CAMP VERDE COMMUNITY LIBRARY

POLICIES & PRACTICES

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GENERAL GUIDELINES

STATEMENT

The purpose of the Camp Verde Community Library (LIBRARY) is to provide library services that satisfy the diverse needs of the citizens of Camp Verde and surrounding communities. It is vitally important that citizen have convenient and free access to the expanding world of ideas, information and creative experiences.

The long-term goal of the LIBRARY is the maximum use of its resources by the greatest number of people.

The LIBRARY'S objectives are to select, acquire, organize and preserve materials and resources that will aid individuals in the pursuit of information, education, and cultural/ recreational interests. The LIBRARY serves as a community resource and referral center by providing free access to comprehensive and quality print, media and online informational materials and resources.

In addition to meeting the needs of regular patrons, the LIBRARY employs methods of service that may attract members of the community who have not traditionally been library users.

The policies stated herein will serve as guidelines for the day-to-day operation and function of the LIBRARY. All Library staff and volunteers shall be informed of these policies. Library staff will render services relevant to these expressed objectives.

REVISIONS OF POLICIES

The LIBRARY policies herein may be revised, as circumstances require, by the Library Director and enforced when adopted by the Town Council.

CELL PHONE USE POLICY

PRINCIPLE(S):

Cell phones and other mobile devices are an integral part of our lives and are therefore welcome in the LIBRARY.

PRACTICE:

Patrons should use their cell phones, audible pagers and similar devices in a manner that will not disturb others.

- Turn the ringer to vibrate or off.
- Be considerate of others and keep the conversation short and low.
- Exit the building for extended or personal conversations.

If the noise level disturbs others, the patron may be asked to relocate.

CIRCULATION POLICY

PRINCIPLE(S):

Camp Verde Community Library (LIBRARY) supports access to library materials and resources in cooperation with other libraries in the Yavapai Library Network (YLN).

PRACTICE:

A patron must have a valid library card on an account in good standing to check out any library materials.

Circulation: Regular circulating LIBRARY materials have a 3-week checkout period. Materials designated “For Reference” do not circulate and cannot be checked out.

Due Dates: Some YLN Libraries have different loan periods. The loan period for materials may vary by agency. The due dates and circulation policies of the lending library superseded those of the LIBRARY.

Payments: Payments for fees and fines accrued at other YLN libraries may be resolved at Camp Verde Community Library. When paying by check, ask a library staff person to whom to make the check payable since some payments must be sent to other YLN libraries.

Collections: If the patron does not respond to overdue or final notices, the collection action will be referred to a collection agency. The patron shall be responsible for payment of all fees and costs associated with collection.

No Refunds: Patrons who have paid for lost materials will not receive a refund if the material(s) is/are located by the patron at a later date.

Renewals: LIBRARY materials may be renewed once unless another patron has requested the item or if the lending library does not permit renewals. A renewal request can be made in person, by telephone, or online.

Overdues: Overdue items must be returned or renewed before additional materials can be borrowed.

Overdue Fines: Overdue LIBRARY materials are assessed ten cents ($ .10) per day per item against the patron’s account. Some YLN libraries have different fine assessments. The fee schedule of the owning library supersedes that of Camp Verde Community Library.

LIBRARY materials are unavailable for checkout when a patron’s overdue account reaches $10.00. Once the balance is reduced to less than $10.00, normal library privileges may be restored.

Holds: Items borrowed from other libraries are placed on the HOLDS shelf. Once an item is

CIRCULATION POLICY, continued

available on the HOLDS shelf, the requesting patron has ten (10) days to pickup it up. After ten (10) days, the item is returned to the lending library, tagged to fill the next hold request, or re-shelved. An occasional request to extend the Hold period beyond ten (10) days so the item is not sent back before the patron can pick it up may be considered.

Damaged/Lost Materials: When loaned library materials are lost or damaged beyond repair, the patron will be assessed a replacement charge for the cost of each item. Duplicate or donated items will not be accepted in lieu of payment. The cost of a lost or damaged media case will be assessed to the patron's account. The patron's Library privileges may be suspended until the matter is resolved.

Returns with Missing Pieces: Any library material borrowed at the LIBRARY and returned with any missing piece(s) will be set to LOST on the patron's account. A notice of fees and replacement costs for the material will be sent to the patron. When the missing piece(s) is/are returned, the lost status will be removed and charges dropped.

COLLECTION DEVELOPMENT POLICY

PRINCIPLE(S):

Authorized selectors add and remove material in a variety of formats (print, electronic, etc.) to and from the LIBRARY collection. Choices about which additions and deletions to make are guided by the general principle that the collection should include materials that are of the greatest direct benefit or interest to the community. Within that broad principle, selectors choose materials that are of requisite and appropriate quality, within the constraints of likely demand, relative cost, available space and potential alternatives. The selection of resources shall be informed by the *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement*,adopted by the council of the American Library Association (ALA).

PRACTICE:

Library materials are selected in part from competent media reviews and basic lists of standard works. Recommendations from the public are welcome.

The Selection of paper and electronic materials or resources and library programs included in the LIBRARY collection or calendar is delegated to the Librarian. That selection may be further delegated by the Librarian to professional staff as deemed appropriate. Authorized selectors exercise discretion in deciding which materials to add or remove from the LIBRARY collection. With the goals of purpose, quality and economy, the collection of the LIBRARY will be built to meet the needs and interests of the community following specific guidelines. In particular, selectors are guided by the following considerations:

- Preference should be given to material that is relevant and timely rather than archival.
- Although the LIBRARY does not provide basic school texts, consideration should be given to providing supplemental materials that enrich the resources available in local schools.
- Consideration should be given to requests made by patrons.
- Consideration should be given to donated items, so long as the items are new (current or previous year) and in excellent condition. The acceptance of donated materials will be governed by the same criteria applied to the selection of purchased materials. Donated materials not selected for inclusion in the collection will be transferred to an ongoing used book sale for fundraising purposes or passed on.
- Selectors work directly with vendors to choose material. Selectors are expected to be aware of purchasing arrangements developed from time to time (e.g. standing order plans, cooperative spending among YLN members, etc.). Selectors are encouraged to coordinate with each other to minimize the duplication of materials. This includes sharing information about visits from vendor sales representatives.
- Consideration should be given to official documents or records of the Town that may have a special historical interest, and other specific cultural, historical or biographical interest to the community.

COLLECTION DEVELOPMENT POLICY, continued

Selection of materials will be made on the basis of the total effect of the materials as follows:

- Relation of work to existing collection
- Popular demand
- Authority of author
- Accuracy
- Topics of current interests
- Standard works of permanent value
- Price, durability and ease of use
- Basic standard research and reference materials

LIBRARY staff shall evaluate the collection through inventory and maintenance, identifying current strengths, weaknesses, gaps and saturation categories. Generally materials will be removed from the collection that: (a) lack demand, (b) are obsolete, or (c) are in poor condition from use, age or abuse. Library staff shall determine whether such items will be replaced.

Patrons may provide input on the selection process by filling out the *Materials Request Form* and submitting it to the Librarian. Whether the item is purchased for inclusion in the collection, placed on hold for the patron or requested through Interlibrary loan shall be at the discretion of the Librarian.

CONFIDENTIALITY POLICY

PRINCIPLE(S):

It is the policy of the LIBRARY to ensure the privacy of any patron who uses the services of the LIBRARY. Information requested and selection of material must remain confidential.

Pursuant to Arizona law (ARS § 41-151.22), and except as provided by law, the Camp Verde Community Library shall not disclose any record or information that identities a user of library services as requesting or obtaining specific materials or services or as otherwise using the LIBRARY.

PRACTICE:

LIBRARY staff and volunteers will follow the State of Arizona Privacy of User Records law (ARS § 41-151.22) as stated below:

A. Except as provided in subsection B of this section, a library or library system supported by public monies shall not allow disclosure of any record or other information, including e-books, that identifies a user of library services as requesting or obtaining specific materials or services or as otherwise using the library.

B. Records may be disclosed:
   1. If necessary for the reasonable operation of the library.
   2. On written consent of the user.
   3. On receipt of a court order.
   4. If required by law.

C. Any person who knowingly discloses any record or other information in violation of this section is guilty of a class 3 misdemeanor.

D. For the purposes of this section, "e-book" means a book composed in or converted to digital format for display on a computer screen or handheld device.

All patron information records are confidential. Any staff member or volunteer can be dismissed for a violation of this confidentiality policy.

For the privacy and safety of patrons, staff and volunteers, personal information will not be given over the phone. A message will be taken or the call forwarded when requests are made for information regarding a person's presence in the LIBRARY building.

Records, which may be required in controlling the use of library materials, are for the sole purpose of protecting LIBRARY property. Such records are not to be used directly or indirectly to identify personal information or the kinds of materials used by individual library patrons.

Only the Library Director shall process a request for restricted information. The request must be in writing and in a form that is legally appropriate and sufficient for the Library Director to process the request.

COPYRIGHT POLICY

PRINCIPLE(S):

LIBRARY staff and volunteers will, in good faith and to the best of their ability, comply with U.S. Copyright Law and Related Laws contained in the United States Code.

PRACTICE:

LIBRARY staff will not knowingly or willfully assist or facilitate any infringement of copyright, a violation of copyright laws or the fair use guidelines, breach of a license agreement, or act in any manner that counteracts or contravenes a copyright holder's stated permission or exclusive rights.

No volunteer shall knowingly copy materials in willful violation of copyright law, fair use guidelines, license agreement or copyright holder's stated permission or exclusive rights.

LIBRARY staff will obtain the required permissions and licenses when using copyright protected materials. LIBRARY staff shall make every reasonable effort to comply with the applicable fair use guidelines to avoid any copyright infringement.

DISRUPTIVE AND/OR INAPPROPRIATE BEHAVIOR POLICY

PRINCIPLE(S):

It is the policy of Camp Verde Community Library to prohibit disruptive behavior in any part of the LIBRARY premises. This Policy is intended to supplement any federal statute or regulation, Arizona statute or regulation, Camp Verde Town Code provision, or Camp Verde Town Policy which may also apply to any part of the LIBRARY premises.

Persons in the LIBRARY or on LIBRARY grounds are expected to conduct themselves in a manner that enables library patrons and staff to accomplish their intended library tasks in a safe, pleasant, and orderly environment. Staff will take appropriate action when a person's behavior and/or actions cause disruption to others. Staff respects and responds to complaints from patrons and will exercise professional judgment in taking appropriate action on a case-by-case basis.

Disruptive behavior is any behavior likely to (a) interfere with the ability of patrons to reasonably use/enjoy Library resources/services, (b) interfere with effective operation of the LIBRARY, (c) reduce the safety of patrons and Library personnel, or (d) cause damage or loss to Library facilities, furnishing, equipment, materials or property. Examples of disruptive and/or inappropriate behaviors include, but are not limited to:

- Use of profanity and/or language that is offensive to others
- Selling, soliciting funds, or panhandling in the LIBRARY or on LIBRARY premises
- Boisterous play or rough-housing, running, pushing, throwing, chasing or shoving others
- Creating a disturbance or potentially unsafe situation by behavior such as: yelling, running, throwing or misusing LIBRARY facilities, lying on the floor, playing in or around the dumpster, elevator or stairs and entrances or LIBRARY patios
- Skateboarding (or comparable wheeled activity), anywhere on LIBRARY property
- Destroying, damaging, defacing or illegally removing library materials or property
- Inappropriate displays of affection or physical, sexual or verbal abuse in any form, of patrons or staff
- Disturbing or harassing other patrons or staff by behavior such as: unwelcome attention or conversation, following or stalking patrons or staff in the LIBRARY building or parking lot, staring fixedly or leering at staff or other patrons
- Engaging in annoying behavior, such as loud conversations at computer and inconsiderate use of cell phones
- Sleeping in the LIBRARY or using the LIBARAY as a place to bathe or wash personal items
- Entering non-public areas without permission

DISRUPTIVE AND/OR INAPPROPRIATE BEHAVIOR POLICY, continued

- Consumption or exchange of alcohol or tobacco.
- Consumption of food or drink in non-designated areas (see *Food & Drink Policy*)
- Criminal activity such as assault, trespass, criminal damage, arson, theft, gang activity, weapons violations, gambling, illegal drug use, sexual offenses, exploitation of minors, etc.
- Display of obscene material (including display on view screens or any device)
- Entering the LIBRARY without being completely clothed (including shirts and shoes)
- Failure to properly supervise children or individuals with special needs that are your responsibility (see the *Unattended Children and Individuals with Special Needs Policy*)
- Misuse of LIBRARY furnishing, equipment or materials
- Personal bodily hygiene that is offensive so as to constitute a nuisance to others
- Use of LIBRARY telephones (except with approval of LIBRARY personnel)

PRACTICE:

In addition to any other penalty which may be applied by other agencies for disruptive behavior in any part of the LIBRARY premises, failure of LIBRARY patrons or other persons to comply with this Policy may result in their expulsion from LIBRARY premises and loss of future LIBRARY privileges for up to one year.

- Cell phones may be used in the Library building in accordance with the *Cell Phone Use Policy.*
- Non-alcoholic beverages in closed containers are permitted in the LIBRARY. Alcoholic beverages are prohibited in the LIBRARY at all times.
- Food may be consumed in designated areas and/or during specific programs or activities.
- Personal items must be kept with you at all times while in the Library or on LIBRARY grounds. Library staff, volunteers and other patrons will not be responsible for your personal possessions.
- Guns or other weapons (except on the person of a law enforcement official) may not be brought into the LIBRARY building, on LIBRARY premises, or brought to any LIBRARY programs or activities.
- Use of alcohol, drugs or tobacco products in the LIBRARY or on LIBRARY grounds is prohibited. Smoking is only permitted outside in designated smoking areas.
- Only assistance animals accompanied by their owners or animals working in a LIBRARY program may be brought into the LIBRARY building. Service animals are expected to follow

DISRUPTIVE AND/OR INAPPROPRIATE BEHAVIOR POLICY, continued

LIBRARY standards of behavior and be in compliance with Town Code.

- Parents, guardians or caregivers will be responsible for the behavior of children and individuals with special needs while in the Library.
- Acceptable behavior, as outlined in the Internet Computer & Wireless Use Policy will be enforced.

1. If patrons are non-compliant with LIBRARY personnel's request to refrain from disruptive and/or inappropriate behavior, they may be asked to leave the LIBRARY.
2. If disruptive and/or inappropriate behavior appears to be escalating, LIBRARY personnel may call the Camp Verde Marshal's Office for assistance.
3. If a minor has engaged in disruptive or inappropriate behavior, LIBRARY personnel may ask the minor to call a parent or guardian informing them that they are being asked to leave the LIBRARY. LIBRARY personnel may then ask to speak to the parent or guardian.
4. In the event the police are called to assist with a disruptive behavior incident, the resulting police report will be reviewed by the Library Director. The Library Director and Camp Verde Town Marshal reserve the right to revoke all library privileges of the individual(s) based upon the disruptive incident and resulting police report

DONATIONS AND GIFTS POLICY

PRINCIPLE(S):

The LIBRARY welcomes the donation of current books or other library materials in good condition as an aid to increasing the Library collection or for sale in the Used Book Sale. Donations and gifts will be used in the best interest of the LIBRARY, and subject to the terms of the donation. The following guidelines are provided for donors.

PRACTICE:

The LIBRARY may accept any donations. Unless specifically required in writing otherwise, donations are accepted with the understanding that they may or may not be added to the collection or, if added, they may be purged at the sole discretion of the LIBRARY. All donated items become Library property and are subject to Library policies.

Money donated to the LIBRARY should be made payable to Camp Verde Library Endowment (CVLE) or Citizens' Committee for Camp Verde Library (CCCVL) for a nonprofit tax deduction or to Camp Verde Community Library if not tax deduction is sought.

Books and audio-visual materials will be assessed for use according to the *Collection Development Policy*. Items that will not be placed in the collection will be given to the Camp Verde Library Endowment Group or current organization to put in their Used Book Sale.

The LIBRARY cannot make appraisals on donated items for tax deduction purposes. A letter acknowledging receipt of materials by the LIBRARY will be provided at the donor's request.

The LIBRARY reserves the right to refuse donations of materials that are in a condition unsuitable for library use or sale. Before bringing books or other materials to the LIBRARY for donation purposes, the following points should be considered.

- Condition of materials: No materials will be accepted that are not in good, clean, useable condition. Materials that contain any hint of mold, mildew, pests (insects or mice), highlighted text or other scribbling, or that smell strongly of tobacco smoke should NOT be brought to the library.
- Appropriate formats: Hardback books and paperback books in good condition will be considered. Audiovisual material such as DVDs, music CDs, and audiobooks on CD or MP3 must the original item produced for sale with the original labeling.
- Age of materials: Encyclopedia sets, general reference sets, nonfiction books and textbooks that are less than two (2) years old may be considered. Other nonfiction materials such as cookbooks, craft books gardening books, history books, etc. will be considered on an individual basis.
- Periodicals: Magazines (not catalogs) less than 1 year old and in good condition may be considered.
- Entire collections: Large or extensive gifts of materials will be evaluated and accepted or

DONATIONS & GIFTS POLICY, continued

rejected by the Library Director or designated staff after consideration of the implications for library resources.

Members of the public seeking to donate items other than library materials or money should submit their contact information along with a short written description or photograph of the item(s) to be donated to Camp Verde Community Library for consideration. consult the LIBRARY's Gifts Policy.

Funds donated to the LIBRARY for use in a specific purchase of books, audiovisual or other materials will be subject to *Collection Development Policy*. Funds donated for other purposes will be accepted at the discretion of the Library Director.

FOOD AND DRINK POLICY

PRINCIPLE(S):

Camp Verde Community Library supports a comfortable, hospitable environment.

PRACTICE:

All food and drink items shall be kept away from computers, copiers, printers, tablets and other electronic devices.

Beverages may be enjoyed in a spill-proof container with a lid.

Dry snacks, such as nuts, pretzels, crackers, cookies, fruit or vegetables may be consumed in designated areas of the library.

Other food items may be permitted during specific programs or activities supervised by Library staff and/or volunteers.

Consideration for others and for the LIBRARY environment is paramount if this *Food and Drink Policy* is to remain in effect. Properly discard empty wrappers and containers and report spills to Library staff immediately.

GROUP VISITS POLICY

PRINCIPLE(S):

The LIBRARY encourages group visits by local schools, organizations and other groups willing to explore the diverse and wide range of subjects, disciplines and topics made available at the public library.

PRACTICE:

To meet the needs of the visiting group, and accommodate without disruption the normal function of the LIBRARY, the following practice is recommended.

- Schedule the visit at least two (2) weeks in advance of the date requested to avoid scheduling conflicts with other groups and library activities and ensure appropriate availability of library staff and resources.
- Communicate expectations ahead of time if a specific theme is desired. Fill out the *Reservation Form for Group Visits* and return it to the Youth Librarian when scheduling the visit.
- Plan enough adults to adequately supervise members of the visiting group. Adults should accompany and stay with the members during the group visit
- Any members of the visiting group may checkout library material and must provide a valid library card to at the time of checkout. The LIBRARY's *Circulation Policy* will be followed.
- All members of the visiting group are expected to follow established LIBRARY policies while in the Library building or on LIBRARY grounds.

GROUP VISIT RESERVATION FORM

DATE OF VISIT: _____

TIME OF VISIT: _____

SCHOOL OR GROUP NAME: _____

ADDRESS: _____

_____

PHONE NUMBER: _____

LEADER'S NAME: _____

AGE OR GRADE: _____

NUMBER IN GROUP: _____

TYPE OF PROGRAM: _____

LIST OF TOPICS BEING RESEARCHED/STUDIES (if applicable): _____

_____

_____

_____

_____

_____

_____

_____

_____

INTER LIBRARY LOAN (ILL) AND RESOURCE ACCESS AND ATTAINMENT POLICY

PRINCIPLE(S):

Library material not owned by Camp Verde Community Library may be borrowed from a Yavapai Library Network (YLN) member library. For material not available through the YLN, the LIBRARY shall comply with the *Arizona Resource Access and Attainment Policy for Public Libraries Agreement.*

PRACTICE:

Any library patron holding a valid LIBRARY card may request ILL services.

No charges are assessed by the LIBRARY for materials obtained through the ILL system, except when the lending library may charge for materials supplied to the patron. The patron is responsible for these individual charges and will be advised of the charge policy prior to incurring the charge.

Some materials may not be available through the ILL system. The patron will be informed if the materials are not available.

The loan period of the ILL materials is determined by the lending library. An ILL may not be renewed. A per diem fine will be charged per day on overdue ILL materials. The patron is responsible for lost or damaged ILL items.

The following is the Arizona State Library Resource Access and Attainment Policy (AzRAP) for Public Libraries Agreement which Camp Verde Community Library follows:

Receive:

- Access to FirstSearch WorldCat;
- Worldcat Resource Sharing Subscription (public libraries).

Agree To:

1. Work with patrons, at no charge, to locate materials.
2. Provide specific information on attaining material. Patrons may be offered several options to attain material including:
   - patron purchase of low-cost materials;
   - library purchase of materials;
   - database and web sources;
   - and inter-library loan (ILL).
3. When materials can only be attained through ILL, offer to secure the loan for the patron. With prior notice to patrons, postage costs for materials sent to any and from any library will be capped at $6 per item, and fees charged by non-Arizona public, regent or community college libraries, may be passed on to the patron; no other fees or charges may be passed on to the patron. Libraries may limit ILL requests to six per patron at any

ILL AND RESOURCE ACCESS AND ATTAINMENT POLICY, continued

one time and may limit requests to print materials published more than one year ago; not currently on a nationally recognized best-seller list; or not needed by the library's own patrons. The sharing of circulating non-print materials is encouraged, but not required.

4. Write and publish a detailed Resource Access and Attainment Policy, and provide an electronic copy to the Arizona State Library each time the policy is updated.

INTERNET/COMPUTER AND WIRELESS USE POLICY

PRINCIPLE(S):

The Internet allows the LIBRARY to offer access to a wealth of material that is personally, professionally and culturally enriching to individuals; information that would otherwise be unavailable in the LIBRARY collection. However, it also enables access to material that may be offensive, disturbing, illegal, inaccurate or incomplete. Users are encouraged to evaluate the validity and appropriateness of information accessed via the Internet.

To fulfill its mission of providing public access to information, Camp Verde Community Library offers free, time-limited, public access to computers, including various software applications and the Internet to patrons of all ages. The LIBRARY also offers free wireless access for personal electronic devices.

Internet Disclaimer Notice

The Internet is a global electronics information network that is not regulated by local, state, federal or international authority. Some information found on the Internet may include material that is offensive, controversial, erroneous or illegal.

Camp Verde Community Library disclaims any warranty of the accuracy, timeliness, authoritativeness or usefulness of the materials found on the Internet, and shall have no liability for any direct, indirect or consequential damages related to the use of such materials.

PRACTICE:

Computer use is provided free of charge, but there is a fee per page printed. Use will be limited according to current time restrictions. Users agree to the Camp Verde Community Library *Internet/Computer/Wireless Use Policy* and the *Conditions of Use of the Internet/ Wireless* by using a library computer, tablet or wireless device while in the LIBRARY or on LIBRARY grounds.

The LIBRARY employs filtering software to comply with the Children's Internet Protection Act (CIPA) and ARS § 34-502 regarding computer access and restricting access to information or depictions that are harmful to minors. Filtering software cannot block out all objectionable sites and does sometimes block useful material, including sites that are suitable for children, teens and adults. A request to access a blocked site shall be submitted to the LIBRARY's IT support staff for consideration and may take several days to process.

LIBRARY staff is willing to help patrons find information on the Internet, learn to use Internet search tools, and learn to use Internet and computer-based LIBRARY resources but, they cannot provide extensive one-on-one instruction without an appointment.

The LIBRARY is not responsible for any damage, any loss of data, or liability that may occur while using a library Internet computer or while connected to the wireless network.

Material on the library's Internet computers can be downloaded to personal portable storage devices. Any files downloaded to the library computer's hard drive will be erased when the

INTERNET/COMPUTER AND WIRELESS USE POLICY, continued

library computer is shut off. Personal software may not be installed on a library computer.

Due to unexpected power outages and other anomalies, the LIBRARY cannot be responsible for loss of data or incorrect use of programs. The patron is responsible to read the screen, pay attention to time warnings and backup material to a personal storage device.

Library staff may or may not be able to help with simple computer tasks or problems. Staff may limit help to 5-15 minutes per session unless an appointment is made ahead of time. Library staff cannot help with financial, medical, legal or other personal information.

Patrons may not use the Internet for any activity that violates Arizona State laws. Such behavior is also considered a violation of the LIBRARY'S codes and standards. Any staff person may end a-user's session at the computer for violation of any law, or LIBRARY codes and standards.

Conditions of Use of the Internet/Wireless

1. Internet computers are available for walk-in use on a first-come, first-served basis only.
2. Use of the Internet is subject to availability. A normal session on a LIBRARY computer is 60 minutes per day. Requests to extend time may be considered but are not to exceed 120 minutes per day. Internet computers shut down 15 minutes prior to closing.
3. All library card holders, including minors, automatically have Internet privileges. It is the responsibility of the parent or guarding to determine and monitor the minor's use of computers.
4. Patrons will be charged for all pages printed. It is the responsibility of the patron to properly select the pages to print. Please ask for assistance with printing if needed.
5. In accordance with U.S. copyright law, users are prohibited from producing or distributing reproduce or distribute copyright protected material without proper permission. The proper use of copyrighted material is the responsibility of the user.
6. Users are prohibited from accessing and displaying explicit sexual material pursuant to Arizona Statute (ARS § 13-3507).
7. Users are prohibited from exhibiting any material depicting minors engaged in harmful conduct pursuant to Arizona Statute (ARS § 13-3507).
8. Users are prohibited from furnishing obscene or harmful items to minors pursuant to Arizona Statute (ARS § 13-3506 and ARS § 13-3506.01).
9. Users are prohibited from committing telecommunications fraud pursuant to Arizona Statute (ARS § 13-3707).
10. Users are prohibited from committing computer fraud pursuant to Arizona Statute (ARS §

INTERNET/COMPUTER AND WIRELESS USE POLICY, continued

13-2316).

11. Internet traffic is filtered in compliance with Federal, State and local laws and policies.
12. The LIBRARY can provide no technical support for wireless devices.
13. Headphones are required for sound.

Failure of any library user to act in an ethical and legal manner, or to adhere to the conditions of use set forth above, may result in expulsion from the LIBRARY, loss of library privileges, and/or prosecution in a court of law. A library shall not allow disclosure of any record or other information which identifies a user of library services (ARS § 41-151.22).

LIBRARY CARD POLICY

PRINCIPLE(S):

Camp Verde Community Library (LIBRARY) supports access to library materials in cooperation with other libraries in the Yavapai Library Network (YLN).

The LIBRARY protects patron privacy. Personal information is not disclosed unless required by law.

PRACTICE:

Eligibility: A LIBRARY card is free to all Yavapai County residents with proper identification and documentation. Children 12 years of age and under must have a parent or legal guardian present to obtain a card. A minor from 13 -17 years of age may obtain a 3-month temporary card with limited privileges until the parent or guardian comes into the library and gives consent for full access.

Any person who does not have a current Yavapai County address, may get a temporary library card with limited privileges until proof of residency is provided.

A LIBRARY card includes automatic access to the Internet on public Internet computers filtered for compliance with the Children's Internet Protection Act (CIPA) and ARS § 34-502 to prevent access to visual depictions that are harmful to minors.

Application: All required information is entered into the Integrated Library System of the YLN; either from an application or directly from the patron. LIBRARY staff must see:

1) A government or school issued picture ID with proof of Yavapai County residency. Items such as utility bills or a lease/rental agreements are acceptable proof of residency if the picture ID does not show residency.
2) A piece of U.S. mail addressed to the applicant, postmarked within 30 days of the application.

Responsibility: Patrons are responsible for all items checked out on their library card(s). The library card remains active if used one or more times in a two year period. Active library cards do not expire. Patrons with inactive library cards may reapply for a library card.

If a library card is lost or stolen, call the LIBRARY immediately to report it (928-554-8380). Responsibility for items checked out on a lost or stolen card continues until the card is reported lost or stolen.

There is a $3 charge to replace a library card.

Library cards found in the LIBRARY or in library materials will be scanned to determine the owner and held for pickup.

LIBRARY CARD POLICY, continued

By signing the library card, the patron acknowledges responsibility for all use of the card. This includes sites viewed on and information downloaded from the Internet and all other materials accessed while in the library or checked out.

Parents/guardians who sign the library card for children under 17 years of age acknowledge and assume responsibility for the use of library cards. This includes sites viewed on and information downloaded from the Internet and all other materials accessed while in the library or checked out.

By obtaining a library card, the patron agrees to the Yavapai Library Network Agreement.

Yavapai Library Network Agreement

I agree to comply with all Library rules and regulations; to be responsible for materials borrowed from any Yavapai Library Network library with this card and for fees and fines incurred, including charges for lost and damaged Library materials; to give immediate notice of changes of address and loss of my Library card.

Whenever necessary, the Library uses the services of a collection agency to retrieve overdue materials. In the event of loss or damage to Library materials, or uncollected late fines or charges, I agree to pay all costs of collection, including but not limited to reasonable attorney's fees.

I understand that my card will be accepted at all Yavapai Library Network libraries and my patron information will be accessible to staff at those libraries.

LIBRARY FACILITIES AND EQUIPMENT POLICY

PRINCIPLE(S):

Camp Verde Community Library staff and volunteers are delighted to provide access to resources and services to community members. LIBRARY buildings, furnishings, equipment and grounds are provided at public expense for the benefit of all and must be protected from damage or loss beyond reasonable wear and tear.

PRACTICE:

The Library facility will be open to the public.

A paid staff person who has been trained in library standards will be on duty during any hours that the LIBRARY is open for service.

Library furnishings and equipment may only be used for LIBRARY and/or TOWN sponsored activities.

The telephone at the library is for library business and may be used by the public for emergency use only, and at the sole discretion of the Librarian.

At staff's discretion, access to facilities and equipment may be terminated when deemed necessary.

LOST AND FOUND POLICY

PRINCIPLE(S):

Camp Verde Community Library assumes no responsibility for articles lost or stolen during scheduled events or during other occupancy or use of the LIBRARY.

PRACTICE:

Items found in the LIBRARY which appear to be lost personal items of patrons are placed in a designated location.

In dealing with such items, Library staff shall be guided by the following considerations:

- Where items have indications of identification on them, staff will make reasonable attempts to identify and notify owners that the item is being held. Lost library cards are handled according to the *Library Card Policy.*
- Where possible, wallets, cell phones, iPods, jewelry or similar items of value will be kept in a locked cabinet.
- Items not retrieved within a 30-day period will be turned over to the Town and handled in accordance with (ARS § 12-941).

MATERIALS RETURN POLICY

PRINCIPLE(S):

LIBRARY materials should be returned and made available for all patrons to use and enjoy.

PRACTICE:

The LIBRARY provides an overnight materials return slot for the convenience of patrons.

Damage may occur when some items are put in the materials return slot, so do not return the following items via the slot:

- Magazines
- Interlibrary Loan Material
- Any item from any library that has a Do Not Return in Book Drop label

Items should not be forced into the materials return slot. The cost of items that have been damaged by being forced or jammed into the return slot may be charged to the patron.

PHOTO POLICY

PRINCIPLE(S):

Camp Verde Community Library posts information including photos on bulletin boards, to the LIBRARY website, and participates in Social Media sites like, Facebook, YouTube and Twitter.

PRACTICE:

The LIBRARY reserves the right to use photographs or video take at the library or at library-sponsored programs and events for publicity and informational purposes in printed materials and online.

All LIBRARY patrons consent to the use of their photo taken at the library or during library-sponsored programs and events, unless they specifically inform staff of an objection to such use.

Photos of minors are used with signed permission from parents or guardians.

Photo/Video Release Form for Minors

I hereby grant to Camp Verde Community Library (LIBRARY) the absolute and irrevocable license, right and unrestricted and continuing permission in respect of photographic portraits, or any pictures LIBRARY had taken of my minor child named _____, or in which he/she may be included with others, editorial or any other media such as film or video, to copyright the same; to re-use, publish and republish the same in whole or in part, individually or in conjunction with other photographs, and in conjunction with any printed matter, in any and all media now or hereafter known, including web pages and social networking media, and for any other lawful purpose whatsoever, for illustration, promotion, art, editorial, advertising and trade, or any other purpose whatsoever without restriction as to alteration; from time to time, or reproductions thereof in color, black and white or otherwise made through any media.

I hereby waive any right that I may have to inspect or approve the finished products or the advertising copy or printed matter that may be used in connection therewith or the use to which it may be applied.

I hereby release, discharge and agree to defend, save and hold harmless the Town of Camp Verde an d the LIBRARY, its employees, officials, representatives, successors, and assigns and all persons acting under its permission or authority, from any liability in connection with the use of the photographs, video and/or film as aforesaid or by virtue of any alteration, processing or use thereof in composite form, whether intentional or otherwise, as well as any publication thereof.

I understand that the photographs, video and/or film taken by the LIBRARY will be included into stock files. I agree that the photographs, the transparencies thereof, video and/or film, and the rights to copyright the same, shall be the sole property of the LIBRARY, with full right of lawful disposition in any manner.

I hereby grant permission to the LIBRARY to photograph the Camp Verde Community Library Teen Advisory Board applicant or participant during activities and to use the photographs, video and/or film in the LIBRARY audio-visual and printed materials without compensation or with all the rights established herein.

Printed Name of Parent or Guardian: _____

Printed Name of Minor: _____Date: _____

Signature of Parent or Guardian: _____

Address _____

City: _____ State: _____ Zip:_____

Email/Phone: _____

POSTING & DISPLAY POLICY

PRINCIPLE(S):

Camp Verde Community Library supports the sharing of and access to community information.

PRACTICE:

Posting:

Community postings must be approved by the Library Director or designee. Approval to post shall be signified by the date-stamp and initials of the Library Director or designee. Information without date and initials will be removed.

Priority is given to information related to Camp Verde Community Library, the Town of Camp Verde, Yavapai Library Network members, non-profit entities supporting reading, education or literacy, and other non-profit groups providing civic or social services. For-profit groups and private parties will not be permitted to place or distribute information in the Library.

Posters larger than 8.5 x 11 inches will not be accepted. Handouts may be placed on the LIBRARY's Free Shelf with permission from the Library Director or designee.

Information must be timely. Expired information will be removed and discarded.

Display:

The LIBRARY will consider displays of educational, cultural, civic or recreational nature on a first-come, first-served basis or as space is available.

Persons or organizations providing displays in the library will complete a *Display Application/ Agreement* form that may be obtained upon request.

Acceptance of a display by the LIBRARY does not constitute an endorsement of the contributing group or individual's policy or beliefs.

Displays shall not be salacious in nature. Only identifying information may accompany a display. No price tags are permitted.

It is the responsibility of the person or organization to set up and remove the displays. The LIBRARY will not provide storage for the property of individuals or organizations.

The LIBRARY will not insure or be responsible for any items that are displayed and/or owned by individuals or organizations.

RECONSIDERATION OF LIBRARY MATERIALS OR RESOURCES POLICY

PRINCIPLE(S):

The LIBRARY endorses the following intellectual freedom statements, which may be found in the Appendix:

- Freedom to Read (American Library Association)
- Freedom to View (Educational Film Library Association)
- Library Bill of Rights (American Library Association)

Preference for library materials or resources by patrons is a personal decision. Individuals who have a question about the selection of materials or resources in the library collection are referred to the LIBRARY's *Collection Development Policy*.

Responsibility for library materials selected by minors and adolescents resides with their parents or legal guardians.

PRACTICE:

1. The selection of paper and electronic materials or resources and library programs included in the LIBRARY collection or calendar is delegated to the Librarian. That selection may be further delegated by the Librarian to professional staff as deemed appropriate. The selection of materials and resources shall be within the discretion of these individuals informed by the *Library Bill of Rights*, the *Freedom to Read Policy*, the *Freedom to View Statement*, and the LIBRARY's *Collection Development Policy*.

2. Patrons may submit a request for reconsideration of library materials or resources by completing a Request for Review of Library Materials or Resources form and submitting it to the Librarian.

3. The Librarian shall review the Request form with the professional staff to whom selection of materials, resources or programs is delegated as the Librarian deems appropriate. The decision from this review shall be communicated in writing to the patron within thirty (30) days.

4. In the event the patron is dissatisfied with the decision of the Librarian, the patron may request in writing to have the matter reviewed by a committee. Any such request must be in writing, received by a committee member within fourteen (14) days after the patron received the Librarian's decision. Such request must set forth in detail the basis of the disagreement with the Librarian's decision and shall not be considered confidential.

The Committee is the group responsible for reviewing reconsideration cases and consists of the following members:

- Library Director
- Town Manager
- Recording Secretary

RECONSIDERATION OF LIBRARY MATERIALS OR RESOURCES POLICY, continued

- Town Council Member
- Member of the Community (Requester)

The Requester and the recording secretary do not vote.

The Requester submitting the Request for Review of Library Materials and Resources form will be referred to the *Collection Development Policy*.

Once the written request for review has been completed, signed and turned in by the Requester, the matter will be submitted to the Committee. The specific library material outlined in the written request form will be circulated to committee members prior to the review date.

The Committee will set up a hearing date, not to exceed thirty (30) days from the date the form is filed by the Requester, and will notify the Requester in writing of such date, time and place not less than ten (10) working days prior to the scheduled hearing. The hearing between the Committee and the Requester will serve to formally review the material in question. The hearing will be posted and conducted in compliance with the *Open Meeting Law*.

At the hearing, the Requester may present information pertaining to the request. A final determination by vote of the Committee may be taken at the end of the hearing or at such time as the hearing may be continued. The determination on the request shall be at the sole discretion of the Committee, informed by the LIBRARY's *Collection Development Policy* and the Intellectual freedom statements referred to at the beginning of this policy. Availability of materials and/or resources shall not be affected until a final vote of the Committee is taken.

The results of the hearing will be summarized on the *Result of Hearing Form* and signed at the conclusion of the hearing by the Requester and the Committee members.

The *Result of Hearing Form* and the minutes of the proceedings will be kept on file at the Library and in files of the Town of Camp Verde.

REFERENCE SERVICES POLICY

PRINCIPLE(S):

It is the LIBRARY's policy that questions and requests for information be answered to the best of our ability and availability of reference resources. All questions will remain confidential. LIBRARY staff will not interpret medical, legal or consumer citations.

LIBRARY staff will provide reference services to patrons on an equal, nondiscriminatory and nonjudgmental basis.

PRACTICE:

Whenever possible, staff will use Camp Verde Community Library resources, then resources available through the Yavapai Library Network. If an answer cannot be provided immediately using local resources, appropriate materials will be requested or located on the patron's behalf through Interlibrary Loan.

1. Most questions will be answered immediately. If a question cannot be answered immediately, the patron will be given an estimated time by which they will receive the answer.
2. Questions asked in person will take priority over telephone and e-mail queries.
3. Holds may be placed by LIBRARY staff on items, based on availability. The patron will be notified of the items arrival and the pick-up deadline. If the item is not picked up within the ten (10) days as specified in the *Circulation Policy*, the material will be returned to circulation or its home library.
4. Interlibrary Loans and requests to purchase an item can only be placed for patrons with a valid library card.
5. Reference staff cannot provide any type of professional advice. LIBRARY staff may read directly from a cited source or invite the patron to use the Library's resources in person, but may not offer advice, interpretation, recommendation, opinion or personal experience.

SALES OR SOLICITAION OF FUNDS POLICY

PRINCIPLE(S):

LIBRARY property falls under Town Code *Article 9-2: Off-Premises Canvasing and Signage* and all violations will be treated accordingly.

PRACTICE:

Only Camp Verde Library Endowment (CVLE), Citizens Committee for Camp Verde Library (CCCVL) or CVCL Teen Advisory Board (TAB) will be allowed to sell and solicit funds or articles on the premises.

Persons other than those stated above, attempting to sell and/or solicit funds or articles on LIBRARY grounds are subject to Town Code *Article 9-2: Off-Premises Canvasing and Signage* and will be asked by Library staff to cease activity and/or leave the property.

SERVICE DOGS AND PETS POLICY

PRINCIPLE(S):

No animals may be brought into the LIBRARY building. Except, service animals as defined by law are allowed.

Pursuant to Arizona law (*ARS § 11-1024*), service dogs that perform work or tasks directly related to an individual's disability are allowed to accompany the individual into the LIBRARY.

PRACTICE:

Persons with pets may be asked to by Library staff or volunteers to leave the LIBRARY or LIBRARY premises.

Staff may ask the patron if they are accompanied by a service animal being used because of a disability. According to ARS § 11-1024 B:

> It is not discriminatory to exclude a service animal from a public place if one or more of the following apply:
>
> 1. The animal poses a direct threat to the health or safety of others.
> 2. The animal fundamentally alters the nature of the public place of the goods, services or activities provided.
> 3. The animal poses an undue burden.

No animal shall be unattended in compliance with Town Code *Section 60102, Dogs at Large, Subsection F-5*, except under the conditions provided in the Code.

If an animal is left unattended for more than fifteen (15) minutes or restrained in a manner that interferes with people entering or exiting the LIBRARY, staff will attempt to locate the owner.

1. The owner will be given a copy of the *Service Dogs and Pets Policy* and asked to remove the animal from LIBRARY property.
2. If the owner cannot be located after a reasonable effort is made by Library staff, Camp Verde Marshal's Dispatch will be called and asked to remove the animal.

UNATTTENDED CHILDREN & INDIVIUALS WITH SPECIAL NEEDS POLICY

PRINCIPLE(S):

The LIBRARY welcomes and encourages patrons of all ages to use its facilities and services. However, the LIBRARY shall not be responsible for unattended children or care for individuals with special needs.

The responsibility for the safety and behavior of children and/or individuals with special needs in the LIBRARY rests with their parents, legal guardians, or other authorized and designated caregivers. The LIBRARY is not and shall not become responsible for the care of unaccompanied children or individuals with special needs. If the parent, guardian or caregiver is not onsite with the child or individual with special needs, law enforcement personnel will be called.

PRACTICE:

Children under the age of five (5) years old and any individual with special needs who requires support must be accompanied by an adult or responsible caregiver (16 years of age and up) at all times while in the LIBRARY or on LIBRARY grounds.

Children between the ages of five (5) and ten (10) must have an adult or responsible caregiver present in the building at all times.

Children aged eleven (11) and over may be in the LIBRARY unattended if interacting appropriately. They must be able to provide emergency contact information and have arranged transportation in advance with the parent, guardian, or caregiver.

The parent, guardian or caregiver must remain in the building during the time a child ten (10) or younger is attending a program.

Disruptive behavior will be handled according to the Disruptive Behavior Policy.

The LIBRARY is not and shall not become responsible for the care of unaccompanied children or individuals with special needs prior to opening or after closing. If unattended minors and/or individuals with special needs are in the LIBRARY at closing, more than one staff member will wait ten (10) minutes for the parents or adult caregivers to arrive. If the parent or adult caregiver does not arrive by 10 minutes after closing, The Camp Verde Marshal's Office will be called. LIBRARY staff will wait for the police officer to arrive.

Under no circumstances will a staff person or volunteer transport children or individuals with special needs in a vehicle or accompany them home.

VOLUNTEER POLICY

PRINCIPLE(S):

The LIBRARY Volunteer program is designed to expand and enhance services to the patrons of the LIBRARY by providing support services to the Library staff.

Volunteers are expected to act in accordance with the policies of the LIBRARY and the Yavapai Library Network (YLN).

PRACTICE:

The selection of volunteers is based on their qualifications in relation to the needs of the LIBRARY and their ability to commit to a consistent weekly schedule.

Persons interested in volunteering must complete the Library *Volunteer Application* form, available upon request.

The Volunteer Coordinator will interview the applicant. Applicants eighteen (18) years and up are required to submit to a fingerprint background check or present a valid fingerprint clearance card before being accepted as a volunteer at the LIBRARY.

The Volunteer Coordinator will schedule training sessions if the applicant is selected. A probationary period will allow the applicant and the LIBRARY to determine if the relationship is comfortable for both parties.

Volunteers are used at the sole discretion of the LIBRARY. If the volunteer is unable to adequately perform the assigned duties or is unable to keep to the schedule, the volunteer will be removed from service.

Breach of the LIBRARY Policy is grounds for dismissal.

APPENDIX

THE AMERICAN LIBRARY ASSOCIATION 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.

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

AMERICAN LIBRARY ASSOCIATION 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 books from sale, to censor textbooks, to label "controversial" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy; that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be protected against what others think may be bad for them. We believe Americans still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. This is especially true when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression. And yet, suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, any enforcement of orthodoxy, diminishes the toughness and resilience of our society and leaves it less able to deal with stress.

Now, as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially comment only a small audience. They are the natural medium for the new idea and the untried voice from which came the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture.

We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend.

We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to react.

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 United States Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain their power by the ruthless suppression of any concept, which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconforming idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can be democratic mind attaining the strength demand by times like these.

We need to know not only what we believe but also why we believe it.

Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors and patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any Single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliation of the author.

A book should be judged as a book, no art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free man can flourish which draws up fists of writers to whom it will not listen, whatever they may have to say.

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 modem literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life.

Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing children from reading works for which they are not yet prepared.

In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes to existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contrast encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society 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 inoffensive.

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 expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and sold. Books are the major channels by which the intellectual inheritance is handed down, and the principal means of its testing and growth.

The defense of their freedom and integrity, and the enlargement of their service to society, require of a publishers and librarians the utmost of their faculties, and deserve of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possess of enormous variety and usefulness, worthy of cherishing and keeping free.

We realize that the application of the 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

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 guarantees 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.

DISLAY APPLICATION/AGREEMENT

The undersigned hereby wishes to have on display works of art or other materials in the Camp Verde Community Library. In consideration of the privilege of exhibiting them in the library, the Camp Verde Community Library, the Town of Camp Verde, and any of its employees, agents, successors, or assigns are released from any responsibility for loss, damage or destruction to the works of art or other materials described herein while they are on the library premises.

Description of Exhibit:

_____

_____

_____

_____

Time Period Loaned: From: _____ To: _____

Name of Individual or Organization:

_____

Name of Contact (person responsible for setup and takedown):

_____

Address: _____ Phone: _____

Signature: _____ Date: _____

MATERIALS REQUEST FORM

Materials Request Phone # _____

Looking for a book? or movie? or?

Your Name _____

Email Address _____

Library Card # _____

Do you want something new? Part of a series or set?

Something due out in a month or two? Something older? **We'd like to help!**

Please fill out this slip and turn it in to a Librarian.

Title _____

Author _____

Series _____ # in series _____

Circle One:	Regular	Large Print	Audiobook	Music CD	DVD

Request for Review of Library Materials or Resources

Date: _____

Title: _____

Author: _____

Requesters Name: _____

Address: _____

Represents: Self: _____ Organization: _____

(If requester represents an organization)

Name of Organization: _____

Address of Organization: _____

Organization Official: _____

Please answer the following questions.

1. How did you learn about this library resource?

_____

_____

_____

2. Have you read the entire book/material? (circle one) Yes No
If no, what parts did you read?

_____

_____

_____

3. Why do you object to this library resource? (If specific pages/scenes, please site)

_____

_____

_____

_____

_____

4. What harm do you feel might be the result of reading/viewing the library resource?

_____

_____

_____

_____

_____

_____

Request for Review of Library Materials or Resources

5. Is there anything worthwhile in the library resource?

~~4.~~ 6. Have you read any professional reviews of the ~~book/material~~ library resource? (circle one) Yes No

If yes, please list names of critics and sources of review.

A.

B.

C.

D.

7. After reading professional review, do you still object to the library resource?
(circle one) YES NO

8. What do you believe is the purpose, theme or message of this library resource? How well does the creator/author accomplish this purpose?

9. In view of the creator/author's purpose, would you say he/she succeeded or failed? Explain.

10. Does this library resource enrich and support the personal needs of the users, taking into consideration their Varied interests, abilities and learning styles?

Request for Review of Library Materials or Resources

11. If the subject is fantasy, is it the type that has imaginative appeal and is suitable for children?

YES NO For young adults? YES NO

If both are marked, "no" for what age group would you recommend this library resource?

12. Will the reading, viewing or listening to this library resource result in more compassionate understanding of the human condition? Explain.

13. Does it offer an opportunity to better understand and appreciate the aspirations, achievements and problems of various minority groups? Explain.

14. Are any questionable elements of the resource an integral part of a worthwhile theme or message? Explain.

15. Additional Comments:

Signature of Requestor:

Date Received:

RESULT OF HEARING FORM

Author: _____

Title: _____

Date of Hearing: _____ Date of this Document: _____

Summary of Results:

_____

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Signatures of Members of the Committee: Date: _____

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Signature of Requester:

_____ Date: _____

Signature of Recorder/Transcriber:

_____ Date _____

ARS § 11-1024. Service animals; rights of individuals with disabilities; violation; classification; definitions

A. Any person or entity that operates a public place shall not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well□being, comfort or companionship do not constitute work or tasks.

B. It is not discriminatory to exclude a service animal from a public place if one or more of the following apply:

   1. The animal poses a direct threat to the health or safety of others.
   2. The animal fundamentally alters the nature of the public place or the goods, services or activities provided.
   3. The animal poses an undue burden.

C. Public places may maintain a general no pets policy if it is not used to exclude service animals and if it does not grant rights to any person to bring the person's pet into a public place that otherwise does not permit pets.

D. A service animal handler is liable for any damage done to a public place by the service animal or service animal in training.

E. Any trainer or individual with a disability may take an animal being trained as a service animal to a public place for purposes of training it to the same extent as provided in subsections A, B and C of this section.

F. A zoo or wild animal park may prohibit a service animal, including a dog guide or service dog, from any area of the zoo or wild animal park where the service animal may come into direct contact with the animals contained in the zoo or wild animal park. Service animals shall not be excluded from public walkways or sidewalks or from any area that allows for physical barriers between the service animals, dog guides or service dogs and the animals in the zoo or wild animal park. Any zoo or wild animal park that prohibits dog guides and service dogs shall provide without cost adequate facilities for the temporary confinement of dog guides and service dogs. The facilities shall be adequate to accommodate the anticipated attendance of legally blind, deaf or physically disabled persons, shall be in an area not accessible to the general public, shall provide water for the dog guides and service dogs and shall otherwise be safe, clean and comfortable. The zoo or wild animal park on request by a legally blind person who is required to leave that person's dog guide

or service dog pursuant to this subsection shall provide a sighted escort if the legally blind person is unaccompanied by a sighted person.

G. The driver of a vehicle approaching a legally blind pedestrian who is carrying a cane that is predominately white or metallic in color, who is using a service animal or who is assisted by a sighted person shall yield the right-of-way and take reasonable precautions to avoid injury to the pedestrian and the service animal. The pedestrian has the same rights as any other person whether or not the pedestrian is carrying the cane, using a service animal or being assisted by a sighted person. Drivers shall take the same precautions with respect to pedestrians who have a disability other than blindness and their service animals. A driver who violates this subsection is liable for damages for any injury caused to the pedestrian or the service animal.

H. Any person or entity that violates subsections A through G of this section is guilty of a class 2 misdemeanor.

I. This section is not intended to affect any civil remedies available for a violation of this section.

J. For the purposes of this section:

1. "Direct threat to the health or safety of others" means that a significant risk to the health or safety of others exists and cannot be eliminated by modification of policies, practices or procedures or by the provision of auxiliary aids or services.

2. "Discriminate" means discriminatory actions prescribed in section 41-1492.02 and includes:

   (a) Refusing to permit an individual with a disability to enter a public place with a service animal or interfering with the individual's right to enter or use the public place.

   (b) Failing to provide an individual with a disability the same services and access to the same areas of the premises as afforded to others.

   (c) Attempting to impose a charge, fee or deposit because an individual with a disability is accompanied by a service animal.

   (d) Requiring an individual with a disability to disclose disability related information. However, a public accommodation may ask if the animal is a service animal being used because of a disability.

   (e) Requiring provision of identification for the service animal

3. "Individual with a disability" means an individual who has a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

4. "Public place" means any office or place of business or recreation to which the general public is invited, whether operated by a public or private entity and includes all forms of conveyance, including taxis, tow trucks and ambulances.

5. "Service animal" means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained.

6. "Wild animal park" means an entity that is open to the public on a regular basis, that is licensed by the United States department of agriculture as an exhibit and that is operating primarily to conserve, propagate and exhibit wild and exotic animals.

ARS § 12-941. Disposal of certain unclaimed property in the custody of a state, county, city or town agency

A. A state, county, city or town agency shall dispose of all property that was used as evidence and that remains unclaimed in the hands of the agency, after final disposition of the cause in which so used, or that was seized by a peace officer as being used unlawfully or for an unlawful purpose and that was held unclaimed from the date of seizure, or that came into the hands of the agency as unclaimed or contraband. A law enforcement agency may retain and use those items that have a useful value to that law enforcement agency.

B. Found property turned over to a state, county, city or town agency may be returned to the person who found and turned it over if all of the following conditions apply:

   1. The property is not contraband or a firearm.
   2. The property remains unclaimed for thirty days after reasonable efforts have been made to locate and notify the owner.
   3. The person who found and turned over the property is not a public officer or employee of the federal, a state or a local government who found the property in the course of performing the duties of the office or employment.

C. If United States currency is delivered to the proper agency pursuant to subsection A of this section, it shall be deposited in the general fund of the state, county, city or town, as the case may be.

D. A record of all transactions shall be maintained for at least twenty-four months.

ARS § 13-2316. Computer tampering; venue; forfeiture; classification

A. A person who acts without authority or who exceeds authorization of use commits computer tampering by:

1. Accessing, altering, damaging or destroying any computer, computer system or network, or any part of a computer, computer system or network, with the intent to devise or execute any scheme or artifice to defraud or deceive, or to control property or services by means of false or fraudulent pretenses, representations or promises.

2. Knowingly altering, damaging, deleting or destroying computer programs or data.

3. Knowingly introducing a computer contaminant into any computer, computer system or network.

4. Recklessly disrupting or causing the disruption of computer, computer system or network services or denying or causing the denial of computer or network services to any authorized user of a computer, computer system or network.

5. Recklessly using a computer, computer system or network to engage in a scheme or course of conduct that is directed at another person and that seriously alarms, torments, threatens or terrorizes the person. For the purposes of this paragraph, the conduct must both:

   (a) Cause a reasonable person to suffer substantial emotional distress.

   (b) Serve no legitimate purpose.

6. Preventing a computer user from exiting a site, computer system or network-connected location in order to compel the user's computer to continue communicating with, connecting to or displaying the content of the service, site or system.

7. Knowingly obtaining any information that is required by law to be kept confidential or any records that are not public records by accessing any computer, computer system or network that is operated by this state, a political subdivision of this state, a health care provider as defined in section 12-2291, a clinical laboratory as defined in section 36-451 or a person or entity that provides services on behalf of a health care provider or a clinical laboratory.

8. Knowingly accessing any computer, computer system or network or any computer software, program or data that is contained in a computer, computer system or network.

B. In addition to section 13-109, a prosecution for a violation of this section may be tried in any of the following counties:

1. The county in which the victimized computer, computer system or network is located.

2. The county in which the computer, computer system or network that was used in the commission of the offense is located or in which any books, records, documents, property, financial instruments, computer software, data, access devices or instruments of the offense were used.

3. The county in which any authorized user was denied service or in which an authorized user's service was interrupted.

4. The county in which critical infrastructure resources were tampered with or affected.

C. On conviction of a violation of this section, the court shall order that any computer system or instrument of communication that was owned or used exclusively by the defendant and that was used in the commission of the offense be forfeited and sold, destroyed or otherwise properly disposed.

D. A violation of subsection A, paragraph 6 of this section constitutes an unlawful practice under section 44-1522 and is in addition to all other causes of action, remedies and penalties that are available to this state. The attorney general may investigate and take appropriate action pursuant to title 44, chapter 10, article 7.

E. Computer tampering pursuant to subsection A, paragraph 1 of this section is a class 3 felony. Computer tampering pursuant to subsection A, paragraph 2, 3 or 4 of this section is a class 4 felony, unless the computer, computer system or network tampered with is a critical infrastructure resource, in which case it is a class 2 felony. Computer tampering pursuant to subsection A, paragraph 5 of this section is a class 5 felony. Computer tampering pursuant to subsection A, paragraph 7 or 8 of this section is a class 6 felony.

ARS § 13-3506. Furnishing harmful items to minors; applicability; classification

A. It is unlawful for any person, with knowledge of the character of the item involved, to recklessly furnish, present, provide, make available, give, lend, show, advertise or distribute to minors any item that is harmful to minors.

B. This section does not apply to the transmission or sending of items over the internet.

C. A violation of this section is a class 4 felony

ARS § 13-3506.01. Furnishing harmful items to minors; internet activity; classification; definitions

A. It is unlawful for any person, with knowledge of the character of the item involved, to intentionally or knowingly transmit or send to a minor by means of electronic mail, personal messaging or any other direct internet communication an item that is harmful to minors when the person knows or believes at the time of the transmission that a minor in this state will receive the item.

B. This section does not apply to:

1. Posting material on an internet web site, bulletin board or newsgroup.
2. Sending material via a mailing list or listserv that is not administered by the sender. For the purposes of this paragraph, "mailing list" or "listserv" means a method of internet communication where a message is sent to an internet address and then is retransmitted to one or more subscribers to the mailing list or listserv.

C. It is not a defense to a prosecution for a violation of this section that the recipient of the transmission was a peace officer posing as a minor.

D. A violation of this section is a class 4 felony.

E. The failure to report a violation of this section is a class 6 felony as prescribed by section 13-3620.

F. For the purposes of this section:

1. "Internet" means the combination of computer facilities and electromagnetic transmission media, and related equipment and software, comprising the interconnected worldwide network of computer networks that employ the transmission control protocol or internet protocol or any successor protocol to transmit information.
2. "Internet web site" means a location where material placed in a computer server based file archive is publicly accessible, over the internet, using hypertext transfer protocol or any successor protocol.

ARS § 13-3507. Public display of explicit sexual materials; classification definitions

A. It is unlawful for any person knowingly to place explicit sexual material upon public display, or knowingly to fail to take prompt action to remove such a display from property in his possession or under his control after learning of its existence.

B. A person who violates any provision of this section is guilty of a class 6 felony.

C. For the purposes of this section:

1. "Explicit sexual material" means any drawing, photograph, film negative, motion picture, figure, object, novelty device, recording, transcription or any book, leaflet, pamphlet, magazine, booklet or other item, the cover or contents of which depicts human genitalia or depicts or verbally describes nudity, sexual activity, sexual conduct, sexual excitement or sadomasochistic abuse in a way which is harmful to minors. Explicit sexual material does not include any depiction or description which, taken in context, possesses serious educational value for minors or which possesses serious literary, artistic, political or scientific value.
2. "Public display" means the placing of material on or in a billboard, viewing screen, theater marquee, newsstand, display rack, vending machine, window, showcase, display case or similar place so that material within the definition of paragraph 1 of this subsection is easily visible or readily accessible from a public thoroughfare, from the property of others, or in any place where minors are invited as part of the general public. 13-3507

ARS § 13-3707. Telecommunication fraud; classification; definitions

A. A person commits telecommunication fraud if the person does any of the following:

1. With the intent to defraud another of the lawful charge for telecommunication service, obtains or attempts to obtain any telecommunication service by:

   (a) Charging or attempting to charge the telecommunication service either:

      (i) To an existing electronic mail address, telephone number or credit card number without the authority of the person to whom issued or the subscriber to or the lawful holder of the address or number.

      (ii) To a nonexistent, counterfeit, revoked or canceled credit card number.

   (b) Any method of code calling.

   (c) Installing, rearranging or tampering with any facility or equipment.

   (d) The use of any other fraudulent means, method, trick or device.

2. With the intent that the same be used or employed to evade a lawful charge for any telecommunication service, sells, rents, lends, gives or otherwise transfers or discloses or attempts to transfer or disclose to another, or offers or advertises for sale or rental, the number or code of an existing, canceled, revoked or nonexistent electronic mail address, telephone number or credit card number or the method of numbering or coding that is employed in the issuance of telephone numbers, account identification codes or credit card numbers.

3. Knowingly makes, constructs, manufactures, fabricates, erects, assembles or possesses any software, instrument, apparatus, equipment or device, or any part of any software, instrument, apparatus, equipment or device, that is designed or adapted or that can be used either:

   (a) To obtain telecommunication service by fraud in violation of this subsection.

   (b) To conceal from any supplier of telecommunication service or from any lawful authority the existence or place of origin or of destination of any telecommunication in order to obtain telecommunication service by fraud in violation of this subsection.

4. Knowingly sells, rents, lends, gives, or otherwise transfers or discloses or attempts to transfer or disclose to another, or offers or advertises for sale or rental, any:

   (a) Software, instrument, apparatus, equipment or device described in paragraph 3 of this subsection.

   (b) Plans, specifications or instructions for making or assembling any software, instrument, apparatus, equipment or device with the intent to use or employ such

software, instrument, apparatus, equipment or device, or any part of any software, instrument, apparatus, equipment or device or to allow any software, instrument, apparatus, equipment or device to be used or employed, for a purpose described in paragraph 3 of this subsection.

(c) Plans, specifications or instructions with the intent that the plans, specifications or instructions be used for making or assembling such software, instrument, apparatus, equipment or device, or any part of any software, instrument, apparatus, equipment or device.

B. Subsection A, paragraph 3 of this section does not prohibit the use or possession of any software, instrument, apparatus, equipment or device by either of the following:

1. Law enforcement officers who are acting in their official capacity within the scope of their authority and in the line of duty.

2. Employees or agents of communication service providers as defined in section 13-3001 who are acting in their official capacity within the scope of their employment for the purpose of protecting the property or legal rights of the provider.

C. This section applies when the telecommunication service originates or terminates or both originates and terminates in this state.

D. Telecommunication fraud is a class 3 felony.

E. As used in this section:

1. "Credit card number" means the card number appearing on a credit card, telephone calling card or access device as defined in section 13-2001 that is issued to a person by any supplier of telecommunication service and that permits the person to whom the card or access device has been issued to obtain telecommunication service.

2. "Telecommunication service" includes electronic communication services, subscription computer services, telephone and telegraph services and all other services that involve the transmission of information by wire, radio, cellular, wireless transmission or similar means.

ARS § 34-502. Computer access; child pornography; visual depictions harmful to minors; obscene; procedures

A. A public school that provides a public access computer shall deploy and enforce a technology protection measure to prevent minors from gaining access to visual depictions that are child pornography, harmful to minors or obscene. The governing board of every school district shall prescribe policies, standards and rules for the enforcement of this subsection. Every school district shall make its policies, standards and rules available to the public

B. A public library that provides a public access computer shall do both of the following:

1. Deploy and enforce a technology protection measure to prevent minors from gaining access to visual depictions that are child pornography, harmful to minors or obscene.
2. Deploy and enforce a technology protection measure to prevent anyone from gaining access to visual depictions that are child pornography or obscene

C. An administrator, supervisor or other representative of a public library may disable a technology protection measure described in subsection B of this section if both of the following apply:

1. The request is from a library patron who is not a minor.
2. The technology is disabled only to enable access for research or other lawful purposes.

D. The director of the Arizona state library, archives and public records shall adopt rules for the enforcement of subsection B of this section. The director of the Arizona state library, archives and public records shall make the rules available to the public. A public library shall post the rules and its policies in a conspicuous place for library patrons to view.

E. A governing body that operates a public library shall develop a policy for the library to implement the rules developed pursuant to subsection D of this section that are adopted at an open meeting. The governing body shall review the policy at least every three years. The policy shall:

1. State that it restricts access to internet or online sites that contain material described in this section.
2. State how the library intends to meet the requirements of this section.
3. Require the public library to inform patrons that administrative procedures and guidelines for the staff to follow in enforcing the rules have been adopted and are available for review at the library.
4. Require the public library to inform patrons that procedures for use by patrons and staff to handle complaints about the rule, its enforcement or about observed patron behavior have been adopted and are available for review at the library.

F. A public school that complies with subsection A of this section or a public library that complies with subsection B of this section shall not be criminally liable or liable for any

damages that might arise from a minor gaining access to visual depictions that are child pornography, harmful to minors or obscene through the use of a public access computer that is owned or controlled by the public school or public library.

G. If the state board of education or the superintendent of public instruction determines that a school district or charter school is in violation of subsection A of this section, the state board of education or the superintendent of public instruction shall notify the school district or charter school that it is in violation of subsection A of this section. If the state board of education or the superintendent of public instruction determines that the school district or charter school has failed to comply with subsection A of this section within sixty days after a notice has been issued pursuant to this subsection, the state board of education or the superintendent of public instruction may direct the department of education to withhold up to ten per cent of the monthly apportionment of state aid that would otherwise be due the school district or charter school. The department of education shall adjust the school district or charter school's apportionment accordingly. When the state board of education or the superintendent of public instruction determines that the school district or charter school is in compliance with subsection A of this section, the department of education shall restore the full amount of state aid payments to the school district or charter school.

H. If the governing body that operates a public library determines that the public library is in violation of subsection B of this section, the governing body shall notify the public library that it is in violation of subsection B of this section. If the governing body determines that the public library has failed to comply with subsection B of this section within sixty days after a notice has been issued pursuant to this subsection, the governing body may direct the appropriate department or agency to withhold up to ten per cent of the monthly apportionment of public monies that would otherwise be due to the public library. When the governing body determines that the public library is in compliance with subsection B of this section, the governing body shall restore the full amount of public monies to the public library.

ARS § 41-151.22. Privacy of user records; violation; classification; definition

A. Except as provided in subsection B of this section, a library or library system supported by public monies shall not allow disclosure of any record or other information, including e□books, that identifies a user of library services as requesting or obtaining specific materials or services or as otherwise using the library.

B. Records may be disclosed:

1. If necessary for the reasonable operation of the library.
2. On written consent of the user.
3. On receipt of a court order.
4. If required by law.

C. Any person who knowingly discloses any record or other information in violation of this section is guilty of a class 3 misdemeanor.

D. For the purposes of this section, "e-book" means a book composed in or converted to digital format for display on a computer screen or handheld device.