180 days immediately before the leave would begin.

Length of Leave. The amount and length of leave time the qualifying employee may take is limited to that which does not create significant difficulty and expense (undue hardship) to the library district. If the library district must limit an employee's leave due to undue hardship, the district will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then take the employee's work schedule into consideration when scheduling the criminal proceedings.

Request Procedure. An employee must provide their supervisor with reasonable notice of their intention to

take crime victims' leave, and provide copies of any notices of scheduled criminal proceedings that they receive from a law enforcement agency. The library district will treat such documentation as confidential information.

Pay While on Leave. Crime Victims' Leave is unpaid; however, eligible employees who take this type of leave are required to use any accrued paid time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first.

Status of Benefits. Benefits are not affected by Crime Victims' Leave.

K. BEREAVEMENT LEAVE

An employee is eligible to take Bereavement Leave in the event of the death of the following immediate family members:

- Spouse/Domestic Partner
- Biological, Adoptive, Foster, or Stepchild
- Parent, Parent-in-law, or Stepparent
- Grandparent/Grandchild
- Sibling or Stepsibling
- Another Person of "In Loco Parentis" Relation

Leave to attend the funeral of a non-immediate family member with whom an employee had an especially close relationship may also be granted at the discretion of the library director or designee.

This leave may be taken to attend the funeral or celebration of life of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. The leave must be completed within 60 days after the date

on which the employee received notice of the death of their family member.

Length of Leave. The total length of leave granted for bereavement is situational and may be decided based upon the unique circumstances of an employee's need and applicable law. If an employee qualifies for OFLA, at a minimum, they are allowed to take up to two weeks off per death of an immediate family member. If an employee needs additional time off for any bereavement-related purpose, they may ask for more time which may be granted according to applicable law or at the discretion of the library director or designee.

Request Procedure. If possible, an employee should provide notice of the need for leave 10 days in advance. Employees are required to at least provide verbal notice within 24 hours of taking leave, but someone else can do this on behalf of the employee, if necessary. The employee must provide written notice of the request for time off within three (3) days of returning to work.

Pay While on Leave. Employees will continue to receive regular pay for up to three (3) scheduled shifts, which is the maximum absence allowed. Employees may choose to cover an additional period of absence with any available vacation, sick, or compensatory time.

Status of Benefits. Company-paid bereavement leave won't affect employee eligibility for benefits or the continuation of benefit accruals. If the employee is granted additional time off, the effect of the additional leave on their benefits will be determined by the OFLA policy.

K. RETURN FROM LEAVE

Any employee who is granted a leave of absence without pay under this article and who for any reason fails to return to work at the expiration or termination of said leave of absence shall be considered as having resigned their position with the library district, and that position shall be declared vacant, unless the employee prior to expiration of his leave of absence or prior to the termination date has furnished evidence that they are unable to work by reason beyond the employee's control and seeks an extension of leave for such reason. Such a request for extension shall be in writing. An extension shall be granted only for a specified period of time, and only if the library director determines that the request is reasonable and justified and that the extension may be granted without unduly hindering the operations of the employee's department.

Requests for extensions of leaves of absence under this section shall be in writing on a form provided by the library director. This form shall contain the name of the employee, the effective date of the absence, the number of days of absence, the purpose of the absence, and signature lines for the employee and the library director. The purpose of the request form will be to eliminate misunderstanding as to the purpose, dates, and length of absence.

L. COORDINATION WITH OTHER LEAVES

If an employee is on authorized vacation, sick leave, or other leave with pay when a holiday occurs, such holiday shall not be charged against such leave.

XIV. POLITICAL ACTIVITY

The restrictions imposed by the laws of the state of Oregon on employees' political activities are that no public employee shall solicit any money, influence, service, or other thing of value or otherwise aid or promote any political committee or the nomination or election of any person to public office while on the

job during working hours. However, nothing in this section is intended to restrict the right of a public employee to express personal political views. It is therefore the policy of the state and of the library district that employees may engage in political activity except to the extent prohibited by state law when on the job during working hours.

XV. DISCIPLINE AND DISCHARGE

A. GENERAL CAUSES FOR DISCIPLINARY ACTION

The following activities or behaviors by an employee are causes for disciplinary action:

- ◆ Insubordination, inefficiency, incompetence, or inadequate performance of less required duties.
- ◆ The use of intoxicants or illegal drugs on the job or reporting for work under the influence of intoxicants or illegal drugs.
- ◆ Habitual or excessive absence or tardiness or abuse of sick leave privileges.
- ◆ Absence from duty without authorization or failure to notify their supervisor when the employee is unable to come to work or to report on time.
- ◆ Conviction of a felony or misdemeanor when it is determined by the library director that the conviction would impair the employee's effectiveness as a library employee.
- ◆ Violation of safety rules or policies.
- ◆ Offensive conduct toward the public or fellow employees or conduct unbecoming to a library employee.
- ◆ Willful violation of the provisions of any library rules and regulations.
- ◆ Willful disobedience or failure to follow a lawful supervisory directive.
- ◆ Misuse of library property.
- ◆ Dishonesty in connection with library employment.
- ◆ Fraud in securing employment with the library.

B. DISCIPLINARY PROCEDURE

When a library employee exhibits any of the activities or behaviors in subsection A above, the library director or a designee may begin the following sequential disciplinary procedure:

- Step 1. Verbal Warning. The employee will be warned verbally of probable cause for disciplinary action.
- Step 2. Written Reprimand. If the behavior or activities persist, a formal written reprimand will be delivered to the employee and placed in the employee's file.
- Step 3. Return to Probationary Status. If the behavior or activities persist, the library director may return the employee to probationary status.
- Step 4. Suspension. If the behavior or activities persist, the library director may order an unpaid leave of absence of from one (1) to ten (10) days.
- Step 5. Termination. If the behavior or activities persist beyond the suspension, the final step is termination of employment.

Before steps 1 through 5 are initiated, the employee will be required to meet with the director for discussion of the action.

C. IMMEDIATE IMPOSITION OF DISCIPLINE

Disciplinary action may be imposed without a warning notice or written reprimand when the reason for disciplinary action is such that failure to take immediate action would not be reasonable and prudent. Immediate action will be considered reasonable in matters exemplified by, but not limited to, possession or being under the influence of intoxicants or drugs, fighting or theft while on the job or on library district property.

In cases where immediate disciplinary action is taken, the employee may be suspended immediately while the charges are investigated and a decision made as to the type of disciplinary action to be imposed. The library director will not take an unreasonable length of time to investigate and make a determination in the pending matter. If the employee is cleared of the charges by the library director, the affected employee will be reinstated immediately without loss of pay or other benefits. In the case where discharge, demotion, or reduction of pay is the disciplinary action imposed following the investigation of the library director, the effective date will be the date of suspension.

D. WRITTEN NOTICE TO APPEAR

Whenever any employee is required to appear before the library director or a designee concerning any matter which could adversely affect the continuation of the employee in their office, position, or employment, or the employee's wages or any increments pertaining thereto, then such employee shall be given prior notice of the reasons for such meeting or interview and shall be entitled to have legal counsel or other representative present to observe the meeting or interview or to advise and/or represent them during such meeting or interview.

E. MANNER OF DISCIPLINE

The library director, in disciplining an employee, shall make every reasonable effort to impose such discipline in a manner that will not embarrass or humiliate the employee before other employees or the public.

F. NOTICE OF DISCIPLINE OR DISCHARGE

A written record shall be made of any disciplinary action taken against an employee and placed in the

employee's personnel file. The employee must acknowledge such action by signing the notice before it is placed in the employee's personnel file. Signing will not necessarily indicate agreement with the content of the item signed. Refusal to sign a notification of a disciplinary action may be grounds for further disciplinary action.

The employee shall receive prompt written notice of any disciplinary action taken, and such notice shall include the full written record of such action; the specific charges or offenses, including references to written rules and regulations; and the type of penalty.

G. GRIEVANCES

Any disciplinary action imposed upon an employee, if protested, may be protested only as a grievance through the grievance procedure, except that nothing in this section shall be interpreted as a waiver of any employee's rights under existing Oregon statutes or federal law.

A. MAINTENANCE

The library director or a designee shall maintain an official personnel file for each employee.

B. NOTICE OF FILE CONTENTS

Each employee shall read and sign all written material that is placed in their personnel file following their date of hire. This will include disciplinary action, merit or job evaluations, and letters of commendation. Signing will not necessarily indicate agreement with the content of the item signed. Refusal to acknowledge such material by signature may be grounds for disciplinary action.

C. RESPONSE

An employee may respond in writing to any item placed in the employee's personnel file or any verbal reprimand, and said response shall become a part of said file after it has been initialed by the library director or a designee.

D. COPIES

Employees shall have the right, upon request, to review and obtain, at their own expense, copies of the contents of their personnel file, exclusive of materials placed in the file or received by the library district prior to the employee's date of hire.

E. CONFIDENTIAL FILE

The official personnel file is confidential and shall be accessible only to: (1) the employee, (2) the library director, (3) the employee's supervisor, or (4) other persons or agencies under the requirements of a court order. An arbitrator adjudicating a current grievance may have access to personnel files pertinent to the grievance.

F. EXTRANEOUS MATERIALS

No materials except those originating from within library district operations shall be placed in an employee's personnel file except that the employee may place material in the file with the approval of the library director or in the case of subsection C above, with or without such approval.

XVII. GRIEVANCE PROCEDURE

A. POLICY

It is the policy of the library district to provide its employees, through the use of a formalized procedure, a method whereby they may have grievances considered as fairly and as rapidly as possible without fear of reprisal. However, frivolous or excessive use of this procedure as determined by an arbitrator will not be permitted.

B. SUBJECT OF GRIEVANCES

Employees may grieve any instance in which they believe there has been an improper application or violation of these personnel rules.

C. PROCEDURE

The following steps shall be followed in submitting and processing a grievance:

- ◆ Step 1. The aggrieved employee or group of employees shall verbally present the grievance to the library director within ten (10) working days of the occurrence, not including the day of the occurrence. Occurrence shall mean the incident giving rise to the grievance. The library director shall give a verbal reply within ten (10) working days of the date of presentation of the grievance, not including the date of presentation.
- ◆ Step 2. If the grievance is not settled in Step 1, it shall be prepared in detail, shall be reduced to writing, shall be dated, shall be signed by the aggrieved employee or group of employees, and shall be presented to the library director within ten (10) working days after the director's verbal reply is given, not including the day the answer is given. The

library director shall reply in writing to the grievance within five (5) working days of the date of the presentation of the written grievance, not including the day of presentation. A copy of the grievance and the written response shall be forwarded to the library district board.

- ◆ Step 3. If the grievance is not settled in steps 1 or 2, it shall be referred to an independent arbitrator whose decision shall be final and binding on all parties. In such case, the arbitrator will be selected from a panel of attorneys using the following procedure:

The library district board shall provide the parties with a list of five (5) members of the panel, and the parties, beginning with the employee, shall alternately strike one name from the list until only one name remains. The one remaining shall be the arbitrator.

Any question of arbitrability shall first be ruled upon by the selected arbitrator. If the arbitrator finds that he/she has no authority or power to rule in the case, the matter shall be referred back to the parties without decision or recommendation, and the grievance will be considered to have been settled.

If the grievance is found to be arbitral, the arbitrator shall hold a hearing involving both of the parties and render a written decision within thirty (30) calendar days from the date of the close of the hearing. The power of the arbitrator shall be limited to determining whether there has been an improper application or violation of these personnel rules.

Expenses for the arbitrator's services shall be borne equally by the parties, except that, if the arbitrator decides in favor of the employee(s), the district shall pay

all of the costs of the arbitrator's services. The employee(s) shall be completely responsible for all costs of preparing and presenting their own case.

D. TIME LIMITS

If the grievance procedures are not initiated within the time limits established by this section, the grievance shall be considered not to have existed. Any grievance not taken to the next step of grievance procedure shall be considered settled on the basis of the last reply made and received in accordance with the provisions of this section.

If the library district's management fails to meet or answer any grievance within the time limits prescribed for such action by this section, such grievance shall automatically advance to the next step.

The time limits prescribed in this section for the initiation and completion of the steps of the grievance procedure may be extended by mutual consent of the parties so involved. Likewise, any step in the grievance procedure may be eliminated by mutual consent. Mutual consent shall be indicated in writing and signed by all parties involved.

E. CIVIL RIGHTS

In instances when a civil rights violation is alleged, the library director shall consult the president of the library district board and the library district attorney. A determination will be made as to whether the allegation merits further review by the library board. Nothing in this section shall preclude an employee or group of employees from pursuing their constitutional or statutory rights in an appropriate court of law.

XVIII. EMPLOYEE TRAINING

A. ORIENTATION OF NEW EMPLOYEES

Supervisors shall familiarize new employees with their obligations and rights.

B. GENERAL TRAINING ACTIVITIES

The library director and supervisors shall encourage and promote training opportunities for employees and supervisors to the end that services they render to the library district may be made more effective.

XIX. LEGAL LIABILITY

Employees of the library district are not relieved of personal responsibility in cases of injury or accidents to the public when negligence on the part of the employee is evident.

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Filming and Photography Policy

The most significant priority for the Siuslaw Public Library District is to provide library service to library patrons. The filming and photography described below is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Library District's other policies. Those filming or photographing in the Siuslaw Public Library District should never be in violation of the District's "Rules of Conduct for Persons on Library Premises," or recording those activities that are in violation of these rules.

Note that any persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases.

Library staff will immediately terminate any photo or filming session that appears to compromise public safety or security or the Library District's primary commitment to patron service. This determination will be made solely at the discretion of the Library Director or his/her designee. Failure to abide by this policy or staff instructions will be subject to those consequences outlined in the District's "Rules of Conduct for Persons on Library Premises," and may result in expulsion.

News Media Photography

The Library has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve the library and its programs. It disallows access to library patrons for opinion polls or man on the street interviews within its facilities without prior permission from the Library Director or his/her designee.

Documentary-Type Photography for publication or broadcast

The Library permits photography of its premises and activities when the use of the photographs involves the library directly, i.e. books, articles, or videos about the library itself, the library's position in the Siuslaw region as a tourist or learning destination, or as part of a piece used to describe our region's environs. Authorization must be obtained in advance from the Library Director and the filming and photography must not impede patron access to the space.

Commercial Photography

The Library does not permit commercial photography on or in its facilities unless that photography or filming that is arranged for by the Library District itself. This includes, but is not limited to, using library buildings, grounds, or interiors as a stage set for portraiture, model photography, and product photography or filming. It includes photography or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.

Research Photography

The Library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library.

Amateur Photography

Casual amateur photography and videotaping is permitted in library facilities for patrons and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted.

Movie Industry

The Library will permit use of its facilities by the movie or music industry for filming major entertainment projects where a library setting is called for, if the project does not interfere with the mission of the Siuslaw Public Library District, is in accordance with the rest of this policy, and does not advertise or promote commercial products. These projects must be approved in advance through the Library Director, with details worked out in advance. Such filming may take place only during hours when the library is closed, and all equipment must be removed during the Library's operating hours. Library personnel such as are necessary to open, secure, and remain on the premises during a shoot must be paid at overtime rates by the production company.

Political Content

Filming and/or photography at the District may not be related to political campaigns or to partisan issues, because the Siuslaw Public Library District wishes to avoid any appearance, no matter how slight, of impropriety or impression of political preference.

Photography for Groups and Non-Library Events in Meeting Rooms

Groups arranging meetings in the Bromley Room may arrange for photographers and news media during their event. Photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library. No library logos or other identifying material should be visible in the resulting material.

Adopted by the Board of Directors: September 19, 2018

Financial Management Policy

Statement of Objective

It is the objective of the Siuslaw Public Library District to provide a financial policy and procedures that are consistent, transparent, and provide the framework for sound financial practices. The Siuslaw Public Library District is governed by Oregon Revised Statutes (ORS) in all matters, including financial rules, and is subject to an annual governmental audit that ensures legal compliance. The Library Director and Board of Directors strive to reduce financial risk and increase financial reporting transparency to serve district residents and tax-payers.

Accounting System

The accounting system will include:

- A general ledger.
- Subsidiary journals as necessary, i.e. general, revenue, expenditure, payroll.
- Written documentation supporting, authorizing and explaining individual financial transactions, invoices, bank statements, purchase orders, payroll, transfers, etc.
- Any other data deemed necessary for the preparation of financial statements.

Control Policies and Procedures

Specific policies and procedures are needed to ensure an effective control environment and an effective accounting system:

- All financial transactions must conform to standard accounting procedures, and must conform to Oregon Revised Statutes (ORS).
- All transactions are properly authorized.
- Duties are segregated—as much as practical no single individual should be able to authorize a transaction, record the transaction in the accounting system books, and ensure custody of the asset resulting from the transaction.
- Accounting records and documentation are properly designed and maintained.
- Access to both assets and records is controlled.
- Accounting data is periodically reviewed and compared to the underlying records.

- All financial related records are retained in accordance to ORS and properly secured.
- Records no longer required to be retained are securely destroyed.
- Payroll records are reviewed on no less than a monthly basis by the Library Director.
- A review of physical assets and the maintenance of an updated asset listing is completed at least annually.
- The Library Director shall submit financial reports, bank statements and reconciliations, and a list of all financial transactions to the Board of Directors on a monthly basis except when delayed by an emergency or at the end of the fiscal year when the Library District when an additional month is required to assign payments and deposits to the correct fiscal year.
- Any and all financial computer systems will be maintained in a secure environment, accessed only by documented/authorized personnel and regularly maintained to prevent data loss.
- Annual audits will be performed in compliance with ORS and governmental generally accepted accounting principles.

Cash and Purchasing

Cash disbursement

- Check-signing authorization is limited to Board member(s).
- Two board members are required to sign each check.
- Authorization of payment is required by at least the Library Director, or designee.
- Original invoices will be attached to the checks before signing.
- Pre-signing any check is specifically prohibited.
- Blank checks are specifically prohibited.
- Checks will be sequentially numbered.
- Check stock will contain security safeguards designed to reasonably prevent fraud.
- Check stock will be properly secured and use will be documented.
- Voided checks will be defaced and retained in the financial records and will be reflected in monthly reconciliations.
- Signature stamps are specifically prohibited.

Cash handling:

- Daily cash counts will be performed.
- Deposits shall be performed weekly or when cash to be deposited exceeds \$500, whichever comes first.
- Cash till control and reconciliation will be standard policy.

- Management review of current bank account reconciliations will be required monthly.
- Available surplus funds may be invested in accordance to ORS with the primary consideration being the security of public funds.
- Banking will be conducted in accordance with ORS and applicable accounting practices.

Purchasing

- Original invoices will be required.
- Employees of the District will not also serve as independent contractors to the District.
- Purchases will be made in compliance with all ORS public procurement rules and the Library District's adopted Public Contracting Rules.

Gifts with monetary value

- Any remuneration of the Library District's public officials, a term that includes employees, will be governed by ORS 244.

Expenditures approval

- Expenditures will not be approved by any party if they exceed the budgeted allocation for the pertinent expenditure category except in case of emergency. Per ORS 294, such expenditures can be made from any source of available funds, including unappropriated fund balance, by ordinance or resolution or by supplemental budget.
- The Board of Directors shall approve expenditures for supplies, materials, equipment, or any contract obligating the District in excess of \$5,000 with the following exceptions:
 - Expenditures which were approved during the budgeting process by the Budget Committee and then formally adopted by the Board of Directors.
 - Purchase of emergency services or materials which cannot be delayed until the next Board meeting may be approved by the Library Director by written order per ORS 294.
- The Library Director shall authorize all expenditures for supplies, materials, equipment, or any contract less than \$5,000, with the following exceptions:
 - No contract for the services of legal counsel may be awarded without the approval of the Board of Directors.

Credit Cards

- The Library Director is authorized to apply for an organizational credit card in the name of the District. Credit card issuers that

participate in the Oregon Cooperative Purchasing Program will be strongly preferred. Any new cards issued to the district will be reported to the library board of directors.

- District credit cards are subject to the following restrictions and controls:
 - The Library Director will be the main authorized user for the credit card. Other district officials and staff members shall be authorized to use the credit card by the Library Director.
 - The District credit card shall only be used for transactions in which writing a check in advance of the order is either impossible, would incur additional fees or higher prices, or would result in a delay in the delivery of goods or services.
 - The District credit card may be used to facilitate travel by employees and officials on District business. Any use of the credit card shall be done in accordance with the District's Financial Management Policy and travel reimbursement p.cy.
 - Use of the District credit card to charge any personal purchases is strictly prohibited, regardless of whether the official or employee intends to reimburse the district for the purchase.
 - Any official or employee authorized to use the District credit card, including the Library Director, shall submit to the District original receipts for all purchases made with the card as soon as practical after the purchase is made and a receipt received. Each month the Library Director or designee shall reconcile the receipts submitted with the monthly credit card statement to ensure proper card usage.
 - The Library Director shall ensure that the credit card statement is paid in full each month so that no finance charges are incurred. Copies of each month's credit card statement shall be made available to the Board of Directors upon request, and will be available to check signers when the monthly statement is paid.

Adopted by the Board of Directors: November 23, 2011
Revised by the Board of Directors: December 15, 2021

Free Speech Policy

A free exchange of ideas is a vital element of every society. To further this end, it is the policy of the Siuslaw Public Library District to make designated areas on library premises available for the public expression of opinions or ideas. Library space will be available to the public on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting its use.

The literature rack, exhibit spaces, and bulletin boards are available to local and regional organizations and individuals engaged in educational, cultural, political, intellectual, and charitable activities. Material displays, exhibits, and bulletin board materials are not endorsed by the Siuslaw Public Library. Commercial materials and surveys for commercial purposes and personal campaign materials for political office are not permitted. The library supports the American Library Association Bill of Rights (see Policy Manual Appendix A).

Public Use of Library Premises for Expression of Opinion

The terms for public use of library premises are:

- The activity shall be conducted in a manner that does not restrict or inhibit patron access to or use of the library. This may be outside the facility, or space permitting, in a lobby area. The determination of whether or not the activity or location is restricting or inhibiting rests with the library director or a designated staff person.
- Furniture (tables, etc.) may be utilized if it does not act as a barrier to free access to the library, create a safety hazard, and/or incorrectly imply that it is a library activity. This judgment shall be made by the library director or designated staff person.
- Each participant shall wear an organizational or name badge that clearly identifies him or her as other than a library employee. It

- shall be clear that the activity is not affiliated with or sponsored by the Siuslaw Public Library District.
- All material being distributed or displayed on library premises shall clearly state the sponsor.
 - If more than one advocate or advocacy group wants to distribute information, it is up to the library director to provide an orderly process for allowing fair access to the premises without disrupting service.
 - The provision of library premises for the public expression of opinion does not constitute library endorsement of the opinions or ideas of those individuals and organizations using the space.
 - Refer to the "Meeting Rooms Policy" and "Rules of Use" for further information.

Bulletin Boards, Displays, and Free Literature Rack

The terms of public use of library bulletin boards, displays and information rack are:

- Priority for space will be given to library-sponsored activities.
- Any item placed directly on the rack or bulletin boards without the permission of staff will be discarded.
- Material not picked up by the sponsor will be discarded at the end of its display period.
- Literature, exhibits, and bulletin board materials must clearly identify the individual or group responsible for them.
- Material which is in violation of any legal statute will not be displayed.
- Exhibits will not be publicized in a manner that suggests library sponsorship or affiliation.
- The library retains the right to deny space to any notices or materials that do not comply with these terms. Violation of these terms may result in denial of future access to the space.
- Free-standing displays must be pre-approved and scheduled by the library director.
- Free-standing displays must be dismantled and removed by the sponsor by the final day of its display period.
- Items for distribution must be free of charge.
- Bulletin board space is reserved for announcements or information about local, state, or regional activities.
- No hand-lettered items will be accepted.

Exceptions to these policies and rules are at the discretion of the library director or a designated staff person.

Adopted by the Board of Directors: March 20, 2002

Revised by Board of Directors: January 24, 2008

Reviewed by Board of Directors: June 19, 2013

Freedom from Discriminatory Harassment in the Workplace Policy

I. PURPOSE

The purpose of this policy is to clearly establish the Siuslaw Public Library District's commitment to provide a work environment free from harassment, to define discriminatory harassment, and to set forth the procedure for investigating and resolving internal complaints of harassment.

Siuslaw Public Library District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Siuslaw Public Library District expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work-related events, at any activity coordinated by or through the District. This policy also prohibits discrimination and/or harassment between an employer and employee off the employment premises. Additionally, the Siuslaw Public Library provides a work environment free from sexual harassment and sexual assault.

Harassment is prohibited whether committed by Siuslaw Public Library District employees (including substitute/on-call or temporary workers) or by non-employees (including volunteers, interns, elected officials, contactors, vendors, and patrons). Employees and non-employees must not engage in any form of discrimination, workplace harassment, sexual assault, or sexual harassment.

The Siuslaw Public Library District has developed this policy to ensure that all its employees and non-employees can work in an environment free from unlawful harassment, discrimination, and retaliation. The District will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment, and retaliation are not acceptable.

Any employee who has questions or concerns about these policies should talk with the Library Director. As an alternative you may reach out to the Assistant Library Director.

II. POLICY

A. Discrimination against or harassment of an applicant, contractor, vendor, patron, board member, supervisor, intern, volunteer, manager, or employee by a supervisor, management employee, or co-worker on the basis of race, religion, religious observance, color, sex, age, national origin, physical or mental disability, marital or familial status, gender identity or expression, citizenship status, source or level of income, medical condition, pregnancy, marital status, injured worker status, family relationships, political affiliation, sexual orientation, veteran or military status, association with members of a protected class, or any other protected class or type of harassment or discrimination prohibited by law or policy (hereinafter referred to as their protected class). will not be tolerated by the Siuslaw Public Library District.

This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training. Employees, supervisors, or management employees found to be participating in any form of job-based harassment, discrimination, or retaliating against any other employee shall be subject to disciplinary action up to and including termination from employment.

B. All employees of the Siuslaw Public Library District will receive training in recognizing and preventing discriminatory harassment in the workplace. This training will be completed within the first 90 days of employment and on an ongoing basis at the discretion of the Library Director. Each new employee will additionally receive a copy of this policy as part of their orientation material.

III. TYPES OF HARASSMENT

The following definitions exclude items found in any physical or digital collection of the Siuslaw Public Library District, displayed as part of the Library District's public art program, or otherwise addressed in the Siuslaw Public Library District's Free Speech Policy or affirmation of the American Library Association's Library Bill of Rights, Freedom to Read, Freedom to View, and Free Access to Libraries by Minors statements.

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to

such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

A. Verbal Harassment - Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of a person's protected class, whether made in general, directed to an individual or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually-oriented comments on appearance, including dress or physical features, sexual rumors, and race-oriented stories.

B. Physical Harassment - Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of a person's protected class. This includes pinching, patting, grabbing, inappropriate behavior in or near library facilities or facilities where library events are being conducted, or making explicit or implied threats or promises in return for submission to physical acts.

C. Visual Forms of Harassment - Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings, videos, digital images, or pictures on the basis of a person's protected class.. This applies to both posted material or material maintained

in or on the Siuslaw Public Library District's equipment or personal property in the workplace.

D. Sexual Harassment - Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

E. Discrimination – Making employment decisions related to hiring, firing, transferring, promoting, demoting, benefits, compensation, and other terms and conditions of employment based upon, or because of, an employee's protected class.

F. Workplace Harassment – Any form of offensive treatment or behavior which, to a reasonable person, creates an intimidating, hostile, or abusive work environment. Workplace harassment may include intimidating, threatening, humiliating, or violent behavior, which is motivated wholly or in part by a person's protected class.

IV. COMPLAINT PROCESS

The Siuslaw Public Library District encourages reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct or who believe they have witnessed such conduct should discuss their concerns with the Library Director, or the Assistant Library Director.

The use of this procedure is limited to complaints related to discriminatory workplace harassment on the basis of a person's protected class. If any person feels they are the victim of any form of harassment, they should inform the person(s) participating in this behavior that they find it offensive. This one-on-one confrontation has been demonstrated to be an effective way to end harassing behaviors. If the inappropriate behaviors do not stop, the offended employee can initiate the complaint process as described below. Because confrontation is difficult for some people and because of the complex nature of harassment, employees are not required to confront an offending party prior to initiating this complaint procedure.

Following receipt of a complaint or concern District management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. Employees should not wait for management to follow-up to share related experiences. If an employee would like to

discontinue the follow-up process a request must be submitted in writing to the Library Director.

V. INTERNAL COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Library Director. If you are unable to reach the primary contact please reach out to Assistant Library Director. We encourage employees to document the event(s), associated date(s), and potential witnesses.

A complaint against the Library Director may be made with any member of the Siuslaw Public Library District's Board of Directors, who will then report to the rest of the Board, and that body will investigate and take action as outlined below.

A. Initiating a Complaint– The Siuslaw Public Library District encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. The initial report can be made verbally or by using a provided Siuslaw Public Library Complaint of Discriminatory Harassment form.

Immediately upon receiving such a complaint, the employer or supervisor receiving the complaint will provide a copy of this policy to the employee making the report.

The verbal or written complaint should contain the following:

1. The name of the person filing the report;
2. The name of the person making the report of discrimination;
3. The names of all parties involved, including any witnesses;
4. A specific and detailed description of the conduct or action that the employee believes is discriminatory or harassing;
5. The date or time period in which the alleged conduct occurred; and
6. A description of the remedy the employee desires

B. Receipt of Complaint -

Upon receipt of the complaint, the Library Director will notify the District's Board of Directors that a formal complaint has been received alleging discriminatory harassment. This notification to the Board will be in writing, and will take place within 24 hours of receipt of the complaint. The Library Director will also contact the Special District Association of Oregon's Pre-Loss

Legal Department within 24 hours. Concurrently, a formal investigation of the complaint will be commenced.

C. Investigation of Complaint - Upon notification of a harassment complaint, the Library Director or designee shall conduct an initial investigation. Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

As part of the investigation, the Library Director or designee will contact the alleged harasser(s) who will be informed of the basis of the complaint and will be provided an opportunity to respond. The response from the alleged harasser(s) shall be in writing, addressed to the Library Director and received by the Library Director, within five (5) calendar days after being notified of the complaint. Upon receipt of the response, the Library Director may further investigate the formal complaint. Such investigation may include interviews with the complainant, the accused harasser(s) and any other persons determined by the Library Director to possibly have relevant knowledge concerning the complaint. This may include other victims of similar conduct. Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incident(s) occurred.

The results of the investigation and the determination as to whether harassment occurred shall be final and binding and will be reported to appropriate persons including the complainant and the alleged harasser(s) within twenty (20) calendar days from the receipt of the response.

D. As outlined in the Siuslaw Public Library District's Whistleblower Policy, reports of violations or suspected violations of any local, state, or federal laws or regulations, including discriminatory harassment, should be made to the most appropriate person within the Siuslaw Public Library District's organizational hierarchy, including the Board of Directors. Nothing in this policy prevents an employee from filing a formal complaint outside the District to the U.S. Equal Opportunity Employment Commission or the Civil Rights Division of the Oregon Bureau of Labor and Industries.

VI. DISCIPLINARY ACTION

If harassment is determined to have occurred, the Library Director shall take prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense, up to and including

termination from employment. If discipline is imposed, the nature and extent of the discipline will not be divulged to the complainant. Responsive action may include, for example, training, referral to counseling or corrective action such as a written warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination as the Siuslaw Public Library District believes appropriate under the circumstances. If the harassment or discrimination was committed by a non-employee of the Library District, responsive action may be taken up to and including the suspension or dissolution of their business or volunteer relationship with the Siuslaw Public Library District.

VII. RETALIATION

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination. The Library Director will take reasonable steps to protect the victim and other potential victims from further harassment, and to protect the victim from any retaliation as a result of communicating the complaint.

We encourage reporting of all perceived incidents of discrimination or harassment. It is the policy of the Siuslaw Public Library District to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports

VIII. CONFIDENTIALITY

Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, State, and local law. However, any victim of workplace harassment may voluntarily disclose information regarding an incident that in which they were the subject of discriminatory harassment.

IX. FALSE COMPLAINTS

Any complaint made by an employee of the Siuslaw Public Library District regarding job-based harassment which is conclusively proven to be false, may result in discipline of the complainant up to and including termination. This section is not intended to discourage employees from making complaints regarding job-based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated. False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

X. EXTERNAL COMPLAINT PROCEDURES

We encourage employees to bring their concerns and complaints to the District, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options:

- Oregon Bureau of Labor and Industries at the following web address: https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

XI. EMPLOYMENT AGREEMENTS

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and they will then be provided at least seven (7) days to change their mind after making any such agreement.

XII. ADDITIONAL EMPLOYEE SUPPORT SERVICES

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The Siuslaw Public Library provides an Employee Assistance Program (EAP) through Cascade Centers. For access to confidential help 24 hours a day, seven days a week, employees can call 1-800-433-2320 or go online to www.cascadecenters.com. The EAP provides confidential counseling services, educational resources, and legal consultation for Library District employees.

The Siuslaw Public Library District cannot provide legal resources to its employees or make referrals to specific attorneys. Employees may contact the Oregon State Bar for needed assistance and resources online at osbar.org.

Adopted by Board of Directors: November 14, 2017

Revised by Board of Directors: December 18, 2019

Revised by Board of Directors: August 20, 2020

Gifts and Donations

The Siuslaw Public Library District welcomes gifts and donations from local businesses, service clubs, other local organizations, and individuals in order to enhance the collections, programs, events, and services of the library. Donations may include cash, securities, real estate, goods, or services.

Policy

1. The donor must have no expectation of influencing library policies, procedures, or practices. Recognition of the donor's name, product, or service will occur when it is part of a standardized recognition program like a donor board or book plate system established by the library.
2. The library accepts monetary donations for the purpose of purchasing materials consistent with the Siuslaw Public Library District's Collection Development Policy. When the library receives a cash gift for the purchase of materials, donors may specify the preferred subject area or format of the materials to be purchased. Library staff will make any selection of specific titles or digital or print subscriptions in accordance with the needs of the library. If the donor's preferred subject matter, subscription, or format do not meet the needs of the library, the gift will be returned to the donor.
3. When an investment instrument or security (e.g. stock, bonds, mutual fund shares, etc.) is donated to the library, it will be redeemed within 90 days of receipt for cash value. Any exceptions require written approval of the Siuslaw Public Library District Board of Directors.
4. Donors will be given a receipt, upon request, acknowledging the donation to the library of goods or services, without reference to the value of those goods or services.

5. Donors will be given an acknowledgement letter for cash donations or the cash value realized by selling a security.
6. The library welcomes planned giving from estates and matched corporate donations.
7. The library reserves the right to refuse any gift or donation that is deemed to be inappropriate or unsuitable to the library's mission or values. All non-monetary gifts may be subject to disposition at some point. For example, whenever books and materials donated to the library are no longer needed or have become so worn or damaged as to be beyond repair, they will be disposed of in the same manner as purchased books and other materials.
8. Donated materials (such as books, CDs, videos, etc.) will be handled in accordance with the "Materials Selection Policy."
9. Recognition or memorial bookplates may be placed in a book or other item which either has been donated directly or purchased with donated funds (e.g., endowment funds).
10. Where sponsorship is involved in the donations of cash, goods, or services, refer to the "Sponsorship Policy."
11. As referenced in both the Siuslaw Public Library District's "Art Display Policy" and "Gifts and Donations Policy" donations of arts and crafts must be reviewed by the Art Committee and approved by the Library Board. Accepted donations irrevocably become the property of the library and may be discarded in accordance with library policy on discarding materials and other library property.

Adopted by Board of Directors: January 17, 2001

Revised by Board of Directors: June 19, 2002

Revised by Board of Directors: November 20, 2002

Reviewed by Board of Directors: February 15, 2012

Revised by Board of Directors: December 21, 2022

Interlibrary Loan

Interlibrary loan services refers to obtaining books, periodicals, microfilm, article copies, or other resources from libraries and other institutions. Interlibrary loan services also includes lending such materials to other libraries and institutions.

The Siuslaw Public Library welcomes the opportunity to provide interlibrary loan services to its individual cardholders and to other libraries and institutions within the United States of America.

Policy

1. Interlibrary loan services are free unless the lending library or institution charges a fee, in which case the patron must accept responsibility to pay before the item is ordered.
2. Within the library's consortium, interlibrary loan requests are unlimited. Interlibrary loan requests are limited to two per week for resources sought outside the consortium. Staff may make exceptions for patrons working on special projects or with special needs.
3. Borrowers are responsible for the timely return in good condition of all interlibrary loan materials. Failure to do so may result in loss of borrowing privileges as well as fees for loss or damage. Refer to Circulation Policy.
4. Interlibrary loan materials are subject to the loan periods, use restrictions, and renewal policies of the lending library.
5. Individuals who wish to borrow materials from another library and are not Siuslaw Public Library cardholders nor residents of the library district should refer to their home library for interlibrary loan requests.
6. The library will lend materials to other libraries upon request, with the exception of reference materials, special collections, and periodicals for the standard loan period and without charge.
7. The Siuslaw Public Library will make every effort to obtain materials requested by patrons but cannot guarantee success. Interlibrary loan requests are dependent upon a broad range of variables determined by lending institutions, including the scarcity or cost of the material requested.

Adopted by the Board of Directors:

February 21, 2001

Revised by the Board of Directors:

November 21, 2012

Revised by the Board of Directors:

January 18, 2023

Library User Privacy

The Siuslaw Public Library District (Library) recognizes that all Library users and patrons, regardless of age, have a right to confidentiality and privacy regarding information sought or received and resources consulted, borrowed, acquired, or transmitted. Guardians of minor children, defined as younger than sixteen years of age, have the right to access their children's records.

Protecting the privacy and confidentiality of Library users is a fundamental library value and is part of the American Library Association's Code of Ethics.

Oregon State Law recognizes the Library as a public body subject to Oregon Public Records Law. The Oregon Revised Statute 192.502 exempts from disclosure under open records law:

"The records of a library, including:

- (a) Circulation records, showing use of specific library material by a named person;
- (b) The name of a library patron together with the address or telephone number of the patron; and
- (c) The electronic mail address of a patron."

This law allows the library to set policies to protect library circulation and registration records from disclosure. In setting these policies, the library tries to strike a balance between the privacy of the user and convenience for that same user.

Information the Library may gather and retain about current library users includes the following:

- Information required to register for a library card (i.e. name, address, telephone number, email address, birthdate, and the identification number associated with proof of identification)

- Records of material checked out, bills owed, payments made
- Electronic access information (e.g. signing-up to use a library computer)
- Requests for interlibrary loan or reference services
- Reservations for a library-provided room or program
- Information about search topics, but not in a way that contains any personal information about the person doing the searching

Choice, Consent, and Responsibility

We will not collect or retain your private and personally identifiable information without your consent. If you consent to give us your personally identifiable information, we will use it only for library business purposes. We will keep it confidential and will not sell, license, or disclose personal information to any third party without your consent, unless we are required by law to do so.

We never use or share the personally identifiable information provided to us in ways unrelated to the ones described above without also providing you an opportunity to prohibit such unrelated uses, unless we are required by law to do so.

If we make a service available for your convenience that may in some way lessen our ability to protect the privacy of your personally identifiable information or the confidentiality of information about your use of library materials and services, we will:

- 1) Provide you with a privacy warning regarding that service; and
- 2) Make it possible for you to "opt in" or "opt out" of that service.

You may choose to designate a "proxy" user for your account. Please remember that granting another person proxy status for your account may also give that user access to any personal information associated with that account. Additionally, giving your physical library card, account number, and/or PIN to someone else may allow them to access private information associated with your library use or personally identifiable information. It is your responsibility to report any changes to your preferences or status and any lost or stolen card immediately to ensure that your information remains secure and private.

User Access

You are entitled to view your personally identifiable information and are responsible for keeping your information accurate and up-to-date. Library staff will explain the process for accessing or updating your information.

Data Integrity and Security

We take reasonable steps to ensure data integrity. We protect personally identifiable information by electronically purging or manually shredding data once it is no longer needed for library business purposes.

We have invested in appropriate technology to protect the security of any personally identifiable information while it is in the library's custody. We aggregate summary data, which is stripped of personally identifiable information. We regularly remove cookies, search history, cached files, or other computer and internet use records and other software code that is placed on our computers or networks.

Third Party Security

We ensure that the library's contracts and licenses reflect our policies and legal obligations concerning user privacy and confidentiality. Our agreements address appropriate restrictions on the use, aggregation, dissemination, and sale of that information.

Illegal Activity Prohibited and Not Protected

Users may conduct only legal activity while using library resources and services. Nothing in this statement prevents the library from exercising its right to enforce the Library's Patron Code of Conduct, protect its facilities, network, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The Library can electronically monitor public computers and external access to its network and reserves the right to do so when a violation of law or library policy is suspected. Library employees are authorized to take immediate action to protect the security of library users, staff, facilities, computers and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) perpetrating a violation.

Release of information

Only the Library Director or the Library Board of Directors, after conferring with legal counsel, is authorized to accept or comply with subpoenas, warrants, court orders, or other investigatory documents directed to the library or pertaining to library property.

Adopted by the Board of Directors: October 21, 2020

MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

Purpose

Oregon state law mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. These people are called mandatory reporters.

Employees of Siuslaw Public Library District, as defined under ORS 419B.005, are obligated to report abuse, either on or off duty.

Definitions

Oregon law recognizes these types of child abuse:

- Mental injuries
- Sexual abuse or exploitation
- Rape or Incest
- Neglect or maltreatment
- Threatened harm
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured.
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child's health or safety.
- A child is an unmarried person under the age of 18.

Reporting Procedure

Any employee who has reasonable cause to believe that a child has been abused or who comes into contact with someone who has abused a child shall immediately notify the Oregon Department of Human Services or local law enforcement agency. (ORS 419B.010)

If the observation occurs during the course of the employee's duties, the employee shall also immediately inform his/her supervisor, and a written record of the abuse report shall be made by the employee suspecting the abuse of a child. (ORS 419B.015) The report must contain, if known, the following information:

- The names and addresses of the child and parents/person responsible for the child's care.
- The child's age.
- The nature and extent of abuse (including any evidence of previous abuse).
- The explanation given for the abuse.
- Any information the official believes may be helpful in establishing the cause

Meeting Rooms

The Siuslaw Public Library District is committed to the provision of free and open access to a broad range of informational, recreational and cultural resources for library patrons of all ages. As part of that commitment, the Library provides meeting space to facilitate the exchange of diverse information and ideas. The opinions expressed are those of the individuals or organizations using the library's meeting space.

Non-profit, civic, political and community organizations, or government entities may use meeting room space for meetings, lectures or similar activities whenever a conflict does not exist with library activities. Commercial firms located within the District may use meeting room space only for educational and informational purposes.

When seeking to use library meeting space, please remember that:

- Meeting room space is primarily reserved for the Library, library sponsored, and Friends of the Library activities.
- All meetings must be open to the public and no admission fees may be charged.
- Neither non-library related fund-raising nor commercial sales may be conducted in library meeting room space. This includes the soliciting of new customers and/or sales of products or services. Items such as raffle tickets or CDs may be sold at an event so long as the sale of such items is incidental and not the primary purpose of the event.
- Attendance is limited by maximum room capacity. Meeting sponsors and/or organizers are responsible for crowd control. Meetings must be confined to the reserved meeting space and must not interfere with library operations.

- Space is available on a first-come, first served basis. Groups must comply with the scheduling provisions in the Meeting Room Rules of Use.
- The representative for any group wishing to book library meeting space must be 18 or older and must assume full responsibility for any damage to library property, building, furnishings or equipment that results from the group's use of the facility. The Library may share the name and contact information of the person booking library meeting space if there are any inquiries about the meeting.
- When library meeting space is to be used by groups or organizations of students or others younger than age 18, at least one adult must be continuously present for every fifteen persons younger than age 18.
- Any publicity regarding meetings held at the library must contain the following statement: "This program is neither sponsored nor endorsed by the Siuslaw Public Library District." The name, address, and/or telephone number of the Library may not be used as contact information for any meeting except that which is sponsored by the Library or the Friends of the Library.
- Unauthorized reproduction or public display of any material in the Meeting Room is prohibited unless it is covered by a public performance license obtained by the District or a written waiver of the applicable rights specific to that material for that event.
- Users are responsible for setting up chairs or tables for their meeting. Furniture may not be moved from one room to another.
- People attending meetings must make their own provisions for child care and supervision.
- No alcohol is permitted within the facility unless specifically approved in writing by the library director. Approval will be subject to compliance with any laws and regulations of the State of Oregon and may require proof of insurance.
- The Library does not assume liability for personal injuries nor does it assume liability for damage or theft of personal property which occur as a result of the actions of the sponsors or participants in meetings using library space.

- Activities which the library director determines would adversely impact the library facility, furnishings, or library operations will not be allowed.
- The representative for any group using library meeting space is responsible for ensuring that the group abides by the Meeting Rooms Policy and Meeting Room Rules of Use. Violation of these terms may result in denial of future access to the space.

Exceptions to these policies and rules are at the discretion of the library director or designated staff member.

Adopted by Board of Directors: May 19, 1999
Revised by Board of Directors: March 21, 2001
Revised by Board of Directors: August 15, 2001
Revised by Board of Directors: April 24, 2002
Revised by Board of Directors: May 19, 2004
Revised by Board of Directors: January 24, 2008
Revised by Board of Directors: May 16, 2012

Preventative Maintenance and Property Inspection

In order to maintain a safe facility with working equipment, the Siuslaw Public Library District will undertake the following daily, monthly, and quarterly process of inspecting and maintaining District property. The Library Director shall assign the task of conducting these ongoing inspections using the included checklist, and provide training as necessary and on at least an annual basis.

Daily – Daily inspections should be conducted by all employees. These inspections will be done visually. The visual inspections are simply taking notice of something that does not look correct and making sure to report it.

Monthly – Monthly inspections will be conducted by District staff as assigned by the Library Director. This inspection should be comprehensive and documented using the included checklist. Any recommendations will be made to the Library Director.

Quarterly – The District’s Safety Committee will conduct quarterly inspections of the buildings as required by Oregon OSHA rules at four of their monthly meetings over the course of the year. Once the Safety Committee has completed their inspections, these should be compared to the monthly inspections. Any recommendations will be made to the Library Director.

Inclement Weather – When the district is aware of a forecasted storm, assigned staff will complete an inspection to ensure facilities are ready. Once the storm has passed, staff will conduct another inspection to identify any damage or repairs that need to be made. Any recommendations for repairs will be made to the Library Director.

Adopted by the Board of Directors: November 21, 2018

The following checklists will be used to complete the monthly and quarterly inspections:

SIUSLAW PUBLIC LIBRARY DISTRICT MONTHLY/QUARTERLY INSPECTION CHECKLIST, FLORENCE

Date of Inspection: _____ Signature: _____ M__ Q__

Safety Review, Florence:	OK	Fix	Comments
Emergency procedures available			
All fire extinguishers inspected			
Flashlights and headlamps are operative			
Emergency phone numbers are posted			
First aid kit available and stocked			
Emergency exit map posted, and exit location for water, gas, etc.			
Personal protection equipment is available			

Parking Lots and Grounds, Florence:	OK	Fix	Comments
Sidewalks and parking lots free of trip hazards			
Parking lot surfaces adequate			
Parking lot light sensors are adjusted properly			
Bushes/trees have been trimmed away from facilities and exterior lighting			
Exterior lighting in working condition			
Exterior siding inspected			
Exterior seals and caulk inspected			
Security cameras in working condition			

Roof, Florence:	OK	Fix	Comments
No visible moss on roof			
Downspouts are free of debris and attached to downspouts			
Check for visible damage			

Restrooms, Florence:	OK	Fix	Comments
Floors are in good repair			
All plumbing fixtures are in good repair			
Drinking fountain is clean and usable			

SIUSLAW PUBLIC LIBRARY DISTRICT MONTHLY/QUARTERLY INSPECTION CHECKLIST

Date of Inspection: _____ Signature: _____ M__ Q__

Interior electrical and lighting, Florence:	OK	Fix	Comments
Good supply of needed replacement lightbulbs and batteries			
Lights are working and in good repair			
Power strips are UL listed and in good repair			
Electrical outlets within 4' of sinks are GFCI protected			
Electrical junction boxes have covers			
No permanent use of extension cords			
Any portable heaters have tip over switches and are not placed near flammable items			

Contractors, Florence	OK	Fix	Comments
Record of last date for HVAC filter replacement and inspection			
Record of completed electrical work			
Ensure sprinkler system on/off as per weather			
Record of last date for roof inspection, cleaning, and maintenance			
Record of last date for back flow and fire sprinkler test			
Record last date for deep cleaning of library			
Ensure janitorial /custodial supplies are well-stocked			
Record of last date for fire alarm inspection			
Record of last date for pest inspection			
Note of any concerns for janitorial service			
Note of any concerns for landscaping			
Additional contractor services needed (signage, glass, networking, etc.)			

SIUSLAW PUBLIC LIBRARY DISTRICT MONTHLY/QUARTERLY INSPECTION CHECKLIST

Date of Inspection: _____ Signature: _____ M__ Q__

Public Spaces, Florence	OK	Fix	Comments
Chairs (wheeled and otherwise) are in good repair and unstained			
Countertops and tabletops are undamaged			
Thermometers appropriately set			
Tripping hazards eliminated			
Visual inspection of carpets for stains, etc.			
Shelves inspected for damage			

Additional considerations, Florence	OK	Fix	Comments
Ladders secured and in good working order			
Wet floor signs available			
Ice melt/salt available for use			
Attic free of leaks			
Pneumatic doors functioning			
Locks functioning			
Basic cleaning equipment and supplies available for staff			
Functioning appliances in staff room			

SIUSLAW PUBLIC LIBRARY DISTRICT MONTHLY/QUARTERLY INSPECTION CHECKLIST, MAPLETON

Date of Inspection: _____ Signature: _____ M__ Q__

Safety Review, Mapleton:	OK	Fix	Comments
Emergency procedures available			

All fire extinguishers inspected			
Emergency phone numbers are posted			
First aid kit available and stocked			
Fire extinguishers inspected			
Personal protection equipment is available			
Fire alarms have been tested			

Parking Lots and Grounds, Mapleton:	OK	Fix	Comments
Exterior sign is readable and in repair			
Locks on building are working			
Hall lights are working			
Approach to library is free of tripping hazards			
Exterior HVAC unit is functioning and secure			

Interior electrical and lighting, Mapleton:	OK	Fix	Comments
Lights are working and in good repair			
Power strips are UL listed and in good repair			
Electrical outlets within 4' of sinks are GFCI protected			
Electrical junction boxes have covers			
No permanent use of extension cords			
Any portable heaters have tip over switches and are not placed near flammable items			

Additional considerations, Mapleton	OK	Fix	Comments
Wet floor sign available			
Ice melt/salt available for use			
Basic cleaning equipment and supplies available for staff			

SIUSLAW PUBLIC LIBRARY DISTRICT MONTHLY/QUARTERLY INSPECTION CHECKLIST, MAPLETON

Date of Inspection: _____ Signature: _____ M__ Q__

Public Spaces, Mapleton	OK	Fix	Comments
Chairs (wheeled and otherwise) are in good repair and unstained			
Countertops and tabletops are undamaged			

Thermometers appropriately set			
Tripping hazards eliminated			
Visual inspection of carpets for stains, etc.			

Programming

The Siuslaw Public Library District offers programs and exhibits intended to further the library's mission. Library programs strengthen the library as a vital part of the community, enhance the library experience for regular library users, and help the library reach out to new and diverse constituencies. The library will endeavor to offer a wide variety of programs for children, adults and families to appeal to the full range of interests and information needs of the community.

- Library programming for the public may include literature or literacy-based programs, cultural arts programs, storytimes, summer reading programs, author talks, book discussion groups, and other activities, as well as instructional classes on library resources.
- Friends of the Library groups and other library-related organizations may also sponsor programs and exhibits in library facilities.
- When it furthers the library mission to do so, the library may participate in cooperative programs or exhibits with other agencies, organizations, institutions or individuals.
- No admission fees will be charged at library programs or exhibits. (For further information on room use refer to "Meeting Rooms Policy and Rules of Use.")
- The library will endeavor to include a broad spectrum of opinion and a variety of viewpoints in library-initiated programs and exhibits. Library sponsorship of a program or exhibit does not constitute an endorsement of the content of the program or the views expressed by participants.
- Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, attendance may have to be limited. When limits must be established, attendance will be determined on a first-come, first-served basis, either with advance registration or at the door. In some cases, the nature and success of a program may require a limited attendance based on age (e.g., an arts and crafts program for children).

Adopted by the Board of Directors: June 19, 2002
Reviewed by the Board of Directors: February 15, 2012

Public Meetings

In accordance with Oregon statutory policy, as expressed in ORS 192.620, the Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of The Public Meetings Law that decisions of governing bodies be arrived at openly.

This Siuslaw Public Library District's Public Meetings Policy applies to all meetings of the Board of Directors ("Board") of the Siuslaw Public Library District ("District") and to any meeting of subcommittees or advisory groups appointed by the Board if such subcommittees or advisory groups have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

Compliance with Law

All Board meetings and work sessions shall be conducted in accordance with the Oregon Public Meetings Law (ORS 192.630). All meetings of the Board shall be open to the public except as otherwise provided by Oregon Public Meetings Law.

Regular Meetings

Regular meetings of the Board shall be held monthly on a regularly scheduled day of the month. The day and time shall be set by motion annually during the regular meeting in July. The Board may cancel or reschedule the date or dates of regular meetings as it deems fit, subject to the notice provisions of the Oregon Revised Statutes.

Public Comment at Meetings

Board Meetings are primarily for the purpose of conducting the business of the District, but also present an opportunity for the Siuslaw Public Library District Board of Directors to receive comments from members of the public. There are also times when ORS requires that the Board solicit and accept public comment at a public hearing on a specific topic, such as when considering the District budget. Public comment and public hearing testimony before the District will be conducted in accordance with all applicable laws and follow these guidelines:

1. Upon recognition, anyone wishing to speak will give their name, and if they are a District resident and if they are a library user. When giving

testimony during a public hearing, individuals will confine their comments to the issue under consideration.

2. The regular Board meeting agenda will provide an opportunity for public comments on items that will not be the subject of a public hearing but are included on the agenda. This portion of the meeting will be restricted to no more than fifteen minutes.
3. When time permits, the regular Board meeting agenda will also include an opportunity for public comment on items that are NOT included on the meeting agenda.
4. Speaker's comments will be limited to three (3) minutes.
5. All questions and discussion by members of the audience will be directed to the presiding officer. Direct discussion between members of the audience and Board members or employees is permitted only at the discretion of the presiding officer.
6. Any member of the public attending a Board Meeting may be required to leave for any conduct deemed disorderly by the Board, including the failure to present comments or testimony in a manner courteous to the Board, its staff, and members of the audience. Before any person is requested to leave a Board Meeting for disorderly conduct, that person will be given a warning by the presiding officer to cease the conduct.
7. Members of the public will be required to sign-up no later than the meeting's call to order if they wish to comment or testify. Sign-up will be available on a first-come, first-served basis.

Location

All Board meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action.

Accessibility

To ensure that District meetings are accessible to members of the public and other attendees:

1. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced.
2. All meetings will be held in locations that are accessible to those with mobility limitations or other disabilities.
3. The District shall make a good-faith effort to provide, upon request, interpreters for the Deaf and/or hearing impaired as provided for by Oregon Public Meetings Law.

Quorum

A majority of the Board (3 members) shall constitute a quorum.

Agenda

The agenda shall be set by the Board President in consultation with Board members and the Library Director. Agendas will always include notice of any public hearing and the topic under consideration. Meetings should generally be limited to published agenda topics, and although by agreement of a majority of Board members, additional topics may be added to the agenda. Action on newly added topics may not be possible due to notice requirements of Public Meetings Law. Agenda items should focus on mission, policy issues, and legally required actions.

Notice

Notice of the time, place, and principal agenda topics shall be given for all meetings as soon as is feasible. Notices shall be sent to Board members, local media, persons who have requested notice in writing, and any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. The agenda shall also be posted at the District location in Florence and on the library website. Notice for meetings to be held in executive session shall be given in the same manner as notice for other meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for convening an executive session.

Virtual Participation

Members may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. As required by ORS, at least one location shall be provided where meetings held by electronic means may be listened to by members of the public.

Special Meetings

The Board shall hold special meetings at the request of the President or any three members of the Board. If the President is absent from the District, special Board meetings may be held at the request of the Vice-President. No special meeting shall be held upon less than twenty-four hour public notice.

Emergency Meetings

Emergency meetings may be held at the request of persons entitled to call special meetings upon less than twenty-four hours' notice in cases of emergency. An emergency exists where there are objective circumstances that create a real and substantial risk of harm to the District if action is delayed. The caller(s) of the meeting shall state the reasons for calling it and why it could not be delayed. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and the minutes for such a meeting shall describe the emergency justifying less than twenty-four hours'

notice. Only business related directly to the emergency shall be conducted at an emergency meeting.

Executive Sessions

Shall be held in accordance with Oregon Public Meetings Law and will adhere to these requirements:

1. The applicable statute allowing an executive session must be referenced prior to the meeting, and included in any notice regarding the meeting.
2. The Board shall not make any final decisions during executive session.
3. The President or presiding officer will announce any staff members, lawyers, or others who are able to participate in the executive session that are not otherwise permitted to attend via Oregon Revised Statutes.
4. Once the executive session has been convened, the presiding officer shall direct any representatives of the news media who are present not to report certain specified information from the executive session. The non-disclosure requirement should be no broader than the public interest requires.
5. Board members, staff, media representatives, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

Work or Planning Sessions

The District Board of Directors may wish to meet together to study and discuss larger issues or participate in training related to the governance of the District. These sessions may be called by the District President or by three Board members and will abide by the same notice requirements as other meetings and. Additionally the District will ensure:

1. Subjects discussed at the session shall be limited to the agenda items for the work or planning session.
2. Final decisions shall not be made at a work or planning session.
3. A work or planning session may be held in conjunction with a regular meeting or a special meeting. Final action may be taken at a regular or special meeting held in conjunction with a study session or at the next regular or special meeting.

Minutes

Minutes must be kept of all Board meetings and meetings of Board-appointed committees of three or more Board members. Minutes shall include a list of present Board members, all motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition, results of

all votes, including the vote of each member, and the substance of any discussion on any matter. Minutes for executive sessions shall be kept and retained separately to help maintain confidentiality.

Adopted by Board of Directors: November 16, 2005
Reviewed by Board of Directors: February 15, 2012
Revised by Board of Directors: February 15, 2023

Public Records

Compliance

The Siuslaw Public Library District ("District") shall fully comply with the Oregon Public Records Law (ORS 192).

Specificity of Request

In order to facilitate the public's access to records in the District's possession and to avoid unnecessary expenditure of staff time, persons requesting public records from the District shall specify applicable dates, subject matter, and any other detail necessary to enable District personnel to determine which records are being sought. Unclear or incomplete requests will be acknowledged with the "Request for Disclosure of Public Records" included in this policy. All requests must be made in writing (ORS 192).

Access

The District shall permit inspection of its non-exempt public records during regular business hours in the District's office at 1460 9th Street, Florence, OR 97439. Copies of non-exempt public records maintained in electronic format shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained (ORS 192).

As specified in ORS 192, the District will maintain a written procedure specifying the process for filing a public records requests with the District. This procedure will be made available to the public and will include the name and address of one or more District representatives to whom records requests can be sent. The procedure will also identify the rate and method for calculating fees for responding to public records requests.

Responding to Requests

The District will respond within five business days to written records requests acknowledging the receipt of the request using the "Response to Public Records Request" included in this policy . An additional 10 business days will then be allowed for District personnel to fulfill the request or issue a written response estimating how long fulfillment will take. The District is not subject to this response timeframe if it is awaiting a response from the requester seeking clarification of the inquiry or if the requester has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that apply are:

- Complicated requests
- Large volume of requests
- Requests involving documents not readily available
- If the necessary staff are unavailable to fulfill the request

Public Records Custodian

The Siuslaw Public Library District's Public Records Custodian (Custodian) and coordinator will be the Library Director. Tasks associated with requests for public records may be assigned to various Library District staff members as deemed appropriate by the Custodian.

Duties

This Section outlines the relevant duties of all Siuslaw Public Library District employees in regards to compliance with this Policy.

- A. Library Director.** The Library Director, or his/her designee, shall be responsible for the following:
 1. Analyzing, developing, and providing written standards and procedures for the care and maintenance of Siuslaw Public Library District records, including those created and/or maintained in electronic format.
 2. Coordinating with legal counsel as necessary in analyzing, developing and providing written standards and procedures for the care and maintenance of Library District records, including those created and/or maintained in electronic format.
 3. Ensuring Library District records are maintained in a manner that meets guidelines set by the State Archivist.
 4. Administering Library District policy on public record disclosure as required by Oregon law.
 5. Reviewing all requests for public records and assessing compliance with this policy.
 6. Researching record requests and responding to such requests in compliance with applicable law.
 7. Providing any needed public records training to library employees.

- B. Administrative Assistant.** The Administrative Assistant shall be responsible for the following:
 1. Coordinating with the Library Director in analyzing, developing and providing written standards and procedures for the care and maintenance of Siuslaw Public Library District records, including those created and/or maintained in electronic format.
 2. Working with the Library Director to provide training to Library

- District employees on all aspects of records management.
3. In conjunction with legal counsel, as necessary, reviewing and approving all records for destruction.
 4. As directed by the Records Custodian, the Administrative Assistant will make copies of requested records in response to a public records request.

C. All Other Employees. All other employees shall be responsible for maintaining all records in accordance with this Policy and shall seek the assistance and direction of the Library Director or Administrative Assistant as needed.

Fees for Public Records

The fee charged for a public records request will be reasonably calculated to reimburse the Siuslaw Public Library District for its actual costs in making the records, and may include:

- Charges for the time spent by Siuslaw Public Library District staff to locate the requested public records, to review the records in order to determine whether any requested records are exempt from disclosure, to segregate exempt records, to supervise the requestor's inspection of original documents, to copy records, to certify records as true copies, and to send records by special or overnight methods such as express mail or overnight delivery;
- A per-page charge for photocopies of requested records; and
- A per-item charge for providing CDs, audiotapes, or other electronic copies of requested records if such a record exists.
- If a request for records requires District personnel to spend more than ten (10) minutes searching, reviewing, or redacting non-exempt records prior to their review or release from copying, fees will be charged as outlined in the following schedule. The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
- Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose any such additional charges

not specifically described elsewhere in this policy as are necessary to reimburse the District for the actual cost of producing the records.

- Copies shall be certified for an additional fee of \$20.00 per requested record.

The Siuslaw Public Library District’s public records fee schedule is as follows:

Photo Copies	Standard (B&W)	\$0.10 per page
	Color	\$0.50 per page
	Maps and other non-standard documents	Actual cost to District
Digital Copies (if such exist)	Audio recording on CD-R	\$20 per recorded item
	Video recording on DVD-R	\$25 per recorded item
Labor Charges*	Administrative Staff	\$20.00 per hour
	Library Director	\$40.00 per hour
	Legal Counsel or other outside assistance	Actual rate charged to District

*Labor charges will be charged in 10 minute increments.

- A waiver or fee reduction may be granted to a requestor if it is determined that the waiver or reduction is in the public interest because making the record available primarily benefits the general public. In making this determination, the Library Director or Board will consider (1) the character of the public interest in the particular disclosure, (2) the extent to which the fee impedes that public interest, and (3) the extent to which a waiver or reduction would burden the District.

Authorization Required for Removal of Original Records

At no time shall an original record of the District be removed from the District’s files or the place at which the record is regularly maintained, except upon authorization of the Board or the District Manager.

On-Site Review of Original Records

If a request to review original records is made, the District shall permit a review provided that search fees are paid in advance as outlined above. A representative of the District shall be present at any time original records are reviewed, and the charges for this representative’s presence shall be the same as the charges for searching or reviewing records.

Unauthorized Alteration, Removal, or Destruction of Originals

If any person attempts to alter, remove, or destroy any District record, the District representative shall immediately terminate such person’s review and notify the District’s attorney.

Completion of a Public Records Request

A public records request will be regarded as complete when the District has done any of the following:

- Provided access to or copies of all non-exempt requested records,
- Asserted any exemptions to disclosure and separated exempt from non-exempt material and made non-exempt material available,
- Provided written statement that the public body is not the custodian of record,
- Provided a statement that federal or state law prohibits the public body from acknowledging whether any requested record exists

The District will close any acknowledged request after 60 days if the requester fails to pay fees due or fails to respond to a request for clarification or additional information.

Denial of a Public Records Request

If a public records request is denied in full or in part, the Library Director shall provide the requestor a written denial, explaining the basis for the denial, with reference to the applicable law for the denial. All denial letters shall include notice that the requestor may appeal the denial to the Lane County District Attorney.

<i>Adopted by the Board of Directors:</i>	<u>November 16, 2005</u>
<i>Reviewed by the Board of Directors:</i>	<u>February 15, 2012</u>
<i>Reviewed by the Board of Directors:</i>	<u>October 16, 2019</u>
<i>Reviewed by the Board of Directors:</i>	<u>November 20, 2019</u>

Siuslaw Public Library District: Request for Disclosure of Public Records

NOTICE: All information included on this request form will become a public record. Do not include sensitive information such as social security numbers, account numbers, credit card numbers, etc.

Date:

Requester's Name:

Requester's Address:

Requester's Email Address:

Requester's Phone Number:

Requester's Fax Number:

I (we), _____ (name(s)), request that Siuslaw Public Library District and its employees make available for inspection OR provide a copy or copies of the following records:

Please provide the name or description of record(s) requested below. Provide dates and details as needed to allow District staff to identify the public record(s) requested:

I wish to arrange an opportunity to personally inspect the requested records.

I wish to receive copies of the requested records.

If you're seeking a fee waiver or reduction, please explain how making these records available primarily benefits the general public:

(Requester's Signature)

Please return completed form by mail, email, or fax to:

Records Request
c/o Siuslaw Public Library Director
Siuslaw Public Library District
1460 9th Street
Florence, OR 97439

ref@siuslawlibrary.org
Fax: 541-997- 6473

The Siuslaw Public Library District's Public Records coordinator is the Library Director Meg Spencer.

Siuslaw Public Library District: Response to Public Records Request

To: _____ [Requester]

In accordance with ORS 192.440(2), this is to acknowledge our receipt on [date] of your request for the following record[s]:

[Describe records requested.]

Having reviewed your request, we are able to inform you that:

___ Copies of all requested public records for which Siuslaw Public Library District does not claim an exemption from disclosure under Oregon Statute are enclosed.

___ Siuslaw Public Library District [does not possess/is not the custodian of] the requested record[s].

___ Siuslaw Public Library District Library Director _____ has determined that the requested record(s) [are exempt/include exempt material]. [Cite to relevant state/federal law.]

___ Siuslaw Public Library District is uncertain whether we possess the requested record[s]. We will search for the record and make an appropriate response as soon as practicable.

___ Siuslaw Public Library District is the custodian of at least some of the requested public records. We estimate that it will require [estimated time] before the public records may be inspected or copies of the records will be provided. We estimate that the fee for making the records available is \$, which you must pay as a condition of receiving the records.

___ Siuslaw Public Library District is the custodian of at least some of the requested public records. We will provide an estimate of the time and fees for disclosure of the public records within a reasonable time.

___ [State/federal] law prohibits Siuslaw Public Library District from acknowledging whether the requested record[s] exist[s]. [Cite to relevant state/federal law.]

___ Siuslaw Public Library District is unable to acknowledge whether the requested record[s] exist[s] because that acknowledgement would result in

[the loss of federal benefits/other sanction]. [Cite to relevant state/federal law.]

Additional information:

To appeal the Siuslaw Public Library District's denial of any requested fee waiver/reduction, assertion of exemption, or denial of a public records request, please contact the Lane County District Attorney.

PUBLIC RELATIONS POLICY

To ensure that the public receives consistent and accurate information about Siuslaw Public Library District policies, procedures, programs, and services and to ensure that the best possible image of the library is presented to the public:

- The library director shall have the responsibility for all media contacts, speaking engagements, and library promotional materials on behalf of the library.
- The library director may, if necessary, designate other qualified staff members to speak on the library's behalf.
- No other groups, organizations, or agencies, nor individuals from those groups, organizations, or agencies, may speak for or represent the Siuslaw Public Library District, the Board of Directors, or the library director.

Adopted by the Board of Directors: June 19, 2002
Reviewed by the Board of Directors: June 19, 2013

Reference and Information Service

Statement of Objective

The Siuslaw Public Library welcomes the opportunity to provide reference and information service to all library users.

Definition

Reference service consists of answering questions, providing information, locating and acquiring materials and resources, and assisting library users in the use of those materials and resources.

Policy

1. All reference and information questions shall be handled with discretion and in a non-judgmental manner.
2. Reference service will be provided free of charge to all library users, with the following exceptions:
 - (a) Interlibrary loan services will only be provided to card-holding library patrons and fees may apply. Refer to "Interlibrary Loan Policy."
 - (b) When charges are levied by outside referral sources, such charges will be made clear to the user, who must agree to pay them, before the question is referred to the source agency or institution.
3. Users may submit questions in person, by telephone, by computer, or U.S. mail.
4. When extensive research is needed, the Reference Librarian will assist the user in finding and using materials. The library user is responsible for doing the research.
5. Reference librarians provide information and instruction, not advice. Reference staff will not interpret material of any sort, including medical, legal, genealogical, statistical, tax-related, valuations, investment, or other. Nor will staff perform comprehensive searches of records related to patent, trademark, copyright, genealogy, or other sources and materials.

6. Librarians cannot provide in-depth computer training. Refer to Computer/Internet Policy and Rules of Use.”

Adopted by the Board of Directors: January 17, 2001
Reviewed by the Board of Directors: February 15, 2012

RULES OF CONDUCT FOR PERSONS ON LIBRARY PREMISES

In an effort to bring people and information together, the Siuslaw Public Library District welcomes everyone in the community to use and enjoy its facilities and services. To protect each individual's access to information and library services, the library has established rules of conduct. These rules protect the rights and safety of library patrons and staff, and preserve and protect the library's materials, facilities, and property.

Behavior becomes unacceptable when it interferes with others, compromises the rights of others, causes damage to buildings or equipment, or causes injury to oneself or others. Those willing to modify unacceptable behavior are welcome to stay. However, those who do not comply will be required to leave by a person or persons of authority in the Library. Any person or activity that presents a threat to public and staff safety will be handled as an emergency situation. If necessary, a Police Officer will be called.

While in the library, please

- Ask for help when you need it
- Let us know if the library does not have the item or service you want
- Wear clothing appropriate to library activity, including shirt and shoes
- Keep your conversations and personal electronic devices at a volume that does not disturb others
- Consume food or beverages only in designated areas
- Be courteous of other patrons and staff
- Remember that the library does not stand "*in loco parentis*" to children in the library. Parents, guardians and caregivers are responsible for the behavior, safety and supervision of the children in their care while using the library.

While in the library, please do not

- Destroy, deface, or abuse library property
- Be disruptive, disorderly, or harass other patrons and/or staff
- Smoke or use tobacco products.

- Be under the influence of or consume alcohol or illegal substances
- Sleep
- Bathe
- Bring animals other than service animals or those involved in library programs into the library
- Bring into the library anything which creates an obstacle or takes up seating
- Use skateboards, skates, rollerblades or bicycles on library property
- Bring any item defined as a weapon by the Oregon Revised Statutes (ORS) onto library property
- Engage in sexual conduct as defined by the Oregon Revised Statutes (ORS)
- Conduct surveys or post or distribute printed material without staff approval

In addition to the above, any violation of Federal, State or local statutes will be regarded as a violation of library rules. The Siuslaw Pubic Library District reserves the right to eject or suspend library privileges to those individuals who violate library rules.

Patrons may appeal any decision in writing to the Library Director within 10 days of the date of the decision. The appeal shall state why library privileges should be restored. The Library Director or a designee will respond to the appeal in writing within 10 days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 days of the appeal decision. The decision of the Library Board is final.

Exceptions to these policies are at the discretion of the library director or a designated staff person.

Adopted by the Board of Directors: November 19, 1998
Revised by the Board of Directors: July 16, 2001
Revised by the Board of Directors: February 15, 2012

163.305 Definitions. As used in chapter 743, Oregon Laws 1971, unless the context requires otherwise:

(6) "Sexual contact" means any touching of the sexual or other intimate parts of a person or causing such person to touch the sexual or other intimate parts of the actor for the purpose of arousing or gratifying the sexual desire of either party.

166.360 Definitions for ORS 166.360 to 166.380. As used in ORS 166.360 to 166.380, unless the context requires otherwise:

(5) "Weapon" means:

(a) A firearm;

(b) Any dirk, dagger, ice pick, slingshot, metal knuckles or any similar instrument or a knife other than an ordinary pocket knife, the use of which could inflict injury upon a person or property;

(c) Mace, tear gas, pepper mace or any similar deleterious agent as defined in ORS 163.211;

(d) An electrical stun gun or any similar instrument;

(e) A tear gas weapon as defined in ORS 163.211;

(f) A club, bat, baton, billy club, bludgeon, knobkerrie, nunchaku, nightstick, truncheon or any similar instrument, the use of which could inflict injury upon a person or property; or

(g) A dangerous or deadly weapon as those terms are defined in ORS 161.015. [1969 c.705 §1; 1977 c.769 §2; 1979 c.398 §1; 1989 c.982 §4; 1993 c.741 §2; 1999 c.577 §2; 1999 c.782 §6; 2001 c.201 §1]

SAFETY, EMERGENCY, AND DISASTER

Safety

In accordance with Oregon Revised Statute (ORS) 654.176, the Siuslaw Public Library will have a Safety Committee composed of representative(s) of staff, management, and the Library Board.

The Safety Committee will be responsible for establishing and maintaining the library's disaster plan, safety plan, and emergency procedures, as well as overseeing ongoing safety education. The library will seek to coordinate such emergency procedures with other local agencies.

Emergencies

While the library is a public institution and has an obligation to maintain regular hours for the public, it is recognized that weather and emergency situations occur which may make closing necessary.

Emergency closings will be declared by the Library Director or assigned representative. The Library Director will notify appropriate local media of any unscheduled closings if possible.

Other sudden emergencies (such as sudden and serious injury or illness of patrons or staff) will be handled in accordance with procedures established by the Safety Committee.

Disasters

Disasters, such as fire, flood, or other major structural or environmental event, will be handled in accordance with the disaster plan drafted by the Safety Committee and approved by the Library Board.

Adopted by the Board of Directors: March 20, 2002
Reviewed by the Board of Directors: February 15, 2012

Smoke & Tobacco Free Campus

The purpose of this policy is to provide a safe, clean, welcoming environment at the Siuslaw Public Library District.

Tobacco use and smoking in all forms is not permitted in any facility or on any property owned by the Siuslaw Public Library District. This prohibition includes all devices such as electronic cigarettes, inhalant delivery systems, smoke-free oral tobacco use, cigarillos, cigars, pipes, hookahs, and any other preparation or delivery method of tobacco.

- This policy applies to all persons, including patrons, employees, and visitors to property owned by the Siuslaw Public Library District.
- Tobacco use is permitted within enclosed private vehicles parked more than 25 feet from any library entrance and/or more than 25 feet from any ventilation intake.
- Violations of this policy will be treated in the same way as a violation of the "Rules of Conduct for Persons on Library Premises" and may result in an ejection from library property or a suspension of library privileges for those individuals who violate library rules.

The "Smoke & Tobacco Free Campus Policy" will be effective as of April 15, 2017.

Adopted by the Board of Directors: March 15, 2017

Social Media

As part of the Siuslaw Public Library District's commitment to the provision of free and open access to a broad range of informational, recreational and cultural resources for library patrons of all ages, the Library may sponsor participation in social networking sites where library staff and community members can interact through virtual (Internet) communication. Library social networking sites are intended to:

- Inform the community about library resources, activities and news.
- Increase the community's use of library resources.
- Provide additional communication with members of the community.

While using Library sponsored social networking sites, please remember:

- You are responsible for the protection of your privacy. Do not post personally identifying information. People under the age of 18 especially should not post information such as last name, school, age, phone number or address. Parents or guardians are responsible for their minor children's use of Library social networking sites.
- You are responsible for the content of your postings. By posting a comment or other content you agree to indemnify the Siuslaw Public Library District, its officers and employees from and against all liabilities, judgments, damages and costs (including attorney's fees) incurred which arise out of, or are related to the content that you post.
- The Library reserves the right to use any comments, posts or messages on library social media sites for public relations and marketing. The Library will remove any personal information from any comment, post or message selected for such use.
- The Library does not endorse comments, posting, or messages created by any person outside that created by library staff.
- Participation in Library social networking sites constitutes agreement with Library Social Media, Computer/Internet and Patron Behavior Policies.

The Library reserves the right to modify, not publish or remove any message or posting that it deems:

- offensive, abusive, defamatory, libelous, or threatening language;
- a violation of copyright, trademark right or other intellectual property right of any third party;
- spam or commercial in nature;
- off-topic;
- to contain organized political activity;
- to contain hyperlinks to other non-library sites;

- a duplicate posting from the same individual;
- to contain images, photos, or other media.

Adopted by Board of Directors: May 16, 2012

SPONSORSHIP POLICY

Statement of Objective

The Siuslaw Public Library District welcomes sponsorship from local businesses, service clubs, and other local organizations in order to enhance the library's collections, programs, events, and services.

Definition of Sponsorship

Sponsorship is the provision of funds, goods, or services to the library in the interest of charity and for recognition of the sponsor's name, product, or service, for a mutually agreed upon period of time.

Policy

1. The library reserves the right to refuse any sponsorship that is deemed to be inappropriate or unsuitable to its mission or values. The library will only entertain sponsorship opportunities with businesses and companies whose products are legal and appropriate for children.
2. The sponsor must have no expectation of influencing library policies, procedures, or practices.
3. There will be a written agreement between the sponsor and the library for sponsorships.
 - Any depiction of the sponsor's name, logo, or advertising on the library's premises, promotion, or official documents must be approved by the library director and the Library Board. The library's name and logo may only be used by the sponsor with prior written permission of the library director and the Library Board. When a logo is needed, the library will provide to the sponsor a sample of its logo which is not to be altered without its approval.

- Individual sponsors may not limit the library’s ability to seek other sponsors unless this has been agreed to in writing. Where a sponsorship agreement limits the library’s ability to enter into other sponsorships, the parameters of such an agreement shall clearly define the nature and extent of the exclusivity, and the time frame over which the exclusivity is to be granted.
 - The library will provide a level of recognition appropriate to the contribution received from the sponsor. The type and duration of recognition will be described in detail in the agreement.
4. The Library Board reserves the right to terminate an existing sponsorship should conditions arise during the life of the sponsorship that result in it conflicting with this policy or no longer supporting the best interest of the library.
 5. Where sponsorship is not involved in the donations of cash, goods, or services, refer to the “Gifts and Donations Policy.”

Adopted by the Board of Directors: December 14, 2000
Reviewed by the Board of Directors: February 15, 2012

Upper Siuslaw Library Committee

Statement of Objective

The Siuslaw Public Library District encourages all its citizens to be participants in providing library service to the district's residents. To that end, the Library Board has established an Upper Siuslaw Library Committee to represent and express the needs, concerns, and issues of the communities of the Upper Siuslaw region, including Mapleton, Deadwood, and Swisshome.

The region is served by a branch library located in the community of Mapleton.

Policy

The Library Board shall strive to appoint no less than 5 and no more than 10 members to the Committee, representing a cross-section of the Upper Siuslaw communities.

Committee members shall serve for three-year terms and are eligible to be re-appointed to additional terms by the Library Board.

In the event of a vacancy on the Committee, the Committee will notify the Library Board, the Library will solicit applications from interested individuals, and the Library Board will then appoint a replacement to serve the balance of the retired person's term.

Library staff will be assigned to act as liaison between the committee and the Library Board.

Duties and responsibilities of the Committee include, but are not limited to:

- meeting on a regular basis
- reporting to the Library Board on activities, issues, and concerns
- facilitating communication between the area, communities, and the Library

- promoting library services and library use among upper Siuslaw residents
- assisting with programming at the library and/or joint programming with the schools
- serving as volunteers for branch library activities
- making recommendations to the Library Board on Mapleton branch issues

Adopted by the Board of Directors: January 24, 2008
Revised by the Board of Directors: June 19, 2013

Volunteer

Statement of Objective

The Siuslaw Public Library District recognizes, welcomes, and appreciates the many ways that volunteers help the library staff provide services to the community and carry out the library's mission.

Definition of Volunteer

Volunteers are identified as unpaid persons who perform duties or tasks for the library.

Volunteers provide supplemental, special, or unusual services as specified by the Volunteer Coordinator.

Policy

1. The library, while welcoming volunteer applicants, cannot guarantee that every applicant will be added to the volunteer team.
2. Volunteers are recognized by the public as representatives of the library and shall be guided by the "Volunteer Work and Behavior Code."
3. The library provides third-party liability insurance for volunteers and the public but does not insure volunteers for injuries incurred while volunteering at the library.

Adopted by the Board of Directors: January 17, 2001

Reviewed by the Board of Directors: February 15, 2012

WEBSITE LINK POLICY

Policy Statement

The Siuslaw Public Library District provides a website to support its role as a leading public provider of information. The staff of the library make every effort to guide users to sources on the Internet which enhance the library's collections and meet the library's material selection policy.

Links from the Siuslaw Public Library's Website

The library's website endeavors to identify useful or interesting resources. However, the library can provide no warranty as to the accuracy, value or appropriateness of information found on any particular website. Online resources may change or disappear at any time and the library cannot be responsible for factors outside of its control.

The Siuslaw Public Library selects web links like any other selection of material (refer to the "Materials Selection Policy"). The library staff selects electronic resources, some of which may change in format or content after selection. When selection involves the provision of access to a remote resource, such as an Internet-accessible database or a World Wide Web site, it is possible that the content of that resource may not conform to the library's selection criteria at any given time.

The Siuslaw Public Library does not provide web links as an advertising or promotional service for local organizations; rather it serves as a source of information for patrons.

A link from the library's homepage does not constitute an endorsement of that linked website.

The library will remove a link if:

- the link no longer points to the original information or resource that was intended;
- the information is inaccurate or not trustworthy;
- access to the information has become difficult due to odd formatting, lengthy download times, or intrusive advertising;
- the link has gone dead or remains unavailable for a lengthy period; or
- if the link has potential to damage the computers.

The Board recognizes the right of individuals to question materials in the library collection web links as well as print and non-print materials. Please refer to the "Materials Selection Policy" for information on the review procedure.

The Siuslaw Public Library does not enter into reciprocal link agreements. The library provides links to sites that library staff believe to be appropriate to the library mission.

Links to the Siuslaw Public Library's Website

The library is not responsible for its appearance as a link on another web page.

The appearance of the Siuslaw Public Library's website as a link on an outside website does not constitute an endorsement of that website by the library.

The creators/administrators of an outside website do not need to get advance permission to link to the library's website if they are making a simple link to the homepage and as long as the following requirements are met. The outside website must:

- link to the library's main webpage URL as provided by the library and not to any subpages;
- not capture the library's pages within frames – it should open to the library's page unencumbered;
- not present the library's content as its own;
- not link to individual graphics or tables within the library's pages;
- not use any library logo or graphic without permission from the library director.

Adopted by Board of Directors: May 16, 2001

Reviewed by Board of Directors: February 15, 2012

Whistleblower

Philosophy

The Siuslaw Public Library District ("the District") requires directors, officers, employees, and volunteers to observe high ethical standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the District, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

In addition to the requirements of this policy, all employees and representatives are encourage to call attention to, in a positive and non-confrontational manner, practices and specific actions which do not reflect the high ethical standards of the District.

Reporting Responsibilities

It is the responsibility of all directors, officers, employees, and volunteers to comply with and to report violations or suspected violations of any local, state, or federal laws and regulations.

No Retaliation

No director, officer, employee, volunteer, or contractor who in good faith reports a violation of suspected violation of any local, state, or federal laws or regulations shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower policy is intended to encourage and enable employees and others to raise serious concerns within the District prior to seeking resolution outside of the District.

Retaliation includes any harmful action, interference with the lawful employment or livelihood, discharge, demotion, suspension, any manner of discrimination with regard to promotion, compensation, or other terms, conditions, or privileges of employment.

Reporting Violations

Directors, officers, employees, and volunteers should share their questions, concerns, suggestions, or complaints with someone who can address them properly. Therefore, reports of violations or suspected violations of any local, state, or federal laws or regulations should be made to the most appropriate person within the Siuslaw Public Library District's organizational hierarchy, including the Board of Directors.

Additional reports to that person or any other person should generally not be made unless the reporter reasonably believes that the process for investigation and response provided in section for that "Handling of Report Violations" is not being followed.

A sample list of appropriate persons to report the potential violation to is provided below. When in doubt, reports should be made to the Library Director or President of the Board of Directors.

- The reporting employee or volunteer's supervisor.
- The program director or District manager in charge of the area in which the violation has occurred or is suspected.
- The Library Director.
- Any officer of the Board of Directors, including the President, or any Board Director.
- A whistleblower may contact the appropriate federal and/or Oregon regulatory agency overseeing the type of violation being reported. Some of these agencies include:
 - U.S. Equal Opportunity Employment Commission: Enforces compliance with non-discrimination laws in hiring and employment.
 - U.S. Occupational Safety and Health Administration: Enforces standards of safe and healthful working conditions.
 - Oregon Bureau of Labor and Industries: Enforces Oregon non-discrimination laws and compliance with hours and wage laws and employment conditions.
 - Oregon Government Ethics Commission: Enforces government ethics laws that prohibit the use of public office for financial gain and the executive session requirements of open meetings law.
 - Oregon Local Budget Law Division of the Department of Revenue: Oversees the laws surrounding budgeting for local governments and investigates non-compliance.

Handling of Reported Violations

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The following process will be used:

- The person to whom the report has been made will immediately contact the Library Director, who will notify the Board President.
- If it is not appropriate to contact the Library Director or Board President because he or she is involved in the violation and is therefore not likely able to handle the investigation objectively, the remaining impartial officers of the Board will be notified and will proceed with the process in place of the Board President and/or Library Director.
- The Board President and Library Director will notify the reporter and acknowledge receipt of the report within five (5) business days if possible.
- The Board President and Library Director will convene a meeting of the officers to determine the proper course of investigation. The officers may delegate the investigation to an appropriate ad hoc committee.
- Within thirty (30) days of the report, the officers or delegated committee will complete the investigation and decide on appropriate corrective action if warranted by the investigation. Additional time may be needed in some cases.

Acting in Good Faith

Any good faith report, concern, or complaint is fully protected by this policy, even if the report, question, or concern is, after investigation, not substantiated. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of local, state, or federal law or regulation.

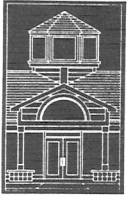
The act of making allegations that prove to be unsubstantiated and that prove to have been made maliciously, recklessly, or with knowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give to other actions, including civil lawsuits.

Confidentiality

Upon the request of the complainant, the District will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a

confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Adopted by the Board of Directors: November 23, 2011
Revised by the Board of Directors: November 14, 2017



Siuslaw
Public Library

SIUSLAW PUBLIC LIBRARY DISTRICT

RESOLUTION 99-7

**A RESOLUTION ESTABLISHING
A FEE FOR AN OUT-OF-DISTRICT
LIBRARY CARD**

BE IT RESOLVED, that the Board of Directors of the Siuslaw Public Library District, in accordance with ORS 357.261, hereby establishes a fee for issuing a household library card for residents who live outside the boundaries of the library district. The fee shall be set at the following rate:

Effective September 1, 1999, \$30.00 for one year or \$10.00 per quarter.

Effective September 1, 2000, \$50.00 for one year or \$15.00 per quarter.

The purpose of this fee is to provide for the support of the library district which is commensurate with that paid by district residents with their property taxes. This fee will be used for expenditures related to the maintenance and support of the Siuslaw Public Library District.

PASSED BY THE BOARD OF DIRECTORS this 18th day of August, 1999.

Beverly J. Metzger

President

ATTEST:

Stephen C. Skidmore

Stephen C. Skidmore
Library Director

August 18, 1999

Date

**SIUSLAW PUBLIC LIBRARY DISTRICT
RESOLUTION 22-07**

**JOINT RESOLUTION OF THE BOARD OF DIRECTORS AND
LOCAL CONTRACT REVIEW BOARD OPTING OUT OF THE
ATTORNEY GENERAL’S MODEL PUBLIC CONTRACTING
RULES AND AMENDING PUBLIC CONTRACTING
RULES FOR THE SIUSLAW PUBLIC LIBRARY DISTRICT**

WHEREAS, it is the policy of the Siuslaw Public Library District (District) that a sound and responsive public contracting system should allow impartial, meaningful, and open competition, preserving formal competitive selection as the standard for public contracts unless otherwise specifically exempted herein, by state law, or by subsequent ordinance or resolutions; and

WHEREAS, in 2005, the District opted out of the Public Contracting Model Rules adopted by the Attorney General under ORS subchapters 279A, 279B, and 279C, as set forth in Oregon Administrative Rules Chapter 137, Divisions 46, 47, 48 and 49 (the “Model Rules”) and adopted its own rules; and

WHEREAS, that 2005 Resolution confirmed District’s governing body would continue as its local contract review board; and

WHEREAS, in 2020, the Board updated its rules via Resolution 20-05; and

WHEREAS, since then state law has changed in ways requiring further updates to accommodate changes in Oregon’s public contracting code; and

WHEREAS, District recognizes it may exempt certain public improvement contracts or classes of such contracts under ORS 279C.335; and

WHEREAS, the District Board additionally requests that the District’s Local Contract Review Board approve the amendments to various classes of special procurements set forth in the attached rules, based upon the findings set forth in Exhibit A to this Resolution.

NOW, THEREFORE, it is resolved as follows:

1. The District Board of Directors (District Board) shall continue as the Local Contract Review Board of the District and shall have all of the rights, powers and authority necessary to carry out the provisions of Chapters 279A, 279B, and 279C (the “Public Contracting Code”) and attached Rules. Except as otherwise provided in this Resolution, the definitions established in the attached Rules apply herein. The term “Contracting Agency” as used in the attached Rules includes Contracting Agency’s chief administrative officer, his or her designee, or any other purchasing agent, as designated by District policy. Those individuals are hereby designated as District’s Contracting Agency and may exercise all authorities, powers and duties granted to a Contracting Agency under the Public Contracting Code and attached Rules, unless otherwise established by District policy.

2. The above recitals and Exhibit A are hereby adopted by the District Board, sitting as the Local Contract Review Board, as findings of fact supporting approval of the Directors’ request for amendments to classes of special procurement and public improvement contract exemptions.

3. The Model Rules adopted by the Attorney General pursuant to ORS 279A.065, including any implementing Oregon public contracting amendments from the 2021 legislative session, do not and will not apply to District. Instead, the District hereby prescribes the following Rules, which include portions of the Attorney General’s Model Rules, as the Rules of Procedure that the District will use for its public contracting: Public Contracting Rules Chapter 137, Divisions 46, 47, 48 and 49. While the numbering of these Rules reflects the numbering system of the Attorney General’s Model Rules, they incorporate District changes to the Model Rules, and, therefore, are not the Attorney General’s promulgated administrative rules. District exemptions are also set forth in these Rules, as numbered Exemptions 1 through 18 (E-1 through E-18). All above-referenced Rules are attached to this Resolution as Exhibit B, and incorporated herein by this reference.

4. In accordance with ORS 279A.065(6)(b), the District shall review its Public Contracting Rules, adopted herein, each time the Attorney General modifies its Model Rules to implement Oregon Public Contracting Code amendments adopted after the 2021 legislative session in order to determine whether amendments are required to ensure statutory compliance.

5. Amendments to these Rules and new rules shall be adopted in accordance with this Resolution and the Public Contracting Code. Special procurement requests and approvals shall be made in accordance with Division 47 of the attached Rules and ORS 279B.085. Public improvement contract exemption procedures, including notice and public hearing requirements, shall be made in accordance with Division 49 of the attached Rules and ORS 279C.335.

6. The Model Cost Accounting Guidelines developed by the Oregon Department of Administrative Services pursuant to Section 3, Chapter 869, Oregon Laws 1979 are hereby adopted as the District’s Cost Accounting System to apply to public improvement projects exceeding \$5,000 and constructed with District’s own equipment or personnel. ORS 279C.310. For such public improvement projects

estimated to cost more than \$200,000, or for certain road maintenance projects exceeding \$125,000, District shall also comply with the requirements of ORS 279C.305.

7. All previously adopted resolutions, including Resolution 20-05 establishing public contracting rules for District are hereby repealed.

DATED this 5th day of April, 2023.

Sandy Kuhlman, President
Board of Directors

Sandy Kuhlman, President
Local Contract Review Board

ATTEST:

ATTEST:

Meg Spencer, Secretary
Board of Directors

Meg Spencer, Secretary
Local Contract Review Board

EXHIBIT A

FINDINGS IN SUPPORT OF RESOLUTION NO. 22-07 ADOPTING PUBLIC CONTRACTING CODE RULES

ORS 279B.085 and 279C.335 authorize Siuslaw Public Library District's (District) Board of Directors, sitting as District's local contract review board, to approve findings submitted and exemptions requested by District's Board of Directors upon adoption of appropriate findings, to establish special selection, evaluation and award procedures for, or exempt from competition, the award of a specific contract or classes of contracts.

Pursuant to that authority, the Board makes the following findings in support of Resolution No. 22-07, which establishes exempt classes of contracts and the solicitation methods for their award:

No Findings Required

Pursuant to ORS 279A.025 and 279A.055, the District is not required to adopt findings with respect to the solicitation methods and awards of the following classes of contracts identified in District's Public Contracting Rules 2022, Class Exemptions:

E-4	Contracts for Price Regulated Items
E-6	Investment Contracts
E-12	Insurance, Employee Benefit
E-17	Personal Service Contracts
E-18	Liability Insurance Contracts

The above Rules govern subjects specifically authorized by state law and, therefore, require no local exemption.

Specific Findings for Public Improvement Class Exemption

The Board approves the following specific findings for the use of a Request for Proposal alternative contracting method for public improvement contracts estimated to cost over \$100,000 and also finds that the establishment of this class of contracts and the method approved for their award:

1. Is unlikely to encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts; and
2. The awarding of public improvement contracts under each exemption will result in substantial cost savings to District.

These conclusions are based on the following general findings:

- A. Operational, budget, and financial data. Where various criteria, which may or may not include cost, must be weighed in order to select an appropriate contractor for the desired project, the formal competitive bidding process costs of up to \$7,000 are a significant budgetary waste in that the most qualified contractor for the project may not be the lowest responsible bidder;
- B. Public benefits. Exempting contracts from competitive bidding requirements and instead utilizing statutory competitive proposal procedures will protect and preserve public funds, enable greater competition between the most qualified contractors, and result in a better product which meets the public's and District's needs;
- C. Value engineering, Specialized expertise required, Technical complexity. Only through a competitive proposal process can District weigh, evaluate and select the type of expertise needed to address the technical complexities of a particular public improvement project. Competitive proposals allow the District to determine which contractor may best provide such services. These are qualities not reflected in cost, where a determination on cost alone could forfeit these valuable and essential attributes;
- D. Public safety. Utilizing a competitive proposal process as opposed to competitive bidding can ensure high quality, more safely constructed facilities through the construction period, and after completion. Capitalizing upon design and construction planning and compatibility can also allow earlier use of public facilities even while construction continues;
- E. Market conditions. The increased availability of and need for technical expertise, value engineering, or other types of specialized expertise, as well as a need to investigate the compatibility, experience and availability of contractors require that certain public improvement contracts be awarded based upon an evaluation of a number of criteria, rather than simply cost.

Specific Findings for Special Classes and Methods of Award for Contracts Other Than Public Improvements.

The Board approves the specific findings for the establishment of special solicitation methods for the classes of public contracts described below and also finds that the establishment of each class of contracts and methods approved for their award:

1. Is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts because such exemptions still require alternative contracting procedures, ensuring: (1) reasonable competition; (2) the best contract price for the public; and (3) a cost-effective process for both contractors and District;

2. The awarding of public contracts under these exemptions will result in substantial cost savings to District because District will avoid costs associated with unnecessary documentation and procedures, where it is unmerited by the type and/or relatively low cost of the contracts; and
3. The awarding of public contracts pursuant to any of the requested exemptions substantially promotes the public interest in a manner that could not practicably be realized by formal competitive solicitation procedures, given the fact that such exemptions facilitate smooth operation of District's administration and operations, include procedures and mechanisms to ensure the best product, service or outcome is obtained at the least cost to the public and District, and identified classes address areas of public contracting left unresolved by state statute which are essential for District's operations, such as awarding personal service contracts, purchasing used personal property, and disposing of surplus personal property.

Specifically, the Board finds:

E-2 – Advertising Contracts.

Alternate Award Process. In District's discretion. The process selected may be competitive or non-competitive.

Cost Savings and Other Benefits. Size of and frequency of average advertisement (including all notices required to be published by District) does not justify the cost of solicitation. Period of time from recognition of need to advertise until advertising date is too short to issue solicitation.

Effect on Competition. The potential market is limited because not all advertisers work in every market. Choice of advertising medium is somewhat price sensitive, but primarily driven by location and size of circulation in comparison with District's target audience.

No Favoritism. Not applicable due to the lack of competitors and specialized contracting needs.

E-3 – Equipment Repair and Overhaul.

Alternate Award Process. As needed, in District's discretion.

Cost Savings and Other Benefits.

1. Pre-contract pricing is difficult to obtain and cannot be relied upon.
2. District has discretion to decide whether costs of solicitation are justified in relationship to size of contract and availability of skilled technicians to repair the specific equipment.

3. Delay required for solicitation would impair District's ability to respond to equipment breakdown and be injurious to the public interest.
4. Experience with contractor is crucial because reliability over the course of several projects is important.

Effect on Competition. Allows contractor to be selected based on ability to provide accurate, reliable and fast service.

Effect on Favoritism. Favoritism will not be greater than if statutory request for proposals process is used.

E-5 - Copyrighted Materials.

Alternate Award Process. As needed, in District's discretion.

Cost Savings and Other Benefits. Necessary to allow District to acquire special needs products that are unique.

Effect on Competition. None. There is no competitive market for a unique product. Copyrighted materials are generally acquired from a sole-source copyright holder, as used property, or by donation.

No Favoritism. Not applicable due to the lack of competitors and specialized contracting needs.

E-7 – Requirements Contracts.

Alternate Award Process. Original contract must be based on a competitive process.

Cost Savings and Other Benefits. Size and frequency of procurements does not justify the cost of solicitation. Period of time from recognition of need until good or service required too short to issue solicitation.

Effect on Competition. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years.

Effect on Favoritism. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years.

E-8 – Office Copier Purchases.

Alternate Award Process. Original contract must be based on a competitive process.

Cost Savings and Other Benefits. Size and frequency of procurements does not justify the cost of solicitation. Period of time from recognition of need until good or service required too short to issue solicitation.

Effect on Competition. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years. In addition, rule requires evaluation and award based upon multiple factors, not just cost.

Effect on Favoritism. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years. In addition, rule requires evaluation and award based upon set factors, in addition to cost.

Other Factors. Allows Contracting Agency to address emergency circumstances. Cannot anticipate when immediate replacement or repairs will be needed to ensure normal operations.

E-9 - Manufacturer Direct Supplies.

Alternate Award Process. Subject to cost saving analysis.

Cost Savings and Other Benefits. Allowed only after a formal solicitation is completed and manufacturer's price is less than offers received. Cost of formal solicitation, therefore not merited.

Effect on Competition. None. Allowed only after assessment of manufacturer's costs to distributor within the same pool of potential contractors that would be qualified to respond to an invitation to bid.

Effect on Favoritism. None. Allowed only after assessment of manufacturer's costs to distributor within the same pool of potential contractors that would be qualified to respond to an invitation to bid.

Other Factors. Allowed on a contract-by-contract basis and shall not result in an ongoing price agreement, further fostering competition.

E-10 – Gasoline, Diesel Fuel, Heating Oil, Lubricants and Asphalt.

Alternate Award Process. Intermediate procurement process.

Cost Savings and Other Benefits. Frequency and amount of exempt item purchases do not justify the cost of solicitation. Period of time from recognition of need through contract award too long for needed purchases of exempt fungible goods.

Effect on Competition. Minimal. Intermediate procurement process surveys market and ensures level of competition appropriate for these frequently purchased goods.

Effect on Favoritism. Purchase based on cost. Intermediate procurement process sufficiently avoids any favoritism.

E-11 – Hazardous Material Removal; Oil Cleanup.

Alternate Award Process. Rule encourages competitive procedures to the extent reasonable under the circumstances.

Cost Savings and Other Benefits. Avoids unnecessary cost and delay associated with procurement procedures when most qualified available contractor required for immediate performance. Primary consideration is public safety and compliance with hazardous material laws.

Effect on Competition. Minimal, given competitive procedures encouraged by Rule and supporting findings describing circumstance requiring clean up.

Effect on Favoritism. Minimal, given competitive procedures encouraged by Rule and supporting findings describing circumstance requiring clean up.

Other Factors. Exemption necessary to ensure District's ability to comply with State law governing hazardous materials.

E-13 – Medical and Laboratory Supplies.

Alternate Award Process. Direct award to different vendors allowed, following initial competitive solicitation process.

Cost Savings and Other Benefits. Frequency and amount of exempt item purchases do not justify the cost of solicitation. Period of time from recognition of need through contract award too long for needed purchases of exempt fungible goods.

Effect on Competition. Minimal. Intermediate procurement process surveys market and ensures level of competition appropriate for these frequently purchased goods.

Effect on Favoritism. Purchase based on cost. Intermediate procurement process sufficiently avoids any favoritism.

E-14 – Concession Agreements.

Alternate Award Process. When in District's best interest, a competitive proposal solicitation will be used.

Cost Savings and Other Benefits. Allows District to take advantage of unique revenue opportunities.

Effect on Competition. Responds to unique opportunities for which the number of competitors may range from none to many.

Effect on Favoritism. No impact. Responds to unique opportunities.

Other Factors. Not a contract for the acquisition or disposal of goods, or services or public improvements. Most similar to personal services contract because the quality of the concession may be more important than price factors. Variation in types and sizes of concession opportunities is too great to provide a single method of solicitation. Statutory public contracting requirements may not apply. May not be a public contract. Most similar to personal services contract. Findings may not be required.

E-15 – Used Personal Property, Purchase of.

Alternate Award Process. Rule requires individualized ORS 279B.085 findings and an intermediate procurement process, where feasible.

Cost Savings and Other Benefits. Allows District to take advantage of unique opportunity to acquire needed goods and services for discounted prices.

Effect on Competition. No impact. Responds to unique opportunities.

Effect on Favoritism. No impact. Responds to unique opportunities.

E-16 – Surplus Personal Property, Disposition of.

Alternate Award Process. Any means in District's best interest, after making individualized ORS 279B.085 findings. Items with a residual value of more than \$10,000 require local contract review board prior authorization.

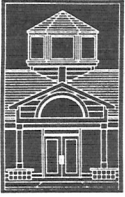
Cost Savings and Other Benefits.

1. Avoids unnecessary solicitation expense by allowing District to determine whether cost of solicitation is justified by value of surplus property.
2. Allows District to establish programs for donation to charitable organizations.

Effect on Competition. No impact. Responds to unique opportunities.

Effect on Favoritism. No impact. Responds to unique opportunities.

Other Factors. Variations in the type, quantity, quality and opportunities for recycling of surplus property are too large to have this class of contracts governed by a single solicitation method.



Siuslaw
Public Library

SIUSLAW PUBLIC LIBRARY DISTRICT

RESOLUTION 05-06

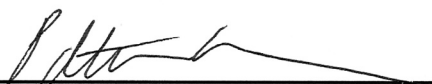
A Resolution of the Board of Directors of the Siuslaw Public Library District to Make Use of the Special Districts Association of Oregon's Pre-Loss Legal Program

WHEREAS, it is the policy of the Siuslaw Public Library District (District) to seek legal advice before making any major decision that could lead to a lawsuit;

AND WHEREAS, the Special Districts Association of Oregon makes available a pre-loss legal program to its members;


NOW, THEREFORE, BE IT RESOLVED THAT it will be the policy of the District to make use of the Special District Association of Oregon's pre-loss legal program before preceding with a major decision that could lead to a lawsuit.

PASSED BY THE BOARD OF DIRECTORS this 16th day of November, 2005.



Patricia Riley, President
Siuslaw Public Library Board of Directors

ATTEST:



Stephen C. Skidmore, Secretary
Siuslaw Public Library Board of Directors

Exhibit Spaces and Bulletin Boards

An Interpretation of the Library Bill of Rights

Libraries often provide exhibit spaces and bulletin boards. The uses made of these spaces should conform to the [*Library Bill of Rights*](#): Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

In developing library exhibits, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints. Libraries should not shrink from developing exhibits because of controversial content or because of the beliefs or affiliations of those whose work is represented. Just as libraries do not endorse the viewpoints of those whose work is represented in their collections, libraries also do not endorse the beliefs or viewpoints of topics that may be the subject of library exhibits. Exhibit areas often are made available for use by community groups. Libraries should formulate a written policy for the use of these exhibit areas to assure that space is provided on an equitable basis to all groups that request it.

Written policies for exhibit space use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's exhibit space is open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses of the exhibit space. This defined limitation would permit religious groups to use the exhibit space because they engage in intellectual activities, but would exclude most commercial uses of the exhibit space. A publicly supported library may designate use of exhibit space for strictly library-related activities, provided that this limitation is viewpoint neutral and clearly defined.

Libraries may include in this policy rules regarding the time, place, and manner of use of the exhibit space, so long as the rules are content neutral and are applied in the same manner to all groups wishing to use the space. A library may wish to limit access to exhibit space to groups within the community served by the library. This practice is acceptable provided that the same rules and regulations apply to everyone, and that exclusion is not made on the basis of the doctrinal, religious, or political beliefs of the potential users.

The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library.

Libraries may wish to post a permanent notice near the exhibit area stating that the library does not advocate or endorse the viewpoints of exhibits or exhibitors.

Libraries that make bulletin boards available to public groups for posting notices of public interest should develop criteria for the use of these spaces based on the same considerations as those outlined above. Libraries may wish to develop criteria regarding the size of material to be displayed, the length of time materials may remain on the bulletin board, the frequency with which material may be posted for the same group, and the geographic area from which notices will be accepted.

Adopted July 2, 1991, by the ALA Council; amended June 30, 2004.
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