



PROGRAM SPACE POLICY

Approved by Library Advisory Board: Sept. 20, 2005

Contents:

A. Intended Use of Program Spaces.....	2
B. Eligibility for Use	2
C. Compliance Requirements.....	2
D. Consequences of Non-Compliance	3
E. Description of Program Spaces	3-5
F. Reservations and Scheduling.....	5-6
G. Fees, Insurance, Licensing.....	6
H. General Rules for Use of Library Program Spaces	7-9
I. Security, Safety Requirements	9
J. Exceptions.....	9
K. Appeal Process.....	10
Appendix 1 – Reservation Application and Agreement.....	11-13
Appendix 2 – Fee schedule.....	14
Appendix 3 – Acceptable Behavior Policy.....	15-16
Appendix 4 – Unattended Children Policy.....	17
Appendix 5 – Internet Use Policy.....	18-19
Appendix 6 – Request for Appeal	20-21

A. Intended Use of Program Spaces

1. Farmington Public Library includes a number of program spaces which are, first and foremost, intended for use by the library for library-sponsored programs and events. Occasionally these spaces may be available for use by outside groups, under the terms of this policy.
2. Farmington Public Library reserves first priority for use of any program space at all times, and in rare instances may preempt the scheduled use of a program space. Generally speaking, use of library program spaces by outside groups is extremely limited during summer months due to the library's summer reading programs.
3. Outside groups are reminded that the library does not provide amenities and services commonly associated with reception halls, civic centers, or other facilities intended for general public use.
4. Use of program spaces outside of regular library hours is not permitted.

B. Eligibility for Use

1. An individual wishing to reserve a program space on behalf of an outside group must be a Farmington Public Library card holder in good standing and must be age 21 or older.
2. Library program spaces may be used by nonprofit educational, civic, cultural, and governmental groups.
3. Library program spaces may not be used for events involving commercial groups, profit-making organizations, church groups, partisan political groups, private parties or receptions.
4. Outside groups using a library program space may not charge a fee for attendance and may not collect donations. The sale of items may not occur on library premises.

C. Compliance Requirements

1. Use of library program spaces by outside groups requires compliance with all other library policies, including but not limited to, Acceptable Behavior Policy (Appendix 3), Unattended Children Policy (Appendix 4), and Internet Use Policy (Appendix 5).
2. Use of program spaces shall be consistent with the objectives of Title VI of the Civil Rights Act of 1964. Facilities shall not be made available to any organization that practices discrimination based on race, creed, color, sex, national origin, age, sexual orientation, or handicap.
3. The fact that a group is permitted to use a library program space does not in any way constitute the library's endorsement of the policies or beliefs of that group.
4. Proof of food license and/or liability insurance may be required under the terms of this policy and user agreement.
5. Library staff may attend or observe any meeting or program at any time to ensure compliance.

D. Consequences of Non-Compliance

1. Farmington Public Library reserves the right to deny the use or the continued use of its program spaces to any person or organization not complying with library policies and procedures as determined by the Library Administrator (or designee).
2. Non-compliance may also result in loss of deposits, which will be applied toward cleaning or repair of damages.
3. Any user defaulting on a library account, such as charges for bad checks, meeting room damage or equipment damage, will be turned over to the City Attorney for legal action. The library will not accept new bookings and will cancel existing bookings for outside groups that have invoices outstanding of forty-five (45) days or more.

E. Description of Program Spaces (listed clockwise from entrance)

1. Multipurpose Room

- Maximum capacity (code) – 218
- Tables and chairs – 180 chairs, 20 tables (18x60)
- Warming kitchen -- Microwave and refrigerator; does not include dishes, utensils, coffee servers, condiments, paper products, table cloths; (use of kitchen will require additional fee, licensing, and insurance)
- Microphone and assistive listening system (will require additional fee for set-up, testing, and tech support)
- Audiovisual systems -- Motorized room darkening shades, Motorized projection screen, DVD, VHS, PowerPoint, Overhead/Opaque projector, Slide projector (will require additional fee for set-up, testing, and tech support)
- Telephone/Internet connection (may require additional fee for long distance charges)
- Foldable platform riser
- 2 lecterns
- South Courtyard access (prior approval required)

2. South Courtyard (Outdoor)

- 12 Adirondack-style patio chairs
- No tables
- Countertop and sink (water available only during warm weather seasons)
- Electricity available (prior approval required)
- No extension cords provided by library for use in outdoor spaces.
- Trash generated during the event must be removed from the premises by group using the space
- Use of courtyard does not include access to multipurpose room or warming kitchen

3. South Amphitheater (Outdoor)

- Tiered concrete seating for approximately 58
- Electricity available (prior approval required)
- Sound system and audiovisual equipment not available from the library
- No extension cords provided by library for use in outdoor spaces
- Trash generated during the event must be removed from the premises by group using the space

4. Storytime Theater

- The Storytime Theater is not available for use other than for library-sponsored programs.

5. Library Laboratory (Craft Room)

- The Library Laboratory is not available for use other than for library-sponsored programs.

6. Computer Lab

- The Computer Lab is not available for use other than for library-sponsored programs.

7. Conference Room

- 24 chairs
- 3 conference tables (84x48); rearrangement of tables not permitted
- Magnetic dry erase board
- Motorized projection screen
- No projection equipment
- No side tables
- No provisions for food/beverages

8. North Courtyard (Outdoor)

- 12 patio chairs
- 3 round tables (48” diam.)
- Electricity available (prior approval required)
- No extension cords provided by library for use in outdoor spaces
- Trash generated during the event must be removed from the premises by group using the space

9. North Amphitheater (Outdoor)

- Tiered concrete seating for approximately 86
- Electricity available (prior approval required)
- Sound system and audiovisual equipment not available from the library
- No extension cords provided by library for use in outdoor spaces
- Trash generated during the event must be removed from the premises by group using the space

10. Southwest Conference Room

- 10 chairs
- 1 conference table (120x48); rearrangement of table not permitted
- No side tables available
- No provisions for food/beverages

Walk-in requests for the Southwest Conference Room will be considered at the discretion of security personnel provided there is no conflict with any previously scheduled use of the room.

11. Study Rooms and Media Rooms

- 2-person Study Rooms (6 rooms; 2 chairs at built-in counter)
- 2-person Media Rooms (4 rooms; 2 chairs at built-in counter; various media equipment)
- 4-person Study Rooms (2 rooms; 4 chairs, 54” diam. round table, magnetic dry erase board)
- 6-person Study Rooms (2 rooms; 6 chairs, 84x48 table, magnetic dry erase board)

Study rooms and media rooms are managed by security personnel according to the Study Room/Media Room Use Policy, <http://www.infoway.org/policies/studyroompolicy.html> and are not included under the terms of this Program Space Policy.

12. Grounds Surrounding Library – Groups larger than ten (10) must obtain prior approval from Library Security personnel or Library Administrator. Grounds surrounding the library are closed from dusk until dawn.

F. Reservations and Scheduling

1. Reservations are accepted on a first-come, first-served basis, and may be made up to thirty (30) days in advance. An outside group may use any of the library program spaces for no more than a total of three (3) events within a twelve-month period, with the exception of study rooms and multimedia rooms, which are managed under a different policy.
2. Each program space is limited to one non-library event per day.
3. Each program space will be available no more than thirty (30) minutes prior to and thirty (30) minutes following the scheduled event. If other arrangements are required, group must have prior approval from Program Coordinator.
4. To reserve a program space, a Reservation Application and Agreement must be completed and submitted to the Program Coordinator. For information about the spaces and details related to their use, please contact the Program Coordinator at 505-566-2208, between 8:00 a.m. – 5:00 p.m. Monday through Friday. Voice mail messages will be returned as soon as possible.
5. All program space requests will be reviewed to determine eligibility and use. The Library Administrator (or designee) shall be the final authority in granting or refusing permission for use of library program spaces.

6. No event will be scheduled on the calendar until a completed Reservation Application and Agreement have been signed and approved.
7. If an event is cancelled, notification must be given twenty-four (24) hours prior to the event. Failure to notify will result in loss of deposit and may affect eligibility to reserve program space in the future.

G. Fees, Insurance, Licensing

1. Cleaning and Damage Deposit

(a) A refundable cleaning and damage deposit is required for all events. Events including food and/or beverages must be held in the multipurpose room, courtyards, or amphitheaters. Refer to fee schedule (appendix 2) for details.

(b) Payment of the deposit is required with the completed Reservation Application and Agreement.

(c) Following the event, should condition of program space require cleaning beyond the normal routine, or should damages be incurred as a result of the event, the deposit shall be applied to the costs of the additional cleaning or damage repairs. If the deposit is insufficient to reimburse the actual costs, user shall be liable for all costs exceeding the amount of initial deposit.

(d) The deposit, or portion thereof, will be mailed within thirty (30) days of the event's conclusion. Invoice for any additional charges is due on receipt.

2. Fees

(a) There are fees in addition to the deposit. Refer to fee schedule (appendix 2) for fees associated with use of amenities such as kitchen and staff support for equipment such as sound system, assistive listening system, audiovisual equipment, telecommunications access, etc.

(b) Fees must be paid in full prior to scheduling the event.

3. Liability and Insurance

(a) User shall indemnify and hold harmless the City of Farmington and the Farmington Public Library from any and all liability that may arise from the use of the facility for the named event, including any and all actions, claims for personal injury or death and property damage, including costs and expenses of defense of such action.

(b) User may be required to provide the library with a certificate of insurance, evidencing coverage liability insurance having minimum combined limits of \$1,000,000 and said certificate shall name both the City of Farmington and the Farmington Public Library as insured parties.

4. Food license

(a) Food items that require heating or refrigeration must be served by a caterer licensed by both the City of Farmington and the New Mexico State Department of Health. Copies of licenses must be submitted with the Reservation Application and Agreement.

H. General Rules for Use of Library Program Spaces

1. Unloading, Setup

(a) The library will not provide porter service to carry supplies, nor will the library provide carts or dollies for the purpose of loading and unloading.

(b) Custodial help is not available for other than normal maintenance of the program space.

(c) Any equipment brought to the library will be subject to prior inspection and approval by library security personnel.

(d) Parking – as a loading zone, parking in the circle drive is not permitted.

2. Decorations, signage

(a) Prior to the use of any library program space the Program Coordinator must approve any signage, decorations, or literature to be displayed in the library.

(b) No signage may be affixed to the walls, woodwork, ceiling, or furniture.

(c) Decorating is permitted, but certain types of decorations are prohibited, including but not limited to: confetti, live plants, burning candles, decorations incorporating glitter, nails, thumbtacks, staples, tape (on walls, ceilings, light fixtures, and woodwork).

(d) All signage and decorations shall be removed from the premises at the conclusion of the event.

3. Promotion of Event at Library

(a) The library must review all printed material, including the invitation, for approval prior to printing. The library's name, image or logo may not be used without permission of the Library Administrator (or designee), and should in no way suggest endorsement of the sponsoring organization or the event by the library or the City of Farmington.

(b) Promotion or advertisement on library property is limited to the Community eBulletin, and must comply with the library's rules for posting, <http://www.infoway.org/policies/eBulletinPolicy.html>

(c) Signage directing people to the appropriate program space will be provided by library staff on the day of the event.

4. Food, Beverages, Catering

(a) Only capped, bottled water is permitted inside the library. This includes the Conference Room, Southwest Conference Room, Study Rooms and Media Rooms. All other food and/or beverages must be consumed inside the vending café.

(b) Cold light snacks and non-alcoholic beverages served in conjunction with an event are permitted only in the multipurpose room, courtyards, or amphitheaters. Full meals may not be served. Red-dye based punch may not be served at any time. Food and beverage items to be served must be approved by Program Coordinator prior to event.

(c) Events in the multipurpose room that include food and/or beverages (other than capped, bottled water) require a kitchen usage fee in addition to the cleaning deposit and room usage fee. Refer to fee schedule (appendix A).

(d) Food items that require heating or refrigeration must be served by a caterer licensed by both the City of Farmington and the New Mexico State Department of Health. Copies of licenses must be submitted with the Reservation Application and Agreement.

(e) Alcohol and/or use of tobacco products are not permitted, in accordance with the Library Rules of Conduct (Appendix 3).

5. Equipment and Supplies

(a) Some equipment is available according to each space (see descriptions herein). Groups or individuals may provide their own equipment for use in the reserved program space. Equipment provided by group must obtain prior inspection and/or approval by security personnel. The library accepts no responsibility or liability regarding the use or care of such equipment, nor will library staff provide set-up or technical assistance.

(b) Additional tables and chairs may not be brought in to the library without prior approval, in writing, from library security or maintenance personnel, to assure compliance with fire and safety codes.

(c) The library will not provide supplies, including but not limited to copies, flip charts, easels, markers, pens, pencils, paper, batteries, napkins, paper plates, cups, utensils, coffee, condiments, etc.

6. Cooperation and Cleanup

(a) At the conclusion of the event the library will expect cooperation and help with basic clean-up. Users are asked to push chairs up to tables, put litter in the trash containers, and report any problems to library security or maintenance personnel.

(b) At the conclusion of event the user of the program space shall:

(1) Immediately report any spills on tables, carpet or walls to library security or maintenance personnel.

(2) Place all trash in receptacles provided. Note that use of courtyards and amphitheaters require that all trash generated during the event must be removed from premises.

(3) Remove all personal effects, equipment, food items, and decorations brought by group.

(4) Leave the program space as clean and as orderly as possible.

(5) Accompany security and/or maintenance personnel on final inspection of program space before leaving the premises.

(c) At the conclusion of event the library staff shall:

(1) Turn off, disconnect and remove equipment provided by library.

(2) Conduct an inspection of the program space, with the user, at the conclusion of event.

(3) Assess charges for any special cleaning requirements of damages resulting from use of the program space.

(4) Return refund or issue invoice for additional charges within thirty (30) days of event's conclusion. Invoice is due on receipt.

7. Conduct

(a) A responsible adult must be present for the entire duration of the event, and must make him or herself known to library security personnel. This individual will be held responsible for the proper conduct of those attending the event.

(b) Users will be admitted to and must vacate the premises at the appointed time. Meetings should be scheduled to end fifteen (15) minutes before the library's closing time.

(c) Library staff will not page or relay messages to individuals who are attending a function, except in an emergency situation. Individuals may not use the library's business telephones. Pay telephones are available in the lobby.

(d) Under the terms of the library's Unattended Children Policy, unsupervised children will be returned to responsible adult in the program space. If further instances of unsupervised children occur, the event shall be terminated at the discretion of library security personnel. Library staff will not conduct children's programs specifically in conjunction with a group's event.

(e) Use of library program spaces requires compliance with all other library policies, including but not limited to, Library Rules of Conduct, Unattended Children Policy, and Internet Use Policy (appendixes 3, 4, and 5 respectively).

I. Security, Safety, Requirements

1. The security of your automobile is your responsibility. The library recommends that all doors be locked and valuables not left inside.
2. Items that are left at the library following an event will be turned over to the security desk and placed in the lost and found. Items that are not claimed within the time specified by the library's lost-and-found guidelines will be discarded.

J. Exceptions

1. Events conducted or sponsored by Farmington Public Library are exempt from the terms of this policy.
2. Use of library program spaces by the Farmington Public Library Foundation or the Farmington Public Library Advisory Board for events supporting Farmington Public Library are considered library-sponsored events and are exempt from the terms of this policy.
3. Events that are co-sponsored by an individual or organization with Farmington Public Library are exempt from the terms of this policy, but may be subject to the terms of a Farmington Public Library Program Agreement.

K. Appeal Process

Appropriate steps for appealing the terms of this policy:

1. Submit Request for Appeal (appendix 6) to the Library Administrator.
2. Library Administrator (or designee) will issue a written response to the complainant within 14 days of receiving the Request for Appeal.
3. The complainant may choose to submit a subsequent appeal, in writing, to the chair of Library Advisory Board.
4. The subsequent appeal, administrator's response, and initial Request for Appeal will be reviewed by Library Advisory Board, and a written response will be issued to the complainant within 30 days of receiving the subsequent appeal.

Appendix 1 - Reservation Application and Agreement

**PROGRAM SPACE RESERVATION
APPLICATION AND AGREEMENT**
(Please complete one form for each date/time requested)

Return to:
Program Coordinator
Farmington Public Library
2101 Farmington Avenue
Farmington, New Mexico 87401
Phone: (505) 566-2208 FAX: (505) 599-1257

Today's Date: _____ Event Date: _____ Event Time: _____

Organization Name: _____

Applicant's Name: _____

Applicant's Farmington Public Library Card Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____

Name of Program: _____ Number of attendees expected: _____

Purpose of program: _____

Room Requested: (Check only one)

South Courtyard South Amphitheater North Courtyard

North Amphitheater Conference room

Multipurpose room

With kitchen (required if food is to be served) *

With Sound system*

Wireless microphone

Assistive listening system

With AV equipment*

Slide

VHS

DVD

Overhead

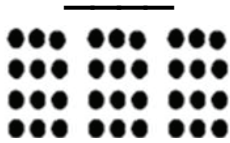
Opaque

PowerPoint

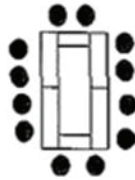
Platform Riser

Lectern

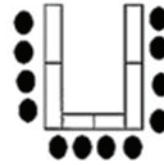
Set up: (circle one)



Lecture / Theatre



Hollow Square



U-Shape

Number of tables requested _____ Number of chairs requested _____

**Additional charges will apply. Please refer to fee schedule.*

All events require a \$100 refundable cleaning and damage deposit in addition to non-refundable usage fees. Please refer to fee schedule to determine charges below:

Refundable Cleaning & Damage Deposit	_____	\$100.00
Program Space Usage Fee	_____	
Kitchen Fee (Multipurpose Room Only)	_____	
Sound System Fee (Multipurpose Room Only)	_____	
AV Equipment Fee (Multipurpose Room Only)	_____	
AMOUNT DUE	_____	

Appendix 1: Page 2

Agreement:

By signing below, I am acknowledging that I have read and understand the Program Space Policy as set forth by the Farmington Public Library. I also understand that the Farmington Public Library is not responsible for any injuries or personal damage incurred by using the program space and that I am, in fact, responsible for any damages incurred against the Farmington Public Library building, program spaces, equipment and furniture. This agreement is not valid unless approved by the Library Administrator or designee. Program Space will be reserved no more than thirty (30) days before the date of the event and not until deposit and fees have been paid.

Signed _____ Date: _____

Approval: _____ Date: _____

For Staff Use:	
Agreement received: _____	Posted on Calendar: _____
Library card in good standing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Age (21 or older): _____
Pre-inspection by: _____	Date: _____
Notes: _____ _____	
Post inspection:	
Maintenance: _____	Security: _____
Notes: _____ _____	
PRIOR TO APPROVAL:	FOLLOWING EVENT:
Deposit: <u> \$100.00 </u> _____	Amt to Return: _____
Total Fees: _____	Date Returned: _____
Received: _____	Addl. Charges: _____
Check Date: _____	Date of Invoice: _____
	Pmt. Received: _____
	Check No.: _____
	Check Date: _____

Appendix 2 – Fee schedule

Schedule of Deposits/Fees:

All fees are in addition to a \$100 refundable cleaning deposit

Space (listed clockwise, from entrance)	Seating, Furnishings	Usage Fee (non- refundable)	Kitchen Facility	Sound System	AV Equipment	Other
Multipurpose Room	218 max. capacity 180 chairs 20 tables (18x60) 2 lecterns Foldable platform	\$300	Microwave Refrigerator Sink NO dishes, utensils, condiments, paper products, etc. \$100 usage fee	Wireless microphones, assistive listening system \$50 Tech Support Fee	Slide VHS DVD Overhead Opaque PowerPoint \$50 Tech Support Fee	Room darkening shades Internet Telephone (additional fees may apply) Access to South Courtyard
South Courtyard (outdoor)	12 Adirondack lounge chairs No tables	\$100	Countertop/ Sink (water in warm weather months only)	Not available	Not available	No restroom access
South Amphitheater (outdoor)	Tiered concrete seating for approx. 58	\$75	Not available	Not available	Not available	Electricity (with prior approval) No restroom access
Conference Room	24 chairs 3 tables (84x48) <i>Moving furniture not permitted</i>	\$150	Not available	Not available	Screen Markerboard	
North Courtyard (outdoor)		\$75	Not available	Not available	Not available	No restroom access
North Amphitheater		\$75	Not available	Not available	Not available	No restroom access

Appendix 3 – Acceptable Behavior Policy

Revised June, 2006

These rules apply to everyone in the Library. "Library" shall mean all parts of the Farmington Public Library and Branch locations including, without limitation, the entrance structures of the Library and parking lots. These rules may be enforced by suspending the privilege of a violator to use the Library in accordance with the procedures of Resolution No. 98-924.

Library Security or Manager will intervene to prohibit any of the activities or behaviors listed below. Violators will be asked to stop such activity immediately. If the activity/behavior continues, the violator will be instructed to leave the library for the balance of that calendar day (expulsion as defined in Resolution No. 98-924). The Manager or Library Security may suspend a person's privilege to attend or use the library for a period of up to one year as per Resolution No. 98-924 Section 2 for further violations. All violations resulting in suspension/expulsion will be recorded by Library Security. Any criminal activity will be an automatic suspension for one year.

1. No person may steal, damage or alter any property of the Library (with the exception of normal wear and tear), including, without limitation, computer equipment, systems, software or programs or other equipment.
2. No person may use any tobacco product in the Library.
3. No person may commit harassment of another person on the Library premises.
4. No person may commit indecent exposure, as defined by Municipal City Code 18-6-2, on the Library premises.
5. No person may ride a skateboard, wear or use rollerblades or rollerskates, or in any way jeopardize the safety of anyone in the Library or on the Library's property. Bicycles must remain outside the Library and bike racks are provided for bicycles and scooters.
6. Excluding special Library programs, no person may carry, lead, or bring an animal into the Library, or cause an animal to enter the Library, with the exception of properly identified service animals for disabled persons under the control of their owners.
7. No person may bring a weapon (as defined in Municipal City Code 18-5-41) into or possess a weapon in the Library. (This prohibition does not apply to police officers carrying service weapons in accordance with their department's policies.)
8. No person may lie down, doze, or sleep in the Library. (This rule shall not apply to children under the age of six.)

9. No person may bring into, sell, or possess alcoholic beverages or illegal drugs, in the Library.
10. No person may be in the Library without the permission of an authorized Library employee before or after Library operating hours.
11. Capped, bottled water is permitted in the Library. All other food and drink are restricted to the Vending Café located in the lobby.
12. No person may solicit donations, sell items or panhandle (defined as approaching citizens with items for sale or pleas for donations).
13. No person may distribute or post printed materials or literature without prior Library approval.
14. Children must be supervised by an adult guardian as stated in the Farmington Public Library Unattended Children Policy.
15. No person may disturb other patrons or employees of the Library so as to disrupt their work or their use of the Library. This prohibits the use of any sound- or noise-producing devices that are audible to others. This rule will be enforced only if the person creating the disturbance continues the behavior after he/she has been asked to stop by the person being disturbed or by a Library employee.
16. No person may remove Library materials without properly checking them out.
17. No person may keep Library materials past their due date as defined in Municipal City Code 16-4-3.
18. No person may fraudulently use a library card.
19. No person may park a vehicle on the Library's property in violation of designated parking areas or in any other area that would impede the flow of traffic or Library parking.
20. No person may abuse Library Internet usage policy.
21. No person may enter the Library unless he/she is properly dressed.

All City employees and/or contractors doing work at the Library will sign in and out with Library Security.

If a Library user chooses not to follow the Acceptable Behavior Policy, that user will be asked to leave. Police will be called if the user refuses to leave.

Appendix 4 – Unattended Children Policy

Approved January 16, 2001

The Farmington Public Library welcomes the use of its facilities and services by children of all ages. Our services and programs are offered to make the library enticing to children, to encourage them to visit the library and to develop a love of books, reading and libraries.

Responsibility for the welfare and the behavior of children using the library rests with the parent/guardian or an assigned chaperone. Though staff will always respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended. Staff may need to contact authorities such as the Police either to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.

Parents should not use the Library as an alternative to daycare. For safety's sake, parents should make sure that their children are sufficiently mature before allowing them to visit the Library by themselves. Parents should also realize that, even in their absence, they are legally responsible for their children's behavior.

The Library is not responsible for the care and supervision of unaccompanied children prior to opening or after closing. The Library is also not responsible for children outside the building who await transportation or who are socializing. Adults responsible for unattended school-age children using the Library should be aware of the Library's hours and make arrangements to meet the children on time.

It is not the intention of the Farmington Public Library to seek out unattended children, but rather to have a reasonable response prepared if necessary. The Library respects the privacy of all patrons and will intervene only when, in the opinion of our Staff, the safety and well-being of a child appears to be threatened.

Appendix 5 – Internet Use Policy

Approved 4-06-2004

Background

It is the intent of the Farmington Public Library to provide free, equitable, and organized public access to Internet resources. This access honors the fundamental library principle of intellectual freedom, an abiding respect for the dignity and privacy of individual inquiry.

The Farmington Public Library is committed to:

- providing public access to this new communication medium
- the development and/or purchase of local information resources (such as the catalog of our holdings, periodical indexes and databases, and other text files and databases of local or regional interest)
- the identification and organization of links to resources the library believes fit its general collection policies, including selected professional concerns such as training in the use of the Internet, censorship, literacy, etc.
- search tools that reach far beyond the efforts of the Farmington Public Library to the manifold offerings of the Internet.
- making appropriate Policy changes as needed.

Disclaimer

In total, the Farmington Public Library has no control over information accessed through the Internet. We cannot be held responsible for its content. As with other library materials, supervision or restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. It is also the responsibility of the child, whose curiosity is surely tempered by his or her judgment and upbringing. For access to computer resources that are age appropriate, it is recommended that children under the age of twelve use the computers designated for children's use.

Much of the information on the Internet is timely, useful, and/or entertaining. Some of it is dated, erroneous, or offensive. This is also the case with printed materials. Library users should cast a cautious and critical eye on any and all data they discover. The job of the library is access, not endorsement.

Unacceptable Use of Electronic Resources

Any of the following actions may result in the loss of library privileges and/or criminal prosecution or other legal action.

Unacceptable use of the Farmington Public Library's electronic resources includes, but is not limited to, the following:

1. It is not acceptable to use Farmington Public Library's electronic resources for illegal or criminal use.

Appendix 5 - Library Internet Use Policy (continued)

2. It is not acceptable to violate the legal protections provided by copyright and licenses to program or data.
3. Infoway does not permit email solicitation or the transmission of unsolicited email.
4. It is not acceptable to access nudity or pornographic images, or to engage in sexually explicit messages or sexually explicit chat. Profanity shall not be used in communicating. The user will be held responsible for all language and graphics displayed on the monitor.
5. It is not acceptable to use Farmington Public Library resources to seek to infiltrate a computer or computing system and/or damage or alter the software or hardware components of a local or remote computer or computing system.
6. It is not acceptable to seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Users shall not represent themselves as another user unless explicitly authorized to do so by that user.
7. It is not acceptable to falsify information to gain access to Internet sites.
8. It is not acceptable to use our Internet workstations beyond time limits established by library staff. The primary purpose of our Internet workstations is to aid research. If patrons are waiting for the workstation, however, use of the terminal will be limited to a total of thirty minutes. If a patron has already been using a terminal for 30 minutes, the patron will be expected to surrender use of the terminal immediately. Patrons using library Internet access off site are currently limited to one hour per day. Time limits may change without notice.

In general, we expect that our patrons will be both law-abiding and civil.

Links from the Library's web site

A "link" (hypertext reference) from the library's home pages to other sites does not imply endorsement of the views expressed at those sites. These links are carefully evaluated and selected, according to the library's collection development policy. Links are selected based upon the following criteria: currency, authority, organization, and accessibility. The Library Administrator, in keeping with the general goals described above, is responsible for the selection of the links.

"Local" links provide access to community information and services primarily or largely directed to San Juan County citizens. In general, the library does not link to individual businesses, although it may include such umbrella organizations as area Chambers of Commerce. The library Web site is not to be considered a public forum. The library may provide links to issues or subjects that may be of educational or entertainment value to its patrons. Such links may be changed discretion of the Library Administrator.

Appendix 6 – Request for Appeal

Appropriate steps for appealing the terms of this policy:

1. Complete the following Request for Appeal and submit it to:
Library Administrator
Farmington Public Library
2101 Farmington Ave.
Farmington, NM 87401
2. Library Administrator (or designee) will issue a written response within 14 days of receiving the Request for Appeal.
3. You may choose to submit a subsequent appeal, in writing, to the chair of Library Advisory Board.
4. The subsequent appeal, administrator's response, and initial Request for Appeal will be reviewed by Library Advisory Board, and a written response will be issued within 30 days of receiving the subsequent appeal.

Request initiated by (print name) _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Request made on behalf of

Yourself

An organization (name) _____

Other group (name) _____

Have you read the library's Program Space Policy?

Yes No

1. To what specific portion(s) of the Program Space Policy do you object? (Continue on additional page as needed)

2. Considering the library’s purpose, what changes to the Program Space Policy do you recommend? (Continue on additional page as needed)

SIGNATURE _____ DATE _____

NOTE: This request for appeal, and all related communications, will be shared with the Library Advisory Board and will become a matter of public record, including your name and address.

<p>For Staff Use:</p> <p>Date Request Received: _____</p> <p>Date Response Sent to claimant and Library Advisory Board: _____</p>
