**POLICIES**

**AND**

**PROCEDURES**

**FOR**

**LA PLATA**

**PUBLIC**

**LIBRARY**

**Mission Statement**

The mission of the La Plata Public Library is to promote literacy and provide access to services and informational resources to all library patrons.

Adopted by Board of Trustees: January 28, 2009

# Board of Trustees

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# Library Director & Staff

**Library Director**

Judy Ross

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Karen Bugh

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Sheryl Ferguson

Anna McNay

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**Appropriate Use of the Library**

In order to maintain the Library as a welcoming environment for all, we have set the following standards for appropriate use of Library facilities. Failure to meet these standards may result in suspension from all Library services and facilities, notification of police, or other action.

The following are the Library’s requirements for customers:

1. Respect the rights of others to use the Library without disturbance. Refrain from engaging in disorderly or disruptive behavior, including, for example, making loud noises, carrying strong smells into the Library, using profane or threatening language, harassment or assault of Library staff or customers, or damaging Library property.
2. Comply with all applicable federal, state, and local laws on Library premises.
3. Comply with all Library policies and directives given by Library staff.
4. Weapons are prohibited on Library property except as permitted under Missouri law.
5. Entering Library property while under the influence of alcohol or drugs is not permitted. Open containers and/or the consumption of alcohol is prohibited, except as authorized by the Library’s Chief Executive Officer for specific events. The use of drugs on Library property is also prohibited.
6. Customers may not bring any animal, other than a service animal, into Library facilities, unless authorized by Library staff as part of an authorized Library program. Individuals with disabilities are permitted to bring service animals into Library facilities in accordance with applicable law.
7. Tobacco use and smoking in all forms, including electronic cigarettes, is not permitted anywhere on Library property.
8. Customers are welcome to have a covered drink or a snack in designated areas of Library facilities so long as customers clean up after themselves. No drinks or snacks are permitted outside those designated areas, including at the computers.
9. Respect the Library’s property by using it with care and for its intended purpose.
10. Use only your own Library card and identification.
11. Refrain from leaving personal possessions unattended in the Library. The Library is unable to guarantee and is not responsible for the security or safekeeping of any such items. Personal items that create odors, block passageways, are larger than a carry-on airline bag, or otherwise interfere with others’ enjoyment of the Library are not permitted. Library staff may ask to examine personal possessions if there is reason to believe that the contents pose a danger to the health or safety of Library customers, staff, or facilities.
12. Customers must wear proper clothing when visiting the Library, including shirts and shoes.
13. Remain in the Library’s public areas and visit only during business hours, except for authorized Library activities or programs. Refrain from blocking doorways and stairways or otherwise preventing people from passing through.
14. Some areas of our Library is reserved for children or teens. Adults cannot use these areas unless accompanying or supervising their children or teens or browsing the collection.
15. The Library has additional expectations for the safety and supervision of children. These can be found in our [Child Safety Policy.](https://www.slpl.org/service-policies/child-safety/)
16. Respect the privacy of others when you’re at the Library, and refrain from looking at sexual content or other prohibited materials online while you’re here. See the Library’s [Technology Acceptable Use Policy.](https://www.slpl.org/service-policies/technology/)
17. If you’d like to photograph your visit, please make sure you ask permission from anyone recognizable in the photo. See our [Photography, Filming, and Videography Policy](https://www.slpl.org/policies/filming-and-photography-policy/) for more details.
18. You can petition, survey, or electioneer only under certain circumstances; please review our [Petitioning, Surveying and Electioneering Policy](https://www.slpl.org/policies/petitioning-and-electioneering/). You may not distribute fliers, samples, or other materials in the Library.
19. The Library has several other policies that apply to appropriate use; please visit [the](https://www.slpl.org/service-policies/) Library’s website to review them.

Failure to observe this policy may result in the suspension of Library privileges, up to and including a permanent suspension from all Library services. During a suspension, you may not enter any Library property or use any Library service, including borrowing materials, using curbside services, accessing resources online or by phone, or attending Library-sponsored events or outings. Failure to comply with a Library staff member’s request to leave the premises may result in a referral to law enforcement. Once notification of the suspension of Library privileges has been communicated to you, further attempts to access Library services may result in an extension of the suspension.

The suspension of privileges can be appealed to the La Plata Public Library Board by mail to 103 E. Moore St, La Plata, MO, 63549, after receiving notice of the suspension. You may not use Library services during the appeal period.

*Approved by the Board of Trustees: ­July 18, 2023*

**Child Safety Policy**

La Plata Public Library encourages children to visit and is dedicated to providing a safe and welcoming environment for them. As long as children act in accordance with the Appropriate Use of the Library policy, they may use the Library’s resources at any time it is open, consistent with other guidelines regarding Library resources. Library staff members are not responsible for the care of unsupervised children. Parents, guardians, and caregivers are responsible for the behavior of children in the Library; teachers are responsible for the conduct of their students while they are in the Library for a class visit or tour. When the Library offers camps, Library staff and partners are responsible for registered campers unless otherwise indicated.

The Library welcomes the enthusiasm children bring to the Library environment and recognizes that children occasionally need to be reminded of expectations for appropriate noise levels and behavior. Children who are unable to meet these expectations after reminders may be asked to leave the Library. Children who are not able to safely and appropriately use the Library by themselves must be actively supervised by a parent, guardian or caregiver. Active supervision involves being in the immediate vicinity of and in visual contact with the child and responding to behavioral or other needs expressed by the child.

The Library requires all visitors, including children, to comply with all Library policies. Please also note the following:

* Parents, guardians and caregivers are responsible for noting scheduled Library closing times and should be aware that a Library facility may have to close unexpectedly due to emergencies or safety issues.
* Library staff may call the police non-emergency number or the Crisis Response Unit if a child is left unattended when a Library facility closes or otherwise appears to be unwilling or unable to care for themselves, and staff are unable to contact a parent, guardian or caregiver.
* The Library does not encourage or condone truancy, but it is not the responsibility of Library staff to enforce truancy ordinances. However, some of our public safety officers are obligated to do so.
* Anyone, including Library employees, with reasonable cause to suspect that a child has been subjected to abuse or neglect, may report the abuse. Some of our public safety officers are mandated reporters of child abuse or neglect.

*Adopted by the Board of Trustees: July 18, 2023*

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# Circulation Policy

**ELIGIBILITY**

**Adult and Minor Privilege Cards**To obtain borrowing privileges, applicants must fill out an application for the Library Card and pay the $5.00 onetime membership fee per family. Library cards do not have an expiration date. They are for applicants who:

* Work in the City of La Plata
* Have a La Plata address
* Live in surrounding community of City of La Plata
* Attend school in the City of La Plata

**Minors**Individuals under the age of 18 (minors) need permission from a legal guardian to obtain a Minor Library card. The legal guardian assumes responsibility for items, fees, and use of the minor’s Library card. Exceptions are made for people who are at least 16 years of age and:

* Are emancipated or no longer live in the home of a parent or legal guardian, and have documentation proving this, or
* Are signing as the parent/guardian for their child’s Library card, or
* Are legally married and have documentation proving this.

A parent/legal guardian must fill out the Minor Library card application and sign for approval.

**BORROWING**Most cardholders may borrow up to 2 items per person. Loan periods, checkout limits, and number of renewals vary according to item type, but are generally 14 days. Materials may generally be renewed if no other customer has placed a hold on the item and if the item has not reached the maximum number of renewals.

**CHARGES**

**Overdue materials**The Library does not charge overdue fines. Materials checked out will be automatically renewed until (1) they reach the maximum number of renewals (4 times); (2) they are on hold for someone else.

**Lost and damaged items**Fees for lost or damaged items include the cost of replacing the item. Fees may be forgiven if the loss or damage of Library materials was caused by fire, flood, or theft; a copy of a police, fire, or insurance report that supports the loss is required.

*Adopted by the Board of Trustees: July 18, 2023*

**Collection Development Policy**

**RESPONSIBILITY**

Ultimate responsibility for materials selection rests with the Library’s Director. The Library’s Board of Trustees and Director are responsible for final operational decisions for electronic products, including hardware choices, network concerns, and technical evaluation of products.

Selection of materials by the Library does not constitute endorsement of the material’s content or the views expressed. The Library serves customers with divergent views and interests, and the Library’s collections inevitably contain information that some would find offensive or wrong.

**SELECTION CRITERIA**

The City of La Plata is a dynamic and proud community with a rich history, and the Library strives to provide materials that reflect this heritage.

The Library does not attempt to build comprehensive collections in every field of knowledge. All selectors must consider availability of space and budgetary restrictions when choosing resources for the Library. In addition, the Director must consider the following criteria. These criteria apply to all materials, regardless of format or intended age level.

* Accessibility of format
* Accuracy and creative, literary, and technical quality
* Authority and reputations of authors, composers, Trustees, and/or publishers
* Availability of material elsewhere (area libraries, online, etc.)
* Historical value
* Initial and ongoing costs
* Local or regional interest and significance
* Need for collection breadth, depth, variety, and diversity of viewpoint
* Public demand, both current and anticipated
* Physical qualities that may affect suitability for Library circulation or housing
* Recognition as award-winning or classic work
* Relation of work to existing collections
* Significant literary, artistic, political, or scientific value
* Support of Library programs or initiatives
* Timeliness
* Uniqueness of information

No materials that meet the Library’s selection criteria will be excluded because of the race, religion, nationality, origin, background, sexual orientation, or political views of those contributing to its creation or the material’s frankness of language, controversial content, or endorsement of an individual or group.

**SOURCES**

Sources used for selection include but are not limited to:

* Published reviews from authoritative review publications
* Publisher or vendor catalogs
* Professional or trade bibliographies
* Requests from schools or other partners
* Requests from individual customers

Materials selected from any source, including donations and customer requests, are subject to the same selection criteria.

**The Collection:**

**Adult Collection**: This collection is recommended for mature readers, ages 18+. Adult fiction is selected for its appeal to members of the community and its quality as literature. The Library attempts to provide a wide selection of standard fiction titles as defined in recognized bibliographies, as well as the best current titles. Nonfiction items are selected in an attempt to educate and inform readers, some of these titles are also appropriate for younger readers, in particular, young adults doing research for a school project. Items of lasting interest are preferred, but it is recognized that titles of current interest are also appropriate purchases.

**Youth Collection**: Youth materials are selected to include the best available titles of fiction and non-fiction for ages birth through young adults. Titles are chosen that may enhance the intellectual, cultural, social, and ethical development and growth of individuals. Such a collection should provide a background for the development of critical reading and thinking, in addition to recreational reading.

There may be some variation in the age appropriateness of each collection. Patrons are not limited by these age recommendations. All patrons are welcome to check out any materials in our collection. The responsibility for materials used by a minor rest completely with parents or legal guardians. Separate collections are available for children and young adults, but it is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection they should use or what item in the collection is suitable for an individual.

**Electronic Database Collection**: This collection is a diverse selection of reference and circulating materials that are accessed electronically and is developed with the same criteria as print materials. In some cases, because of inclusion in consortia agreements for electronic resources, local control of selection is not an option.

**Media Collection:** The goal of this collection is to provide instructional, educational, and recreational audio-visual material that will enhance the existing fiction and non-fiction collections.

**Periodical Collection:** This collection consists of magazines and newspapers providing a broad range of general interest subject areas.

**Reference Collection:** The historical and genealogy collection is intended to preserve materials of importance to our Library community and surrounding areas; including Macon County, north-Missouri, and when useful, the entire state of Missouri. The materials themselves and/or the subject areas they represent have permanent value to the community and are made available to the general public for research on local, genealogical, and historical issues.

**NOT COLLECTED**

The Library generally does not acquire:

* Materials intended for use or interpretation by medical, legal, engineering, or other professionally trained persons
* Materials in outdated formats
* Fragile items. Exceptions may be made for non-circulating special collections
* Puzzle books, workbooks, and other consumable materials
* Self-published materials
* Textbooks

**GIFTS**

Materials donated to the Library become the property of the Library and are accepted with the understanding that they are subject to the same selection criteria applied to Library-purchased materials and may be sold or discarded. Determination of use, display, housing, processing, access, and disposition of all donated materials rests with the Library. Acknowledgment of gifts for tax records is provided upon request; however, the Library does not provide monetary appraisals of gifts for tax or other purposes. The Library may refuse a donation for any reason.

The Library also accepts funds to purchase materials. Funds donated for the Library’s collection development will be spent at the Library’s discretion, based on Library-designated needs.

**DESELECTION**

Deselection of materials is an ongoing process for the Library to maintain the currency, appeal, and usefulness of its collections. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. As materials become outdated, damaged, or ineffective, they are withdrawn. If an item is considered important to the collection but is in poor physical condition and cannot be preserved, it is replaced if possible. Withdrawn materials become surplus property of the Library and may be sold, donated, or discarded at the Library’s discretion. While ultimate responsibility for decisions relating to deselection of materials rests with the Director of the Library, and the Board of Trustees is responsible for evaluating and withdrawing materials.

The following factors are considered in identifying materials for withdrawal:

* Appropriateness of the material in relation to the long-term development of the collection
* Availability elsewhere in the community
* Duplication of the same item
* Historical value
* Customer demand and usage
* Physical condition
* Timeliness and accuracy of information

**ACCESS**

Selection of materials for adults will not be restricted by the possibility that those materials may come into the possession of children. The ultimate responsibility for use of materials by children rests with their parents or legal guardians.

**REQUESTS FOR RECONSIDERATION**

If a person in the City of La Plata (the Library’s tax district) wishes to lodge a complaint about a particular book or other Library material that person may complete a Request for Reconsideration of Library Materials form. The form can be requested at the Library. The form should be completed in its entirety and returned to a Library staff member, who will refer it to the Board of Trustees for review; it can also be mailed to the Library Director, La Plata Public Library, 103 E. Moore, La Plata, MO 63549. During the review period, the material in question will remain available to the public. The Library will respond by letter or email to the request.

*Approved by Board of Trustees: July 18, 2023*

**Petitioning, Surveying, and Electioneering Policy**

La Plata Public Library allows the circulation of petitions and conducting of surveys outside its facilities as long as these activities do not interfere with the conduct of business or impede the free access of the public to Library buildings and resources.

Specifically, individuals or organizations gathering petition signatures or conducting surveys may stand on Library property, as long as they maintain a distance of 25 feet from entrances and/or exits and do not block pedestrian traffic or interfere with customers seeking to use the Library, or otherwise disrupt Library patrons or activities.

Neither petitioners nor survey takers are guaranteed the use of an area protected from sun, heat, or inclement weather and may not set up tables, chairs, or other furniture. Signs promoting petitions or surveys may not be placed on doors or buildings and petitioners and survey takers must in no way affiliate themselves with the Library, either through written publicity, signage, or verbal statements.

The Library reserves the right to determine the location for signs posted on its properties. Petitioners and survey takers are required to register with the librarian director on duty at each location prior to gathering signatures or conducting surveys. There may not be more than 3 petitioners or survey-takers at any one entrance and/or exit at any time.

Petitioners and survey takers may not obstruct a customer, intimidate a customer into signing a petition or participating in a survey, or harass a customer after he or she informs the person gathering signatures or conducting the survey that he or she is not interested.  Petitioners and survey takers refusing to comply with this policy will be asked to leave Library property.

Petitioning and conducting surveys inside Library buildings is prohibited.

Electioneering, including the distribution of election literature and the posting of signs, is permitted only on election days; however, any such activity is prohibited within 25 feet of polling places per state law.

*Adopted by the Board of Trustee: July 18, 2023*

**Photography, Filming, and Videography Policy**

It is the policy of the Board of Trustees of the La Plata Public Library to permit filming and photography under the conditions described herein only to the extent that it does not Interfere with the operations, programs and activities of the Library.

**The Board of Trustees hereby authorizes filming and photography in the La Plata Public Library as follows:**

1. Classes or events sponsored by the La Plata Public Library may be photographed, or video recorded by library staff. Attendance at a La Plata Public Library sponsored class or event constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the La Plata Public Library.

2. Casual amateur photography, filming, and videotaping is permitted in the lobby, study and program areas of the library for patrons and visitors wanting a remembrance of their visit, provided that the photography does not interfere in any way with library operations or capture any identifiable likenesses of individuals without their permission. Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed. Except as otherwise permitted in paragraph 3 by the library itself, in no circumstances may anyone take a photo or film a library patron without the consent of the patron, or parent/guardian, if a minor.

3. No commercial or media photography or filming may occur in the La Plata Public Library without the prior permission and approval of the library director. For commercial/media requests, please call 660-332-4945 or email [laplatamolibrary@gmail.com](mailto:laplatamolibrary@gmail.com). The Library may utilize photos and videos from public programs and events within the La Plata Public Library, on our website or Facebook page, and in library publications. Photos, images, and videos submitted to the library by users for online galleries or contests may also be used by the library for promotional purposes. To ensure the privacy of all individuals, Including children, images will not be identified using full names or personal identifying Information.

Any consent granted pursuant to this policy to permit photography or filming may be revoked at any time upon failure to comply with terms of the policy or other rules and

*Adopted by the Board of Trustees: April 12, 2023*

**Public Posting Policy**

Depending on available space, La Plata Public Library may offer bulletin boards, tables or racks that offer community information. Postings may be of an educational, cultural or charitable nature. Campaign materials, commercial materials or materials resulting in personal gain are not permitted.

The Library will give preference to materials that originate from La Plata organizations, announce events, activities, and services in a timely fashion and are of a suitable size and, in the case of handouts, of suitable quantity.

The Director must approve each item for posting or free distribution. Materials posted or left for free distribution without approval from the Library will be discarded.

Bulletin boards, tables, and racks will be cleared on a regular basis.

The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.

Posting of campaign or political signs on buildings or grounds rented or owned by the La Plata Public Library (including easements) shall be allowed twenty-four hours before the election and limited to those properties which are polling places. All such signage must be in accordance with Federal, State and local election law and be removed within twenty-four hours following the election.

*Adopted by the Board of Trustees: July 18, 2023*

# Social Media Guidelines Policy

* The La Plata Public Library regards online social media in the same way as its other information resources in accordance with its mission of providing learning resources and information services that support and improve individual, family, and community life.
* While the La Plata Public Library encourages an open forum, posts and comments on Library's’social media are moderated by Library staff. The Library reserves the right, within its sole discretion, to not post or to remove submissions/comments that are unlawful or violate this policy. This policy is not intended to restrict communications or actions protected or required by state or federal law.

**GENERAL PRINCIPLES**

**•** Posting offensive, obscene, threatening, or abusive content on Library social media is strictly prohibited. The Library will remove comments that contain abusive, vulgar, offensive, threatening or harassing language, personal attacks of any kind, or offensive terms that target specific individuals or groups.

**•** Hate speech will not be tolerated. Posts containing racism, homophobia, sexism, or any other form of hate speech will be removed from the Library's’social media.

**•**  Comments and posts should be related to the issue or topic discussed.

**•** Comments should be carefully considered before you post. Anyone making posts is legally liable for everything that is posted on the Library’s social media site. Remember that the internet never forgets. Everything posted may be visible to the world even after an attempt is made to delete it.

**•** The content of the Library’s social media is subject to public records laws, including the Missouri Sunshine laws. Relevant record retention schedules apply to social media content. Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.

**•** Spam and commercial content will be removed. The Library will remove posts or comments used for political and commercial purposes or for soliciting funds. Gratuitous links to sites are viewed as spam and will result in the comment being removed.

**•** The Library is not responsible for any patron-generated comments/content that appear on the Library's’social media accounts. A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement of or agreement by the Library.

**•** Users may report questions or concerns. Moderators will review those questions or concerns as soon as possible. In some instances, we will not have the resources to review user comments and posts, but we do reserve the right to edit or delete user comments and posts in a manner consistent with our mission and policies.

**•** The Library will not remove all posts that have been reported and the Library cannot respond individually to every report.

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Adopted by the Board of Trustees, July 18, 2023

**Library Technology Acceptable Use Policy**

As part of fulfilling its mission to provide learning resources and information services that support and improve individual, family and community life, La Plata Public Library provides internet access and many other technology resources.

The Library expects patrons to comply with the terms of this Acceptable Use Policy (AUP), the policies of the Library’s internet service provider, and all applicable federal, state and local laws, including but not limited to criminal, copyright, privacy, defamation, and obscenity laws.

Failure to abide by this AUP may result in loss of access to certain resources and/or Library privileges. The Library will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using Library technology in violation of any law.

**ACCEPTABLE USE**Use of the Library's’resources and services shall be guided by the following principles:

* Respect for the privacy of others.
* Legal protection is provided by copyright and license to programs, data, and intellectual property.
* Security and function of systems, network devices, and Library services used by other patrons.
* Compliance with Library policies.

**UNACCEPTABLE USE**It is not acceptable to use the Library’s resources and services for:

* Any purposes which violate U.S., state, or local laws, including those regarding obscenity, pornography, and the delivery of any such material to minors.
* Transmitting threatening, defamatory, obscene, or harassing materials.
* Intentional or unintentional disruption of other Library users, services or equipment, to cause harm to other computer systems, or impede network traffic by utilizing excessive bandwidth.
* Distribution of unsolicited advertising.
* Making unauthorized entry into any systems accessible via Library computers or on its network.
* Representing oneself as another person.
* Developing and/or propagating programs that harass other users or cause harm to other computer systems.
* Copying, file sharing, downloading or distributing commercial software or other copyright-protected works or material in any format (e.g., music, movies, or other audio or digital material) in violation of state, federal or international copyright laws.

**GUIDELINES FOR ACCESSING THE INTERNET**

1. You will need a Library card in your name to access the Internet. **Children age 13 and under must have a parent or guardian present** to access the Internet. **Children ages 14 through 17 must have a parent or guardian’s consent** to access the Internet. **That parent or guardian must come into the Library to sign this consent form.**
2. Use of an Internet Access Computer is on a first-come, first-serve basis. Those persons will be guaranteed one-half (1/2) hour of use, but after that will have to make the computer available, if someone else is waiting. If doing research or word processing, speak to the Librarian for longer limits.
3. You may not use your own software programs on the Library computers.
4. Downloading to the hard drive is prohibited. The La Plata Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its Internet services. It is the responsibility of the computer patron to check all files and software retrieved via the Internet for viruses before loading them onto his or her personal computer system.
5. Each black and white page printed will cost the Library patron twenty-five (25) cents.
6. The Library reserves the right to limit the number of persons using a terminal at the same time.
7. **Misuse of the computer** or Internet access will result in the loss of your computer privileges. This includes, but is not limited to: sending, receiving, and displaying text or graphics that may be reasonably construed as obscene or offensive.
8. The La Plata Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and library patrons use it at their own risk. (Not all sources on the Internet provide an accurate, complete, and current set of information.) There is sexually explicit material and other information resources which you may personally find controversial or inappropriate. Please try to be tolerant and avoid sites that may make you uncomfortable.
9. **A SPECIAL NOTE TO PARENTS: All Internet resources accessible through the Library are provided equally to all Library users. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children, therefore parents are advised to supervise their children’s Internet sessions**

**The** Library staff reserves the right to check all workstations for suspicious/inappropriate activity.

Parents of minor children assume responsibility for their children's’use of the internet when using Library resources or services.

**PRIVACY**Users should be aware that the internet is not a secure medium and that third parties may be able to obtain information regarding users' ’ctivities. However, La Plata Public Library will not release information on the use of specific Internet resources by members of the public except as required by law or as necessary for the proper operation of the Library.

Users should understand and acknowledge that Hotspots are unsecured, wireless networks and that any information being sent or received over the network could potentially be intercepted by another wireless user. Users are cautioned against transmitting their credit card information, passwords, and any other sensitive, personal information while using the wireless network.

**DISCLAIMER**La Plata Public Library does not assume responsibility for any damages, direct or indirect, arising from the use of the Library's’technology resources, services, or internet or wireless connections, including the use of Hotspots.

Users of technology resources, services, and internet connection should be aware of the possibility of contamination by computer viruses and Trojans. Malware and viruses may also spread to other computers including the user's’own personal or business computers via email, or other means. Users are therefore warned it is not possible to provide a 100% virus-free environment and the user accepts such risks while using the Library's’computing resources.

Users agree to **INDEMNIFY AND HOLD HARMLESS** the Library and its board members, its employees, and agents and representatives from any loss of data, claim, demand, liability, cause of action, suit, judgment, damages, or expense (including attorney's’fees), arising out of any use or misuse of the Library’s technology resources, services, electronic devices, internet, or wireless connection.

*Adopted by the Board of Trustees July 18, 2023*

**Review Request Form**  
Requester’s Full Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requester’s Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_

Requester’s Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Material: Book Magazine DVD Audio Program/Event Display Title and Author of Material/Event/Display you are requesting a review of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe your objection (please be specific, cite pages, scenes, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you read/reviewed/listened to the entire item or program/event? \_\_\_\_\_\_\_\_

Why or why not? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What action would you suggest be taken regarding the item or program/event/display? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For what age group would you recommend this work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In place of this item, please recommend a replacement material you would consider to be of equal or superior quality for the purpose intended. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you read the La Plata Public Library Collection Development Policy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which part of the policy do you feel this work is in violates? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Approved by Board of Trustees: July 18, 2023*

**LA PLATA PUBLIC LIBRARY  
INFORMED CONSENT OF USE OF THE LIBRARY FOR MINOR CHILD**

 I (Printed Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am the PARENT \_\_\_\_ or LEGAL GUARDIAN \_\_\_\_ of the minor child(ren) whose name(s) is(are) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Child)  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Child)  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Child)  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Child)

**I give my child(ren) permission to checkout materials from the La Plata Public Library.**

I am aware that a household’s Library card provides unrestricted access to all content at La Plata Public Library, which includes physical materials (books, magazines, audiobooks on CD, movies on DVD, and music on CD).

I am aware that the Library provides access to the Internet through the Library’s public access computers and Wi-Fi network. While the Library’s Internet access is filtered, I am aware that filtering software cannot block all content that I may find inappropriate for my child(ren).

I understand that Library staff and administration do not have supervisory duty over my child(ren). I understand that Library staff and administration cannot monitor or control which sections (juvenile, young adult, or adult) of the Library my child(ren) accesses. I understand that it is solely my responsibility to monitor my child(ren)’s behavior and consumption of content, in any and all forms.

**I give consent for my child(ren) to access, check out, view, and otherwise utilize all Library resources excluding the internet. A parent/guardian must accompany a minor under the age of 14 to have access to the internet.** I have been informed in reviewing this consent form that I have access, as a patron of the Library, to the Library’s Collection Development Policy under 15 CSR 30-200.015 of Missouri State Regulations and that it is my responsibility to review the Policy, if so desired by requesting a physical copy at the Library’s service desk.

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
ADDRESS OF PARENT/GUARDIAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
                                             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER OF PARENT/GUARDIAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Approved by Board of Trustees: July 18, 2023*