

City of St. Helens  
**RESOLUTION NO. 1902**

A RESOLUTION TO ADOPT THE ST. HELENS PUBLIC LIBRARY  
COLLECTION DEVELOPMENT, CIRCULATION, AND  
CONFIDENTIALITY POLICIES

**WHEREAS**, in 2019, the Oregon legislature passed HB 2243 which:

1. Updated the legal definition of "public library" to: "Public library" means a public agency that provides to all residents of a local government unit free and equal access to library and information services that are suitable for persons of all ages; and
2. Required the State Library Board to establish minimum conditions that a public library must meet; and

**WHEREAS**, one of the minimum conditions established by the State Library Board requires that public libraries have basic policies in place and accessible online for collection management, circulation, and patron confidentiality that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of St. Helens that:

**Section 1.** The St. Helens Public Library Collection Development Policy, attached as **Exhibit A**, the St. Helens Public Library Circulation Policy, attached as **Exhibit B**, and the St. Helens Public Library Confidentiality Policy, attached as **Exhibit C**, are hereby adopted.

**Section 2.** The Collection Development Policy shall be used to guide the staff of the St. Helens Public Library by:

- Outlining procedures for procuring items
- Creating parameters for the types of items held by the Library to ensure that the collections remain current and responsive to the needs of the community
- Ensuring that materials are easily accessible through appropriate formats and technologies

The Circulation and Confidentiality Policies shall be used to inform library patrons about the rules governing the use of library resources and the protection of their personal information, respectively.

**Approved and adopted** by the City Council on October 21, 2020, by the following vote:

Ayes: Morten, Locke, Carlson, Topaz, Scholl

Nays: None

  
\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

  
\_\_\_\_\_  
Kathy Payne, City Recorder

## **St. Helens Public Library Collection Development Policy**

### **Library Mission:**

The St. Helens Public Library is dedicated to providing optimal access to the best vocational, educational and recreational information to the people of the Greater St. Helens area in order to promote and encourage lifelong learning, self-development and life enhancement.

### **Purpose:**

This policy is to guide collection development of the St. Helens Public Library by:

- Outlining procedures for procuring items
- Creating parameters for the types of items held by the Library to ensure that our collections remain current and responsive to the needs of our community
- Ensuring that materials are easily accessible through appropriate formats and technologies

### **Procurement of Materials:**

Library staff select materials for the collection based on the needs and interests of the community. The Library welcomes input from the community concerning the collection. Patron suggestions will be evaluated based on:

- Community needs and interests
- Item cost and availability
- Ease of cataloging and circulation
- Potential for an item to complement or support library offerings
- The balance of the overall collection

### **Selection Criteria:**

Materials are selected by staff members for their:

- Literary or artistic merit
- Accuracy
- Utility
- Recreational and entertainment value
- Current or historical interest
- Scholarship

Item selection is guided by but not limited to:

- Industry reviews
- Best-seller lists
- Staff or patron recommendations

SHPL strives to maintain a collection that includes materials on a variety of subjects and points of view, in keeping with the community's interests and needs. Each item must be considered with appropriate standards for its type and audience and the suitability of its format for a library collection.

SHPL emphasizes quality rather than quantity, balancing the value of and demand for materials. Final decisions are based on the value and interest of the item to the public, regardless of selectors' personal values, opinions, or biases. These standards apply equally to purchased and donated materials.

#### **Guidelines for Following Selection Criteria:**

SHPL is responsible for ensuring a robust collection that must include materials that serve a wide range of ages, reading skills, and educational backgrounds.

- Staff will endeavor to select materials in languages commonly spoken at home by SHPL patrons
- SHPL will be attentive to special commercial, industrial, cultural, and civic enterprises of the area
- SHPL will acquire state and local historical materials
- While SHPL strives to meet the needs of all its patrons, some special interest items may not be purchased and instead may be borrowed through interlibrary loan
- SHPL does not acquire textbooks or other curriculum-based materials unless such materials also serve a broader interest
- Purchase requests from patrons will be assessed according to the general selection policies

#### **Access:**

Items are cataloged and organized in the collection according to common library standards:

- Type of material
- Target audience
- Dewey classification
- Alphabetically

Items frequently subject to damage or theft or of high value may be controlled to protect materials for future patrons.

Children are not limited to the juvenile collections; rather juvenile materials are kept together to facilitate ease of use. Responsibility for a child's selections lies solely with the parent/guardian. The parent/guardian who chooses to limit their child's access to certain materials should so advise their child.

**Donations:**

SHPL accepts most donations of materials as outright gifts, reserving the right to evaluate and dispose of such donations in accordance with our donation policy.

Donations may be tax-deductible; SHPL will issue a receipt upon request but will not assign value.

Donations not added to the collection may be given to the Friends of the St. Helens Public Library, used to support library programming, or in any other way the library deems reasonable.

**Evaluation of Collection and Weeding:**

The Library will evaluate the continued circulation of materials based on:

- Circulation data
- Physical condition
- Currency
- Accuracy of information presented in material
- Staff input

Items that do not check out often, are in poor condition, prove too difficult or costly to maintain, or no longer support the mission of the Library will be withdrawn from the collection.

**Request for Reconsideration of Library Material:**

The St. Helens Public Library recognizes that some materials may be controversial and that any given item may offend some patrons.

Selection of materials will not be made based on anticipated approval or disapproval, but solely based on the principles stated in this policy.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Although materials are carefully selected, differences of opinion can arise regarding suitable materials. If a patron desires that an item be withdrawn from or restricted within the collection, they may complete a "Resource Reconsideration Request" form which is available in the library.

The Library Director will decide what, if any, action is appropriate for the item in question, and will notify the patron, explaining the decision.

If the patron is not satisfied with the Library Director's decision, the item will be referred to the St. Helens Public Library Board for further review.

Materials under review shall not be removed from use during the reconsideration process.

Proposed  
10/14/2020

## St. Helens Public Library Circulation Policy

### How to sign up for a library card with the St. Helens Public Library

To sign up for any library card at the St. Helens Public Library (SHPL), proof of identity and proof of address are required. A valid Oregon Driver's license with your current address may be used as both proof of identity and proof of address (this includes temporary IDs and IDs with address change stickers). Patrons age 16 or older must be present with their ID to sign up for a library card.

All cards except business license cards are active for one year and must be renewed by showing proof of identity and address.

1. Proof of Identity includes:
  - a. Any state driver's license
  - b. Any state ID
  - c. US Passport
  - d. US Military ID (with photo)
  - e. Green card
  - f. Tribal ID (with photo)
  - g. Oregon Concealed Handgun License
  
2. Proof of address must match the name on your proof of ID and can include:
  - a. Oregon driver's license with current residential address
  - b. Oregon state ID with current residential address
  - c. Rental agreement
  - d. County tax statement
  - e. Utility bill
  - f. Voter registration card
  - g. Pay stub
  - h. Bank statement
  - i. Insurance statement or card
  - j. Vehicle title or registration card
  - k. First class mail

## Card Types

### *Resident cards:*

1. Resident cards offer patrons full borrowing privileges at no cost.
  - a. Checkouts may include:
    - i. Up to 10 DVDs or Blu-rays total
    - ii. Up to 50 of any other items in the library's collection total
    - iii. No more than 50 items total may be checked out on an account at any time.
  - b. Resident cards have full access to digital services (Library2Go, Freegal, Flipster, etc.)
2. Resident status within St. Helens city limits is determined by local tax codes (tax codes 0201, 0202, 0291, and 0294)
3. To sign up for a resident card you will only need proof of identity and proof of address.
4. Residents may also sign up children and teens under 16 for *juvenile resident cards*. These accounts must be made by an adult who will act as the responsible party for the cardholder. Juvenile cards may be made by the responsible party at any time using their own proof of identity and address. Juvenile cards cannot check out Library of Things items or cultural passes, however checkout allowances for juvenile resident cards are otherwise the same as standard resident cards.
5. Both resident cards and juvenile resident cards must be renewed after one year from the date created by showing proof of address and identity.

### *Non-resident cards:*

1. Those who live outside of the city limits of St. Helens as determined by local tax codes (codes 0201, 0202, 0291, and 0294) may sign up for a non-resident card with proof of identity and address.
  - a. Non-resident card fees are \$10 for a quarterly (3 month) card and \$35 for a yearly (12 month) card. Non-resident fees are assessed per household and multiple cards may be created at no extra cost. The first card created will be considered the "primary" account to which other accounts are attached.
2. Non-resident cards offer the same checkout privileges and limits as resident cards:
  - a. Up to 10 DVDs or Blu-rays total
  - b. Up to 50 of any other items in the library's collection total
  - c. No more than 50 items total may be checked out on an account at any time.
3. Non-resident cards have full access to digital services (Library2go, Freegal, Flipster, etc.)
4. Non-residents may also sign up children and teens under 16 for *juvenile non-resident cards*. Juvenile cards must be associated with an adult who will act as a responsible party. Juvenile cards may be made by the responsible party at any time. Non-resident juvenile cards cannot check out Library of Things items or cultural passes, however checkout allowances for juvenile cards are otherwise the same as non-resident cards.

5. Non-resident cards must be renewed after their active period ends by providing proof of identity and address, as well as paying the appropriate fee (\$10 for a quarterly card, \$35 for a yearly card).
6. To create additional library cards attached to the primary account, all rules regarding proof of address and identity apply. The primary cardholder must be present to make additional cards and will be considered the responsible party to all associated cards.

*Passport cards:*

*Standard passport cards:*

1. Passport cards are free, reciprocal library cards available through the Oregon Library Passport Program. Only people with an active library card at a participating library (your “home library”) may sign up for a passport card. A list of participating libraries is available at <https://www.olaweb.org/passport-directory>.
  - a. Checkouts may include:
    - i. Up to 5 Items (Books, DVDs, audiobooks, etc.) may be checked out on a passport account at any time.
  - b. Passport cards do not have access to cultural passes, Library of Things items, or some digital services (Library2Go, Freegal, and Flipster).
2. Items must be checked out and returned to their originating library.
3. To sign up for a passport card you will need to provide proof of identity and address, as well as your active “home library” card.
4. Passport cardholders may sign up teens under 16 for *juvenile passport cards*. Juvenile passport cards must be associated with an adult who will act as the responsible party. Juvenile cards may be made by the responsible party at any time. Limits for juvenile passport cards are the same as adult passport cards.
5. Both passport cards and juvenile passport cards must be renewed after one year from when they are created by showing their active home library card and proof of address and identity.



*Scappoose passport cards:*

1. Scappoose passport cards are free, reciprocal library cards available to cardholders of the Scappoose Public Library through the Oregon Library Passport program. Scappoose passport cards may only be made by active members of the Scappoose Public Library.
  - a. Checkouts may include:
    - i. Up to 10 DVDs or Blu-rays total
    - ii. Up to 50 of other items in the library's collection total
    - iii. No more than 50 items total may be checked out on an account at any time.
  - b. Scappoose passport cards do not have access to cultural passes, Library of Things items, or some digital services (Library2Go, Freegal, and Flipster).
2. Items must be checked out and returned to their originating library.
3. To sign up for a Scappoose passport card you will need to provide proof of identity and address, as well as your active Scappoose library card.
4. Scappoose passport cardholders may sign up children and teens under 16 for *juvenile Scappoose passport cards*. Juvenile passport cards must be associated with an adult who will act as the responsible party. Juvenile cards may be made by the responsible party at any time. Limits for juvenile passport cards are the same as adult Scappoose passport cards.
5. Both Scappoose passport cards and juvenile Scappoose passport cards must be renewed after one year from when they are created by showing an active Scappoose library card and proof of address and identity.

*Business license library cards:*

1. Non-residents who have a licensed business in St. Helens may qualify to register for a business license library card. Business licenses must be current to qualify for a business license library card. Please contact the library director for more details.
  - a. Checkouts may include:
    - i. Up to 10 DVDs or Blu-rays total
    - ii. Up to 50 of any other items in the library's collection total
    - iii. No more than 50 items total may be checked out on an account at any time.
2. Business license library cards are active until the end of the calendar year in which they were created and must be renewed after that point by providing an updated business license.
3. To sign up for a business license library card, you must provide your proof of identity and address as well as an original copy of your current business license.
4. Business license library card holders may provide a letter listing the people who will be using the library card.

## Library Usage Policies:

### *Cardholder rights and responsibilities:*

1. The cardholder is responsible for returning all items checked out on time and in good condition.
2. The cardholder agrees to pay for any lost or damaged items.
3. Possession of a library card is considered permission to use that library card. Those whose names do not match the information listed on the account may not discuss what items are checked out on the account, discuss fees on the account, or make changes to account information. If you would like to allow these privileges to someone other than the cardholder, they must be made an *authorized user* by presenting their proof of identity while the cardholder is present.
4. Cardholders are expected to notify the library of a lost or stolen card, or they will be held liable for any items checked out.
5. Proof of identity may be used as an alternative to a library card
6. Cardholders must keep personal and contact information (address, phone number, e-mail, name changes etc.) up to date on their account.

### *Checkout periods:*

1. The standard check-out period is 21 days for all items in the library's collection except cultural passes.
2. *Cultural passes* have a 3-day checkout period except for the *Oregon State Parks Parking Pass* which may be checked out for 7 days.

### *Renewing items:*

1. Items may be renewed for an additional 21 days up to 3 times.
2. Items cannot be renewed in the following cases:
  - a. If another patron has a hold on an item.
  - b. The item is marked "new."
  - c. The item is from the Library of Things or Cultural Pass collections.
  - d. The account has already reached the 3-renewal limit on the item.
  - e. The account meets any of the conditions listed below in "Checkout restrictions."

*Checkout restrictions:*

1. Cardholders may not check out any items and their account may be blocked if fines exceed \$10 or are older than 6 months.
2. Cardholders may not check out items if their account is expired until it has been renewed.
3. Lost or damaged items on an account will result in a blocked account until they have been paid for or returned.
4. Additional items may not be checked out if the total checkouts exceed the total limit for the card type. DVD/Blu-ray limits will not prevent cardholders from checking out additional, non-DVD/Blu-ray items within their total item limit.
5. All accounts may be subject to a “relationship block” if any account with the same responsible party meets any of the previous conditions.

*Placing holds:*

1. Patrons may place as many items on hold as their card allows. Holds may include items currently checked out to another borrower or items currently available in the library.
2. Patrons will be contacted by phone or by e-mail when their holds are available to be picked up.
3. Patrons have up to 7 days to retrieve their hold, except for cultural passes which may be held for 3 days. After that period, the item will be taken out of hold status and shelved.

*Purchase requests:*

1. Patrons may submit a purchase request form for items that are not currently available at the library. The request will be processed based on the library’s criteria (availability, pricing, publication date, etc.) and may be added at that time. If an item is added, the person who submitted the request form will have a first hold on that item. A purchase request is not a guarantee that an item will be added to the library’s collection.

*Interlibrary Loans:*

1. Patrons may make interlibrary loan (ILL) requests on items that are not currently available in our collection but are available at nearby libraries. An ILL request is not a guarantee that the item will be made available.
2. Due dates for ILL items will be set based on due dates set by the lending library.
3. There is a postage fee of \$3 for all ILL items.
  - a. Items that are determined to be unavailable for ILL will have the \$3 postage fee refunded in full.
4. ILL items may not be renewed and will accrue overdue fines
5. Patrons may lose ILL privileges if items are not returned by their due date or are returned in poor condition.

## Fines and Fees

### *Overdue fines:*

1. Overdue fines are \$0.15 per day per overdue items.
  - a. Adult DVDs accrue fines of \$0.50 per day per item.
  - b. Cultural passes accrue fines of \$1.50 per day per item.
2. All items from the Youth collection do not accrue overdue fees.
3. Overdue fines are capped at \$10 per item or at the replacement cost of the item, whichever is less.

### *Damaged items:*

1. Damaged items are items that have been returned in a condition that prohibits them from being further circulated in the library's collection. Examples may include items that have been extensively water damaged, are moldy or have mildew, have been in contact with hazardous materials, or have been otherwise physically damaged beyond repair.
  - a. When possible, library staff will do their best to repair items returned with minor damage.
2. The replacement cost of damaged items is based on the list price of that item.
3. Patrons may keep damaged items they have paid for.
4. Damaged items will prevent a patron from checking out further items until the damaged item has been paid for.
5. We cannot accept replacement copies for damaged items.
6. The following is a sample letter notifying the cardholder of a damaged item:

*Dear [Patron],*

*Library materials that had been checked out on your card # **24018000XXXXXX** were recently returned to the library in damaged condition.*

*The item(s) listed below were returned to the library on **XX/XX/XXXX**. Due to damages to the materials, the library must assess a replacement cost for each item. Please note that there may be additional overdue fees which may have been charged to your account. If you have items out, they may not be renewed until this matter is resolved.*

*The item(s) in question are:*

*[Item(s) listed along with the replacement cost(s)]*

*Please come to the library to make arrangements to pay these charges at your earliest convenience. If you are unable to pay the entire amount, please call and make arrangements for a payment plan.*

*Please understand that our intention is to maintain our library's collection by replacing lost or damaged materials. We will hold the items for viewing for 30 days. After that, they will be disposed of and no longer available for your inspection.*

*If you have questions, please contact me.*

*Sincerely,*

*[Staff member]*

*Lost items:*

1. Overdue items receive three notices by mail or e-mail before they are considered lost. The item will accrue the corresponding late fee during this time. The timeline for the lost process is:
  - a. 1st notice: 1 week after the item is considered overdue
  - b. 2nd notice: 2 weeks after the item is considered overdue
  - c. Final notice: 3 weeks after the item is considered overdue.
    - i. At this time, the item is considered "Lost" and the account will be prohibited from checking out or renewing items until the item is returned or paid for. The item will no longer accrue additional late fees.
    - ii. The final notice will always be sent by mail.
2. Items may be self-declared lost in situations where the patron is certain the book is irretrievable and is ready to pay for the item at that time.
3. Lost items must be either returned in good condition or paid for in order to reinstate borrowing privileges.
4. Once an item is paid for, there is a 3-month period during which the cost of a lost item may be refunded if it is returned in good condition.
  - a. To receive a refund, the patron must provide both the original receipt and the orange "lost item" slip they received at the time of payment.
  - b. Late fees accrued on a lost item will not be refunded if the item is returned
5. Sample overdue notice letter:

*"You have items overdue. If this is not your final notice, you may renew your items online at [www.ci.sthelens.or.us/library](http://www.ci.sthelens.or.us/library) or by telephone 503.397.4544. Please note you may have additional overdue fines not listed on this notice."*

- a. There will also be an itemized list of the overdue items, as well as an indication of 1st/2nd/final notice.
- b. Final notices will have a red "final notice" stamp at the top.

6. *Collections*: Items that have not been returned within 6 weeks of their due date may be sent to collections.
  - a. The item is considered “lost” 3 weeks after the item is overdue.
  - b. Patrons may be sent to collections for library materials. A notice will be sent out at 4 weeks overdue, notifying the patron that they have 14 days to return or pay for outstanding materials.
  - c. The following is a sample letter reminding the patron about outstanding materials or fines which may be sent to collections:

*Dear [Patron],*

*The purpose of this letter is to remind you that you have outstanding materials from the St. Helens Public Library checked out on card number **24018000XXXXXX**. These items are now in “Lost” status. Please return the following items in good condition to the St. Helens Public Library or pay the replacement fees within 14 days to avoid this account balance being turned over to a collections agency.*

*[Item(s) listed along with the replacement cost(s)]*

*If you have any questions, please do not hesitate to contact the St. Helens Public Library at (503)-397-4544.*

*Respectfully,  
St. Helens Public Library*

**Complete list of fines and fees:**

1. Overdue adult books, magazines, audio records, and CDs: **\$0.15 per day**
2. Overdue adult DVDs: **\$0.50 per day**
3. Overdue cultural passes: **\$1.50 per day**
4. Interlibrary loan postage fee: **\$3.00**
5. Lost and damaged items: **List price**
6. Cultural pass replacement: **\$30**
7. Lost card replacement: **\$2**
8. Lost or damaged CD and DVD cases: **\$5**
9. Lost or damaged CD and DVD inserts: **\$7**
10. Barcode label replacement: **\$2**

## **St. Helens Public Library Confidentiality Policy**

The St. Helens Public Library maintains the privacy and confidentiality of its patrons and follows all guidelines outlined by the American Library Association's Code of Ethics. In accordance with Oregon Revised Statutes 192.355(23), the following records are exempt from disclosure:

The records of a library, including:

- (a) Circulation records showing use of specific library material by a named person.
- (b) The name of a library patron together with the address or telephone number of the patron.
- (c) The electronic mail address of a patron.

The library may gather and retain the following information about current library users:

- (a) Information required to register for a library card, including
  - (i) Name
  - (ii) Address
  - (iii) Phone number
  - (iv) Email address
  - (v) Birthdate
  - (vi) ID number
- (b) Records of material checked out, fees owed, and payments made.
- (c) Electronic access information.
- (d) Requests for interlibrary loan and reference services.
- (e) Registration for library classes and programs.

Records may be disclosed to other parties in the following instances:

- (a) To the legal guardian of a minor.
- (b) With the consent of the authorized user(s) of the patron account.
- (c) To contracted employees of the St. Helens Public Library
- (d) Upon court order, upon order of the district attorney, or where otherwise required by law.

The library takes reasonable steps to ensure data security, including:

- (a) Purging or shredding records no longer needed.
- (b) Automatically removing records of browsing history, files downloaded, passwords, etc. from public computers at the end of each session.

These practices comply with federal, state, and local laws, as well as with the City of St. Helens' professional ethics policy.