POLICIES

IMAGINEIF LIBRARIES
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POLICY 0001: GENERAL POLICY STATEMENT

The Flathead County Library System Board of Trustees has approved the name ImagineIF Libraries for the Library System. Library policies will be updated to reflect this change as policies come due for renewal. ImagineIF Libraries remain a department of Flathead County with the Library Board members appointed by the Flathead County Board of Commissioners.

Adopted: 1/22/2014

Al Logan, Chair
Flathead County Library Board of Trustees
POLICY 1000: LIBRARY BOARD POWERS AND DUTIES

The powers and duties of Library Boards of Trustees are set forth in Montana Code Annotated 22-1-309.

22-1-309. Trustees -- powers and duties. The library board of trustees shall have exclusive control of the expenditure of the public library fund, of construction or lease of library buildings, and of the operation and care of the library. The library board of trustees of every public library shall:

1. adopt bylaws and rules for its own transaction of business and for the government of the library, not inconsistent with law;
2. establish and locate a central public library and may establish branches thereof at such places as are deemed necessary;
3. have the power to contract, including the right to contract with regions, counties, cities, school districts, educational institutions, the state library, and other libraries, to give and receive library service, through the boards of such regions, counties, and cities and the district school boards, and to pay out or receive funds to pay costs of such contracts;
4. have the power to acquire, by purchase, devise, lease or otherwise, and to own and hold real and personal property in the name of the city or county or both, as the case may be, for the use and purposes of the library and to sell, exchange or otherwise dispose of property real or personal, when no longer required by the library and to insure the real and personal property of the library;
5. pay necessary expenses of members of the library staff when on business of the library;
6. prepare an annual budget, indicating what support and maintenance of the public library will be required from public funds, for submission to the appropriate agency of the governing body. A separate budget request shall be submitted for new construction or for capital improvement of existing library property.
7. make an annual report to the governing body of the city or county on the condition and operation of the library, including a financial statement. The trustees shall also provide for the keeping of such records as shall be required by the Montana state library in its request for an annual report from the public libraries and shall submit such an annual report to the state library.
8. have the power to accept gifts, grants, donations, devises, or bequests of property, real or personal, from whatever source and to expend or hold, work, and improve the same for the specific purpose
of the gift, grant, donation, devise, or bequest. These gifts, grants, donations, devises, and bequests shall be kept separate from regular library funds and are not subject to reversion at the end of the fiscal year.

(9) exercise such other powers, not inconsistent with law, necessary for the effective use and management of the library.


See appendix for the statute interpretation by several Attorney General’s Opinions summarized by Assistant Attorney Jim Scheier for the Montana State Library on April 19, 2013

**Adopted:** 1/27/2016

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Terry Guidi, Chair
Library Board of Trustees
APPENDIX 1

Powers of Library Boards of Trustees
Attorney General’s Opinions over the Years

Free public libraries in Montana are governed by a board of library trustees. Library trustees have a broad range of powers and duties. They are given, by statute, exclusive control of the expenditure of the public library fund, the construction or lease of library buildings, and the operation and care of the library. Mont. Code Ann. § 22-1-309. The board of trustees also has the duty to appoint and set the compensation of the chief librarian and, with the recommendation of the chief librarian, to “employ and discharge such other persons as may be necessary . . . , fix and pay their salaries and compensation, and prescribe their duties.” Mont. Code Ann. § 22-1-310. The board of trustees prepares the library’s annual budget and submits it to the local governing body. Mont. Code Ann. § 22-1-309(6). The board also has other specific powers and duties as described in the statute, and shall “exercise such other powers, not inconsistent with law, necessary for the effective use and management of the library.” Mont. Code Ann. § 22-1-309(9).

Occasionally disputes arise between the local governing body and the board of trustees regarding the ultimate authority of each entity with respect to operation of and funding for the library. Beginning in 1986 the Attorney General has issued a number of opinions recognizing the broad statutory powers and duties vested in the board of library trustees, and the “substantial autonomy” given to the board in governing and operating the library. As we will see, however, the “autonomous” nature of the board’s authority has been tempered somewhat.
Opinions Issued Prior to the 2001 Legislative Changes


The Jefferson County Attorney asked the Attorney General 1) whether the Jefferson Board of County Commissioners could override the library board’s decision to grant pay increases to library staff, 2) whether the county commissioners could modify the annual budget submitted by the board of trustees, and 3) whether the county commissioners had the discretion to levy no millage for funding of the library. After referring to the various statutory powers and duties of the board of library trustees, the Attorney General observed:

This brief description of the library trustees’ powers and duties reflects substantial autonomy from the governing body of the local governmental unit within which the library has been established. . . . The trustees are thus quite clearly granted direct responsibility for administering the library in a manner largely independent of city or county control. That the fiscal operation of the library is heavily interrelated with that of the local government does not, at least insofar as the trustees have been accorded explicit authority, mean that their determinations are subject to plenary review and possible modification by, in this instance, a board of county commissioners.

The Attorney General responded negatively to each question, concluding that the county commissioners had no authority to 1) modify the trustees’ decision concerning wage and salary amounts for library staff, 2) modify the annual budget adopted by the trustees, or 3) within statutory millage limits, refuse to levy the property taxes necessary to satisfy the annual budget adopted by the trustees.


Two years later the Great Falls City Attorney asked the Attorney General whether the city commission had the authority to overrule a decision of the library board not to sell or lease a parking lot held in the name of the City of Great Falls but purchased to serve the library’s needs.

Some 23 years earlier the library board had asked the city to issue general obligation bonds to finance construction of a new library. The
bonds were issued in the name of the city and the new library was constructed. Some of the bond money was used to purchase a parking lot for the library. While title to the lot was conveyed to the city, the library board had for 23 years leased out parking spaces in the lot to the public and received the income from those leases.

A developer of land adjacent to the library offered to purchase or lease the lot in order to meet the parking requirements of the city’s urban renewal plan. Following two public hearings the library board declined to sell or lease the lot to the developer. The city wanted to know whether it could modify the board’s decision.

The Attorney General cited Mont. Code Ann. § 22-1-309(4), which gives library boards the express power to sell, exchange, or otherwise dispose of real or personal property in the name of the city for the use and purposes of the library. Finding there was no similar authority granted to the city, the Attorney General determined that the city was not entitled to transfer an interest in the parking lot without the approval and request of the library board. The Attorney General also referred to his previous opinion in 41 Op. Att’y Gen. No. 91 (1986), and reaffirmed the reasoning in that prior opinion:

Insofar as the library trustees have been given explicit authority under the Library Systems Act, their determinations may not be subjected to plenary review and possible modification by the city commission. I conclude that the city commission may not overrule the decision by the library board of trustees not to sell or lease the library’s parking lot.

The Big Horn County Attorney asked the Attorney General two questions: Where a county library is funded by a general fund levy under Mont. Code Ann. § 7-6-2501, does the board of county commissioners have the authority to 1) modify the annual budget submitted by the library board, or 2) modify the library board’s determination regarding the amount of pay increases for library personnel.

After discussing the prior Attorney General’s Opinions in 41 Op. Att’y Gen. No. 91 (1986) and 42 Op. Att’y Gen. No. 98 (1988), the Attorney General noted that, while the Big Horn County Library was funded through the general fund rather than through the library tax levy
authorized by Mont. Code Ann. § 22-1-304, this “does not allow county commissioners to usurp the library trustees’ statutory authority in setting the library’s budget and compensation for the library staff.” The Attorney General observed that in enacting the statutes regarding the formation and operation of free public libraries, “the legislature clearly intended that library trustees be given independent power to manage and operate libraries without the threat of being censored by a city or county government.” The Attorney General reaffirmed the express statutory authority of library boards:

To hold that a board of county commissioners could usurp the library trustees’ express statutory authority by simply funding the library’s budget through the general fund would defeat the very purpose of free public libraries and render meaningless §§ 22-1-301 to -317. Accordingly, if the county commissioners fund the library’s budget through the general fund, the power to decide the budget and library staff compensation still rests with the library trustees as set forth in Mont. Code Ann. §§ 22-1-309 and -310. The Attorney General also recognized that when a county chooses to fund its library through the general fund a public vote is not necessary for the county to provide the library with funding in excess of five mills.1 However, he noted that while the commissioners have no authority to modify specific parts of the budget submitted by the library board, they do have authority to “limit the overall funding of the budget to five mills as if it were being funded pursuant to tax levy under Mont. Code Ann. § 22-1-304,” observing that any other conclusion would allow library trustees to adopt a budget that could assume the entire general fund levy.
The Broadwater County Attorney asked the Attorney General whether the local library board had the authority to require the Broadwater County Commissioners to levy five mills to support the library. The Attorney General first noted that the 2001 Montana Legislature had passed House Bill (HB) 124, which made significant changes in the laws relating to local government and taxation. Specifically as it relates to libraries, HB 124 amended Mont. Code Ann. § 22-1-304 to delete the former reference to a five-mill levy. As amended, the statute authorizes the county to simply levy mills for support of the library, without reference to the number of mills levied, provided the budget fits within the restrictions of Mont. Code Ann. § 15-10-420.

In place of the numeric levies that were formerly found in Mont. Code Ann. § 22-1-304 and other statutes, Mont. Code Ann. § 15-10-420 as amended allows a county to levy sufficient mills to raise the amount of property tax raised in the previous year, with an upward adjustment to account for inflation. The Attorney General noted that since the reference to a five-mill levy has been eliminated from Mont. Code Ann. § 22-1-304, there is no longer a statutory basis to argue that the library board can require county commissioners to levy five mills for support of the library budget.

Nevertheless, the Opinion recognized the continuing significance of previous Attorney General’s Opinions dealing with the authority of library boards:

In my opinion, the 2001 statutory changes . . . did not delete the library board’s authority to determine the amount of financial support required by the library, nor did they confer on the county commissioners the authority to modify the library budget submitted by the library board. (Emphasis added).

It is therefore my opinion that [HB 124] did not give the board of county commissioners the authority to modify the budget submitted by the library board pursuant to Mont. Code Ann. § 22-1-309(1), provided that budget fits within the provisions of Mont. Code Ann. § 15-10420. . . . [T]hat statute, as amended in 2001, limits the county to the number of mills required to raise the amount of money raised in the previous fiscal year, subject to statutory adjustments. Under the reasoning of 48 Op. Att’y Gen. No. 3 (1999), the budget which the library board may require the commissioners to adopt is limited to the
amount budgeted in the prior year as adjusted pursuant to section 15-10-420.


The Attorney General’s correctly concluded that HB 124, passed by the 2001 Legislature, did not affect the respective authority of library boards and local governing bodies with respect to library budgets. However, as discussed below, some ten years later the Attorney General acknowledged that the analysis in the 2002 Opinion was “incomplete.”

The 2001 Legislative Changes and the 2012 Opinion
The four Attorney General’s Opinions discussed above clearly and consistently recognized the broad statutory powers and duties of library boards of trustees; authority that enables library boards to manage and operate a library “largely independent of city or county control.” However, an Attorney General’s Opinion issued last year changed the landscape somewhat.

The Livingston City Attorney posed several questions regarding its relationship with the Livingston-Park County Public Library. The main question asked was whether the library board, by adopting a budget, could require the city and county to levy a sufficient amount to fund the budget as proposed by the board. The Attorney General reviewed previously issued opinions, as well as legislative changes made in the 2001 session. In particular, the Attorney General noted that the 2001 Legislature enacted Mont. Code Ann. § 7-6-4035, which provides in relevant part: “The proposed budget and mill levy for each board, commission, or other governing entity are subject to approval by the governing body.” (Emphasis added). The Opinion also referred to the enactment of Mont. Code Ann. § 7-64036, which provides:

The governing body shall fix the tax levy for each taxing jurisdiction within the county or municipality . . . after approval
and adoption of the final budget . . . at levels that will balance the budgets as provided in 7-6-4034.

The Opinion determined that the 2001 legislative changes “upended the funding of public libraries,” changing the law from “a scheme in which library boards had complete control over the library budget . . . to a scheme in which . . . the library board’s proposed budget was subject to approval by the local governing body.”

The 2012 Opinion acknowledged that to the extent the 2002 Attorney General’s Opinion failed to address Mont. Code Ann. §§ 7-6-4035 and -4036, its analysis was incomplete and its holding was inapplicable to the questions presented by the Livingston City Attorney. To be fair, however, the 2002 Opinion only addressed HB 124, a lengthy and very complex bill known as “the Big Bill.” The Attorney General in the 2002 Opinion correctly determined that HB 124 did not change the respective budgetary powers of library boards and local governing bodies. The 2002 Opinion did not, however, address Senate Bill 138, passed in the same 2001 session, which enacted Mont. Code Ann. § 7-6-4035 and -4036, discussed above. These are the two statutes that place approval authority over library budgets directly in the hands of local governing bodies.

The 2012 Opinion also distinguished the Attorney General’s Opinions issued prior to the 2001 legislative changes, finding them inapplicable to the extent their holdings conflict with the 2001 changes to the statutes. Other aspects of those Opinions remain valid, however.

**Conclusion**

The 2012 Opinion establishes new parameters on the relationship between a library board and the local governing body in the case of the preparation and approval of the library’s budget. The library board still has the statutory responsibility under Mont. Code Ann. § 221-309(6) to “prepare an annual budget, indicating what support and maintenance of the public library will be required from public funds.” However, the budget prepared by the board is ultimately subject to approval by the local governing body. The 2012 Opinion did, however, recognize that library boards have the power to:

- Determine how to use unspent funds in the library reserve fund;
• Determine the *details* of their budget, such as hiring and firing, fixing salaries, prescribing duties of library employees, personnel administration, etc.

Thus, while the 2012 Attorney General’s Opinion acknowledges that local governing bodies have final approval over budgets prepared by library boards, the Opinion also implicitly recognizes the basic principle that was first established in the 1986 Opinion – that library boards retain “responsibility for *administering* the library in a manner largely independent of city or county control.”
POLICY 1001: FAIR TREATMENT

The Library Board of Trustees has adopted the American Library Association’s 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 successes.

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.

I. 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.

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

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

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

V. 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.


Approved: 10/19/89
Reaffirmed: 1/25/96
Revised: 1/27/00; 12/04/08; 10/27/11
Reaffirmed: 6/27/12; 7/22/15

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Al Logan, Chair
Library Board of Trustees
POLICY 1002: CONFIDENTIALITY OF LIBRARY RECORDS

Confidentiality of library use is essential to ensure citizens’ freedom to access information.

The purpose of this policy is to safeguard the privacy of those who use ImagineIF Libraries. The topics covered in this policy include, but are not limited to, library card registration data, circulation records, library visits and/or any data that contains information that links a specific customer to specific materials or services used.

INFORMATION COLLECTED BY IMAGINEIF LIBRARIES

Individuals may choose to share personal information, such as names, email addresses, postal addresses and telephone numbers in order to receive certain library services, such as registering for library cards, accessing Montana Shared Catalog Partners Resource Sharing Group materials or interlibrary loans, or receiving personal responses to questions.

Information about individuals’ borrowing history, computer use or other library use will not be kept by ImagineIF, except as necessary for the library to function. Once borrowing transactions are complete, information linking individuals and items is automatically expunged except for the purposes of fines and/or materials collection. ImagineIF does not track individuals’ internet use or electronic resources accessed. Aggregate statistics about library programming, computer use, materials circulation and other services are collected and reviewed in order to improve and expand library services; these statistics do not contain personally identifying information.

ACCESS TO LIBRARY ACCOUNTS BY INDIVIDUALS

Each customer has individual control over his or her library card, and presentation of the card or card number permits the holder access to information about the borrower’s current circulation record. In order to ensure confidentiality, lost or stolen cards should be reported to ImagineIF Libraries immediately. Information about a borrower’s circulation record also may be released to the borrower, in person, upon presentation of photo ID and verification of date of birth.
If a library cardholder is under the age of 18, the caregiver who signed for the child’s card may be given specific information regarding the child’s record under the following circumstances:

• If the caregiver is in possession of the child’s card, they may be given any information in the child’s record.
• If the child’s card is not present, information will be provided to the caregiver listed on the library account upon presentation of photo identification, and will be limited to materials that are overdue, lost or damaged, or related to fines owed.

In compliance with the Montana Records Confidentiality Act (MCA 22-1-1101, 1103-1111), no information will be released to any person, agency or organization except in response to a valid court order or subpoena, properly presented to a library administrator, or in the recovery of library materials and fines. Any employee or volunteer who discloses information in violation of this policy commits an offense and may be subject to criminal prosecution. The intent of the law is not to withhold information, obstruct just or protect criminals, but to ensure that a citizen’s right to privacy is not violated.

THIRD-PARTY ACCESS TO LIBRARY RECORDS

ImagineIF Libraries partner with some third-party vendors to provide additional library services, such as database access and downloadable media. Customers who choose to use these services are encouraged to learn about the privacy policies of those service providers. In all cases, ImagineIF seeks reputable and responsible partners, and restricts access to personally identifiable information by third parties, but the individual privacy policies of these partners vary. ImagineIF is not responsible for protecting personal information garnered by outside websites. ImagineIF Libraries may use third-party agencies to recover materials from borrowers.

ACTIVITIES PROHIBITED AND NOT PROTECTED

This policy does not prevent the library from exercising its rights to enforce the library Customer Conduct policy; to protect its facilities, computer network and equipment from harm; or to prevent the use of library facilities and equipment for illegal purposes. Additional information may be collected on an individual basis to ensure the proper
functioning of the library. In these cases, information will be kept confidential unless ImagineIF finds it necessary to take legal action.

Adopted: 2/23/89
Revised: 1/25/96
Revised: 1/27/00
Revised: 2/24/11
Revised: 1/26/12
Reaffirmed: 6/27/12
Revised: 7/22/15
Revised: 1/27/22

Heidi Roedel, Chair
Library Board of Trustees
POLICY 1003: PROTECTION OF COPYRIGHT

It is the intent of ImagineIF Libraries to comply with Title 17 of the United States Code, titled “Copyrights,” and other federal legislation related to the duplication, retention and use of copyrighted materials. A notice of copyright will be prominently placed on photocopier(s) and other library equipment capable of duplicating or reproducing copyrighted materials. Library staff will refuse any request that would violate copyright regulations. Policies and procedures for use of the library’s meeting room will include provisions related to use of copyright-protected materials.

Library staff will follow copyright law in selecting and using materials for public performance at programs. The library rarely purchases audiovisual materials with public performance rights; DVDs, downloadable materials and music CDs are loaned for personal and home use only. When using library meeting rooms, organizations must follow copyright laws.

Original or copyright-free art will be used to produce library publicity materials.

Approved: 1/28/88
Reaffirmed: 1/25/96
Revised: 1/27/00;
12/4/08
Reaffirmed: 10/27/11
Reaffirmed: 6/27/12
Revised: 7/22/15
Reaffirmed: 1/27/22

Heidi Roedel, Chair
Library Board of Trustees
POLICY 1004: DONATIONS (OTHER THAN LIBRARY MATERIALS)
The Library Board of Trustees welcomes gifts, grants, donations, devises, or bequests of property, real or personal and is authorized by law “to accept gifts, grants, donations, devises, or bequests of property, real or personal, from whatever source and to expend or hold, work, and improve the same for the specific purpose of the gift, grant, donation, devise, or bequest. These gifts, grants, donations, devises, and bequests shall be kept separate from regular library funds and are not subject to reversion at the end of the fiscal year.” MCA 22-1-309

The Library Board requires that all such gifts, grants, donations, devises, or bequests to ImagineIF Libraries be accepted on its behalf by the library director. Monetary gifts, grants, donations, and bequests shall be placed in Fund 7055 to be used for their intended purpose. If a monetary gift, donation or bequest exceeds $1,000 and if the intended purpose allows such transfer, the Library Board of Trustees may consider transferring it to the ImagineIF Libraries Foundation.

While all gifts are appreciated, some might not be appropriate for the library system. Gifts of non-library materials, such as collections, works of art, furniture, and equipment will be considered individually. Donors of such items may be referred to a more appropriate recipient. Gifts of library materials or donations intended for the purchase of library materials are covered in the Collection Development and Management Policy.

Adopted: 7/23/2001
Revised: 12/4/2008
Reaffirmed: 2/22/2012
Revised: 12/3/2014
Reaffirmed: 1/27/2022

Heidi Roedel, Chair
Library Board of Trustees
POLICY 1005: NAMING RIGHTS

The ImagineIF Library Board of Trustees shall have sole responsibility for naming or renaming library facilities and/or subunits of facilities.

Generally, facility subunits shall be named according to ImagineIF branding guidelines and professional best practices in libraries. However, ImagineIF Libraries also offers naming rights for facility subunits when the Library wishes to recognize substantial financial contributions to support library facilities. With regards to contributions from corporations, ImagineIF Libraries adheres to Flathead County’s Advertising Policy. Moreover, as to contributions from corporations, in the event of a conflict between Policy 1005: Naming Rights and Flathead County’s Advertising Policy, the Advertising Policy controls.

Naming opportunities may be offered to individuals, families, foundations, organizations or corporations to recognize financial support for library facilities and sub-units of library facilities. These opportunities will be administered by the ImagineIF Library Foundation, in collaboration with Library staff. All such naming opportunities must be approved by the Library Board of Trustees and administered in compliance with guidelines and procedures developed by the Library Director (Addendum A).

Naming rights may not be offered into perpetuity. The duration of naming rights will be outlined in the guidelines and procedures.

The Library Board authorizes the Library Foundation and Library staff to carry out such a program for recognition of major donors, as approved by the Board, with the clear understanding that the standards and guidelines of the program will be administered unitarily and equally at all times. The Board shall have thirty (30) days to modify a commitment.

Adopted: 3/27/2019
Michael Morton, Chair
Library Board of Trustees

Addendum A
The purpose of this addendum is to establish guidelines for the implementation of naming rights and name recognition opportunities for ImagineIF Libraries and the ImagineIF Library Foundation.

ImagineIF Libraries allows for naming rights and name recognition opportunities when there is a strong community desire for a specific name for a facility or when the Library Board desires to honor an individual, foundation or corporation in recognition of substantial funding to support library facilities, in accordance with the guidelines outlined below.

These guidelines are intended to provide structure and baseline definitions for the Library, which in turn will help ensure equitable, consistent opportunities and a standard of stewardship for gifts received from donors.

Definitions
1. **Financial contributions** include outright gifts of money, securities, real estate, personal property, in-kind donations and endowments.
2. **Naming** refers to titling ImagineIF areas inside or outside library buildings, including special use areas, meeting rooms, study rooms and designated outdoor areas.
3. **Name Recognition** acknowledges philanthropic contributions to support vehicles or self-service structures used in the direct delivery of Library services, technology enhancements, fixtures, furnishings and equipment, or general contributions to a library or Foundation campaign.
4. A subunit of a facility may include special use areas (i.e., Children’s, Teens, reading areas, Technology Centers, Business Services; studios); meeting and study rooms; and designated outdoor areas.
5. **Library vehicles** may include vehicles used in the direct delivery of Library services.
6. **Self-service structures** may include kiosks, vending machines and/or structures, download centers or other structures used in the direct delivery of Library services.

7. **Technology enhancements** may include computers, printers, software, laptops, eReaders, tablets or other emerging technologies available for patron use.

8. **Furnishings and fixtures** may include fixed amenities, such as fireplaces and art walls, as well as shelving, furniture, display walls, and similar articles that are not a fixed part of the building.

**Responsibilities**

The Library Board of Trustees is responsible for establishing policies related to naming rights and recognition and may modify such policies from time to time, or as individual circumstances require.

The Library Director is responsible for developing guidelines to govern the management of naming rights and recognition for ImagineIF Libraries, in compliance with Board policies.

The ImagineIF Library Foundation and/or ImagineIF Libraries staff must immediately inform the Library Director of any offer of a gift or pledge pursuant to these guidelines. Select members of ImagineIF’s Library Leadership Team and staff may support the ImagineIF Library Foundation in its efforts to solicit donors, obtain appropriate approvals and develop formal naming rights and name recognition agreements with potential donors. The ImagineIF Library Foundation has sole responsibility for accepting and disbursing financial contributions related to naming and name recognition opportunities and for administering naming rights agreements.

All naming proposals related to Library buildings or subunits of facilities must be approved by the Library Board of Trustees and the Library Director before commitments are made to any prospective donor.

All name recognition proposals must be approved by the Library Director and Library Leadership Team prior to discussing the proposal with the potential donor.

**Timing and Scope**
These guidelines are effective as of the date of approval by the Library Director and the Board and will supersede all prior guidelines relating to this matter.

**General Guidelines**

- All solicitations for naming rights and opportunities must be coordinated through the ImagineIF Library Foundation. Cash and in-kind contributions may qualify for tax deductions through the Foundation’s 501(c)(3) status. Tax receipts are not issued for funds, products or in-kind services made directly to the Library.
- When a proposal involves the use of the name of a deceased person, approval is contingent on the agreement of that person’s next of kin. In the event the deceased person made a bequest in his or her will, the Library Director and Board will obtain approval from the decedent’s personal representative in compliance with the will’s directives.
- The naming of any subunit of a facility shall be finalized (and naming recognition opportunities shall be fulfilled) only after the financial commitment by the individual or organization has been honored in full and not on the basis of a pledge for future funds.
- Plaques, signage and other recognition vehicles will be placed in appropriate locations and will be consistent with the Library’s image and design requirements. A person’s or organization’s name may not be used on multiple library subunits.
- Named facilities or subunits of facilities in existence at the time of the adoption of these guidelines shall retain their name, subject to restrictions in these guidelines and in any gift agreements related to prior naming action.
- At the discretion of the Library Board, levels of financial contributions outlined below may be adjusted to reflect changes in economic conditions or area norms.

**Naming Opportunities**

**Philanthropic Naming**

ImagineIF Libraries seeks private funds to enhance the Library’s ability to meet the needs of its community. A naming opportunity can be offered to an individual, family, organization, foundation or corporation in recognition of a substantial financial or in-kind contribution to the Library.
Contribution Levels for Philanthropic Naming and Name Recognition Opportunities

Contribution levels for naming and naming recognition opportunities are established based on library need, industry standards and area norms. They may be reviewed and updated periodically to reflect changing conditions.

Subunits of Library facilities:
- A major benefactor who donates a substantial sum toward designated areas inside or outside library buildings, including special use areas, meeting rooms, study rooms and designated outdoor areas. Giving levels will be determined at the time of related fund raising drives, but generally will not be less than $5,000. Name Recognition Opportunities:
- A major benefactor who donates a substantial sum toward the purchase or operation of other library assets or toward the completion of a specific fund raising campaign. Giving levels will be established and provided at the time of the related fund raising drive.

Naming Formats

Naming formats will be defined in the official naming agreement, based on criteria listed below.

Subunits of Facilities
- Donors will have the choice of (a) honoring a leading community figure, or (b) requesting that either they or another individual or entity of their choice be recognized.
- The name of the donor or honoree may be included in the name of the subunit (e.g. “Jane Smith Meeting Room”) and shall be used in signage as well as references to the area in publicity materials and other library documents. Alternatively, at the donor’s request, the name will remain the same but include explicit recognition of the donor (e.g. “Community Meeting Room, made possible through the generous support of The Smith Family.”)
- Donors who wish to remain anonymous or decline a naming opportunity or recognition signage may be offered a recognition plaque for their home or office, if desired.

Naming Recognition
- The name of the donor or honoree will be recognized with the following language “This computer provided through the
generous support of Company XYZ.” Recognition will be rendered via conspicuously placed plaques, or placement on a donor wall or walk.

Requests for words of recognition other than those recognizing the name of an individual, family foundation, organization or corporation may be considered, subject to review and approval of the Library Board of Trustees and/or Library Director.

Duration of Naming Rights
The duration of naming rights will be determined at the time of the donation and spelled out in a formal agreement based on the criteria defined below.

- For subunits of library facilities, naming rights will remain in place for twenty years.
- For all naming recognition opportunities, recognition will remain in place for the earlier of 5 years or the useful life of the item, with the option to renew at replacement or end-of-term.

Qualifications and Exclusions

- There shall be a due diligence review of each naming proposal to carefully consider the overall benefit of such naming to the Library, including whether the name is and will continue to be a positive reflection on the Library. The Library Board of Directors reserve the right to accept or reject any naming proposal based on this review.
- Unless waived by the Library Board of Directors, subunits of a library facility shall not be named for 1) individuals currently employed by the Library, Flathead County, or the State of Montana; 2) political candidates, organizations or elected officials; or, 3) religious leaders, organizations or institutions.
- In order to avoid any appearance of commercial influence or conflict of interest, or any other potentially adverse consequences, additional due diligence shall be undertaken before recommending the naming opportunities that include a commercial enterprise. Naming opportunities may be assigned that include a commercial enterprise only if the proposed name is appropriate to the public setting of the Library and will not
detract from the Library’s use or the Library’s reputation as a public entity.

• Naming recognition is provided to individuals, families and entities that exemplify the attributes of integrity and civic leadership. If an individual or entity for which a naming commitment has been made violates these standards, the Library may elect to remove the individual, family, or entities name from the naming opportunity. Before taking such action, the Library shall undertake due diligence, including consultation with counsel, as to any legal ramifications that the Library may have under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have a legal bearing upon a proposed change in name. Any naming authorized by the Library Board can only be revoked by a vote of that body.

• Naming agreements may be also modified in the event that: 1) the named facility or subunit of a facility is substantially renovated, expanded or designated for another use; 2) the named facility or subunit of a facility is sold, destroyed, removed or abandoned; 3) a named business, organization or entity changes its name and/or focus of operations, or ceases operation.
2001: LIBRARY SERVICE IN FLATHEAD COUNTY

The Library Board of Trustees shall provide for library service to the residents of Flathead County through ImagineIF Libraries and other service outlets as the Board chooses to establish or support.

Requests for new branch libraries may be considered by the Board when presented by a responsible organization designated as the representative of the community making such a request.

Criteria for establishing new branch libraries and for determining the level of service to be maintained at a branch library will include:

- distance of the community from any ImagineIF Library service outlet
- anticipated population to be served
- present level of service to that community.

Revised: 8/21/86
Reaffirmed: 1/25/96
Revised: 3/23/00
Reaffirmed: 9/26/12
Revised: 12/9/15

______________________________
Terry Guidi, Chair
Library Board of Trustees
POLICY 2002: HOURS OF SERVICE

In accordance with the Montana State Library Public Library Standards, ImagineIF Libraries will be open a minimum of 50 hours per week. Hours of service are set by the Library Board of Trustees and are subject to change as finances, staffing and usage patterns require. Summer and holiday hours will be established to maximize staffing during periods of heavy and light library usage. Regular holiday schedules will be posted on the library’s website.

The library will close on the holidays observed by Flathead County and at other times deemed necessary by the library director with the approval of the Library Board of Trustees. In the event that Christmas Day, New Year’s Day, or Independence Day falls on a Saturday, the libraries will be closed on that Saturday and will be open on the Friday observed by Flathead County. Such closures will not result in additional paid holiday time for employees. Except in the case of emergencies, notice of any holiday or special closure will be posted in the library at least one week in advance and will be reported to the news media.

Revised: 10/12/86; 5/28/92; 5/27/93; 9/16/93; 8/24/95; 10/3/96; 12/3/98; 8/23/01; 12/4/08
Reaffirmed: 10/27/11; 9/26/12
Revised: 12/9/15

_______________________________________
Terry Guidi, Chair
Library Board of Trustees
POLICY 2003: LIBRARY ACCESSIBILITY

The Library Board of Trustees strives to provide equal access to all library facilities, activities, and programs in adherence to the Americans with Disabilities Act of 1990. ImagineIF Libraries does not discriminate on the basis of disability in the admission or access to employment, library programs or services. Service animals accompanying individuals are welcome in the library.

The library welcomes input from persons with disabilities about ways the library can more completely serve them, and every effort with the made to accommodate the needs of persons with disabilities. Questions about ADA compliance and suggestions or complaints about accessibility of library facilities, activities and programs should be addressed to the library director.

Approved: 3/24/94
Reaffirmed: 3/28/96
Revised: 5/25/00
Revised: 7/22/10
Reaffirmed: 9/26/12
Revised: 12/9/15

__________________________________________
Terry Guidi, Chair
Library Board of Trustees
POLICY 2004: COMPUTER USE

ImagineIF Libraries provide Wi-Fi, computers, Internet access, printing and scanning for the public. These resources are provided to all library users to facilitate exploration, connection and collaboration. It is the individual user’s responsibility to adhere to ImagineIF Libraries’ Customer Conduct Policy.

Responsibility for online materials accessed by children and teenagers rests with their parent or legal guardian. Computers in the children’s area employ Internet filters and point to age-appropriate websites. Parents or guardians who believe that their children cannot responsibly use the Internet should personally supervise their use of library computers.

Library computers and personal devices connected to ImagineIF Wi-Fi may not be used by anyone for illegal activity, to access illegal materials or to access materials determined to be obscene by the Montana Code Annotated, 45-8-201. ImagineIF provides free and open access to information and does not practice censorship. However, ImagineIF Libraries are public spaces, and deliberate display of some materials that are not defined as obscene may constitute sexual harassment or violate the ImagineIF Customer Conduct Policy. Repeated actions that create a disturbance or that are considered sexual harassment may result in the loss of some or all library privileges.

Library staff will assist customers with basic technology assistance. Staff is unable to provide comprehensive technical support for personal computers and devices. Personal computers and wireless devices may not be connected directly to ImagineIF’s internal networks or staff computers.

Computer Use Agreement

By clicking “Accept,” you agree to:

• Adhere to time limits established by ImagineIF Libraries.
• Promptly pay any printing fees.
• End your session and leave the workstation if asked to do so by an ImagineIF Library staff member, even if you have not completed your session. (Library staff reserves the right to interrupt sessions to perform necessary maintenance.)
• Use this computer only for legal activity, including adherence to copyright or other rights of third parties, and in a manner consistent with ImagineIF’s Customer Conduct Policy.
• Avoid interfering with or disrupting library staff hardware, software, networks or services.

Adopted: 2/27/97
Amended and Renamed: 6/17/02
Amended and Renamed: 1/24/2011
Revised: 10/22/2014
Revised: 3/4/2020

Marsha Sultz, Chair
Library Board of Trustees
POLICY 2009: CONTRACTED SERVICES

The Library Board of Trustees may choose to provide contracted services to other legal entities on request.

Details of contracted services will be defined in a written agreement to be approved by the Library Board of Trustees and the governing body of the entity requesting such services.

All contracts will run from July 1 of any fiscal year until June 30 of the same fiscal year unless otherwise specified in the contract. A process for termination shall be specified in each contract.

Approved: 8/13/92
Revised: 10/24/96
Revised: 10/28/99
Revised: 7/9/09
Revised: 9/26/12
Revised: 12/9/15

Terry Guidi, Chair
Library Board of Trustees
POLICY 2010: CUSTOMER CONDUCT

To help staff better serve all library customers, the Library Board of Trustees provides standards of acceptable behavior to ensure a positive, welcoming, clean, and safe environment conducive to library use. Behavior becomes unacceptable when it infringes on the rights of others.

Unacceptable behavior includes, but is not limited to:

- Disturbing library users or staff members with:
  - Harassing or threatening behavior
  - Obscene or abusive language or gestures
  - Unreasonable noise, including loud talking on cell phones
  - Behavior inappropriate to a business setting, such as running, fighting, or throwing objects
- Disrupting the normal functioning of the Library
- Inappropriate use of the Library premises or equipment, including vandalism
- Soliciting of any kind
- Being intoxicated or incapacitated by drugs or alcohol, or using nicotine products, alcohol, or illegal drugs on the Library premises
- Interfering with others’ use of the Library
- Bringing animals inside ImagineIF buildings, with the exception of service animals (as defined by the Americans with Disabilities Act) or animals that are part of Library programs
- Bringing a knife, gun, or any other weapon into the Library
- Engaging in any activity in violation of ImagineIF policy, or any federal, state, local, or other applicable law

Customers will be asked to adapt their behavior to comply with library policy. If a customer fails to do so, appropriate action will be taken, which may include permanent expulsion from ImagineIF facilities. Illegal activity will be reported to appropriate law enforcement agencies.

Adopted: 08/27/87
Revised: 10/27/94, 03/28/96, 10/03/96, 04/23/98, 03/25/99, 10/28/04, 04/09/08, 01/26/12, 12/05/12, 3/25/15, 12/5/18
Michael Morton, Chair
Library Board of Trustees
POLICY 2011: PHOTOGRAPHY, VIDEOTAPING, AND USE OF OTHER RECORDING DEVICES

The duty of fulfilling the Library’s strategic plan is the first priority of ImagineIF Libraries and the filming and photography described below is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Library’s strategic plan.

Note that any persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases. Persons who wish to photograph individuals or groups inside the Library must seek verbal permission from the subjects before doing so.

Staff will terminate any photography, videotaping, or recording session that appears to compromise public safety or security or that is in violation of this policy.

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

NEWS MEDIA PHOTOGRAPHY/FILMING
The Library has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs. Advance authorization for such photography must be obtained from the Library Director or Director’s designee at 758-5826.

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the library itself. It disallows using library facilities as interview venues for unrelated stories, and disallows access to library patrons for opinion polls within its facilities. Community organizations holding scheduled events or meetings in library meeting rooms may arrange for their own news coverage of their events. Such photography and filming is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.
LIBRARY STAFF PHOTOGRAPHY/FILMING

The Library reserves the right to document its services and the public’s use of the library. Official representatives of the library may take photographs, film, or use other recording devices within the library and at library-related events and activities for library purposes. These photographs and films may be copied, displayed, published (including on the Library’s and the Library Foundation’s website), in a newsworthy context to inform the public about the Library. Use of photos for publicity or marketing purposes must be accompanied by a release form. This section extends to photographs and filming by library staff at the ImagineIF Library Foundation and Friends of the Library events and at library booths and programs at public events in the community.

Adopted: 02/22/12
Revised: 04/04/18

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Michael Morton, Chair
Library Board of Trustees
POLICY 2011-06: SAFETY OF CHILDREN IN THE LIBRARY

ImagineIF Libraries offer welcoming spaces that encourage children to explore, create and connect. Library staff strive to provide a safe environment for all customers, but safety cannot be guaranteed. While ImagineIF staff are committed to helping children with activities and materials at the libraries, library staff do not act as child care providers or disciplinarians. Children are expected to adhere to the same rules of conduct as adults. Please refer to the Customer Conduct Policy in the ImagineIF Policy Manual.

- Parents, guardians and caregivers are responsible for their children while visiting any ImagineIF Libraries location.
- Children under the age of 9 may not be left unsupervised anywhere on the library premises. If a parent or guardian cannot be located, the police or Child and Family Services will be contacted.
- Children 9 years of age or older are welcome to use the library without a parent, guardian or caregiver. Parents will be notified if a child age 9 or older is not able to follow the library’s rules of conduct.
- Children who have not been picked up at closing time will be given the opportunity to call a parent. Children who have not been picked up after closing time will be left in the care of the police. Under no circumstances will a library staff member transport children in a vehicle or accompany them home.
- Organized groups of children, such as school classes, day care groups, and tours, must be supervised by adults in their group at all times while in the library.

Adopted: 2/23/06
Reaffirmed: 7/09/09
Revised: 12/05/12
Revised: 11/18/15
Revised 12/5/18

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Michael Morton, Chair
Library Board of Trustees
POLICY 2012: FACE COVERINGS IN THE LIBRARY

In order to facilitate a safe environment for staff and the public, the Library Board of Trustees supports precautions intended to prevent the transmission of COVID-19.

Face coverings are to be worn by all people over the age of 5 while inside ImagineIF Libraries’ facilities during Phases 1 and 2 of the library’s reopening plan. This measure is intended to help protect identified and unidentified vulnerable staff and members of the public.

If members of the public are unable or unwilling to wear a face covering while in the libraries, they are welcome and encouraged to use offsite accommodations provided by library staff. ImagineIF Libraries will have disposable face coverings available for public use.

Adopted: July 23, 2020

Connie Leistiko, Chair
Library Board of Trustees
POLICY 3001: BORROWING PRIVILEGES

ImagineIF Libraries extends borrowing privileges to all residents of the State of Montana as well as to people who are temporarily residing in Flathead County. In order to borrow materials, customers must possess an ImagineIF library card or a library card from a participating Partner Resource Sharing Group library.

OBTAINING A LIBRARY CARD

Adults and teens ages 16 and up must present photo identification and verification of a current Montana address in order to obtain a library card.

Current photo identification issued by a school, government agency or employer that includes and name and photo are acceptable. Address verification is needed if the card does not include a Montana address.

A limited-use card will be issued to library customers who can provide a current photo ID but do not have proof of Montana address.

Children and teens between the ages of 9 and 15 who visit the library without a parent or caregiver may register for a card. They must be able to provide their name, address, phone number and date of birth, as well as the first and last name of a parent or caregiver in order to obtain a library card.

A parent or caregiver assumes responsibility for materials borrowed by their dependents.

LIBRARY CARD AGREEMENTS

- The cardholder agrees to return borrowed materials on time and accepts responsibility for lost or damaged items.
- The cardholder is responsible for the original price of the item plus any processing or recovery fees when items are lost or damaged beyond repair.
- A valid library card or a current photo ID must be presented to check out materials.
- Held materials may only be picked up with the library card under which the item is held.
• It is the cardholder’s responsibility to notify Library staff of any address or contact information changes.
• If a library card is lost or stolen, it is the responsibility of the cardholder to notify the library.
• ImagineIF Library materials may be returned to any ImagineIF location or any Partner library regardless of checkout location.

Revised: 1/26/11 Revised: 2/28/91 Revised: Revised: 5/23/96
3/23/00 Revised: 12/04/08 Revised: Revised: 1/26/12
5/22/13 Revised: 2/24/16 Revised: 10/26/2016
Revised: 3/27/19

Revised: 2/28/91 Revised: 5/23/96 Revised: 3/23/00
Revised: 12/04/08 Revised: 1/26/12 Revised: 5/22/13
Revised: 2/24/16 Revised: 10/26/2016 Revised: 3/27/19

Michael Morton Chair
Library Board of Trustees
POLICY 3002: CIRCULATION OF MATERIALS TO ORGANIZATIONS

The Library Board of Trustees is committed to providing service to as many as possible of those customers who are unable to come to the library. Such customers may include, but are not limited to, those in assisted living facilities, nursing homes, retirement homes and preschool and daycare facilities. Any of these organizations may apply for an “organization card.”

Cards will be issued to organizations in Flathead County upon request, after the receipt of a signed letter by an authorized representative of the facility. Materials will check out for the standard loan periods and the organization is responsible for any fees associated with damaged or lost materials. The organization’s personnel will select and return materials.

Approved: 7/09/09
Revised: 5/22/2013
Revised: 2/24/16
Revised: 3/27/19

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Michael Morton, Chair
Library Board of Trustees
POLICY 4003: SPECIAL REFERENCE AND RESEARCH SERVICES

ImagineIF Libraries provide access to materials that satisfy customer interests and enable lifelong learning. Library staff assist with self-directed research by helping customers locate and use relevant research materials and library equipment. Library staff will not complete in-depth research on behalf of customers as part of the library’s regular services.

When time or distance prevents on-site customer use of library resources, ImagineIF will refer the request to other individuals or agencies as deemed appropriate. On rare occasions, ImagineIF may choose to provide Special Reference and Research Services relating to library resources not available elsewhere.

Special Reference and Research Services include, but are not limited to:
• Use of microfilm or scanning of documents on behalf of customers
• Genealogical and local history research
• Other research beyond the normal services provided in the course of customer assistance

Adopted: 8/12/92
Revised: 1/28/99
8/26/10
7/24/13
11/18/15
10/23/2019

____________________________________
Marsha Sultz, Chair
Library Board of Trustees
POLICY 4004: MEETING ROOM USE
ImagineIF Libraries provides public meeting space at ImagineIF Kalispell. The meeting room is available primarily to support library programs and functions, and second by local community groups and organizations. This policy ensures that ImagineIF Libraries’ meeting room is available for gatherings, the purpose or nature of which is civic, cultural, educational and/or of community interest. In accordance with the American Library Association’s Library Bill of Rights and its interpretation pertaining to meeting rooms, the library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting’s sponsors.

The meeting room may be scheduled through the Business Office at 758-5821, Monday through Friday on a first-come, first-served basis. The contact person shall assume responsibility for the group’s use of the room. Meeting room rules must be accepted in order to reserve a room.

The following rules govern the use of ImagineIF Libraries Meeting Room:

• Users of the meeting room must adhere to the Library Rules of Conduct.
• All meetings must be open to the public and may not be restricted to any particular group. With the exception of books and other resources sold at library-sponsored events, no products or services may be advertised, solicited or sold.
• Groups using the room may not charge registration or admission fees or require a donation or purchase as a condition of attending a meeting. Membership dues and costs may be collected.
• All advertisements, announcements, press releases, flyers, etc. related to meetings must clearly state the meeting is NOT sponsored by ImagineIF Libraries and must clearly designate the sponsoring organization.
• Library users may not use the name, address, or telephone number of ImagineIF Libraries as the address or headquarters of any group using the library for meetings.
• The contact person must be the last to leave the meeting, and last to leave the building if the meeting ends after library closing.
• The meeting room is in high demand and time slots do not allow all groups desiring its use to have access.
• Groups will notify the library at least 24 hours before a meeting if it must be canceled.
• Reservations can be made for the current month, plus two months in advance.
• Groups are limited to reserving a meeting room twice per month. To ensure that meeting rooms are available to a variety of groups, ImagineIF Libraries may limit room use for particular organizations if abuse or non-compliance is detected.
• The room is available for use as a public meeting room during ImagineIF Libraries’ open hours on each day the library is open for business.
• Meeting room users should schedule enough time to allow ample set-up, meeting and clean-up time to avoid overlap with another group.
• If a meeting ends after the library’s public hours, a designated contact person will be given instructions for securing the building. Meetings must end by 9:00pm. Groups may not use the room past the library’s closing time on Saturdays.
• Priority for use of the room is retained by ImagineIF Libraries for library or related business. In an emergency, ImagineIF Libraries may ask a group to cancel a scheduled meeting to allow for library use of the room.
• ImagineIF Libraries will not provide storage of materials for any group.
• Groups are responsible for taking care of the meeting room and will be held responsible for any damage incurred. After using a meeting room, chairs must be stacked and tables returned to the original arrangement before vacating the room. If food is served, utensils must be washed, garbage disposed of and the kitchenette cleaned.
• Alcoholic beverages may not be served or consumed on library property, except at special events hosted by the ImagineIF Library Foundation, Friends of the Library, or library supporting organizations or associations. These groups must obtain written permission to serve alcoholic beverages at special events in advance by ImagineIF Libraries administration.
• Groups must provide any necessary meeting equipment that is not available at the library. ImagineIF Libraries provides projection equipment, DVD/VHS player and a screen, as well as wireless access to the Internet for groups to use with their own computers.
• Groups showing a film must have documented public performance rights to screen the film.
• Community groups may request the use of laptops by contacting the Information Desk at 758-5815.
• Attendance must not exceed the posted capacity of the meeting room: 48 persons.
• Groups must provide Americans with Disabilities Act (ADA) accommodations when requested.
• Any use of the meeting room that violates the Library Rules of Conduct is not permitted.

Failure to comply with the ImagineIF Libraries meeting room rules will result in withdrawal of room reservation privileges.

Liability
• ImagineIF Libraries reserves the right to deny use privileges should any abuse of this policy occur.
• ImagineIF Libraries may not be held liable for any damage, loss or bodily injury occurring to persons or property affiliated with the scheduled meeting.
• Meeting room users shall be held liable for any damage to or loss of library property in conjunction with their scheduled meeting.

Revised: 10/22/87
Revised: 9/16/93
Revised: 1/28/99
Revised and adopted: 5/27/2010
Revised: 4/28/2011
Revised: 9/25/13
Revised: 10/23/2019

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Marsha Sultz, Chair
Library Board of Trustees
MEETING ROOM USE AGREEMENT

I have read and I agree to adhere to the rules and regulations of the ImagineIF meeting room use policy, including the Library Rules of Conduct. I understand that I must give a phone number and/or email address that the Library may give out to those persons requesting more information about my meeting. I understand that failure to comply with the ImagineIF meeting room policy will result in withdrawal of room reservation privileges for my group.

GROUP NAME: __________________________________________

DATES REQUESTED: ______________________________________

MEETING START TIME: __________ END TIME: ______________

CONTACT PERSON (please print) __________________________________________________________

CONTACT PHONE NUMBER: ______________________________________________________________

CONTACT EMAIL ADDRESS: ______________________________________________________________

CONTACT MAILING ADDRESS: ____________________________________________________________

________________________________________

SIGNATURE DATE

For Library Use Only

Accepted by:

________________________
Date: ____________________

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POLICY 4004-04: MARION BRANCH MEETING ROOM USE

Small groups of fewer than 10 people may meet in the Marion Branch during hours open to the public. Any group numbering over six people is asked to schedule with a staff member at least 24 hours in advance. A group of fewer than six people may simply ask permission of library staff at the time of meeting.

The existing rules of conduct in the library are to be followed, and members of the group are asked to leave their meeting area in the same neat, clean condition it was.

Any after-hours meeting must be scheduled and coordinated with the Marion School Administration.

Approved: 05/08/95
Revised and adopted: 12/15/2010
Reaffirmed: 09/25/13
Reaffirmed: 10/23/2019

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Marsha Sultz, Chair
Library Board of Trustees
Policy 4005: Art Exhibit and Display Policy

The Flathead County Library System welcomes the opportunity for selected artists and groups to exhibit artwork for public viewing in our exhibit spaces. FCLS provides space for artists of diverse media and styles to display their work to the community. Content should be suitable and appropriate for the general public and is subject to review and approval by the FCLS Art Advisory Committee. The Art Advisory Committee is responsible for the selection of all display materials in the building and on the grounds of FCLS locations, using the same criteria for judging work from both amateurs and professionals to provide a high standard of quality artwork for our community to enjoy. The Art Advisory Committee retains the right of refusal and is not obligated to accept every exhibit or item offered for display.

Application:
Artists are invited to apply for an exhibit date by sending a formal application to: Flathead County Library System, 247 First Ave E., Kalispell, MT 59901 ATTN: Arts Advisory Committee.

An application can be obtained in the library business office or from our website. www.flatheadcountylibrary.org

Terms for Exhibiting:
Agreement to exhibit in the Flathead County Library System display spaces implies acceptance of these terms.

- Artists are encouraged to visit the display space prior to the installation of their display.
- Artists are responsible for working with library staff to install and remove their artwork within the scheduled exhibit period.
- Artists are responsible for repairing damage to the display space. Library staff will assess the display area condition before and after the exhibit.
- FCLS will not provide storage space for artists’ materials.
- The exhibit will be open during the hours of library operation unless otherwise arranged with the Art Advisory Committee.
- Descriptions of artwork displayed in the gallery will be provided by the artist and approved by the Art Advisory Committee.
- A press release will be emailed to local news media. Representative work, a description of the exhibit and a biography of the artist will be placed on the FCLS website. Additional promotional materials are the responsibility of the artist.
Materials are to be approved two months in advance of the opening date by the Art Advisory Committee.

- Receptions for an exhibit are optional and should be cleared with the Art Advisory Committee. All receptions will be subject to library policies.
- Artists are responsible for sale and collection of monies for their artwork.
- FCLS requests a 10% donation from all sales. Purchased artworks may be picked up from the artist at the end of the exhibit.
- The display area is open to the general public and is not monitored by library staff.
- Artists may wish to insure their artwork at their own expense. FCLS will not provide insurance for an artist’s work.

Adopted: 5/23/13

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Constance Leistiko, Chair
Flathead County Library Board of Trustees
POLICY 4005-A ART EXHIBIT APPLICATION AND WAIVER
Artists are invited to apply for an exhibit date by sending a formal application or dropping one off at:

ImagineIF Libraries
ATTN: Arts Advisory Committee
247 First Ave. E.
Kalispell, MT 59901

View Application »

View Current Exhibit »
https://imagineiflibraries.org/events/art-exhibits/

View Art Exhibit and Display Policy »
https://imagineiflibraries.org/policies/4005-art-exhibit-and-display/
Policy 4006: Bulletin Board Posting

The Flathead County Library System provides bulletin boards in some of its libraries for announcements promoting events and services of interest to the community.

The use of the bulletin board is available to all groups. The FCLS does not endorse the viewpoints of any non-FCLS postings. Editorials, opinion pieces, propaganda and other like items will be removed by Library staff as necessary.

Adopted: 11/30/89
Reaffirmed: 10/24/96
Revised: 05/25/00
Revised: 09/26/2012

Constance Leistiko, Chair
Flathead County Library System Board of Trustees
POLICY 5000: COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

The purpose of the Collection Development and Management Policy is:

- To document collection management procedures;
- To guide staff in the selection, retention, and withdrawal of library materials;
- To inform the public of the philosophy of collection development and the policies involved; and
- To establish a framework for continuous collection evaluation and improvement.

COLLECTION OBJECTIVE

The ImagineIF Libraries' collection is developed based upon community interests and needs, the composition and use of the existing collection, and input from customers, staff, and the Library Board of Trustees. ImagineIF Libraries’ Collection Development Policy reflects the three pillars of Strategic Plan for the Future, 2015-2017: Explore, Connect, Create.

ImagineIF’s primary service commitment is to the people within its service area, including people of every age, education, background, personal philosophy, religious belief, occupation, economic level, ethnic origin and human condition. The collection contains information on a variety of subjects and views, and is organized to provide unrestricted and easy access within the limitations of space and budget. All ImagineIF materials are intended for public use and, with the exception of selected special or reference collections, all materials are available for check-out.

COLLECTION RESPONSIBILITY

The Board of Trustees vests responsibility for selection of library materials in the Library Director under guidelines established by the Board. Members of the staff, qualified by reason of education and/or experience, serve on the Collection Management Team and are assigned to assist with the selection of materials.

GENERAL COLLECTION DESCRIPTION

The library collections are comprised primarily of popular materials directed toward the general public and an effort is made to have the
most current information available. There is a special collection of materials that focuses on the history of Flathead County and surrounding areas. Older general material is held only if it has local historical significance.

COLLECTION PHILOSOPHY
ImagineIF endorses the following American Library Association statements:
- Library Bill of Rights See Appendix A
- Freedom to Read See Appendix B
- Freedom to View See Appendix C

ImagineIF upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

See the appendices to this document, adopted by the Board of Trustees, which include the statements above and various interpretations of the Library Bill of Rights.

SELECTION CRITERIA
The criteria for selection, acquisition, customer requests, duplication, replacement, and withdrawal (weeding) are the same for all materials and formats. Selection of materials is driven by customer demand in all formats for all ages. Items do not need to meet all criteria to be selected, nor does fulfilment of criteria necessarily guarantee selection.

CRITERIA:
- Customer demand and interest
- Critical reviews
- Presentation and readability
- To balance of all sides of an issue
- Author’s reputation and significance as a writer
- Reputation and standing of the publisher
- Local or national significance
- Availability of the material or information elsewhere
- Quality of the physical format
- Reasonable cost
In most cases, the library will not purchase or accept as gifts self-published materials that are not reviewed in established review journals.

The electronic collections available through MontanaLibrary2Go are part of a statewide consortium. These materials are selected and withdrawn by a cooperative committee, not by ImagineIF staff, and are subject to separate collection development policies and procedures. MontanaLibrary2Go is administered by Montana State Library and by two committees: an elected Executive Committee and a volunteer Selection Committee.

MontanaLibrary2Go Policies and Procedures


WITHDRAWAL OF MATERIALS
Staff shall review the collection on an ongoing basis with the goal of maintaining the quality and vitality of the library collections. This process of collection management incorporates continuous collection evaluation through the use of circulation reports and analysis of collection use. Worn, damaged, and dated materials shall be removed from the collection on a regular basis. Materials may also be withdrawn if they are not used or are superseded by a new edition or a more authoritative work on the same subject. Other criteria that may be applied include the changing demands of users, replacement of materials with other formats, space, and collection balance. Withdrawn materials will be disposed of in the manner deemed most appropriate for that item. Methods of disposal may include the free shelf at ImagineIF Kalispell, sale by affiliated support groups, distribution to other libraries or community service organizations, or recycling.

SPECIAL COLLECTION
The Special Collection is established to collect, preserve, and make available for research primary and secondary archival materials relating to Flathead County. The Special Collection is a repository for materials primarily concerned with Flathead County, Montana. Less extensively collected are materials related to northwest Montana and to the State of Montana as a whole. Materials with no connection to these geographic regions may occasionally be included for their protection or preservation.
Since materials in the Special Collection are intended to provide an ever-available source of information on Flathead County, they are for use only in the library. Customers may use items from the Special Collection in any ImagineIF location. When a customer requests that an item from the Special Collection be sent to a satellite location, the item will be transported there by the library courier and will remain available for a limited number of days. Items judged to be irreplaceable or too fragile to transport may be used only at ImagineIF Kalispell.

**DONATION OF LIBRARY MATERIALS**

The Library Board of Trustees welcomes the generosity and thoughtfulness of the community in supplementing the library collections through monetary donations and memorials. The Board requires that all such gifts, grants, donations, devises, or bequests be accepted on its behalf by the Library Director in keeping with guidelines established by the Board.

Donated materials are accepted with the understanding that they will be handled or distributed through balancing the best interests of the library system with the intent of the donor. Most items will be given to the Friends of the Library to sell at their annual book sale. Upon request, ImagineIF Libraries will provide the donor a receipt, but will not appraise the value of donated items.

Donors of funds for the purchase of library materials are encouraged to provide some guidance in the selection of materials by specifying an appropriate broad subject area. While taking under advisement the donor request, ImagineIF Libraries reserves the right to the final decisions regarding all materials. Library materials purchased with donated funds may be designated by a bookplate or other appropriate identification.

Donated and memorial materials are subject to the same standards as the rest of the library collection. The criteria for selection and withdrawal of library materials apply to all items in the library collection, regardless of their origin. Once a gift is accepted, it becomes the property of ImagineIF Libraries, to be used or disposed of in accordance with the policies established by the Board of Trustees. All materials will be shared by the entire library system and will be made available to all
borrowers, including participants in the Montana Shared Catalog Partners Resource Sharing Group.

Monetary gifts, grants, donations, and bequests shall be placed in the ImagineIF Libraries Gift and Memorial fund to be expended. If a monetary gift, donation, or bequest is substantial, and if the intended purpose allows such transfer, the Board of Trustees may consider transferring it to the ImagineIF Library Foundation for investment and management in keeping with the intent of the donor.

ImagineIF Libraries will not return unsolicited materials, nor will it be responsible for payment of costs incurred when unsolicited materials are sent. Unsolicited materials will be added to the collection or disposed of accordingly.

**HOLDS RATIO**
ImagineIF maintains a 4:1 hold ratio for books, a 5:1 ratio for audio recordings and DVDs. In rare instances, copies from other Partner Libraries are included in calculating the holds ratio. Downloadable materials on MontanaLibrary2Go are part of a state-wide consortium. The holds ratio for these items is set and overseen by an outside selection team.

**COMPLAINTS AND CENSORSHIP**
ImagineIF Libraries believes in freedom of information for all, and does not practice censorship. The selection of library materials is based on a person’s right to read, listen, and view and the freedom from censorship by others. Attempting to meet the needs and interests of a diverse population requires a wide range of materials. Inevitably, there will be something in a balanced collection that may be unacceptable or disturbing to someone.

ImagineIF Libraries holds censorship to be a purely individual matter and declares that while anyone is free to personally reject materials of which he or she does not approve, he or she may not exercise censorship to restrict the freedom of others.

Responsibility for materials selected and read by children and adolescents rests with their parent or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or
disapproval or to indicate certain philosophies. No items are sequestered except to protect them from damage or theft.

Criticism and comment on material selected for inclusion in or exclusion from the collections is an essential right of community members and a valuable part of the ImagineIF Libraries’ selection process. This process provides an opportunity for staff members to reexamine choices and reasoning.

The Library Board of Trustees acknowledges that occasional objections to resources will be made despite the care taken and the procedures followed in their selection. The Library Board and library staff are prepared to defend the principles of freedom to read and access information. Objections to particular language or point of view of material cannot be used as justification for the exclusion of materials.

If a complaint cannot be resolved informally, the complainant will be asked to fill out and return a written and signed Citizen Comment on Library Materials Form. This form may be obtained from any ImagineIF staff member. In the absence of a fully completed form there is no formal complaint and no action will be taken. After the library director has received a fully completed written complaint, she or he shall establish a review committee to investigate the complaint. The committee’s recommendation is then presented to the Library Board of Trustees for a final decision.

Adopted: 4/09/2008
Revised: 9/22/2011
Revised: 10/22/2014
Revised: 10/25/2017

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Terry Guidi, Vice-Chair
Library Board of Trustees
POLICY 5001: LIBRARY PROGRAMS

ImagineIF Libraries supports its strategic goals by developing and presenting programs that provide additional opportunities for education, connection and 21st century skills building.

Programs are an integral component of library service and serve to:
- Expand the Library’s role as a community resource
- Introduce customers to Library resources
- Provide opportunities for lifelong learning
- Build relationships
- Expand the visibility of the Library

PROGRAM PHILOSOPHY
ImagineIF endorses the following American Library Association statements:
- Library Bill of Rights See Appendix A
- Freedom to Read See Appendix B
- Freedom to View See Appendix C
- Library-Initiated Programs as a Resource See Appendix D

ImagineIF upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Library materials, including programs, present a diversity of viewpoints that enable citizens to make the informed choices necessary in a democracy.

See the appendices to this document, adopted by the Board of Trustees, which include the statements above and various interpretations of the Library Bill of Rights.

PROGRAM OBJECTIVES AND CRITERIA
ImagineIF’s primary service commitment is to the people within its service area, including people of every age, education, background, personal philosophy, religious belief, occupation, economic level, ethnic origin and human condition. Library staff expertise, collections, services and facilities are used in developing and delivering programs. Library programs include, but are not limited to, lectures, community forums, performing and visual arts, participatory workshops, technology
programming, storytimes, book clubs, class visits, discussion groups, installations, exhibits, displays, and presentations for social, cultural, educational, or entertainment purposes. Library programs may take place on-site at the library, offsite in other locations, or online and may be delivered by library staff or library partners. Library programs are developed by professional librarians under the supervision of the Library Director.

The Library’s staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

**SALES AND FUNDRAISING**

All programs must be open to the public and offered free of charge, although at the discretion of the Library Director the following will be permissible at Library-initiated programs or on property governed by Library policy:

- Fundraising to benefit the Library, or sponsored by the Friends of the Library or the ImagineIF Library Foundation.
- The sale of books, CDs, or other items by authors or performers/presenters as part of a Library program. Presenters are encouraged to donate a copy of their work to the Library for possible inclusion in the Library collection.

The library does not offer programs of a purely commercial nature. Library programs must have a special educational, informational, or cultural value to the community. Examples of programs that would be considered commercial include but are not limited to presentations offered for free but with the intention of soliciting future business.
PRESENTERS
The Library strives to include a broad spectrum of opinion and a variety of viewpoints in Library-initiated programs and exhibits. The Library may collaborate with other community groups or businesses on programs that support the Library’s mission and goals. Library sponsorship of a program and opinions expressed by individuals and groups presenting the program do not constitute or imply an endorsement or a reflection of its policies, beliefs, or program by any library personnel, the Library Board of Trustees or the Friends of the Public Library. Program presenters will be selected from local, regional, and national talent in order to prepare programs that reflect the diversity of Flathead County and the world. Requests from individuals to present programs such as author readings and signings or music release events are considered and weighed against the public's demonstrated interest in the topic, the library’s budget and other allocated resources, as well as the presenter's demonstrated qualifications, expertise and reputation.

Performers and presenters will not be excluded from consideration because of their origin, background or views. The Library will not exclude program topics, speakers and resources from programs because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

ATTENDANCE
Every attempt will be made to accommodate all who wish to attend a program. However, when safety, cost, or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advance registration or at the door. In no case will attendance at a program be limited because the content of the program may be controversial.

Adults who wish to attend a program specifically designed for children must be accompanied by a child. Teen programs are limited to teens only, except when a teen requires an adult assistant or companion.

MARKETING
External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library’s
Marketing Department. Individuals or groups offering programs in the Library’s meeting room must follow the advertising guidelines in the Library’s Meeting Room policy.

ACCESSIBILITY
The Library makes every effort to comply with all applicable laws, including the standards and requirements of ADA and state or local disability accessibility guidelines. If a program is held in a location not controlled by the library, the library will ensure that the space is accessible to all library users. If users overflow designated event areas during library events, libraries will protect accessible public spaces (i.e., ramps, pathways, and emergency exit routes) to ensure access and safety for everyone. Reasonable accommodations will also be made to have interpretation or real-time captioning for the deaf or hard-of hearing at library-initiated programs when needed or requested by library users.

COMPLAINTS AND CENSORSHIP
ImagineIF Libraries believes in freedom of information for all, and does not practice censorship. The presentation of library programs is based on a person’s right to read, listen, and view and the freedom from censorship by others. Attempting to meet the needs and interests of a diverse population requires a wide range of materials and perspectives.

Parents and guardians may restrict their own children’s access to library programs, but no person or organization can interfere with another person’s access to or participation in library programs. Concerned citizens may inquire before a program to establish whether a particular program meets their needs and interests.

The Library welcomes expressions of opinion from customers concerning programming. If a customer has concerns about a library program, they should first address the concern with a Library senior staff member. Customers who wish to continue their request for review of Library programs may submit the Citizen Comment on Library Materials form. Requests for review of programs or exhibits will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library’s Collection Development Policy.
POLICY 6000: PERSONNEL

The Flathead County Policy and Procedures Manual applies to all ImagineIF Library staff members and all matters pertaining to personnel unless otherwise noted in Library Policy.

Per MCA 22-1-310, in personnel matters, library trustees have a broad range of powers and duties, which may override those set forth in the Flathead County Policy and Procedures Manual. These are:

- The duty to appoint and set the compensation of the library director.
- With the recommendation of the library director, to employ and discharge such other persons as may be necessary, to fix and pay their salaries and compensation, and to prescribe their duties.
- Grievances and appeals regarding disciplinary action and termination to be heard by a Board will be heard by the Library Board and not by the Board of Commissioners.

Adopted: 8/25/2011
Revised: 1/27/2016
Reaffirmed: 1/27/2022

Heidi Roedel, Chair
Library Board of Trustees
POLICY 6003: CONTINUING EDUCATION FOR LIBRARY STAFF MEMBERS

The Library Board of Trustees believes that continuing education of staff members is vital to the provision of quality library service. The Board of Trustees therefore declares its commitment to further education for library staff members, who are constantly adapting to meet the changing needs of library users.

ELIGIBILITY

All staff members are expected to pursue continuing education. Staff members are encouraged to participate in conferences, workshops, meetings, classes, and professional organizations and may request a schedule change and/or financial assistance to that end.

RESPONSIBILITIES

It is the responsibility of staff members to work with their supervisors to identify opportunities for continuing education.

It is the responsibility of the director and supervisors to encourage staff members to take advantage of educational opportunities, to determine who shall attend, and to determine if financial assistance will be offered, and to set an example by participating in continuing education and using such education for the benefit of the library.

Adopted: 8/24/95
Revised: 8/26/99
Reaffirmed: 8/26/11
Revised: 3/28/12
Reaffirmed: 3/25/15
Reaffirmed: 1/27/22

Heidi Roedel, Chair
Library Board of Trustees
POLICY 6004: VOLUNTEER
The Library Board of Trustees encourages a volunteer program, designed to supplement and enhance services to the public through effective use of the talents and expertise of volunteers.

The volunteer program is organized by the Volunteer Coordinator under the guidance and supervision of the Director of ImagineIF Libraries. All library locations participate in the volunteer program as outlined in the Volunteer Handbook. Volunteers are expected to follow all ImagineIF policies as well as the guidelines in the Volunteer Handbook.

Adopted: 2/25/98
Revised: 8/26/99
Revised: 3/18/2010
Revised: 10/22/2014
Revised: 12/4/2019

Marsha Sultz, Chair
Library Board of Trustees
APPENDIX A: LIBRARY BILL OF RIGHTS

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.

1. **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.

2. **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.

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

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

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

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

Adopted June 19, 1939.
Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;
APPENDIX B: FREEDOM TO READ

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

This statement was originally issued in May of 1953 by the
Westchester Conference of the American Library Association and
the American Book Publishers Council, which in 1970 consolidated
with the American Educational Publishers Institute to become the

Adopted June 25, 1953, by the ALA Council and the AAP Freedom
to Read Committee; amended January 28, 1972; January 16, 1991;

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
APPENDIX C: FREEDOM TO VIEW

FREEDOM TO VIEW STATEMENT

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

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

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

**Endorsed January 10, 1990, by the ALA Council**
Our Mission

Our job is to provide safe and fair access to books and information. With hands-on activities and experiences for all ages, we work to transform vision, dreams and desires into reality.