

# Sanibel Public Library

---

## Mission

The mission of the Sanibel Public Library is to serve as an intellectual center which provides a variety of reading, listening and viewing materials along with sources of information technology to enrich the lives of Sanibel residents and visitors.

**Service Quality;** The Sanibel Public Library District is committed to providing those services identified as needed by the community and that library conditions permit.

**Facilities;** To preserve and maintain the Sanibel Public Library District multi-million dollar facility, at a reasonable cost, in such a manner that will provide a safe and stimulating environment. At present, there are no firm plans to expand the existing facility, having just completed a major addition, increasing the prior building by 50%, nor is there a firm plan to build an additional facility within the timeframe of this Plan.

**Human Resources:** Continue to employ a service-oriented staff who demonstrates competent, cooperative assistance to patrons.

**Technology;** The Sanibel Public Library District will continue to provide and expand the range of relevant, innovative technologies to make library resources more accessible to the community and to attract new library users.

**Community Relations;** The Sanibel Public Library District will function as an active and robust community and information center, with a welcoming and engaging atmosphere, that will offer informational and social activities that reflect the interests and needs of Sanibel.

**Financial;** Follow generally accepted accounting principles for non-profit governmental organizations (GASB) and to manage finances in an optimal way to reduce the impact on taxpayers while maintaining the quality of the services being provided.

SPLD 2007

# Policy Manual

---

|   |              |
|---|--------------|
| Fire and Disaster   | No. 1-2009   |
| Internet Access and Use                                     | No. 2-2009   |
| Code of Conduct   | No. 3-2009   |
| Meeting Room Use  | No. 4-2009   |
| Severe Weather  | No. 5-2009   |
| Unattended Children   | No. 6-2009   |
| Gifts – Books and Library Material                          | No. 7-2010   |
| Gifts – Art   | No. 8-2010   |
| Collection Development                                      | No. 9-2010   |
| Community Information                                       | No. 10-2010  |
| Public Meeting Participation                                | No. 11-2011  |
| Video Surveillance  | No. 12-2011  |
| Public Programming and Public Performance<br>Site Licensing | No. 13-2011  |
| Pets  | No. 14-2012  |
| Online Social Networking                                    | No. 15- 2014 |
| Privacy   | No. 16-2015  |
| Statement of Non-discrimination                             | No. 16-2017  |
| Service Animals   | No 18-2018   |



**Sanibel Public Library**

# Sanibel Public Library

---

## Sanibel Public Library District Policy No. 1-2009

### Fire and Disaster

Fires are among the occurrences that may require emergency evacuation of the Sanibel Public Library. The continuous sound and flashing of fire alarm horns and lights is the evacuation signal. **These alarms require that all staff and library users evacuate the facility as quickly and as calmly as possible.**

Library Policy  
Sanibel Public Library District Board of Commissioners  
Adopted June 18, 2009

## Sanibel Public Library District Policy No. 2-2009

### Internet Access and Use

The Sanibel Public Library provides access to public computers and the Internet via fiber optic cable and via wireless access points (WiFi), in keeping with its mission to provide a variety of materials as well as access to information not in the collection. The Library is a public building. For the safety and comfort of all Library users and staff, and to avoid potentially malicious and harmful damage to the Library's electronic resources, the following Internet Access and Use rules are in effect. Internet Access and Use rules apply throughout the Library.

- Persons wishing to use Library's Internet-access computers in the Technology Lab must register at the Signup Desk and provide one of the following: a valid Sanibel Public Library card, current driver's license, school ID, passport or similar official identification containing owner's photograph. Patrons are limited to one (1) computer per valid ID.
- Children age 10 and older may use the Internet-access computers unattended. Children under 10 must have a parent or guardian seated beside them to use Internet-access computers. The TeenSpace Tech Lab is for users age 10-17 only.
- The Library is not responsible for sites accessed on the Internet nor does the availability of the Internet imply endorsement of any particular Web site, the accuracy of any materials retrieved, or the confidentiality of transactions.
- Wireless Internet access is available throughout the Library building via an open, unsecured network. It is recommended that patrons do not use the wireless network to transmit personal, financial or legal data.
- Information retrieved should be considered copyright protected.
- The Library does not provide e-mail accounts.
- Retrieving and displaying obscene materials or images, on Library computers or via the wireless service in the Library, as described in Florida Statutes, Section 847.011 is unlawful and may result in loss of privileges.
- The Library may enforce Internet protocol and bandwidth restrictions deemed necessary to insure the security of the Library computer network.
- The Library may regulate use of computers based on patron demand and machine availability.
- A fee will be charged for each page of material printed.
- Documents created on designated computers may be saved only to disks purchased at the Library.
- Library staff does not assist with personal laptops or any electronic devices configuration. The Library cannot accept the liability of handling personal equipment. The Library is not responsible for any loss of data or damage to personal equipment.
- Tampering with Library computer equipment is strictly prohibited. Downloading files, attachments, applications, programs, IM and Chat are prohibited. Peer-to-peer file sharing is prohibited.
- Users of Skype and Internet voice calls must follow the Sanibel Public Library District Policy No. 3-2009 and use designated cell phone zones.
- All workstations automatically shut down fifteen minutes before Library closing.
- There is a limit of two (2) people per computer.

Library Policy  
Sanibel Public Library District Board of Commissioners  
(Updated 7/16/09; Revised 4/15/10; Revised 2/17/11; Revised 7/24/13)



# Sanibel Public Library

---

## Sanibel Public Library District Policy No. 3-2009

### Code of Conduct

For the comfort and safety of all Library patrons, all Library users must adhere to the following policies of the Sanibel Public Library District. The spirit of these policies is to ensure a quiet, pleasant, and healthful environment for everyone who is using the Library.

#### ACCEPTABLE BEHAVIOR

Library users are expected to conduct themselves in a manner that does not violate the rights and comfort of others, and does not result in damage to Library property. The Sanibel Public Library expects the following behaviors within the Library:

- Respect of other users' rights of access to the Library;
- Appropriate use of Library materials, equipment, and property;
- Patron responsibility for their personal property;
- Appropriate public attire, including shoes, shirts, and dry beach attire coverups;
- Parental (or guardian) responsibility for the total behavior of any children under eight using the Library;
- Use of cell phone zones on reading porch or courtyard for extended conversations.

#### UNACCEPTABLE BEHAVIOR

The Sanibel Public Library considers the following behaviors to be unacceptable and may lead to you being asked to leave the Library:

- Engaging in noisy, boisterous, or disorderly conduct; unreasonably disturbing or offending Library users or staff;
- Eating, drinking, or smoking in non-designated areas;
- Soliciting, selling, posting of notices or petitions, and distributing of leaflets not authorized through the Library, except upon a public bulletin board provided for such purpose; (*This does not prohibit exercise of otherwise lawful political expression.*)
- Leaving children under eight years of age out of sight of a responsible caregiver at any time;
- Willfully destroying or stealing Library property or personal property of Library users or staff;
- Using abusive, threatening, or intimidating language or behavior toward any Library user or staff;
- Being inappropriately attired, including beach attire, and wearing beach attire that is wet or allows lotions to be left on Library furniture;
- Failing to maintain basic standards of hygiene.

Library Policy  
Sanibel Public Library District Board of Commissioners  
(Adopted 9/17/2009; Revised 4/21/2011)

## Sanibel Public Library District Policy No. 4-2009

### Meeting Room Use

Community organizations and groups engaged in educational, cultural, intellectual, or charitable activities are welcome to use Library meeting rooms.

Library facilities may be used as outlined below:

- Individuals may request the use of facilities for and on behalf of a group or organization.
- A fee may be incurred for use of Library facilities.
- Groups and organizations such as the following may be granted use of Library facilities: civic clubs, community organizations, educational organizations.
- No sale of goods or services or the solicitation for future sales or services is permitted. "Solicitation" is any act or attempt to advertise, market, or sell any product or service.
- Any printed or electronic publicity or marketing materials that include the Library's name and address must include the disclaimer: "This event is not sponsored by the Sanibel Public Library."
- Per the Sanibel Fire Department, attendees may not exceed the posted occupancy load for the meeting room as established by the Sanibel Fire Marshal.

All Library equipment purchased belongs to the Library and is used for Library needs. Some items may be loaned for meeting use provided that the Library does not incur additional expense and prior permission is granted before any equipment is used.

One person representing a group or organization is obligated to the Library for the safe and proper use of Library facilities. Individuals belonging to a group whose request is approved will be required to comply with Library procedures which are established by the Library when using Library facilities.

Any damage to Library facilities must be replaced or repaired by the group renting the facility. Damages will be replaced or repaired by an authorized outside organization at the discretion of the Library. All costs for replacement or repairs will be determined by the Library. Such costs will be invoiced to the group responsible for damages for immediate payment.

The fact that an organization is permitted to meet at the Library does not constitute an endorsement of the organization's beliefs by the Sanibel Public Library District, its Board of Commissioners, administration, or staff.

Facilities will be physically accessible according to the guidelines of the Americans with Disabilities Act (ADA).

Groups using meeting rooms agree to indemnify and hold harmless the Sanibel Public Library District and its commissioners, employees, officer, agents, and representatives, from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person by a consequence or result of the use of the room, its furnishings, or its equipment.

The Library retains final authority over the scheduling of rooms and reserves the right to change the schedule based on Library needs.

Library Policy  
Sanibel Public Library District Board of Commissioners  
Adopted June 18, 2009; Revised November 15, 2012; Revised October 20, 2016

# Sanibel Public Library

---

## Sanibel Public Library District Policy No. 5-2009

### Severe Weather

Hurricanes, tornadoes and strong winds are among the occurrences that may require taking necessary precautions.

A Tornado Watch means that conditions are right for the development of a tornado.

A Tornado Warning means that a tornado has been spotted or is visible on the radar.

**In the event Sanibel is placed under a tornado warning, the City of Sanibel urges that all businesses take necessary precautions. The Sanibel Public Library will follow the City of Sanibel's directive.**

Library Policy  
Sanibel Public Library District Board of Commissioners  
Adopted June 18, 2009



# Sanibel Public Library

---

## Sanibel Public Library District Policy No. 6-2009

### Unattended Children

The Sanibel Public Library welcomes Library use by children. Staff members are available to assist children with Library materials or services.

The Library is a public building. For the safety and comfort of children, a responsible adult or caregiver should accompany children when they are using the Library. While in the Library, parents and caregivers are responsible for monitoring and regulating the behavior of their children.

**Children under the age of 8 must be accompanied by an adult at all times while in the Sanibel Public Library.**

Library Policy  
Sanibel Public Library District Board of Commissioners  
Adopted June 18, 2009

# Sanibel Public Library

---

## **Sanibel Public Library District Policy No. 7-2010**

### **Gifts – Books and Library Material**

The Sanibel Public Library District is happy to accept unrestricted, irrevocable gifts of books and other library materials. Gifts are accepted with the understanding that they will be considered for addition to the collection in accordance with the Collection Development Policy. The Library will acknowledge receipt of the gift, but cannot provide estimates or representations as to the value of such gifts.

The ultimate responsibility for acceptance of a gift and use consideration rests with the Executive Director.

Gifts must meet the same selection criteria as materials purchased for the collection. Some gift items may be added to the collection; some gift materials may be sold in the Library's ongoing book sale or otherwise disposed of.

Library Policy  
Sanibel Public Library District Board of Commissioners  
Adopted 4/15/10

# Sanibel Public Library

---

## **Sanibel Public Library District Policy No. 8-2010**

### **Gifts – Art**

The Sanibel Public Library District accepts donations of works of art. The decision to accept a work of art is based on such factors as quality, style, materials, safety, durability, and maintenance.

The Executive Director is authorized to accept on behalf of the Library works of art that meet established criteria. The Executive Director may accept a temporary or long-term loans of works of art and may make provisions for insuring loaned works.

The Library reserves an unconditional right to decline to accept any work of art offered as a donation.

All gifts will be made without conditions and the donor will grant the library sole ownership of the gift.

A dated letter from the prospective donor stating their intent and a description of the artwork including size, materials, name of artists, age of gift, appraisal or statement of value and requirements of installation should be given to the Director.

An acceptance/nonacceptance letter will be made by the Director. The letter will describe the accepted gift but the library cannot provide a "statement of value" pertaining the gift.

Library Policy  
Sanibel Public Library District Board of Commissioners  
Adopted June 17, 2010

# Sanibel Public Library

---

## Sanibel Public Library District Policy No. 10-2010

### Community Information

#### Bulletin Boards, Exhibit Spaces, Information Distribution

The Sanibel Public Library District's bulletin boards and exhibit spaces are intended primarily for legal notices, informational notifications, and for promotion of Library services and activities. However, consistent with the Library's role as a community information resource, these areas are available to organizations and individuals engaged in educational, cultural, informational, intellectual, and charitable activities on a space available basis.

The Library provides space or free distribution of a limited number of informational brochures, flyers, and other types of publicity materials from governmental agencies, non-profit organizations, community organizations, and educational institutions related to community services, programs, and events.

The Library will not accept for posting, display, or exhibit, advertising by profit-making agencies, groups, or individuals, campaign posters for candidates or issues, or items of a personal nature.

The Library Executive Director has final decision on use of bulletin boards and exhibit spaces.

In accepting items for posting, display, exhibit, or distribution, the Library does not endorse the content of the material or the organization submitting the material.

Library Policy  
Sanibel Public Library District Board of Commissioners  
Adopted May 20, 2010



## **Collection Development & Materials Selection Policy**

### **I. Mission Statement**

The mission of the Sanibel Public Library is to enrich the lives of Sanibel residents and visitors by serving as an intellectual center that provides a variety of reading, listening, and viewing materials to meet their informational, educational, and recreational needs.

### **II. Purpose**

The Library provides a broad collection that includes material that reflects the interests of library users. The quality of the material; the attention of critics, reviewers and the public; The amount of similar materials already in the collection; and the extent to which the material may be elsewhere in the community are all factors considered when choosing materials.

### **III. Policy**

The ultimate responsibility for materials selection rests with the Executive Director. The Library welcomes from the public recommendations and requests for material consideration.

In order to maintain a collection of current, relevant library materials that meets the needs of the community, Sanibel Public Library engages in an ongoing evaluation process of the collection.

### **IV. Community Profile and the Library**

The Library features author talks, book discussions, children's programs, art exhibits, and more. The Library is an independent special district and supported by island residents and houses more than 50,000 physical items while also providing electronic materials and resources. Wi-Fi is available throughout the library. Residents and visitors may hold library cards.

Sanibel Island is a barrier island between the Gulf of Mexico and Pine Island Sound, with 15 miles of beaches. The island is connected to Captiva Island by bridge and to the mainland by a causeway. Nature preserves account for over 15,000 acres.

Sanibel's population at the time of the 2020 Census was 7,401. However, during the winter season, that population roughly quadruples with an influx of winter residents and visitors from around the world.

Sanibel is a highly educated community with over 61% holding bachelor's degrees or higher. Over half of the population is 65 years of age and older, but the island does have a kindergarten through grade eight school, The Sanibel School, with approximately 300 students.

The Library experiences greater use from November through April with the influx of winter residents and visitors to the Island.

## **V. Collection Development**

### **Selection**

The ultimate responsibility for materials rests with the Executive Director; however, the initial responsibility for materials selection lies with the professional staff of the Library. Selection responsibility is shared by, but not limited to, the heads of different departments and the collection development supervisor. The general public may recommend materials for consideration.

The Library does not serve as censor of the reading of any member of the community. It should be clearly understood and emphasized that the Library does not endorse all opinions expressed in the materials that are held in the collection.

Librarians will use professionally accepted reviewing media to assist in the selection of resources. Potential acquisitions are judged using the following criteria:

- Currency or permanent value
- Relevance of subject, format, and reading level of the intended audience
- Authority of the author and accuracy of the content
- Relation to already available library resources
- Merit in comparison to other like-resources
- Quality of content
- Format-type of content
- Cost, budgetary, and spatial constraints
- Availability within the community
- Positive reviews by critics, professional journals, staff members, award recognition, coverage in media

References used in selecting materials include but are not limited to:

- *ALA Booklist*
- *Book Page*
- *Horn Book*
- *Kirkus Review*
- *Library Journal*
- *New York Times Book Review*
- *School Library Journal*
- *VOYA*

The Library focuses on providing popular and informational materials in a variety of formats which include but are not limited to:

- Books
- eBooks (online content)
- Audiobooks (CD book & online)
- Newspapers (physical & online)
- Periodicals (physical & online)
- DVDs and BluRay discs
- CDs
- Board games
- Gaming discs
- Kits (Cooking, birding, technology)
- Database subscriptions

The Library collection contains:

- Adult fiction
- Large type adult fiction, nonfiction, and biography
- Nonfiction
- Biography
- Florida
- Sanibel
- Travel
- Foreign language
- Audiobooks (fiction, nonfiction, biography)
- DVD and BluRay (film, documentary, television series, BIG Arts series, etc.)
- CD music
- Periodicals
- Reference
- Archives
- Kits (cooking, birding, technology)

The Youth Collection is made of materials for patrons from birth to about 18 years. It is paramount that the collection reflects diversity and inclusivity so the reader may both find themselves reflected as well as discover those unlike the reader. Selection of materials that combine high literary quality with popular appeal is important. Some of the popular items may not meet high literary quality but are equally vital to reach reluctant readers and provide a wider range of choice for avid readers. Reading abilities and maturity levels vary from child to child and the collection must reflect such. The Library does not serve as a censor nor does it act in place of a minor's parents.

The children and teen collection includes:

- Board books
- Beginning readers
- Chapter books/novels

- Graphic novels/comics/manga
- Nonfiction
- Biography
- Audiovisual: DVDs, Blurays, CD's, Gaming discs, CD books
- Board games
- Kits (creative play, puzzle, bird watching, read-to-me books)
- Launchpads and Playaways

The Reference Collection includes both physical material as well as electronic. All materials are selected based on criteria of quick consultation and ease of use. Materials are authoritative, based upon evaluation of the subject content and credentials. Priority is given to the acquisition of material that offers significant value, such as accessibility, uniqueness of information, and cost-effectiveness. Additionally, reference staff have been indexing and digitizing local photographs, videos, oral histories, and newspapers. These are now available to the public via digital format.

The physical reference collection is made available to the public for in-library use only. Items on the physical reference shelf may be the following:

- Encyclopedias
- Almanacs, Annuals, and Yearbooks
- Dictionaries
- Handbooks
- Geographical Sources
- Legal Materials
- Quotations
- State and Local Information
- Statistical Sources
- Style Manuals

The electronic reference collection may include both databases that are available to the public for use at-home, and databases that may only be used in-library. Research databases provide timely and versatile access to information, often going beyond the scope of the library's print collection. Database items may include the following areas of research:

- Genealogy
- Art, Culture, Music, and Film
- Business and Consumer Reviews
- Encyclopedias and Almanacs
- Health and Medicine
- Legal
- Local History
- Science and Social Sciences
- State History



### **Evaluation and Deselection**

In order to maintain a collection of current, relevant materials that meet the needs of the community, the Library engages in an ongoing evaluation process of the collection. The Library has established a set of criteria to determine when an item should be replaced, updated, or removed entirely from the collection.

The physical condition and appearance of the Library's collection is important. Outdated, poor condition, lack of demand materials are deselected (or weeded) from the collection.

While deselection is an ongoing process, the following schedule may be used to evaluate and weed the collection:

- January        NF 000-200
  - February      NF 300-400
  - March         Periodicals
  - May            Adult Fiction, including Large Type
  - June            Adult Fiction (continued)
  - July            NF 500-600
  - August        NF 700-999; Young Adult collection in entirety
  - September    Biographies; Florida Collection; Juvenile collection in entirety
  - October        Audiovisual
  - November     Reference
  - December     Online resources, including databases
- 

### **Gifts**

Gift materials, including books, collections, archival items as examples, must meet the same selection criteria as materials purchased for the collection. Some items may be added to the Library collection while some may be sold in the ongoing book sale, and others may be discarded.

Any gifts are considered unrestricted and irrevocable. The Library does not assign a value to donated gift materials; however, the Library can provide a receipt to be used for tax purposes.

### **Reconsideration of Library Materials**

A singular obligation of the public library is to reflect within its collection differing point of view. The Sanibel Public Library does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsements of the viewpoint of author/artist/producer. Library material will not be marked or identified to show approval or disapproval of the contents, nor with items be sequestered, except for the purpose of protecting the items from theft or

damage. Library staff or users may not restrict the access of others. The Library does not label materials to make value judgments.

Responsibility for the reading of minors rests with their parents or guardians. Materials and their content will not be restricted by the possibility the materials may come into the possession of minors. The Library does not act in place of the minor's parents or guardians.

Comments from members of the community about the collection or individual items frequently provide librarians with useful information about interest or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by library users, but will be governed by its collection development policies and procedures, as well as the American Library Association's *Bill of Rights* (<https://www.ala.org/advocacy/intfreedom/librarybill>).

Individuals who request reconsideration of Library material will be asked to put their requests in writing by completing and signing a [Sanibel Public Library Request for Reconsideration](#) form.

Upon receipt of the original form, the Director will ask staff what criteria was used to order the material and reasons it was added to the collection. Outside resources may be consulted. After evaluation, the Director will respond, in writing, to the person who initiated the request for reconsideration, keeping the Board of Commissioners informed of the situation.

In the event the person who initiated the request is not satisfied with the Director's decision, they may request a meeting before the Board of Commissioners by making a written request to the Chair of the Board. Upon receipt of the request, the Board will request an agenda item, and the person will be notified of the time and date of the Board meeting. The Board has the right to limit the length of presentation and number of speakers.

The Board will determine if policies and procedures in acquiring the material were followed, review background from staff, review the position of the patron, and the decision of the Director. Based on the aforementioned, the Board may vote to uphold or override the decision of the Director.

## Sanibel Public Library District Request for Reconsideration

---

Please complete. Materials requested for reconsideration will be responded to through Sanibel Public Library levels as shown in the Sanibel Public Library District Collection Development Policy.

Date: \_\_\_\_\_

Person requesting reconsideration: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Do you represent: Yourself \_\_\_\_\_ An Organization: \_\_\_\_\_

The item is a: Book \_\_\_\_\_ Magazine \_\_\_\_\_ DVD/BluRay \_\_\_\_\_ Other \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

What do you find objectionable? (Please be specific, cite pages, sections, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

What do you feel may result with exposure to this type of material?  
\_\_\_\_\_  
\_\_\_\_\_

For whom do you feel this title/material is appropriate: Adults \_\_\_\_\_ Young Adults \_\_\_\_\_ Children \_\_\_\_\_

Have you read any reviews of this tile: Yes \_\_\_\_\_ No \_\_\_\_\_

---

If Yes, where did you find the reviews?

---

---

Describe the action you would like the Library to take:

---

---

Do you have an alternate title that you would recommend that would convey the message and picture of the subject matter in the item you are requesting action on?

---

---

---

*Thank you for your input.*

Next Steps:

---

- 1) Staff – please return completed form to Library Staff
- 2) Executive Director to review form, review titles, make decision
- 3) Library Board of Commissioners to be consulted on Policy if requested by Director

---

Library resources under reconsideration will not be removed from use or have access restricted, pending completion of the reconsideration process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

---

## Sanibel Public Library District Policy No. 11-2011

### Public Meeting Participation

The Sanibel Public Library District Board of Commissioners encourages input from the public. The purpose of this policy is to ensure that interested parties representing various points of view are allowed a reasonable time to present those viewpoints while permitting the Board of Commissioners to conduct its meetings in an efficient and effective manner.

#### Rules and Procedures

- Agenda. There is an agenda for each Board of Commissioners meeting that determines the order and content of business conducted at that meeting. Normally, that agenda will be followed. However, the Board may add or remove items, and the Chair may vary the agenda order for the convenience of the public or the Board.
- Public Comment. The Board will provide an opportunity for public comment at each of its regular meetings by including a public comment agenda item. The Library Board Chair or the presiding officer will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized. When deemed to be appropriate, the Library Board Chair or presiding officer may also grant a request to address the Board during other portions of the meeting.
- Presentation of Comments. Speakers will provide their names, and are requested to (but not required to) provide their address and group affiliation, if any. The agenda will provide a notification as to the normal amount of time allowed for public comment. The Board Chair or presiding officer has the discretion to allow additional time. The Board Chair may limit the number of additional times a person may speak. Unless additional time is granted by the Chair or presiding officer, each person will have five (5) minutes to speak. Members of the public will not be allowed to speak a second time until all members of the audience who wish to speak have had the opportunity to do so. All speakers are expected to maintain proper decorum and civility at all times. Those who fail to do so may be prohibited from making further comments by the Chair, or if persisting after fair warning, removed from the meeting for misconduct. Anger, rudeness, ridicule, impatience and lack of respect for others are not acceptable behavior. Demonstrations in support or opposition to a speaker or idea such as clapping, cheering, booing or hissing or intimidating body language are not permitted.
- Petitions or Written Correspondence. Any petitions or written correspondence to the Board may be presented at the next regularly scheduled Board meeting.
- Board Response Action. As a general rule, the Board will not respond to public comments at the time they are made. The Board may comment, take action, or not take action with respect to a public comment at a future Board meeting, as it deems appropriate.
- Exceptions. The Library Board reserves the right to waive this policy and these procedures when necessary to conduct Board meetings effectively.
- Minutes. Board minutes for all meetings will be kept as required by law. They will record action items, and may reflect names of any speakers and the substance of any comments. Minutes are the official records of the Board's discussion and actions.

Library Policy  
Sanibel Public Library District Board of Commissioners  
(July 21, 2011)

# Sanibel Public Library

---

## Sanibel Public Library District Policy No. 12-2011 Video Surveillance

The Sanibel Public Library uses security cameras to enhance the safety and security of library users, staff and property, while protecting the individuals' right to privacy.

The security camera installation consists of dedicated cameras providing real-time surveillance. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders.

Video monitoring of public areas is limited to uses that do not violate the reasonable expectation of privacy as defined by law. Information obtained will be used exclusively for law and/or policy enforcement.

The library posts signs in relevant areas: "This property is protected by surveillance cameras." The cameras are positioned only to record those areas specified by the Executive Director which will complement other measures to maintain a safe and secure environment.

### **Use/Disclosure of Video Records:**

Video data is recorded and stored on a secure Digital Video Recorder equipped with onboard hard drive storage. Normal retention period for recordings is 30 calendar days, per Florida Department of State Record Retention Schedule for Surveillance Recordings. Records required for evidence are saved to CD and stored in a secure environment.

Access to camera monitoring is limited to only those authorized by the Executive Director. Access to camera footage is only given to any staff or agency retained by the library to use the information gathered for investigative purposes in order to perform duties related to their job. Any such review of video recordings will be with the knowledge and approval of the Executive Director or his/her designee. Only the Executive Director or her designee, is the custodian of the video record and is authorized to release any video record to anyone other than an authorized employee, including but not limited to, law enforcement personnel, media, patrons and other persons.

In all other respects, footage will be accorded the same level of confidentiality and protection provided to library patrons by Florida State Law, Sanibel Public Library District policies and the American Library Association policies on confidentiality and privacy.

To the extent that state or federal public records law are inconsistent with any confidentiality provisions contained in this policy or contained in the American Library Association policies, the state or federal law controls.

Library Policy  
Sanibel Public Library District Board of Commissioners  
Adopted Date 11/17/11

# Sanibel Public Library

---

## Sanibel Public Library District Policy No. 13-2011

### Public Programming and Public Performance Site Licensing

The Sanibel Public Library District maintains a Public Performance Site License. The license ensures that the Library and organizations and individuals using the Library can enjoy unlimited public exhibitions of movies produced by studios covered by the license and be in compliance with the Federal Copyright Act (The Copyright Act of 1976, Public Law No. 94-553, 90 stat 2541: Title 17; section 110(i)).

Public performances authorized by the license agreement:

- take place only inside the building of the Sanibel Public Library;
- must be movies from studios covered by the license;
- are available at no charge or cost recovery-only charge to the public;
- include the ability of outside groups in the community to show movies inside the library.

Movies shown are from the Sanibel Public Library District's video collection and are selected as part of the Library's *Policy No. 9-2010 Collection Development*.

The Library does not endorse opinions expressed in the movies that are shown through the public performance license. Neither the Library nor users may restrict access by others. The Library does not label movies to make value judgments. Responsibility for Library materials used or programming participated in by minors rests with the parent or guardian.

Library Policy  
Sanibel Public Library District Board of Commissioners  
Adopted Date 11/17/2011

# **Sanibel Public Library**

---

## **Sanibel Public Library District Policy No. 14-2012**

### **Pets Policy**

For the comfort and safety of all Library patrons, pets are prohibited inside the Library, with the exception of trained service animals.

Library Policy  
Sanibel Public Library District Board of Commissioners  
(Adopted 12/20/12)



# Sanibel Public Library

---

## Sanibel Public Library District Policy No. 15-2014

### Online Social Networking

The Sanibel Public Library sponsors online social networking including but not limited to photo and video sharing, blogs other social networking sites to further its mission by providing experiences that encourage discovery, inspiration, and enrichment. These sites are also places for the public to share opinions about Library-related subjects and issues. Comments are welcome and may be reviewed prior to publishing.

#### Social Networking Acceptable Use

The goals of the Sanibel Public Library sponsored online social networking are:

- To increase the public's knowledge of and use of library services;
- To promote the value and importance of the Library System's services among the general public;
- To educate and inform the public on various topics not necessarily related to the library's services;
- To maintain open, professional and responsive communications with members of the public.

Publicly posted information will be professional and reflect positively on the Sanibel Public Library and its staff, volunteers and services. Staff shall check facts, cite sources, present balanced views, acknowledge and correct errors and check spelling and grammar before publishing any posts. Staff shall not post sensitive or proprietary Library information, including private information which can identify specific co-workers, patrons or any other persons affiliated with the Library without permission from that person or persons.

The Sanibel Public Library reserves the right to not publish any posting, or to later remove it.

The Sanibel Public Library will periodically evaluate the role and utility of its online venues and social media, which may be terminated at any time.

The Library does not act in place of or in the absence of a parent or guardian and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of these resources. The Sanibel Public Library does not endorse or review content outside the specific pages created for the Library by Library staff.

#### Comments from the Public

The Sanibel Public Library welcomes comments, posts and messages on the Library's social networking sites and respects differences of opinion. However, where moderation of comments is an available option, comments from the public will be moderated before posting by the Sanibel Public Library's designated staff editors. The Sanibel Public Library reserves the right to modify or remove postings that it deems, in its sole discretion, to be abusive, obscene,

defamatory, potentially libelous, private, personal information published without consent, commercial promotions or spam, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate.

The Sanibel Public Library also reserves the right to edit or modify any submissions in response to requests for feedback or other commentary and to bar any poster from posting any subsequent messages to Library social networking sites.

Notwithstanding the foregoing, the Sanibel Public Library is not obligated to take any such actions, and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the service. By posting a comment, individuals agree to indemnify the Sanibel Public Library, its officers and staff from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by any of them which arise out of or are related to the content posted by customers. Forums and messaging may not be used for commercial purposes.

Copyright

Photo and video content on the Sanibel Public Library online social networking sites is governed by a Creative Commons Attribution Noncommercial-Share Alike 3.0 United States license ().

Privacy

The Sanibel Public Library does not collect, maintain, or otherwise use personal information stored by any third party site in any way other than to communicate with users on that site. The Sanibel Public Library also reminds users that third party websites and social networking tools have their own privacy policies and that they should proceed accordingly.

Library Policy  
Sanibel Public Library District Board of Commissioners  
Adopted December 18, 2014

# Sanibel Public Library

---

## Sanibel Public Library District Policy No. 16-2015

### Privacy

Library patron registration and borrowing records are exempt and confidential under State Statute on confidentiality, Section 257.261, Florida Statutes (2014), which provides as follows:

**257.261 Library registration and circulation records.**

(1) All registration and circulation records of every public library, except statistical reports of registration and circulation, are confidential and exempt from the provisions of s. 119.07(1) and from s. 24(a) of Art. I of the State Constitution.

(2) As used in this section, the term "registration records" includes any information that a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes all information that identifies the patrons who borrow particular books and other materials.

(3) (a) Except in accordance with a proper judicial order, a person may not make known in any manner any information contained in records made confidential and exempt by this section, except as otherwise provided in this section.

(b) A library or any business operating jointly with the library may, only for the purpose of collecting fines or recovering overdue books, documents, films, or other items or materials owned or otherwise belonging to the library, disclose information made confidential and exempt by this section to the following:

1. The library patron named in the records;
2. In the case of a library patron less than 16 years of age, the parent or guardian of that patron named in the records;
3. Any entity that collects fines on behalf of a library, unless the patron is less than 16 years of age, in which case only information identifying the patron's parent or guardian may be released;
4. Municipal or county law enforcement officials, unless the patron is 16 years of age, in which case only information identifying the patron's parent or guardian may be released; or
5. Judicial officials.

(4) Any person who violates this section commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

History.—s. 1, ch. 78-81; s. 1, ch. 89-18; s. 1, ch. 96-220; s. 112, ch. 96-406; s. 1, ch. 2003-13; s. 6, ch. 2003-126.

Contact information provided when applying for a library card is used solely to retrieve overdue materials, notify patrons of holds and overdue materials, or other library matters related directly to the user's account.

Staff will not release any information about library card holders -- including what materials are checked out or overdue and personal information such as telephone numbers and addresses -- to anyone other than to the specific library card holder.

Library Policy  
Sanibel Public Library Board of Commissioners  
Adopted April 16, 2015

# **Sanibel Public Library**

---

## **Sanibel Public Library District Policy No. 16-2017**

### **Statement of Non-Discrimination**

The Sanibel Public Library District, Lee County, Florida does not discriminate on the basis of race, creed, color, religion, national or ethnic origin, gender, age, disability, sex, sexual orientation, or marital status, in the provision of programs, activities, or employment policies.

Library Policy  
Sanibel Public Library District Board of Commissioners  
(Approved by SPLD Board of Commissioners July 20, 2017)

# Sanibel Public Library

---

## Sanibel Public Library District Policy No. 17-2018

### Service Animal Policy

The Sanibel Public Library District has adopted the Service Animal Policy to ensure the continued right of individuals with disabilities to access Library materials, services, and programs, by allowing the individuals to be accompanied by their service animals, as that term is defined by Title II of the Americans with Disabilities Act ("ADA").

**Service Animal Inquiries.** When an individual with a disability seeks to use a service animal in the Library's programs or activities pursuant to the ADA, Library staff may only make two inquiries to determine whether an animal qualifies as a service animal: (1) is the animal required because of a disability; and (2) what work or task has the animal been trained to perform. Library staff will not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

**Access to Facilities.** Individuals with disabilities will be permitted to be accompanied by their service animals in all areas of the Library's facilities where members of the public, participants in services, programs, or activities, or invitees are allowed to go. The handler may be the individual with a disability or a third party who has been appropriately trained to handle the service animal. The Library may require a service animal's handler to remove the service animal from Library property if: (1) the animal is out of control and effective action cannot be taken to control it; or (2) the animal is not housebroken.

**Reasonable Modifications.** The Library will make reasonable modifications to its policies, practices, and procedures, where necessary to avoid discrimination against a person with a disability who uses a service animal, unless the Library can show that making the modifications would fundamentally alter the nature of the service, program, or activity. Reasonable modifications in this context include, but are not limited to, providing assistance to a patron with a disability in tethering or untethering the service animal, or escorting a patron with a disability throughout the Library as he or she is accompanied by a service animal.

The Library shall not require a surcharge for the use of a service animal on Library property. However, if an individual's service animal causes damage to the Library, the Library is permitted to charge the same fee to the individual for the damages as it would charge to other guests.

Library Policy  
Sanibel Public Library District Board of Commissioners  
(Approved by SPLD Board of Commissioners July 20, 2018)