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MINUTES

LIBRARY ADVISORY BOARD MEETING

Thursday, February 25, 2016

1. Call to Order – President Ellen Young called the meeting to order at 3:00 P.M. Library Advisory Board (LAB) Members Present: President Ellen Young, Secretary Susan Pinkerton, Members Susan Fletcher, Jose Aranda, and Paula Sharon. LAB Members Absent: Vice-President Debora Rindge, and Member Sue Patterson. Also in attendance were Renee Frankel, Library Administrator; and Dan Carrillo, Administrative Assistant.
2. Review of January 28, 2016, minutes. Corrections were made as to form and content. Motion was made and seconded to approve minutes as corrected; motion passed.
3. Friends of the Library – Susan Fletcher, Liaison to the Friends of Thomas Branigan Memorial Library (TBML), presented the following:
 - a. The new Friends webmaster is Karyn Meyers.
 - b. The Friends own the website but pay a maintenance fee to Cheddar Social to maintain the domain name.
 - c. The new accountant firm is Beasley, Mitchell & Co. The Friends will pay them \$350.00 a year.
 - d. The first newsletter was acknowledged well and is the best publicity the Friends have. It will be published quarterly in January, April, August, and November.
 - e. A Friends anniversary celebration is planned for September or October. Louise Forshaw, who is a charter member of the Friends, will be heading the committee for this event.

- 1 f. Four board members will sort through and review books that were donated. They will pick
2 ones that fit the criteria for Better World Books, pack them up and send to them.
- 3 g. Last month's book sale generated \$2284.75, which is \$60.00 more than the last sale.
- 4 4. Library Administrator's Report – Renee Payne Frankel, Library Administrator, presented the
5 following:
- 6 a. The January stat report was handed out to the LAB. This is attachment 1.
- 7 b. David Dollahon, Community & Cultural Services (C&CS) Director, was promoted to
8 Assistant City Manager. He took over this new position on Monday, February 22, 2016,
9 but will still be acting as the C&CS Director for at least four more weeks. The City did an
10 internal posting for the C&CS Director position which will on close Friday, February 26,
11 2016. The City hopefully will have someone hired in two weeks, with that person starting
12 as soon as possible thereafter.
- 13 c. The Library Card Design Contest Committee would like the LAB to find or suggest a local
14 celebrity person to announce the winners of the contest at a reception the library will have
15 in September or October 2016.
- 16 d. There will be a meeting on March 24, 2016, with the City Manager and his staff to discuss
17 the Library's FY17 budget. This meeting will determine if the budget will be accepted and
18 brought forth to City Council for approval.
- 19 e. The library did outreach by promoting the recently launched new product Transparent
20 Language (attachment 2) to the New Mexico State University (NMSU) Foreign Language
21 Department, Dona Ana Community College ESL (English as a Second Language), and
22 Las Cruces Public High Schools. Oñate High School and NMSU contacted the library and
23 will be promoting this among their student body.
- 24 f. Fast Pencil (attachment 3) is another new product for patrons who want to become
25 authors. Workshops on how to use Fast Pencil will begin in April. These workshops will
26 be overseen by Mark Pendleton, Outreach Librarian. Biblioboard, which was mentioned

1 at a previous LAB meeting, is comparable to Fast Pencil. The savings are considerable
2 as Biblioboard is ten thousand dollars per year, while Fast Pencil is about three thousand
3 dollars per year.

4 g. The State Legislature awarded the library \$40,000.00 in Capital Outlay funds. The library
5 had initially asked for \$50,000.00. These funds will be used to upgrade the flooring in the
6 Children's area. These funds should be available at the end of the year which gives time
7 for the library to get estimates on the flooring.

8 h. The following items were discussed about the LAB upcoming vacancies and
9 reappointments:

10 i. Susan Fletcher and Susan Pinkerton will be up for reappointment discussion at the
11 March 7, 2016 City Council meeting.

12 ii. The City Clerk was notified that Paula Sharon is not renewing her seat on the LAB,
13 which expires March 31, 2016.

14 iii. Sharon Shoemaker will up for discussion about replacing Debora Rindge's seat on
15 the LAB at the March 7, 2016, City Council meeting.

16 i. The City is trying to put forth another General Obligation (G.O.) Bond. The library is
17 proposed to be on the ballot for the public to vote on an expansion of the interior/exterior
18 of the Children's Wing and other areas of the library. There is no timetable for this as of
19 yet.

20 j. There is no update on the Town of Mesilla library and their wishes.

21 k. The library is working on a wish list of items needed/wanted. The Friends would look over
22 the list and approve purchases with funds they feel would benefit the patrons of the library.

23 5. Old Business – Paula Sharon asked about the update on a new parking lot. Renee Frankel
24 responded that there in nothing yet.

25 6. New Business – The following items were discussed:

26 a. Challenged Library Materials.

1 i. Renee Frankel received an email on February 7, 2016, from an attorney stating a
2 parent did not like the Manga (Japanese Anime Graphic Novel Collection) material
3 that the Young Adult Department carries. Their son (18 years of age going on 19)
4 brought home this material. David Dollahon contacted the City Attorney to let them
5 know the situation and Mr. Dollahon advised Ms. Frankel on what to do next. Ms.
6 Frankel contacted the patron's attorney by email on February 9, 2016, explaining
7 the protocol the library follows starting with a form the patron must fill out. This
8 form is called 'Request for Reconsideration of Library Materials' (attachment 4).
9 Next, the library forms a committee and they discuss it; then it is brought to the
10 Library Administrator for her review; and finally to the LAB where they will review
11 it along with the Library Administrator and make a decision as to what to do about
12 the item(s) in question. Correspondence attached in the email included the
13 Request for Reconsideration of Library Materials form, Use of Library by Minors
14 Policy (attachment 5), Collection Development Plan – Young Adult Fiction
15 (attachment 6), and City Manager Policies CMP #9.6 – Sensitive Information Policy
16 (attachment 7). The library is waiting to hear back on what the attorney's response
17 is. Ms. Frankel mentioned that the Branigan Library believes that it is the parent's
18 responsibility to monitor what their child checks out. This follows the American
19 Library Association's guidelines on freedom of access and censorship.

20 b. Review/Approval of Draft Policies: Use of Public Access Computers and Internet, Meeting
21 Room Policy, and Cell Phone Policy.

22 i. Use of Public Access Computers and Internet – A motion was made and seconded
23 for the approval (with amended changes discussed) of the Use of Public Access
24 Computers and Internet Policy. All voted in favor. Motion carried. This is
25 Attachment 8.

1 ii. Meeting Room Policy – This policy was not approved and requires further
2 discussion and revisions.

3 iii. Cell Phone Policy – A motion was made and seconded for the approval (with
4 amended changes discussed) of the Cell Phone Policy. All voted in favor. Motion
5 carried. This is Attachment 9.

6 7. Announcements – None Noted.

7 8. Public Participation – None present.

8 9. Adjournment – The meeting was adjourned at 3:55 P.M. The next meeting is scheduled for
9 Thursday, March 24, 2016, at 3:00 P.M. in the Board Room.

10
11 

12 **PRESIDENT**

JANUARY 2016/DECEMBER 2015 LIBRARY USAGE REPORT
 Library Advisory Board Meeting – Jan 28, 2016

CIRCULATION	JANUARY 2016	DECEMBER 2015	FY 16	FY 15 (July 1, 2014 thru June 30, 2015)
Adults, Juv. YA,	23,578	22,384	146,890	306,034
Books by Mail – City	96	171	1,470	6,892
Books by Mail – County	96	67	724	2,742
Homebound	480	529	3,565	5,451
Munson	192	205	1,393	2,328
Sage Café	218	141	677	930
Media (all formats)	11,710	10,434	77,207	138,277
In house Use	1,206	855	7,177	7,931
ATTENDANCE				
Main	21,351	19,765	106,098	289,592
Munson	1,311	1,389	6,341	11,322
Sage Café	110	75	427	895
Computer Lab	8,026	8,869	58,447	102,712
# of Computer Sessions	4,950	5,870	24,389	77,733
# of Reference Questions	5,620	5,018	21,008	76,251
# of Children's Programs	24	17	89	313
# of Children's Program Attendance	903	500	3,462	
# of Adult Programs	17	3	30	12,010
# of Adult Program Attendance	208	31	336	211
Donations	\$108.38	\$122.67	\$543.58	\$2,861.65
# of Repairs	93	71	494	672

Patron Support

HAVE QUESTIONS?

Email the Transparent Language Online support team at rbdigitalsupport@recordedbooks.com.

Patron support is available from 7:30 a.m. to 6:30 p.m. ET, Monday through Friday.



Transparent Language® Online

Visit your library's website today to start learning a new language for free!



Overview Guide



Transparent Language® Online



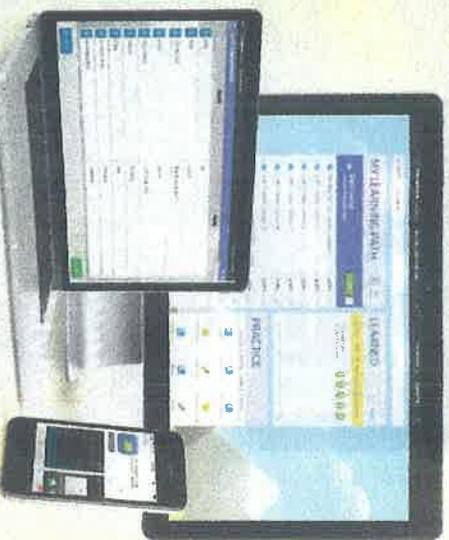
**YOUR COMPLETE
Language-Learning
SOLUTION**

WELCOME!

Transparent Language Online offers unlimited access to more than **90** online language courses, packed with pronunciation, speech, grammar, writing and vocabulary-building lessons.

FEATURES

- 90+ languages
- Proficiency tests
- Supplementary vocabulary lists
- Beginner English for speakers of 24 languages
- 33 lessons for each language
- Choice to write or speak answers
- Interactive games and learning materials
- Option to slow down on-screen examples for pronunciation practice
- Ability to record, play back and compare your speech to that of a native speaker
- Learned Items Refresh System for retaining what you've learned



SHORT ON TIME?

- Quick Start offers 10 vocabulary lists for each language
- Word of the Day makes language-learning part of your daily routine
- Transparent Language's online social communities foster seamless interactions
- Language and culture blogs add variety and depth to your learning experience
- Additional resources help you explore higher-level language and cultural elements
- The Transparent Language app for iOS® and Android™ devices enables language learning on the go!

**Learn to listen,
speak, read
AND write!**

**ALL YOU NEED IS YOUR
LIBRARY CARD.**

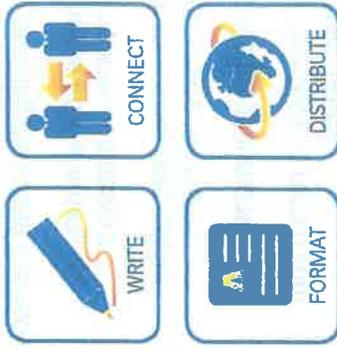
Where will language learning take you?



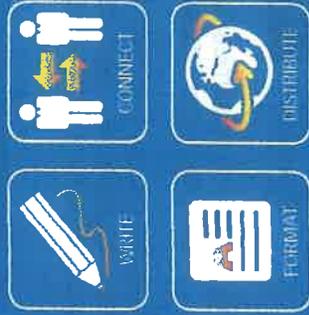
FastPencil

FOR LIBRARIES

Do-it-yourself
writing and publishing service



OVERVIEW GUIDE



FastPencil

FOR LIBRARIES

Visit our library's website or information desk for more details.

Customer Support

Have Questions?

FastPencil for Libraries is proud to offer free support for patrons.

Email the **FastPencil for Libraries** support team directly at **rbdigital@recordedbooks.com**.

Customer support is available from 7:30 a.m. to 6:30 p.m. ET, Monday through Friday.



FastPencil

FOR LIBRARIES

FastPencil for Libraries is a self-publishing platform enabling you to create, collaborate, format and distribute your books using one simple-to-use online service.

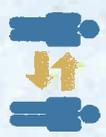
1. Create your own writing project.

- Write, organize, and edit your book using the online interface.
- Choose from a variety of templates and designs.
- Write a novel, play, poetry, short story, fan fiction.
- Compose your memoirs.
- Write a book to record your family history.



2. Collaborate with friends.

- Share progress and get feedback from the FastPencil for Libraries community, friends and family.
- Partner with friends or colleagues on a writing project.



3. Publish and distribute.

- Prepare projects for publication and distribution as eBooks.
- Post your project as a free eBook on the OneClickDigital platform.



Make your eBook available to thousands on OneClickDigital!



Thomas Branigan Memorial Library

Request for Reconsideration of Library Materials

The Administrator of the Thomas Branigan Memorial Library has delegated the responsibility for selection of Library materials to designated staff members. These selectors maintain and develop the collection on a day-to-day basis. Selectors are guided by the Library's Collection Development Policy, which include procedures to address concerns over Library materials. Completion of this form is the first step in those procedures. If you wish to request reconsideration of Library materials, please return this **completed** form to the Library, it can be mailed, faxed, or returned to any public service desk in the Library. The Library Administrator will contact you as soon as possible.

Patron Information

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-Mail: _____

Is this request made on behalf of yourself or an organization?

Yourself

Organization

Organization
Name: _____

Material Information

Author: _____

Title: _____

Format: _____ Publication Date: _____

Publisher: _____

What brought
this title to your
attention?

Have you read/viewed this title in its entirety? Yes

No

Request for Reconsideration of Library Materials

What concerns you about this title?
(Please be as specific as possible, you may add extra pages if necessary.)

Are there specific resources that the Library might consider to provide additional information and/or other viewpoints on this topic?

Is there anything positive about the title?

Can you recommend resources of similar literary quality or another title in that same subject?

Please state the reason for your request.

Action Requested

Have you read the Thomas Branigan Memorial Library Collection Development Policy?

Yes

No

Patron
Signature

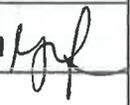
Date:

Received
By

Date:

Thomas Branigan Memorial Library
200 E. Picacho Ave.
Las Cruces, New Mexico 88001
(505) 528-4000
Fax: (505) 528-4030

ATTACHMENT 5

POL-LIB-2015-02	Issue No: 1.0	April 23, 2015
Prepared By: Catherine Christmann	Page 1 of 2	Approved By: Renee Payne Frankel 
Use of the Library by Minors Policy		

PURPOSE/SCOPE

Thomas Branigan Memorial Library abides by the ALA Library Bill of Rights and respects the rights of minors in their use of the library. We adopt the following as library policy:

POLICY

An Interpretation of the *Library Bill of Rights* (formerly titled "Free Access to Libraries for Minors")

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, games, software, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.¹ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections because only a court of law can determine whether or not content is constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents – and only parents – have the right and the responsibility to restrict the access of their children – and only their children – to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library

POL-LIB-2015-02	Issue No: 1.0	April 23, 2015
Prepared By: Catherine Christmann	Page 2 of 2	Approved By: Renee Payne Frankel
Use of the Library by Minors Policy		

governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹See Erznoznik, City of Jacksonville, 422 U.S. 205 (1975) – “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body think unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See Tinker v. Des Moines School Dist., *supra*. Cf. West Virginia Bd. Of Ed. v. Barnette, 319 U.S. 624 (1943).”

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004.

[ISBN 8389-7549-6]

UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

PEER REVIEW	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Acting Library Supervisor Elise Vidal
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Vice President Debora Rindge
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher
Title: Library Advisory Board, Member Paula Sharon	Title: Library Advisory Board, Member Jose Aranda

Collection Development Plan – Young Adult Fiction

The Young Adult fiction collection is separated into 3 categories; hardback fiction, paperback fiction and graphic novels. The collection serves the needs of grade 6-12 and contains reading levels at least at the 4th grade reading level but has the most significant portion in reading levels 6 and up. There are also large print materials in the hardback fiction section for those readers with visual needs best met with a large-print format. The intent of the collection is to satisfy both the recreational and academic needs of local children and education students and personnel.

For all fiction by a single author we ignore the Dewey classification and use instead in the 099 field the designation:

FICTION

Author.

Collections by more than one author receive Dewey classification.

For selected genre fiction we include spine designation for the genre including graphic novel which is located in it's own separate space and not inter-filed with the other fiction nor with the Dewey 741 number or in some cases, other non-fiction numbers.

Notes:

- The library will purchase all genres including fantasy, historical fiction, mystery, horror, science fiction, realistic fiction, graphic novels, Christian fiction and popular series.
- The library will not purchase mechanical books such as pop-up books, items with multiple pieces or exceptionally fragile items that are not suitable for circulation.
- The library will purchase classic titles and items considered essential for a juvenile collection in a medium-sized public library.

Priorities will be:

- Titles that are well-reviewed in children's and young adult literature and library journals.
- National and international award winners.
- Titles from reading lists from local schools, if reasonable.
- Titles that complete series that are critically acclaimed or popular with readers.
- Titles requested by patrons that fall under the library's selection criteria.
- Titles by local authors or that relate to local or regional history.



City of Las Cruces

CMP # 9.6 Effective Date: 03/26/15
Subject: Sensitive Information Policy

I. PURPOSE

The Sensitive Information Policy is intended to help employees determine what information can be disclosed to non-employees, as well as the relative sensitivity of information that should not be disclosed outside of the City of Las Cruces (CLC) without proper authorization.

The information covered in this standard includes, but is not limited to, information that is either stored or shared via any means. This includes: electronic information, information on paper, and information shared orally or visually (such as telephone and video conferencing).

Questions about the proper classification of a specific piece of information should be addressed to your manager. Questions about these guidelines should be addressed to the City of Las Cruces' City Clerk or the Public Information Office.

II. SCOPE

This policy applies to employees, contractors, consultants, temporaries, and other workers at the City of Las Cruces, including all personnel affiliated with third parties.

III. POLICY

All City of Las Cruces information is categorized into two main classifications:

- City of Las Cruces Public
- City of Las Cruces Protected

City of Las Cruces Public information is information that has been declared public knowledge by the State of New Mexico Inspection of Public Records Act, and can be distributed without any discernible impact to the City.

City of Las Cruces Protected information contains all other information that is classified under legal or regulatory protection. It is a continuum where some information is more sensitive than other information, and should be protected by the most secure practices. Information that should be protected at the highest level include, but are not limited to,

information contained within a Non-Disclosure Agreement (NDA), personally identifiable information (PII), health related information (HIPAA), criminal justice information (CJIS data), Payment Card Information (PCI), credit account records (Red Flag), children's online data (COPPA) or juvenile citation records. Less critical classes of information also included in City of Las Cruces Protected, such as personnel information do not require as stringent a degree of protection.

A subset of City of Las Cruces Protected information is "City of Las Cruces Third Party Confidential" information. This is confidential information belonging or pertaining to any external entity which has been entrusted to the City of Las Cruces by that entity under non-disclosure agreements and other contracts. Examples of this class of information include, but are not limited to, application software source code, customer lists, or privileged contact information. Information in this category ranges from extremely sensitive to information that we've connected a supplier / vendor into the City network to support our operations.

City of Las Cruces personnel must use good judgment in securing CLC protected information to the proper extent. If an employee is uncertain of the sensitivity of a particular piece of information, he/she should contact their manager or the City Clerk's Office. A conservative rule should be if in doubt, ask.

IV. ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Deliberate malicious activity involving theft or damage of intellectual property may be subject to criminal prosecution.

V. DEFINITIONS

A. CJIS – Criminal Justice Information Data

Data considered to be criminal justice in nature to include images, files, records, and intelligence information. Federal Bureau of Investigation CJIS data is information derived from State or Federal CJIS systems.

B. COPPA – Children's Online Privacy Protection Act.

Applies to the online collection of personal information by persons or entities under U.S. jurisdiction from children under 13 years of age. It details what a website operator must include in a privacy policy, when and how to seek verifiable consent from a parent or guardian, and what responsibilities an operator has to protect children's privacy and safety online including restrictions on the marketing to those under 13.

C. HIPAA – Health Insurance Portability and Accountability Act of 1996

Title I of HIPAA protects health insurance coverage for workers and their families when they change or lose their jobs. Title II of HIPAA, known as the Administrative Simplification (AS) provisions, requires the establishment of

national standards for electronic health care transactions and national identifiers for providers, health insurance plans, and employers.

D. Juvenile Citation Records

Personal information contained within court case records pertaining to the civil or criminal prosecution prior to adulthood.

E. NDA – Non-Disclosure Agreement

Also known as a confidentiality agreement (CA), confidential disclosure agreement (CDA), proprietary information agreement (PIA), or secrecy agreement, is a legal contract between at least two parties that outlines confidential material, knowledge, or information that the parties wish to share with one another for certain purposes, but wish to restrict access to or by third parties.

F. PCI – Payment Card Industry

Denotes the debit, credit, prepaid, e-purse, ATM, and POS cards and associated businesses.

G. PII – Personally Identifiable Information

Information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

H. Red Flags

The Red Flags Rule was created by the Federal Trade Commission (FTC), along with other government agencies such as the National Credit Union Administration (NCUA), to help prevent identity theft.

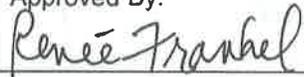
Robert Garza, City Manager



Date

3/26/15

ATTACHMENT 8

POL-LIB-2016-08	Issue No: 1.0	February 25, 2016
Prepared By: Bonnie Hobbs	Page 1 of 3	Approved By: 
Use of Public Access Computers and Internet		

PURPOSE

Thomas Branigan Memorial Library's mission is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The purpose of this policy is to define the Library's role as a provider of access as it applies to computer and internet use.

POLICY

Information on the Internet

The Library does not monitor or filter its internet connection. The Library has no control over the accuracy or quality of the information accessed through the internet and cannot guarantee that information found is accurate, complete or up-to-date. Users should be aware that the internet is not a completely secure medium and that third parties may be able to obtain personal information if users input such information into e-mails or websites.

The Library is not responsible for the unauthorized acquisition of personal information by third parties for any purpose. Software and other files downloaded from the internet may contain viruses or spyware that may infect other computers.

Use of Computers

Children 8 years old and younger

Responsibility for the welfare and behavior of children using public computers rests with the parent/legal guardian or assigned adult chaperone 18 years or older for children 8 years old and younger. Please refer to the Unattended Minors Policy for children 8 years old and younger.

Children 8 to under 18 years old

Parents or legal guardians must provide consent in person, prior to children between the age of 8 and 18 years using the internet. Consent will be recorded on the child's library card record. Children must have their valid library card with recorded parental consent with them in order to use the public computers.

Guest Passes are not issued to anyone under the age of 18.

Requirements for Computer Use

1. Patrons must have a valid library card to access computers in the public computer lab.
2. Patrons must show their library card and/or a valid picture ID if asked by staff.
3. Guest Passes are available for visitors 18 years or older.
4. Patrons may use a computer for an 1 hour session. If the computer lab is not busy the time may be extended at the discretion of staff.
5. Only one person is allowed on a computer at a time. Exceptions may be made by the library staff for patrons needing assistance on the computer or those working on a project together as long as aisle access is not impeded.
6. If patrons do not log on to assigned computers within the allotted login time, their name will be removed from the waiting list and the computer will be assigned to the next patron on the waiting list.
7. Patrons must log off their session when done.
8. Patrons are responsible for any costs associated with the use of the public computers.

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Prepared By: Bonnie Hobbs	Page 2 of 3	Approved By:
Use of Public Access Computers and Internet		

9. Patrons may save files to their personal flash drive or temporarily to the Library computer. Any information saved on the library computer will automatically be deleted upon termination of session.

Users shall not

1. Use the network to make unauthorized entry into other network systems.
2. View material that violates federal, state or local laws, including those regarding accessing, viewing, printing and distributing obscenity or pornography. Staff will call 911 immediately on anyone viewing child pornography.
3. Distribute unsolicited advertising (spam).
4. Use the internet to invade the privacy of others.
5. Move, rearrange, mishandle, damage or attempt to damage Library computer equipment or software or tamper with Library computer settings.
6. Engage in any activity that creates an intimidating or hostile environment.
7. Use the internet for any illegal activity.

Staff Assistance

Library staff will assist Library users in getting started with basic computer use, such as logging on and opening applications, as staff time and availability of trained personnel permits. Library staff is not able to offer extensive explanations or training regarding the internet or personal computer use, nor can the Library guarantee that appropriately trained staff will be available to assist users at all times when the Library is open. It is recommended that patrons acquire necessary skills prior to computer use, or have someone accompany them who is able to assist them.

ATTACHMENT 8 CONTINUED

POL-LIB-2016-08	Issue No: 1.0	February 25, 2016
Prepared By: Bonnie Hobbs	Page 3 of 3	Approved By:
Use of Public Access Computers and Internet		

UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

PEER REVIEW	
Title: Library Manager Bonnie Hobbs	Title: Library Administrator Renee Payne Frankel
Title: Library Manager Catherine Christmann	Title: Library Supervisor Elise Vidal
Title: Librarian Lori Batchelor	Title: Library Information Systems Technician Michael Holmberg
Title: Library Information Systems Technician Nancy Prince	Title: Library Assistant Denise Espinoza
Title: Library Assistant Charlotte Zimmerman	Title: Library Advisory Board, President Ellen Young
Title: Library Advisory Board, Vice President Debora Rindge	Title: Library Advisory Board, Secretary Susan Pinkerton
Title: Library Advisory Board, Friends Liaison Susan Fletcher	Title: Library Advisory Board, Member Paula Sharon
Title: Library Advisory Board, Member Jose Aranda	Title: Library Advisory Board, Member Sue Patterson

ATTACHMENT 9

POL-LIB-2016-07	Issue No: 1.0	February 25, 2016
Prepared By: Catherine Christmann	Page 1 of 1	Approved By: <i>Renee Frankel</i>
Cell Phone Policy		

PURPOSE:

The mission of the Thomas Branigan Memorial Library is to have a positive impact on our diverse community by providing lifelong learning and literacy. Using cell phones in the library disturbs others.

POLICY:

On January 19, 2010, the Las Cruces City Council voted to prohibit talking on cell phones in the Library. Cell phones must be either turned off, or put on vibrate/silent mode, while in the library. Calls must be taken outside the building. Texting and internet use on a cell phone are allowed.

UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

PEER REVIEW	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Acting Library Supervisor Elise Vidal
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Vice President Debora Rindge
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher
Title: Library Advisory Board, Member Paula Sharon	Title: Library Advisory Board, Member Jose Aranda
Title: Library Advisory Board, Member Sue Patterson	Title: Librarian Senior Victoria Minnick
Title: Library Assistant Senior Tracee Waters	Title: Library Administrative Assistant Dan Carrillo