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A. Borrowers must have a valid library account to check out library materials. Patrons may show proof of a valid library account by presenting their library card or a valid government-issued ID.

B. Borrowers shall be held responsible for all materials checked out on their library accounts and for all fines accruing on those items. Damage to material beyond reasonable wear or loss of items will also be the responsibility of the borrower.

(Revised: March 23, 2016, June 12, 2019, March 21, 2022)

3.20.10.020. Loan Period.

A. Materials are subject to the loan period and renewal limits set forth in the following table:

	Book	Periodical	Audio	Kindle	Video	Literacy Backpack	Special Items
Loan Period (weeks)	3	3	3	3	1	1	1
Renewals	2	2	2	2	2	2	2

B. Items that have a pending hold by another patron are not eligible for renewal.

C. Special classes of material may be checked out for varying periods of time, as determined by the Library Director or designee.

D. The number of renewals by item type may be changed at the discretion of the Library Director, including allowing additional renewals for materials that do not have a pending hold.

(Revised: March 23, 2016, June 12, 2017, June 12, 2019, March 21, 2022)

3.20.10.030. Fines and Fees.

A. The following table outlines the library's fines and fees, as adopted by the City Council.

Accounts	Current
Resident	No Fee
Non-Resident (12-month)	\$110
Non-Resident (6-month)	\$55
Non-Resident (3-month)	NA
Replacement Card	\$2
Overdue Fines (per day)	Current
Book	\$0.10
Periodical	\$0.10

Audio	\$0.10
Videos & DVDs	\$0.10
Kindle e-Readers	\$1.00
Backpacks	\$0.50
Games/Puzzles/Specialty Items	\$0.50
Items for Purchase	Current
Book - Hardback	\$1.00
Book - Paperback	\$0.50
Periodicals	No Fee
Audiobook	\$2.00
Video	\$1.00
Book Bag	\$2.00
Room Reservations	Current
Conference Room	\$10/Hour
Heritage Room	Resident: \$50/hour; Non-Resident: \$100/hour After-hours staffing fee: \$30/hour
Study Room	No Fee
Miscellaneous	Current
Black and White	\$0.10 per page
Color	\$0.50 per page
Lamination	\$0.10 per inch
Butcher paper	\$0.60 per foot
Cardstock paper	\$0.20 per sheet
Earbuds	\$1.00 each
Interlibrary loans	\$4
Sound booth equipment replacements	NA

B. Books in the Children's Department are not subject to overdue fines. Children's books that are lost or damaged beyond reasonable wear are subject to lost/damaged fines as outlined in this section.

C. Overdue fines shall stop accruing when they reach a maximum of \$8 per item. A replacement fee will then be assessed.

D. Patrons shall be assessed a replacement fee for individual items lost or damaged beyond reasonable wear. The replacement fee includes the full retail price of the item plus a \$1 cataloging fee.

E. If lost items are returned in good condition, regardless of when the item was originally due. The City Library will refund or credit the full retail price of the item to the patron. If the fee was paid within the last 3 months, the patron may choose to receive the refund

as a credit to their library account, or as a refund to the original credit or debit card used to pay the fines or fees or in the form of a check. Cash refunds are not available. If the fee was paid more than 3 months ago, then the amount will be applied as a credit to the patron's account. If the patron chooses to receive the refund in the form of a check, a \$2 processing fee will be deducted from the full amount of the refund. No processing fee will be charged if the patron chooses to receive the refund as a credit to their library account or back to the credit or debit card to which the fines were originally charged. No refund will be issued for overdue fines accrued on the lost items that were returned.

F. Replacement costs of rare, valuable, or out-of-print material shall be determined on an individual basis by the Library Director.

G. Patrons with charges on their account of \$10 or more may not be allowed to check out additional materials until that amount is paid in full and all overdue items are returned.

H. Delinquent accounts may also be collected pursuant to State Law.

I. Failure to return items may also be turned over for criminal prosecution, as allowed by State law.

J. Fines or fees in excess of \$10 but less than \$50 may be waived by the Library Director or their designee. Fines in excess of \$50 may only be waived by the Library Director

K. Writing Off Aged Fines: To encourage former patrons to return to library usage while maintaining responsible borrowing practices, the Library will routinely review delinquent accounts and waive fines in accordance with the following provisions:

a. Eligibility for Fine Removal

- i. Overdue, lost, and damaged fines or fees that are older than five (5) years from the date of accrual will be written off.

b. Account Status After Fine Removal

- i. Accounts that have fines or fees in excess of \$10 that are waived under this provision will be moved to a special status called Returning Resident.
- ii. Patrons in the Returning Resident status will have the same borrowing limits and loan periods as a New Resident account until they demonstrate consistent, responsible borrowing and returning of materials.

c. Restoration to Full Borrowing Privileges

- i. After a period of 6 months of maintaining their account in good standing (meaning no fines or fees in excess of \$10 or other account restrictions), patrons in the Returning Resident category may request to have their account converted back to Resident status.
- d. Recordkeeping
 - i. A record of waived fines will be maintained by the Library.
 - ii. Staff will document the date, amount, and reason for the waiver in the patron's account notes.
- e. Implementation and Review
 - i. The Library Director or designee will ensure that fine removal and status adjustments are performed annually.

(Revised: October 2025, March 23, 2016; June 12, 2017, March 21, 2022)

3.20.10.040. Library Accounts.

A. Individuals applying for a resident or non-resident library account must show proof of identification through a valid driver's license or other government-issued ID.

B. Individuals applying for a resident account must also provide one (1) of the following items as proof of Spanish Fork residency:

- a. Spanish Fork City Utility Bill. This can also be verified online by Library staff;
- b. Drivers License or Other Government-issued ID that has been issued within the last 6 months and shows a Spanish Fork address;
- c. A piece of mail including their name and a Spanish Fork address. The mail cannot be handwritten or be addressed to a PO Box;
- d. A lease or rental agreement; or
- e. Some other proof of Spanish Fork residency, acceptable at the discretion of the Library Director or their designee.

C. Individuals who are unable to provide proof of residency may apply for a non-resident account.

D. Pursuant to 3.20.10.041 (A)(d), minors may receive a Junior account under an associated resident or non-resident account. Parents or guardians shall be responsible for all materials checked out on their accounts by minors.

E. Resident accounts expire every three (3) years. Non-resident accounts expire annually. Account holders must renew their account before the expiration date to avoid interruption of library services.

F. Accounts that have been expired for more than 5 years will be deleted.

(Revised: October 2025, March 23, 2016, March 21, 2022)

3.20.10.041. Account Types and Status.

A. There are multiple account types, each with different account limits, as outlined in the following table and sections:

Account Type	Total Limit	Audio	Literacy Backpack	Periodical	Video
New Resident/Self-Registration	10	4	2	10	4
Resident	50	10	2	25	10
New Non-Resident	10	4	2	10	4
Non-Resident	50	10	2	25	10
Home School (Resident of Non-Resident)	80	10	2	25	10
Junior	10	4	2	10	4

B. With the exception of Junior and Non-Primary borrower accounts, accounts will only be issued to persons 18 years of age or older.

C. Other account restrictions include:

a. New Resident/Self-Registration

- i. All new-resident/self-registration accounts have account restrictions for the first two months.
- ii. If the account is in good standing after the initial two-month time period, it will then be changed to either a resident or non-resident account.
- iii. Accounts requesting changes sooner than the two-month time period may submit their request for review by the Library Director or designee for approval.

b. Resident

- i. Residents of Spanish Fork City may apply for a free library account.
 - ii. A resident means a person whose principal place of residence is within a voting precinct in Spanish Fork City. Residency shall be determined in accordance with Utah Code Ann. 20A-2-105.
- c. Non-Resident
 - i. Non-residents may [apply for a library account](#) for a fee charge as established by the City Council.
 - ii. Non-residents are defined as anyone not living within the Spanish Fork City limits.
- d. Junior
 - i. Individuals applying for a junior account must be at least 10 years old. Individuals younger than 10 may receive a non-primary borrower card, as outlined in this section.
 - ii. The applicant's parent or guardian must agree to the conditions of the junior library account, and will be responsible for all materials checked out on that account, including any fines or fees.
- e. Home School
 - i. Upon request, the Library Director or designee may designate an account as a Home School account, which will allow up to 80 items to be checked out to that account.
 - ii. The increased limit will apply only to books. All other item limits for videos, audio, periodicals, literacy backpacks, and other items still apply.
 - iii. Persons requesting this account must have established themselves as Library Patrons with an account in good standing.
- f. Non-Primary Borrowers
 - i. Accounts may add non-primary borrowers to their account. These borrowers do not have their own checkout limits, cannot access Overdrive, or may not check out using a self-checkout kiosk.

D. Borrowers shall be held responsible for all materials checked out on their library accounts and for all fines accruing on those items. Damage to material beyond reasonable wear or loss of items will also be the responsibility of the account holder.

E. The Library Director may temporarily change the circulation limits for specific item types, including juvenile holiday books, as needed.

(Created: March 21, 2022)

3.20.10.050. Material Holds.

- A. Patrons may reserve circulating library materials by placing a hold on the item.
- B. Patrons may have holds placed on up to 25 items at any given time.
- C. Once an item on hold is available for pickup, the patron will have 3 days to pick up the item before the hold is expired and the item is then made available to the next person in the holds queue, or to all patrons if no one else has a pending hold.
- D. Patrons may freeze, or postpone, their hold until a later date. If frozen or postponed, the item will then be made available to other individuals in the holds queue, up until the postponed date.

(Created: March 21, 2022)

3.20.10.060. Limited Access Materials.

- A. The Library may have items that are determined to have limited access to patrons. Limited access materials are generally located behind the Circulation Desk and are only available by request.
- B. Limited access materials have the following restrictions:
 - a. Videos with mature content: Videos with an MPAA rating of R or TV Parental Guideline of TV-MA may only be checked out to an individual at least 17 years old, or to an individual under 17 years old with the consent of a parent or guardian.
 - b. Historical materials, including yearbooks: These items may only be viewed while in the library and are not eligible to be checked out.

(Created: March 21, 2022)

3.30. COLLECTION DEVELOPMENT POLICY.**3.30.10. Collection Development Policy.**

- 3.30.10.010. [Objectives](#). In progress
- 3.30.10.020. [Responsibility for Selection](#). - in progress
- 3.30.10.030. [Selection Criteria](#). - in progress
- 3.30.10.040. [Acquisitions Procedures](#). - in progress
- 3.30.10.050. [Special Collections](#). - in progress
- 3.30.10.060. [Gifts and Donations](#). - in progress

3.30.10.080 Requests. - in progress**3.30.10.090 Interlibrary Loans.****3.30.10.100 Request for Reconsideration of Materials.****3.30.10.010. Objectives.** In progress

A. It is the goal of the Library to maintain an inviting, up-to-date collection of materials for public use. The Library staff orders new material on a regular basis, providing accessibility to new and current material, bestsellers, standard classics, and a variety of non-fiction topics that meet the needs of our patrons. In purchasing material for the collection we take into consideration public demand, quality of content, and suitability of format, cost, and the value of the subject matter to our collection.

B. Requests are taken and if the requested item meets the above criteria, the Library will purchase the item if it is within our budget to do so. If the requested item is obsolete, dated, or unique in need with probable limited public interest, or does not fit in with our over-all collection, we offer Interlibrary loans to provide what we are unable to purchase.

C. The American Library Association recommends that annual withdrawals from the basic collection shall average approximately 5% of the total collection. Books and other material are withdrawn from the Library collection for the following reasons:

- 1 Condition.
- 2 Outdated or inaccurate information.
- 3 Unnecessary second or third copies.
- 4 Low circulation.
- 5 Space availability.

D. Withdrawn items are offered to the public on our sale table. Items that are damaged or worn beyond reasonable use shall be discarded. Withdrawn materials are not automatically replaced. Replacement is considered by public demand, availability of current or better titles, and suitability according to this selection policy.

3.30.10.020. Responsibility for Selection.

A. In progress

3.30.10.030. Selection Criteria.

A. In progress

3.30.10.040. Acquisition Procedures.

A. In progress

3.30.10.050 Special Collections.

A. In progress

3.30.10.060. Gifts and Donations. In progress

A. Donations of books and other material from individuals or groups to the Library are welcome. They must meet the above criteria to be added to the collection, meeting the same standards that govern material selection; otherwise they are put with the sale items. The Library does not appraise gifts for tax purposes but will give a receipt upon request stating that the item or items were given.

3.30.10.070. Collection Maintenance and Deselection.

A. In progress

3.30.10.080. Requests.

- A. Materials requests from patrons are fulfilled if the requested item meets the criteria outlined in section 3.30.10.030.
- B. Requested items that do not meet the criteria outlined in section 3.30.10.030 or are obsolete, dated, or unique in need with probable limited public interest, or do not fit in with our overall collection, may be requested by the Library via interlibrary loan, according to section 3.30.10.090.
- C. The fulfillment of material requests for an entire series will be limited to the first two (2) books in the series, to allow the Library to determine whether there is suitable demand for the remaining books in the series.

3.30.10.090. Interlibrary Loans.

- A. The Library offers Interlibrary loans (ILL) to provide patrons access to books that are unavailable at our library.
- B. Book requests that are not fulfilled according to the Collection Development Policy may be submitted for Interlibrary Loan through the Utah State Library.
- C. Books will not be requested through ILL unless the patron indicates they are interested in an ILL request at the time that they submit their materials request.
- D. Not all books submitted to ILL will be fulfilled, and are subject to availability through lending libraries in the ILL system.
- E. When an item is received through ILL, the Library will place the item on hold for the patron and will notify the patron that the item has arrived.
- F. The requesting patron must pay an ILL fee of \$3 at the time that they pick

up the item, and will be responsible to pay the fee whether or not they check out the item.

- G. Patrons will not be allowed to request any additional ILL material until the ILL fee is paid.
- H. ILL books need to be returned to the Spanish Fork Library two days before the date they are due at the lending library, allowing time for mailing. The typical loan period for ILL books shall be three weeks; however, each lending library has their own checkout policy which must be adhered to, that will override the Spanish Fork Library checkout time if that time frame is shorter.

3.30.10.100 Request for Reconsideration of Materials.

- A. The Library will consider patron objections to materials in the collection only when objections are submitted to the Library Director using [a form](#) provided by the Library.
- B. Reconsideration requests may only be submitted by Spanish Fork residents or non-residents who have an active account in good standing.
- C. After review of the material and discussion with appropriate legal counsel, the Director will give a written response within four (4) weeks.
- D. Criteria for determining the outcome of a challenged material will be based on the library's Collection Development Policy, [American Library Association's Code of Ethics](#), and standing legal precedent and case law.
- E. Appeals of the Director's decision may be made to the Library Board within four (4) weeks of the Director's decision. The Board will review the material(s) and the Director's decision and either:
 - a. refuse to consider the appeal; or
 - b. hear the appeal and render a decision within four (4) weeks.
- F. While an item is under review, the item will remain in circulation until a determination has been made by the Director or the Board.
- G. Appeals of the Library Director's decision shall be:
 - a. Submitted in writing by the challenger and clearly state the reason for the appeal;
 - b. Reviewed in an open and public Board meeting, with a quorum present, where legal counsel to both parties is invited to be present; and
 - c. Reviewed in a manner that grants equal time to both parties.
- H. All determinations of the Board are final.

(Created: Jan. 1 2022)

3.40. ACCEPTABLE INTERNET USAGE POLICY.**3.40.10. Internet Policy.****3.40.10.010. Introduction.****3.40.10.020. Usage Restrictions.****3.40.10.030. Policy Enforcement.****3.40.10.010. Introduction.**

A. Public access to the Internet and online services is an integral part of the Library's programs and services. The intent of this policy is to meet the provisions of Utah code Ann. §§ 9-7-215, and 9-7-216, and Administrative Rule R458-2, as well as provide guidelines for patrons and staff regarding Internet and wireless accessibility and online access.

B. It is the intention of this policy to provide equitable access to electronic information sources to as many library users as possible while guaranteeing the security of Spanish Fork City and Spanish Fork Library information systems.

C. The Acceptable Internet Usage Policy will be reviewed by the Spanish Fork Library Board at least every three years, and a copy of the new policy will be sent to the Utah State Library Division as required by Administrative Rule R458-2.

D. A notice of availability if this Policy will be posted in a conspicuous place within the library, as well as on the Library's website.

(revised June 24, 2022, June 24, 2022, June 12, 2019)

3.40.10.020. Usage Restrictions.

A. The Library's Internet Access Policy complies with Utah Code Ann. §§ 9-7-215, Internet and online access policy required, and 9-7-216, Process and content standards for policy, as well as reporting procedures established by Utah Administrative Rule R458-2. Spanish Fork City Library is committed to protecting the safety and security of minors when accessing electronic communications. To this end:

1. Library internet filters shall block or restrict access to chat rooms, instant messaging, and other forms of direct electronic communication that are not educationally appropriate.

2. Library staff may monitor use of computers by minors to ensure compliance with safety policies, especially when minors are using platforms that allow for real-time communication.
3. Parents and guardians are encouraged to supervise their children's internet activity and educate them on safe online behavior.
4. Any suspicious or inappropriate online behavior observed will be reported to appropriate authorities in accordance with City procedures.

B. The Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure, hereafter called "filtering software," on any publicly accessible computer with Internet access that protects against access to visual depictions that are child pornography, materials harmful to minors, or obscene. The Library has in place a filter for wireless online access. The filtering software will be enforced to provide Internet safety during any use of a computer by a minor.

C. Library policy restricts access to Internet sites that contain visual depictions that are child pornography, harmful to minors or obscene, and may also limit Internet access or otherwise protect against materials other than the materials specified in Utah statute. Filtering software will provide Internet safety for all library computers connected to the Internet.

D. This policy disapproves the use of public access Internet computers for online gambling, hacking, unauthorized access, including so-called hacking, and any other illegal purposes in an effort to protect patrons and the library against materials other than the materials specified in Utah law.

E. While we strive to prevent objectionable material from being accessible on the Internet through the use of filtering software, there is no system that is guaranteed to be completely safe; therefore, parents of minors need to accept responsibility for their children using the Internet and for the content of the sites that they access.

F. The Library will not be responsible for damage to any user's personal computer or property, or the loss of data, damage, or liability that may occur from patron use of the Library's internet connection or malfunctioning Library software or hardware, including information downloaded at the Library and used on a patron's personal home computer; including but not limited to computer viruses. Internet users should be aware that some sites do not provide a secure medium for transmitting personal information.

G. Internet users must respect copyright laws and licensing agreements. Materials obtained from the Internet may be subject to copyright law, which prohibits the unauthorized reproduction or distribution of copyrighted materials. Any responsibility for consequences arising from copyright infringement or any other illegal use lies with the user. Illegal acts involving Library computing resources will subject the user to prosecution by local, state, or federal authorities, and will result in a loss of computer and/or Library privileges.

H. Unauthorized Disclosure, Use, and Dissemination of Personal Information Regarding Minors. In accordance with federal CIPA requirements and City privacy policies:

1. Library staff shall not collect, disclose, or disseminate personally identifiable information (PII) about minors without explicit parental or guardian consent.
2. PII includes, but is not limited to: names, addresses, phone numbers, email addresses, school names, and library account details.
3. All digital interactions and services offered to minors shall be designed to minimize the collection of personal information.
4. Any violation or suspected breach of a minor's data privacy will be addressed immediately in accordance with Spanish Fork City's data security procedures.

(Revised October 27, 2025, April 22, 2025; June 24, 2022,)

3.40.10.030. Policy Enforcement.

A. Procedures and guidelines are hereby established to handle complaints about this policy, enforcement of this policy by library staff, and what a patron should do if they observe inappropriate behavior by another library patron. A notice of the availability of these procedures for public review will be posted, as well as the policies made readily available to all staff members. These procedures and guidelines will be adhered to by library staff to enforce the requirements of Utah Code Ann. §§ 9-7-215 and 9-7-216.

B. The Spanish Fork Library Staff reserves the right to monitor internet usage if there is a complaint or a violation of policy; at this time, the internet user will be given a warning. If continued violation persists, internet usage will be terminated. Repeated offenders will not be allowed to access the internet for a specified amount of time. If a Library patron observes inappropriate internet usage by another patron, the patron should report it directly to a staff member in order for the staff to take immediate and effective action.

C. Internet and Online Access Policy for the Spanish Fork Library allows individuals to have access to the public-access computers for 60-minute time increments. Whenever

patrons are accessing the internet through the library, either through a library device or their own, compliance with this Policy is required. Violations of the policy will result in loss of internet privileges. A library card or a guest pass is necessary to use the internet computers. Library accounts must be in good standing with no fines over \$10. Guest passes are available for non-card holders.

(Revised: June 24, 2022, June 25, 2013, June 28, 2016, June 12, 2019)

3.50. MISCELLANEOUS.**3.50.10. Miscellaneous.****3.50.10.010. Bulletin Board.****3.50.10.020. Meeting Room.****3.50.10.030. Outside Programs Policy.** In progress**3.50.10.010. Bulletin Board.**

A. All postings on the bulletin board must meet with the approval of the librarians. Space limitations will be a consideration. Larger notices will be posted if space is available. Library notices and display information are given priority. The library does not distribute commercial periodicals, want ads, items or services for sale by individuals, personal messages or opinions, or distribute commercial periodicals.

B. Notices will be posted and material displayed if they announce or promote civic, educational, or cultural events or services provided by governmental or other non-commercial agencies.

C. Dated notices and materials will be removed promptly and disposed of once the date of the event has passed. Undated notices and materials will be removed after being posted or displayed for 30 days as space is needed.

D. All items displayed in the library will fall within the bounds of visual appropriateness, based on prevalent community standards and practices, for an institution serving both adults and minors.

(Revised: January 29, 2008)

3.50.20.020. Meeting Room.

A. The Library has meeting rooms available for public use which may be used during library hours. Arrangements must be made in advance of room use to ensure availability. A rental room agreement, provided by the library, must be completed prior to use of a room. Non-refundable fees for room use will be charged as established by the City Council.

B. Groups using the meeting rooms are required to vacate the rooms promptly if another group is scheduled for use of the room following the specified time frame; also at a reasonable amount of time prior to closing.

Meeting rooms shall not be used by groups or individuals for illegal purposes or for purposes that would interfere with the operation of the library. Groups or individuals wishing to show copyrighted films or use of similar materials must first secure and present to the library written permission to do so from the holder of the copyright, or must submit evidence that public performance rights for the materials have otherwise been granted.

C. The library does not provide storage for the property of groups or individuals using meeting rooms. The library will not be responsible for any loss or damage to property, including equipment, personal belongings, decoration, or other items owned by the groups or individuals using meeting rooms. Rulings of the City Fire Code as to room capacity, aisle space and other matters will be observed.

D. Neither the name nor the address of the library may be used as the official mailing address or headquarters of any individual or group using meeting rooms.

E. The individual who applies for the use of a meeting room will be responsible for discipline of those in attendance and for care of the room, furnishings, and equipment. The library will hold the applicant financially liable for any damage to library property which occurs during the meeting or program. The applicant is also responsible to leave the meeting area in a clean, orderly condition. Failure to comply may result in denial of future use of meeting rooms for the applicant and group using meeting rooms.

F. Study rooms may also be used at no cost. These may be reserved as scheduling allows or used if available. It is recommended to check with the library for prior reservations before using a study room.

G. The library's back patio may also be reserved for community or group events. Reserving the patio in advance will allow use of the electrical outlets and prevent other groups from claiming the space prior to your arrival. Reservation of the patio will be charged the same as above for meeting rooms.

(Revised: October 27, 2009)

3.60. Library Board Bylaws

3.60.10 Library Board Bylaws

3.60.10.010. [Composition of Board](#)

3.60.10.020. [Officers](#)

3.60.10.030. [Responsibilities](#)

3.60.10.040. [Meetings](#)

3.60.10.010. Composition of Board

- A. The Library Board will consist of Spanish Fork residents, as outlined in Spanish Fork City Ordinance 7.28.060.
- B. The Library Director will serve as the executive of the board and will only vote in case of a tie.
- C. All other members, including the City Council representative, will be voting members of the Board.
- D. The City Council may remove board members for misconduct or neglect of duty.
- E. The appointment of a replacement to the board, either through misconduct, neglect of duty, or resignation, will be made by the Mayor and City Council.

3.60.10.020. Officers

- A. The Board will have two officer positions which will be appointed annually by a majority vote of the Board.
- B. Officers may serve multiple terms in an office, but not consecutively in the same office.
- C. Chairperson:
 - a. Conducts Board meetings;
 - b. Conducts an annual inspection of the Library building, as required by the Utah State Library;
 - c. May sign documents as required by the Utah State Library, including the annual CLEF grant agreement.
- D. Secretary:
 - a. Takes minutes of each meeting;
 - b. May act as the Chairperson in their absence.

3.60.10.030. Responsibilities

- A. The responsibilities of the Library Board include the following:
As indicated in City Ordinance 7.28.060, the Library Board will act as an advisory board and will make policy recommendations to the City Council and/or the City Manager and City Attorney;
 - a) Review and adopt a long-range strategic plan for the Library;
 - b) Reviewing Reconsideration of Materials Requests, as outlined in Library Policies section [3.30.10.050](#).
 - c) Assist with library programs or activities, including but not limited to fundraising, book sales, and reading programs;
 - d) May assist with grant applications.

3.60.10.040. Meetings

- A. The Library Board meeting will be held at the library on the fourth Tuesday of each month at 5 p.m., unless otherwise noticed.
- B. Library Board meetings will be held in accordance with UCA 52-4-201.

(Created August 22,2022)

3.70. LIBRARY CODE OF CONDUCT.**3.70.10 Library code of conduct.****3.70.10.010. General Introductory Statements****3.70.10.020. Expectations for Staff****3.70.10.030. Behavior Requiring Immediate Expulsion****3.70.10.040. Day Trespass Behaviors****3.70.10.050. Right of Appeal****3.70.10.060. Unattended Minors and Disruptive Behaviors by Minors****3.70.10.010. General Introductory Statements**

- A. It is expected that our facility be a clean, comfortable, and safe place for accessing materials, reading, researching, studying, using computers, and attending programs and meetings.
- B. To this end, the Library is responsible for establishing standards of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds.
- C. To ensure the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, Library staff is authorized to enforce these standards of conduct on Library property. People who willfully violate these rules are subject to exclusion from the library; egregious violations may result in immediate exclusion or in a longer exclusion than indicated in these guidelines.

(Created July 2026)

3.70.10.020. Expectations for Staff

- A. We recognize that all individuals are different and have different abilities. Staff should evaluate each case individually, especially in situations involving individuals with physical or cognitive disabilities, and take into consideration the unique set of circumstances and adapt the following policies as needed, which may include consulting with legal counsel.
- B. Staff will weigh the observed disruptive conduct and exercise best

judgment in determining whether the conduct is a violation of the policy. Factors that will be considered include public safety, impact to library service, use of the library by patrons, and risk to city property. In cases of vulnerable individuals and unattended children under the age of eight, library staff will exercise best judgment when contacting a legal guardian or local law enforcement.

- C. Staff will explain the policy to the patron, share a copy of the Library Patron Code of Conduct with the patron and request that the patron conduct themselves in a manner that is respectful of the needs, diverse expectations, and investment of all library users and the community as a whole, as indicated in library policy.
- D. Staff will consult with supervisors to resolve ongoing or escalating patron conduct issues before taking further action. Staff will receive annual training regarding the application and enforcement of this policy to ensure that staff are responding to potential issues in a professional and proactive manner, always with the goal of maintaining a welcoming, safe and secure environment for all library users, including patrons and staff.
- E. Patrons violating the Code of Conduct may be asked to leave the library for the remainder of the business day if the observed violations continue after the patron has been informed by staff that their behavior is in violation of the established policy. Patrons are welcome to return the following work day and may appeal their removal to the Library Director.
- F. Patrons who continue to violate established policy, may have library privileges suspended for a longer period of time. In such instances, the Library Director will provide the offending patron(s) with a written notice of suspension. This letter will also outline further appeal opportunities, including an appeal made to the Spanish Fork Library Board.

(Created July 2026)

3.70.10.020. Behavior Requiring Immediate Expulsion

- A. Spanish Fork City adheres to a strict zero tolerance policy of harassment and violence in all public buildings, which includes the library building. If a participant or the general public does not abide by this policy or the behaviors detailed below, they will be asked to leave the premises immediately and may be excluded from Library property and services immediately for up to five years. If the violator refuses to leave the premises, a Spanish Fork City Police Officer will be called. Applicable incidents will be reported to the appropriate law enforcement agency.
- B. Prohibited Behaviors:
 - 1. Committing or attempting to commit any activity that violates any federal, state, or local criminal statute or ordinance, including but not limited to:

- a. Directing a specific threat of physical harm against an individual, group of individuals, or property.
 - b. Intentionally causing or attempting to cause physical injury to another person or oneself (except in self-defense).
 - c. Engaging in sexual conduct or lewd behavior.
 - d. Possessing, selling, distributing, consuming, or being under the influence of any controlled substance or alcohol.
 - e. Stealing, damaging, defacing, or destroying Library property.
2. Harassment of any kind, including sexual harassment, directed at staff, volunteers, or members of the public; this could be gestures, bullying, verbal, written or physical in nature, including using foul, abusive, or threatening language or gestures.
3. Disobeying the reasonable direction of a Library staff member.
4. Soliciting, petitioning, or distributing written materials or canvassing for political, charitable, monetary, or religious purposes inside the Library or on Library property.
5. Smoking or other tobacco use, including, but not limited to, using electronic cigarettes or cigarette rolling.
6. Bringing non-service animals or animals not for the express intention of Library Programming, into Library buildings. Similarly, leaving animals unattended outside the Library in a way that impedes others' access to the Library.
7. Violating the Library's Internet and Online Access Policy, including, but not limited to, displaying or disseminating visual images containing pornography, obscenity, graphic violence, or other images harmful to minors and inappropriate in a public library setting.
8. Improperly using Library restrooms, including, but not limited to, bathing, shaving, washing hair, and changing clothes.
9. Possessing or brandishing dangerous weapons unless authorized by local, state, or federal law. Firearms must be holstered.

(Created July 2026)

3.70.10.030. Day Trespass Behaviors

- A. Behaviors listed below may require the patron to leave the library premises for the day if the offending patron does not change the behavior immediately at the request of library staff. Subsequent behavioral offenses will result in the person's immediate ejection and exclusion from the Spanish Fork Library premises for a period of up to six months.
1. Sleeping or lying down on Library premises.
 2. Away from computer areas, food and drink are allowed within the following parameters:
 - a. Food is not messy, greasy, odorous, and/or noisy.
 - b. Large meals, group, and/or party foods are not allowed.
 - c. Drinks must be fully and securely covered. Drinks in open

containers or loosely covered are not allowed (such as open soda cans, coffee/take-out cups, etc.)

d. Wrappers, crumbs, containers, etc. are disposed of properly.

e. Library staff reserve the right to ask anyone to remove inappropriate food and drink from the library.

3. Leaving personal belongings unattended. Library personnel may inspect, relocate, and/or remove personal items left unattended on Library property in order to preserve a safe environment.
4. Any interference with the free passage of Library staff or patrons on Library premises, including, but not limited to, placing objects such as bicycles, skateboards, backpacks, or other items in a manner that interferes with free passage or negatively affects the orderly atmosphere of the Library.
5. Bringing prohibited items into the Library, including, but not limited to, bicycles, shopping carts, or similar devices.
6. Operating roller skates, skateboards, or similar devices on Library premises.
7. Engaging in conduct that disrupts or interferes with the normal operation of the Library, disturbs Library staff or patrons, including but not limited to, conduct that creates unreasonable noise or consists of loud or boisterous physical behavior or talking.
8. Using personal electronic equipment at a volume that disturbs others.
9. Taking library materials into restrooms if the materials have not been checked out.
10. Leaving children under the age of nine unattended or neglecting to provide proper supervision for children in your care
11. Making intentional, unauthorized physical contact with another person.
12. Using library materials, equipment, furniture, fixtures, or buildings in a manner inconsistent with customary use.
13. Loitering in the Children's or Teen areas without a reasonable reason to be present.
14. Entering Library buildings with bare feet or a bare chest.
15. Having offensive body odor that can be detected by a reasonable person from six feet away or personal hygiene that unreasonably interferes with other patrons' ability to use the Library.

(Created July 2026)

3.70.10.040. Right of Appeal

- A. Any suspension of library privileges longer than one week may be appealed to the Library Board. The person may request, in writing, within 10 business days of trespass, a hearing with the Spanish Fork Library Board during their next scheduled meeting. The person will be notified in writing of the date, time and place of the meeting. If appealed to the Library Board, the decision of the Library Board will be final.

(Created July 2026)

3.70.10.050. Unattended Minors and Disruptive Behaviors by Minors

A. For Attended Minors under 9 years old:

1. Minor Children up to age eight must have an older responsible party in the immediate vicinity of and in visual contact with that minor. Minor children must not be left unattended at the Library.
2. The responsible party is accountable for the minor's behavior in the Library and will be informed when the minor has been disruptive and has failed to listen to a library staff warning. If the responsible party refuses to address the disruptive behavior, or is unable to control the child, the minor and the responsible party will be asked to leave. If the group refuses to leave the library, the Spanish Fork Police Department may be called.
3. If it is determined that a child is lost or left unattended, a staff member shall bring the child to a supervisor.
4. The staff person shall try to identify and locate the parent(s) or guardian(s) by:
 - a. Walking with the child to identify their caregiver on the floor;
 - b. Page the child's parent using the parent's name if known, or the child's name, if known. If no name is available, describe the child's physical appearance;
 - c. If the parent(s) or guardian(s) is not found in the building, a staff member will stay with the child until the caregiver can be located, through searching the database, phone book, city directory, etc.;
 - d. If the caregiver has not been located within a reasonable time frame (15 minutes), or if the library is closing, the staff member shall call the Spanish Fork City police, and release the child to the officer's custody upon their arrival.
5. Under no circumstances are staff to take the child outside the library building or provide transportation for a minor.

B. For Minors 9 to 17 years of age:

1. Minors between the ages of 9 and 17 may be at the Library without an older responsible party, as long as the minor is physically able to care for themselves while at the Library. Minors should know how to reach their parent(s) or guardian(s) at all times. Library phones may be available for emergency use.

C. Disruptive Behaviors

1. Disruptive minors will be asked to leave after receiving one warning for disruptive behavior.
2. Examples of disruptive and inappropriate behavior may include but are not limited to:
 - a. Running, shouting, climbing, acting rudely, engaging in horseplay, playing audio excessively loud, etc.

- b. Verbal or physical abuse of staff or other people in the Library, such as cursing, talking back, making rude or demeaning comments, hitting, biting, kicking, punching, bullying or teasing.
 - c. Damage to property of the Library or others, such as breaking or ruining supplies, improper use of furniture or equipment, damaging books, theft, or hiding Library property.
 - d. Additional behaviors outlined in the Library Code of Conduct.
- 3. If the minor refuses to cease or otherwise continues in such behavior, then the Library staff member:
 - a. Shall attempt to locate and inform the minor's parent(s) or guardian(s) within the Library. Library staff members may request that the parent(s) or guardian(s) remove the minor from the Library or Library grounds; or
 - b. If a parent(s) or guardian(s) cannot be located within the Library, then the minor will be given the opportunity to make a phone call to a parent(s) or guardian(s) to inform them of the circumstances and give them a reasonable amount of time to pick up the minor.
 - c. If the parent(s) or guardian(s) is unable to come immediately, they will be told the child may stay at a designated location in the Library until picked up, but that the police as well as the parent may be called if the behavior is repeated.
 - d. If the parent(s) or guardian(s) cannot be contacted within a reasonable time (15 minutes), or if the library is closing:
 - i. The staff member on duty may ask the minor to leave, only after making a determination that the child is old enough and mature enough to avoid reasonable harm to themselves in their travels, otherwise the police will be called.
 - ii. If the minor must leave before the parent(s) or guardian(s) can be reached (to catch a ride, e.g.), the staff member will give the minor's name, address, and an account of the disruptive behavior to the Library Director or their designee, who will then write the legal guardian and/or parent, describing the incident and informing them of the library policy.
- 4. Library staff may refer minors who are left unattended in the Library to appropriate authorities including the police or child welfare agencies.
- 5. The Library is not responsible for minors awaiting transportation or socializing on Library property.

(Created July 2026)