





Administrative Policy

| Title: Circulation and Patron Accounts | | | | |
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| Administered By: Community Services Department (Library Division) | | | | |
| Policy No. | Issue Date | Revision Date | Department Head Approved | City Manager Approved |
| 06200.002 | 05/26/1999 | 06/28/22 | DocuSigned by:  E6BF842E66F0454... | DocuSigned by:  8CB6AE0895944B4... |

ARTICLE I - PURPOSE

Section 1.1 General Purpose

The purpose of this policy is to provide guidelines for material and resource use and assign responsibility for use of materials by library users and account holders.

Section 1.2 Superseded Policies

This policy supersedes and replaces the following policies, which are hereby eliminated in their entirety and are of no further force and effect:

- Policy 06200.001 (Library Operations Policy) administered by the Library & Recreation Services Department (Library)

ARTICLE II - DEFINITIONS AND SCOPE

Section 2.1 Definitions

NONE

Section 2.2 General Scope

Unless otherwise stipulated herein, this policy applies to all employees of the Library Division of the Community Services Department and all users of the Corona Public Library. All such employees and users shall comply with the provisions outlined in this policy. It is the responsibility of all supervision to ensure that the provisions outlined in this policy are enforced for those employees under their authority.

Section 2.3 Exemptions from Scope

NONE

ARTICLE III – CIRCULATION

Section 3.1 Materials Available to All Patrons.

The Corona Public Library encourages patrons to develop a lifelong interest in reading and learning through a variety of available formats. Availability and distribution of library materials and resources is necessarily always in furtherance of legitimate educational, scientific, and recreational purposes. By endorsing the American Library Association's "Library Bill of Rights" the Library supports the idea that all members of the community have free and equal access to the entire range of library resources, regardless of content, approach, format or amount of detail. These rights extend to all users of the public library, including minors.

Available library resources, including but not limited to, books, periodicals, DVD (including motion picture DVDs), CDs, and streaming digital content, may contain materials of a controversial nature. The Library upholds and affirms the right of each individual to have access to constitutionally protected materials, and also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources.

The Corona Public Library strives to provide materials and information that are current and in a variety of formats and covering a wide range of subjects and points of view. As stated in our mission, we believe in the freedom to read, to learn and to discover

Section 3.2 Materials Available to Minors. Parents and guardians are expected to monitor and supervise their children's use of library resources by selecting material that is consistent with personal and individual family values. The Corona Public Library does not provide this monitoring or supervision. However, a parent or guardian can choose to have a library card issued to their minor child that:

- A. Allows complete and unrestricted access; or
- B. Disallows borrowing of motion pictures in any format in the adult collection; or

C. Disallows borrowing of MPAA R-rated motion pictures in any format.

These library card options do not limit access to R-rated materials accessible on streaming platforms.

Section 3.3 Period of Time Books and Other Materials may be Borrowed.

Circulation procedures regarding the period of time library materials may be utilized in the library and the period of time they may be checked out/borrowed will be designed to maximize availability of materials to the most library patrons while allowing sufficient time for their use by patrons.

Section 3.4 Motion Picture Films in all Formats.

The Corona Public Library may enhance its collection with motion picture films, in any format, that support its mission.

Pursuant to California Education Code Part II, Chapter 1.5, Article 4, Section 18032, the Corona Public Library's policy regarding access by minors to video recordings is as follows:

The Corona Public Library permits access to all video recordings in any format to all persons with a regular (unrestricted) library card. A parent or guardian of a minor may limit their minor's access to video recordings as provided in Section 3.2 of this policy.

Library cards with restricted access do not limit access to video recordings provided in a streaming format.

ARTICLE IV – PATRON ACCOUNTS

Section 4.1 Issuance of Library Cards

Library cards of the Corona Public Library will be issued to all individuals who request them, have proof of identity, and have a permanent, verifiable address within the state of California. When applying for a library card, minors (anyone under age 18 years) must have a parent or guardian present, to sign the application in person or possess a Corona Norco Unified School District Smart Pass. Library cards are the property of the library and may be suspended for abuse of the library, staff, or violation of its policies and procedures.

Section 4.2 Responsibility for Materials

Library patrons are responsible for safeguarding their library cards and materials borrowed from the Corona Public Library.

- A. Library Card Required. Presentation of a Library Card or Corona Norco Unified School District Smart Pass is required to check out all library materials.
- B. Lost or Stolen Library Card. Responsibility and liability for items charged on a lost or stolen card rest with the person to whom the card was issued and, if a minor, a parent or guardian who signed the library application, up until the time that the card is reported lost or stolen to the Library.
- C. Return of Materials. Responsibility and liability for returning materials rests with the person who checked them out and, if a minor, a parent, or guardian who signed the library application.
- D. Accumulation of Fees. A library account is considered in good standing if less than \$10 in fees are accumulated.

Section 4.3 Confidentiality of Patron Records

All patron records of the Corona Public Library are confidential pursuant to the California Public Records Act (Government Code Section 6267). Such records, whether print or electronic, include (but are not limited to) circulation records, internet use records, and reserve requests.

With the exception of persons acting within the scope of their duties within the operation of the library, patron records are disclosed only upon written consent of the patron involved or under court order or subpoena. The implementation and interpretation of this policy is the responsibility of the Community Services Director or designee.

Section 4.4 Fees & Charges Pertaining to Library Materials and Services

Library fees and charges will be applied when additional costs are incurred which fall outside the approved library budget and which cannot be recovered by donations or other additional funding. Fees and charges will also be applied when violations of Library policies or other laws, rules, or regulations occur, including without limitation, when the period of time that materials may be borrowed is exceeded or when materials are lost or stolen. Unpaid fees and charges shall become a debt due and payable to the City.

ARTICLE V – COMPUTER USE

It is the Library's intention to provide users of the Library's internet, database, and Wi-Fi good service in a pleasant atmosphere. To ensure this, the following guidelines shall apply:

- A. Library Card Required. Patrons must possess a valid Corona Public library Card
- B. At User's Risk. Library patrons may utilize the internet at their own discretion and risk and are responsible for any access points they reach. The ability to access does not imply that the library endorses or sanctions the content or point of view of any of the information, images, or commentary, which may be found on the internet.
- C. No Sexually Explicit Material. Downloading, displaying, or printing visual materials that are sexually explicit in nature is prohibited.
- D. Illegal Activity. Patrons may not use the computers for any illegal activity, any activity that is harassing or defamatory or in a manner inconsistent with the Library Rules of Conduct or the Corona Municipal Code.
- E. Personal Information. Patrons must use caution when sending personal information. The library is not responsible for the security of credit card numbers, passwords, or other personally identifiable information which can possibly be intercepted by a third party.
- F. CIPA Compliance. The Library is in compliance with the Children's Internet Protection Act ("CIPA"), which requires libraries to certify that they are enforcing an internet safety policy that includes technology protection measures in order to be eligible for federal funding and discounts for internet access through the E-rate program. Filtering is applied to public workstations in the Children's area of the Library.

PRIOR VERSIONS

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