

Dermott O'Toole Memorial Library

Tenakee Springs

LIBRARY POLICY

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**Policies for the  
Dermott O'Toole Memorial Library  
Tenakee Springs, Alaska**

**A. Introduction**

Tenakee Springs is a small village community on Chichagof Island in Southeast Alaska, approximately 60 miles from Juneau and 50 miles from Sitka. Tenakee currently has regularly scheduled floatplane and ferry (Alaska Marine Highway System) service from Juneau.

Tenakee Springs was incorporated in 1971. The first "libraries" in Tenakee were held in individuals' private homes and then a large two sided wooden shelf with curtains for "doors" was used at the Shamrock Bakery (now on the National Historic Site Register). The back room of the Shamrock Bakery was stacked with extra donated books collected throughout the community and beyond. The library was later housed in the downtown City office. When the City office moved from the current Alaska Seaplanes office to the Lyon's Den (the cabin across from the Shamrock Building), that little cabin became the library. The books initially came from Sears & Roebuck, which ran an Alaskan lending library that came in large wooden boxes monthly aboard boats. When the program ended, the books were donated to participating communities as the foundation for their local libraries. When Tenakee built the community center building in 1986-87, a library was included in the plans and the library was moved to the 2nd floor, next to the City office. This is its present-day location. It is accessible, consistent with the Americans with Disabilities Act (ADA).

The Dermott O'Toole Memorial Library (Library) was named after a prominent Tenakee citizen and second owner of the store opened in 1899, the Snyder Mercantile. The Library's collection is owned by the City of Tenakee Springs and its day to day operations and budget are overseen by an appointed Library Board of five members and a library director (referred to throughout this document as librarian). The Library was established and the Library Board was created via the Tenakee Springs Municipal Code Ti-

tle 14 (available at the Library or City office). Duties of the Library Board as well as administration and use of the Library are outlined in the Code.

Volunteer support has always been a critical element to the Library. The first librarians were unpaid and put in many hours to develop the Library. Financial support from Federal, State and City sources as well as donations currently fund Library operations.

The population size of Tenakee Springs (50-100) fluctuates with the seasons, being highest in the summer and lowest in the winter. This seasonal pattern is mirrored in the number of patron visits to the Library. In Fiscal Year (FY) 2019 (July 2018 to June 2019), the peak number of patron visits was in July and June (193, 176 respectively) and the lowest was in the winter months of December and February (66, 77 respectively).

## **B. Purpose of Policy**

This policy document was prepared by the Library Board. The Tenakee Springs Municipal Code (Title 14) identifies a duty of the Library Board to develop policies and procedures for the library and identifies a duty of the library director (librarian) to recommend needed policies and procedures to the Board. Also, the Alaska Public Library Assistance Grant requires that its funded libraries must adopt and maintain policies which include a statement of mission, goals, and objectives and a written collection development policy that provides for the selection, evaluation, and weeding of materials and reconsideration of materials.

This policy document will serve to guide our Board, Librarian and volunteers in the daily operations of the library as well as informing the public about the principles upon which the library operates. Specific procedures to implement these policies have been developed and are used by the Librarian and volunteers in the daily operations of the library.

These policies will be reviewed every five years or as the Board or Librarian deems necessary. The implementing procedures and Appendices 1, 3, and 5 may be modified by the Librarian, as needed, and with oversight from the Board, as appropriate.

### **C. Library Mission and Goals**

The mission of the Library is to provide quality materials and services which fulfill the educational, informational, cultural, and recreational needs of the entire community of Tenakee Springs in an atmosphere that is welcoming and respectful.

The Library allows the free flow of ideas and information for the improvement of the intellectual, social, health and financial wellbeing of its patrons. It allows the patron to seek knowledge from all corners of the community, state, country, and globe. The library seeks to develop its ability to provide this knowledge through the acquisition of modern informational technology and the training that enables the learner to obtain the information he/she desires.

The goals of the Library shall be:

1. To serve residents and visitors of Tenakee Springs.
2. To acquire and make available books and other materials and services that will address patrons' needs to: a) become well informed, b) locate answers to important questions, c) cultivate imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
3. To provide computer and Internet access for the public, volunteers and staff.
4. To provide a place where ideas may be freely explored.
5. To support educational, civic, and cultural activities of local groups and organizations.
6. To provide the opportunity and encouragement for the community members to participate in lifelong learning.
7. To identify community needs and provide programs, materials, services, and informational technology to fulfill the needs of the population.

8. To provide opportunity for recreation through the use of literature, music, videos, and informational and interactive technology.
9. To keep the collection of the library in such a way that the public can easily access the information they seek.
10. To provide opportunity and encouragement for volunteer service by community members.

#### **D. Intellectual Freedom**

The Library will collect materials that represent a wide range of viewpoints and will exercise impartiality in all selection activities.

The public library is unique among institutions as an unbiased repository for the recorded expression of thought. As such, it must accept responsibility for providing free access to the public to all points of view. However, the addition of items to the collection in no way represents an endorsement by the library of any theory, idea, or policy contained within it.

The library endorses the American Library Association's Library Bill of Rights, the Freedom to Read Statement, the Intellectual Freedom Statement, and the Libraries: An American Value Statement (these documents and statements will be posted or made available upon request).

#### **E. Selection of Materials for the Library Collection**

The Librarian is ultimately responsible for the selection of materials. He/she is assisted by suggestions from the Board members and patrons. Suggestions are encouraged from local educators and community members.

#### **F. Material Format**

The Library currently purchases books, DVDs, and some periodicals. They also accept donations including governmental publications, maps, pamphlets, periodicals and audio materials.

### **G. Collection Evaluation and Collection Goals**

The Librarian will evaluate the collection on an ongoing basis to determine areas of specific need. The goal is to have a diverse collection that provides books and other resources that meet the needs of our community and that reflect the diversity of our community and of our world.

### **H. Gifts and Donations to the Collection**

The Library welcomes donations and gifts of materials to the collection. They are reviewed by the Librarian and may be added to the collection if they meet the selection criteria. Anything not placed in the library will be disposed of in the manner he/she determines best.

### **I. Reconsideration of Materials**

Resolving all complaints about the collection materials is the initial responsibility of the Librarian. If a patron wants to file a complaint, the patron will fill out and submit a form provided by the library (see Appendix 1). The Librarian will then take the situation under consideration and render a decision. If the decision is challenged, the Board will decide the matter. The matter may further be appealed to the Mayor and City Council members. This will be in the form of a formal appeal and will be heard at a special City Council meeting.

### **J. Acquisitions**

The Library uses several methods of purchasing collection material. Purchases are made online and directly from bookstores and trade catalogs.

## **K. Collection Overview**

In each of the following sections, we strive to provide a diverse selection, such as:

1. **Adult Fiction:** Mysteries, current bestsellers, classics, literature, and fantasy/science fiction.
2. **Adult Non-Fiction:** Biographies, current news, cookbooks, how-to guides, history, nature, wildlife, and science.
3. **Young Adult's Section:** Materials that reflect the social, emotional and intellectual maturity of patrons in the 13 to 18 years old age group. The Library has developed Young Adult Collection Guidelines and a List of Young Adult Genres and Themes (see Appendix 2).
4. **Children's Section:** Board books, picture books, easy readers, and juvenile fiction and non-fiction.
5. **Reference**
6. **Alaskana Section:** Fiction and non-fiction relating to Alaska.
7. **Periodicals**
8. **DVDs:** A wide assortment, including TV series, comedy, drama, romance, thriller, documentaries, music, nature, and how-to's.

## **L. Collection Maintenance**

Maintenance of all library materials is done by the Librarian. Materials are withdrawn on the basis of age, condition and frequency of use.

The Library typically does not purchase magazines because of the problems with the disposal of solid waste in the community. Some donations are accepted. Consideration of subscriptions is on a case-by-case basis.

## **M. Selection Criteria**

The Library aims to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the Librarian in the selection of materials and also serves to acquaint the general public with the principles of selection. The Library Bill of Rights and The Freedom to Read Statement and are integral parts of the policy.

The ultimate responsibility for selection of library materials rests with the Librarian who operates within the framework of the policies determined by the Board. The main points considered in the selection of materials are:

- a. individual merit of each item
- b. popular appeal/demand
- c. suitability of material for the clientele
- d. existing library holdings
- e. budget

Once materials have been acquired, they are entered into a computerized catalog system, processed, and then made available to patrons.

## **N. Library Access and Circulation of Materials**

Tenakee Springs residents and regular visitors are welcomed and encouraged to use services currently provided by the Library. All patrons must be registered and must have a valid PIN (Personal Identification Number) to borrow library materials. Patrons must fill out an application form to register for a PIN (see Appendix 3). Applications are available at the Librarian's desk. The PIN serves to maintain a patron's confidentiality of the materials they borrow.

Materials must be checked out properly and returned by their due date. Patrons must take responsible care of all borrowed items. Damaged items or those not returned require payment. Patrons are limited in the

number of items that may be checked out. The Library's complete lending procedure, including actions the Library may take if materials are not returned on time, is posted at the Library and is available upon request (see Appendix 4).

## **O. Library Services**

The Library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The Library should endeavor to:

1. Select, organize, and make materials available.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available library services.

A list of our current services is available upon request and at the Librarian's Desk (see Appendix 5).

## **P. Technology Plan**

Currently, one of the most prominent technologies for libraries is the Internet. The Library's technology plans to date have focused almost solely on the Internet. The Library will continue to prioritize providing Internet ac-

cess for the educational and recreational use of the community of Tenakee Springs. In keeping with the ever-changing field of internet technology, the Plan will be updated by the Board and the Librarian, as needed. The current Technology Plan is available at the Library and upon request (see Appendix 6).

## **Q. Internet Access and Use**

The Library provides access to the Internet as a means to enhance the information and learning opportunities for the Tenakee Springs community. The Board has established Internet Use Guidelines and an Internet Safety Policy to ensure appropriate and effective use of this resource (see Appendices 7 and 8). The Guidelines are posted near the computers and are also to be followed by patrons using their own personal devices to access the Internet via the Library's Wi-Fi.

## **R. Fundraising**

In addition to grants from the State of Alaska and City of Tenakee Springs funds, the Library depends on moneys from gifts and fundraisers, and we encourage and appreciate all we receive. Fundraisers by community members are always welcomed along with Board-approved functions. Notification to the Board is requested, but not required.

## **S. Librarian Evaluation**

The Board will evaluate the Librarian on an annual basis and as consistent with the City of Tenakee Springs policies for employee evaluations. The Board will review the Librarian's job performance using an evaluation form. The Board Chair and one other appointed Board member will meet with the Librarian for evaluation and then report back to the full Board.

## **T. Rules of Conduct**

Patrons of the Library shall conduct themselves in a respectful and responsible manner towards the Librarian, Library volunteers, the collection and other patrons as is appropriate in any public venue. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.