

LIBRARY POLICIES

Gary Shaffer
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PALM DESERT



LIBRARY POLICY BACKGROUND

- Libraries have policies that govern circulation of materials, conduct, collection development and more.
- Based on experience, 96% of all library customers are able to adhere to the library's policies and code of conduct.

DRAFT LIBRARY POLICIES

- Borrower Registration
- Circulation
- Code of Conduct
- Collection Development
- Community – Meeting Room
- Computer Use, Booking & Printing
- Displays
- Filming & Photography
- Interlibrary Loan
- Internet Use
- Mobile Library – Bookmobile
- Partnerships
- Privacy and Confidentiality
- Programming
- Public Distribution of Materials and Posting of Public Notices
- Request to Review Library Materials
- Study Rooms
- Use of Library Facilities & Grounds
- Video Surveillance

LIBRARY POLICY EXAMPLES

Circulation

Purpose: To make available a wide range of materials in various formats for customer use. Delineates checkout period and borrowing limits.

Code of Conduct

Purpose: Ensures that everyone has the right to use the Library and its resources provided behavior does not interfere with the rights of others to do the same. Outlines acceptable library behavior.

Collection Development

Purpose: Provides a general guide to the selection and maintenance of material collections offered by the Library and how items are chosen.

Mobile Library – Bookmobile

Purpose: Directs this service (e.g. how visits and stops are determined).

Security cameras (video surveillance)

Refers back to City policy.



SUMMARY

Library policies will align with modern library practice and provide guideposts for the smooth operation of the library.

THANK YOU

Gary Shaffer

gshaffer@palmdesert.gov

760.776.6460



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