

City of Daly City
Regular Meeting
LIBRARY BOARD OF TRUSTEES

Tuesday, May 21, 2013 – 6:00 p.m.
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

For those wishing to address the Library Board of Trustees on any Item on the Agenda or under Public Appearances/Oral Communications, please complete a Speaker Card located at the entrance to the City Council Chambers and submit to a Staff Member as early in the meeting as possible.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the Library and Recreation Services Department as soon as possible prior to the meeting.

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL

APPROVAL OF AGENDA (Action)

APPROVAL OF MINUTES – April 16, 2013 (Action)

REPORTS

1. Director's Report:
 - a. Summer Reading 2013 – Diaz (Presentation)
 - b. Technology Plan Update – Anderson (Presentation)
 - c. Revised Library Card Policy – Anderson (Action)
 - d. Revised Behavior Policy – Anderson (Action)

ANNOUNCEMENTS AND COMMUNICATIONS

PUBLIC COMMENT

Speakers are limited to two minutes, unless modified by the Library Board President. The Board cannot take action on any matter raised under this item.

ADJOURNMENT

Next Meeting: 6:00 p.m., Tuesday, June 18, 2013 – Special Joint Meeting with the Recreation Commission

AVAILABILITY OF PUBLIC RECORDS:

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Clerk's Office, City Hall located at 333-90th Street, Daly City, CA during normal business hours, at the same time that the public records are distributed or made available to the legislative body.

DALY CITY PUBLIC LIBRARY POLICY 10: LIBRARY CARD

The Daly City Public Library issues library cards to residents of the State of California free of charge. Library card applicants may apply for, receive a card, and use it immediately if they present acceptable identification and verification of current residential address.

Cardholders must present their library card to check out items from the library and must notify the library immediately if their library card is lost or stolen. There is a fee to replace lost or damaged library cards.

In accordance with the Daly City Public Library's Right of Privacy Policy, the library will not disclose library circulation records kept for the purpose of identifying the borrower of library items. We will, however, disclose records of fines imposed at the request of the cardholder, parent or guardian of a minor cardholder, debt collection agency, legal authority or authorized library personnel.

To obtain information about his/her library account from library staff, the cardholder must present his/her library card or acceptable identification. Parents and guardians may request information regarding their child's account in order to pay fines, identify lost items, etc.

To obtain a card, the following requirements must be met:

Children under age 18 (minors)

- There is no age requirement to obtain a library card.
- Both minor and parent/guardian must be present when the application is submitted to obtain a library card. The signature of a parent or guardian is required on applications for library cards for children under age 18.
- Parents or guardians of minor children must present acceptable identification and verification of current residential address for the child to receive a library card.
- The parent or guardian is responsible for all materials charged to his/her child's library card.

Adults 18 and over

- Adults must present one acceptable identification and verification of their current residential address as outlined below.
- Adult borrowers assume responsibility for all materials charged to their library cards.

Acceptable Identification

The Library requires government-issued, school, or employer identification with the applicant's photo on it, such as, but not limited to:

- CA driver's license, OR
- CA Department of Motor Vehicles identification card

Address Verification

Verification of current residential address is required for full borrowing privileges. Acceptable address verification must have the full name of the applicant. If current residential address is printed on presented CA driver's license or DMV identification card, no further verification is required. Other acceptable address verification includes:

- Utility bill/telephone bill/bank statement/credit card statement (printed or online)
- First-class mail postmarked within the past 30 days (bulk mail including credit card offers not acceptable)
- Imprinted bank check or deposit slip
- Current rent receipt or rental agreement (dated within last 30 days)
- Medi-Cal card
- Vehicle registration
- Voter registration card
- Pay Stub

A P.O. Box or General Delivery address are not acceptable as address verification, but may be listed as a *mailing address*.

Limited borrowing privileges will be granted to those unable to provide acceptable verification of current residential address.

DALY CITY PUBLIC LIBRARY
POLICY 7: BEHAVIOR

The Daly City Public Library strives to provide services and materials to the public in an environment conducive to their use. Visitor-initiated activities, behaviors and conditions that interfere with the basic functions of the Library will be considered grounds for action by Library staff. Staff action may include cautions, warnings or requests for offending visitors to leave the building. Staff will call the police if needed for assistance in restoring order. Any staff action may be appealed to the Library Director for reconsideration.

PROHIBITED ACTIVITIES, BEHAVIORS & CONDITIONS INCLUDE BUT ARE NOT LIMITED TO:

- Activities not permitted by law
- Altering the functions of library computers for undesignated purposes
- Blocking entrances, exits or access to library materials
- Bringing bicycles into the building
- Bringing pets into the building (except assistive animals)
- Disruptive conduct
- Eating (drinking may be restricted at some locations)
- Harassing, staring at, following or threatening others
- Leaving young children unattended
- Moving furniture to new groupings
- Obstructing aisles, furnishings and equipment with skateboards, scooters, packages, computer cables, personal belongings or any other objects that may create an obstacle or hazard for others
- Odors, scents and bodily hygiene so offensive as to constitute a nuisance to others (Shirts and shoes required in Library)
- Photographing library staff or visitors without permission
- Putting feet on tables or chairs
- Running
- Sleeping
- Smoking
- Soliciting
- Talking loudly or making excessive noise that interferes with the use of the library by others (mobile phones are permitted in the Library if they are muted and any conversation takes place in a library appropriate speaking voice.)

Adopted by the Library Board of Trustees: 11/17/98
Revised: 11/19/02, 1/21/03, 1/16/07, 6/18/08, 10/19/10