



**COLUMBIA  
HEIGHTS  
PUBLIC LIBRARY**  
**POLICY MANUAL**

**LIBRARY BOARD OF TRUSTEES**

REVISED: MAY 2023

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## Contents

BEHAVIOR POLICY.....	1
BULLETIN BOARD USAGE.....	2
COLLECTION DEVELOPMENT.....	3
DATA PRIVACY OF LIBRARY RECORDS .....	6
DISTRIBUTION OF BROCHURES, FREE NEWSPAPERS, NEWSLETTERS AND OTHER HANDOUTS .....	7
DONATIONS OF USED COLLECTION MATERIALS .....	7
INTERNET USAGE.....	8
MEETING ROOM USAGE.....	10
MONEY/CASH DRAWERS.....	13
ORGANIZATION BORROWING POLICY.....	13
PHOTO AND VIDEO POLICY .....	14
PUBLIC ART IN THE COLUMBIA HEIGHTS LIBRARY .....	15
PUBLIC SERVICE POLICY.....	16
REPLACEMENT OF LOST AND/OR DAMAGED LIBRARY MATERIALS BY A PATRON .....	17
TELEPHONE LOOK-UP POLICY.....	18
UNATTENDED CHILDREN POLICY.....	18
USE OF PERSONAL ELECTRICAL & COMMUNICATIONS EQUIPMENT IN LIBRARY.....	19
APPENDIX I: LIBRARY BILL OF RIGHTS.....	19
APPENDIX II: FREEDOM TO READ STATEMENT .....	20
APPENDIX III: FREEDOM TO VIEW STATEMENT .....	23
APPENDIX IV: MEETING ROOM USE RESPONSIBILITY FORM .....	25
APPENDIX V: REQUEST FOR RECONSIDERATION FORM.....	26

## BEHAVIOR POLICY

**PURPOSE:** To define and describe acceptable behavior in the library.

**GUIDELINES:** The library has the right to maintain its facility in a clean, pleasant and safe manner. Every individual has the right to use the library undisturbed and every library employee has the right to work without undue interference. All library users and employees should be free of any threat of harm, invasion of property, or gross indignity. To guarantee these rights for all persons, the following rules of conduct apply to behavior on the premises of all library property. Since it is impractical to address every behavioral situation that may occur in the library, Staff has the responsibility to make decisions that are in the best interest of the library.

A person may enter the library during business hours for the purpose of transacting library business. Library users are expected to conduct themselves appropriately and with respect for others when using library facilities and resources.

Young children or unattended individuals for whose safety the staff has a reasonable basis to be concerned, must at all times, be accompanied and supervised by an adult. Columbia Heights Public Library staff is not responsible for the care, safety, or supervision of vulnerable individuals. See the library policy on unattended children.

1. No person shall cause a nuisance within the library or its grounds. Causing a nuisance as defined in Minnesota Statute [561.01](#) as anything that is:
  - a. Harmful to the health of a person, or
  - b. Offensive to the senses of a person, or
  - c. An obstruction to the free and unrestricted use and enjoyment of the library property by other persons.
2. Examples of unacceptable behaviors that will not be permitted, include but are not limited to:
  - a. Using audio devices including cell phones that cause a disturbance for others,
  - b. Tobacco or alcohol use
  - c. Running, roller-skating, skateboarding, rollerblading or similar inappropriate activities,
  - d. Horseplay or fighting.
  - e. Willfully annoying, harassing, or threatening another person
    - i. Conveying threats or any kind of physical force or harm
    - ii. Using obscene, abusive or racially charged language
    - iii. Engaging in sexual conduct
    - iv. Stalking, staring, or invading personal space
    - v. Solicitation of funds, panhandling, gambling, selling, advertising, or petitioning for contributions or support.
    - vi. Failure to wear appropriate clothing, including shirt and shoes.
3. No person shall intentionally steal, vandalize, or damage the real and personal property of other library users, the library or library grounds.

4. Library furniture or equipment may not be moved without the permission of the library staff. Furniture and equipment may be used only for their intended purpose. All persons shall, after a reasonable length of time and/or when requested by the library staff, yield machines, conference rooms, meeting rooms, or library materials to others.
5. Persons using library Internet workstations and wireless access points must follow the Library's Internet Use Policy. If individuals adhere to the Internet Use Policy, they may connect headsets and USB flash drives to library computers. No other devices may be attached to either the library's or the city's network.
6. Food is not allowed in the library. Covered beverages are allowed in the Library. Food may be consumed outside, in the lobby or in the community meeting room.
7. All animals are prohibited from entering library facilities, with the exception of service animals as defined by the Americans with Disabilities Act and the Minnesota Human Rights Act, service animal trainees and animals featured in programs sponsored by Columbia Heights Public Library.

The Library reserves the right to search bags, briefcases, etc., upon probable cause in instances when staff has objective facts and a person of ordinary care and prudence has reason for honest and strong suspicion that a crime has been committed.

Anyone violating these rules is first warned by a library staff member at the time of the offense. If the conduct continues, the offender will be ordered to leave the premises.

Patrons who engage in threatening, abusive, or willfully malicious behavior or other serious infractions of the rules will be expelled from the building and grounds without warning. Staff members may call for law enforcement assistance as the situation merits.

#### FAILURE TO COMPLY:

1. Failure to observe these rules may lead to revocation of Library privileges, including the right to visit the building and grounds.
2. Persons ordered from the premises who do not comply may be subject to legal actions, which could include arrest and prosecution for trespassing.
3. Anyone wishing to appeal their loss of library privileges may submit an appeal in writing to the Library Director.

**Revised: 5/8/2007; 8/8/2007; 5/2/2018; 2/5/2020**

## BULLETIN BOARD USAGE

**PURPOSE:** To define the purpose of the Library's bulletin boards and what can be posted.

**GUIDELINES:** The Columbia Heights Public Library's primary reason for having bulletin boards is to provide a means of advertising library services and programs. Material posted on public bulletin boards must have a general community interest. Space is given to nonprofit organizations on a first-come, first-served basis and items not related to a specific, dated event will be regularly removed to make space for as many groups as possible. Materials larger than 8.5 x 11 inches will be posted if space is available.

All posting and placement of materials in distribution areas shall be done by Library staff. Materials left for posting or distribution without authorization from the Library will be discarded. The Library assumes

no responsibility for the preservation or protection of materials posted or distributed. Materials will be not returned.

The following have been approved for posting as space allows:

1. Columbia Heights City notices, job openings, official documents
2. Programs sponsored by the City of Columbia Heights, Anoka County, or State of Minnesota
3. Independent School district 13 notices, programs
4. Neighborhood organization programs
5. Civic organization programs (e.g. Jaycees, Lions, Churches, 4-H, Girl Scouts)

The following will not be posted or distributed at the Library:

1. College or university catalogs
2. Sales fliers
3. Lost and found notices
4. Religious tracts
5. Petitions
6. Solicitations for monetary donations
7. Political material related to candidates or issues

Adopted: 9/7/1999

Revised: 7/1/2003; 5/17/2007; 8/8/2007; 2/5/2020

## COLLECTION DEVELOPMENT

**PURPOSE:** The purpose of the following policy is to provide guidelines for librarian selectors and to inform the public as to the principles upon which decisions are made concerning the library's permanent collection. The Columbia Heights Public Library affirms the principles of the [Library Bill of Rights](#) (Appendix 1); the [Freedom to Read Statement](#) (Appendix 2); the [Freedom to View Statement](#) (Appendix 3) of the American Library Association.

**DEFINITIONS:** The words "library materials", or other synonyms that occur in this policy have the widest possible meaning to include every format of permanent record.

**SELECTION:** The library, as a major source of informational, educational, and recreational materials for the community, accepts the responsibility to provide an extensive balanced collection for its patrons. Every effort will be made to select a full range of materials representative of all points of view concerning a subject.

A material under consideration for inclusion in the collection will be judged on its merits in relation to the

following:

1. Materials will be considered regardless of the writer's race, nationality, or political and religious views.
2. Materials of sound factual authority will be considered regardless of either partisan or doctrinal disapproval.
3. No book will be excluded because certain passages may prove offensive to some patrons.
4. Materials on controversial issues that present only one side of a question and are written in a violent, sensational, and inflammatory manner will not be selected.
5. Textbooks used in the schools and colleges will not be supplied on demand, but a book will not be excluded because it is a textbook.
6. Materials under consideration will be judged in reference to reader interest and the need for the particular item in the library's collection.
7. Materials on subjects of high current interest should meet the same requirements as other materials under consideration.
8. Materials of an ephemeral nature will be considered for selection if there is either a high demand or if the item contributes to the record of local history.
9. Physical format of materials under consideration should be suitable for heavy wear received through circulation.
10. Expensive or low-demand materials will be considered on the basis of availability elsewhere in the metropolitan area.
11. Basic religious books will be selected.
12. Materials of local and regional history and events of interest will be a focus of the collection.

The library will attempt to provide the best library materials available within the limitations of its budget, and if the requested materials are not available on-site, the library will either institute inter-library loan procedures or make a referral to another institution.

The library will attempt to select children's materials which represent a wide range of interests and viewpoints, and the staff will not restrict the reading of these books by any child on the premises. The censorship, if any, of child's reading shall be and remain a parent or guardian responsibility.

The following reputable reviewing services may be consulted for book reviews.

1. [Booklist](#)
2. [Kirkus Reviews](#)
3. [Library Journal](#)
4. [School Library Journal](#)
5. [New York Times Book Review](#)
6. [Minneapolis Star Tribune book review section](#)

7. [VOYA](#)

8. Numerous individual lists of a special nature, publisher's catalogs, award winners, etc. Recommendations from patrons will be accepted, but a recommendation must meet the same standards for purchase as a professionally-selected material.

Systematic removal from the collection of materials outdated in factual content or physically in need of replacement is essential in maintaining the quality of the resources available for use.

**USE OF MATERIALS:** The library recognizes that many books are controversial and that any given item may offend some patrons. Materials will not be marked to show either approval or disapproval of the contents, and no catalogued materials will be sequestered, except for the express purpose of protecting them from theft and/or physical defacement.

The use of rare items of value may be controlled to the extent required to preserve them from harm.

Materials will be stored in their usual classified location on open shelves with related materials. Free access to materials on open shelves will be maintained.

**GIFTS:** The library welcomes gifts, and the collection has been enriched by many donations of materials. Gift materials must meet the same standards as items purchased by the library, and the library reserves the right to reject, to evaluate, or to dispose of gift materials in accordance with the criteria applied to purchased materials.

Two types of gifts are encouraged:

1. Monetary: The selection of materials to be purchased will be made the library staff.
2. Informal: Certain materials (paperbacks, periodicals, audiovisual materials, old hardcover books) are donated on an informal basis for use in the catalogued collection, for replacement of missing issues of periodicals. Materials not of general use are added to the library's book sale cart.

The library reserves the right to add those materials deemed proper into the permanent collection.

If it is so desired, the items may be identified by a bookplate.

**COMPLAINTS:** The library respects the right of persons to express their opinions, negative as well as positive, with respect to materials purchased by the library. Persons wishing to express their opinions may complete a Request for Reconsideration Form. Materials in question will be reviewed by one of the professional staff members. The materials will then be discussed by the staff member and the director, and a written response will be supplied to the complainant. If necessary, the material may also be reviewed by the Board of Trustees and the City Manager.

No material will be arbitrarily removed from the collection because of a negative complaint from a patron. No material will be reconsidered without a written Request for Reconsideration.

Approved: 8/8/2007

Revised: 10/7/2020

## DATA PRIVACY OF LIBRARY RECORDS

**PURPOSE:** To clearly state the library's policy for maintaining the privacy of library records as supported by the MN Statue Statute 13.40

**GUIDELINES:** According to the Minnesota Data Practices Act (MN Statues Chapter 13.40, subdivision 2 – Private Data for Library Borrowers), the following data is private and may not be disclosed for other than library purposes except pursuant to a court order:

1. Data that link the names of library users with specific materials or subjects either requested or borrowed, and
2. Data supplied by patrons when they apply for a card, other than the name of the borrower.

All Library employees are advised that such records shall not be made available to any agency of state, federal or local government except pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures of legislative investigatory power.

The Library will resist the issuance or enforcement of any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

The Minnesota Data Practices Act (MN Statutes chapter [13.40, subdivision 2](#) – Private Data for Library Borrowers) states the following with regards to materials requested by and held for a specific patron: the library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be release only to the patron.

Patrons making inquiries need to provide the library barcode number as proof of identification. Private information will not be given without a valid barcode number.

A parent of guardian who lives in the same household may have access to a minor's record unless the minor has asked that the information not be released. Records of all library transactions are deleted when library materials are returned on time.

Adopted: 7/1/2008

Revised: 5/14/2008, 10/7/2020



## DISTRIBUTION OF BROCHURES, FREE NEWSPAPERS, NEWSLETTERS AND OTHER HANDOUTS

**PURPOSE:** In order to provide the public with handouts to enhance community understanding and awareness, the Library may display and distribute free publications about Library services and programs and those from other government entities such as the City of Columbia Heights, Anoka County, and state and federal governments.

**GUIDELINES:** The Columbia Heights Public Library seeks to make information available on a variety of issues and topics. The library has limited space available for materials that are not part of the organized collection.

The Columbia Heights Public Library will not accept for distribution, nor provide the space for multiple copies of brochures, newspapers, newsletters, advertising supplements or similar publications intended for free distribution to the public. Decisions about handouts will be made by the Director. *Materials left for free distribution without approval from the Library will be discarded.*

A single copy of brochure/poster advertising an educational, cultural or civic event may be posted on the public bulletin board providing that it meets the library's established requirements for content.

If multiple copies of items are received by the Columbia Heights Public Library, extra copies will be recycled.

Revised: 1/9/1996; 9/7/1999; 6/3/2003; 5/21/2007; 8/8/2007; 10/07/2020

## DONATIONS OF USED COLLECTION MATERIALS

**PURPOSE:** Due to limited storage space and concern for the internal environment at the Columbia Heights Public Library, the following guidelines have been developed for accepting donations of materials for inclusion in the collection.

**GUIDELINES:** The Columbia Heights Public Library will accept donations of books, DVDs, CDs or books on CD in excellent condition.

The Library does not accept the following items:

- Reader's Digest condensed books
- High school and college text books
- Encyclopedias and other reference books
- Materials that are mildewed, moldy, or have an odor
- Material that has been written in or highlighted
- Materials withdrawn from other libraries

Donors may complete a form detailing the nature of the donation which can be used as a receipt for tax purposes. All donations become the property of the Library, and the Library is free to use and/or dispose of them.

Adopted: 8/1/1989

Revised: 1/9/1996; 9/7/1999; 6/3/2003; 2/6/2007; 6/23/2021

## INTERNET USAGE

**PURPOSE:** The mission of the Columbia Heights Public Library includes providing access to informational resources. The Library's materials collection is developed to make a balanced selection of such materials available. The Library recognizes that useful and reliable information is also available on the Internet, and access to the Internet is provided so that electronic resources may supplement the more traditional Library collection. Library internet access is provided on both desktop computers and via a wireless network.

Because of the transient nature of online sources, the same selection criteria used for traditional library materials cannot be applied to resources available on the Internet. The Library recognizes that while useful and reliable information is available on the Internet, some sites are not suitable for all library users and may contain misleading, controversial, offensive, or inaccurate information or graphics.

All users of the Internet should be aware that they may find unsuitable Internet sites. Parents or guardians of minor children are responsible for their children's library use, including the use of the Internet.

In compliance with the federal [Children's Internet Protection Act \(CIPA\)](#), the Library applies a technology protection measure called a "filter." CIPA was designed by Congress to enforce Internet safety by protecting against access to visual depictions of child pornography, obscenity, and material harmful to minors. No filter product is perfect, however, nor is it capable of keeping every harmful or offensive Internet site from computer screens. The library's use of filters does not change parental responsibility to monitor their children's Internet use. Adult users, defined here as age 17 or older, as required by law, may request and receive non-filtered internet access.

**DISCLAIMER:** The Library upholds the right of individuals to have access to constitutionally protected material on the Internet and supports library users' rights to privacy and confidentiality in accordance with the [Minnesota Government Data Practices Act](#). The Columbia Heights Public Library complies with state laws and regulations including those governing obscenity, child pornography, and materials harmful to minors (including but not limited to Minnesota Statutes sections [134.50](#), [617.241](#), [617.245](#), [617.291](#), [617.292](#), and [617.293](#)).

The Columbia Heights Public Library is not liable for any direct, indirect, or consequential damages related to the use of online information transmitted or accessed through the Library's Internet connection.

**GUIDELINES:** The Library upholds the right of individuals to have access to constitutionally protected material on the Internet. The library supports the right to privacy and confidentiality of library users in accordance with the Minnesota Government Data Practices Act.

Parents and their children are encouraged to read various publications on safe use of the Internet. Anoka County Library has provided links to current sites regarding children and safe use of the Internet on its web page and staff can help parents find additional information. Parents must work with their children to understand what is inappropriate behavior and material and that through that understanding, they assure the safety and security of minor children when using the Internet, and other forms of electronic resources or communications.

All Library users should be aware that unlawful conduct is not allowed at the Library. Unlawful conduct in relation to the Internet includes “hacking” and other unauthorized access to electronic resources, unauthorized disclosure, use and dissemination of personal information about minors, behaviors which endanger safety of self or others or the security of data and actions which violate copyright laws.

Library users may not display or print text or graphics that are obscene, include child pornography, or are harmful to minors.

Library users may not degrade, alter, or disrupt equipment or system performance.

Columbia Heights Public Library is not an Internet Service Provider, nor does it provide email accounts. Email accounts may be set up through other websites. The Library does not assure the security of these accounts and will not support them or advise users. Users handling financial transactions or other actions that require confidentiality do so at their own risk.

Library wireless network is an unsecured network.

Internet workstations are available on a first-come, first served basis. Sign-up is required. Please see staff at individual libraries for details.

**FAILURE TO COMPLY:** Library staff is authorized to monitor use of Library resources and to take prompt and appropriate actions to enforce these policies and to prohibit use by persons who fail to comply with these policies.

Failure to comply with the guidelines will result in a request for the activity to stop. If the activity does not stop, the person will be asked to leave the building. If the person refuses to leave, the police will be called.

These guidelines are posted on public internet stations and the access page for the public wireless network.

**Adopted: 6/3/1997**

**Revised: 9/7/1999; 9/9/2000; 5/4/2002; 7/1/2003; 12/6/2005; 01/06/2021**

## MEETING ROOM USAGE

**PURPOSE:** Providing space for community meetings and to groups or individuals furthers the Columbia Heights Public Library's role in the community as a resource accessible to all residents and the public in general. This policy guides the reservations and use of the Library's study rooms, conference room, craft room, history room, and community room.

**PRINCIPLES:** As a community service, and a connector of ideas and people, the Library makes available a variety of spaces to accommodate differing needs and groups. The Library encourages use of its facilities within the policies established by the Library Board and City Council.

### DEFINITIONS:

***Study Rooms:*** Study rooms are available for individual use or one-on-one discussions. Study rooms are intended for quiet study or consultation by students and other community users. The Library provides three Study Rooms (Rooms 133, 134, and 135) with a capacity of one to three persons per room. Sign-up is required at the time of use; advance reservations are not permitted. Study rooms are not intended for commercial purposes.

***Meeting Rooms:*** Meeting Rooms are intended for groups of four or more people. Meeting rooms include the History Room, Conference Room, Craft Room, and Community Room. These rooms are available for public use when not being used by the library.

***History Room:*** The History Room is located in the main area of the library, has a fixed table and chair setup, has a capacity of 12 persons, and is available on a reservation basis.

***Conference Room:*** The Conference Room is located in the main area of the library, has a fixed table and chair setup, has a capacity of 6 persons, and is available on a reservation basis.

***Craft Room:*** The Craft Room is located in the main area of the library, has moveable tables and chairs and a sink, has a capacity of 8 persons, and is available on a reservation basis.

***Community Room:*** The Community Room is located across the vestibule from the main library space. The Community Room is a flexible use space with tables, chairs, a whiteboard, and limited AV equipment, including a ceiling mounted projector, and screen. Presenters must bring their own laptops. Library staff does not provide technical support for audio-visual equipment.

The Community Room has a capacity of 100 people, and is available on a reservation basis at no cost. The Community Room may be reserved between the hours of 9am-7:30pm Monday-Thursday, 9am-5pm Friday, and 10am-3:30pm Saturday.

**NON-ENDORSEMENT:** Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program, or point of view expressed. The name of the Library may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior approval of the Library Board, Library Director, or the City Manager in the Library Director's absence.

**RESERVATIONS AND USE LIMITATIONS:** Rooms that can be reserved are as follow: Craft Room, Conference Room, History Room, and Community Room. Priority for reserving all rooms will be given in the following order:

1. Library sponsored and co-sponsored programs and activities
2. City of Columbia Heights departments
3. General Public

Rooms may be reserved by any person or group that is open to the general public and appropriate to the facility.

1. Appropriate use would not include activities that might damage the facilities, and those which may interfere with the regular use of the library.
2. Because of implied endorsement of the library's institutional standing and potential liability to the library, health screening activities will not be a permitted use of meeting rooms except for outreach programs provided by Anoka County, by local hospitals, or by recognized non-profit health organizations.
3. The rooms may not be used for commercial or fundraising purposes or functions.
  - a. No fees or admission may be charged to individuals attending meetings or programs.
  - b. No commercial transactions may occur, including the provision of fee-based services.
  - c. No fundraising may occur as either a primary or incidental use of the rooms.
  - d. Exceptions may be made for library-related activities.
4. Reservations will not be accepted more than sixty (60) days in advance of meetings. Rooms are available on a first-come, first-served basis. No provisions will be made to reserve rooms on a constant or recurring basis – rooms will be booked for each meeting as appropriate. The Library may limit the number of confirmed reservations for any individual or group to no more than once per month.
5. Responsibility form is to be submitted at least three days prior to the reservation. Access will not be granted to the facility until the completed form is submitted. Proof of identification is required to be provided at the time the reservation form is submitted.
6. No alcoholic beverages are allowed.
7. Covered beverages are allowed in all rooms. No cooking, refrigeration, or electrical appliances are available or may be used. The refrigerator in the Community Room is not to be used by any persons or groups reserving the room without prior approval by the Library Director.
  - a. Persons or groups are required to provide all supplies and are responsible for cleaning up all waste.
  - b. Exceptions to this policy are possible for library or City sponsored events.
8. Storage of equipment or supplies for groups using the rooms is not permitted.
9. Nothing may be affixed to library walls or windows (e.g. tape, tacks, putty, temporary hangers, etc.).
10. Furniture must remain in the space and put away when done.

11. Rooms must be picked up and cleaned before the person or group leave. Chairs and tables must be returned to their original places. The room must be vacant by the hour specified on the application or 15 minutes before the library closing time for the Conference Room, Craft Room, History Room, and Study Rooms. User will be responsible for any damage to room, furniture, or equipment.
12. Smoking, including the use of e-cigarettes and chewing tobacco, is not allowed in any of the rooms of the library building.
13. No keys will be issued for the library facilities.
14. The library reserves the right to revoke a reservation to use any room if the room is needed for library purposes at the specified time. All attempts will be made to provide a minimum two-week notice of the cancellation.

#### RESPONSIBILITIES:

1. Patrons shall comply with all federal, state, and local laws. Entrance onto Library property and use of its facilities indicates acceptance of and willingness to abide by all applicable policies and procedures. Future reservations may be denied if an individual or group is out of compliance.
2. The Library retains the right to monitor all meetings, programs, and events conducted on the premises to ensure Library policies are followed. Library staff shall have free access to any meeting or event at all times.
3. The person or group reserving the room is responsible for leaving the room in good condition. If the room requires additional tear down or cleaning after a meeting, the contact person for the group will be charged a fee of \$100. In addition, the person or group may be denied future reservations of the Library rooms.
4. All clean-up must be completed within the time specified on the application and no later than 15 minutes prior to closing for all rooms except the Community Room.

#### CANCELLATIONS:

1. Persons or groups reserving the rooms should notify the Library as soon as possible if it is necessary to cancel a reservation.
2. Repeated cancellations or failure to show may affect the ability to reserve meeting rooms in the future.
3. If meeting room users are 10 or more minutes late for their booked time, library staff may allow other patrons to book the room.

**INDEMNIFICATION:** The person or group reserving the room shall indemnify, defend, and hold harmless the City of Columbia Heights, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from a negligent act, omission, or error of the person or group resulting in or relating to personal injuries or property damage arising from the person or groups' use of the library.

**PARKING:** In an effort to preserve library parking stalls for general Library patrons, persons or groups reserving the Community Room that anticipate attendance to exceed 15 people are asked to direct their attendees to park at the municipal parking ramp located at 4025 Van Buren Avenue NE and other

municipal lots west of Central Ave. If the Library experiences issues with patrons not having available parking during a large group reservation the Library may deny future room reservations to that group.

**Adopted: 12/7/1993**

**Revised: 1/9/1996; 9/7/1999; 6/3/2003; 5/8/2007; 7/13/2016; 6/13/2018; 3/9/2020;  
7/26/2021; 4/24/2023 (effective 7/1/2023)**

## MONEY/CASH DRAWERS

**Adopted: 9/12/1990**

**Revised: 9/7/1999; 7/1/2003**

**Rescinded: 6/2/2021**

## ORGANIZATION BORROWING POLICY

**PURPOSE:** To define the two types of organization borrowing (bulk loan and deposit collection) and to outline procedures for circulation and statistic gathering.

**GUIDELINES:** Holders of organization cards may qualify for either or both of two programs: bulk loan and deposit collection. An Organization Card is available to the following organizations in Columbia Heights:

- |                             |   |
|-----------------------------|---|
| 1. Government Agencies      | 5. Civic groups                             |
| 2. Group housing facilities | 6. Schools (public, private, home, charter) |
| 3. Churches                 | 7. Licensed childcare facilities            |
| 4. Businesses               |   |

The Organization card application form must be completed and signed by staff authorized to commit the organization to any expenditures necessary to reimburse Columbia Heights Public Library for late fees/fines as well as fees for lost or damaged materials checked out on the card. The organization may include the names of up to five authorized borrowers on the application. It is the responsibility of the organization to notify the library of any change in the list of authorized borrowers.

1. The card must be presented by an authorized borrower at the time of check out.
2. Agencies are responsible for all overdue fines, damaged fees, and/or replacement costs incurred on materials borrowed on the Organization Card.
3. Notices of overdue, lost or damaged materials will be mailed to the corporate address. If the organization provides an email address, these notices will be sent by email. A courtesy notice of materials due in three days is sent to organizations providing an email address.

**Bulk Loans:** Make a large quantity of library materials available to groups beyond the limits of the library building

1. Overdue fines, as well as damage and replacement fees will be assessed.

2. A maximum of 100 items may be checked out for 45 days. Materials are not renewable.

**Deposit Collections:** Make library materials available off-site to persons who either have limited or no access to the library building (e.g. senior citizen housing).

1. No overdue fines will be assessed; agencies will be responsible for damage and replacement fees.
2. Materials are selected by a librarian after arrangements with the agency have been made for pickup and delivery of the collection. The size of the collection will also be determined at this time.
3. Agencies must provide space for materials, and one staff member will serve to oversee the collection and communicate with library staff.
4. The borrowing agency will provide a format for recording the use of the collection within the off-site facility. The library requires these statistics for annual reports.

Adopted: 10/5/1999

Revised: 6/3/2003; 5/31/2007; 9/4/2007; 3/3/2021

## PHOTO AND VIDEO POLICY

1. The Director, or in the Director's absence, the Adult Services Librarian, must preapprove commercial photography, filming or photography requiring lights or other equipment, taking place in the Columbia Heights Public Library. All requests should be made in writing and at least three days in advance.
2. The public areas of the library are part of the public environment and therefore, casual noncommercial photography intended to record a visit is permitted, provided that such photography does not interfere in any way with library operations or patrons or require additional equipment such as lighting.
3. The City of Columbia Heights and the Columbia Heights Public Library reserve the right to utilize photographs or video taken at the library and during library events, classes, and activities. All library patrons consent to the use of their photo being taken at the library or during library events unless they inform staff of an objection to such use. Images may be used by the Columbia Heights Public Library or the City of Columbia Heights for educational or promotional purposes in print, online and video. Photos, images, and videos submitted by users for online galleries or contests may also be used by the library for promotional purposes. If a library patron does not wish himself/herself or his/her child to be photographed or recorded, they must notify library staff. To ensure the privacy of individuals and children, images will not be identified using full names without approval from the photographed subject, parent, or legal guardian.
4. Security cameras may be in use at the library. Individuals are unable to opt out of security camera monitoring and recording.

The following sign shall be posted in the library where applicable:

The Columbia Heights Public Library reserves the right to utilize photographs or video taken at the library for publicity purposes in print materials and online. All library patrons consent to the use of their photo being taken at the library or during library events, unless they inform staff of an objection to such use. No names will be utilized in conjunction with photos without consent. If you do not want us to use a photo or video of you or your child, please notify library staff.



Adopted: 4/10/2023

## PUBLIC ART IN THE COLUMBIA HEIGHTS LIBRARY

**INTRODUCTION:** The new library presents an opportunity to install and exhibit art from area artists, or national ones, to enrich patrons' library experience and create a place of beauty, contemplation and curiosity. The building was designed with this in mind offering various spaces, inside and out, where art can be installed.

Public art in libraries contributes to the library mission to nourish minds, transform lives and build community. At this time (2020) Columbia Heights has five pieces of public art, the Clock on Central Avenue, the statue in front of the Public Safety Building, the Heritage Tower at Jefferson Street and Huset Parkway, and two works at the Columbia Heights High School.

The establishment of a Library Art Committee strengthens the art selection process and build community excitement and support.

**PURPOSE:** The new library may exhibit art; acquire and maintain works of art; or commission works of art for both inside and outside the building. This policy defines the criteria by which the Library acquires artwork for its Public Art Collection and select artwork to be exhibited.

### GUIDELINES:

1. Artwork for display in the Columbia Heights Public Library will be acquired and exhibited through purchase, donation, commission, loan or short-term exhibition, in accordance with the mission, goals and objectives of the Library, and available funding.
2. The Collection and Exhibition Program will represent a broad spectrum of artistic expression, with a focus on local and Minnesota artists.
3. Artwork must have merit, be high quality, meet acceptable artistic standards, and be appropriate for a library setting.
4. Artwork must be original, hand-signed or authenticated by the artist.
5. The Library Art Committee will select/approve the work and supervise its location. This Committee shall include representatives from the Board, Library Staff, Friends of the Library, Library Foundation, and the community. The final decision on purchases is made by the Chair of the Art Committee, the Chair of the Library Board, and the Library Director.
6. The Art Committee and the Library Board have the responsibility for monitoring the policy, establishing procedures for the implementation of the policy, and for reviewing and recommending changes to the policy.
7. Artwork that no longer has a relevant place will be deaccessioned in accordance with Art program procedures.
8. Selection Considerations:
  - a. Celebrates/explores the unique history, culture and environment of Columbia Heights
  - b. Has broad and timeless appeal
  - c. Is excellent and innovative
  - d. Is designed for a publically visible and accessible area

- e. Safe, durable, and able to resist theft, vandalism, and exposure to the elements (if outdoors)
- f. The art requires low maintenance, and reasonable installation costs

Adopted: 4/6/2016

Revised: 2/5/2020

## PUBLIC SERVICE POLICY

**PURPOSE:** To define who may use the Library

**GUIDELINES:** Columbia Heights Public Library and Anoka County Library cards shall be issued without charge to all persons who live in or own property in the City of Columbia Heights or Anoka County. The library will require persons to present identification to verify identity and address at the time of registration and thereafter on a periodic basis. Individuals who are unable to provide current verification of address will be issued a library card which restricts borrowing privileges. Once verification of name and current address are provided, a regular library card will be issued. Any of the following may be used as the basis for initial card application or as ID to confirm/update/extend privilege:

1. Minnesota driver's license or identification card with current address, expired Minnesota driver's license or ID accompanied by application for replacement, photo ID with current address issued by a government or tribal agency.
2. Check blanks imprinted with name and mailing address, rental agreement listing the address, or a utility bill dated within 60 days of the current date will be accepted as proof of current residency. Utility bills accepted for proof of residency are electric, gas, water/sewer, solid waste, telephone, cell phone, or cable television. A photo identification card or driver's license will be required along with the utility bill to verify identity.
3. Property tax statements may be used as proof of eligibility for a card in Columbia Heights or Anoka County, and may or may not be used as a mailing address. A photo identification card or driver's license will be required along with the property tax statement to verify identity.

Minor children, aged sixteen and under, must be accompanied by a parent with identification as defined above, when applying for a library card. Parents are responsible for all materials borrowed and fees incurred on the minor's card.

Library cards will periodically expire. The borrower's privilege may be extended by producing an accepted form of identification and proof of residency, as listed above.

**Residents of other Minnesota Library Districts:** Residents of other Minnesota library districts may use the Columbia Heights Public Library as provided by the MELSA Agreement and the Minnesota Statewide Borrowers Compact. A valid library card issued from their local public library will be required. Loans will be made under the regulations stated in these agreements.

**Non-residents:** Non-residents not qualified as described above may obtain a library card and may borrow materials upon payment of an annual non-resident fee. The fee will be the same as that adopted by MELSA. This fee is non-refundable.

All registered borrowers, whether resident or non-resident, are provided with the same level of service, except as provided within contractual agreements with vendors or other service providers. Other specialized services may be designated as limited to residents should the Library Board so determine.

Adopted: 2/12/2009

Revised: 3/6/2013; 12/1/2021

## REPLACEMENT OF LOST AND/OR DAMAGED LIBRARY MATERIALS BY A PATRON

**PURPOSE:** To clearly state patron's responsibility for items borrowed on their library card as supported by [MN State Statute 609.541.1-4](#).

**GUIDELINES:** Borrowers are responsible for all materials checked out on their library card. This responsibility includes, but is not limited to:

1. Paying fines if item is returned after the date due
2. Paying for damage to item (e.g. damaged/missing barcode or RFID tag, water damage, stains, etc.)
3. Paying for replacement if item is lost or damaged beyond repair
  - a. Charges assessed for a lost item include a replacement charge and a service charge
  - b. After payment for a lost or damaged item has been received, the patron may retain the item.
    - i. All indications of library ownership should be removed (e.g. barcode, etc.)
    - ii. Item should be marked as paid and withdrawn

Patron is held responsible for items borrowed on card and should report loss immediately to issuing library.

**ATTACHMENT:** [609.541](#) PROTECTION OF LIBRARY PROPERTY.

**Subdivision 1: Damage to library materials.** A person who intentionally, and without permission from library personnel damages any books, maps, pictures, manuscripts, films, or other property of any public library or library belonging to the state or to any political subdivision is guilty of a petty misdemeanor.

**Subdivision 2: Removal of library property.** A person who intentionally, and without permission from library personnel removes any books, maps, pictures, manuscripts, films, or other property of any public library or library belonging to the state or to any political subdivision is guilty of a misdemeanor.

**Subdivision 3: Detention of library materials.** A person who detains a book, periodical, pamphlet, film, or other property belonging to any public library, or to a library belonging to the state or any political subdivision, for more than 60 days after notice in writing to return it, given after the expiration of the library's stated loan period for the material, is guilty of a petty misdemeanor. The written notice shall be sent by mail to the last known address of the person detaining the material. The notice shall state the type of material borrowed, the title of the material, the author's name, the library from which the material was borrowed, and the date by which the material was to have been returned to the library. The notice shall include a statement indicating that if the material is not returned within 60 days after the written notice the borrower will be in violation of this section.

**Subdivision 4: Responsibility for prosecution for regional libraries.** For regional libraries the county attorney for the county in which the offense occurred shall prosecute violations of subdivisions 1 to 3.

History: [1983 c 280 s 3](#)

Adopted: 5/2/1995

Revised: 1/9/1996; 9/7/1999; 7/1/2003; 5/24/2007; 8/8/2007; 2/3/2021

## TELEPHONE LOOK-UP POLICY

Adopted: 6/2/1998

Revised: 7/1/2003; 5/22/2007; 8/8/2007

Rescinded: 12/1/2021

## UNATTENDED CHILDREN POLICY

**PURPOSE:** Responsibility for the welfare and behavior of children using the library rests with the parent, guardian, or caregiver. Although staff will respond with care and concern, they cannot assume responsibility for unattended or vulnerable children's safety and comfort. Disruptive children aged 8 and older may be asked by staff to leave the building after verbal warning.

### GUIDELINES AND PROCEDURES:

1. Unattended Children aged 8 and Older
  - a. Staff will ask children who are being disruptive to correct the behavior.
  - b. If the disruptive behavior continues, the child will be asked to leave the building.
2. Unattended Children aged 7 and Younger
  - a. Staff will ask children who are being disruptive to correct the behavior and will attempt to locate a parent or caregiver.
  - b. If a child becomes frightened or appears lost, staff should comfort them and attempt to locate a parent/caregiver.
  - c. When the parent or caregiver is located, staff will explain that parent/caregiver is responsible for their children.
  - d. If the parent or caregiver is not found in the building within fifteen minutes staff will notify the police and stay with the child until the situation is resolved.
  - e. If the library is closing and no parent or caregiver is located, 2 staff members will remain with the child for up to fifteen minutes. If a parent is not located within fifteen minutes, staff will call the police and remain with the child until the situation is resolved.
  - f. Under no circumstances is a staff member to accompany a child outside of the building, leave a child alone outside a closed building after dark or in inclement weather, or to transport a child in a personal vehicle.

Adopted: 3/5/1997

Revised: 9/7/1999; 7/1/2003; 6/15/2007; 9/4/2007; 12/1/2021

## USE OF PERSONAL ELECTRICAL & COMMUNICATIONS EQUIPMENT IN LIBRARY

**PURPOSE:** To set guidelines for use of personal electrical and communications equipment in the library.

### GUIDELINES:

**Staff and Office Areas:** Only equipment owned and supplied by the City of Columbia Heights may be used in the Columbia Heights Public Library. No personal electrical equipment, cords, appliances, heaters, or fans are allowed without written permission of the Library Director. Any non-approved equipment may be removed without notice.

### Public Areas of Libraries:

**Permitted:** Battery powered or electrical equipment that does not create noise, distraction, or safety hazards (e.g. calculators, laptop computers, etc.). **Not permitted:** televisions, portable fax machines, radios, tape players, razors, typewriters, heaters, fans, hair dryers, curling irons, or other equipment that creates noise, distraction/annoyance or safety hazards.

**Floor outlets:** Cords may not cross aisles or create a tripping hazard. Extension cords may not be used.

**Cellular Phones:** Should patron use of cellular phones and/or pagers create either a public distraction or a disturbance, staff will ask patron to move to a more private area, to talk quietly, or to turn off the ringer/buzzer to reduce the distraction.

Adopted: 5/2/1995

Revised: 1/9/1996; 9/7/1999; 7/1/2003; 6/23/2021

## APPENDICES

### APPENDIX I: LIBRARY BILL OF RIGHTS

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

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

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

Adopted Jun 19, 1939, by the ALA Council;

Amended Oct 14, 1944; Jun 18, 1948; Feb 2, 1961; Jun 27, 1967; Jan 23, 1980; Jan 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

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

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed November 24, 2021)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

## APPENDIX II: FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

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

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety



and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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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 Jun 25, 1953, by the ALA Council and the AAP Freedom to Read Committee;**

**Amended Jan 28, 1972; Jan 16, 1991; Jul 12, 2000; Jun 30, 2004.**

*A Joint Statement by:*

[American Library Association](#)  
[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers for Free Expression](#)  
[The Association of American University Presses](#)  
[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

"The Freedom to Read Statement", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed November 24, 2021)

Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

## APPENDIX III: FREEDOM TO VIEW STATEMENT

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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

Endorsed Jan 10, 1990, by the ALA Council

"Freedom to View Statement", American Library Association, May 29, 2007.

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement> (Accessed November 24, 2021)

Document ID: 95444382-9c6c-e904-0962-be3aa96cdb5a



# MEETING ROOM USE RESPONSIBILITY FORM

**Columbia Heights Public Library:** 3939 Central Avenue NE, Columbia Heights, MN 55421 • 763-706-3690

**Meeting Room Use Responsibility:** I, the undersigned, as a representative of the organization named below, understand that my group and I will leave the meeting room of the Columbia Heights Public Library in good condition after our use. Any damage incurred as a result of our use of the room will be the responsibility of the representative and group. I have received and read a copy of the current Meeting Room Use Policy.

I understand that the Library is not a sponsor of my program/meeting, and that it assumes no responsibility for the program or contents therein. Notices, promotions, and advertisements for the event may list the Library only as the location, will clearly identify the program sponsor, and will not imply any Library endorsement or sponsorship.

I further guarantee that the room will not be used for any commercial purpose by myself or the group. If my meeting anticipates more than 14 attendees, I will instruct them to park in municipal lots/ramps on the west side of Central Ave, not in the library parking lot.

REPRESENTATIVE			YES: <input type="radio"/> NO: <input type="radio"/>
	FIRST NAME	LAST NAME	COLUMBIA HEIGHTS RESIDENT?
	E-MAIL ADDRESS	PHONE (CELL)	PHONE (HOME OR WORK)
MAILING ADDRESS			

GROUP		YES: <input type="radio"/> NO: <input type="radio"/>
	GROUP NAME	BASED IN COLUMBIA HEIGHTS?
	MAILING ADDRESS	

AVAILABLE ROOM DETAILS				
NAME	CAPACITY	AMENITIES	AVAILABILITY	COST
COMMUNITY ROOM (#100)	10-100	WHITEBOARD, PROJECTION SCREEN*, SPEAKERPHONE**	MON-THU: 9am -7:30pm; FRI: 9am-5pm; SAT: 10am-3:30pm	\$0
HISTORY ROOM (#130)	3-12	WHITEBOARD, DIGITAL SCREEN*, SPEAKERPHONE**	LIBRARY OPEN HOURS	\$0
CONFERENCE ROOM (#132)	3-6	WHITEBOARD, DIGITAL SCREEN*	LIBRARY OPEN HOURS	\$0
CRAFT ROOM (#136)	3-8	WHITEBOARD, DIGITAL SCREEN*	LIBRARY OPEN HOURS	\$0

STUDY ROOMS (#133, #134, #135) ARE FIRST-COME-FIRST-SERVED FOR 1-3 PERSONS (NO FORM REQUIRED).  
ROOM #130, #132, AND #136 ARE ALSO AVAILABLE FIRST-COME-FIRST-SERVED WITHOUT A RESERVATION FOR GROUPS OF 3+ (NO FORM REQUIRED).  
\*REQUIRES A PERSONAL DEVICE WITH AN HDMI A/V CONNECTION. \*\*LOCAL CALLS ONLY

REPRESENTATIVE'S SIGNATURE	DATE

WOULD YOU BE INTERESTED IN RESERVING THE COMMUNITY ROOM AFTER THE LIBRARY IS CLOSED? \_\_\_\_\_

STAFF USE ONLY	
RECEIVED BY:	RECEIVED DATE:
NOTES:	



# REQUEST FOR RECONSIDERATION FORM

**Columbia Heights Public Library:** 3939 Central Avenue NE, Columbia Heights, MN 55421 • 763-706-3690

**Request for Reconsideration of Library Resource or Material:** By completing this form, you are asking that the Library reconsider its selection of a library resource or material. The library respects the right of persons to express their opinions, negative and positive, with respect to materials purchased by the library. When the request is received, professional staff will review the material and prepare a recommendation; you will receive a letter containing this recommendation. If necessary, the material may also be reviewed by the Board of Trustees and/or the City Manager. The Library Board, upon request, will hear appeals to the Library's response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material, and Library policies, including: the [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#). No material will be arbitrarily removed from the collection because of a complaint from a patron. No material will be reconsidered without a written Request for Reconsideration. Please read the *Collection Development Policy* for more information about how library materials are selected. **Submit only one (1) item per form.**

<b>REQUESTOR</b>	<hr/> <b>FIRST NAME</b>	<hr/> <b>LAST NAME</b>	YES: <input type="radio"/> NO: <input type="radio"/>
	<hr/> <b>E-MAIL ADDRESS</b>	<hr/> <b>PHONE (CELL)</b>	<hr/> <b>PHONE (HOME or WORK)</b>
	<hr/> <b>HOME ADDRESS</b>		
	<b>COLUMBIA HEIGHTS RESIDENT?</b>		

<b>ITEM TO BE RECONSIDERED:</b>	PRINT MATERIAL: <input type="radio"/>	AUDIO: <input type="radio"/>	VIDEO: <input type="radio"/>	ELECTRONIC RESOURCE: <input type="radio"/>
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<b>MATERIAL</b>	<hr/> <b>AUTHOR/ARTIST/PRODUCER (IF APPLICABLE)</b>	YES: <input type="radio"/> NO: <input type="radio"/>	
	<hr/> <b>TITLE OR NAME OF ELECTRONIC RESOURCE</b>	<b>READ/WATCHED IN ITS ENTIRETY?</b>	
	<hr/> <b>PUBLISHER (IF KNOWN)</b>	<hr/> <b>PUBLICATION YEAR</b>	<hr/> <b>LIBRARY CALL# (IF APPLICABLE)</b>
	<hr/> <b>LIBRARY CALL# (IF APPLICABLE)</b>		

<b>IF YOU DID NOT READ, LISTEN, OR WATCH ENTIRELY, WHICH SECTIONS DID YOU?</b>
<b>WHAT CONCERNS YOU ABOUT THIS MATERIAL?</b>
<b>WHAT DO YOU FEEL ARE THE CONSEQUENCES OF READING, HEARING, OR SEEING THIS MATERIAL?</b>
<b>WHAT DO YOU BELIEVE TO BE THE THEME OR MESSAGE OF THIS MATERIAL?</b>

ARE THERE POSITIVE OR USEFUL QUALITIES ABOUT THIS MATERIAL, AND WHAT ARE THEY?

ARE YOU FAMILIAR WITH JUDGEMENTS/EVALUATIONS OF THIS MATERIAL BY PROFESSIONAL REVIEWERS?

WHAT ACTIONS ARE YOU REQUESTING THE LIBRARY TAKE ON THIS MATERIAL?

COMMENTS (ATTACH ADDITIONAL PAGES, IF NEEDED)

- ONE (1) ITEM PER FORM; FILL OUT FORM COMPLETELY; SIGN BELOW BEFORE SUBMITTING -

REQUESTOR'S SIGNATURE

DATE

**STAFF USE ONLY**

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RECEIVED DATE:

ACTIONS:

FORWARD THIS COMPLETED FORM TO THE LIBRARY DIRECTOR IMMEDIATELY UPON RECEIVING.

REVISED: 8/8/2007; 1/3/2022