

BOARD OF LIBRARY COMMISSIONERS

POLICIES



As Amended through June 13, 2024

BOARD OF LIBRARY COMMISSIONERS POLICIES

Revised 6-13-2024

TABLE OF CONTENTS

<u>GENERAL POLICIES</u>	<u>SECTION</u>
Introduction	1:300
Library Organization	1:302
Service Hours	1:303
Volunteers	1:304
Support Groups	1:306
<u>LIBRARY BUILDINGS</u>	
Naming of Branch Libraries	1:310
Recognition in Branch Facilities	1:312
Sale of Surplus Property	1:314
Exterior Placement and/or Display of Donated Items	1:316
<u>PUBLIC INFORMATION</u>	
Use of Library Facilities and Meeting Rooms	1:322
Displays in Libraries	1:323
Use of Exhibit Facilities	1:324
Animals in Libraries	1:325

BOARD POLICIES

Revised 6-13-2024

Table of Contents – Cont.

LIBRARY SERVICES AND CIRCULATION OF MATERIALS

Library Cards and Circulation of Materials	1:330
Guidelines for Fees	1:331
Charge Card Program	1:333

SELECTION AND MAINTENANCE OF LIBRARY COLLECTIONS

Materials Selection Policy	1:340
----------------------------	-------

GIFTS

Gifts	1:350
-------	-------

PERSONNEL

Personnel and Salary Resolution	1:370
Employee Relations Policy	

SECURITY AND SAFETY

Providing Security and Safety	1:381
Library Rules and Expected Behavior	1:382
Authority to Enforce Rules	1:383

APPENDIX A - Operating Policies and Practices of the Library Commission *(Rev.11/8/2018)*

GENERAL POLICIES

1:300 Introduction: The Board of Library Commissioners in the City of Los Angeles operates under powers vested by the Charter for the City of Los Angeles (Sec. 530-535). Under the Charter the Board of Library Commissioners shall have the power and duty to “establish, manage, control and operate a central library and branch libraries within the City” and other duties as described.

The Board Policies were established by the Board of Library Commissioners and provide guidelines for the operation of the Library Department. These policies are subject to review and may be revised or added to at any time by Board Resolution. The Board of Library Commissioners may ask the City Librarian to review any or all policies at its discretion.

The Library Commission policies supplement and complement all applicable City, County, State and Federal codes and regulations including the City Charter, Mayor’s Executive Directives and current memorandums of understanding.

The operating policies and practices of the Board of Library Commissioners are detailed in Appendix A.

1:302 Library Organization: The organizational structure of the Library Department is presented to the Board of Library Commissioners for its information and receipt on an annual basis. The City Librarian shall provide the Board with the organization chart at the beginning of the new fiscal year, once the budget for the Department has been finalized and approved by the Mayor and the City Council.

If there are any significant organization changes that are proposed as part of the public budget process, those changes will be presented to the Board of Library Commissioners when they are presented with the proposed budget. Additionally, if there is any significant change to the organization structure during the fiscal year as a result of budget issues, those changes will be presented to the Board of Library Commissioners for their information. *(Revised 3/24/05)*

1:303 Service Hours: The Board of Library Commissioners delegates to the City Librarian the authority for determining service hours of library agencies in accordance with such broad guidelines as may be established by the Board. The City Librarian will notify the Board if there is a significant change in library service hours. *(Revised 3/24/05)*

GENERAL POLICIES

1:304 Volunteers: The Los Angeles Public Library is recognized throughout the country for the high quality service and assistance it provides the public through the Central Library, branch libraries and electronic information network. The Board of Library Commissioners supports the development of programs that include the use of volunteers and supports the development of training for volunteers.

The use of volunteers within the Los Angeles Public Library is intended to extend and enhance the services provided by the Library. Volunteers are not replacements for Library staff. The Library Department will support the volunteer program by providing training, supervision and assistance. The Library staff has the responsibility for recruitment, assignment of tasks, training, supervision and evaluation of volunteers.

Individuals who wish to volunteer at the Los Angeles Public Library must apply for a particular library service or program at the branch library, Central Library subject department, or coordinating office (Children's Services, Young Adult Services, Volunteer Services).

Volunteers who work with children are required to be fingerprinted for a background check to obtain local, state and federal summary criminal history information as required by California law. Volunteers who do not pass the background check will not be permitted to work with young people.

Volunteers working in libraries must comply with the policies and work rules of the Los Angeles Public Library. Volunteer opportunities include, but are not limited to:

Central Library Docents: Volunteers are trained to give guided tours of the Central Library and for other functions at the Central Library.

Grandparents and Books: Adults are trained to read to children at library facilities. Volunteers are supervised by Children's Services and Senior Librarians in branches and Central Library.

Adult Literacy: Volunteers are trained to tutor adults in literacy skills. Volunteers tutor at designated LAPL Adult Literacy Centers. Volunteers are supervised by Volunteer Services and the local literacy coordinator.

Branch and Central Library Subject Departments: Volunteers are trained to perform various tasks to support the circulation of library materials. These volunteers are supervised by either the Senior Librarian or designated staff members.

The Library Department shall recognize those individuals who regularly contribute their time and efforts to supplement the basic library service provided by the City. This recognition may include "Certificates of Appreciation" and other recognition in accordance with Section 1:312 Recognition in Branches." (*Revised 3/24/05*)

GENERAL POLICIES

1:306 Support Groups: The Board of Library Commissioners recognizes the importance of support groups and encourages people in communities throughout Los Angeles to support the public library. Each support group associated with the Los Angeles Public Library is independent of the Library and other support groups.

Recognition in the library system of donors to support groups shall be governed by the Recognition Policy in Section 1:312.

1.Friends of the Library Groups

There are more than 70 Friends groups. Some groups were established in the early 1970s; many were established in the 1980s. New Friends groups have been established as new branch libraries are opened.

Friends groups are authorized by the Board of Library Commissioners by Memorandum of Agreement (MOA) to engage in activities that increase community awareness of the library, provide volunteer and program support, raise funds to enhance library services of a branch, department or special service, and advocate for the financial support of the Los Angeles Public Library.

A MOA between the Los Angeles Public Library and Friends groups shall be approved by the Board of Library Commissioners and be entered into by each Friends group for a term of three years, and be signed by the City Librarian and the President of the Friends group.

Friends of the Library groups that hold book sales or raise funds in other ways must obtain tax-exempt status. Funds raised by Friends groups will be used to augment, not replace City funding in keeping with the policy of the Los Angeles City Council.

Each Friends groups shall provide to the City Librarian and Board of Library Commissioners an annual information sheet of current officers and an annual financial report.

2.Library Foundation of Los Angeles

The Board of Library Commissioners adopted a motion in 1992 to provide for the establishment of a 501(c) (3), the Library Foundation of Los Angeles.

The Library Foundation of Los Angeles is incorporated as a California non-profit public benefit corporation, governed by its Articles and Bylaws under the direction of a Board of Directors.

A MOA between the Los Angeles Public Library and the Library Foundation of Los Angeles shall be approved by the Board of Library Commissioners.

GENERAL POLICIES

Library Foundation of Los Angeles (Cont.)

The specific purposes of the Foundation are (1) the solicitation of private contributions to support the Los Angeles Public Library's collection enhancement and selected capital improvements, and to expand services that provide greater access to learning for the City's burgeoning multicultural population, and (2) to provide funding for projects which complement but do not supplant the responsibility of the City of Los Angeles for continuing maintenance of the Los Angeles Public Library systems, facilities, staff, and programming. The foundation is authorized to raise funds for those purposes.

The Foundation shall provide annual, audited financial statements to the City Librarian and the Board of Library Commissioners. *(Revised 6/23/05)*

LIBRARY BUILDINGS

1:310 Naming of Branch Libraries.

The Board of Library Commissioners has sole authority for naming branches.

Historically, branch libraries have been named for their geographic location, for American authors, for outstanding Californians and for local community leaders.

Branch libraries are neighborhood libraries identified and located by the names of their respective communities. In meetings and forums throughout the city, people have expressed their desire for branch libraries to be named for the community.

New branch libraries will be named for the communities in which they are located. There is an important continuity and community identification with the name of each library that provides a sense of place, stability, and pride for people in the City of Los Angeles.

Existing branch libraries shall retain their current names and will not be subject to change.

(Revised 1/13/05)

1:312 Recognition in Branch Facilities.

To acknowledge citizen involvement and contributions to branch libraries, the Board of Library Commissioners may recognize individuals or organizations that have made substantial efforts or donations to enhance and improve library services in the Los Angeles Public Library:

- A. The Board of Library Commissioners may dedicate a branch library in memory of an individual and approve the design and placement of a plaque within the library with the individual's name. Recommendations for the dedication of a branch library may be accepted and processed in accordance with the following requirements:
 1. A written recommendation must be submitted to the Board of Library Commissioners to include a justification for the proposed dedication.
 2. The justification shall include the person's prominent contributions to humanity, to the city, to the library, or to the community, and should demonstrate that the character and achievements of the individual set standards of excellence, served as a role model, and reflected the principles and ideals of American democracy, its diversity and plurality.
 3. The recommendation shall be posted in the libraries and on the Library's website for three months for review and the opportunity for comment by the public.
 4. Library staff will evaluate the recommendation and community input in a report to the Board of Library Commissioners for its consideration of the request.

1:312 Recognition in Branch Facilities (Cont.)

- B. The Board of Library Commissioners may name a community meeting room or area of the branch in honor or in memory of an individual, and approve the design and the placement of a plaque with the individual's name. Recommendations for naming a community meeting room or area of the library may be accepted and processed in accordance with the procedures in 1:312 A above.
- C. The Board of Library Commissioners may recognize significant donations to the Library, the Friends of the Library, or the Library Foundation of Los Angeles and approve design and the placement of a donor recognition plaque for gifts in the following categories:
- Silver - Donors of \$1,000 to \$4,999
 - Gold - Donors of \$5,000 to \$9,999
 - Platinum - Donors of \$10,000 to \$24,999
 - Diamond - Donors of \$25,000-\$99,999
 - Angel - Donors of \$100,000 and above
- D. The Board of Library Commissioners may recognize the many generous donors who give at levels below \$1000 through bookmarks placed in library books, the maintenance of a "Donor Book" in the library or through a list on the Friends of the Library website.
- E. The Board of Library Commissioners may recognize the contributions of volunteers in the Los Angeles Public Library and approve the design and the placement of a plaque for volunteers in the following categories:
- 10 Years of Service
 - 15 Years of Service
 - 20 Years of Service
 - 25 ears of Service
- F. The Branch Recognition Policy herein complements and does not change the Library Foundation of Los Angeles Policy on recognition of major donors. *(Revised 1/13/05)*

1:314 Sale of Surplus Property

POLICY ON THE SALE OF SURPLUS PROPERTY

The Board of Library Commissioners, under Charter Section 534 "Library Property," - *"Acquisitions of real property by the City for library sites shall first be approved by the Board of Library Commissioners. The Board shall have full control over all library sites and none of these sites shall be devoted to any other purpose in whole or in part without permission from the Board."* approves the sale of Library Department surplus property when branches vacate old library buildings and move into new branch facilities and when library facilities are no longer needed for the operation of the Library Department.

1:314 Sale of Surplus Property (Cont.)

At such point as the Library Department is aware that it will have surplus property, the City Librarian will notify the Board of Library Commissioners of that fact. That notification will occur not less than one year before a property is to be vacated. Each property to be vacated will be considered on an individual basis.

The Board of Library Commissioners will review and discuss the property to be vacated and forward its decision to the Mayor for review. Library staff will also discuss the property to be vacated with the City Council Member in whose district the property is located.

The Board of Library Commissioners' final decision on each individual surplus property will then be forwarded to the appropriate parties so that the final disposition of the property can be made in accordance with the regulations put forth in Chapter 1, Article 4, of the City of Los Angeles' Administrative Code.

Adopted 3/4/2004-Resolution No. 2004-9 (C-7)

1:316 Exterior Placement and/or Display of Donated Items

The Board of Library Commissioners has the sole authority for approving the placement and/or display of donated items on exterior Library property, including Maguire Gardens at the Central Library. The exterior areas of Library facilities provide much-needed green space for relaxation and enjoyment of the library facilities. They also provide a habitat for different species of animals and plants, especially at the Central Library, which is located in an urban area where parks are few and far between.

The Board shall have authority to approve the acceptance and placement of items for display on the exterior grounds of library facilities as follows:

- A. No donation or gifts shall be accepted for display on the existing landscaped (green space) sections of any Library facility, unless the item is considered art or natural landscape material such as trees, flowers, and/or shrubs. Plants should also require minimal maintenance.
- B. The acceptance of a donation or gift for display on the exterior hardscape shall be at the discretion of the Board and shall not interfere with, or be placed on, existing vegetation or pedestrian access to the facility.
- C. Under no circumstances shall the donated item approved for display on exterior Library property include any signage or language construed to be an endorsement, promotion, or advertisement.

(Adopted 7/16/2009)

PUBLIC INFORMATION

1:322 Use of Library Facilities and Meeting Rooms

The Los Angeles Public Library (LAPL) has facilities and meeting rooms available for public use. Facilities and meeting rooms must be reserved in advance and an application must be completed. LAPL does not discriminate in making its premises available for use on the basis of race, color, national origin, religion, sex, sexual preference, age or physical limitation. The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement of the policies or beliefs of that organization by the Library or City of Los Angeles.

I. Reservation Priorities

LAPL in its sole discretion will determine the number of events to be held on a daily basis and/or simultaneously in its facilities.

- A. The Los Angeles Public Library has first priority on all dates. LAPL also has the right to preempt any event for a Library event. In such rare instances, the Library will put forth every reasonable effort to assist the group in reserving another date or Library facility or meeting room.
- B. The Library Foundation of Los Angeles and its major donors and other LAPL support groups have second priority on all dates.
- C. Neighborhood councils have third priority on all dates.
- D. All other organizations, municipal agencies, individuals and groups have fourth priority on all dates, and may reserve events on a first come, first serve basis.

II. Indemnification and Insurance

Outside (non-City) individuals and groups that use City facilities for meetings and events must comply with the standard insurance and indemnification requirements that are established by the City.

III. Use

The Los Angeles Public Library encourages the use of its meeting rooms by public and private groups for cultural and community programs and meetings. To allow for diverse use, weekly classes are not permitted unless it is a Library program.

It is highly recommended that Library meeting rooms and venues be used only during the hours the Library is open to the public. If a meeting room must be scheduled outside the Library's service hours, an additional form related to staff and fees must be completed.

Damage or misuse of Library property may affect the ability to utilize the meeting venue in the future.

PUBLIC INFORMATION

1:322 Use of Library Facilities and Meeting Rooms (Cont.)

IV. Fees

The Board of Library Commissioners approves the fines and fees charged by the Library on an annual basis. The facility rental fees and staff service fees are included in a separate attachment.

Waiving of Fees:

1. The City Librarian, or his/her designee, determines whether or not fees will be waived utilizing the guidelines listed under No. 3 of this section. An Application for Fee Waiver must accompany the Application for Use of Facility.
2. For all events, staff fees as related to security, event coordinator, audiovisual coordinator, event attendants, custodial, etc. are not waived.
3. The following are the conditions by which facility fees can be waived:
 - a. The event is open to the general public free of charge and is educational and cultural in nature.
 - b. The event is conducted or actively co-sponsored by the Los Angeles Public Library.
 - c. The event is conducted by the Library Foundation or other LAPL support group.
 - d. The event is sponsored by the Library Foundation donor as delineated in the Fines and Fees schedule as approved by the Library Commission.
 - e. The event is conducted by a neighborhood council.
 - f. The event is conducted by a City of Los Angeles department or commission, county, state, federal or municipal organization and is open to the public or community groups.
 - g. The event is conducted by an elected official and is open to the public or community groups.
4. Conditions in which facility fees are not waived:
 - a. The event charges admission and is not sponsored by the Library Foundation or a Library support group.
 - b. Events in which present or future financial gain is sought such as: Exhibits of displayed artwork for sale; educational seminars whose purpose is the future sale of financial services or other products, etc.

PUBLIC INFORMATION

1:322 Use of Library Facilities and Meeting Rooms (Cont.)

4. Conditions in which facility fees are not waived (Cont.)
 - c. Staff meetings of City, county, state, federal, municipal or other organizations.
 - d. Events held by an elected official or any organization that involve raising funds for a political campaign.
 - e. Meetings that are intended for members of a club or group. *(Revised 4/21/05)*

1:323 Displays in Libraries: The purpose of this policy is to establish guidelines for creating and managing displays at Los Angeles Public Library. Displays serve as a means to promote educational, cultural, and intellectual enrichment in the community. This policy applies to all displays within Los Angeles Public Library, including but not limited to books, artwork, exhibits, informational materials, and promotional materials.

Displays Created by Library Staff:

The Los Angeles Public Library creates physical and online displays and exhibits to draw interest to the library's collections, events, and programs and to provide free and easy access to information, ideas, books, and technology that enrich, educate and empower every individual in our city's diverse communities. Library staff plan, organize, and assemble topical displays of library materials based on the following:

- Celebration and reflection of diverse heritages, interests, and people of Los Angeles
- Historical, educational, or regional significance
- Connection to current local, regional, or national events or trends
- Relation to library collections, resources, exhibits, and programs
- Space availability

Library staff design displays to appeal to various ages, interests, and information needs. Staff-initiated displays and exhibits may include topics, books, media, artifacts, photographs, artwork and other appropriate materials or resources.

Community Bulletin Boards:

Limited space is available in most library facilities for bulletin board postings to promote library programs and services. If additional space is available, the library may accept material from non-profit organizations and institutions for cultural and educational value to the community.

The material must be submitted to the head of the appropriate branch or department for approval. Material will be posted if space is available on a first-come, first-served basis and will be removed at the library's discretion. The following will be the priority order for accepting material from an agency: Library and Library Support groups, the City of Los Angeles, Neighborhood Councils, county, state, and federal agencies, and general cultural or educational organizations.

1:323 Displays in Libraries (Cont.)

The library reserves the right to refuse any display that is inconsistent with its mission or policies. The following materials will not be accepted for posting:

- Materials that advocate for or against current candidates or ballot measures;
- Materials advertising, soliciting, or promoting commercial products or services other than from a historic perspective;
- Materials that do not clearly identify the entity responsible for the posting;
- Materials which could lead to a breach of peace or which advocate the violation of criminal law;
- Defaming or obscene materials as defined by the United States Supreme Court;
- Recruitment materials for volunteer participation in medical trials.

The library is not responsible for any posted materials that are lost, damaged or stolen.

The library may remove any posting that does not comply with this policy.

The library does not necessarily endorse the beliefs or viewpoints of topics which may be the subject of library displays or community bulletin boards. *(Revised 6/13/2024)*

1:324 Use of Exhibit Facilities: Exhibit facilities at Central Library and branches promote the educational and cultural mission of the Los Angeles Public Library. Exhibitions enhance access to the library's cultural resources and programs, attract diverse audiences and stimulate interest in the world of ideas and books.

The Library has a formalized exhibition program. Resources may be drawn from the Los Angeles Public Library collections, or from curated exhibitions created by other libraries, museums, or agencies. The City Librarian directs the exhibition committee in the selection, approval and scheduling of all exhibitions for the Library. The City Librarian is authorized to enter into and sign agreements with entities that are providing exhibitions for the gallery spaces at the Central Library and spaces for exhibitions in branch libraries.

(Revised 6/9/05)

1:325 Animals in Libraries: Animals are not allowed in libraries except for animals that assist the disabled. *(Revised 6/9/05)*

LIBRARY SERVICES AND CIRCULATION OF MATERIALS

1:330 Library Cards and Circulation of Materials

1. Library Card Registration: The Los Angeles Public Library issues free library cards to all borrowers who meet identification requirements. For borrowers under the age of 18, the signature of a parent or guardian is required on the library card application form.
2. Confidentiality of Library Records: An electronic file of all Los Angeles Public Library registered cardholders is maintained by the Library Department. The information in this file is confidential and subject to Government Code of the State of California, Section 6254(j) and 6267, regarding the confidentiality of library registration and circulation records.
3. Circulation of Materials: Most of the Los Angeles Public Library collection can be borrowed by the public with a valid library card. Many resources of the Los Angeles Public Library system are also made available to the public through the Library's electronic reservation system and interlibrary loan. Some materials are designated "REFERENCE" and are not ordinarily intended for home use.

The standard loan period for most print materials is 21 days, with the privilege of renewal, except under certain conditions. There are various loan periods for audio-visual materials. Other loan periods are possible and may depend on the type of material (and borrower).

(Revised 12/12/2019)

1:331 Guidelines for Fees

The Fees Schedule is approved by the Board of Library Commissioners. Uncollectable fines and lost library materials charges will be cancelled after a period of three (3) years.

1. Use of Library Materials: As a free public library, no charges are made for the use of library resources (print, electronic, and other media) to those persons who qualify for free borrowers' cards.
2. Loss or damage: To reimburse the Library for lost materials, the patron will be charged the manufacturer suggested retail price (MSRP). MSRP values will not be added retroactively to existing item records. The replacement costs for existing items will remain the default cost prior to the adoption of the new Fees Schedule. An insurance fee may be charged to protect the patron against excessive damage costs. The borrower may replace the lost item in lieu of a cash payment.
3. Sale of Publications: When a charge is made, the sale price of library publications will be sufficient to recover printing and binding costs.
4. Fee for Reproduction: Reproduction fees may be set to recover the cost of materials, labor and equipment.

1:331 Guidelines for Fees (Cont.)

5. Mailing Charge: Charges will be made to recover mailing costs.
6. Fees for Overdue Materials: Fees will not be charged for overdue materials.
7. Bad Check Collection Fees: The fee schedule as approved by the Board of Library Commissioners shall be applied to any check that proves to be non-negotiable or is not ILL Charges. A handling fee and any charges required by the lending library shall be honored.
8. Computer Print-Outs: Fees may be charged for printing electronic based information.
9. Extramural Fees: Extramural fees are paid by the borrower of the material.
10. CDs, DVDs, Flash Drives and other Computer Peripherals: Fees may be charged to recover the costs of providing electronic data storage devices to library users.

(Revised 12/12/2019)

1:333 Charge Card Program. The Board of Library Commissioners hereby establishes the policy of accepting major charge cards for goods and services rendered and authorizes the City Librarian or designee to manage the Charge Card Program, including execution of the documents necessary for implementation or modification.

SELECTION AND MAINTENANCE OF LIBRARY COLLECTIONS

1:340 MATERIALS SELECTION POLICY

PURPOSE

The Materials Selection Policy is designed to support the Library's mission to provide free and easy access to information, ideas, books, and technology that enrich, educate, and empower every individual in our City's diverse communities. The Los Angeles Public Library recognizes that the residents of Los Angeles have widely diverse interests, backgrounds, cultural heritages, social values, and information needs. Through proactive selection and procurement of resources, Los Angeles Public Library places a strong emphasis on accessibility and takes into careful consideration the diverse needs of all patrons.

This policy is meant to document current collection management policy, further public understanding of the purpose, nature, and philosophy behind the library's collection management practices, and guide library staff in developing and maintaining the collection.

POLICY

Library Materials Definition

"Library materials" include, but are not limited to, print (e.g., books, magazines, newspapers, zines), non-print (e.g., audiobooks, compact discs, DVDs, and paraphernalia), and digital formats (e.g., databases, e-books, digital audiobooks, streaming video and music, and podcasts.)

Authority and Selection Responsibility

Library materials selection is vested in the City Librarian and delegated to professional staff members.

Materials Selection Criteria

Staff chooses popular, research, and retrospective materials for varying reading and age-level interests for informational, educational, and entertainment purposes. The collection offers patrons a variety of formats, languages, viewpoints, and subjects to provide meaningful "mirrors, windows, and sliding glass doors"* to the City's diverse communities.

* Bishop, Rudine Sims. "Mirrors, Windows, and Sliding Glass Doors." *Perspectives: Choosing and Using Books for the Classroom*. v.6 no.3 Summer 1990. Ohio State University.

Although the Library attempts to provide material on every subject and grade level, the ability to meet textbook needs of all levels is limited. Textbooks may be selected when they are the best or only source of information on the subject and not because a textbook is assigned as the school curriculum.

The general criteria considered in selecting Library materials include:

- Attention given to the item by reviewers and general media
- Availability of materials in other libraries or through interlibrary loan
- Budget
- Cost and availability through approved vendors

- Currency or timeliness of material
- Demographic data on languages spoken
- Local and regional interest
- Popularity and anticipated or demonstrated demand by patrons
- Relation to the existing collection and other materials on the subject
- Representation of the rich diversity of Los Angeles both within and across groups, as well as significant movements, genres, or trends
- Level of expertise, experience, and knowledge of the author or creator (for nonfiction titles)
- Contemporary significance and value to the collection
- Space limitations
- Suitability and quality of format for library use
- Suitability of subject and style for the intended audience
- Technical quality of non-book materials

In selection, consideration is given to the work as a whole. Materials need not meet all of the above criteria, nor are they to be excluded because of:

- The author or creator's race, national origin or ethnicity, ancestry, gender, gender expression or identity, sexual orientation, age, religion, creed, marital status, affiliations, disability, or medical condition.
- Frankness or coarseness of language
- Controversial nature of an item, including cover and interior art
- Endorsement or disapproval of an item by an individual or organization
- The possibility that the materials may inadvertently come into the possession of children
- Status as a non-traditionally published item.

Materials in Digital and Emerging Non-Traditional Formats

The selection criteria remain the same for materials in digital formats and emerging non-traditional formats that are selected by the library.

In addition, the following criteria are considered for digital e-content:

- Accessibility and consideration of the needs of users with disabilities
- Availability and price of content in other formats and available licensing models
- Compatibility with personal devices prevalent among the library's users
- Content and coverage
- Design and ease of use
- Relationship of the resource to the print collection
- Remote accessibility
- Sustainability of the technology
- Usage statistics for digital content inform the library's decision to renew or cancel subscriptions to digital resources

Internet and Library Website

Information found on the internet is provided by millions of people and organizations worldwide. Not all information found on the internet is accurate, up-to-date, legal, or acceptable to all individuals. The library does not control the information found on the

internet and cannot be held responsible for its content. Patrons who use the internet are responsible for evaluating the validity and appropriateness of the information they access.

The library homepage and landing pages are designed and maintained by library staff. The library assumes responsibility only for the information provided on its homepage and landing pages.

The library's homepage and landing pages also feature links to other internet sites. In choosing second- and third-party sources to link, staff follows the library's Materials Selection Guidelines. The library has not participated in developing these other sites and does not exert any editorial or other control over the sites. Links are not endorsements of these sites, and the library assumes no responsibility for these sites (excerpt from the Internet Use Policy revised August 2022). The Library website's links to outside pages are reviewed regularly and updated as needed.

Access

The Los Angeles Public Library subscribes to the provisions of the *Library Bill of Rights* and the *Freedom to Read Statement* as adopted by the American Library Association. These documents are attached as part of the Materials Section Policy. All individuals have the right to choose which library materials they will use. However, no individual or group has the right to restrict the freedom of others to read or view whatever they wish.

At the Los Angeles Public Library, children and young people can access all parts of the library. Materials are cataloged or placed within the Adult, Young Adult/Teen, and/or Children's collections within a branch or agency at the discretion of the selector/library staff for anticipated interest level. The library does not assume the role of the parent but rather encourages parents, guardians, or caregivers to be involved with their child's use of the library resources and to guide their child's selection of library materials in supporting their individual family values. Library staff do not monitor or assign the materials children choose to check out or the child's usage of digital resources. The responsibility for children's reading, viewing, and giveaway choices rests with parents and legal guardians.

Requests for Reconsideration of Materials

The Los Angeles Public Library welcomes interest in its collection and recognizes that a library with a diverse collection may cause individuals to take issue with the selection of specific items. No book or other material is automatically removed from the collection because of individual objections. Library patrons questioning materials in the library collection may complete a Request for Reconsideration of Library Materials/Resources form for staff response. Please note that reconsideration requests are accepted only from library cardholders.

Collection Maintenance

To maintain the quality and relevancy of the collection, the library regularly withdraws or replaces worn and outdated materials and unnecessary duplicate copies that are no longer useful to the collection. Due to space or digital licensing limitations, materials may also be withdrawn if they are not relevant, are superseded by a new edition or more authoritative work on the same subject, or are no longer available. Items may also be deleted if a more desirable format for the content has been added to the collection.

Material Donations

All material donations become the property of the Los Angeles Public Library and may be used, sold, or discarded by the library. If the donation is accepted, the library reserves the right to decide whether items donated should be added to the collection. Items donated will not be returned. Material donations may not be added to the collection if the materials are outdated or not of reference or circulating value to the library; in poor condition; or if the material is a duplicate of an item of which the library already has a sufficient number of copies. All donated material is judged by the same selection standards as those for purchasing new materials.

Library staff make no judgment as to the monetary value of donated materials.

Sale of Withdrawn and Gift Books

Withdrawn and gift books that are determined to be surplus by the Library may be sold by LAPL support groups for the benefit of the library. The library does not directly sell surplus library materials.

Intellectual Freedom

This Materials Selection Policy is based on the library's mission statement and the established principles of the [Library Bill of Rights](#), [Freedom to Read Statement](#), and the [Freedom to View Statement](#) as adopted by the American Library Association (ALA).

Appendices

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 to fulfill their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting the abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that 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 ALA 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.

The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the

freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the

responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents

and teachers have a responsibility to prepare the young to meet the diversity of experiences in

life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are safer, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons.

We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

*Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee;
amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.*

A Joint Statement by:

American Library Association; Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression

The Association of American University Presses, Inc.

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

- To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
- To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

GIFTS

1:350 Gifts

The Los Angeles Public Library receives gifts from the Library Foundation of Los Angeles, Friends of the Library groups, other organizations and individuals. The Board of Library Commissioners and the City Librarian accept gifts that enhance library services and improve library facilities.

The acceptance of gifts of cash, furniture or equipment, or other real property less than \$1,000 shall be delegated to the City Librarian. The City Librarian shall determine the acceptability of the gift including an evaluation of any restrictions pertaining to its use and shall determine the appropriate fund for receipt of the gift or the appropriate library location for the donated real property.

The acceptance of gifts of cash, furniture, equipment or other real property of more than \$1,000, gifts of securities, and gifts of art works shall be approved by the Board of Library Commissioners by resolution. The City Librarian shall recommend the appropriate fund or the appropriate library location for the donated real property. In accordance with the City Charter, gifts of art works must also be approved by the Los Angeles Cultural Affairs Commission.

The acceptance of books and other library materials shall be designated to the City Librarian. Library staff will evaluate the gifts for addition to the library collection. If the books or other library materials are not needed in the library collection, they may be disposed of or given to a Library Friends group for book sales.

The Board of Library Commissioners shall acknowledge the donation of gifts accepted by the Commission with a letter of appreciation. Gifts may also be acknowledged in accordance with the Library Recognition Policy.

The solicitation of gifts of the Los Angeles Public Library may be made by the Library Foundation of Los Angeles in accordance with the Memorandum of Understanding between the Library Foundation and the Library as approved by the Board of Library Commissioners.

The solicitation of gifts for the Library of more than \$1,000 may be made by the Friends of the Library groups as approved by the Board of Library Commissioners.

The Library Commission Executive Assistant shall prepare an annual report for the Board of Library Commissioners on gifts to the library.

Exterior Placement and/or Display of Donated Items shall be governed by Policy 1:316

(Revised 8/18/05)

PERSONNEL

1:370 Personnel and Salary Resolution. Employee Relations Policy. It shall be Library policy that except in unusual circumstances, or where it is not applicable, nor within the scope of the Board's authority, the Library Department shall have the same provisions, salaries and benefits for Library employees as are adopted for Council, controlled departments. Therefore, the Library adopts the provisions of the Los Angeles City Administrative Code applicable to the Library and under the authority of the Board of Library Commissioners.

The Board of Library Commissioners reserves the right, if deemed necessary, to further review and adopt exceptions to present or future provisions of the Los Angeles City Administrative Code which are applicable to the Library and under the authority of the Board of Library Commissioners.

SECURITY AND SAFETY

1:381 Providing Security and Safety. In order to encourage the optimum use of the libraries under its control and jurisdiction, the Library Department will attempt to: provide a safe environment for patrons and staff, protect public and personal property, and identify and abate hazardous conditions.

1:382 Library Department Rules and Expected Behavior. To provide a standard of acceptable behavior, the following rules governing the use of the Library will be posted and enforced:



LOS ANGELES PUBLIC LIBRARY

RULES OF CONDUCT

Revised 12/12/19

Welcome to the Los Angeles Public Library. We are committed to being a safe, clean, and pleasant place for reading, learning, and other library activities. Visitors are expected to comply with the following Rules of Conduct.

Library Safety and Respect

The following activities are prohibited:

1. Engaging in activities that may result in intimidation, injury, or harm to library patrons or employees.
2. Engaging in disruptive or unsafe behavior, including interfering with library employees in the performance of their duties, or obstructing, harassing, offending, annoying, or intimidating others, or entering non-public areas without authorization (California Penal code Section 602.1(b)).
3. Engaging in activities or behavior that result or may result in damage to library property, including the vandalizing of restrooms, or making any attempts to damage computer equipment or alter software configurations.
4. Engaging in sexual misconduct such as indecent exposure or touching, annoying, harassing, or offending another person, or touching which constitutes assault, battery, or sexual battery. Viewing or printing illegal materials such as child pornography.
5. Bringing weapons of any kind onto library property.
6. Smoking of any type or using tobacco products, vapor or e-cigarette products in the library or on library property as described in the City Charter Section 41.50. This includes the charging of battery-powered portable electronic smoking devices.

Library Safety and Respect (Cont.)

7. Creating unnecessary noise, including the use of cell phones, pagers, headphones, and other communication, audio and electronic devices which disturbs other patrons or staff.
8. Using loud, abusive, threatening, or profane language. (LAMC 63.93)
9. Staring at or following a patron or staff in a manner that reasonably can be expected to disturb him, her, or them.
- 10 Refusing to leave library premises at closing time or trespassing at any time.
11. Engaging in any activity prohibited by law.

Library Spaces and Resources

The following activities are prohibited:

12. Eating, drinking, or displaying open food or liquid containers without the consent of the library building manager, except water in re-sealable liquid containers.
13. Sleeping in the library.
14. Using library restrooms or water fountains for bathing, shaving, or washing clothing. Loitering in the restrooms.
15. Entering the library with hygiene conditions, including, but not limited to, clothing odor, body odor, insects or pests, or with unsanitary belongings that interfere with the use and enjoyment of the library by other library patrons or with the functioning of library staff. Wearing or spraying highly scented products such as perfumes or air fresheners.
16. Entering the Library without wearing shoes and garments that cover the upper and lower torso of their bodies. Patrons may not remove shoes or garments covering their upper and lower torsos while in the library.
17. Monopolizing library space, furniture, electrical outlets, or equipment to the exclusion of other patrons or staff. Obstructing aisles, doorways, or stairs in violation of LAMC 57.33.11.
18. Panhandling, soliciting, distributing, or selling merchandise, or conducting other business transactions on library property without the written permission of the City Librarian. Petitioning outside the library must be done in accordance with the law.
19. containers, packages, briefcases, parcels, or bundles into the library which singly or collectively exceed 24" x 14" x 12". Musical instruments are allowed but must not be played without the consent of the library building manager and must not obstruct aisles or monopolize space. Items deemed unsanitary by the library building manager will not be permitted inside library buildings.

Library Spaces and Resources (Cont.)

20. Bringing bicycles, shopping carts, or other large wheeled conveyances inside library buildings. Wheelchairs, strollers, and mobility devices are only permitted if being used as transportation for, or as a mobility device by, an adult or child. Skates, skateboards, collapsible scooters, hover boards, and other similar devices must be carried while on library property. Bicycles should be stored in designated bicycle racks.
21. Bringing any animal into library facilities, except for service animals that are individually trained to do work or perform tasks for an individual with a disability in compliance with ADA (Americans with Disabilities Act) regulations. Animals that are part of a library program may be allowed in library facilities with the consent of library staff.
22. Recording, photographing, or filming persons in the library or on library property for commercial use or presentations without prior consent from the Los Angeles Public Library Facilities Division.
23. Leaving children under the age of eleven (11) years old or adults requiring supervision alone and unattended in the library, except for library programming with the consent of library staff. The library is not responsible for children who are left unattended in the library or on the grounds of the library.
24. Adults using areas designated for children or teens, attending programs for children or teens, or using computers designated for children or teens without being accompanied by a child or teen or without a need to use resources in those areas. Adults unaccompanied by a child or teen may use materials or attend programs in areas designated for children or teens at the discretion of library staff.
25. Feeding birds or other wildlife animals on library property.

Enforcement of Rules of Conduct

To preserve the peace and provide public access to library facilities, the Library may suspend access to library privileges and to all libraries for persons who fail to follow the Library's established Rules of Conduct. A person whose library privileges have been suspended may appeal the suspension. To request an administrative review of a suspension of privileges, submit the request in writing to: Business Office – Hearing Officer, Los Angeles Public Library, 630 W. Fifth St., Los Angeles, CA 90071 or HearingOfficer@lapl.org. This request must be made within ten (10) business days of receiving the Letter of Suspension. The written appeal will be reviewed by the Hearing Officer within thirty (30) business days of the receipt of the request for an administrative review. The decision of the Hearing Officer shall be final and not appealable. The suspension of privileges will remain in force during the review period. The Library reserves the right at all times to discharge immediately a patron who is dangerous or in any way threatening library staff or other patrons. **The Los Angeles Municipal Code Section 63.93 cites additional library regulations.** *(Adopted on December 12, 2019.)*

1:383 Authority to Enforce Rules: The City Librarian is authorized to enforce these rules.

APPENDIX A

A STATEMENT OF GENERAL OPERATING POLICIES AND PRACTICES ADOPTED BY THE LOS ANGELES BOARD OF LIBRARY COMMISSIONERS

Revised 11/8/2018

The Los Angeles Board of Library Commissioners (the “Board” or the “Library Commission”) operates under the provisions of the Charter of the City of Los Angeles. The Library Commission is responsible for the "control and management" of the Los Angeles Library Department (the “Library Department”), which in turn is responsible for all libraries, branch libraries and reading rooms in the City.

The Los Angeles Public Library is one of the City's most important cultural and educational assets. The Board of Library Commissioners is dedicated to making the Library's resources available to all segments of Los Angeles' diversified population in all geographic areas of the City, and to do everything possible to encourage men, women, young adults and children to enrich their lives by utilizing the Library System.

POLICY

1. The Library Commission establishes policies for its own actions and those of Library Department staff.
2. The Library Commission establishes policies on public library services, including facilities and plans for providing services for the benefit of the citizens of Los Angeles.
3. The administration of policies promulgated by the Library Commission is delegated to the City Librarian.
4. The Library Commission adopts an annual budget and other measures necessary for the operation of the Library Department such as the Library Master Plan.
5. In its considerations, actions, and conclusions, the Library Commission operates within established laws as interpreted by the City Attorney. Whenever a question arises of concern to the Commission or staff as to legality, the matter will be referred to the City Attorney's Office. Where time is a consideration, the Commission may act upon an informal opinion from the City Attorney, with its action subject to later confirmation of the City Attorney's written opinion.
6. Outside of public meetings, Members of the Library Commission do not make commitments or agreements, real or implied, regarding policy matters. The same rule applies to such items as the awarding of contracts, purchase or sale of land, personnel matters, and the selection of Library materials.
7. When a Library Commissioner has reason to believe that a matter before the Board could involve a personal conflict of interest, advice from the City Attorney should be requested.

APPENDIX A

POLICY (Cont.)

8. Each Library Commissioner decides which invitations to public or private affairs can appropriately be accepted as a member of the Commission. Whenever possible, Commissioners should be careful to indicate when they are representing the Library Commission or the City of Los Angeles, and when they are acting as individuals.
9. Library Commissioners do not engage in any private or profitable employment or any personal business transactions in which knowledge of Commission business or membership is a primary qualification for such employment.
10. Library Commissioners do not accept free transportation or passes, gifts or other extraordinary considerations from persons, firms or institutions concerned with matters which have or might come before the Commission.

PROCEDURES

1. The Los Angeles City Charter requires the Library Commission to meet at least twice a month in a public building open to any citizen. If a member or members elect to participate by teleconference, the teleconference location(s) shall be identified in the notice and agenda of the meeting or proceeding and each teleconference location shall be accessible to the public (Cal. Govt. Code Sec. 54953(b)(3)). All meetings of the Library Commission shall conform to the principles of the Brown Act and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding as interpreted by the City Attorney. (Prior public notice is included in the Brown Act) (Cal. Govt. Code Sec. 54953(b)(1). *(Revised 11/8/18)*)
2. Currently, the Library Commission meets regularly every other Thursday at 11:00 a.m. Any change in regular meeting time, day or place, will be subject to public notice. Additional special meetings of the Library Commission also conform to the provisions of the Brown Act.
3. Library Commission meetings are normally held at the Central Library, 630 W. 5th Street, Board Room, Level 4, Los Angeles 90071. In order to provide closer contact with the citizens of the City, the Library Commission may hold meetings in any of its branch libraries or appropriate buildings accessible to the public, after giving adequate public notice of such exceptions.
4. The Library Commission receives reports from the City Librarian or designated staff members on issues relating to public library service and facilities and makes final decisions on all matters within the scope of its subject matter jurisdiction and legal powers as defined by the Charter of the City of Los Angeles.
5. The Library Commission provides as much time as practicable and constructive for single meetings for as long as necessary in order to reach an appropriate decision.

APPENDIX A

PROCEDURES (Cont.)

6. All directives or instructions from the Board concerning internal library matters are made to the City Librarian.
7. In addition to holding open meetings, the Library Commission invites those concerned with public library service to address written communications in time to permit consideration by the administrative staff, and whenever practicable by each Library Commissioner before the date scheduled for discussion and decision.
8. Persons appearing at Board meetings unannounced may address the Board under Public Comments on Matters within the Board's Subject Matter Jurisdiction. (Revised 11/8/18)
9. A total of fifteen (15) minutes shall be allocated for public comment not to exceed three (3) minutes per speaker. The agenda shall provide an opportunity for members of the public to address the legislative body directly at each teleconference location. (Cal. Govt. Code Sec. 54953(b)(3). No action or discussion shall be undertaken on any items not appearing on the posted agenda, except that members of the Board or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights. (Section 54954.3). Items arising during the public comment portion of the meeting shall be referred by the President to the staff or Board Committee for appropriate action or report back thereon to the Board. (Revised 11/8/18)
10. Meetings of the Library Commission are conducted according to the general provisions of Robert's Rules of Order, with certain exceptions noted by the City Attorney or alterations voted by the Library Commission within the scope of Charter provisions. Specific questions on parliamentary procedure are referred to the City Attorney if not resolved by Commissioners themselves.
11. The President presides at all Library Commission meetings. In the President's absence, the Vice President presides. If both officers are absent, the remaining members elect a presiding officer for the day. If less than three (3) members are present, there is no meeting, no minutes or discussion of items on the agenda.
12. Board Meeting Agendas for regular, special or emergency Commission meetings shall be posted in a location that is freely accessible to the public and online on the Library's website. [Cal. Govt. Code Sec. 54954.2; 54956(a) and 54956.5(b)(1)]
13. Agendas must be posted/distributed 72 hours prior to the meeting for Regular meetings, 24 hours for Special Meetings and one hour for Emergency meetings. Agendas are distributed via e-mail or mail/messenger to Commissioners, Administrative staff, library agencies, Liaisons from the offices of the CAO's Office, Mayor, and City Attorney, interested citizens, representatives of labor, and to the Chairperson of the City Council Committee that oversees Library matters. The Secretary of the Commission also informs those known to be involved in a matter that is to come before the Library Commission at a stated meeting. Individuals can also sign up to receive the agenda through the City's Early Notification System (ENS). (Revised 11/8/18)

APPENDIX A

PROCEDURES (Cont.)

14. Items for the Library Commission agenda must be submitted to the Board Secretary by Wednesday noon of the week preceding the Thursday meeting. The Library Commission may act in a regular meeting on an item not posted on its agenda for the meeting, if it determines by a 2/3 vote that the need for such action arose after the posting of the agenda, or, if the item was continued from a meeting of the body which occurred not more than five (5) days prior, or, if a majority determines that an emergency, as defined by State Law and Cal. Govt. Code Sec. 54956.5(a), exists.
15. The Library Commission Agenda for regular meetings always provides for the following:
 1. Roll Call
 2. Approval of Minutes
 3. Public Comments on Matters within Board's Jurisdiction
 4. City Librarian's Comments & Announcements
 5. City Librarian's Board Reports
 6. Presentations
 7. Various Communications (Receive & File)
 8. Announcements and Scheduling of Matters Pending and Future Agenda Items
 9. Adjournment

(Revised 11/8/18)

16. In its conduct of public meetings and handling of public matters, the Library Commission takes cognizance of the importance to the City of a legal record which adequately and appropriately reflects its consideration and action, including a record of votes cast by name. Roll call voting is required for any meeting whereby a Board member is teleconferencing as authorized in the Ralph M. Brown Act. [California Govt. Code Section 54953(b)(2)]. The Board President shall call each member by name for each item to be voted on when conducting a teleconference meeting. *(Revised 11/8/18)*
17. The Board may use teleconferencing to conduct meetings and shall comply with all requirements relating to this type of meeting as required by California Govt. Code Section 54953 and Ralph M. Brown Act.

Section 54953(b)(4) defines "teleconference" as "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations."

There shall be a quorum of the Board participating from locations within the boundaries of the territory over which the Board exercises jurisdiction. [Section 54953(b)(3)]. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.

APPENDIX A

PROCEDURES (Cont.)

17. (Cont.)

- A. Board members wishing to participate in a Board Meeting via teleconference shall make such request two weeks prior to the meeting. The information of the teleconference location must be provided to the Board Secretary at least a week prior to the meeting to be included on the Agenda.
 - 1) Board Members shall post the Agenda at their teleconference location upon receiving the Agenda from the Board Office in accordance with Section 54953(b)(3) and to meet the Brown Act of meeting posting requirements (i.e. seventy-two (72) hours prior to a regular meeting; twenty-four (24) hours prior to a special meeting and one (1) hour prior to an emergency meeting). [See Cal. Govt. Code Sections 54954.2; 54956(a) and 54956.5(b)(1).]
- B. The Board Secretary shall prepare the agenda in accordance with Section 54953(b)(3):
 - 1) The agendas shall be posted at all teleconference locations.
 - 2) Each teleconference location shall be identified in the notice and agenda including a full address and room number, as may be applicable.
 - 3) Agendas must be posted at each teleconference location, whether be a hotel room or a residence.
 - 4) The agenda must provide an opportunity for the public to address the Library Commission directly at each teleconference location.

(Revised 11/8/18)

- 18. All Library Commission meetings will be recorded as completely as possible. When the Library Commission does not meet in a room where permanent recording equipment has been installed, portable equipment will be used as is practicable. *(Revised 11/8/18)*

Appendix A History: Adopted: 4/17/1974. Amended 3/22/82, 11/17/1988, 3/12/92; 8/18/2005; 11/8/2018.