

CURRENT POLICY

LEANDER PUBLIC LIBRARY INTERNET USE POLICY

Users of the Public Access Computers must agree to comply with the Leander Public Library's Internet Use Policy.

Introduction:

The purpose of making Internet access available in the Leander Public Library is to enhance the library's current collection and to include access to resources from around the state, nation and the world.

Disclaimer:

The Library only assumes responsibility for the information provided on the Library's website. Leander Public Library does not monitor, and does not have control over the information accessed from the Internet. The Internet offers access to many valuable sources of information; however, not all sources on the Internet provide accurate, reliable, or current information. As with printed resources, the user should evaluate the content and validity of information found. Restriction of a child's access to the Internet is the responsibility of the parent or guardian; the Library does not have the right or responsibility to act in loco parentis. Leander Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

Children's Use of the Internet:

Six Internet computers in the Children's Area are designated for children's use. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian. Parents have the sole responsibility of supervising their child's Internet activity. Children age 6 and under may only use an Internet terminal when accompanied by a parent.

Limitations:

Library staff cannot provide individuals with in-depth assistance for Internet use and is limited to helping with basic searching and printing tasks. The Library may periodically offer computer classes and patrons who need to improve their computer skills are encouraged to attend. Internet use is limited to three (3) 90-minute Internet sessions per day.

CURRENT POLICY

User Responsibilities:

Users may not:

- Access websites not suitable for display in a public area. Such sites include but are not limited to those which include graphic depictions of sex, nudity, or violence. Patrons viewing such images will be asked to exit the website. If the behavior persists, the patrons will be logged off the computer for the day. A repeat offense will cause the patron to lose Internet privileges for six months.
- Damage, tamper with or destroy equipment, software or data belonging to the Library, including adding, altering or deleting files on library workstation hard drives or other library equipment.
- Violate computer system integrity, including attempts to bypass security functions, obtain passwords, or alter the configuration of library workstations in any way.
- Obstruct other peoples' work by consuming unreasonably large amounts of bandwidth or system resources or by deliberately crashing any Library computer system.
- Use any Library workstation for any illegal or criminal purpose.
- Violate copyright laws or software licensing agreements in their use of Library workstations.
- Use the Internet to harass others or engage in any activity which is deliberately and maliciously offensive, libelous, or slanderous.
- Install or download any software.

Failure to comply with this Internet Use Policy may result in a suspension of Internet privileges. After one warning and a subsequent infraction, the user will have his/her account suspended for six months. Any user with a suspended account who wishes to reinstate their Internet privileges must obtain the express authorization from Library staff. Policy violation after reinstatement may result in permanent loss of library privileges.

CURRENT POLICY

LEANDER PUBLIC LIBRARY CARD POLICIES

The Leander Public Library respects the privacy of users. Information that is gathered from users is limited to that which is needed to operate the library and is kept confidential. The Library does not monitor items checked out or retain users' Internet usage. The Library abides by Texas Government Code 552.124.

YOUR LIBRARY CARD IS REQUIRED TO CHECK OUT ITEMS, USE THE COMPUTERS, AND PRINT FROM THE COMPUTERS.

Receipt of a Leander Public Library card establishes agreement to the following:

- ◆ Cardholder accepts responsibility for returning items by the due date shown on check-out receipt. Items may be renewed in person, by phone, email, and on our website by the due date. Courtesy email, calls, or text reminders are not guaranteed.
- ◆ Cardholder complies with Borrowing Privileges and Responsibilities, Computer Usage, and Safety rules as stated further in this policy.
- ◆ The Library is not responsible for any damage to audio-visual equipment that may occur during use of library materials.
- ◆ Cardholder will inform the Library of any changes in contact information.
- ◆ Cards are renewed annually and cardholder contact information verified. Children's cards (for those 17 and under) must be renewed by the responsible party. Renewal of a library card requires payment of fines of \$10 or more and return of overdue items.
- ◆ Falsifying information will result in termination of privileges.

Borrowing Privileges and Responsibilities:

- ◆ Library materials are expected to be used in the manner that is intended and appropriate.
- ◆ 4 books and 2 media items may be checked out on the first visit to the library. Up to 35 items may be checked out per card afterwards, including 2 DVDs, 5 audiobooks and music CDs, 1 Playaway View.
- ◆ Check out periods: New books = 14 days, no renewals.
Books, audiobooks, music CDs = 21 days, 2 renewals*.
DVDs = 14 days, no renewals.
Items more than 35 days overdue are considered lost.
- ◆ * Library materials may be renewed in person, by phone, or online/email unless the materials are on hold.
- ◆ Overdue fines: DVDs = \$.50 per day; all other items = \$.10 per day.
Maximum fine for returned item = \$5.00.
Fine for unreturned (lost) or damaged item = replacement cost plus \$6.00 processing fee.
- ◆ All identifying labels must remain on/with Library materials. Library items may not be written on or otherwise defaced in any way. Items returned defaced or missing book jackets, barcodes, spine labels, RFID tags, or other identifying labels are subject to a \$1.00 fine per violation.
- ◆ An interlibrary loan may be requested for items not contained in the Library's collection. A fee of \$2.50 per title/volume to cover processing costs is charged for all interlibrary loans received at the library whether the item is picked up or not. Interlibrary loans are generally checked out for 21 days and may not be renewed.
- ◆ Fines of \$10.00 or more will prohibit public computer usage and additional materials from being checked out.

The Library's catalog can be accessed online at

www.leander.lib.tx.us

CURRENT POLICY

Public Computer Usage:

- ◆ Users must accept the Internet Access Policy agreement at the beginning of each computer session. Parents must read and sign the Internet Access Policy for their children. Children under age 8 must use the Internet with a parent/guardian/caregiver.
- ◆ **Users must use their library cards to print.** Should a user forget his or her library or computer card, the library card number will be provided by showing photo identification. After three requests, a replacement card must be purchased for \$2.00.
- ◆ Printing costs: black ink = \$.15; color ink \$.50. **All pages printed must be paid for regardless of content; use the print preview feature to avoid printing unwanted pages. Please verify the type of print you want (color or black and white) prior to sending a document to the printer.** Printed materials will not be released until all fees are paid.
- ◆ Anyone engaging in inappropriate viewing or behavior will be asked to discontinue any such activities; refusal will result in suspension of computer privileges for 24 hours. Continued inappropriate behavior will result in termination of privileges.

Library Safety:

- ◆ PARENTS/CAREGIVERS MAY NOT LEAVE CHILDREN UNDER THE AGE OF EIGHT (8) UNATTENDED AT ANY TIME OR ANYWHERE IN THE LIBRARY OR ON LIBRARY PROPERTY. Children may not run in the library or climb on bookshelves, tables or equipment. Parents/caregivers will be asked to manage children or leave the library. When with children, parents/caregivers who want to use computers should use those in the children's area.
- ◆ Anyone being disruptive will be asked to discontinue any inappropriate behavior or activities or leave the library. Police will be called if necessary.
- ◆ Drinks and light snacks are allowed in the Library
- ◆ In case of emergency, everyone must follow the instructions of the Library staff.

Library cards are issued free of charge to adults (age 18 and up) who live within the Leander city limits. Photo ID and proof of residence is required. Cards for children age 6 to 17 require that parents/guardians/caregivers provide their information and are designated the responsible party for children's library materials and any associated fines. Those who do not live within the Leander city limits must pay an annual non-resident fee of \$15.00 for an individual card and \$25.00 for family cards. Those wanting only to use the public access computers can be issued a computer card by showing photo identification. Computer cards are provided free of charge.

A cardholder 18 years of age or older who has had a Leander Public Library card for at least one month and whose account is in good standing (no fines or overdue items) may request a TexShare card which can be used to check out items at most other Texas libraries. TexShare users must abide by all policies of the lending library and return all items to the library from which they are borrowed. TexShare cards, as with library cards, must be renewed annually. TexShare cardholders from other libraries can get a free Leander Public Library card by showing the TexShare card and photo identification with current address. TexShare cardholders must return books checked out at Leander Public Library to Leander Public Library or they may be charged late or lost fees. TexShare users may not request interlibrary loans.

These policies will be enforced without exception.

CURRENT POLICY

Leander Public Library Disruptive Patron Policy

Everyone has a right to expect and receive quality library service at the Leander Public Library from friendly and helpful staff in an atmosphere that is calm, safe, and without disturbances from other patrons. The staff has a right to provide library services without fear of abuse or threatening behavior from patrons using the Library.

Therefore, disruptive behavior is unacceptable in the Library. Disruptive patrons will be asked to leave. Library privileges of repeat offenders will be suspended. Police will be called if necessary.

Disruptive behavior that is unacceptable in the Library includes, but is not limited to;

- Running, chasing, horseplay
- Screaming, yelling, shouting, or other loud noise
- Rude, foul, threatening, or abusive language or actions
- Prolonged crying or temper tantrums
- Bullying or harassing other people
- Pushing, shoving, hitting, fighting, biting
- Violating the Internet Use Policy
- Throwing books or other objects,
- Jumping or climbing on furniture or equipment
- Vandalizing or otherwise damaging library property
- Taking library materials out of the library without checking them out
- Use or possession of alcohol or controlled substances
- Personal hygiene that disrupts others' use of library resources

Disruptive adults will be told that their behavior is unacceptable and warned that such behavior continues they will be told to leave. If the disruptive behavior continues, library staff will instruct the patron to leave and library privileges may be suspended. Police will be called for assistance if needed.

Disruptive children will be asked to stop the disruptive behavior. If it continues, a staff member will inform the responsible party (parent/caregiver) that the child is disruptive. If the responsible party refuses to stop the disruptive behavior, or is unable to control the child, both the responsible party and child will be told to leave. If the child's responsible party cannot be located in the library, the staff will attempt to contact him/her and be told to pick up the child immediately. If the responsible party is unable to be located, the police will be called for assistance. If the child is over eight years of age (the age at which a child may come to the Library unattended), w/he will be told to leave. A letter will be sent to the child's responsible party detailing the incident and stating that repeat occurrences may result in the suspension of privileges.

CURRENT POLICY

Guidelines for Displays, Exhibits, and Bulletin Boards

Purpose:

The Leander Public Library provides limited temporary space for displays, exhibits, and bulletin boards to compliment the Library's mission to provide services and resources that promote lifelong learning, literacy, and love of reading or enrich the quality of life in our community. To make the most efficient use of available space, the Library has established the following criteria for community displays, exhibits, and bulletin board postings.

Policy:

The Library Director or her/his designee must approve all postings, displays, and exhibits. Because of limited space, preference is given to Library and City of Leander materials, and, as space permits announcements of events and activities of non-profit educational, cultural, and charitable organizations. Any items placed on bulletin boards or community information tables without prior approval will be removed and discarded. Space for political campaigns, legislative lobbying, solicitations, and religious displays cannot be provided. All displays, exhibits, and bulletin board postings shall be temporary. The Library reserves the right to establish size and time limits for any announcement, poster, display, or exhibit. This policy does not prohibit the restriction of specific display areas to specific uses by authorized Library staff. The Leander Public Library assumes no responsibility or liability for the preservation, protection, or possible damage or theft of any item exhibited or displayed in library facilities. All items placed in the library are done so at the owner's risk.

Procedure:

Any individual or group requesting to post, display, or exhibit materials should bring the materials or a representative sample to the Library Director. Acceptance or rejection of material does not imply approval or disapproval by the Library of ideas or opinions expressed. All postings should be dated. Materials left for Library consideration for posting cannot be held or returned without prior arrangement. The Library will dispose of all material as it sees fit or, for special displays and exhibits, according to written agreement with the exhibitor.

The responsibility for administering this policy of the Leander Public Library rests with the Library Director or her/his designee.

CURRENT POLICY

Exhibitor Agreement Form

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Name of Exhibit: _____

Brief Description: _____

Please attach a representative sample of the exhibit.

Size/description of space needed: _____

Requested date(s) for display: _____

I, the undersigned, understand that the Leander Public Library assumes no responsibility or liability for the preservation, protection, or possible damage or theft of any item I exhibit in library facilities. All items I place in the library for display are done so at my own risk.

Exhibitor's Signature

Date

For office use only

Approved _____ Rejected _____ Date: _____ LD Init. _____

Comments: _____

CURRENT POLICY

Leander Public Library Interlibrary Loan Policy

Borrowing:

Materials that are not contained in the Leander Public Library's collection may be requested from another library through interlibrary loan. Patrons may complete an interlibrary loan request form and the Library will attempt to locate the item. Some items may not be available such as genealogy or historical documents or other items considered reference materials by the lending library.

Patrons whose accounts are in good standing (no overdue items or fines) may request up to five interlibrary loan items per week. A \$2.50 handling fee is required for each fulfilled interlibrary loan request and must be paid at the time the item is picked up at the Library. Interlibrary loans generally have a three-week check out period from the time the item is received at the Leander Public Library, depending on the lending library's policy, and cannot be renewed. Patrons who damage, lose, or do not return materials will be charged the cost of the materials (as determined by the lending library) plus a \$10 processing fee.

Completion of the interlibrary loan request form includes the following statement and indicates a borrower's agreement with the Leander Public Library's Interlibrary Loan Policy:

In making this request, I understand that I am responsible for a \$2.50 handling fee due upon check out, any over due fines, any charges assessed by the lending library, and the replacement cost of the item plus a \$10 processing fee if the item is lost, damaged, or otherwise not returned.

Lending:

The Leander Public Library will lend materials to other libraries for a three-week period. Borrowing libraries are responsible for returning materials in a timely manner. Borrowing libraries will be assessed a \$10 processing fee and the cost of the materials for those damaged or not returned. Items not available for interlibrary loan requests include, but are not limited to, current bestsellers and reference materials.

CURRENT FORM

LEANDER PUBLIC LIBRARY
INTERLIBRARY LOAN REQUEST FORM

Author's Last Name

Date: _____

Patron name: _____ Card Number: _____

Email address: _____ Phone #: _____

In making this request, I understand that I am responsible for a \$2.50 handling fee due upon check out, any over due fines, any charges assessed by the lending library, and the replacement cost of the item plus a \$10 processing fee if the item is lost, damaged, or otherwise not returned.

TITLE: _____

AUTHOR: _____

FORMAT: (circle one) BOOK AUDIO CD MP3/AUDIO BOOK MUSIC CD DVD
OTHER (Please Specify): _____

ISBN #: _____

The \$2.50 postage and handling fee is due when the item is received.

Staff Use: Trans # _____

Date: _____

Received _____

Notified patron: _____

Item not picked up

Returned: _____

Reason: _____

Mailed back: _____

CURRENT POLICY

LEANDER PUBLIC LIBRARY SUMMER READING CARD POLICY 2018

The Leander Public Library offers temporary summer reading cards for those who are not eligible for a free Leander Public Library card but desire to participate in the summer reading program. The Summer Reading Card is valid through August 31, 2018.

The Leander Public Library respects the privacy of users. Information that is gathered from patrons is limited to that which is needed to operate the library and is kept confidential. The library does not keep records of items checked out once the items have been returned and any fines due are paid. Nor does the library monitor or retain patrons' Internet usage. The library abides by Texas Government Code 552.124.

YOUR LIBRARY CARD IS REQUIRED TO CHECK ITEMS OUT, USE THE COMPUTERS, AND PRINT FROM THE COMPUTERS.

Receipt of a Leander Public Library card establishes agreement to the following:

- ◆ Cardholder accepts responsibility for returning items by the due date shown on check-out receipt. Items may be renewed in person, by phone, email, and on our website by the due date. Courtesy email or text reminders are not guaranteed.
- ◆ Cardholder complies with Borrowing Privileges and Responsibilities, Computer Usage, and Safety rules as stated further in this policy.
- ◆ The Library is not responsible for any damage to audio-visual equipment that may occur during use of library materials.
- ◆ Cardholder will inform the Library of any changes in contact information.
- ◆ Summer Reading Cardholders are not eligible for TexShare Cards or Interlibrary Loans.
- ◆ Falsifying information will result in termination of privileges.

Borrowing Privileges and Responsibilities:

- ◆ Library materials are expected to be used in the manner that is intended and appropriate.
- ◆ Up to 5 items may be checked out per card, including 1 DVD, 2 audiobooks and music CDs, 1 Playaway View.
- ◆ Check out periods: New books = 14 days, no renewals.
Books, audiobooks, music CDs = 21 days, 2 renewals*. DVDs = 14 days, no renewals.
Items more than 35 days overdue are considered lost.
- ◆ * Library materials may be renewed in person, by phone, or online/email unless the materials are on hold.
- ◆ Overdue fines: DVDs = \$.50 per day; all other items = \$.10 per day
Maximum fine for returned item = \$5.00
Fine for unreturned (lost) or damaged item = replacement cost plus \$6.00 processing fee.
- ◆ All identifying labels must remain on/with Library materials. Library items may not be written on or otherwise defaced in any way. Items returned defaced or missing book jackets, barcodes, spine labels, RFID tags, or other identifying labels are subject to a \$1.00 fine per violation.
- ◆ Fines of \$10.00 or more will prohibit public computer usage and additional materials from being checked out.

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- ◆ Users must accept the Internet Access Policy agreement at the beginning of each computer session. Parents must read and sign the Internet Access Policy for their children. Children under age 8 must use the Internet with a parent/guardian/caregiver.
- ◆ **Users must use their library cards to print.** Should a user forget his or her library or computer card, the library card number will be provided by showing photo identification. After three requests, a replacement card must be purchased for \$2.00.
- ◆ Printing costs: black ink = \$.15; color ink \$.50. **All pages printed must be paid for regardless of content; use the print preview feature to avoid printing unwanted pages. Please verify the type of print you want (color or black and white) prior to sending a document to the printer.** Printed materials will not be released until all fees are paid.
- ◆ Anyone engaging in inappropriate viewing or behavior will be asked to discontinue any such activities; refusal will result in suspension of computer privileges for 24 hours. Continued inappropriate behavior will result in termination of privileges.

Library Safety:

- PARENTS/CAREGIVERS MAY NOT LEAVE CHILDREN UNDER THE AGE OF EIGHT (8) UNATTENDED AT ANY TIME OR ANYWHERE IN THE LIBRARY OR ON LIBRARY PROPERTY. Children may not run in the library or climb on bookshelves, tables or equipment. Parents/caregivers will be asked to manage children or leave the library. When with children, parents/caregivers who want to use computers should use those in the children's area.
- Anyone being disruptive will be asked to discontinue any inappropriate behavior or activities or leave the library. Police will be called if necessary.
- Drinks and light snacks are allowed in the Library
- In case of emergency, everyone must follow the instructions of the Library staff.

Summer Library cards are issued free of charge to adults (age 18 and up) with photo ID and proof of residence. Summer Cards for children age 6 to 17 require that parents/guardians/caregivers provide their information and are designated the responsible party for children's library materials and any associated fines. Summer cards can be exchanged for non-resident cards after August 31st and cardholders must pay an annual non-resident fee of \$15.00 for an individual card and \$25.00 for family cards. Those wanting only to use the public access computers can be issued a computer card by showing photo identification. Computer cards are provided free of charge.

These policies will be enforced without exception.

Collection Management Policy of the Leander Public Library

Purpose

This Collection Management Policy shall serve the following purposes:

- To further the stated mission and goals and functions of the Leander Public Library.
- To guide librarians in the selection of materials.
- To ensure quality, diversity, and relevance of the collection.
- To inform the public about selection guidelines.
- To meet collection standards of the Texas Public Library Standards.

Library staff will be active in materials selection, using their knowledge of the collection, circulation trends, needs of the community, and their analytical judgment of materials available.

A separate policy has been developed for use of the Internet and this policy does not relate to information accessed by the Internet.

Mission and Goals

The mission of the Leander Public Library is to be a welcoming gathering space for the cultural and civic life of our growing community, one that fosters diversity and inclusiveness, promotes literacy and a love of reading, and provides useful resources to enrich formal and self-directed learning and leisure activities for our citizens. "Citizens" encompass individuals and groups of every age, education, philosophy, gender identification, occupation, economic level, ethnic origin, and human condition.

The Leander Public Library, a free public library for residents of Leander and the surrounding community, shall strive toward the following goals:

- To accumulate and promote a robust collection of informative, educational, and recreational materials within the framework of its budget in order to encourage an enlightened citizenry and enrich personal lives.
- To serve the community as a center of reliable, up-to-date information.
- To promote and facilitate life-long learning for people of all ages.

Community Profile

The Texas State Library and Archives Commission set Leander Public Library's service population at 49,234 for FY2018, which includes residents of Leander, Williamson County and the surrounding area. According to the Mayor's 2019 State of the City Address the population of Leander is 60,240, and is growing at a rate of about 500 residents per month. The 2017 Leander

Community Demographic Profile indicates that 64.3% are white, not of Hispanic origin; 4.6% are African-American; 25.2% are of Hispanic origin; 2.8 are Asian, and 4.1% are of two or more races. Only 4.4% of employed Leander residents work within the City. 32% of the population is under age 18 and 6% of the population is over age 65.

The Library realizes that a collection must be built and maintained that will meet the diverse needs and interests of users within the limitations of budget, space, and availability of materials. As community demographics evolve, this policy will be reviewed biannually and revised to address unmet user needs.

Materials Selection Policy

By the beginning of each fiscal year (October 1), the director will determine how designated funds will be allocated among the areas of the collection. The informational, educational, and recreational needs of the community will be the first priority when considering selection of materials.

Responsibility and Authority

Final responsibility and authority for materials selection rests with the Library Director who operates with a framework of standards set by the Texas State Library and Archives Commission, American Library Association, Texas Library Association, and policies established by the City of Leander, Texas. The Director may delegate selection for some areas of the collection to other staff.

Intellectual Freedom and Censorship

The Library has a responsibility to collect materials expressing a variety of views and opinions. The Library subscribes to the principles of the American Library Association's *Library Bill of Rights*, *Freedom to Read Statement*, *Diversity of Collection Development*, and *Free Access to Libraries for Minors*, as well as the Texas Library Association's *Intellectual Freedom Statement*. Selection does not imply agreement with or approval of content, viewpoint, implication, or expression of material.

Access to the collection is freely available to all. The Library recognizes that some materials are controversial and that any given item may offend some patrons. Responsibility for the information children encounter rests with their parents and legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children. Selections will be made on the merits of the work in relation to the collection and interest of the community.

Criteria for Selection of Materials

Materials selection will be based on positive reviews in professional journals or actual examination and evaluation of materials. Selection aids include but are not limited to *Kirkus*

Reviews, Booklist, Library Journal, Amazon, and American Library Association bibliographies. Suggestions from the community for items to be considered are strongly encouraged and may be made by filling out a book request form, but materials must meet selection criteria.

Materials considered for inclusion in the Library's collection must meet one or more of the following criteria:

- Relevance of subject matter to the Library's collection.
- Noted or awarded literary, artistic, political, social, or scientific value.
- Timely or historical value.
- Accuracy and authenticity of content.
- Readability or potential for circulation.
- Reputation of creator, author, illustrator, editor, artist, performer, publisher, etc.
- Popular demand or local interest.
- Critic's and staff member's reviews.
- Scarcity and/or availability of subject material from other locations.
- Cost and durability of format.

General areas of the collection include adult fiction and non-fiction, children and young adult fiction and non-fiction, Spanish language materials, audiobooks, films, recorded music, magazines, and electronic resources (databases, e-books, e-audiobooks, e-magazines). Other areas may be added as demand and budget warrant.

The Library does not attempt to acquire textbooks. Multiple copies of popular books may be purchased to meet demand. Regardless of an item's popularity, the Library may choose not to select it due to budgetary, space, or reasonable use limitations. Items more than 3 years old will be added to the collection so long as they meet the above criteria and add value to the collection. The library will attempt to provide information in a variety of formats when available. Video and audio recordings will be selected to meet general interests or historical perspective. Specific materials unavailable in the collection may be acquired for individual patrons through interlibrary loan; materials frequently requested through interlibrary loan may be added to the collection.

The following formats of materials will be selected according to the aforementioned criteria as budget and need allow:

- Books
- Large print books
- Audiobooks on CD and Playaway devices
- Films on DVD
- Music CDs
- Magazines
- Electronic/downloadable formats
- Other formats as available

Gifts and Donations

Gifts and donations to the Leander Public Library, in the form of materials, money, or memorials donated in honor of an individual, are welcome. The Library will acknowledge receipt of the donated items on request but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. Donated items will not be returned to the donor.

Donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be referred to the Leander Library Foundation and acceptance based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the Foundation's ability to cover any insurance and maintenance costs associated with the donation.

The same principles of selection that are applied to purchases apply to gifts. This means:

- The Library is not obligated to accept gifts deemed unsuitable by the Library Director or designated staff.
- Once donated, materials become the property of the Leander Public Library.
- Donated items may or may not be added to the Library's collection at the discretion of the Library staff.
- The Library reserves the right to decide the conditions of display, housing, and access to the materials.
- When gift materials are deemed no longer useful, they will be discarded at the Library Director's discretion.

Maintenance of the Collection

To maintain timely, relevant, and useful resources for the community, the collection will be periodically examined for the purpose of weeding materials. Materials that no longer fit the stated service roles of the Library will be withdrawn from the collection. These materials may include items that are damaged, contain obsolete information, or are no longer used. Decisions will be based on accepted professional practice, such as those described in the Texas State

Library and Archives Commission's *CREW: A Weeding Manual for Modern Libraries*, and the professional judgment of the Library Director or designated specialist.

Items withdrawn from the collection may be disposed of, donated to the Leander Library Foundation Used Book Store, gathered for the Leander Public Library book sales, donated to other agencies, or otherwise discarded at the discretion of the Library Director.

Lost or damaged materials will be replaced on an individual basis determined by the demand, use, and/or need for a specific item.

Storage space is limited; therefore, only materials deemed of useful, relevant, or historical value by the library director will be stored in the library.

Request for Reconsideration of Materials

The Leander Public Library welcomes comments and suggestions regarding the continued appropriateness of materials in the collection, especially concerning outdated materials. Suggestions will be considered and utilized by the library in the ongoing process of collection development.

Individuals may take issue with library materials that do not support their tastes and views. Staff is available to discuss concerns and identify alternate materials that may be available. If a patron's concern is not satisfied through discussion with staff, a *Request for Reconsideration of Library Materials* form may be submitted to the library director. Copies of this form are available at the circulation desk. In no instance will material be removed on demand. Materials are evaluated as a whole and not on the basis of a particular passage. An item will not be excluded because it presents an aspect of life honestly or with frank expression.

In order to have a request considered, the patron must:

- Be a registered borrower in good standing with the Leander Public Library.
- File a completed *Request for Reconsideration of Library Materials* form with the library director.
- Supply full name and address. Anonymous complaints will not be considered.

The reconsideration request will be given to a review committee including the Library Director, a staff member, an LS&S member, and one or more community members. The Library Director will respond, in writing within thirty days of receipt, to the patron's request for reconsideration. The response will indicate the action to be taken and reasons for or against the request. An item will be evaluated for reconsideration only once in a twelve-month period.

Policy Review and Revision

The Collection Development Policy will be reviewed biannually to ensure that it remains a useful tool for meeting the information needs of the community and the mission and goals of the Leander Public Library.

Last reviewed: March 26, 2019

Leander Public Library

1011 S. Bagdad
Road Leander, TX
78641

Gift Receipt Form

Date: _____

To: _____,

Gifts of materials are accepted by the Leander Public Library with the understanding that they become the sole property of the Library and may or may not be added to the Library's collection. The decision to include gift materials will be based on whether the materials meet the Library's standards of materials selection.

The Library cannot make a dollar evaluation of gifts. The Library recommends that you (the donor) make a list of materials donated and a Library staff member will verify the list at the time of donation.

This letter serves as acknowledgement of receipt of _____ used books/media/other
_____ donated to the Leander Public Library.

Specify item(s)

Thank you,

Priscilla
Donovan
Library
Director

Donor's Name

Address

City, State, Zip

Leander Public Library
Request for Reconsideration of Materials

Request initiated by: _____
Name

_____ Address

_____ City and Zip _____ Phone

_____ Email address

_____ Leander Public Library Patron card number

Material questioned:

Type of material: ___ book ___ audiobook ___ video ___ other _____
Please specify

Title: _____

Author or creator: _____ Date of publication: _____

1. Have you read or seen this material in its entirety? _____
If not, what parts have you read or seen? _____

2. To what do you object? (Please be specific; cite pages or specific scenes. Use the back if necessary.) _____

3. What do you believe is the main idea of this material? _____

4. What reviews of this material have you read? _____

5. In your judgement, what is the value of the material? _____

6. In its place, what material would you recommend that would convey a comparable picture of and/or perspective on the subject? _____

Signature of Complainant _____ Date _____

Received by _____ Date _____

You will receive a response to your request within thirty (30) days.

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 services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23,
1980, inclusion of "age" reaffirmed January 23,
1996, by the ALA Council.

American Library Association's 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 avoid the subversion of politics and the corruption of morals. We, as citizens 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 citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

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 need the help of censors to assist them in this task. 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. 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 or unpopular with 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 with any expression the prejudgment of a label characterizing it 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 the citizen. 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.*

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.

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 citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the

ALA

Council and the AAP Freedom to Read
Committee.

Diversity in Collection Development: An Interpretation of the Library Bill of Rights

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of expression, and other topics of a potentially controversial nature.

Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on or materials from non-mainstream political entities.

Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article II of the *Library Bill of Rights*: 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.” A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community which the library serves. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

There are many complex facets to any issue, and variations of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the

library patron’s right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs and interests of all persons in the community which the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues. Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable.

Librarians cannot justly permit their own preferences to limit their degree of tolerance in

collection development, because freedom is indivisible.

Adopted July 14, 1982; amended January 10, 1990, by the ALA Council.

Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The “right to use a library” includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V. Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis.

Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972; amended July 1, 1981; July 3, 1991, by the ALA Council.

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 guarantees 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.

THE TEXAS LIBRARY ASSOCIATION INTELLECTUAL FREEDOM STATEMENT

A. PREAMBLE

The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, and shall be protected against extra-legal, irresponsible attempts by self-appointed censors to abridge it. The Association believes that citizens shall have the right of free inquiry and the equally important right of forming their own opinions, and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the LIBRARY BILL OF RIGHTS of the American Library Association, Freedom to Read Statement, and interpretative statements adopted thereto.

B. AREAS OF CONCERN

1. **LEGISLATION.** The Texas Library Association is concerned with legislation at the federal, state, local and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local and school district level which might restrict, prejudice or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the American Library Association's LIBRARY BILL OF RIGHTS and the Freedom to Read Statement.

The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.

2. **INTERFERENCE.** The Association is concerned with the proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgment, or on the procedures or practices of librarians.

The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgment or on the procedures or practices of librarians; receives requests for advice and assistance where freedom has been threatened or curtailed; and recommends action to the Executive Board where it appears necessary.

3. **MATERIALS SELECTION POLICY.** The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials.

The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes

an endorsement of the LIBRARY BILL OF RIGHTS.

4. EDUCATION. The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the LIBRARY BILL OF RIGHTS and the ALA Freedom to Read Statement.
The Intellectual Freedom Committee supports an active education program for librarians, trustees, and the general public.
5. LIAISON WITH OTHER ORGANIZATIONS. The Texas Library Association, in order to encourage a united front in defending the rights to read, shall cooperate with other organizations concerned with intellectual freedom. The Intellectual Freedom Committee advises on TLA positions and cooperates with other organizations.

Adopted September 15, 1972 by the TLA
Council; Reaffirmed April 7, 1995 by the
TLA Council

Study Rooms

Please check in at the circulation desk prior to entering.

Policy

The Leander Public Library welcomes the use of its study rooms by individuals or groups for civic, educational and cultural activities. Study Rooms may not be used for religious or political purposes. Leander Public Library or City of Leander programs will have first priority for use of the rooms.

Study rooms may be reserved by calling 512-259-5259 or in person. Reserving a Study Room constitutes acceptance of the library's study room regulations listed below. Reservations may be made in advance with a max of 5 reservations (10 hours) at any one time. Additional reservation requests must be approved by the director.

Study rooms are available for use Monday-Sunday during regular library hours, except on library holidays. All study room use must be completed by 15 minutes before closing time. Study rooms can be reserved for 2- hour increments with time extended if nobody is waiting for the room.

Reservations will be held for 20 minutes; if the room is unoccupied within 20 minutes of the beginning of the reservation time, the study room will be made available for others to use.

Study Room Regulations

The room capacity is 12 people and no meeting shall exceed this capacity.

Children's and youth groups may use the study rooms provided they are adequately supervised by adult sponsors.

No exhibits, maps, charts, posters, etc. may be hung on the walls.

Light refreshments may be served provided the room is left in an orderly condition.

Once the study room is vacated it is available for use by others.

Items must not be left in the study rooms unattended; Leander Public Library is not responsible for unattended items.

CURRENT POLICY



LEANDER PUBLIC LIBRARY

1011 S. Bagdad Road - Leander, TX 78641

Phone: 512-259-5259 - leanderpl@leandertx.gov

Unattended Children

The library is intended to be a place where children are welcomed. They are encouraged to read, to explore various electronic formats, to attend programs, and to make full use of the library's resources. For the safety of minor children, and the enjoyment of all patrons using the library, the library abides by the following policy regarding unattended children. If you have questions regarding this policy, please do not hesitate to ask staff to explain.

1. The library does not provide care or supervision of children, except to the extent needed to uphold library rules of conduct and use, and does not accept responsibility of such care. Parents or other caregivers are responsible for their child's behavior at all times even when they are occupied elsewhere in the library and even if the child is in the library unattended.
2. Children under the age of eight (8) may not be left unattended in the library and must be accompanied by a parent or responsible caregiver at least 16 years old. Parents must supervise their child's behavior and will be asked to attend to their children when deemed necessary by the staff. Children who are climbing or jumping on furniture, throwing things, being excessively loud, or engaging in other disruptive or destructive behavior will be considered unattended.
3. Children age eight (8) and older may be left unattended provided they are mature enough to stay alone and observe proper conduct. Such children are subject to the same rules of conduct as other patrons and the same consequences, including being asked to leave the library. This possibility should be taken into account when deciding whether to leave a child over the age of eight (8) unattended in the library. If a child in this age group is not able to leave the library without an adult, he should not be in the library without an adult.
4. Children of any age with mental, physical, emotional, or behavioral problems which render supervision necessary must be accompanied by a parent or other caregiver (over the age of 16) at all times.
5. Unattended children under the age of 16 must be picked up at least 15 minutes before closing time.
6. In the case of a child under the age of 16 who is unattended at closing, the library staff will try to notify the child's parent or caregiver. If the child's parent or caregiver cannot be reached or has not come to pick up the child, the police will be called, and the child will need to be picked up at the Leander Police Department.
7. Library staff members will, under no circumstances, drive the child home or to any other location.
8. A child left unattended in the library in violation of this policy will be considered a child in need of care, parents will be called and the matter referred to the police or Department of Human Services.
9. Unattended children will be given a copy of this policy to give to their parents.