

Ordinance 03-23
DAGGETT COUNTY LIBRARY

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Date 4-FEB-2004 8:59am
Fee: No Fee Check
RANOE WILDE, Recorder
By SS
For DAGGETT COUNTY
DAGGETT COUNTY

WHEREAS, Daggett County is presently served by the Uintah Basin Bookmobile which stops monthly September-May and bi-monthly June-August; and a Library in the County Courthouse in Manila.

WHEREAS, an ordinance declaring the by laws of the County Library Board is required by the State of Utah.

NOW THEREFORE, it is hereby resolved by the Daggett County Commission of Daggett County that the following reflects the by laws of the Daggett County Library Board;

I. The governing body is the County Library Board consisting of four trustees (two citizens from the Dutch John area and two citizens from the Manila area; appointed by the County Commission); one County Commissioner and the Bookmobile Director, who serves as the county librarian and advisor to the board. Commissioners should appoint a trustee to fill remaining term of any default trustee.

II. Four meetings are required by State Policy each year and should be held quarterly alternating between Manila and Dutch John.

III. Each trustee (board member) serves a four year term. A second term is allowed equaling 8 years (one year must be taken off after 8 years). Terms should be alternated so only one new member is added each year.

A. Chairman - coordinates with Librarian/Advisor to set agenda and clear date, then notify secretary two (2) weeks before meeting so secretary can notify trustees and commissioner in writing.

B. Vice Chairman - fills in when the Chairman is absent and coordinates summer reading program.

C. Secretary - notifies trustees and commissioner of meetings in written agenda form in written agenda form one week prior to meeting. Takes minutes and sends them with next meeting agenda.

D. Publicity Chairman - contacts School District Secretary and Commissioner technician so meetings and bookmobile date are known. Also any other Library news is publicized.

IV. The Bookmobile is committed to providing information, materials and services which anticipate and respond to the recreational reading interests and concerns of individuals within the communities served. The staff and board believe that this

commitment requires an active role in the community's intellectual life, provides an opportunity to stimulate ideas, to advance knowledge and enhance the quality of life in the Daggett County area. Therefore, special efforts are made to adjust collections and facilities to meet the recreational reading interests of all groups including: children, college and high school students, isolated families, senior citizens, etc.

- V. The Bookmobile Librarian analyzes the collection available on the Bookmobile, adjusts the collection and updates it based on the criteria set forth in the mission statement and available funds.

VI. CRITERIA FOR SELECTION

A. Books and materials will be selected for values of interest, information, and enlightenment of all people of the Daggett County communities.

B. No materials will be excluded because of the sex, race, nationality, religious preference, or social view of the authors.

C. Books and materials will be selected that will be present a variety of points of view concerning the problems and issues of our times; no library materials will be removed from the libraries because of partisan political views or doctrinal content.

D. Materials will be selected to facilitate self-education and enrich and extend interests which individuals have developed or may develop in the future. Encouraging reading and listening to audio books will help to promote leisure activities.

E. Minors: "We share in the concern many parents in our communities have about the possibility that some books and other media may contain material that is not only unsuitable, but could be harmful to the health, growth, and development of children and youth. We reserve the right to restrict the availability of such items known to contain material unsuitable for minor children. However, minors will be permitted to check out such materials if parental permission is given directly to the librarian."

F. Professional and highly specialized materials and not frequently used material will not be purchased but will be borrowed from the state Library for the patron, through the use of Interlibrary Loans.

G. Selections will be made through publishers catalogs, inspection and evaluation of new materials, judgment of library staff, and suggestions of library users.

VII. RESPONSIBILITY FOR SELECTION

A. The responsibility for material selected rests with the Bookmobile Librarian who operates within the framework of policies adopted by the Daggett County Library Board, the State Library Board, and the limitations imposed by budget consideration.

B. Suggestions made by the Board, teachers, students, and other patrons are welcome and will be filled if at all possible.

VIII. POLICIES BY FORMAT OF MATERIAL

A. Adult Books

1. *Fiction*: The library attempts to include notable classics and popular novels, and short stories. The reputation of authors, series, and publishers are considered. Selection is based primarily on the reading interests of the community. Materials that contain controversial passages, words, or incidents, are examined as a whole, because the significance of an entire work often transcends isolated words, phrases or incidents.

2. *Non-Fiction*: The Library tries to maintain an authoritative, up-to-date collection for the general reader in the various fields of knowledge. General histories of the area, biographies and informational and educational materials of interest and importance to the community are given priority consideration.

3. *Audio Books*: There are presently audio books included in our collection and a very few informational videos but we have no periodicals.

B. Children's and Young Peoples Materials:

1. Books are purchased with a high interest for the younger child and reading level considerations.

2. Illustrations in the book are important for the young reader.

3. When possible, purchase of Caldecott, Newberry, and Utah Children's Literary Award Winning Books will be made.

IX. GIFTS

A. Gifts are welcome. Gifts must meet the same selection criteria as in Part II CRITERIA FOR SELECTIONS. Upon receipt, all such material or funds become the property of the Daggett County Library or the Bookmobile, as appropriate. Gift material may be added to the collection, sold, exchanged, given to other organizations, or discarded. Gift material which is

B. Memorial gifts are accepted using the same criteria for selection as for purchased material. Gifts of money are accepted to purchase material which meets selection criteria. Such gifts are acknowledged.

X. REPLACEMENTS

A. Materials withdrawn for reason of loss, damage or wear are not automatically replaced. Consideration for replacement include availability, circulation records, and the value to the collection.

XI. MAINTENANCE OF THE COLLECTION

A. Weeding of outdated books and those no longer circulated from the Bookmobile collection will be disposed of by the Librarian in accordance with the State Library Board Policy. In some cases the Library Board will make the decision as to disposing of material, either by sale, gift to other organizations or any way they choose to dispose of it.

B. Books in demand for circulation may be mended if the Librarian has reason to believe it is one needed in the collection, or has reason to believe having the book mended would make it a better book for the collection.

C. Duplicate materials are kept if there is a demand for more than one copy.

D. Local histories and biographies are retained and mended as long as possible.

XII. PATRON COMPLAINTS AND CHALLENGED MATERIALS

A. The Library Board will consider patron objections to materials in its collections. Objections must be submitted in writing for consideration.

B. A complaint form may be furnished to the complaining party. Upon completion, it can be sent directly to the Library Board or given to the Librarian to present to the Library Board at their next meeting or given directly to the Chairman of the Board.

XIII. COLLECTION DEVELOPMENT POLICY REVIEW

A. This Collection Development Policy shall be reviewed every three (3) years by the Library Board and Librarians. Review date will be July 1, 2006.

APPROVED BY:

DAGGETT COUNTY COMMISSION

Chad L. Reed

Chad L. Reed, Chair

Craig W. Collett

Craig W. Collett

Stewart Leith

Stewart Leith

Celia Straatman

Celia Straatman

Daggett County Library Board Chair

Sue Wardle

Sue Wardle

Bookmobile Director/

Daggett County Librarian



ATTEST:

Vicky McKee

Vicky McKee
County Clerk