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3.20. LIBRARY CIRCULATION POLICY.

3.20.10. Library Circulation Policy.

- 3.20.10.010. Borrower Rules.**
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3.20.10.010. Borrower Rules.

A. Borrowers must have a valid library account to check out library materials. Patrons may show proof of a valid library account by presenting their library card or a valid government-issued ID.

B. Borrowers shall be held responsible for all materials checked out on their library accounts and for all fines accruing on those items. Damage to material beyond reasonable wear or loss of items will also be the responsibility of the borrower.

(Revised: March 23, 2016, June 12, 2019, March 21, 2022)

3.20.10.020. Loan Period.

A. Materials are subject to the loan period and renewal limits set forth in the following table:

	Book	Periodical	Audio	Kindle	Video	Literacy Backpack	Special Items
Loan Period (weeks)	3	3	3	3	1	1	1

Renewals	2	2	2	2	2	2	2
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B. Items that have a pending hold by another patron are not eligible for renewal.

C. Special classes of material may be checked out for varying periods of time, as determined by the Library Director or designee.

D. The number of renewals by item type may be changed at the discretion of the Library Director, including allowing additional renewals for materials that do not have a pending hold.

(Revised: March 23, 2016, June 12, 2017, June 12, 2019, March 21, 2022)

3.20.10.030. Fines and Fees.

A. The following table outlines the library’s fines and fees, as adopted by the City Council.

Fine/Fee	Amount
Overdue Fines (per day)	
Book	\$0.10
Periodical	\$0.10
Audio	\$0.25
Video	\$0.50
Kindle	\$1.00
Literacy Backpack	\$0.50
Damaged/Lost Materials	
Damaged/Lost Materials	Full replacement cost + \$1 recataloging fee
Accounts/Cards	
Resident Accounts	Free
Non-Resident Account (1 year)	\$40.00
Non-Resident Account (6 months)	\$20.00
Replacement Library Card	\$2.00
Items for Purchase	
Book - Hardback	\$1.00
Book - Paperback	\$0.50
Periodicals	Free

Audiobook	\$2.00
Video	\$1.00
Monday Special (Children's Books)	\$1/bag
Book Bag	\$2.00
Room Reservations	
Program Room	\$10/hour; max of \$25/day
Conference Room	\$10/hour; max of \$25/day
Patio	\$10/hour; max of \$25/day
Study Room	Free
Copies/Fax (per page)	
B&W	\$0.10
Color	\$0.50
Fax	\$0.50
Laminating	\$0.10/inch
Butcher paper	\$0.60/foot
Cardstock paper	\$0.20/sheet

B. Books in the Children's Department are not subject to overdue fines. Children's books that are lost or damaged beyond reasonable wear are subject to lost/damaged fines as outlined in this section.

C. Overdue fines shall stop accruing when they reach a maximum of \$8 per item. A replacement fee will then be assessed.

D. Patrons shall be assessed a replacement fee for individual items lost or damaged beyond reasonable wear. The replacement fee includes the full retail price of the item plus a \$1 cataloging fee.

E. If lost items are returned in good condition before a three-month time frame from when they were originally due, the City will refund the full retail price of the item to the patron. If the patron chooses to receive the refund in the form of a check, a \$2 processing fee will be deducted from the full amount of the refund. No processing fee will be charged if the patron chooses to receive the refund as a credit to their library account or back to the credit or debit card to which the fines were originally charged. No refund will be issued for overdue fines accrued on the lost items that were returned.

F. Replacement costs of rare, valuable, or out-of-print material shall be determined on an individual basis by the Library Director.

G. Patrons with charges on their account of \$10 or more may not be allowed to check out additional materials until that amount is paid in full and all overdue items are returned.

H. Delinquent accounts may also be collected pursuant to State Law.

I. Failure to return items may also be turned over for criminal prosecution, as allowed by State law.

J. Fines or fees in excess of \$10 but less than \$50 may be waived by the Library Director or their designee. Fines in excess of \$50 may only be waived by the Library Director.

(Revised: March 23, 2016; June 12, 2017, March 21, 2022)

3.20.10.040. Library Accounts.

A. Individuals applying for a resident or non-resident library account must show proof of identification through a valid driver's license or other government-issued ID.

B. Individuals applying for a resident account must also provide one (1) of the following items as proof of Spanish Fork residency:

- a. Spanish Fork City Utility Bill. This can also be verified online by Library staff;
- b. Drivers License or Other Government-issued ID that has been issued within the last 6 months and shows a Spanish Fork address;
- c. A piece of mail including their name and a Spanish Fork address. The mail cannot be handwritten or be addressed to a PO Box;
- d. A lease or rental agreement; or
- e. Some other proof of Spanish Fork residency, acceptable at the discretion of the Library Director or their designee.

C. Individuals who are unable to provide proof of residency may apply for a non-resident account.

D. Pursuant to 3.20.10.041 (A)(d), minors may receive a Junior account under an associated resident or non-resident account. Parents or guardians shall be responsible for all materials checked out on their accounts by minors.

E. Resident accounts expire every three (3) years. Non-resident accounts expire annually. Account holders must renew their account before the expiration date to avoid interruption of library services.

(Revised: March 23, 2016, March 21, 2022)

3.20.10.041. Account Types and Status.

A. There are multiple account types, each with different account limits, as outlined in the following table and sections:

Account Type	Total Limit	Audio	Literacy Backpack	Periodical	Video
New Resident/Self-Registration	10	4	2	10	4
Resident	50	10	2	25	10
New Non-Resident	10	4	2	10	4
Non-Resident	50	10	2	25	10
Home School (Resident of Non-Resident)	80	10	2	25	10
Junior	10	4	2	10	4

B. With the exception of Junior and Non-Primary borrower accounts, accounts will only be issued to persons 18 years of age or older.

C. Other account restrictions include:

a. New Resident/Self-Registration

- i. All new-resident/self-registration accounts have account restrictions for the first two months.
- ii. If the account is in good standing after the initial two-month time period, it will then be changed to either a resident or non-resident account.
- iii. Accounts requesting changes sooner than the two-month time period may submit their request for review by the Library Director or designee for approval.

b. Resident

- i. Residents of Spanish Fork City may apply for a free library account.

- ii. A resident means a person whose principal place of residence is within a voting precinct in Spanish Fork City. Residency shall be determined in accordance with Utah Code Ann. 20A-2-105.
- c. Non-Resident
 - i. Non-residents may [apply for a library account](#) for a fee charge as established by the City Council.
 - ii. Non-residents are defined as anyone not living within the Spanish Fork City limits.
- d. Junior
 - i. Individuals applying for a junior account must be at least 10 years old. Individuals younger than 10 may receive a non-primary borrower card, as outlined in this section.
 - ii. The applicant's parent or guardian must agree to the conditions of the junior library account, and will be responsible for all materials checked out on that account, including any fines or fees.
- e. Home School
 - i. Upon request, the Library Director or designee may designate an account as a Home School account, which will allow up to 80 items to be checked out to that account.
 - ii. The increased limit will apply only to books. All other item limits for videos, audio, periodicals, literacy backpacks, and other items still apply.
 - iii. Persons requesting this account must have established themselves as Library Patrons with an account in good standing.
- f. Non-Primary Borrowers
 - i. Accounts may add non-primary borrowers to their account. These borrowers do not have their own checkout limits, cannot access Overdrive, or may not check out using a self-checkout kiosk.

D. Borrowers shall be held responsible for all materials checked out on their library accounts and for all fines accruing on those items. Damage to material beyond reasonable wear or loss of items will also be the responsibility of the account holder.

E. The Library Director may temporarily change the circulation limits for specific item types, including juvenile holiday books, as needed.

(Created: March 21, 2022)

3.20.10.050. Material Holds.

A. Patrons may reserve circulating library materials by placing a hold on the item.

- B. Patrons may have holds placed on up to 25 items at any given time.
- C. Once an item on hold is available for pickup, the patron will have 3 days to pick up the item before the hold is expired and the item is then made available to the next person in the holds queue, or to all patrons if no one else has a pending hold.
- D. Patrons may freeze, or postpone, their hold until a later date. If frozen or postponed, the item will then be made available to other individuals in the holds queue, up until the postponed date.

(Created: March 21, 2022)

3.20.10.060. Limited Access Materials.

- A. The Library may have items that are determined to have limited access to patrons. Limited access materials are generally located behind the Circulation Desk and are only available by request.
- B. Limited access materials have the following restrictions:
 - a. Videos with mature content: Videos with an MPAA rating of R or TV Parental Guideline of TV-MA may only be checked out to an individual at least 17 years old, or to an individual under 17 years old with the consent of a parent or guardian.
 - b. Historical materials, including yearbooks: These items may only be viewed while in the library and are not eligible to be checked out.

(Created: March 21, 2022)

3.30. INTERLIBRARY LOAN POLICY.

3.30.10. Inter Library Loan Policy.

3.30.10.010. Inter Library Loan Policy.

3.30.10.020. Donation - in progress

3.30.10.030. Request - in progress

3.30.10.040. Request for Reconsideration of Materials

3.30.10.010. Inter Library Loan Policy.

- A. The Library offers Inter Library loans to provide patrons access to books that are unavailable at our library. Libraries work together to share their resources in order to

meet the needs of the community. The Spanish Fork Public Library will submit these requests to the Utah State Library.

B. When a book is requested, all requests are reviewed to determine if they can be added to the library collection. When submitting a book request, patrons have the option of choosing whether or not they want the book through Inter Library loan if we are unable to purchase it. If they choose Inter Library loan, we then have the option of submitting the request to the Utah State Library online after determining that it is not a book that meets our collection development criteria. The State Library then locates a library that has that particular book available and requests to have it sent to us on loan.

C. The State Library offers this service for all the libraries in Utah and has access to a large database in order to provide materials that may otherwise be inaccessible. When we receive the book, we will notify the patron by phone. There is a charge to the patron for use of the book, which is applied towards the shipping costs. Borrowers will be responsible for the charge whether they check out the requested item or not. The charge is to be paid when the book is checked out. Patrons will not be allowed to request any additional ILL material until this is paid.

D. ILL books need to be returned to the Spanish Fork Library two days before the date they are due at the lending library, allowing time for mailing. The typical loan period for ILL books shall be three weeks; however, each lending library has their own checkout policy which must be adhered to, that will override the Spanish Fork Library checkout time if that time frame is shorter.

E. Please do not return ILL books to any other library or loan them to friends. Any lost or damaged items will be billed by the lending library and the patron is responsible for these charges.

3.30.10.020. Donation - in progress

3.30.10.030. Request - in progress

3.30.10.040. Request for Reconsideration of Materials

- A. The Library will consider patron objections to materials in the collection only when objections are submitted to the Library Director using [a form](#) provided by the Library.
- B. Reconsideration requests may only be submitted by Spanish Fork residents or non-residents who have an active account in good standing.

- C. After review of the material and discussion with appropriate legal counsel, the Director will give a written response within four (4) weeks.
 - D. Criteria for determining the outcome of a challenged material will be based on the library's Collection Development Policy, [American Library Association's Code of Ethics](#), and standing legal precedent and case law.
 - E. Appeals of the Director's decision may be made to the Library Board within four (4) weeks of the Director's decision. The Board will review the material(s) and the Director's decision and either:
 - a. refuse to consider the appeal; or
 - b. hear the appeal and render a decision within four (4) weeks.
 - F. While an item is under review, the item will remain in circulation until a determination has been made by the Director or the Board.
 - G. Appeals of the Library Director's decision shall be:
 - a. Submitted in writing by the challenger and clearly state the reason for the appeal;
 - b. Reviewed in an open and public Board meeting, with a quorum present, where legal counsel to both parties is invited to be present; and
 - c. Reviewed in a manner that grants equal time to both parties.
 - H. All determinations of the Board are final.
- (Created: Jan. 1 2022)*

3.40. COLLECTION DEVELOPMENT POLICY.

3.40.10. Collection Development Policy.

3.40.10.010. Collection Development Policy.

3.40.10.020. Donations.

3.40.10.010. Collection Development Policy.

A. It is the goal of the Library to maintain an inviting, up-to-date collection of materials for public use. The Library staff orders new material on a regular basis, providing accessibility to new and current material, bestsellers, standard classics, and a variety of non-fiction topics that meet the needs of our patrons. In purchasing material for the collection we take into consideration public demand, quality of content, and suitability of format, cost, and the value of the subject matter to our collection.

B. Requests are taken and if the requested item meets the above criteria, the Library will purchase the item if it is within our budget to do so. If the requested item is

obsolete, dated, or unique in need with probable limited public interest, or does not fit in with our over-all collection, we offer Interlibrary loans to provide what we are unable to purchase.

C. The American Library Association recommends that annual withdrawals from the basic collection shall average approximately 5% of the total collection. Books and other material are withdrawn from the Library collection for the following reasons:

- 1 Condition.
- 2 Outdated or inaccurate information.
- 3 Unnecessary second or third copies.
- 4 Low circulation.
- 5 Space availability.

D. Withdrawn items are offered to the public on our sale table. Items that are damaged or worn beyond reasonable use shall be discarded. Withdrawn materials are not automatically replaced. Replacement is considered by public demand, availability of current or better titles, and suitability according to this selection policy.

3.40.10.020. Donations.

Donations of books and other material from individuals or groups to the Library are welcome. They must meet the above criteria to be added to the collection, meeting the same standards that govern material selection; otherwise they are put with the sale items. The Library does not appraise gifts for tax purposes but will give a receipt upon request stating that the item or items were given.

3.50. INTERNET AND ONLINE ACCESS POLICY.

3.50.10. Internet Policy.

3.50.10.010. General Introductory Statements.

3.50.10.020. Legal Requirements.

3.50.10.030. Implementation Requirements.

3.50.10.010. General Introductory Statements.

A. Public access to the Internet and online services is an integral part of the Library's programs and services. The intent of this policy is to meet the provisions of Sections 9-7-213, 9-7-215, and 9-7-216 UCA, and Administrative Rule R458-2, as well as

provide guidelines for patrons and staff regarding Internet and wireless accessibility and online access.

B. This Policy document will be reviewed by the Spanish Fork Library Board at least every three years, and a copy of the new policy will be sent to the Utah State Library Division as required by Administrative Rule R458-2.

(revised June 12, 2019)

3.50.10.020. Legal Requirements.

A. The Library's Internet Access Policy complies with Section 9-7-215 Internet and online access policy required, and Section 9-7-216 Process and content standards for policy UCA, as well as reporting procedures established by Utah Administrative Rule R458-2.

B. The Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure, hereafter called "filtering software," on any publicly accessible computer with Internet access that protects against access to visual depictions that are child pornography, materials harmful to minors, or obscene. The Library has in place a filter for wireless online access. The filtering software will be enforced to provide Internet safety during any use of a computer by a minor.

C. Library policy restricts access to Internet sites that contain visual depictions that are child pornography, harmful to minors or obscene, and may also limit Internet access or otherwise protect against materials other than the materials specified in Utah statute. Filtering software will provide Internet safety for all library computers connected to the Internet. However, an authorized library representative may disable a technology protection measure at the request of an adult patron to enable Internet access for research or other lawful purposes.

D. This policy disapproves the use of public access Internet computers for online gambling and any illegal purposes in an effort to protect patrons and the library against materials other than the materials specified in Utah law.

E. While we strive to prevent objectionable material from being accessible on the Internet through the use of filtering software, there is no system that is guaranteed completely safe; therefore, parents of minors need to accept responsibility for their children using the Internet and for the content of the sites that they access.

3.50.10.030. Implementation Requirements.

A. A notice of the availability of this Policy will be posted in a conspicuous place within the library for all patrons to observe.

B. The Library will not be responsible for damage to any user's personal computer or property, or for the loss of data, damage, or liability that may occur from patron use of the Library's Internet connection or malfunctioning Library software or hardware, including information downloaded at the Library and used on a patron's personal home computer; including but not limited to computer viruses. Internet users should be aware that some sites do not provide a secure medium for transmitting personal information.

C. Internet users must respect copyright laws and licensing agreements. Materials obtained from the Internet may be subject to copyright law, which prohibits the unauthorized reproduction or distribution of copyrighted materials. Any responsibility for consequences arising from copyright infringement or any other illegal use lies with the user. Illegal acts involving Library computing resources will subject the user to prosecution by local, state, or federal authorities, and will result in a loss of computer and/or Library privileges.

D. Procedures and guidelines are hereby established to handle complaints about this policy, enforcement of this policy by library staff, and what a patron should do if they observe inappropriate behavior by another library patron. A notice of the availability of these procedures for public review will be posted, as well as the policies made readily available to all staff members. These procedures and guidelines will be adhered to by library staff to enforce the requirements of Sections 9-7-215 and 9-7-216 UCA. Internet and Online Access Policy for the Spanish Fork Library allows individuals to have access to Internet use for 60-minute time increments. During this time, the Policy must be complied with. Violations of the policy will result in loss of Internet privileges. A library card or a guest pass is necessary to use the Internet computers. Library accounts must be in good standing with no fines over \$10. Guest passes are available for non-card holders.

E. The Spanish Fork Library Staff reserves the right to monitor Internet usage if there is a complaint or a violation of policy; at this time, the Internet user will be given a warning. If continued violation persists, Internet usage will be terminated. Repeated offenders will not be allowed to access the Internet for a specified amount of time. If a Library patron observes inappropriate Internet usage by another patron, they should report it directly to a staff member in order for the staff to take immediate and effective action.

(Revised: June 25, 2013, June 28, 2016, June 12, 2019)

3.60. MISCELLANEOUS.**3.60.10. Miscellaneous.****3.60.10.010. Bulletin Board.****3.60.10.020. Meeting Room.****3.60.10.010. Bulletin Board.**

A. All postings on the bulletin board must meet with the approval of the librarians. Space limitations will be a consideration. Larger notices will be posted if space is available. Library notices and display information are given priority. The library does not distribute commercial periodicals, want ads, items or services for sale by individuals, personal messages or opinions, or distribute commercial periodicals.

B. Notices will be posted and material displayed if they announce or promote civic, educational, or cultural events or services provided by governmental or other non-commercial agencies.

C. Dated notices and materials will be removed promptly and disposed of once the date of the event has passed. Undated notices and materials will be removed after being posted or displayed for 30 days as space is needed.

D. All items displayed in the library will fall within the bounds of visual appropriateness, based on prevalent community standards and practices, for an institution serving both adults and minors.

(Revised: January 29, 2008)

3.20.020. Meeting Room.

A. The Library has meeting rooms available for public use which may be used during library hours. Arrangements must be made in advance of room use to ensure availability. A rental room agreement, provided by the library, must be completed prior to use of a room. Non-refundable fees for room use will be charged as established by the City Council.

B. Groups using the meeting rooms are required to vacate the rooms promptly if another group is scheduled for use of the room following the specified time frame; also at a reasonable amount of time prior to closing.

Meeting rooms shall not be used by groups or individuals for illegal purposes or for purposes that would interfere with the operation of the library. Groups or individuals wishing to show copyrighted films or use of similar materials must first secure and present to the library written permission to do so from the holder of the copyright, or must submit evidence that public performance rights for the materials have otherwise been granted.

C. The library does not provide storage for the property of groups or individuals using meeting rooms. The library will not be responsible for any loss or damage to property, including equipment, personal belongings, decoration, or other items owned by the groups or individuals using meeting rooms. Rulings of the City Fire Code as to room capacity, aisle space and other matters will be observed.

D. Neither the name nor the address of the library may be used as the official mailing address or headquarters of any individual or group using meeting rooms.

E. The individual who applies for the use of a meeting room will be responsible for discipline of those in attendance and for care of the room, furnishings, and equipment. The library will hold the applicant financially liable for any damage to library property which occurs during the meeting or program. The applicant is also responsible to leave the meeting area in a clean, orderly condition. Failure to comply may result in denial of future use of meeting rooms for the applicant and group using meeting rooms.

F. Study rooms may also be used at no cost. These may be reserved as scheduling allows or used if available. It is recommended to check with the library for prior reservations before using a study room.

G. The library's back patio may also be reserved for community or group events. Reserving the patio in advance will allow use of the electrical outlets and prevent other groups from claiming the space prior to your arrival. Reservation of the patio will be charged the same as above for meeting rooms.

(Revised: October 27, 2009)