



11.01 DATA PRIVACY POLICY
LIBRARY
Enabling Legislation: Resolution 2012-070
Date Adopted: 09/17/1996
Revised: 11/09/201104/16/24

PURPOSE

This policy will provide the guidelines and framework for library staff members to appropriately protect patron privacy and handle requests for public data. All City of Northfield policies and procedures related to government data also apply at the library. However, this additional policy is necessary to address data practices that are unique to the library.

The purpose of the first section of this policy is to state clearly how the Minnesota Government Data Practices law affects library operations and to set forth other policies relating to data which is collected by the library. (For the full text of the law, go to this link:

<https://www.house.mn.gov/hrd/pubs/dataprac.pdf>)

The policy will define private and public data and will detail the procedures to be followed for releasing both private and public data. The policy will also include a system for allowing library users to restrict their cards to their own personal use. The purpose of the second section of this policy is to set forth policies, procedures and resources for responding to requests for information based on the USA Patriot Act. (For the full act, see: <https://www.govinfo.gov/content/pkg/PLAW-107publ56/pdf/PLAW-107publ56.pdf>)

SECTION I: Minnesota Government Data Practices

13.40 LIBRARY AND HISTORICAL DATA.

Subdivision 1. Records subject to this chapter.

- a) For purposes of this section, "historical records repository" means an archives or manuscript repository operated by a government entity whose purpose is to collect and maintain data to further the history of a geographic or subject area. The term does not include the state archives as defined in section [138.17, subdivision 1, clause \(5\)](#).
- b) Data collected, maintained, used, or disseminated by a library or historical records repository operated by a government entity shall be administered in accordance with the provisions of this chapter.
- a) Subdivision 2. **Private data; library borrowers.** Except as provided in paragraph (b), the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:
 1. data that link a library patron's name with materials requested or borrowed by the patron or that link a patron's name with a specific subject about which the patron has requested information or materials; or
 2. data in applications for borrower cards, other than the name of the borrower.



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- b) A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

Subdivision 3. Nongovernmental data.

Data held in the custody of a historical records repository that were not originally created, received, maintained, or disseminated by a government entity are not government data. These data are accessible to the public unless:

- a) the data are contributed by private persons under an agreement that restricts access, to the extent of any lawful limitation; or
- b) access would significantly endanger the physical or organizational integrity of the data.

History:

[1980 c 603 s 21](#); [1981 c 311 s 39](#); [1982 c 545 s 6,24](#); [1991 c 319 s 3](#); [1992 c 499 art 10 s 1](#); [1996 c 440 art 1 s 7](#); [2007 c 129 s 20,21](#)

IMPORTANT SECTIONS OF THE LAW AND DEFINITIONS

13.01 GOVERNMENT DATA.

Subdivision 1. Applicability.

All government entities shall be governed by this chapter.

Subdivision 2. Citation.

This chapter may be cited as the "Minnesota Government Data Practices Act."

Subdivision 3. Scope.

This chapter regulates the collection, creation, storage, maintenance, dissemination, and access to government data in government entities. It establishes a presumption that government data are public and are accessible by the public for both inspection and copying unless there is federal law, a state statute, or a temporary classification of data that provides that certain data are not public.

Subdivision 4. Headnotes.

The headnotes printed in boldface type before paragraphs in this chapter are mere catchwords to indicate the content of a paragraph and are not part of the statute.

Subdivision 5. Provisions coded in other chapters.



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1. The sections referenced in this chapter that are codified outside this chapter classify government data as other than public, place restrictions on access to government data, or involve data sharing.
2. Those sections are governed by the definitions and general provisions in sections 13.01 to 13.07 and the remedies and penalties provided in sections 13.08 and 13.09, except:
 - a. for records of the judiciary, as provided in section 13.90; or
 - b. as specifically provided otherwise by law.

13.03 ACCESS TO GOVERNMENT DATA.

Subdivision 1. **Public data.**

All government data collected, created, received, maintained or disseminated by a government entity shall be public unless classified by statute, or temporary classification pursuant to section 13.06, or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential. The responsible authority in every government entity shall keep records containing government data in such an arrangement and condition as to make them easily accessible for convenient use. Photographic, photostatic, microphotographic, or microfilmed records shall be considered as accessible for convenient use regardless of the size of such records.

Section 1. Minnesota Statutes 2006, section 13.02, subdivision 8 **Individual**. "Individual" means a natural person. In the case of a minor or a incapacitated person as defined in section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.



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13.04 RIGHTS OF SUBJECTS OF DATA.

Subdivision 1. **Type of data.** The rights of individuals on whom the data is stored or to be stored shall be as set forth in this section.

Subdivision 2. Tennesen warning.

An individual asked to supply private or confidential data concerning the individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 7, to a law enforcement officer.

Subdivision 3. Access to data by individual.

Upon request to a responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private, or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.



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SECTION II: USA Patriot Act

Under the USA PATRIOT Act, information about a person’s library account and usage can be obtained by Federal Agents using a court order. The act prohibits library staff from informing the patron if such an order or search has been undertaken by means of a gag order. The FBI can retrieve any information about the patron that the library has. Information from the library may include, but is not limited to, books and other materials checked out; searches done on library computers, including places visited on the Internet; materials borrowed through interlibrary loan, use of library meeting rooms, and notes taken by librarians when assisting with questions. Although state privacy laws regarding privacy in libraries are still in force, including laws protecting the confidentiality of library records, as federal laws the provisions of the Foreign Intelligence Surveillance Act (FISA), the Electronic Communications Privacy Act (ECPA), and the statute authorizing National Security Letters can supersede state privacy laws. It is important to remember, however, that state and local law enforcement agencies remain subject to state library confidentiality laws and other laws protecting privacy, and that even the FBI is still required to present a form of judicial process (court order or subpoena) before information can be turned over to the agency. Libraries should consult with their legal counsel to determine precisely under what circumstances their state's library confidentiality law permits the release of user information. All requests for information under the USA Patriot Act will be referred to the Library Director. No discussion of these requests is allowed with anyone else.

ADOPTED BY THE NORTHFIELD CARNEGIE LIBRARY BOARD

September 17, 1996

Revised and reaffirmed by the Northfield Public Library Board

November 9, 2011



11.02 INTERLIBRARY LOAN POLICY
LIBRARY
Enabling Legislation: NEED ENABLING LEGISLATION – minutes on Laserfiche only go back to 2011 Not Available
Date Adopted: 10/21/2003
Revised: 08/10/2011 04/16/24

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POLICY AND STATEMENT OF PURPOSE

Interlibrary loan – the exchange of materials between libraries - provides access to materials not owned in the Northfield Public Library. Interlibrary loan is an important aspect of resource sharing. Our goal is to share materials as much as possible with other libraries, both within SELCO (Southeastern Libraries Cooperating) and beyond, in order to fill the needs of the patron. Interlibrary loan allows patrons to have access to materials outside the local library without traveling to other libraries. Community libraries buy materials that best meet the needs of local patrons and access less widely used materials from other libraries through interlibrary loan.

The first section of this policy addresses requests made by Northfield patrons. The final section outlines this library’s policies regarding loans to other libraries.

Interlibrary loans are provided by three major groups:

SELCO (Southeastern Libraries Cooperating), MnLink, Minitex and the local colleges, and out-of-state institutions.

SELCO: The largest number of interlibrary loans will come from SELCO, of which the Northfield Public Library is a member. Requests placed online in the Horizon Integrated Library system may eventually be filled with items from the Northfield Public Library’s collection or from any library in SELCO. With this system, these interlibrary loans can be placed directly by the patron without mediation from a librarian. Requests can be placed on items that are owned in the Northfield Public Library but unavailable because the item is 1) checked out 2) missing or damaged or 3) non-circulating.

MNLINK OR MINITEX, ST. OLAF OR CARLETON (REQUESTS FOR ITEMS NOT LISTED IN THE SELCO SHARED CATALOG): If the item is not available within SELCO, the librarian will check MnLink, the statewide, shared catalog. A request can be placed by the librarian or by the patron directly. Some popular and new items are not available from MnLink, and librarians and patrons should check the “items in constant demand” list before placing a request for these items. If the item is not listed in MnLink, the librarian should check the colleges (see below) and MINITEX (a program of the Minnesota Higher Education Services Office at the University of Minnesota). The MINITEX borrowing region includes Minnesota, Wisconsin and North and South Dakota. If a librarian places the request for the patron, the librarian will alert the patron that items coming from outside of SELCO can take 1-4 weeks (or longer) to arrive. Since patrons may place requests on MnLink themselves, they may not always realize that such requests can take longer.

The St. Olaf and Carleton Libraries’ catalog, the Bridge, is not part of MnLink as of this writing and must be searched separately. If the item is available through the college libraries, the librarian will encourage patrons to borrow the item directly as there is currently no provision for direct



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interlibrary loan with the college libraries. (Area residents can obtain a library card at either library that enables them to check materials out from that library.)

OUT OF STATE - REQUESTS FOR MATERIALS NOT AVAILABLE THROUGH SELCO, MNLINK OR MINITEX: Occasionally, we are unable to fill requests through SELCO or Minitex. We will place these requests directly with the holding library either by email or regular mail. Librarians will verify titles using standard sources such as MnLink, OCLC and the holding library’s online catalog. Loan policies, availability and costs will be determined before placing requests. Patrons will pay any charges for requests made to libraries outside of SELCO and the MINITEX borrowing area.

Limits on placing requests: Both SELCO and MnLink place some limits on requests but these vary by format and library.

Copyright: Librarians should inform patrons requesting photocopies about the copyright law of the United States – Title 17, U.S. Code. This law specifies the conditions under which libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for and later uses a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

Colleges: College students may place requests on the SELCO shared catalog just as any other Northfield Public Library patron does. However, Carleton and St. Olaf students will be advised to check the interlibrary loan departments at their college libraries to obtain other materials needed. This policy is established at the request of the college libraries. In addition, neither college library will process interlibrary loan requests for local residents who are unaffiliated with the institutions.

School Libraries: Library staff or patrons may place requests on items owned in school libraries whose holdings are included in the SELCO system. Requests may be placed during the school year, usually September through May 1.

Requests for New Items: Library staff may place purchase requests for new items not owned in our library. Items not purchased by the Northfield Public Library may be requested from MnLink or Minitex if available. Purchase requests are appropriate for new or popular materials that the librarian feels would be used.

Renewals: Individual SELCO member libraries set renewal limits on their own items. Generally items can be renewed up to two times. Although renewals for items not owned in SELCO are more difficult, we can request a renewal if needed.

NORTHFIELD PUBLIC LIBRARY POLICIES FOR LOANING:

11.02 INTERLIBRARY LOAN POLICY



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Local request status: The SELCO Integrated Library System allows member libraries to set aside items for request for pick-up at their libraries only. The Northfield Public Library will loan most materials, even new materials, to other libraries unless there is a lengthy waiting list on item here. When we do use local request, that status will be in place for a maximum of two months.

Out of state: Staff will fill requests received via email or mail on an ALA form as appropriate and will ask that the borrowing library pay return postage.

Exceptions: Although it is our goal to satisfy the needs of the library user, we reserve the right to hold some items for in-library use only. We do not loan reference materials, Pye Room materials (largely local and Minnesota history materials), story time kits, or book packs.

Holiday Items: The Northfield Public Library will loan holiday items for limited three-week loan period with no renewals. Library staff or patrons may place requests for holiday items not owned here.

*See the SELCO/SELS website for updated policies and procedures for handling SELCO and MnLink interlibrary loans.

**Approved and Adopted by the Board of the Northfield Public Library
October 21, 2003**

**Revised and Reaffirmed by the Board of the Northfield Public Library
August 10, 2011**



11.03 COLLECTION DEVELOPMENT & MANAGEMENT POLICY
LIBRARY
Enabling Legislation: NEED ENABLING LEGISLATION Not Available
Date Adopted: 02/1986
Revised: 01/12/202204/16/24

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PURPOSE

Collection development is the ongoing process of assessing materials available for purchase or licensing and making decisions about the inclusion and retention of materials. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials to meet the needs and interests of the Northfield Public Library service area.

SCOPE OF COLLECTION

The collection provides a broad array of circulating print and non-print materials that are selected to appeal to a diversity of tastes, interests, reading levels, and languages. The library collects materials appealing to the general public, with little duplication of college-held materials.

COLLECTION DEVELOPMENT AND MANAGEMENT CRITERIA

To build a collection of merit, materials are evaluated according to one or more of the following criteria. An item need not meet all of these criteria in order to be acceptable.

General criteria:

- relevance to community needs
- contribution to the diversity and scope of the collection
- content created by and representative of marginalized and under-represented groups
- physical format that meets the needs of library users, including those with disabilities
- suitability of subject and style for intended audience
- cost
- contemporary significance
- relation to the existing collection
- relation to other material on the subject
- published evaluations, reviews, and awards
- requests by the public
- materials of local interest and/or written by local authors

Special considerations for electronic information sources:

- ease of use
- availability of the information to multiple, concurrent users
- technical requirements to provide access to the information
- technical support and training
- quantity and quality of titles available on the platform



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COLLECTION RESPONSIBILITIES

Staff responsibility for the collection rests with the Library Director, who operates within the framework of the Northfield Public Library's collection development and management policy. The director delegates to staff members the authority to interpret and apply this policy.

The community has a role in shaping library collections by participating in the collection development process through suggestions, feedback, and use.

INTELLECTUAL FREEDOM

The public library has an integral role in supporting an informed populace. To that end, the library provides an environment in which individuals can access information representing many different points of view on a variety of topics. The [American Library Association's Library Bill of Rights](#), [Freedom to Read](#) and [Freedom to View](#) statements guide the acquisition and management of collections and can be accessed through the library's website.

Collection development and management decisions are based on the merit of the work as it relates to the library's mission and its ability to meet the expressed or anticipated needs and interests of the community. Decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The library recognizes that many materials may be controversial and that any given item may offend some people. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their values. Individuals can apply those values to the use of library materials only for themselves. Parents and legal guardians are responsible for their children's use of library materials.

INDEPENDENTLY PUBLISHED MATERIAL

The Northfield Public Library often receives requests to include items in its collection that are written and/or published independently. NPL looks for material with local connections and collection relevance that will appeal to a wide audience. The best way to bring an item to the library's attention is through professional reviews.

Suggestions for Purchase

The Northfield Public Library encourages input from the service area concerning its collection. A [suggestion for purchase](#) enables community members to request that a particular item or information about a certain subject be purchased by NPL. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection.

RECONSIDERATION OF LIBRARY MATERIALS



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Individuals may request reconsideration of a selection decision of library material by filling out a written "Statement of Concern" form, available [online](#) or at the Reference desk. The library director will respond in writing to an individual's written request.

The Northfield Public Library Board, upon request, will hear appeals of the Library Director's written response. Appeals must be presented in writing to the library board at least ten days in advance of the next regularly scheduled meeting of the board. Decisions on appeals are based on careful review of the objection, the material, and NPL policies, including: this policy, the Library Bill of Rights, the Right to Read and the Right to View, and the American Library Association's guidelines on intellectual freedom. The final decision on appeals rests with the Northfield Public Library Board.

COLLECTION MAINTENANCE

Space is a consideration and new books are continually added to the collection, so it is important to remove items that have become worn, obsolete, or infrequently used. Library staff evaluate the collection on an ongoing basis to remove or replace materials. Northfield Public Library reserves the right to determine when and how materials are removed, as well as what is done with the materials after removal.



11.04 BULLETIN BOARD POLICY
LIBRARY
Enabling Legislation: NEED ENABLING LEGISLATION Not Available
Date Adopted: 06/19/1995
Revised: 08/08/2012; 3/8/2023, <u>04/16/24</u>

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PURPOSE

The bulletin board at the Northfield Public Library is intended to provide a space for the posting of community-oriented information.

To ensure that the board is used effectively, the following guidelines are established:

- Materials must be submitted to library staff for approval before being posted. The library reserves the right to refuse any material that is deemed inappropriate or not in compliance with the policy.
- Materials may be posted for a maximum of two weeks. After that time, postings will be removed.
- Only postings for free events are permitted, unless the events are offered by nonprofit organizations, in which case they may charge a fee. No postings for commercial purposes or personal gain will be allowed.
- The bulletin board is for community-oriented events and announcements only. Materials promoting items for sale, political candidates, or for-profit businesses are not allowed.
- Postings should not exceed the maximum size of 8.5" x 11".
- The library staff will remove any material that is outdated, posted without approval, or no longer relevant.
- Library staff are not responsible for any damage or loss of materials posted on the bulletin board.

By using the bulletin board, individuals and organizations agree to abide by the policies outlined above.



11.057-04 DISPLAY / GIVEAWAY POLICY
LIBRARY
Enabling Legislation: NEED ENABLING LEGISLATION Not Available
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Revised: 08/08/2012 04/16/24

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POLICY

The Northfield Public Library should be a forum for the exchange of ideas, and the library's collection should represent many different points of view. Pamphlets or informational brochures from publicly supported and non-profit agencies may be distributed at the library.

Library staff may accept single issues of newspapers or newsletters from particular groups according to the library's standards for collection development (see 11.03 Collection Development Policy) and make them available for public use in an appropriate location. The library will ask for multiple copies of any publication for which sufficient requests from the public are received. Current examples of this include items such as the Community Services schedule of classes and programs, the *Minnesota Explorer*, and the *Northfield Entertainment Guide*.

Posters and brochures for advertising events sponsored by educational or non-profit groups may be posted on the bulletin board or in a designated area with the approval of library staff (see 11.04 Bulletin Board Policy). No posters for sales or private enterprises will be displayed and any items posted without approval will be removed and disposed of.

Adopted by the Library Board
June 19, 1995
Revised and reaffirmed by the Northfield Public Library Board
August 8, 2012



11.06 INTERNET AND WIRELESS POLICY
LIBRARY
Enabling Legislation: Not Available
Date Adopted: 08/17/2016
Revised: 04/16/24

POLICY

It is the policy of the Northfield Public Library to provide Internet access to the public consistent with the mission of the Library and in keeping with the State and Federal laws noted below.

FILTERING POLICY

In accordance with State and Federal laws, Internet access from public library computers and library public WIFI are filtered to screen out sexually explicit web sites. Use of the Library’s computers to access sites that are pornographic or which contain material that is harmful to minors is illegal. (See appendix 1, Minnesota Statutes, 134.50.)

ACCESS POLICIES FOR COMPUTER USE

- A valid SELCO library card in good standing is required to access all library Internet computers and devices.
 - Good standing is defined as a library card
 - With fines and fees of less than \$100.00
 - With current library contact information for the card holder.
 - That has not expired. Library cards are issued for three years after which they must be renewed.
- Library cards and their associated use are not transferrable; accessing the Internet using library computers requires the user’s own library card or guest card. Violations of this policy may result in the revocation of Internet access privileges on library computers. Patrons whose library Internet computer access has been revoked may not use library Internet computers.
- All area residents eligible to receive a library card must apply for one to use Library Internet computers.
- At the discretion of Adult Services staff, a patron with a SELCO library card may be granted the use of a visitor pass if they have a library account in good standing. This pass is good for use on a one-time basis.
- At the discretion of Adult Services staff, visitors to the area without a valid SELCO library card may use a visitor guest pass to access Internet computers. This pass is good for use on a one-time basis.
- Area residents and visitors may use a Library Internet computer for 2 hours within a 24-hour period.
- At the discretion of Adult Services staff, residents and visitors are able to extend this two-hour time allotment.
- Parents and guardians are responsible for monitoring Internet access for their children if they are under 18 years of age.
- A maximum of two people may use one Internet computer at a time.
- Residents and visitors are prohibited from attempting to modify, degrade, or disrupt equipment, resources or system performance.

NORTHFIELD PUBLIC LIBRARY WIRELESS ACCESS POLICIES



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It is the policy of The Northfield Public Library to provide free wireless Internet access to the public who use their wireless enabled electronic devices.

Wireless networks by their nature are not secure environments. Caution must be used when accessing private data on the library wireless network. Printing capability is not available through the wireless network.

*Adopted by the
Northfield Public Library Board
August 17, 2016*



11.078 LIBRARY PATRON CONDUCT POLICY
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POLICY

Northfield Public Library provides equal and open access to its facilities and resources. Each library patron has a personal responsibility to ensure that the library is a welcoming public library environment for all to use. While everyone has an equal right to the library, no person may interfere with the ability of others to use and enjoy library resources, services and facilities. Library staff have the right to provide library services without fear of abuse or threatening behavior from people using the library or library grounds.

In order to ensure a welcoming environment, library patrons will:

- Behave in a manner that is courteous and respectful of other people using the library building and grounds, allowing everyone to enjoy library resources, services, events and facilities;
- Stay in public areas unless expressly authorized by library staff to enter a non-public area;
- Allow library employees to perform their duties without unreasonable interference with or obstruction of library staff undertaking their respective duties within the scope of their employment;
- Safeguard personal items;
- Respect the personal and physical boundaries of library staff, volunteers, and other patrons;
- Wear shoes, shirt and other clothing appropriate for a public building; and
- Comply with all federal, state and local laws.

Library patrons will not engage in the following conduct within the library or on library grounds:

- Illegal activities or behaviors, including but not limited to the misuse of library computers and the City network;
- Intentionally damaging library property, including but not limited to library equipment, facilities, books, building or grounds;
- Harassing, violent, discriminatory, or offensive behaviors or activities that unreasonably interfere with other patrons, volunteers, or library staff
 - Harassing behavior may involve, but is not limited to, individual or repeated incidents of intrusive or unwanted acts, words, or gestures that have an adverse effect or are intended to have an adverse effect on the safety, security, or privacy of another.
 - Incidents that may be deemed harassing on an individual or repeated basis may involve prohibited behavior exemplified below as violent, discriminatory, or offensive;
 - Violent behavior may include the use of physical force, harassment, bullying or intimidation;
 - Discriminatory behavior may include inappropriate remarks about or conduct related to a person’s race, color, creed, religion, national origin, disability, sex, marital status, age,



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sexual orientation, familial status, or status with regard to public assistance, veteran status, membership on a local human rights commission, pregnancy, childbirth, or related medication conditions, reserve or National Guard status, military service, citizenship, or any other basis protected by law;

- o Offensive behavior may include rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name-calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate every example of offensive behavior;
- Using profane, discriminatory or abusive language, or speaking in an unreasonably loud or disruptive manner, including but not limited to personal phone calls;
- Fighting or other threatening behaviors;
- Possessing weapons, except as otherwise provided by law;
- Consuming or otherwise using alcohol, tobacco, tobacco related products, e-cigarettes, illegal drugs or controlled substances, or being under the influence of the foregoing and acting in a manner that causes a public disturbance;
- Soliciting business in the library or on library property;
- Sleeping in the library or on library property;
- Leaving unattended a vulnerable adult or a child under 8 years of age; or
- Eating in the library, except in designated areas.

In applying this Policy, Library staff may:

- Weigh the degree of conduct that violates this Policy with the onsite conditions at the time and exercise their best judgment in determining the correct course of action;
- Explain and/or provide copies of this Policy to patrons and request that patrons conduct themselves in compliance with this Policy to maintain a welcoming public library environment;
- Ask patrons to leave the library for conduct in violation of this Policy based on the circumstances presented;
- Seek assistance from library supervisors to resolve ongoing or escalating patron conduct issues; and/or
- Request that the Library Director suspend one or more of a patron’s library privileges for up to one year for severe or repeated violations of this policy.

Enforcement:

- Any person who violates this Patron Conduct Policy may be suspended from the library premises for up to one year. The length of suspension is at the discretion of the Library Director and shall be appropriate to the violation, taking into consideration the circumstances presented and the history of past violations, if any. The Notice of Suspension shall be in writing and either hand delivered or mailed to the suspended person at the mailing address that the library has in its records for the suspended person.



11.078 LIBRARY PATRON CONDUCT POLICY
LIBRARY
Enabling Legislation: NEED ENABLING LEGISLATION Not Available
Date Adopted: 08/17/2016
Revised: 7/13/2022, 04/16/24

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- The person suspended shall be provided with a copy of this Patron Conduct Policy along with the Library Director’s written Notice of Suspension.
- The person suspended may appeal to the City Administrator in writing within 10 days of the date of the Notice of Suspension from the Library Director. In an appeal, the person suspended shall have the opportunity to present evidence that may support retraction of the suspension.
- The City Administrator may affirm, modify or deny the appeal and the City Administrator’s decision shall be final.
- All persons violating this Policy shall comply with a lawful directive made by Library staff or law enforcement. If a person suspended from the Library returns to the Library before the defined period of suspension has expired, or if the person refuses to leave the library when asked to do so by Library staff, staff may contact law enforcement to intervene to have the person removed from the Library. Such conduct may be referred to the proper prosecuting authorities for legal action in accordance with Minnesota Statutes.



11.089 GIFT FUND POLICY
LIBRARY
Enabling Legislation: <u>Not Available</u>
Date Adopted: <u>03/11/2015</u>
Revised: <u>03/10/2017, 04/10/24</u>

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POLICY

It is the policy that all gift monies donated to the Northfield Public Library will be deposited into gift fund accounts managed by the City. These funds may not be expended without the prior permission of the Library Board.

At the time of the donation, each gift will be identified as falling within one of four categories, which will distinguish how the gift shall be used.

Designated

Donations and grants with a specific purpose (i.e. audiovisual materials, Adult programming, Children’s literature etc.) shall be classified as Designated and will be deposited in the Designated account of the Library Gift Fund for the stated purpose. Designated funds should be expended within the year of the donation unless the donor stipulates the establishment of an ongoing Designated Gift Fund. In this case, a specific named fund will be established within the Library Gift Funds budget.

Undesignated

Donations and grants with no specified purpose other than general support of the library shall be classified Undesignated and will be deposited in the Undesignated account of the Library Gift Fund. During the first quarter of the fiscal year, the Board will review staff budget requests for the expenditure of Undesignated Gift Funds and recommend distribution of these funds.

Capital Fund

Donations and grants with the specified purpose of library expansion, major remodeling or other non-operating expenditures shall be classified Capital Fund and will be deposited in an established Capital Fund account. The Capital Fund will be preserved for library expansion, major remodeling or other expenditures outside the regular scope of the operating budget. Library expansion could include: costs related to feasibility studies, architectural fees and other preliminary expenses to a building project, and furnishings and equipment that may be needed to make the new or remodeled space function as intended.

Endowed Fund

The Library recognizes the importance of planned gifts in enhancing the library’s programs, facilities and collections in establishing the Endowment Fund. These gifts are considered true Endowment funds; for the purposes of this Policy, Endowment Funds are gifts placed into a permanent fund, the principle of which may not be withdrawn. Gifts of over \$5,000 may be used to set up a named, true endowment.



11.089 GIFT FUND POLICY
LIBRARY
Enabling Legislation: <u>Not Available</u>
Date Adopted: <u>03/11/2015</u>
Revised: <u>03/10/2017, 04/10/24</u>

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Gift Fund Regulations

- Upon the recommendation of the Library Board, the City Council of Northfield makes the final decision on acceptance of monetary gifts. The City of Northfield retains ownership of Library Gift funds, but these funds can only be expended at the direction of the Library Board.
- Checks shall be made payable to the Northfield Public Library. In no event shall a check be made payable to an individual who represents the library in any capacity.
- Gifts to the library, a governmental unit, may qualify as a tax deduction; donors will have to consider their particular circumstances for the specific effect and should consult with their tax advisor.

Endowment Fund Regulations

- The Endowment Fund is part of the Northfield Public Library’s assets. Investment funds shall be managed by the City’s Finance Department. The Library Board shall receive quarterly reports from the Finance Department.
- The library may accept a wide variety of Endowment Fund gifts such as:
 - Readily marketable securities, such as those traded on a stock exchange
 - Closely held securities
 - Real estate
 - Life insurance
- Planned giving can be bequests or other deferred giving through estate planning or outright gifts.
- The library encourages deferred gifts in its favor through any of a variety of vehicles such as:
 - Charitable or deferred gift annuity
 - Pooled income fund
 - Charitable remainder trust
 - Charitable lead trust
 - Bequest
 - Retained life estate
- The library or its agent shall not act as a personal representative or executor for a donor’s estate or as a trustee of a charitable remainder trust.
- An Endowment Fund gift may be any vehicle by which assets are transferred to the Northfield Public Library directly by the donor or by the donor’s agent upon the death of the donor. The assets may be in any form, such as cash, securities, personal property, or real property and should identify the Northfield Public Library as the beneficiary.

Donor Recognition for all Gifts

- The library will provide written acknowledgment to the donor of Designated, Undesignated, Capital Fund or Endowed Funds which clearly describes the nature of the gift.
- Unless anonymity is specifically requested and with full respect for donor privacy, donors to the Northfield Public Library or the Friend and Foundation of the Northfield Public Library will be recognized.



11.089 GIFT FUND POLICY
LIBRARY
Enabling Legislation: <u>Not Available</u>
Date Adopted: <u>03/11/2015</u>
Revised: <u>03/10/2017</u> , <u>04/10/24</u>

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Responsibilities of the Library Board

- Review and approve staff requests for Gift Fund expenditures
- Report to the Northfield City Council on the status of assets, expenditures and plans for Gift Funds on an annual basis.

*Adopted by
The Northfield Public Library Board
March 11, 2015*

Revised and Adopted by
The Northfield Public Board
May 10, 2017



11.0910 GIFT POLICY
LIBRARY
Enabling Legislation: <u>N/A/N/A</u>
Date Adopted: <u>03/11/2015</u>
Revised: <u>03/10/2017, 04/16/24</u>

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POLICY

It is the policy that gifts are important to the library. Not only do donations of books and other library materials improve the library’s collection, but other kinds of gifts can also enhance library services in many different ways. This policy is designed to establish how gifts of various types will be accepted and handled by library staff.

Books and Library Materials

All donations of library materials will be accepted on the condition that the library has the authority to add them to the collection, to sell them or to do whatever seems most advantageous for the library. Special collections of books will not be accepted with binding conditions, e.g. that the collection must be shelved as a collection or that it can never be deaccessioned. Memorial donations of library materials will be accepted if they meet the criteria which library staff would apply to materials selected for the library’s collection; gifts of money to be used to purchase memorial materials will be accepted and library staff will choose materials within suggested parameters, provided these suggestions fit the library collection. Once added to the collection, all gifts of library materials are subject to the same criteria for weeding as are any other materials.

Gifts of personal property, art objects, antiques and other items of monetary value

Gifts of this type may be accepted if they are specifically related to library objectives. Since space for display of art is limited, gifts of art and antiques should be encouraged only as they meet the needs of the library collection. It is the responsibility of the donor to appraise non-cash donations. These donations will be considered on an individual basis by the Library Board, and will be accepted upon such terms and conditions as the Board may seem appropriate. These gifts will be recognized as a part of the annual acceptance of gifts by the City Council in January or February of the year following the gift.

Gifts of money, real property or stocks

Gifts of this type will be accepted upon such terms and conditions as may seem appropriate to the Library Board, and are delineated in the Northfield Public Library Gift Fund Policy (11.08).

Responsibilities of the Library Board regarding the Gift Fund

The Library Board responsibilities include:

- Approving the expenditure of undesignated gift funds.
- Ascertaining that the gift funds designated for particular purposes are spent appropriately.
- The selection of art works and antiques to be purchased by the library.
- The screening of art works and antiques to be donated to the library.
- Other related duties as they become apparent.



11.0910 GIFT POLICY
LIBRARY
Enabling Legislation: <u>N/A/N/A</u>
Date Adopted: <u>03/11/2015</u>
Revised: <u>03/10/2017, 04/16/24</u>

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The Library Board may consult with art experts in the community if they wish to do so.

Responsibilities of the City Council regarding gifts

By ordinance, all gifts to City departments must be accepted by the City Council. The Library Director will compile an annual list of all monetary gifts donated to the library. This list will be submitted to the City Council at a meeting in January or February of the following year. Monetary gifts or gifts of art, real property or stocks valued by the donor in excess of \$5,000 should be submitted to the City Council for acceptance at the time of donation. These larger donations accepted by the City Council at the time of their donation will not be submitted as a part of the annual compilation and reporting to City Council, as they have already been accepted and recorded.

Responsibilities of the Library Director

The Library Director will promptly acknowledge all gifts to the library with appropriate notes of thanks. Money designated for specific purposes should be spent as promptly as possible. The Library Director may designate another staff member to handle the selection of library materials.

Adopted by
Northfield Carnegie Library board
December 16, 1986

Revised and adopted by the
Northfield Public Library Board
May 10, 2017



11.101 CIRCULATION POLICY
LIBRARY
Enabling Legislation: N/A Not Available
Date Adopted: 12/15/1998
Revised: 09/08/2021, 04/16/24

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POLICY

It is the policy of the Northfield Public Library (Library) to facilitate the borrowing of Library materials, except for those judged irreplaceable or needed in the collection for basic informational services.

Circulation Policy Goals

The goals of the Library Circulation Policy are:

- To allow patrons to borrow materials in an accessible, efficient, and confidential manner.
- To allow patrons to reserve materials, including those not immediately available for borrowing.
- To protect patron confidentiality in borrowing of material.
- To provide accurate and reliable information about the materials collection.
- To maintain confidential accurate records of patrons registered for Library cards.
- To ensure all Library materials are available to the patrons for use at the Library.
- To maintain reasonable restrictions on use for materials that are fragile or too valuable for use, including some archival materials.

BORROWER REGISTRATION

Registration is the process of giving a library user a card with a barcode and entering the necessary information into the library database. Each borrower’s individual record includes personal information that identifies and locates the borrower and lists of materials which are currently on loan to the borrower. According to Minnesota Data Practices (see Data Privacy Policy 11.01)), all information, except the names of borrowers, is private. Library staff is expected to protect this privacy and to use the information for library purposes only. This information is only available to Library staff who need to access it in the performance of their job, and not available or accessible to other City staff, elected officials, advisory board members, with the exception of City staff to recover borrowed materials.

Eligibility

All residents within the corporate city limits of Northfield, including those portions of Northfield in Dakota County are eligible for a Library card. Additionally, all residents of the 11-county South Eastern Libraries Cooperating (SELCO) region are eligible to receive cards at the Northfield Public Library. Each patron should have only one library card, with the exception of students who have cards in those school libraries that use the SELCO automation system.

Borrowing Privileges

The Northfield Public Library card entitles the carrier to check out materials at all eligible SELCO libraries, including the Northfield Public Library. The Northfield Public Library card also entitles the card holder to borrow materials at all libraries in the State of Minnesota who belong to the Minnesota Borrower’s Compact.



11.101 CIRCULATION POLICY
LIBRARY
Enabling Legislation: N/A Not Available
Date Adopted: 12/15/1998
Revised: 09/08/2021, 04/16/24

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Suspension or Loss of Privileges

Suspension of borrowing privileges occurs upon the following:

- A patron has fees exceeding \$10.00
- A patron has more than 60 items checked out

Borrowing privileges resume when fees are paid down below the \$10.00 threshold.

Welcome cards

People who are not Minnesota residents but who are living in Northfield for a period of less than six months may apply for a temporary card. A deposit is required to obtain the temporary card. The deposit is returned to the borrower when all borrowed materials are returned, fines or fees paid for, and the temporary card is relinquished.

Non-resident cards

Non-resident cards are available to library patrons who live outside of the State of Minnesota. A non-resident card has an annual fee which is set by the SELCO Regional System and subject to change on a yearly basis.

Juvenile and Teen Library cards

There are no age restrictions for obtaining a library card. Parents or guardians for juveniles under the age of 16 are required to sign the library card application that specifies responsibility for all library fees and fines incurred by their minor children. Cards for students 16 years of age and older will be issued without a parent or guardian’s signature with proper picture ID.

College Student cards

Patrons who attend St. Olaf or Carleton Colleges may obtain a College Student card. Patron needs to provide student ID card. College Student cards expire after one year.

Identification

Patrons must provide identification with name and current address. The preferred form of identification is a valid Minnesota driver’s license with a current address, a City of Northfield City ID, or a Minnesota ID card. In the case of minor children under 16, the driver’s license of one parent or guardian is required. If the above identification is not available, library staff may accept a utility billing sent to the current address or a checkbook with preprinted address, a tax receipt or other forms of printed ID in combination with a picture ID. Cards provided with this form of identification offer full borrowing privileges.



11.101 CIRCULATION POLICY
LIBRARY
Enabling Legislation: N/A Not Available
Date Adopted: 12/15/1998
Revised: 09/08/2021, 04/16/24

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Individuals who are unable to provide current verification of name and address will be issued a library card which restricts borrowing privileges ("Welcome card"). Once verification of name and current address are provided, a regular library card will be issued.

Lost or stolen cards

There is no fee for stolen cards; for lost cards, a fee will be charged.

Expiration

The standard "expiration" date for a Northfield Public Library Card is 1095 days or three years. College student cards expire after one year. Welcome cards expire after three months.

LOANING MATERIALS

Library cards

All borrowers must be registered in the SELCO database. A valid library card or proper photo ID will be required in order to borrow materials without restrictions.

Privacy

To ensure the privacy of our patrons, Library staff will verify the identity of the borrower by requesting the library card number of the patron before providing information over the telephone or email. If the patron is unable to provide their card number, staff will ask the patron to verify their address and birth date.

Standard loan periods

All Northfield Library materials can be checked out for 21 days, with the exception of new DVDs, Vinyl Records, and Video Games, which can be checked out for 7 days.

Overdue Notices and Fees

Each patron has the right to be fully informed of all materials, overdue materials and fines on the patron's record at each check out and via their online Library Account. The SELCO computer system will generate overdue notices and replacement (lost item) bills on a schedule determined by our library. It is the responsibility of the patron to ensure that Library staff has their current email, phone, and address to ensure prompt notification of overdue materials and bills. Failure to pay fees, return late material or pay replacement bills will result in a suspension of library lending privileges.

Overdue Fines



11.101 CIRCULATION POLICY
LIBRARY
Enabling Legislation: N/A Not Available
Date Adopted: 12/15/1998
Revised: 09/08/2021, 04/16/24

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Effective January 1, 2022, the Northfield Public Library will not charge fines on Northfield Public Library materials that are overdue. Fines incurred prior to January 1, 2022 will be removed from patron accounts. This does *not* apply to lost or damaged items, or items loaned from other libraries. Other libraries in SELCO may still charge fines for material returned or renewed after the due date.

*Adopted by
Northfield Carnegie Library Board
Date: December 15, 1998*

*Revised and reaffirmed by
Northfield Public Library Board
Date: February 15, 2005
Date: October 10, 2015
Date: March 11, 2015
Date: September 11, 2019
Date: September 8, 2021*



11.113 LIBRARY PROGRAMMING POLICY
LIBRARY
Enabling Legislation: N/A
Date Adopted: 06/08/2022
Revised: <u>07/12/2023</u>04/16/24

PURPOSE

The purpose of this policy is to address programming, including book displays and exhibits (1) developed and sponsored by the library and (2) developed by members of the community and co-sponsored by the Library. The Northfield Public Library is a core community service providing free and open access to services, resources, and programs that foster literacy, cultural appreciation, enrichment, resilience, and a connected community. Library programs extend and promote the role of the library as a community resource; enhance the information found in library collections; offer a way for people to obtain information; encourage participation in civic life; and serve the cultural and leisure-related interests of the community.

LIBRARY PROGRAMMING

Library-initiated programs include, but are not limited to, lectures, displays, exhibits, community forums, performing and visual arts, participatory workshops, technology programming, creative learning programming, wellness programs, story times, continuing education, fairs and conventions, book clubs, discussion groups, demonstrations, and presentations for social, cultural, educational, or entertainment purposes. Library-initiated programs may take place onsite at the library, off-site at other locations, or online, and may be provided by library workers, volunteers, or partners. Libraries may also choose to promote their programs, services, and resources through displays and digital signs.

Library-initiated programs support the mission of the library by providing users with additional opportunities for accessing information, education, and recreation. Article I of the [Library Bill of Rights](#) states, “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves.” Library displays increase awareness of programs, resources, and services.

Library staff may use, but are not limited to, the following criteria in program planning:

- Relation to equity, diversity, and inclusion goals
- Relation to library mission and service goals
- Community needs and interest
- Historical, cultural, or educational significance
- Presentation quality and treatment of content for intended audience
- Presenter background/qualifications/reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs.

Requests from individuals to present library programs are considered using the above criteria.



11.113 LIBRARY PROGRAMMING POLICY
LIBRARY
Enabling Legislation: N/A
Date Adopted: 06/08/2022
Revised: <u>07/12/2023</u>04/16/24

The purpose of programs may not be purely commercial or for the solicitation of business. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter.

Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Programs will be developed with consideration for the principles of accessibility and equity. These include, but are not limited to, access for people with disabilities, and times and locations that maximize convenience and encourage attendance by the target audience. The Library staff has the discretion to cancel programs, to be rescheduled or not.

In some cases, the nature and success of a program may require that attendance is limited based on age, especially programs intended for children and teens that are geared to their interests and developmental needs. In no case will attendance at a program be limited because the content of the program may be deemed controversial by some. However, the Library cannot accommodate events that are expected to exceed our room capacity. The maximum capacity of the Bunday Room is 65.

All Library programs must be open to the public and offered free of charge. However, recognizing that program attendees may wish to purchase items like books written by speakers or recordings made by performers, the Library may permit the sale of such items in conjunction with a Library-sponsored program. All plans to sell such items must be arranged in advance and approved by the Library staff responsible for the program. The Library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

The Library will strive to include a wide spectrum of opinions and viewpoints in Library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial.

CO-SPONSORED PROGRAMS

The Library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the Library's mission and vision. The Library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored programs must include involvement by Library staff in the planning of program content. Professional performers and presenters who offer specialized or unique expertise may be hired for Library programs. Library sponsorship of a program does not constitute an endorsement of the program content or the views



11.113 LIBRARY PROGRAMMING POLICY
LIBRARY
Enabling Legislation: N/A
Date Adopted: 06/08/2022
Revised: 07/12/202304/16/24

expressed by the participants or speakers.

This program policy does not apply to:

- events that are developed only for special purposes such as donor recognition, fund-raising, or media conferences
- programs offered by other organizations on library premises where space is provided under the terms and conditions of the of the Meeting Room Policy (2.07).

As an institution which promotes the free exchange of information and ideas, Northfield Public Library welcomes the opportunity to collaborate with individuals and organizations who wish to host a display, exhibit, or table in the Library. The Library can offer limited public space in its buildings for such displays.

Organizations exhibiting or tabling in the Library must be non-commercial unless they are pursuant to a partnership with the Library. The Library reserves the right to cancel an exhibit or table, should conditions warrant such an action.

STATEMENT OF CONCERN ABOUT LIBRARY PROGRAMS, BOOK DISPLAYS AND/OR EXHIBITS

Concerns, questions, or complaints about Library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other Library resources. These policies are applied equally to all people, including, but not limited to, Library users, staff, elected officials, and members of the governing body.

Individuals may request reconsideration of a selection decision of Library material, displays, or programs by filling out a written "Statement of Concern" form, available [online](#) or at the Reference desk. The Library Director will respond in writing to an individual's written request. The Northfield Public Library Board, upon request, will hear appeals of the Library Director's written response. Appeals must be presented in writing to the Library board at least ten days in advance of the next regularly scheduled meeting of the board. Decisions on appeals are based on careful review of the objection, the material, and NPL policies, including: this policy, the Library Bill of Rights, the Right to Read and the Right to View, and the American Library Association's guidelines on intellectual freedom. The final decision on appeals rests with the Northfield Public Library Board.



11.142 TEEN SPACE USAGE POLICY
LIBRARY
Enabling Legislation: N/A
Date Adopted: 07/13/2022
Revised: N/A04/16/24

PURPOSE

Northfield Public Library is committed to providing inviting and safe spaces for teen patrons (ages 12 through 18) to engage in individual and group activities, and to support the unique developmental, recreational, educational, and social needs of teenage patrons. Our teen space is a dedicated area designed and intended exclusively for teen patrons. Teens can socialize, hang out, attend programs, and use Library resources in a welcoming and teen friendly environment.

POLICY

- Food and drink are permitted within the teen space. Patrons are expected to clean up after themselves.
- Parents and caregivers are responsible for determining the suitability of materials for their teen(s). Materials in the teen collection are selected for teen patrons. The collection should meet the needs of this entire age group; however, materials provided for an 18-year-old may not be appropriate for a 12-year-old.
- Teen spaces are intended exclusively for patrons ages 12 through 18 years old.
- Adults (including, but not limited to parents, caregivers, tutors, or legal advocates) may stay in teen spaces with their teens only if they are actively assisting with material selection, homework, or other one-on-one help. Adults and children are welcome to browse and check out materials from the teen collection for use outside of the teen space.
- Equipment and furniture in the teen space is designated for use in the space only and is not to be removed.
- Teen patrons are expected to follow Northfield Public Library’s Patron Conduct Policy (11.07).