

Wasatch County Library

465 East 1200 South, Heber City, UT 84032

wasatchlibrary.org

LIBRARY POLICIES



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1. INTERNET AND ONLINE ACCESS POLICY

1.1 Purpose

The Internet is a network of computer networks which permits the exchange of information, including research activities, worldwide. It provides to Wasatch County Library patrons access to a vast amount of information. By providing access to the Internet, the Wasatch County Library has far expanded its traditional collection. However, at the present time, the Internet is not fully regulated. Therefore, some information obtained through it may be erroneous, unreliable, out of date, or offensive. Patrons are advised to evaluate all such information carefully.

Because the Internet is not a fully regulated technology, the Library Board has adopted the following Internet and Online Access Policy for its patrons' use. This Policy does not replace or supersede existing library policies, procedures, and practices. However, in the event this Policy conflicts with other policies, procedures, or practices, this Policy controls.

In adopting the following Policy, the Wasatch County Library recognizes that access to electronic information is a field that evolves on an almost daily basis. Therefore, the issues addressed in this Policy may be revisited as changes in technology, patron needs, software, and relevant laws so dictate.

1.2 Definitions

The following definitions shall apply to this Policy:

- a. "Adult Patron" means a user of the Wasatch County Library who is 18 years of age or older.
 - b. "Computer Workstation" means a computer at the Wasatch County Library devoted primarily to the access of information through the Internet or other electronic databases by users of any age.
 - c. "Graphically Violent Material" means material which (1) taken as a whole appeals to an interest in violent physical harm to humans or animals, (2) is patently offensive in its depiction of such violent physical harm; and (3) taken as a whole does not have serious literary, artistic, political, or scientific value and is considered obscene material.
 - d. "Library Board" means the duly appointed Wasatch County Library Board.
 - e. "Material Harmful to Minors" means that quality of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, sadomasochistic abuse, when it: (1) taken as a whole, appeals to the prurient interest in sex of minors; (2) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors; and (3) taken as a whole, does not have serious value for minors. UCA 76-10-1201
 - f. "Minor Patron" means a user of the Wasatch County Library who is younger than 18 years of age.
 - g. "Patron" and "user" means a user of the Wasatch County Library.
 - h. "Policy" means the Wasatch County Library Internet and Online Access Policy, as amended by the Library Board.
 - i. "Pornography" or "Pornographic" means material which (1) the average person, applying contemporary community standards, finds that, taken as a whole, it appeals to prurient interest in sex; (2) it is patently offensive in the description or depiction of nudity, sexual conduct, sexual excitement, sadomasochistic abuse, or excretion; and (3) taken as a whole it does not have serious literary, artistic, political, or scientific value. UCA 76-10-1203
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1.3 Posting the Internet and Online Access Policy

A legible copy of this policy shall be available at the circulation desk. A notice shall also be posted at each computer workstation stating that patrons who proceed to access the Internet and other electronic information agree to be bound by this policy.

1.4 Computer Access

Patrons must have a valid library card or guest pass to use computer workstations.

1.5 Permitted Internet Use

Electronic information sources, such as the Internet, complement other library sources, reference, and research materials. Patrons may use these electronic information sources to locate, retrieve and print information.

The following uses are not permitted:

- a. Accessing obscene material,
- b. Creating personal folders, bookmarks, system passwords, or other individualized files,
- c. Using equipment owned by the Library or Wasatch County for purposes which are likely to be or is in breach of any applicable laws, codes or regulations.
- d. Any conduct that is likely to result in liability or adverse effect, including retaliation, damage to reputation, against the Library or Wasatch County, or in interference to, violation or damage to any other third party's rights,
- e. Any action that is otherwise illegal or solicits conduct that is illegal under laws applicable to the user, the Library or Wasatch County.

Users are responsible for all content of the Internet searches they initiate and otherwise complying with all applicable laws, rules and regulations.

Patrons may print from electronic information sources at a price-per-sheet equal to the amount charged for photocopies.

1.6 Internet Safety and Protection for Minors

Library policy restricts access to Internet sites that contain visual depictions that are child pornography, harmful to minors or obscene. All patron computer workstations and the library's wireless network shall be restricted by filtering software approved at the discretion of the Library Board and Wasatch County Information Systems. Because filtering software technology is limited, patrons may be denied access to information which is not considered obscene material. In the event this occurs, the Librarian or appropriate staff, upon request, shall provide the patron with Internet access to the information desired.

1.7 Internet Use Policy Violations

The Library Board intends to meet and enforce the requirements of Sections 9-7-215 and 9-7-216 UCA and use of the computer workstations and the library's wireless network by patrons that access obscene material. Patron privileges may be suspended for violating this policy in accordance to the library's Acceptable Use Policy.

1.8 Observed Patron Behavior Procedures and Guidelines

The Library Board has adopted an Acceptable Use Policy that addresses inappropriate behavior. All policies are available for public review online and in the library.

1.9 Appeal to Library Board

Any patron whose access to the Internet or other electronic information has been suspended or terminated may appeal the decision to the Library Board in accordance to the library's Acceptable Use Policy.

1.10 Severability

If any term, condition or provision of this policy or the application to any circumstance is determined to be invalid or unenforceable to any extent by a court of competent jurisdiction, the remaining provisions of this policy shall not be affected, but shall instead remain valid and enforceable.

APPROVED and PASSED the 26th day of August 1999

REVIEWED by WASATCH COUNTY LIBRARY BOARD the 17th day of May 2001

REVIEWED by WASATCH COUNTY LIBRARY BOARD the 30th day of June 2004

REVIEWED by WASATCH COUNTY LIBRARY BOARD the 29th day of March 2006

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD the 25th day of April 2007

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD the 28th day of April 2010

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD the 26th day of June 2013

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD the 29th day of April 2016

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD the 24th day of May 2019

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD on April 8, 2022

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2. COLLECTION DEVELOPMENT POLICY

2.1 Purpose

This Collection Development Policy is intended to provide guidance, within budgetary and space limitations, for the evaluation, selection, purchase, and deselection of library resources that meet the diverse needs of the residents of Wasatch County.

2.1.1 Definitions

The phrases “library materials” and “library resources” are used interchangeably and include, but are not limited to, print (e.g., books, magazines, newspapers), non-print (e.g., audiobooks, compact discs, DVDs) and digital (e.g., databases, eBooks, eAudiobooks, eMusic, streaming video, internet information and other downloadable content).

The terms “patron” and “library patron” are used interchangeably to refer to a resident of Wasatch County or a non-resident who has an active “Wasatch County Library Patron” account in good standing.

2.2 Library’s Mission Statement

We enrich the lives of Wasatch County residents by providing resources and experiences that build community, spark the imagination, and support lifelong learning.

2.3 Community Description

Wasatch County consists of roughly 1,200 square miles, centered on the scenic Heber Valley, which is defined by majestic Mt. Timpanogos and the Wasatch Mountains. The valley is close to Utah’s major metropolitan area, yet it strives to retain its rural beginnings. Residents from around the state and across the country have moved to Wasatch County to escape the urban environments in which they work. Thus, Wasatch County is experiencing exceptional population growth and rapidly becoming a culturally diverse community.

The current estimated population of Wasatch County is over 34,000 people. A large percentage of the registered library patrons are young families with children enrolled in elementary schools, middle schools, and high schools located in the county. In addition, many students are home-schooled. These families and students rely extensively on the collections, programs, and services the library provides. Other user groups include students attending the Utah Valley University Wasatch Campus located in Heber City, retired older adults who have chosen Wasatch County as their home, and immigrants whose primary language is other than English. Each of these long-term residents and short-term visitors bring to the library unique expectations for library services which have an impact on the way the library strives to provide diverse resources for a growing diverse group of users.

Recreation and tourism are major industries in Wasatch County, with Jordanelle, Deer Creek, and Strawberry reservoirs offering great fishing, camping, and boating. The Historic Heber Valley Railroad offers a ride back to a previous era. Horse shows, cowboy poetry gatherings, rodeos, Indian Pow-Wows, car shows, experimental aircraft fly-ins, county fair, and the Utah State High School Rodeo finals are only a few of the annual events taking place in Wasatch County during the year. The town of Midway’s annual Swiss Days’ and the Soldier Hollow Sheepdog Classic, an international sheepdog competition, are probably the most popular events. Also, Soldier Hollow is a major cross-country skiing and biathlon Olympic venue. The Dirty Dash, RAGNAR, and Jordanelle Triathlon are increasingly popular.

2.4 Responsibility for Selection of Resources

Ultimate responsibility for the selection of all library resources rests with the Library Director, who operates within the framework of policies established by the Library Board.

The Library Director delegates responsibility for the selection of library resources to designated staff for specific subjects and formats. These “Library Selectors” put a priority on purchasing popular materials. Selectors are responsible for ordering materials in anticipation of and response to interest and demand. Selectors are knowledgeable about the community they serve, the publishing industry, and the distribution trends in their selection areas. It is the responsibility of each selector to look for opportunities to promote the library’s collection.

2.5 Criteria for Selection

To support the diverse interests of residents of Wasatch County, the library strives to provide access to a broad and diverse range of materials. The scope of the library’s collection includes high-demand, contemporary, popular materials. The library does not use one single standard that is applied in all cases when making a selection decision. Each type of material is considered in terms of its own merit and the intended audience, and it is evaluated in its entirety and not on the basis of a particular section. Some materials may be judged primarily in terms of artistic merit, scholarship, or value as human expression; others are selected to satisfy the informational, recreational, and educational needs of the communities the library serves. Items selected meet several, but not necessarily all these criteria to be added to the collection.

The addition of any item to the library collection in no way represents an endorsement by the library of any theory, idea, or policy contained in it or in association of any kind with the author or creator of the material. Generally, the selection of materials will be based on the following criteria:

- Quality and suitability of physical format for library use
- Appropriateness of subject and style for the intended audience
- Present and potential relevance to community needs and interest
- Insight into human and social conditions
- Importance as a document of the times
- Relationship to the existing collection and other materials on the subject
- Authority and reputation of the author, editor, illustrator, publisher
- Price
- Demand

While the library provides no direct curriculum support, the library does strive to work cooperatively with agencies, organizations, businesses, other libraries, and the educational community to ensure that the library meets the needs of its users and to avoid duplication of services. Also, highly technical materials and scholarly studies of limited value to the community at large will generally not be added to the collection. However, through the Interlibrary Loan service at the State Library Division, the library provides users with access to materials beyond the scope of its collections from other libraries in Utah and around the country.

2.6 Description of the Selection Process

Selection of materials is made by researching and cross-referencing standard library sources, including reviews in magazines and professional journals, subject bibliographies, lists of recommended titles, Internet blogs, webinars, library conferences, popular media, patron recommendations, and requests for specific materials.

2.6.1 Criteria used to select and withdraw works of information and opinion (i.e., non-fiction) include:

- Accuracy of content
- Timeliness of information
- Authority
- Comprehensiveness and depth of treatment
- Objectivity
- Clarity, accuracy, and logic of presentation
- Accessibility of the information covered

2.6.2 Criteria applied to select and withdraw works of imagination (i.e., fiction) include:

- Sustains reader interest
- Vitality and originality
- Artistic presentation
- Effective characterization
- Authenticity of historical or social setting
- Representative of important genres, trends, or national culture
- Popularity of author
- Depictions of humans avoid stereotypes
- Presents, in balanced perspective, the culture, history, activities, and contributions of individuals and human groups comprising the diverse fabric of our society

2.7 Deselection of Resources (Weeding or withdrawal of library materials)

The library periodically withdraws outdated resources which no longer contribute to the quality or balance of the total collection. These resources may include items that are:

- Superseded by a new edition or a better work on the same subject
- Of little or diminished interest to the community
- Worn or damaged
- Outdated or inaccurate
- No longer within the scope of the collection
- In a format that is no longer viable

Gifts, memorials, and donated items may be withdrawn from the collection using the criteria above. Withdrawn resources may be sold, exchanged, donated to other libraries, nonprofit or educational organizations, or recycled at the discretion of the Library Director.

The deselection of library materials is vested in the Library Director, who authorizes qualified staff to perform this process.

2.8 Formats

In its effort to satisfy the interests of a broad range of users, the library provides a wide selection of print and non-print formats that are viable and discontinues ordering or phases out formats that are no longer available or in demand. New types of materials or developing formats will be acquired and made accessible, as they are evaluated to be suitable, sustainable, and relevant to the community based on the stated selection criteria.

2.9 Recommendations and Requests for Purchase

The library encourages requests to purchase specific titles or subject areas with the understanding that not all such requests can be accommodated. Purchase requests will be considered using the same criteria for selection decisions. Library users are encouraged to fill out a Materials Request form available from the library website or by logging into their online accounts.

2.10 Gifts and Donations of Materials

Gifts of materials or funds to purchase materials are welcome. Upon receipt, gifts, memorial donations, and funds become the library's property. Library selectors evaluate these materials using the same selection criteria as purchased resources and decide whether to add them to the library's collections. Gifts and donated resources not added to the collection may be sold, exchanged, given to other organizations, or discarded. Separate shelving of gift items added to the collection is not provided. All unsolicited materials from individuals, authors, vendors, publishers, and organizations are considered gifts or donations and become the property of the library.

2.11 Special Collections

The Wasatch County Library maintains a local history collection and a local authors collection. To protect the unique character of these materials, these collections may have special handling and borrowing rules at the discretion of the Library Director.

2.12 Concerns about Library Resources

The library will not automatically exclude resources from the collection because of race, nationality, gender, sexual orientation, age, or the social, political, or religious views of the authors. Nor will the controversial nature of certain subjects, authors, or language be cause for automatic exclusion. Each item will be selected and withdrawn on its individual merit and role in the collection, and it will be evaluated in its entirety and not on the basis of a particular section.

The library also seeks to provide awareness of cultures, traditions, and ideas not widely represented in Wasatch County. Creative works in all media are chosen to meet the wide variety of informational, educational, and recreational interests of community members. Works treating all aspects of human experience, theoretical ideas, historical topics, and current issues will be available to library users.

The library recognizes that some materials address issues that some individuals may find controversial or objectionable. Whenever a patron questions the presence or absence of items in the library's collection, the concern will be given prompt consideration. Patrons are welcome to discuss their concerns about items in the collection with the appropriate staff. If the conversation does not adequately resolve the patron's concern, the individual may submit a "Statement of Concern about Library Resources Form" to the Library Director. This form is available in section 2.15 of this policy.

Material and resources undergoing review within the context of the formal Request for Reconsideration Process will not be withdrawn from or added to the collection pending resolution of the process.

The library is part of the Beehive Library Consortium for sharing electronic resources with other libraries in Utah and does not have direct control over database content and all digital materials available to our patrons. Therefore, the review process extends only to those items selected by Wasatch County Library staff as purchases or as acquisitions through donations.

2.12.1 Request for Reconsideration Process

- Requests for reconsideration may only be submitted by Wasatch County residents or non-residents with an active “Wasatch County Library Patron” account in good standing.
- The patron submits a completed “Statement of Concern about Library Resources Form” to the Library Director. The submitted statement of concern is considered a public record and subject to the Government Records Access and Management Act (GRAMA) pursuant to UCA 63G-2-202(1).
- The Library Director acknowledges receiving the form and convenes an ad hoc resource review committee.
- The ad hoc resource review committee issues a recommendation to the Library Director.
- The Library Director communicates the decision to the patron within 30 days of receiving the “Statement of Concern about Library Resources Form.”

2.12.2 Appeal

- The patron may appeal the Library Director’s decision by submitting a request to the Chair of the Library Board via letter or email.
- The Library Board reviews the request and invites the patron to present their concern at the next regular open and public meeting.
- The Library Board may choose to delay a decision until the next regular Library Board meeting to consider the information presented by the patron.
- The Chair of the Library Board communicates the Board’s decision to the patron within 45 days of the individual’s appearance before the Board.
- The Library Board’s decision shall be final.

2.13 Statements Endorsed

The Wasatch County Library reaffirms its endorsement of the principles documented in the *Library Bill of Rights* of the American Library Association. The library upholds the right of the individual to seek content, even though it may be controversial, unorthodox, and/or unacceptable to others. Materials available in the library present various viewpoints, enabling citizens to make the informed choices necessary or desired in a democracy.

2.13.1 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.
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- 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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the American Library Association Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

2.14 Statement of Concern about Library Resources Form

DATE
NAME
ADDRESS
CITY, STATE, ZIP
PHONE
EMAIL
DO YOU REPRESENT: <input type="checkbox"/> Yourself <input type="checkbox"/> Group/Organization Name: _____
<input type="checkbox"/> I understand that the submitted statement of concern is considered a public record and subject to the Government Records Access and Management Act (GRAMA) pursuant to UCA 63G-2-202(1).

Resource on which you are commenting:

TITLE
AUTHOR/CREATOR

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> Book | <input type="checkbox"/> Magazine | <input type="checkbox"/> e-Book |
| <input type="checkbox"/> Audiobook | <input type="checkbox"/> Newspaper | <input type="checkbox"/> e-Audiobook |
| <input type="checkbox"/> DVD | <input type="checkbox"/> Content of Library Program | <input type="checkbox"/> Streaming Video |
| <input type="checkbox"/> CD | <input type="checkbox"/> Content of Library Exhibit | <input type="checkbox"/> Other _____ |

PLEASE EXPLAIN YOUR CONCERN

Submit the completed form to:

Library Director
 Wasatch County Library
 465 E 1200 S
 Heber City, UT 84032
 or via email to library@wasatch.utah.gov

APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the 25th day of October 2019
 APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the 8th day of October 2021
 APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the 12th day of November 2021
 APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD 10/13/2023

3. BORROWER POLICY

3.1 Purpose

The purpose of the Borrower Policy is to establish guidelines for the registration of library patrons. The library is committed to providing excellent services and high-quality resources to the residents of Wasatch County. To fulfill this commitment, the library issues library cards free of charge to residents of Wasatch County, which is the area taxed for the support of the library.

3.1.1 Confidentiality

The library upholds the patron's right to privacy and confidentiality with respect to information sought or received and resources consulted or borrowed. Therefore, library records that link a patron's name with resources in the library shall be treated as confidential. Such records may be disclosed in the following instance:

- When necessary for the reasonable operation of the library
- Upon written consent of the user
- Pursuant to a subpoena, upon court order, or when otherwise required by law

3.2 Library Cards

3.2.1 Individual Library Cards

Individuals may have only one card at a time.

3.2.2 Library Card Types

The Wasatch County Library has four types of cards for different purposes as follows:

Card Type	Total Items Out at a Time	Limits
Regular	100	N/A
Visitor	3	N/A
Institutional	100	N/A
Online	0 (None)	Only valid for Internet access and online resources

3.2.3 Regular Card

Patrons with a Regular Card may check out or have up to 100 items at a time in their account. Internet access at the library is granted. Access to premium online resources is granted.

3.2.4 Visitor Card

Patrons visiting Wasatch County and staying temporarily in a family or friend's residence, a motel, hotel, or campground may apply for a Visitor Card with a 4-week expiration date by presenting evidence of identity consistent with policy 3.3.

Patrons with a Visitor Card may check out or have up to 3 items at a time in their account. Internet access at the library is granted. Access to premium online resources is granted.

3.2.5 Institutional Card

Businesses, nonprofit organizations, educational institutions, and government agencies within Wasatch County may apply for an Institutional Card by filling out the *Institutional Library Card Agreement* form and presenting a letter from the Director, Principal, or Head of the institution acknowledging the request. These groups agree to be responsible for all items checked out by anyone using the Institutional Card and all charges incurred until the library receives written notice of loss or theft. Organizations outside of Wasatch County may apply for an Institutional Card by paying the non-resident fee. The Institutional Card must be renewed annually.

The limits on the number of items and the checkout periods may be adjusted on a case-by-case basis at the discretion of library staff. Internet access at the library is granted. Access to premium online resources is granted.

3.2.6 Online Card

Online Cards provide access to the library's public computers and premium online resources but have no borrowing privileges for physical materials. There are no fees or residency requirements to obtain an Online Card. Online Cards expire after one year but may be renewed as needed.

3.3 Applying for Library Cards

Individuals 18 years of age and older residing within Wasatch County may apply for a library card by presenting a photo identification (ID). There is no application form.

Children under 18 years of age may obtain a library card by having a parent or legal guardian present. The parent or legal guardian agrees to be the guarantor and provides the necessary identification.

If a child desiring a library card is not accompanied by a parent or legal guardian, library staff may send home with the child a Library Card Agreement Form for the parent's or legal guardian's authorization, identification information, and signature. Children returning with a completed application may be issued a Regular Card. The child must be present to obtain the card.

3.3.1 Library Cards for Non-County Residents

Individuals residing outside of Wasatch County may obtain a library card by paying the non-county resident fee of \$50 per year or \$5 per month.

3.4 Special Circumstances

3.4.1 Wasatch County School District Students

A child under the age of 18 who does not live in Wasatch County but is currently attending a school in the Wasatch County School District, may apply for a Regular Library card following the policy 3.3. Applying for Library Cards. The non-county resident fee will be waived.

3.4.2 Children in Foster Care

The library recognizes the unique circumstances of children in the foster care system and the importance of extending borrowing privileges to these children without placing an undue burden on their foster parents. Children in foster care may receive a Regular Card without requiring that foster parents assume financial liability. To receive this benefit, foster parents must provide documentation verifying the minor's

status as a foster child. Foster parents are permitted to know what items are checked out on their foster child's card and should make every effort to return materials to the library on time. Foster parents should not use the card for their personal use. The library assumes financial liability for any charges and reserves the right to limit or temporarily suspend borrowing privileges if an individual accrues excessive charges.

3.4.3 Wasatch County Property Owners

Wasatch County property owners who are not residents may obtain a library card by providing proof of personal ownership, such as a current tax bill, in addition to acceptable evidence of identity as defined in policy 3.3. The card will expire the same month and day of the following year. To renew their card, patrons must bring in the current tax bill each year.

3.4.4 Wasatch County Business Owners

Wasatch County business owners who are not county residents may obtain an individual library card by providing proof of personal business ownership within Wasatch County, such as a current business or operating license, in addition to acceptable evidence of identity as defined in policy 3.3. The card will expire on the same month and day of the following year. To renew their card, patrons must bring their current business or operating license each year.

3.4.5 Individuals with Temporary Addresses

Patrons in a temporary residence such as a motel, hotel, shelter, halfway house, or other non-permanent residence may apply for a Visitor Card with a 4-week expiration date if they present evidence of identity consistent with policy 3.3. General Delivery is not accepted as an address. Patrons without a permanent residence when the card expires will be granted an extension of borrowing privileges upon request.

3.5 Borrower Responsibilities

Staff will verbally explain the privileges and responsibilities of the library card. This will include what to do about name, address, and telephone number changes and what to do if the card is lost. Staff will explain that all items checked out on the card are the cardholder's responsibility until the Library officially receives a notice of loss, theft, or misuse of the card. Accepting a library card means agreeing to obey the rules and regulations of the library and accepting responsibility for all charges incurred. A parent or legal guardian receiving a card for a minor is giving their child consent to check out any circulating materials. Children's reading, viewing, and listening activities are the responsibility of their parents or legal guardians, who ultimately guide and oversee their child's development. Possession and use of a library card signify an agreement to be bound by the policies and procedures of the library.

3.6 Renewing an Expired Card

To renew an expired card, the patron must present the library card and evidence of identity as defined in policy 3.3.

3.7 Replacement Cards

Replacement of worn or lost library cards is done without assessing any charge.

3.8 Reciprocal Borrowing

The Wasatch County Library may enter into special agreements of service with other libraries in Utah in order to facilitate the exchange of resources and enhance access to library materials for the residents of Wasatch County.

3.9 Institutional Card Agreement Form

DATE OF APPLICATION		
NAME OF INSTITUTION		
ADDRESS		
CITY, STATE, ZIP		
NAME OF DIRECTOR, PRINCIPAL OR HEAD OF THE INSTITUTION		
PRIMARY CONTACT FOR INSTITUTIONAL LIBRARY CARD		
PHONE OF PRIMARY CONTACT		
EMAIL OF PRIMARY CONTACT		
SECONDARY CONTACT FOR INSTITUTIONAL LIBRARY CARD		
PHONE OF SECONDARY CONTACT		
EMAIL OF SECONDARY CONTACT		
TYPE OF INSTITUTION: <input type="checkbox"/> Government Agency <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Educational Institution <input type="checkbox"/> Business		
DESCRIPTION OF INSTITUTION'S MISSION, GOALS, ACTIVITIES		
<p>ACCEPTANCE OF RESPONSIBILITY</p> <ul style="list-style-type: none"> • The Institution will be responsible for all materials checked out on this card, including materials checked out by others with or without the consent of the Institution, unless the card has been reported lost. • The Institution will report a lost or stolen card, or any change of information (name of contacts, address, phone, email) immediately. • The Institution understands that the library provides access to a broad range of materials and that it is the responsibility of the user of this card to judge for themselves what resources are appropriate for their use. • The Institution understands that abuse of this card may result in the termination of all borrowing privileges. • The users of this card will comply with all library rules and policies. 		
NAME (PLEASE PRINT)	SIGNATURE	DATE

FOR LIBRARY USE	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date Received:
	Reviewed By:	Letter Sent: Renewal Date:

3.10 Wasatch County Library Card Agreement Form

E N G L I S H	DATE OF APPLICATION		
	NAME OF INDIVIDUAL RECEIVING THE CARD		
	ADDRESS		
	CITY, STATE, ZIP		
	GUARANTOR NAME (IF INDIVIDUAL RECEIVING THE CARD IS A MINOR)		
	PHONE OF PRIMARY CONTACT		
	EMAIL OF PRIMARY CONTACT		
	ACCEPTANCE OF RESPONSIBILITY OF INDIVIDUAL RECEIVING THE CARD <ul style="list-style-type: none"> By signing this agreement, I accept responsibility for all materials borrowed on this account, for informing the library of address changes, and for immediately reporting the loss of the card. 		
	NAME (PLEASE PRINT)	SIGNATURE	DATE
	GUARANTOR ACCEPTANCE OF RESPONSIBILITY (IF INDIVIDUAL RECEIVING THE CARD IS A MINOR) By signing this agreement: <ul style="list-style-type: none"> I authorize the Wasatch County Library to issue a library card to the minor named above. I accept responsibility for all materials borrowed on this account, for informing the library of address changes, and for immediately reporting the loss of the card. 		
NAME (PLEASE PRINT)	SIGNATURE	DATE	

E S P A Ñ O L	FECHA DE SOLICITUD		
	NOMBRE DE LA PERSONA SOLICITANDO LA CREDENCIAL DE LA BIBLIOTECA		
	DIRECCIÓN		
	CIUDAD, ESTADO, CÓDIGO POSTAL		
	NOMBRE DEL PADRE O TUTOR (SI LA PERSONA SOLICITANDO LA CREDENCIAL ES MENOR DE EDAD)		
	TELÉFONO		
	CORREO ELECTRÓNICO (EMAIL)		
	RESPONSABILIDAD DE LA PERSONA QUE RECIBE LA TARJETA <ul style="list-style-type: none"> Al firmar esta solicitud, acepto la responsabilidad de todos los materiales prestados en esta cuenta, por informar a la biblioteca de los cambios de dirección y por informar inmediatamente de la pérdida de la tarjeta. 		
	NOMBRE	FIRMA	FECHA
	RESPONSABILIDAD DEL PADRE O TUTOR (SI LA PERSONA SOLICITANDO LA CREDENCIAL ES MENOR DE EDAD) Al firmar esta solicitud: <ul style="list-style-type: none"> Autorizo a Wasatch County Library a darle una credencial de la biblioteca al menor de edad nombrado anteriormente. Acepto la responsabilidad de todos los materiales prestados en esta cuenta, por informar a la biblioteca de los cambios de dirección y por informar inmediatamente de la pérdida de la tarjeta. 		
NOMBRE	FIRMA	FECHA	

FOR LIBRARY USE	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date Received:
	Reviewed By:	Letter Sent:

APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the 25th day of October 2019

APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the 13th day of February 2020

APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the 10th day of April 2020

APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the 13th day of November 2020

APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD on 04/21/2023

4. CIRCULATION POLICY

4.1 Purpose

The Wasatch County Library strives to provide excellent service to everyone regardless of age, sex, race, religion, political affiliation, lifestyle, or condition. All materials are available for use by everyone. Parents who wish to limit their child's access to materials must monitor their child's use of the library themselves. The objective of the Circulation Policy is to provide guidance for balancing the library's mission of facilitating access to a collection of resources and the need to manage library materials so they can be used by others.

4.2 Borrowing Library Materials

- The borrower must have a Wasatch County Library account in good standing.
- The lending periods and borrowing limits vary according to the format of the library material.
- Current issues of magazines are not available for borrowing.
- Special collections, holiday items, and hot topics may have different borrowing limits at the discretion of the Library Director or designee.

4.3 Renewals

- If a library item is checked out and there are no patrons waiting for it, the item may be renewed.
- Renewals may be done in person, by phone, and online.
- Renewal periods shall be for the same amount of time as the original checkout.
- The item may be renewed to the same patron twice after the initial loan period.
- As a convenience to borrowers, items checked out will be automatically renewed twice if nobody is waiting for the item.
- Interlibrary Loan items may be renewed at the discretion of the lending library. Patrons must call the Wasatch County Library before the due date to inquire if the item is renewable.

4.4 Overdue Items & Fines

The imposition of fines does not act as an effective deterrent to the late return of materials. However, fines do serve as an inequitable barrier to service, disproportionately impacting children and community members with the least financial resources. Given the library's values of equitable service and barrier-free access to information and services, the Wasatch County Library does not impose or collect fines for the late return of materials.

4.5 Damaged and Lost Items

In the event materials are lost or damaged beyond reasonable wear and tear, patrons may be charged up to the replacement cost of the item at the discretion of the library director or designee.

4.5.1 Withdrawal of Damaged and Lost Items

When a patron pays for a lost item, the item is withdrawn from the collection. When a patron pays for a damaged item, the item is withdrawn from the collection, and the patron has the option to keep the damaged item. If the patron chooses not to keep the item, the library will dispose of the items according to the Collection Development Policy.

4.5.2 Refunds

When a patron finds a lost item that has been paid for and returns it in good condition within one year, a refund will be available to the patron. The refund will be the amount paid for the lost item.

4.6 Notifications

As a courtesy to patrons, the library will send reminder notices of overdue items as follows:

- Two weeks past the due date: First letter or email notification is sent.
- Four weeks past the due date: Second letter or email is sent.
- Six weeks past the due date: A final notice with the replacement cost of the item is sent.

4.7 Suspension of Borrowing Privileges

Borrowing privileges will be suspended for patrons with more than \$50 accrued on their account. Check-out privileges will be restored when charges fall below \$50. Library staff may use their professional judgment on a case-by-case basis when waiving or reducing patron fines.

The Library Director may temporarily restrict or suspend borrowing privileges if a patron exhibits a trend of negligence or abuse of library materials.

*REVIEWED and PASSED by WASATCH COUNTY LIBRARY BOARD this 30th day of September 2009
Revised and approved by WASATCH COUNTY LIBRARY BOARD this 25th day of September 2013
Revised and approved by the WASATCH COUNTY LIBRARY BOARD this 25th day of February 2015
Revised and approved by the WASATCH COUNTY LIBRARY BOARD this 31st day of March 2017
APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the 25th day of October 2019
APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the 10th day of April 2020
APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD on 04/21/2023*

5. INTERNET HOTSPOT BORROWING POLICY

5.1 Purpose

The Wasatch County Library fosters lifelong learning opportunities and supports the informational and recreational needs of community members. By including the Internet as an information resource, the Library's goal is to enhance its existing collection in breadth and depth. Offering public access to the Internet has become an integral part of library programs and services. Users may borrow Internet hotspot devices from the library to bring the Internet to their homes or wherever they need access. The objective of the Internet Hotspot Borrowing Policy is to provide guidance for balancing the library's mission of facilitating access to information resources and the need to manage Internet Hotspot devices so they can be used by others.

5.2 Borrowing a Hotspot Device

- The borrower must be at least 18 years of age or have permission from a parent or guardian to borrow a hotspot.
- The borrower (parent or guardian if borrower is under 18 years of age) must sign the Hotspot User Agreement form accepting financial responsibility for damage or loss of a hotspot device.
- Library patrons may borrow one hotspot at a time due to limited availability. There is also a checkout limit of one hotspot per household at a time.

5.3 Checkout Period & Renewals

- The checkout period for a Hotspot is seven days.
- Renewal periods shall be for the same amount of time as the original checkout.
- The item may be renewed to the same patron twice after the initial loan period.
- As a convenience to borrowers, items checked out will be automatically renewed twice if nobody is waiting for the Hotspot device.

5.4 Overdue Hotspot

- If a Hotspot is more than 3 days overdue, service to the Hotspot will be suspended. The replacement cost will be charged to the patron's account six weeks after the due date.
- The replacement cost will be waived if the Hotspot is returned in good working condition within six weeks of the due date.

5.5 Lost or Damaged Hotspots, Charger or Case

In the event the Internet Hotspot device, the charger and cables, or the carrying case is lost or damaged beyond reasonable wear and tear, the replacement cost will be charged to the patron's account as follows: Device \$100.00, charger and cable \$10, carrying case \$15.

5.6 Coverage & Service

- The Wasatch County Library is not responsible for the lack of coverage and signal strength of the Hotspot. Coverage levels vary depending on the area.
 - The Library is not responsible for any activity performed while using the Hotspot and any damages to a personal device that may result from using the device.
-

5.7 Hotspot User Agreement Form

E N G L I S H		
DATE OF APPLICATION		
ACCEPTANCE OF RESPONSIBILITY OF INDIVIDUAL BORROWING AN INTERNET HOTSPOT DEVICE By signing this form: <ul style="list-style-type: none"> • I agree to observe the Wasatch County Internet Hotspot Borrowing Policy. • I agree to pay all eligible fees charged to my account for a lost or damaged Hotspot device. • I understand and agree that Wasatch County, the Wasatch County Library or any of its agents shall not be responsible for any activity or content which may occur while using the device and hereby waive any and all claims in law or in equity which may be brought forth. 		
NAME (PLEASE PRINT)	SIGNATURE	LIBRARY CARD NUMBER

E S P A Ñ O L		
FECHA DE SOLICITUD		
RESPONSABILIDAD DE LA PERSONA QUE RECIBE EL PUNTO DE ACCESO A INTERNET (HOTSPOT) Al firmar este documento: <ul style="list-style-type: none"> • Acepto observar el reglamento de préstamos de puntos de acceso a Internet (Hotspot) de Wasatch County Library. • Acepto pagar todas las tarifas elegibles cobradas a mi cuenta por un dispositivo Hotspot perdido o dañado. • Entiendo y acepto que Wasatch County, Wasatch County Library o cualquiera de sus agentes no serán responsables de ninguna actividad o contenido que pueda ocurrir durante el uso del dispositivo Hotspot y renuncio a todas y cada una de las reclamaciones legales o en equidad que puedan ocurrir. 		
NOMBRE	FIRMA	NÚMERO DE CREDENCIAL

APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the 13th day of November 2020
 Typo CORRECTED by Wasatch County Library Board on June 11, 2021

6. MEETING ROOM POLICY

6.1 Purpose

The Wasatch County Library recognizes that its facilities are a valuable resource to the residents of the county as they allow for the convening of individuals for social, cultural, civic, and educational purposes. The purpose of the Meeting Room Policy is to establish guidelines for single-use and recurring use of study rooms and meeting spaces at the library.

6.2 Facilities

The Wasatch County Library has the following study rooms and meeting spaces:

- Study Rooms 1 & 2: Seating capacity 6. Available on a first-come, first-served basis or by reservation.
- Board Room: Seating capacity 12. Available on a first-come, first-served basis or by reservation.
- Bowcutt Room: Seating capacity 60. Reservation is required at least seven days before the requested date. Subject to availability.
- Courtyard: Seating/standing on the lawn. Reservation is required at least seven days before the requested date. Subject to availability.

6.3 General Guidelines for Study Rooms and Board Room

- Library activities, library-sponsored events, and Wasatch County government-sponsored meetings have priority use of the study rooms and the Board Room.
 - Available during regular library hours. All programs and meetings shall conclude 10 minutes prior to library closing.
 - There are two annual windows for reserving the study rooms and meeting spaces:
 - The reservation window for dates between April 1st and September 30th opens on April 1st.
 - The reservation window for dates between October 1st and March 31st opens on October 1st.
 - Meetings shall be open to the public and free of charge.
 - Doors to meeting rooms must remain unlocked during public programs, allowing for public participation.
 - The application form and rental agreement form are considered a public record and subject to the Government Records Access and Management Act (GRAMA) pursuant to UCA 63G-2-202(1).
 - Public inquiries concerning the use of meeting and study spaces will be answered from information supplied in the application.
 - No sales, solicitation, or taking of orders may take place while on library premises, with the exception of library-sponsored events, such as author readings and artist performances.
 - Granting permission for use does not constitute endorsement by the Wasatch County Library or its Board of Directors.
 - Users requesting to use the meeting and study spaces for multiple dates (up to three days per week for a maximum of 4 hours per day) shall submit a completed Meeting Room Application through the library's website or on paper. The completed form must be reviewed by the Library Director or designee before the meeting and study spaces can be reserved for multiple dates.
 - Failure to notify the library if the meeting and study spaces are not used may result in the cancellation of the application.
 - Users shall be responsible for:
 - Maintaining order at the meeting.
 - Ensuring that the maximum capacity of the room is not exceeded.
 - Discussing equipment needs with library staff prior to the meeting.
 - Setting up the chairs and tables as needed for the meeting and returning them to their original location at the conclusion of the meeting.
 - Users shall abide by the Wasatch County Library Acceptable Use Policy.
-

- No room may be used for any activity that would be inappropriate for children or other patrons who may be in the library.

6.4 General Guidelines for the Bowcutt Room and the Courtyard

- The primary purpose of the Bowcutt Room and the Courtyard is to support library programs and activities.
- Applicants requesting to use the Bowcutt Room or the Courtyard shall submit a completed Bowcutt Room & Courtyard Rental Agreement through the library's website or on paper. The completed agreement and rental fees must be submitted and reviewed by the Library Director or designee before the Bowcutt Room or Courtyard can be reserved.
- The Courtyard is a shared meeting space between the Library and the Wasatch County Senior Center, and its availability is subject to other events taking place at the same time in the Library or the Senior Center. The use of the Courtyard shall not interfere with the regular use and activities of the Library or the Senior Center.
- Applicants reserving the Bowcutt Room or the Courtyard shall be responsible for:
 - Maintaining order at the meeting.
 - Ensuring that the maximum capacity of the spaces is not exceeded.
 - Discussing equipment needs with library staff prior to the meeting.
 - Setting up the chairs and tables as needed for the meeting and returning them to their original location at the conclusion of the meeting.

6.5 Denial of Use

The library may deny the use of study rooms and meeting spaces if, in the library's opinion:

- The purpose of the meeting or activity is illegal, potentially hazardous, or may present health or security risks.
- The purpose of the meeting or activity is promotional, for fundraising, or for financial gain.
- The conduct of the meeting will interfere with library operations.
- The applicant has not provided satisfactory adult sponsorship and supervision for the meeting.
- The applicant has failed to comply with these or other library policies.
- The meeting or activity is inappropriate for children or other patrons who may be in the library.
- Frequency of Use

6.5.1 Appealing a Denial of Use

- The applicant may appeal the Library Director's decision by submitting a request to the Chair of the Library Board via letter or email.
 - The Library Board reviews the request and invites the applicant to present their concern at the next regular open and public meeting.
 - The Library Board may choose to delay a decision until the next regular Library Board meeting to consider the information presented by the applicant.
 - The Chair of the Library Board communicates the Board's decision to the applicant within 45 days of the applicant's appearance before the Board.
 - The Library Board's decision shall be final.
-

6.6 Study Rooms and Board Room Application

DATE OF APPLICATION			
RESERVATION WINDOW PERIOD	<input type="checkbox"/> APRIL 1 st THROUGH SEPTEMBER 30 th <input type="checkbox"/> OCTOBER 1 st THROUGH MARCH 31 st		
NAME OF ORGANIZATION/INDIVIDUAL			
SELECT TYPE OF ORGANIZATION	<input type="checkbox"/> BUSINESS <input type="checkbox"/> COMMUNITY <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> NON-PROFIT		
NAME OF PRIMARY CONTACT			
EMAIL			
PHONE			
TITLE OF MEETING			
PURPOSE OR SUBJECT OF MEETING			
SPACED RESERVED	<input type="checkbox"/> STUDY ROOM #1 <input type="checkbox"/> STUDY ROOM #2 <input type="checkbox"/> BOARD ROOM		
MEETING DATE	START TIME	END TIME	ESTIMATED ATTENDANCE
I have read and understand the Wasatch County Library Meeting Room Policy and agree to abide by it. I understand this application is considered a public record and subject to the Government Records Access and Management Act (GRAMA) pursuant to UCA 63G-2-202(1) and that public inquiries concerning the use of meeting rooms and study spaces will be answered from information supplied in the application.			
NAME OF APPLICANT			
SIGNATURE OF APPLICANT			
LIBRARY USE ONLY			
DATE RECEIVED:	STAFF INITIALS:	APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE ENTERED IN CALENDAR:			

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6.7 Bowcut Room and Courtyard Reservation Guidelines

- The primary purpose of the Bowcut Room and the Courtyard is to support library programs and activities.
- The Bowcut Room and the Courtyard may be reserved free of charge if the meeting or activity is open to the public with no admittance fees and held during regular library hours. All meetings or activities shall conclude 10 minutes prior to library closing.
- If the meeting or activity is private or there is a charge for the public to participate, the Bowcut Room and the Courtyard may be rented for a fee.
- The Bowcut Room or the Courtyard will be reserved when a completed, signed, and approved rental agreement form is on file and applicable rental fees are paid.
- Applicants may have only one agreement in force per reservation window.
- Applicants (renters) must be 21 years of age and older.
- The Wasatch County Library may terminate any reservation when it is necessary for the safety and enjoyment of the public, for the protection of resources, for violation of any library policy, or deemed necessary in the public interest. No liability will be incurred by the County, its agents, or employees by reason of such termination, and no rebates, refunds, fees, rents, or deposits will be made solely because of such termination.
- The Wasatch County Library may modify a reservation under the provisions of section 6.7.1 Special Circumstances.
- Renter shall not assign or sublease any portion of the premises or any rights under a reservation without prior approval from the Library. Any such assignment or sublease shall be void, and the County shall have the right to exclude any and all personnel from the room/building attempting to exercise any rights or privileges under such assignment or sublease.
- Events that include admission charges require special notation on application and approval.
- Cancellations: Rental fees are 100% refundable 30 days or more prior to reservation; 25% of the rental fee will be charged for cancellations received between 29 days and 14 days prior to rental. Changing or canceling a date less than 14 days prior to the rental date results in the complete forfeiture of any fees.
- There are two annual windows for reserving the Bowcut Room and Courtyard:
 - The reservation window for dates between April 1st and September 30th opens on April 1st.
 - The reservation window for dates between October 1st and March 31st opens on October 1st.
- Failure to notify the library if the Bowcut Room and Courtyard are not used may result in the cancellation of the application, and the rental fees will not be refunded.
- Wasatch County Library reserves the right to final administrative decisions regarding the approval or denial of all applications.

6.7.1 Special Circumstances

- If an opportunity arises to hold a public event, the library may cancel or modify an approved rental agreement.
- The library will communicate the change to the applicant at least two weeks prior to the meeting.
- The library will suggest alternative meeting spaces in other County facilities and meeting spaces in the community.

6.7.2 Rental Fees

- Rental fee shall be paid at the time of reservation.
- Rental time: 1 – 4 hours \$50.00
- Rental time: All day \$100.00

6.7.3 Bowcut Room Capacity

- Auditorium-style seating capacity: 56 chairs
 - Classroom-style seating capacity: 5 tables (size 8'x2.5') & 6 chairs per table or 12 tables (size 6'x2') & 3 chairs per table.
-

6.7.4 Cleaning and Damage Fees

- Renter shall leave all facilities in a clean and orderly condition.
- The Renter is held responsible for the behavior of all attendees.
- If the facility is damaged or left unclean, the Renter shall cover all repair and reasonable cleaning costs.
- All personal items must be removed from the room/building on the day of use to avoid an additional day's rental charge.
- Trash is to be discarded in the dumpster located outside on the north side of the Senior Center.
- Chairs and tables should be properly stored or placed back in their original positions.

6.7.5 Rental and Use of Facility

- Renter is responsible for ensuring that the occupancy limit is not exceeded.
- Renter ensures that no outside food is brought in. Catering from the Wasatch County Senior Center's "Cora's Kitchen" may be allowed.
- Renter ensures that no open-flame devices (e.g. candles, fireworks, fires, or barbeques are used in the building.
- Renter ensures there are no pets or animals inside the room. Service animals are welcome.
- Renter ensures that all furniture, equipment, and fixtures are returned to their original positions.
- Renter ensures that clean-up is done immediately following the use.
- Renter ensures that all trash is bagged and taken to the dumpster.
- Renter ensures that lights are turned off and doors are closed and secure.
- Renter agrees to be completely finished with use of the room 10 minutes before the library closes.
- The Wasatch County Library is a municipal facility and therefore is subject to the state laws prohibiting smoking in public buildings. Renter is responsible for any violations of "no-smoking" ordinances during the rental period.
- Renter is responsible for damages caused by tape, nails, staples, or hooks placed on the walls or floors. Floor protectors are to be used for items placed on the floors. No open water containers should be placed on the floors.
- Renter ensures that window blinds are protected and are not misused in any way.
- Renter ensures that no child is left unattended in the room. An adult 21 years of age or older must accompany any groups or individuals under the age of 18.
- The Renter is responsible for providing sound or lighting equipment needed, as well as a technician to operate said equipment.
- Renter ensures that exits and "exit" signs are not covered or obstructed.
- Renter agrees to exercise reasonable care and will not (a) damage or disturb any landscape, (b) damage or deface any structure or property, (c) disturb, deface, remove, or relocate artwork or any other property within the room, and/or, (d) allow noise levels to exceed those permitted by the City ordinances and State Law.
- Renter agrees that representatives of the Library or Wasatch County have the right to enter the room at any time during the rental period.
- Renter agrees that should any questionable and objectionable circumstance arise during the use, the County shall be the final arbiter. The Library and Wasatch County reserves the right to stop functions that violate the terms set forth in this Rental Agreement. Under those circumstances, visitors may be asked to leave the premises.
- Should a scheduling conflict between two parties arise, the Library will communicate with both parties in an effort to resolve the conflict. If the parties are unable to agree upon a solution, the first request received by the Library will be given priority.

6.7.6 Governing Law and Indemnification

The Renter, its agents, employees, permittees, and invitees shall comply with all applicable laws, ordinances, statutes, regulations, permits and licenses of the Wasatch County Library, Heber City, Wasatch County, State of Utah, and the United States applicable to the use of the premises and to pay any taxes or fees that may be imposed by law in connection with the use and occupancy of the facility. The Renter shall hold harmless,

defend, and indemnify the County and its officials, employees, and agents from and against any and all claims, losses, causes of action, judgments, damages, and expenses, including, but not limited to, the attorney's fees, because of bodily injury, sickness, disease or death or injury to or destruction of property or any other injury, or damage resulting from or arising out of (a) performance or breach of the Rental Contract by the Renter, (b) the Renter's use of the building/room, or property adjacent thereto or (c) any act, error, or omission on the part of the Renter, or its agents, employees, permittees, and invitees, except where such claims losses, causes of action, judgments, damages, and expenses result solely from the negligent acts or omissions or willful misconduct of the Library, Wasatch County and its officials, employees, and agents.

APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the 14th day of October 2022

APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD on April 19, 2024

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6.8 Bowcutt Room & Courtyard Rental Agreement

DATE OF APPLICATION			
RESERVATION WINDOW PERIOD	<input type="checkbox"/> APRIL 1 st THROUGH SEPTEMBER 30 th <input type="checkbox"/> OCTOBER 1 st THROUGH MARCH 31 st		
NAME OF ORGANIZATION/INDIVIDUAL			
SELECT TYPE OF ORGANIZATION	<input type="checkbox"/> BUSINESS <input type="checkbox"/> COMMUNITY <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> NON-PROFIT		
NAME OF PRIMARY CONTACT			
EMAIL			
PHONE			
TITLE OF MEETING			
PURPOSE OR SUBJECT OF MEETING			
SPACED RESERVED	<input type="checkbox"/> BOWCUTT ROOM <input type="checkbox"/> COURTYARD		
TYPE OF MEETING	<input type="checkbox"/> OPEN TO THE PUBLIC, FREE <input type="checkbox"/> OPEN TO THE PUBLIC, ADMISSION CHARGE <input type="checkbox"/> PRIVATE		
MEETING DATE	START TIME	END TIME	ESTIMATED ATTENDANCE
I have read and understand the Wasatch County Library Meeting Room Policy and the Bowcutt Room and Courtyard Rental Agreement, and I agree to abide by it. I understand this application is considered a public record and subject to the Government Records Access and Management Act (GRAMA) pursuant to UCA 63G-2-202(1) and that public inquiries concerning the use of the Bowcutt Room and Courtyard will be answered from information supplied in the application.			
NAME OF APPLICANT			
SIGNATURE OF APPLICANT			
LIBRARY USE ONLY			
DATE RECEIVED:	STAFF INITIALS:	APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE ENTERED IN CALENDAR:	RENTAL FEE RECEIVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT:	

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7. VOLUNTEER POLICY

7.1 Purpose

The Wasatch County Library recognizes that volunteers are a valuable resource. Their energy and talent help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the Library in making the best use of its fiscal resources and help connect the Library to other community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

Wasatch County Library volunteers are coordinated by the Director, or designee, and must be at least 14 years of age. Each volunteer must complete the "Volunteer Application" form which will be kept on file in the Library and with the Wasatch County Attorney's office. Forms are available at the circulation desk. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in job assignments.

Volunteers work under the direction of the Library staff and in conjunction with the Director. Volunteers must have a library card and be in good standing with Wasatch County Library. The library staff and its volunteers work together for mutual satisfaction and for the benefit of the library and the community.

The Library does not accept Volunteer Applications for court-appointed community service hours.

7.2 Responsibilities

What Volunteers Do:

- Book wash.
- Sort books on shelves.
- Shelf books.
- Help with programming and events.
- Other duties as needed and directed by staff.

7.3 Expectations

- Volunteers are expected to comply with all policies of the Library.
- Be courteous to all children, adult patrons and staff.
- Refer patrons to a staff member with questions you cannot answer.
- Wear a volunteer badge at all times.

7.4 Volunteer Application

DATE OF APPLICATION	
NAME OF APPLICANT	
EMAIL	
PHONE	
EMERGENCY CONTACT	
EMAIL	
PHONE	
WHY DO YOU WANT TO VOLUNTEER AT THE LIBRARY?	
WHAT TYPE OF LIBRARY SERVICE ARE YOU INTERESTED IN?	
WHAT SKILLS, KNOWLEDGE, AND ABILITIES DO YOU WISH TO SHARE IN YOUR LIBRARY SERVICE?	
PREVIOUS VOLUNTEER EXPERIENCE?	
HOW MANY HOURS PER WEEK CAN YOU VOLUNTEER?	

Please mark below the days and times you are available for volunteering:

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10 AM – 12 PM						
12 – 2						
2 – 4						CLOSED
4 – 6						CLOSED
6 – 8						CLOSED

I certify that the information above is correct and that I have read the Wasatch County Library Volunteer Policy and agree to abide by it.

NAME OF APPLICANT	
SIGNATURE OF APPLICANT	

LIBRARY USE ONLY	
DATE RECEIVED:	STAFF INITIALS:

8. ACCEPTABLE USE POLICY – REPLACED BY WASATCH COUNTY POLICY 145-001 “ACCEPTABLE CODE OF CONDUCT FOR PATRONS”

8.1 Purpose

The Library Board welcomes and encourages all people to use the library facility, materials, programs and services. In order to protect library users' rights of access, ensure the safety of patrons and staff, and protect library resources and facilities, the library prohibits activities that are illegal, that interfere with the use or enjoyment of the library by others, that present health or security risks, that damage library resources or that disrupt the normal flow of library operations. It is the intent of this policy to offer guidelines to identify unacceptable behavior on library premises and steps staff will take to address them.

Library users are expected to be considerate of others at all times.

8.2 Unacceptable Behaviors

Behaviors that are unacceptable on library premises include, but are not limited to:

- Destruction of property
- Altering default settings in library equipment (e.g. computers, printers, copiers, etc.) or changing the configuration of cables or connectors.
- Physical abuse
- Threatening others
- Exhibitionism, lewdness, sexual advances or abuse
- Theft
- Obscene language and verbal abuse
- Consuming liquor or using illegal drugs on library premises
- Intoxication or being under the influence of drugs
- Soliciting or panhandling
- Smoking or using tobacco products
- Sleeping
- Excessive noise or loud talking
- Disruptive behavior
- Leering, staring or loitering
- Conducting unauthorized sales or solicitations in the library
- Other disruptive behavior not explicitly listed here directed to members of the public or library staff

8.3 Unaccompanied Minors

Parents and guardians are responsible for their children's behavior while on library premises, whether the parent is present or not. Library staff are not responsible for minors who are not properly supervised. For safety reasons, younger children should not be left unattended in the library. If staff are concerned that a child is not being properly supervised by a parent, guardian or older sibling, library staff will attempt to contact the parent or guardian. If the parent or guardian cannot be contacted, the child may be placed in the care of local law enforcement.

8.4 Addressing Unacceptable Behavior

If patron behavior interferes with other people's use of the library or disrupts the normal flow of library operations, the library staff will:

- Inform the patron that the behavior is unacceptable and if it is not stopped, the patron will be asked to leave and may have their library privileges suspended or revoked, at the Director's discretion.
-

- File an incident report (written or verbal) with the Director of the library.
- If the patron is a minor, staff will attempt to contact a parent or guardian to inform them of the child's behavior and about the library's patron behavior policy.
- Call the police if the patron fails to comply with the staff's instructions or becomes threatening.

8.5 Suspension of Library Privileges

If a patron has their library privileges suspended or revoked at the Director's discretion, the revocation shall be in writing and shall be effective upon being sent to the patron's address or email on file at the Library.

8.5.1 Appeal

- A patron whose privilege has been suspended or revoked may appeal the suspension or revocation by filing a written appeal with the Director within ten (10) days from the date of the issuance of the written notice.
- The appeal will be forwarded to the Library Board.
- The Library Board shall review the request and invite the patron to present their case at the next regular meeting.
- The Library Board may choose to delay a vote until the next regular Library Board meeting to consider the information presented by the patron.
- The Chair of the Library Board shall communicate the Board's decision to the patron within 45 days of the patron's appearance before the Board.
- The Library Board's decision shall be final.

*APPROVED and PASSED by the Wasatch County Library Board of Directors on September 25, 2013.
APPROVED and PASSED by the Wasatch County Library Board of Directors on May 13, 2022.*

9. INTERLIBRARY LOAN POLICY

9.1 Purpose

The Wasatch County Library participates in the Interlibrary Loan program facilitated by the Utah State Library Division. Through this essential public service, materials not found in the Library's collection may be borrowed from other libraries in the United States, greatly expanding the range of materials available for all library users. This service is intended to complement – not substitute – the library's ongoing collection development efforts.

The Library observes the [Interlibrary Loan Code of Utah](https://library.utah.gov/ill/) available at: <https://library.utah.gov/ill/>

9.2 Requesting Materials

- Person making the request must have a library card in good standing.
- Request forms are available online and at the Circulation Desk.
- Materials may take up to two weeks to arrive.
- The lending library determines the length of check out. This includes time for mailing in both directions. The due date indicates when the materials should be back to the lending library.
- Renewals are at the discretion of the lending library and should be requested five days prior to the due date.
- Fines are determined by the lending library.

9.3 Lost Materials

Books are considered lost after 30 days past the due date and the patron will be responsible for the replacement cost of the material as determined by the lending library.

9.4 Suspension of Services

- Interlibrary Loan service may be suspended if the user shows a pattern of returning items late, damaged, or lost.
- Interlibrary Loan service may be suspended until all fees associated with overdue, damaged, or lost materials are paid.

9.5 Lending to Other Libraries

Material owned by the Wasatch County Library patrons may be sent out on Interlibrary Loan at the discretion of the Library Director. The Library will absorb the mailing fees. If materials are not returned six weeks after the due date, the borrowing library will be charged the replacement cost of each item. Wasatch County Library will lend items for four weeks. Renewals will be for an additional four-week period unless the item is requested in Wasatch County.

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10. ART EXHIBIT POLICY

10.1 Purpose

The Wasatch County Library strives to host art exhibitions to:

- Support the community's cultural and artistic activities.
- Nourish educational, intellectual, aesthetic and creative growth with a wide range of art, collections, and displays.
- Encourage individuals who may be contributing to the increase of knowledge or extension of the arts.
- Reach non-traditional library patrons.

10.2 Call for Entries

Artists wishing to be considered for exhibition at the Wasatch County Library, shall submit a portfolio by physical or electronic application. Artists shall submit only one application per call for entries period. Priority will be given to artists who have not exhibited at the library before.

10.2.1 Submissions are accepted twice annually:

- Spring: May 1 – 10 (For exhibits July – December).
Artists will be notified of acceptance or rejection by May 31.
- Fall: October 1 – 10 (For exhibits January – June).
Artists will be notified of acceptance or rejection by October 31.

10.3 Display Spaces & Exhibit Guidelines

- Content should be suitable and appropriate for the general public.
- Artist is responsible for transporting and hanging their two-dimensional artwork.
- The areas available for two-dimensional pieces are the walls above the two computer station areas in the library.
- Two-dimensional pieces must be wired to be able to hang safely using the library's Walker Display hanging mechanism, which uses a rod system with hooks. Each rod can hold up to two pieces of medium-sized artwork. The total weight per rod cannot exceed 40 pounds, and the total weight hung on the wall cannot exceed 400 pounds.
- The use of nails or other systems for hanging artwork is not permitted.
- Name and contact information for works of art may be posted adjacent to the display. Artists are encouraged to include biographical information and a statement about their work.
- Pricing may be posted on the library display.
- Artists are responsible for picking up their own work within three business days of the end of the display period.
- If selected, artists must agree to terms outlined in the library's Art Exhibit Agreement.
- The Library's provision of exhibit space to non-Library related groups does not constitute sponsorship or endorsement of the policies, views, or beliefs of the group.
- The Library will take reasonable measures to safeguard exhibited items, but the Library is not liable for any damage to or theft of any item exhibited. All items placed in the Library are there at the owner's risk.

10.4 How to Submit a Portfolio for Consideration

The Wasatch County Library accepts portfolios by physical and electronic application.

10.4.1 Physical Submission Instructions

Artists are invited to deliver or mail their submission to the Wasatch County Library. If the portfolio is not selected for the artist's preferred dates, the entry may be considered for another available timeframe.

Physical submissions should include the following items:

- A completed Art Exhibit Application form.
 - An artist's statement and résumé or biography.
-

- A portfolio of 10 – 20 images of artwork that can be exhibited as a unit. Images may be submitted as printed photographs or as digital images on a portable storage device. Images should be well-lighted with artwork photographed against a neutral background. Photographs must be submitted in a transparent plastic holder. Each photograph shall include the artist's name, medium, size, and direction of viewing. Digital images must be submitted as individual high-quality digital files. Images should also be listed on a separate sheet with the artist's name, title, medium, and size. The portable storage device must be compatible with a Windows-based computer.
- Artists wishing to have their portfolio returned after the selection process, shall include a self-addressed, stamped envelope.

10.4.2 Electronic Submission Instructions

Artists are invited to submit their portfolio for consideration through the Art Exhibit Application Form on the Wasatch County Library's website. Electronic applications should include the following elements:

- A completed online Art Exhibit Application form.
- An artist's statement and résumé or biography.
- A portfolio of 10 – 20 images of artwork that can be exhibited as a unit. Images may be submitted as digital online collections or a unique webpage. Images should be well-lighted with artwork photographed against a neutral background. Information about the dimensions of each work must be included in the image descriptions.

10.5 Criteria for Selection

Portfolios are reviewed by an Art Advisory Committee composed of library staff, Library Board members, and/or community members according to the needs and interests of the community, the variety of shows scheduled, the artistic quality of the works, and the suitability of format for the Library's physical space. The Art Advisory Committee retains the right of refusal and is not obligated to accept every portfolio for display.

10.6 When a submission is accepted

- The library will complete the Art Exhibit Agreement and obtain signatures from the artist and a library representative. If the artist is a minor, the agreement must also be signed by a parent or legal guardian.
- The artist may produce postcard-sized exhibit announcements to be shared with the library for advertising and marketing purposes.
- The library may advertise the exhibit through appropriate promotional venues.
- All sales inquiries are referred to the artist or their representative. The library does not facilitate sales transactions.
- All artwork will remain on exhibit for the duration of the show.
- The library may choose to sponsor an opening reception, artist's workshop, or presentation during the run of the exhibit.

10.7 Art Exhibit Application Form

Name of Artist	
Address	
Email	
Phone	
Website	
Dates Available	
Description of Exhibits (e.g. subject matter, number of pieces, medium, etc.)	
Brief Artist's Statement	
Attach Art Portfolio, Website, or Collection of Digital Images	

10.8 Art Exhibit Agreement

Participating Organizations/Artists & Primary Contacts

The following parties have agreed to work together for the purpose(s) noted below.

LIBRARY	Wasatch County Library – Juan Tomás Lee, Director 435-654-1511 jlee@wasatch.utah.gov
ARTIST	NAME & CONTACT INFORMATION

Purpose(s) of the Agreement

The parties will work together to exhibit the organization's/artist's artwork at the Wasatch County Library, according to the Exhibit Details and the Resource Commitment & Artist Responsibilities.

Exhibit Details

This agreement covers the period:

Location of Exhibit	Wasatch County Library, 465 E 1200 S, Heber City, UT 84032, art exhibit area.
Title for the Art Exhibit	
General description of artwork	
Art Exhibit Period Start Date	
Art Exhibit Period End Date	
Total Number of Pieces in Exhibit	

Library Resource Commitment & Artist Responsibilities

HANGING THE ARTWORK

Artist is responsible for hanging the two-dimensional artwork. The areas available for two dimensional pieces are the walls above the two computer station areas in the library. Two-dimensional pieces must be wired to be able to hang safely using the library's Walker Display hanging mechanism, which uses a rod system with hooks. Each rod can hold up to two pieces of medium sized artwork. The total weight per rod cannot exceed 40 pounds and the total weight hung on the wall cannot exceed 400 pounds. The use of nails or other system for hanging artwork is not permitted. Please contact the library director as soon as possible to arrange a time to hang the artwork. Likewise, contact the library director in advance to arrange a time for taking down the exhibit.

LABELING AND SELLING THE ARTWORK

Artist is responsible for producing a label for each piece of artwork listing its title, medium, and date. The artist may print prices on artwork labels; however, sales of all artwork are the responsibility of the artist and the buyer. All sales inquiries are referred to the artist or their representative; the library does not facilitate sales transactions. All artwork shall remain on exhibit for the duration of the exhibit period.

ARTIST'S STATEMENT AND DIGITAL IMAGE

Artist shall provide the library with a resume/biography, artist's statement, a list of titles and prices, and high-resolution digital images for use in promotion of the exhibition. The library will submit a press release to local

media and include exhibit information in appropriate promotional venues, including the library's website and social media.

PERSONAL INVITATIONS TO THE EXHIBIT'S OPENING RECEPTION

The library may sponsor an opening reception, artist's workshop, or presentation during the exhibit period. The library may provide light refreshments for a reception. The success of the opening reception is largely dependent on the personal invitations the artist makes. The library strongly encourages the artist to share information about the upcoming exhibit reception with co-workers, friends, neighbors and family members.

Termination of this Agreement

Both Artist and the Library retain the right to terminate the art exhibit by giving the other party at least 14 days' notice of their decision to terminate this Art Exhibit Agreement. Artist acknowledges that the Library has no adequate storage for artwork. In the event Artist fails to retrieve the display as scheduled, the Library may place the items in storage at Artist's risk and expense.

Liability for Theft, Damage, and Maintenance of Exhibit

- Artist understands and agrees that the Library and Wasatch County shall have no liability for the loss, theft or destruction of the artwork contained in the exhibit.
- Artist understands that none of the artwork in the exhibit will be covered by any fire or theft insurance procured by the Library or Wasatch County.
- Accordingly, Artist shall be responsible for appropriately insuring the artwork.
- Artist acknowledges that they have reviewed and inspected the exhibit area and they are willing to display the artwork in the exhibit area and assumes whatever risk of loss or damage there may be.
- Artist agrees that the Library shall not be responsible for the maintenance, cleaning, or repairs of the exhibit unless mutually agreed upon by the parties in a separate agreement written and executed by the parties.

Adoption of this Agreement

This agreement was adopted by the following designated representatives of the organizations/artists:

Wasatch County Library, Juan Tomás Lee, Director

Wasatch County Library, Juan Tomás Lee, Director	SIGNATURE	DATE
ARTIST NAME	SIGNATURE	DATE

11. BACKGROUND CHECKS (FINAL DRAFT)

11.1 Qualifying Positions

Due to the frequency with which any library personnel or volunteers have significant contact with minors, in accordance with UCA 9-7-218, the Wasatch County Library will require a criminal background check for any final candidate who is being considered for employment in the library, or for any volunteer who is 18 years of age or older ("Candidates"). Final Candidates for employment, or a volunteer position, will be required to fill out the 'Right of Access Provider Waiver' form, and submit it to the library director, in order to be hired into a position, or approved to volunteer.

11.2 Costs of Background Checks

The cost of the background check will be covered by the library.

11.3 Using Background Information

Employment offers may be made contingent on the results of the background check. Information in the background check may result in an employment offer or appointment to a volunteer position being rescinded.

The results of the background check will be sent directly to the library director. The library director, or an assigned administrator, will review the results of the background check and will take into consideration the nature of any offense listed in the Candidate's criminal history as well as the amount of time that has elapsed since the offense occurred.

11.3.1 Disqualifying a Candidate

If the library director decides to disqualify a Candidate because of information in the background check:

- The library director will provide written notice to the Candidate and provide the Candidate with an opportunity to respond.
- The library director has discretion on whether to disqualify or hire a Candidate based on the information received.
- The library director shall disqualify the Candidate if the background check shows:
 - a) a Felony,
 - b) a Misdemeanor involving any physical injury or crime of dishonesty, fraud, deceit or misrepresentation,
 - c) a registered sex offender,
 - d) any Misdemeanor from within the past 3 years, or
 - e) any conviction that bears a reasonable relationship to the Applicant's ability to safely or competently perform the duties of the position.
- If a Candidate is disqualified as a result of the background check:
 - The library director shall provide the Candidate a written notice of the reasons for disqualification, and the Candidate may respond to the reasons within three (3) business days by providing the library director a detailed written explanation.
 - The library director shall respond the Candidate's written explanation in writing, and shall either uphold their previous determination with a brief explanation, or shall reverse their disqualification decision.

11.4 Other Background Checks

The library reserves the right to conduct other background checks at any time during someone's employment or volunteer service if evidence dictates its wisdom.

11.5 Policy Posting & Periodic Review

This policy shall be posted in a prominent location in the library, and shall be distributed to prospective Candidates. This policy shall be reviewed every 3 years by the Library Board.

APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD during an open and public meeting on May 17, 2024

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END OF WASATCH COUNTY LIBRARY POLICIES
