

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Jennifer Mellon, Administrative Services Manager 

DATE: November 8, 2013 (Meeting of 12/18/13)

SUBJECT: Consider Revisions to City Council Policy 6.9: Moorpark City Library Materials Selection; Policy 6.10: Moorpark City Library Internet and Computer Use and Patron Agreement; Policy 6.11: Moorpark City Library Circulation; and Resolution Adopting Revised Library Fine and Fee Schedule

BACKGROUND AND DISCUSSION

On October 8, 2013, staff brought before the Library Board revisions to the Moorpark City Library Policies for discussion. The Board has approved and recommended the Revised City Policies move forward to the City Council for consideration. The Moorpark City Library policies and Fine and Fee Resolution were last revised in 2010.

Proposed modifications to the policies include the following. Minor language clean-up and consistency issues have also been addressed in the policies but are not being called out as changes below.

Policy 6.9 – Moorpark City Library Materials Selection (see Attachment 1)

1. Section 7: Gifts has been split into categories: gifts of funds which addresses how monetary donations are processed and gifts of materials which describes how donated materials are processed including that material will become property of the Moorpark Friends of the Library if not added to the collection.
2. Section 4: Responsibility for Selection, Subsection C. Language was added clarifying that the City Librarian shall execute best librarianship practices when making materials selection decisions and developing the Library collection. Language has also been added stating the Moorpark City Librarian and City Representative shall present an informational item to the Library Board each July identifying suggested allocation of collection budget resources to various types of materials to the Library Board for the Fiscal Year beginning July of that same year. Collection statistics for the prior fiscal year shall be included within the Moorpark City Library Annual Report that is presented to the Library Board at the August meeting.
3. Section 9: Withdrawal of Materials has been modified to clarify that withdrawn materials are offered to the Friends of the Moorpark City Library unless not

accepted by the friends and then the City shall make the determination of how to dispose of the material.

Policy 6.10 – Moorpark City Library Internet and Computer Use and Patron Agreement (see Attachment 2)

1. Section 1: Introduction. Language was added for parent or guardian authorization for internet access for minors.
2. Section 2: Internet Content. Language was added to reiterate that the Wi-Fi offered at the Library is unfiltered and unsecured.
3. Section 4: Internet Access. Language was added to clarify that a parent or legal guardian for children under the age of 18 shall now designate whether they authorize unfiltered access to the Internet for the minor and that no minor shall be issued a library card with unfiltered Internet access designation without this parental or guardian authorization.
4. Section 5: D. Language was added to clarify that Library staff do not touch patrons' personal technology equipment.
5. Section 6. H. This section was removed. This is addressed in the Resolution regarding Fines and Fees.

Policy 6.11 – Moorpark Library Circulation Policy (see Attachment 3)

1. Section 1: Library Card Registration. Language was added to state that the Library Card Application may be revised from time to time and that those changes shall be approved in writing by the City Librarian and the City Representative before changes are implemented. Also, that Library card applications be made available in both English and Spanish.
2. Section 2: Confidentiality of Library Records. Language was added to clarify that held items can only be checked out to the card that was used to place the hold by the patron who placed the hold unless the cardholder provides a written authorization for another party to pick up and check out their materials.
3. Section 4: Loan Periods. Language was added to clarify that new bestseller material remain in that category for no longer than six months.
4. Section 7: Parental/Legal Guardian Control of Minors' Access to DVDs. Addition of language for parent or guardian authorization for minors to check out non-children's collection DVDs has been added.
5. Section 10: Recovering Overdue Materials. Language is being recommended to take the threshold from \$20.00 to \$5.00 for user account blocks. This means that if a patron owes \$5.00 or more they will not be able to checkout material until they pay down their balance. If a user account balance reaches a specific threshold the delinquent account will be sent to collections and a collections fee added to the balance owed on the account.

Resolution – Library Fines and Fees (see Attachment 4)

1. Best Seller New Books. The word “adult” was removed.
2. The word Video has been removed since there are no longer videos in the library collection.
3. The library no longer sells CD-RW discs. The computers at the library do not have CD drives to accommodate discs. The library will continue to sell USB flash drives.
4. Language was added identifying that once an item is considered “lost” that the cost of the item is added as an amount owed on the borrower’s account.
5. Language was added regarding delinquent accounts being referred to a collection agency per the Circulation Policy, Section 10.

At the Library Board meeting of October 8, Boardmember Pugh voiced the desire for modifications to the Library Materials Selection Policy to include Board participation in materials selection and withdrawal. While staff understands the desire for the Library Board to be involved with the Library, staff is uncomfortable with this language being added to the Policy. The professional City Librarian, as a requirement of the Masters in Library Science Degree, has been educated in factoring in multiple criteria to create a collection that serves the needs of our community; following best practices of librarianship as outlined in the Library Bill of Rights and the Intellectual Freedom Act when developing a collection and withdrawing materials. As stated above, Section 4 of the Materials Selection Policy has been revised and now provides a role for the Library Board in suggesting allocation, by percentage, of the approved collection budget for procurement of type of material to the City Librarian and City Representative for consideration as part of their final determination.

FISCAL IMPACT

There is no fiscal impact.

STAFF RECOMMENDATION

(ROLL CALL VOTE)

1. Approve recommended changes to City Council Policy 6.9: Moorpark City Library Materials Selection; Policy 6.10: Moorpark City Library Internet and Computer Use and Patron Agreement; Policy 6.11: Moorpark City Library Circulation, to be incorporated into the next update of the City Council Policies Resolution.
2. Adopt Resolution No. 2013-____ adopting revised Library fine and fee schedule and rescinding Resolution No. 2010-2893.

Attachment 1: Moorpark City Council Policy 6.9

Attachment 2: Moorpark City Council Policy 6.10

Attachment 3: Moorpark City Council Policy 6.11

Attachment 4: Resolution No. 2013-____ Library Fine and Fee Schedule

Policy 6.9: Moorpark City Library Materials Selection

1. Mission

The Moorpark City Library (Library) provides information, lifelong learning, inspiration and enjoyment to people of all ages through reading and technology. This Materials Selection Policy sets guidelines used by the Library for the selection of books and other print and electronic materials.

2. General Governing Factors

The selection of materials for the Library is governed by four factors:

- A. The needs of the individual and of the community.
- B. The individual merit of each work.
- C. The existing collection, budget and services of the Library.

The Library adheres to the *Library Bill of Rights* and *The Intellectual Freedom Statement* (copy is available at the Moorpark Library Circulation Desk and at the City Clerk's office).

3. Principles of Selection

- A. The Library aims to obtain and make readily accessible materials that fill the cultural, educational and leisure needs of City residents.
- B. Materials are selected from a number of sources. The basic consideration for the selection of any item is whether it is of proven or potential interest to the community served.
- C. Additional criteria include:
 - Availability and cost of the material
 - The amount of similar material already in the collection
 - The availability of the material elsewhere in the community
 - The physical makeup of the material
 - Opinions expressed by critics or reviewers
 - Local interest or demand
- D. In ~~Selecting~~selecting ~~Materials~~materials to reflect the diversity of the needs and interests of the residents of Moorpark, it should be recognized that some materials chosen may be offensive or trivial to some persons while being meaningful or significant to others. The Library does not endorse or agree with all opinions expressed in the materials in the collection.

- E. Materials shall be made as accessible as possible to the public. The Library does not serve as censor of the reading of any person. The Library recognizes the importance in an open and democratic society of allowing individuals to form their own opinions on issues and, therefore, acquires materials that may be of a controversial nature.
- F. Responsibility for the use of Library materials by minors rests with their parents or legal guardians. The selection of materials for the Library will not be governed by the possibility that these materials may come into the possessions of minors. ~~The Library cannot be expected to act *in loco parentis*.~~

4. Responsibility for Selection

- A. The initial responsibility for materials selection lies with the professional staff working within the area of service to children, young adults, and adults. The general public may recommend material for consideration.
- B. In making selections, Library staff shall do so in a manner based on principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. The spirit of selection should be inclusive rather than exclusive. Variety and balance of opinion are sought whenever possible.
- C. ~~The Moorpark Library City Representative shall be the City Manager, or City Manager his/her designee (City Representative), who shall be responsible for overseeing the development of the Library collection by the City Librarian according to the principles set forth in this policy. The City Librarian shall execute best practices in librarianship when developing the Library collection and shall be responsible for collection development.~~
- C. _____
- D. The Moorpark City Librarian and City Representative shall present an informational item to the Library Board each July identifying suggested allocation of collection budget resources to various types of materials to the Library Board for the Fiscal Year beginning July of that same year. Collection statistics for the prior fiscal year shall be included within the Moorpark City Library Annual Report that is presented to the Library Board at the August meeting. The Library Board will provide suggestions to the City Librarian and City Representative who have final decision making authority on collection development.

5. Placement of Materials in the Library

- A. The Public has free access to all Library materials consistent with this policy.
- B. Placement of materials within the Library is a ~~professional decision~~ will be made by the City Librarian. Criteria include:
- Assigned Classification
 - Format
 - Susceptibility to loss or damage
 - Rarity or cost
- C. The Library staff labels materials for placement only, not to predispose the user for or against any materials.

6. Bindery / Book Mending

Only those materials of local significance, of long-term importance to the collections, or heavily used items will be bound, ~~or~~ rebound or mended as needed.

7. Gifts – Funds

Donations of funds are welcome and must be documented by the City. Donation funds must be immediately sent to the City of Moorpark Finance Department for deposit and accounting on the day received or the next business day if received on a weekend or after 5:00 p.m. The City reserves the right to make the final decision on use of donations of funds towards library enhancements.

7.8. Gifts - Materials

Donations of ~~materials or funds~~ materials to enrich the collection are welcome. Donated materials are received by the Moorpark Friends of the Library and the Library professional staff reserves the right to review all donated materials and determine if any of the materials are to be added to the collection. Gift materials must meet the same selection criteria as purchased materials. The Library reserves the right to make the final decision on use or disposition of gifts. If the donated materials do not meet the selection criteria to be added to the library collection, the material is the property of the Moorpark Friends of the Library.

8.9. Withdrawal of Materials

Damaged, worn, obsolete, superseded, or unused items may be withdrawn from the Library upon the written recommendation of the City Librarian ~~or Library Director~~ with the written approval of the Moorpark City Representative.

Weeding and/or disposal of ~~Library-library~~ Materials-materials shall be at the discretion of the ~~Moorpark-City~~ Representative. ~~Recommendation~~ regarding resale, donation, or disposal of weeded material will be made by the City Librarian and approved by the City Representative prior to undertaking the following procedural options:

- A. Materials determined worthy of re-sale or donation ~~will~~ shall be offered to the Friends of the Moorpark City Library for the purpose of sale(s) with all proceeds to benefit the Moorpark City Library. ~~Items that remain unsold are the responsibility of the Moorpark Friends of the Library who will dispose of the material.~~
- B. If the Friends of the Moorpark Library do not accept the discards worthy of re-sale or donation, the City, at its sole discretion, will ~~shall~~ hold book sales or donate the material to non-profit, charitable organizations as determined by the City Representative.
- E. Books determined not worthy of re-sale or donation will be appropriately disposed of by the City as determined by the ~~Moorpark-City~~ Representative. Any material that can be recycled will be recycled.

10. Reconsideration of Materials

Persons objecting to the content of materials in the Library shall be invited to state their objection in writing and addressed to the Moorpark City Library. Any request for reconsideration will be reviewed by the City Librarian ~~Library Director~~ in consultation with the City Representative. The decision of the ~~Library Director~~ City Librarian shall be final.

Policy 6.10: Moorpark City Library Internet and Computer Use and Patron Agreement

1. Introduction

The Moorpark City Library (Library) provides the opportunity for public access to the Internet, which allows individuals of all ages the freedom to explore and expand their knowledge beyond the traditional “walls” of the Library.

The following policy governs the use of public computer resources in the Moorpark City Library, including public Internet access, library workstations and library laptop computers, non-Internet applications, wireless access (Wi-Fi), and remote use of the library’s ~~computer services~~ technology offerings.

Before using any public workstation at the Moorpark City Library, a ~~patron must read and patrons agree to abide to the this~~ “Moorpark City Library Internet and Computer Use Policy and Patron Agreement” ~~(Policy), the form of which shall be approved by the City Manager.~~ By signing for a library card for their children under the age of 18, parents ~~and~~ or legal guardians acknowledge that their children will be allowed access to the Internet if the parent or legal guardian gives permission on the library card application. ~~Parents and legal guardians should be aware that any patron of any age, with or without a Moorpark City Library Card, can access Library laptop computers, if available.~~

Library patrons that access the City’s wireless network (Wi-Fi) while using their own wireless capable devices will be required to affirmatively acknowledge a wireless user agreement prior to each use.

2. Internet Content

The Internet is an unregulated, global resource that contains materials that some persons may find offensive. ~~While the City will take precautions to regulate internet access by minors on the City’s library computers, the City is not responsible for anything that any Library library user may see or read while in the Library that the user or, in the case of minors, the user’s parents or legal guardian, may find offensive.~~ ~~The City is not responsible for a minor that brings into the library a wireless capable device that permits access to the wireless internet network Wi-Fi which is unfiltered and unsecured.~~ The City urges parents or legal guardians to accompany their children while visiting the Library to ensure that their children are safe at all times.

3. Internet Users

Internet users are expected to act in a responsible, ethical, and legal manner. Users may not use Library computers to access Internet sites that depict or

transmit material that violates state or federal law. The Library is not responsible for the content of retrieved information. Library users are responsible for critically evaluating the quality and accuracy of material obtained from the Internet. Internet filter software is not infallible and even when using filtering tools minors may be exposed to explicit material.

The Library expressly disclaims and shall have no liability for any direct, indirect, or consequential damages related to information obtained from the Internet. All users shall expressly assume the risk of receiving incorrect, inaccurate, defective, fraudulent, or unlawful information while accessing the Internet through any equipment or service offered by the City of Moorpark.

Wireless Internet users must agree to the wireless network user agreement, the wording of which shall be approved by the City Manager or his/her designee, before accessing the Library's network with their own wireless capable devices.

To protect their privacy, Internet users ~~must~~ are advised to log off at the end of their session.

4. Internet Access

Access on most of the Library computers is filtered as to sexually explicit content. Adult patrons, by default, have unfiltered access for themselves. A parent or legal guardian for children under the age of 18 will have filtered access unless a parent or guardian shall designate, upon completing and signing the library card application in the presence of Library staff, whether they authorize unfiltered access to the Internet. ~~igns a form authorizing their child to be given unfiltered access and signs a waiver of liability in the presence of Library staff.~~ Without this authorization, no minor shall be issued a card with unfiltered Internet access.

Users whose conduct while using public computer systems is disruptive or interferes with the use of the Library by others, will be asked to modify their behavior or, if unable to modify their behavior, will be asked to leave the Library.

The ~~Moorpark City~~ Library reserves the right to revoke or suspend computer privileges in the case of failure to comply with this policy or the violation of local, state, or federal law. ~~The Library may suspend privileges by a minor without notification to the parent or legal guardian. In addition, unlawful activities will be reported to the Ventura County Sheriff's department and dealt with appropriately.~~

5. Wireless Network (Wi-Fi) Security Warning and Disclaimer

A. The Moorpark City Library cannot guarantee the safety of data transmitted across its ~~wireless network~~ Wi-Fi.

- B. The Moorpark City Library assumes no responsibility for the configurations, security, or changes to personal data files resulting from a connection to the ~~City network~~Wi-Fi; the safety of equipment (patrons should keep equipment with them at all times); nor ~~for~~ the availability of a wireless connection (there is no guarantee that users will be able to make a wireless connection).
 - C. Library staff does not provide technical assistance of any kind nor does library staff touch patron's personal technology equipment.
 - D. The City's Wireless Internet Network Policy (Policy 2.14) applies to the Moorpark City Library use. -All users with portable computers or devices capable of receiving wireless signals will be required to acknowledge they have read the City's wireless network user agreement prior to each use.
6. Rules of Conduct for Internet and Computer Use
- A. Library workstations are available for one hour per day per user. -Sessions may be extended if no other patrons are waiting for workstations. -Staff may designate one or more computers for use as online homework tutoring stations and may allow an exemption from the one-hour rule on any such computer for this use between the hours of 3:00 p.m. and closing Monday through Thursday.
 - B. One workstation will be designated as the "express" computer terminal. This computer will be specifically for quick use and limited to a-15 minutes at a time.
 - C. Use of a workstation is on a first-come/first-served basis.
 - D. Users ~~must~~can sign up to use a workstation on a next-available basis. Requests for specific computers cannot be honored.
 - E. Only one person at a time may use a workstation. Exceptions may be made at the discretion of Library staff.
 - F. Printing may not be available at all workstations. -The printing fee shall be set by resolution of the City Council, and customers are not permitted to supply their own paper. -Printers may not be used for other purposes or attached to other computers.
 - G. Library laptop usage and procedures ~~are~~shall be at the discretion of Library Staff ~~staff~~ and the Moorpark-City Representative and may change at any time. ~~Laptop usage is unmonitored and there is no sign-in required to use library laptops, if available.~~

- ~~H.~~ ~~Users may purchase a compact disk (CD) or Universal Serial Bus (USB) flash drive or bring one from home.~~
- IH. Users are prohibited from interfering with the performance of the network. Users must not reconfigure workstations, "hack" passwords, gain entry to closed areas of the network, or introduce computer viruses. -Users are responsible for any hardware or software damage they cause. -Tampering with hardware or software is considered vandalism and may result in legal action (violation of California Penal Code Section 502 et. seq.).
- JI. Users may not use the workstations or laptops for illegal activity, including violating copyright laws or software license agreements.
- KJ. Users may not install their own software programs or attach personal hardware to Library computers other than a Universal Serial Bus (USB) for saving documents.
- LK. Users must not interfere with the work of others and must respect one's right to privacy.
- ML. The ~~Meerpark City Library~~ upholds the right of confidentiality and privacy for all users; however, the Library reserves the right to monitor the use of its Internet services and review any electronic data on the Library's lines (including e-mail communications) if necessary for the proper operation of the Library or to ensure compliance with this policy and/or local, state, or federal laws. -Sign-up-in logs sheets for Internet use are not retained as permanent records by the Library.
- NM. Absolute privacy for patrons using electronic resources in the Library cannot be guaranteed. There exists a possibility of inadvertent viewing by other patrons, either by watching the user's screen, or because a user may leave the screen unattended.
- ON. The Library does not provide individual e-mail accounts to users; however, users with existing e-mail accounts may access their accounts or users may register for free e-mail services available on the Internet. The Library assumes no responsibility and shall have no liability for any claim or damage resulting from the provision of such access to users.
- PO. Use of the Library's computers is a privilege. -Users must end their sessions, log out, and leave the workstations or laptops when asked to do so by Library staff.

7. Supervising Computer Use by Children

The ~~public library~~Library does not serve *in loco parentis* (in the place of a parent). Librarians cannot provide supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with parents or legal guardians.

The following are recommended guidelines for parents and legal guardians to ensure that children have positive online experiences, whether at home or at the Library.

- A. Use the Internet as a family. –Join your children in Internet exploration.
- B. Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
- C. Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- D. Instruct children NEVER to give out personal information (name, address, password, telephone number, credit card number) online.
- E. Teach children to be good online consumers. As with print information, consider the source, date and accuracy of online information.
- F. Parents or legal guardians and children are encouraged to read "Child Safety on the Information Highway" and "Teen Safety on the Information Highway" available free at any library location or at www.safekids.com and www.safeteens.com.

8. Policy May Be Revised

The City of Moorpark reserves the right to revise this policy from time to time. If revised, a copy of the current policy will be available at the Library Circulation Desk and in the City Clerk's office. –All patron use of the Library Internet workstations must be in compliance with the current policy whether or not a patron has signed or read the revised policy.

Policy 6.11: Moorpark City Library Circulation

The following policy governs the terms by which materials may be borrowed from the Moorpark City Library.

1. Library Card Registration

Any person residing in California may borrow materials free of charge from the Moorpark City Library. ~~Borrower~~Cardholders are responsible for all material checked out on their card.

The Moorpark City Library Card application may be revised from time to time. Changes will be submitted by the City Librarian and reviewed and approved by the City Representative before changes are implemented. Library Card applications shall be made available in both English and Spanish

Library Cards for Adults. –Any person 18 years of age or older applying for a Moorpark City Library card must show proof of identity and residence. –Post office boxes are acceptable as mailing addresses; however, proof of residence is required to obtain a card. –Acceptable identification may be any of the following:

- A. California driver's license
- B. California identification card
- C. Check imprinted with name and address
- D. Official mail (postmarked with current address)
- E. Current bill imprinted with name and address
- F. Current monthly rent receipt
- G. Tax payment receipt

Restricted Temporary Library Cards for Teenagers Without ~~without~~ Parental or Legal Guardian Signature. –Patrons 12 years of age through 17 years of age are classified as teenagers in this policy. Teenagers do not need a parent's or legal guardian's signature to get a restricted, temporary, one-time use card; however, a parent or legal guardian must sign the application in person, in the presence of Library staff, for the teenager to obtain their permanent card, which allows continued checkout of material, use of the public computers, and the ability to check out ~~videos or DVD's~~digital videos (DVDs, etc). In order to obtain a temporary, one-time use card, the teenager must be a Moorpark resident or attend a Moorpark School. To obtain their temporary card, the teenager must

present a picture ID verifying residency or attendance at a Moorpark School. The temporary, one-time use card allows teenagers to check out two written material items only. -Library staff will provide the teenager with a letter for their parent or legal guardian which explains the temporary card.

Library Cards for Children. Children are eligible for a library card as soon as they can print both their first and last names on the applicant signature line. -In the event a child is unable to print, and at least 54-years of age, parental or legal guardian signature will be accepted. -The minor's date of birth is required on the application.

The signature of a parent or legal guardian, in person at the Library, is required on applications of children under 12 years of age and for permanent library cards for youth ages 12 through 17.

Once the library card application is signed, the user agrees to follow the rules and regulations of the Library. -New borrowercardholders are limited to borrowing two items on the day the card is issued. -When those items are returned, the borrowercardholder may borrow with full privileges if their account is in good standing.

2. Confidentiality of Library Records

California State law (*Government Code*, Title I, Division 7, Chapter 3.5, Sections 6254 (j) and 6267) protects the confidentiality of library patrons. -Library staff will always operate in a manner that conforms to the requirements of the law in the handling of patron records and accounts. -According to this statute, library staff may not release information to any other party regarding any item borrowed by any other person, including information released to a parent or legal guardian regarding what items their child has checked out.

As permitted by the above-cited statute, library staff may release information on a borrowercardholder's account to a third party if the borrowercardholder has provided a written notice allowing the third party access to the borrowercardholder's account information. A borrowercardholder may authorize another party to pick up and check out materials by sending his or her library card along with the written request or notice with the third party. Held items can be checked out only to the card that was used to place the hold whether or not another card is associated with the cardholder who made the request.

Demographic information may be gathered in order to plan Moorpark City-Library services. This information is used anonymously and is not disclosed in any way that would identify the person registering. -All information provided on the registration form is protected by the statute cited above.

3. Non-Resident BorrowerCardholders

Persons residing outside of the State of California may obtain a Moorpark City Library card by paying a non-resident fee as determined by resolution of the City Council. ~~Payment of this fee will entitle the borrower~~cardholder to the same borrowing privileges enjoyed by all other Library card holders.

4. Loan Periods

Reference the Moorpark City Council Policy Resolution adopting a Library Fine and Fee Schedule (a copy of the current Schedule will be available at the Library Circulation Desk) for details regarding loan periods. ~~All items, except DVDs and new bestsellers, can be renewed once, for a full loan period, unless the item is on hold for another borrower. For purposes of this policy new bestseller material shall remain in that category no longer than six (6) months. Loan periods for inter-library loaned materials will be determined by the lending institution and are generally non-renewable.~~

~~Certain new and high-demand books and other library materials in the Library's collection will be included in the Library's new bestseller book collection at the discretion of Library staff. DVDs and New bestseller items will be available for a one-week check-out period with no renewals and will not be available for holds. New bestseller items will be clearly labeled and shelved separate from other materials.~~

Loan periods for inter-library loaned materials will be determined by the lending institution and are generally non-renewable.

Reference materials and microforms must be used in the Library and are not available for checkout. ~~These materials may be loaned to other libraries for in-library use only.~~

5. Renewals

All items, with the exception of DVDs and ~~"Hot off the Press"~~identified new bestseller books can be renewed once for the standard loan period for the item unless the item is on hold for another ~~borrower~~cardholder. ~~Patrons may renew overdue items provided they pay any outstanding fines~~fees before renewing.

Cataloged materials that are eligible for renewal may be renewed at the Moorpark City Library Circulation Desk, from any Library computer, via the Internet, or by phone.

6. Number of Items per Library Card

Reference the Resolution Adopting the Moorpark City Library Fine and Fee Schedule for details regarding borrowing limitations for specific material and fines and fees.

7. Parental/Legal Guardian Control of Minors' Access to ~~Video and DVD~~s. Materials

The Library will honor written requests by a parent or legal guardian that their minor children not be permitted to borrow any ~~video or DVD item~~ or may be permitted to borrow only DVDs from the Children's Collection as marked on the library card application for the child.

8. Reserves and Interlibrary Loan

Holdings may be placed to reserve items (~~excluding "Hot off the Press" books~~) by completing a hold request form on the online catalog. Users will be notified via e-mail or by phone when items are available. Items will be held for one week from the date of notification of the users.

Items not owned by the Moorpark City Library may be requested from other libraries by filling out an "Interlibrary Loan Request" ~~form on the online library catalog at the Library.~~ Library users are also welcome to fill ~~in~~ out a "Suggestion for Purchase" form, available at the library or on-line at the library website, for items not currently in the collection. A librarian will review each of these suggestions.

9. Overdue, Lost, and Damaged Material

Library users assume full responsibility for the return of materials, in good condition, on or before the due date noted on the receipt. ~~Fines-Fees will be charged~~accrue for each day the Library is open. ~~Fines-Fees~~ vary by item type.

Media materials should not be returned in the book drop. There are two drops, one for books and one for media (CDs, DVDs, Audio Books, etc.). Patrons are advised to return media to the circulation desk or place media in the media designated book drop. Patrons will be charged for media materials that have been damaged from being returned in the book drop marked for books.

Library users assume full responsibility for loss or damage to materials they check out. Damage includes, but is not limited to, stained and/or torn covers or pages, writing in or on materials, liquid damage, missing pages, missing pieces, scratched discs, and dirty or damaged cases or damaged parts. Charges for materials lost or damaged beyond repair will be the price shown in the Library's automated catalog, either the actual cost or a default cost for the type of item plus a processing fee (reference the Moorpark City Library Fine and Fee Schedule), and accrued ~~fines~~fees (if applicable). In the cases of unusual circumstances, it will be left to the City Librarian under direction of the City

Representative to assess charges for lost or damaged materials other than as specified by the Moorpark City Library Fine and Fee Schedule.

In lieu of paying for a lost item, a patron may replace the lost material with like material of equal or greater quality. The City Librarian has final authority to determine the acceptability of the substitute item. The borrowercardholder is still responsible for the processing fee and any finestfees accrued. Charges for damaged materials that can be repaired will be determined on a case-by-case basis by the City Librarian under the direction of the City Representative.

For materials borrowed for a Moorpark patron from another library (interlibrary loan materials), the replacement cost is determined by the lending library. The borrowercardholder is still responsible for the ~~processing fee and any finestfees~~ accrued.

It is the responsibility of the borrowercardholder to return borrowed items on time. Overdue notification is done as a courtesy only. Overdue items are considered lost 30 days after the due date and applicable ~~finestfees, and charges~~ will be assessed. ~~Accounts with balances of \$100.00 or more will be referred to the City Finance Department. Patrons are encouraged to keep check out receipts and check item due dates on the account online as they are responsible for all late finest and fees whether or not they receive a notice.~~

User accounts with ~~finestfees and fees~~ totaling ~~\$20.00~~5.00 or more will be suspended and blocked from further use until finestfees are paid. In financial hardship cases, the City Librarian may work with the patron to provide an alternate payment plan and, will note such arrangements on the patron record for tracking purposes, ~~and will report such payment arrangements to the City staff Representative.~~

10. Recovering Overdue Materials

Moorpark City Library will send an overdue notice to a patron 14 days after an item is due. At 28 days after the item is due, a second notice and bill is sent to that the patron requesting that either 1) the item be returned and fees paid or 2) the patron can pay the cost of the item, which shall be identified as lost, plus a processing fee established by Resolution of the City Council.

At 14 days following the second notice, delinquent accounts with a value of over \$50.00 shall be referred by the City to a collection agency. An additional delinquent account fee shall be added to the borrower's account and shall be established by Resolution of the City Council.

RESOLUTION NO. 2013-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, ADOPTING REVISED MOORPARK CITY LIBRARY FINE AND FEE SCHEDULE AND RESCINDING RESOLUTION NO. 2010-2893

WHEREAS, it is appropriate for the City to establish a fine and fee schedule for the Moorpark City Library; and

WHEREAS, the City Council has determined that Resolution No. 2010-2893 should be rescinded and a revised Moorpark City Library Fine and Fee resolution should be adopted to incorporate amendments as described in the agenda report for the December 18, 2013 regular City Council meeting; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Moorpark City Library Fine and Fee Schedule shall be reviewed annually by the Administrative Services Manager to ensure that such fees and charges are current and are related to actual cost.

SECTION 2. The City Council hereby approves the Moorpark City Library Fine and Fee Schedule attached as Exhibit A with an effective date of January 1, 2014.

SECTION 3. Resolution No. 2010-2893 is rescinded upon the effective date of January 1, 2014.

SECTION 4. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 18th day of December, 2013.

Janice S. Parvin
Mayor

ATTEST:

Maureen Benson
City Clerk

ATTACHMENT: EXHIBIT A – Moorpark City Library Fine and Fee Schedule

Moorpark City Library Fine and Fee Schedule

FINES

Item*/Material	Loan Period	Borrowing Limit	Fine	Maximum Fine
Maximum items per card	Varies	30 items maximum	Varies	Varies by item
Fiction	3 weeks	30 titles maximum	20¢/day	\$6.00 per item
Non-Fiction	3 weeks	3 per subject	20¢/day	\$6.00 per item
Magazines (excluding most current issue)	3 weeks	10	20¢/day	\$3.00 per item
Best Seller New Adult Books	1 week	None	20¢/day	\$6.00 per item
Holiday Books	3 weeks	5 titles	20¢/day	\$6.00 per item
Assignment Books (subject specific, vary throughout the year)	3 weeks	5 titles	20¢/day	\$6.00 per item
Science Fair / Project Books	3 weeks	5 titles	20¢/day	\$6.00 per item
Inter Library Loan Material	Varies	5 titles	\$1.00/day	\$30.00 per item
Audio Books	3 weeks	5 titles	20¢/day	\$6.00 per item
Compact Discs	1 week	5 titles	20¢/day	\$6.00 per item
Videos-Digital Video (DVDs, etc.)	1 week	5 titles	20¢/day	\$6.00 per item

FEES

Description	Fee
Replacement Library Card	\$1.00 each
Non California Resident Library Card	\$25.00 annually
Copies - Black & White (8 ½" x 11")	10¢/ per page
Prints - Black & White (8 ½" x 11")	15¢/ per page
Prints – Color (8 ½" x 11")	50¢/ per page
CD-RW (compact disk-rewritable)*	\$1.00 each
USB (universal serial bus) Flash Drive 1G (gigabyte)**	\$15.00 each
Processing Fee for Lost/Damaged Material	\$610.00 per item
Replacement Audio Book (book on CD) Cases	\$10.00 each
Replacement Jewel Cases or DVD Cases	\$1.00 each
Missing Barcodes	\$1.00 each
Inter Library Loan Fee	Varies based on lending library fee
Lost Item – Borrower to pay full cost of item.	Varies based on replacement cost.
Returned Checks	\$25.00 each occurrence
Delinquent Account Referred to Collection Agency	\$10.00 each occurrence.

* Item is defined as any catalogued material in the collection that is checked out.

**_Availability Not Guaranteed

Effective 1/01/14