

POLICIES OF THE PETERSBURG PUBLIC LIBRARY

Our mission: We connect you to the world of ideas

Petersburg Public Library Goals

Adopted by the Library Board, April 2008

To offer resources and programs to stimulate your imagination and inspire you to explore your interests.

To have professional staff with current training and volunteers who exceed expectations.

To be a connection spot offering a comfortable, welcoming, safe community center.

To provide a collection of books and other media which is diverse, dynamic and responsive to your requests

To address the changing technological needs of the community to equalize access and assist in developing skills.

To provide the access to information and the forum for discussion of topical issues to promote civic engagement

To offer support to job seekers, business owners, entrepreneurs and nonprofits.

SELECTION OF LIBRARY MATERIALS POLICY

GENERAL STATEMENT OF PURPOSE

The Petersburg Public Library strives to inform, enlighten, and empower every person in our community. The Library and the Library Board upholds the democratic right of all Americans to freely express their thoughts and ideas, both popular and unpopular. We support the right of each individual to privately read, listen, and view the full range of published thought and ideas.

In support of these ideals the Petersburg Public Library offers a collection of materials that is diverse, inclusive and protected by the First Amendment of the United States Constitution and Section 1.5 of the Alaska State Constitution. The Library Board endorses the American Library Association's Library Bill of Rights and all interpretations pertinent to the selection and use of library materials.

OBJECTIVES OF THE COLLECTION

The Library is responsible for providing materials to residents and taxpayers of all ages, backgrounds, and opinions. The library collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs.

The collection is presented to provide individual access to information and materials in various formats to serve a wide variety of needs:

- To enhance humanity and the enjoyment of life according to the full exercise of free choice
- To assist in developing the skills and abilities needed for economic success
- To develop the social awareness and knowledge needed for self-government and successful participation in a diverse community

- To encourage and enhance personal, artistic, and intellectual growth

The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

The Board considers reading, listening, and viewing to be individual, private matters. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read, view or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (in loco parentis).

The Library collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

The Board recognizes that library resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries, and electronic and other methods of information access, are valid and necessary ways of meeting patron needs.

SELECTION

The responsibility for the collection rests with the City Librarian under the authority of the Library Board. Direct selection of library materials is delegated to staff members qualified for this duty by education, training, interest and job classification.

Factors considered when adding specific material to the Library collection include, but are not limited to:

- Collection objectives
- Present collection composition
- Current or historical significance of author or subject
- Timeliness
- Public interest
- Level of demand
- Audience for material
- Community relevance
- Diversity of viewpoint
- Effective expression

The nature of the media and the technical quality of production are additional factors to be considered in selecting audio, video, electronic, and other non-print formats.

Websites linked from the Library's homepage or catalog are subject to the same selection criteria as other materials.

The Board recognizes that full information on issues of public concern may require access to information sources which exemplify those concerns. Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may appropriately be selected if their inclusion will contribute to the balance and effectiveness of the Library collection as a whole.

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries, electronic retrieval or other means.

Gift items are subject to the same selection criteria used for purchased materials.

CONSTITUTIONAL PROTECTION

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Alaska State Constitution.

If a court having jurisdiction over Petersburg Public Library decides that any material in the collection is not constitutionally protected, such material will be removed. Material under court consideration will remain available to patrons until a final court ruling is made after all appeals are exhausted.

WITHDRAWAL OF MATERIALS

The Board recognizes that withdrawing materials from the collection is an important part of maintaining the library collection. Withdrawal of library materials is vested in the City Librarian who may authorize qualified staff to assist. The withdrawal policy of the Library shall include the same factors as the selection policy and is not intended to sanction removal of library materials based upon any controversy. Such materials will be deemed to have been withdrawn by the Board according to the guidelines stipulated in the library's Intellectual Freedom/Reconsideration of Materials Policy.

GIFTS

The library accepts donations of materials or money to purchase them, with the understanding that gifts to be added to the collection must meet established selection criteria. Gifts not retained for the collection may be given to other libraries, schools, or nonprofit groups, sold, or otherwise disposed of, the choice being the library's entirely.

No condition or restriction on gifts can be honored unless agreed upon by the librarian and donor before delivery of the gift. The library cannot legally appraise gifts for tax purposes.

Gifts of money, real property, and/or stock will be accepted if any conditions attached to them are acceptable to the Library Board.

COPYRIGHT

The Petersburg Public Library intends to abide by copyright law. Patrons who use library materials are responsible for the legal use of those materials.

INTELLECTUAL FREEDOM POLICY
PETERSBURG PUBLIC LIBRARY
Adopted by the Library Board, April 2005

1.6 Intellectual Freedom

The library does not promote particular beliefs or views, nor does the selection of any item imply endorsement of its views. The purpose of the public library is to be a resource where individuals can examine many points of view and come to their own conclusions. The library attempts to provide materials representing different sides of controversial issues. Access to library materials will not be restricted beyond what is required to protect materials from theft or damage.

The Petersburg Public Library Board endorses the America Library Association's *Library Bill of Rights* and the *Freedom to Read Statement*. These documents are considered guiding principles for this collection development policy and are appended to these policies.

Responsibility for the reading and information access of children rests with their parents and legal guardians. Parents who wish to limit or restrict the reading of their own child should personally oversee that child's choice of library resources. Selection of library materials will not be inhibited by the possibility that items may be seen by children. The library encourages parents to be involved with their children's reading and library use and will work with parents to find materials they deem appropriate for their children.

1.7 Reconsideration of materials

The content or manner of expressing ideas in material that is purposely selected to fill the needs of some library users, may, on occasion, be considered to be offensive by other library users. The library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material. The Library welcomes expression of opinion by patrons, but will be governed by the Materials Selection Policy in making additions to or deleting items from the collection.

Should a patron have a complaint about library materials, the following sequential process will be followed. Questioned materials will not be removed or restricted at any point in this process unless an official determination has been made to do so.

1. Informal discussion with the City Librarian. The selection policy will be explained and a copy of the collection development policy provided if the patron wishes it.
2. If the patron is not satisfied with the informal discussion, the patron may submit a written Materials Selection Inquiry to the City Librarian explaining his or her concerns and actions desired.
3. Upon receiving the Inquiry, the City Librarian will make a decision whether to retain the material, remove it, or take other appropriate action. The patron will be notified immediately of the decision and given a full explanation of the decision. Information concerning the process to appeal the Librarian's decision will also be included.

If the patron is not satisfied with the decision of the City Librarian, he or she may file a written appeal with the Petersburg Public Library Board. The Library Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Petersburg Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director based on the library's Material Selection Policy. The board shall notify the complainant of its decision in writing. No further appeals will be heard. No other reconsideration of this material will be addressed unless the grounds for complaint are substantially different from the previous reconsideration.

Petersburg Public Library - Request for Reconsideration of Library Materials

Title: _____

Author: _____ Publisher: _____

This is a: ___ book ___ magazine ___ recording ___ video ___ other: _____

Request initiated by (your full name): _____

Local box number: _____

Phone: _____

Do you represent:

___ yourself ___ an organization (name) ___ other group (name)

1. To what in the work do you object (please be specific; cite page numbers):

2. Did you read/view/listen to the entire work? ___yes ___no
If not, which parts have you read/viewed/listened to?

3. What do you feel might be the result of reading/viewing/listening to this work?

4. For what age group would you recommend this work?

5. What do you believe is the theme of this work?

6. Are you aware of judgments of this work by literary critics?

7. What would you like the Library to do about this work?

8. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature _____ Date _____

Decisions made about challenged materials will be communicated to the originators of the requests following completion of a formal review.

II. LIBRARY SERVICES

Adopted Oct 4, 2001

2.1 The Petersburg Public Library selects, acquires and organizes library materials and provides access to resources to meet the informational needs of the community. Library staff will provide guidance and assistance for people to obtain the information they seek.

2.2 The library will loan materials to other libraries through Interlibrary Loan.

2.3 Confidentiality policy

Alaska Constitution

Article 1, Section 22. RIGHT OF PRIVACY.

“The right of the people to privacy is recognized and shall not be infringed.”

Alaska State Statute:

Section 40.25.140 CONFIDENTIALITY OF LIBRARY RECORDS.

(a) Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under [AS 40.25.110](#) or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.

(b) Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child.

TO CONFORM WITH THIS LAW, the following will be adhered to by all Petersburg Public Library staff:

1. Patron registration information and information concerning items checked out by any patron shall be considered confidential and will not be given out to anyone, including parents, guardians, spouses and law enforcement officers, without a court order or the patron's verbal consent.

2. Patrons requesting information about their own record (most commonly wanting to know what is checked out against it) may be given the information if:

- a) They present their library card, or
- b) are able to produce a picture I.D., or
- c) they can be positively identified by library staff.

3. Parents cannot be given the titles of books their children have borrowed, except for the purposes of retrieving overdue materials and/or paying their fines. A parent may have access to his or her child's account if the child has given verbal consent. A child is defined as anyone less than 18 years of age.

4. No personal patron information including items checked out will be given over the phone unless staff is confident that confidentiality is upheld.

IF YOU ARE UNCERTAIN about whether to give out information or not from our patron files and records, you should not do so, but refer the matter to your supervisor.

For parents who object to not being given full access to their child's record, you can make the following suggestions:

a. The child may give verbal consent for the parent(s)/guardian(s) to access his or her library records. Staff will attach a message to the child's patron record stating that the child has given his or her consent.

- b. The child can be instructed by the parent to ask for a printout listing all books out on the child's card,
- c. Parent or guardian can request information about their child's library record from both the elementary school library and the high school library.

- 2.4 The Petersburg Public Library will work closely with the Petersburg school libraries to provide effective and efficient library services in Petersburg. The library will cooperate with other libraries to improve library services in Alaska and nationally.
- 2.5 Library services will be provided during the hours, which best meet, the needs of the community within the limits of available staff and budget.
- 2.6 The library will have an ongoing public relations program to increase use of the library and to improve understanding of the library's objectives and services by governing officials, civic leaders, and the general public. Publicity materials to be used by the media shall be approved by the City Librarian.

The Board recognizes that public relations involve every person who has any connection with the library. The Board urges its own members and every staff member to represent the library well in every public contact. Good service supports good public relations.

- 2.7 In keeping with the library's policy not to promote particular beliefs or views, no one may circulate or distribute petitions or solicit funds within the library.

III. LIBRARY USERS

Adopted October 4, 2001

- 3.1 All are welcome to use the collections of the Petersburg Public Library within the library. Service will not be denied or abridged because of religious, racial, social, economic, or political status.
- 3.2 Borrowing privileges are free to all permanent residents of the City of Petersburg, Mitkof Island, the City of Kupreanof and environs. Identification and a local mailing address are required to get a library card. Short term residents may be offered limited borrowing privileges in accordance with rules set by the library.
- 3.3 Petersburg Public Library will participate in the Alaskan **Reciprocal Borrowing Program**. Petersburg residents may borrow from other participating libraries in Alaska and their residents who are visiting Petersburg may borrow from PPL in accordance with procedures developed by the library.
- 3.4 "The librarian may prohibit any person the use of the Petersburg Public Library who willfully or persistently violates any rule or regulation prescribed for the operation of such library or whose physical condition is deemed dangerous or offensive to other persons. No person shall refuse to leave the Petersburg Public Library when ordered by the librarian or other person in charge of the Petersburg Public Library." (Municipal code 3.53)
- 3.5 **Library customer conduct policy:**

Enjoy Your Library Visit!

The Petersburg Public Library is available to persons of all ages. While everyone has an equal right to access library services and facilities, no person has the right to interfere with the ability of others to use and enjoy library resources, services, and facilities.

To make sure that everyone enjoys using the library, the following rules have been established and adopted by the Petersburg Public Library Board.

The City Librarian and staff are responsible for enforcing customer conduct in the library. Anyone found to be interfering with another's use and enjoyment of the library will be asked to stop the behavior or activity. If the behavior continues, the staff will ask the individual to leave the library. Failure to leave will result in staff calling the police for assistance. Repeated or serious violations may result in denial of library privileges and permanent exclusion.

To provide an enjoyable library experience for everyone, no person shall:

- Possess or display weapons, including concealed handguns.
- Possess alcohol or any illegal substance or be intoxicated (whether by alcohol or other mind altering drugs) to the point of impairment of his/her mental or physical abilities.
- Exhibit disruptive, uncontrolled behavior or exceed acceptable noise levels
- Verbally abuse library users or staff
- Harass customers or staff, or attempt to engage customers or staff in unwanted discussion
- Enter the library without shoes and shirts
- Use a skateboard, scooter, or skate in the library
- Present bodily hygiene that is distracting to customers or staff to the point that it interferes with customers' use of library resources or staff work
- Make unauthorized or inappropriate use of library equipment (for example, computers, fire alarms, the elevator, or emergency exit door).
- Destroy or deface library resources or property or the personal property of customers or staff.
- Steal library property.
- Trespass into any area closed to the public.
- Eat or drink in public areas, unless authorized by library personnel.
- Circulate petitions or solicit funds
- Sleep in the library.
- Smoke in any area of the library
- Use cell phones to receive or make phone calls while in the library.

THANKS FOR VISITING AND USING THE LIBRARY.

3.6 Unattended Children

The Library Board and staff of the Petersburg Public Library are strongly committed to the provision of services for children. Children of all ages are encouraged to use the library. However, parents, guardians, and caregivers should be mindful that the library is a busy public facility and library staff members and volunteers do not function in loco parentis (i.e., in the position or place of a parent) or as substitute caregivers.

The library staff is not responsible for providing supervision and care for children, except within the context of defined library programs. Parents, guardians and caregivers are responsible for the safety and conduct of their children while on library premises.

Children are expected to adhere to the same standards of conduct as adults. All library users are required to respect library property and to act in a manner appropriate to the use and function of the library. A child who is not using the library appropriately, who is engaged in disruptive or other inappropriate behavior, or who requires excessive staff attention, will be given a single verbal warning from a staff member and asked to leave the library if the behavior is not corrected. Parents, guardians, and caregivers are referred to Alaska Statutes 47.10.013 and 47.10.014 (p. 53), which describe the legal definition and consequences of leaving a child unattended in a public place.

IV POLICY ON PUBLIC USE OF THE INTERNET

Adopted by the Library Board, November 2005

To fulfill its mission of promoting free and easy access to a vast array of ideas and information to our diverse community, the Petersburg Public Library provides access to the Internet. The Library does not monitor or control the content of the material accessed through the Internet and cannot be held responsible for its contents. Not all information is accurate, complete, up to date, legal or philosophically acceptable to all individuals. The library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet or any communications sent through the Library's Internet terminals. The Library does not monitor an individual's use of the Internet; nor does the Library employ filtering software. The Library cannot guarantee the quality or success of connections beyond our local network.

Rules Governing Use

The demand for use of the Library's Internet workstations may exceed available supply. Therefore it is necessary to manage Internet access fairly and equitably so that all patrons will have an opportunity to use the resource. All library staff is authorized to employ reasonable methods to provide fair access.

Users should respect the privacy of other users. Because of space limitations we cannot ensure true privacy while using the Internet. While constitutionally-protected speech and information is available for access by all library patrons, the library must also be mindful and respectful of the rights of other patrons (especially children) not to be inadvertently exposed to material and images that are not constitutionally-protected or that they or their parents may find personally unsuitable.

The public must comply with all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet.

Users may not:

- View or transmit sexually explicit material that appeals to the prurient interest or any other material that is not constitutionally protected or to conduct other illegal activity.
- Distribute unsolicited advertising
- Invade the privacy of others
- Make any attempt to damage or change settings on computer equipment or software
- Engage in any activity that is harassing or defamatory
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in any manner inconsistent with the Library's proper operation
- Use personal software
- Download software or files to the hard drive

Violations may result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

Access by Minors

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use.

To help in the safe and effective use of the Internet by minors the Library has links to web sites recommended for children and provides materials on safe Internet use. When using electronic mail or other forms of direct electronic communication the Library urges minors to keep in mind the following safety guidelines:

- Never give out identifying information such as home address, school name, or telephone number
- Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed
- Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval
- Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.
- Have parents or guardians report an incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.
- Remember that people online may not be who they say they are
- Remember that everything one reads may not be true

Wireless limitations and disclaimers (adopted March 2007)

Free wireless Internet access is available at Petersburg Public Library. You don't need a plug or phone jack, just turn on your notebook/laptop computer or other wireless device and start surfing. If you are not sure if your notebook/laptop computer or other device has this functionality, please check with the manufacturer or supplier of your equipment.

The wireless internet access we offer is unfiltered. By choosing to use this free service, you agree to abide by the library's Internet/Computer Use Policy. This policy states the limitations of internet access, your responsibilities for using that access, and provides examples of acceptable and unacceptable uses. The library reserves the right to restrict downloading capacity which may overload bandwidth usage.

The library's wireless network is not secure. Information sent to and from your notebook/laptop computer or other wireless device may be captured by anyone else with a wireless device and the appropriate software.

Library staff is not able to provide technical assistance and no guarantee can be made that you will be able to make a wireless connection.

The library assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to our wireless access.

We have tried to make wireless access as available as possible in our library, but you may encounter some "dead" spots in a library where wireless reception may be limited. If you have trouble accessing the Internet or staying online please move to a different location within the library.

Public Users' Security

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

Compliance

The Library reserves the right to take appropriate action to insure compliance with this policy.

Guidelines on Access to Information

The Petersburg Public Library is guided by the following American Library Association statements on access to information:

- The Library Bill of Rights
- Freedom to Read Statement
- Interpretation of the Library Bill of Rights: Free Access to Libraries for Minors and Access to Electronic Information Services and Resources

Policy Subject to Revision

The Library's "Policy on Public Use of the Internet" may be revised from time to time.

V. MEETING ROOM USE POLICY

Adopted by the Library Board, September 2005

All meetings must be open to the public. Library meeting room use will not be denied to any person or organization because of race, creed or color. While using the meeting rooms no products or services may be advertised, solicited or sold.

Groups using library meeting rooms must not use advertising and publicity which imply that their programs are sponsored, co-sponsored or approved by the library, unless permission to do so has been previously given by the librarian.

Meeting Room Rules

In addition to the Meeting Room Use Policy, the use of meeting rooms is subject to the following guidelines and rules:

- Reservations must be confirmed with a library staff member at least 24 hours prior to the meeting. Reservations must be accompanied by the name and contact information of the person responsible for the use of the room.
- Reservations for meeting room space are on a first-come, first-serve basis. Library sponsored programs will have preference.
- No group may consider the library its permanent meeting place or use the library as its mailing address.
- Meetings must conform to the scheduled operating hours of the library. All meetings must be over at least half an hour before the library closes.
- The applicant is responsible for discipline and reasonable care of the room. Food is permitted. The applicant will be held responsible for any damage and the condition of the room after its use. Failure to do so may result in denial of future use of the room.
- Attendance must not exceed the capacity (15) of the meeting room.
- The library may ask that meetings of youth groups have an adult in attendance.
- Notify a library staff member if a meeting must be cancelled.
- The Library Director and/or designated staff members have the authority to accept, renew, or reject requests for use of the room under the established policy. To promote the accessibility of the meeting

rooms to a wide variety of community groups, the library may limit meetings for any particular organization.

V. Volunteer Policy

Adopted by the Library Board, April 28, 2009

The Petersburg Public Library Board recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Their services aid the library in making the best use of its fiscal resources and help connect the library to other community groups and organizations. Volunteers can also be valuable advocates for the library in the community. The library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of library volunteers and seek to expand the library volunteer group as needed. Petersburg Public Library volunteers are bound by rules contained in all library policies and guidelines as applicable, especially as they relate to patron privacy and confidentiality. All volunteers serve at the discretion of the Director.

Each volunteer must complete an application which will be kept on file in the library. Application forms are available at the library or on our website (psglib.org). Volunteers will also be interviewed to better determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in placement and job assignments.

Volunteers age 18 or older may be required to have a successful background/criminal records check if the volunteer is working in positions of trust and/or with vulnerable groups. Volunteers are expected to avoid, to the greatest extent possible, any situation in which they would be alone, out of sight of others, with a single child or youth. In a situation where it is necessary for an adult to be alone with a child, the individual should notify another adult before and after the period during which he/she is alone with the child. Two adults need not be present if doors are left open and library staff provides periodic observation.

The library accepts volunteers requiring court ordered community service at the discretion of library management. Court ordered community service volunteers are required to be interviewed by the Library Director prior to being accepted for service.

Volunteers ages 16 and under are considered Youth Volunteers. A parent must sign the Youth Volunteer's application form to give permission for the child's service in the library. Youth volunteers must fill out a Youth Volunteer Application and return it to the library.

VI. Donor Recognition Policy

Approved by the Board of the Petersburg Public Library Sept 28, 2011

Donors to either Petersburg Public Library or Petersburg Public Library Endowment Fund shall be recognized for their financial contributions that benefit the programs, projects, and services of the Petersburg Public Library.

Naming and Name Recognition

The naming or name recognition of library facilities, rooms, special use areas, specialized collections and endowments is set forth in this policy to insure that such naming is consistent with the mission of Petersburg Public Library and its reputation as a public entity. The Board of the Petersburg Public Library shall evaluate proposals for naming and name recognition for those persons or corporations that have had a positive impact on the library through philanthropic contributions or through exceptional achievement in service to Petersburg Public Library and the profession of public librarianship.

Definitions

Financial Contributions: For the purposes of this policy, this includes all cash contributions for the benefit of Petersburg Public Library. Contributions of securities will be liquidated upon receipt and the donor will be acknowledged for the cash value at the time the donation is made.

Endowment: A permanently secured fund, in which the principal remains intact, to which an annualized portion may be distributed for library programs, services, or collection development.

Name recognition: Acknowledges a substantial philanthropic contribution for a building or facility, room, special use area, or specialized collection with a conspicuously placed placard. Placards shall be of standard size and appearance. Standard inscription shall be: "(Room Name) made possible by a generous contribution from (Donor Name)."

Naming: Refers to titling a building or facility, room, special use area, specialized collection, or a special purpose endowment. The naming shall be considered either by philanthropy or as an honorific. The name of the individual or corporate entity shall preface the title of the room (e.g. "John Smith Meeting Room; Jane Jones Endowment for Youth Services) and shall be used in signage as well as references to the entity in publicity materials and other library documents.

Philanthropic gift: A monetary gift or donation to Petersburg Public Library or its affiliated organization, the Petersburg Public Library Friends Foundation.

Room: A defined area of the library, such as a meeting room, office, or any room that is partitioned from other sections of the building.

Special Use Area: Any area within the library building that has a distinct and identifiable purpose, such as the Teen Zone or Alaska Section.

Recognition of Donor Contributions

All financial contributions shall be acknowledged by letter or note card as soon as possible upon receipt of the contribution. Proper tax information will be provided by the Alaska Community Foundation. In the case of a memorial or gift contribution, an acknowledgement shall be sent to the honoree or the family of a memorialized person, if applicable.

Unless the donor specifies anonymity, donors may be acknowledged by any of the following means: donor wall, annual reports, newsletter listings, and/or special media advertising.

Guidelines for Naming and Name Recognition of Philanthropic Contributions

Endowment Funds

A minimum of \$25,000 is required for library board consideration for a named endowment. A named endowment may be requested by the donor or proposed by the library board with permission of the person civic organization or corporation to be named. The request shall be evaluated by the library board for approval.

Named Rooms and Special Use Areas

In general, meeting rooms and designated special use areas shall be named for an individual, family, civic organization or corporation. The naming of such a space generally requires a contribution of a percentage of the cost of the area in proportion to the total cost of the facility or the project for the facility. The proportion shall be determined at the time of the project by the Petersburg Public Library Board or Capital Campaign Committee as

appropriate. Signage for named spaces shall be prominent and readily identifiable. Lettering shall be scaled appropriate to the aesthetics of the room or area so named.

Name Recognition

Name recognition for a non-public room or area deemed appropriate for naming, may recognize a donor by a conspicuously displayed placard. Name recognition may be the name of an individual, family, civic organization or corporation making a contribution in proportion to the total cost of the facility. The proportional cost shall generally be less than a named or titled room and that amount shall be determined at the time of the project by the Petersburg Public Library Board. Placards shall be of standard size and appearance throughout the library building.

Library Building

At the discretion of the Petersburg Public Library Board, the naming of the library building may be considered in the event of an extraordinary contribution for a library building project. The entity known as Petersburg Public Library shall not be subject to naming, but the building housing the library may be so named. Such naming shall only be considered for an individual or family.

Guidelines for Honorific Naming

All naming opportunities, except that of naming the library building or the entity known as Petersburg Public Library, may be afforded to individuals who have given extraordinary service to Petersburg Public Library, the public library profession, and the City of Petersburg. The individual must have left the service of the library, either in the capacity of employee, volunteer, supporter, or board member, for a period of no less than one year unless otherwise excepted by a library board resolution. The library board has final authority for such naming.

Guidelines for Corporate Naming and Name Recognition

Eligibility

Corporations that are compatible with the library's mission and purpose and, in the opinion of the Board, reflect a positive influence on the library and City of Petersburg may be eligible for naming or name recognition for all naming opportunities, except for the naming of the library building. Such corporations must have a high ethical standard of business practice.

Corporate Name Recognition

All signage and placards for corporate name recognition will follow the same standards as signs and placards for individuals. Corporate logos will be excluded from such signs and placards to avoid appearance of commercial influence.

Duration of Removal of Naming or Name Recognition

At the discretion of the board, the naming or name recognition of a library facility, room, special use area, or specialized collection, shall end under the following circumstances:

- A building, room, or special use area, collection is to be demolished.
- A building, room, or special use area changes function to the extent that the purpose for the naming or name recognition is no longer relevant.
- If the individual or corporation is engaged in activities that are in conflict with the library's mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to Petersburg Public Library.

Naming Agreements between Donor and Library Board

All agreements for naming through philanthropic gifts shall be documented in a Memorandum of Agreement (MOA) between the donor and library board. MOAs shall detail the terms of the agreement in accordance with the terms of the naming policy and any conditions mutually agreed upon by the donor and the library board.

In the case of pledged donations or deferred gifts, the naming agreement may take effect with the first payment. In the case of failure of the donor to uphold the agreement, the library board may withdraw the naming commitment. The library board shall notify the donor regarding the consideration to withdraw the name and provide a reasonable time to correct the deficiency. In the event of removal of the naming, funds already collected shall not be returned to the donor.