

# HENNEPIN COUNTY

## LIBRARY BOARD

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

January 23, 2019, 5-7:00 p.m.

Ridgedale Library | Robert H. Rohlf Meeting Room | 12601 Ridgedale Dr. | Minnetonka, MN 55305

# Library Board Agenda

1. CALL TO ORDER
  2. APPROVAL OF AGENDA\*
  3. CONSENT\*
    - A. Approval of Minutes of Nov. 28, 2018
    - B. Acceptance of Donations
    - C. Approval of Policies
      - I. Commissioned Public Art
      - II. Donations
      - III. Library Bill of Rights
      - IV. Patron Data Privacy
  4. PUBLIC COMMENT
  5. PRESIDENT'S REPORT
    - A. Commendation, Lois Lenroot-Ernt\*
    - B. Director Selection Process Committee Report\*
    - C. 2019 Meeting Schedule\*
    - D. 2018 Accomplishments
    - E. Conferences
  6. LIBRARY BOARD POLICIES
    - A. 2019 Policy Review - Introduction
      - I. Collection Development and Management
      - II. Freedom to Read
      - III. Freedom to View
      - IV. Lending
      - V. Policy Review Policy
  7. DIRECTOR'S REPORT
    - A. Library, Community, and County Updates
  8. COMMITTEE REPORTS
    - A. FHCL, Erin Vrieze Daniels
  9. UNFINISHED BUSINESS
  10. NEW BUSINESS
  11. ADJOURN\*
- \* Library Board action items*

### Library Board

Katherine Blauvelt, President | Caitlin Cahill | Chris Damsgard | Tim Dolan | Jonathan Gaw | Rahfat Hussain  
Adja K. Kaba, Secretary | Sheila Letscher | Margy Ligon | Samuel Neisen | Erin Vrieze Daniels, Vice President

### Interim Library Director

Janet Mills



# HENNEPIN COUNTY

## LIBRARY BOARD

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

### HENNEPIN COUNTY LIBRARY BOARD MEETING

#### Meeting Minutes

The Hennepin County Library Board met Wednesday, November 28, 2018, Ridgedale Library, Robert H. Rohlf meeting room.

#### ATTENDEES

**Present:** Katherine Blauvelt, Caitlin Cahill, Chris Damsgard, Tim Dolan, Jonathan Gaw, Rahfat Hussain, Adja K. Kaba, Sheila Letscher, Margaret Ligon, Samuel Neisen, and Erin Vrieze Daniels.

**Hennepin County Staff:** Commissioner Linda Higgins, Interim Director Janet Mills, Shannon Adkins, Peggy Bauer, Abdulrashid Gama, Johannah Genett, Deborah Johnson, Lois Lenroot-Ernt, Nancy Palmer, Kristi Pearson (FHCL), Gail Mueller Schultz, Rebecca Thayer, Tracy Thompson, and Ali Turner.

**Public:** Sheila Zimmerman (Edina), and Connie Brekken (Edina)

#### CALL TO ORDER

Past President Chris Damsgard called the Hennepin County Library Board meeting of November 28, 2018, to order at 5:10 p.m., and welcomed all in attendance.

#### APPROVAL OF AGENDA

Changes to the agenda included moving consent agenda item 3C. Approval of Library Board Policies to later in the agenda for further discussion. Sheila Letscher made a motion to approve the amended agenda; seconded by Margy Ligon. Motion passed.

#### CONSENT ITEMS

With the exception of the item moved, Caitlin Cahill made a motion to approve the consent agenda; seconded by Jonathan Gaw. Motion passed.

Past President Damsgard read a statement describing the Friends of Excelsior art donation “Minnesota Mosaic,” and invited the Friends of Edina to share a few words on their art donation, “Bear Bench.”

Sheila Zimmerman, President of Friends of Edina Library Board, and Connie Brekken, member of Friends of Edina Library, shared their donation was made in honor of Linda Brandt, their friend and a former board member, who passed away. They graciously thanked the board, who thanked them in return.

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Adja K. Kaba, Secretary | Sheila Letscher | Margy Ligon | Samuel Neisen | Erin Vrieze Daniels, Vice President

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## PUBLIC COMMENT

No public comment.

## PRESIDENT'S REPORT

### **Commendation: Commissioner Linda Higgins, Second District**

Tim Dolan read the resolutions commending Commissioner Linda Higgins. A Board Resolution thanking Commissioner Higgins for her years of service to the Library Board was moved by Vice President Vrieze Daniels, seconded by Margy Ligon and approved by the Board.

Commissioner Higgins expressed she treasures this recognition and thanked the board for the honor and their service.

### **Commendation: Commissioner Peter McLaughlin, Fourth District**

Jonathan Gaw read the resolutions commending Commissioner Peter McLaughlin. A Board Resolution thanking Commissioner McLaughlin for his years of service to the Library Board was moved by Vice President Vrieze Daniels seconded by Tim Dolan and approved by the Board.

Commissioner Higgins received the commendation on behalf of Commissioner Peter McLaughlin. She shared his heart is in libraries, with his proudest moment being the merger with the Minneapolis Public Libraries. She expressed his gratitude for this recognition, and his regrets for not being able to attend.

## **Announcements**

Citizen Advisory Board 2019 vacancy applications will be accepted through December 31. The Library Board has three vacancies; Jonathan Gaw and Samuel Neisen are eligible for reappointment, Caitlin Cahill has reached the end of her third consecutive term. Questions can be directed to the Library Board Clerk, Tracy Thompson.

Library Board members interested in attending conferences in 2019 should reach out to President Blauvelt by December 20.

## **Director Selection Process Committee**

Vice President Vrieze Daniels reminded the Board that a new committee was formed by the Board at the special meeting in October. The first meeting of the Director Selection Process Committee was held on October 23. She reviewed the Library Director selection process and timeline, reminding the Library Board that sequence is more important than timing.

Sheila Letscher expressed apprehension over the Minnesota Statutes related to Director qualifications. Interim Director Janet Mills recommended holding that discussion at the next Director Selection Process Committee meeting in January. Vice President Vrieze Daniels requested further information be available on this topic at that meeting.

### **Friends of Hennepin County Library 2018 Highlights, Kristi Pearson, FHCL Executive Director**

Director Kristi Pearson thanked the Library Board for being invited to discuss another year of a successful partnership between the Library and Friends of Hennepin County Library.

Director Pearson reviewed the FHCL key strategies of powerful storytelling, diverse revenue generation, engaging events, robust marketing and fundraising campaigns, and data analysis and infrastructure investment. She shared the strategies are the framework of almost everything they do.

Director Pearson shared recent successful FHCL events including the Testify exhibit, Talk of the Stacks, MnSpin live inaugural concert, a special evening with the Sioux Chef Sean Sherman, 2018 – 2019 Pen Pals season, and the year-end giving campaign.

Vice President Vrieze Daniels shared how impressed she was with FHCL staff and their excitement and engagement. The Board thanked Director Pearson for her presentation and all of her organization's hard work and dedication.

### **LIBRARY BOARD POLICIES**

#### **Discussion**

Each Library Board policy listed in the agenda, with the exception of the Commissioned Public Art Policy, was changed to comply with Library Board members' comments at the September Library Board meeting. The changes are as follows:

- Next Review Date updated to 2022

There was a question in September about the word "be" showing highlighted in yellow in the Patron Data Privacy Policy. Staff would like to clarify that was intentional based on a requested change from "data is retained" to "data be retained".

Lois Lenroot-Ernt, Research, Policy and External Relations Coordinator, was invited to the table for the requested policy discussion. Sheila Letscher shared she was concerned the policy review committee was not being referred to consistently between policies, and that the review period did not line up with our new policy review schedule in each policy.

Lois Lenroot-Ernt recommended updating wording to "recommendations are advanced to a Library Board committee." The Board agreed with this recommendation.

Lenroot-Ernt also recommended the process language in the Data Privacy policy be retained due to differing legal requirements for this policy. She reinforced that each policy includes the option to review more frequently as needed or upon request of the Library Board.

Shelia Letscher made a motion to move the four policies to the January consent agenda, seconded by Jonathan Gaw. Motion passed.

## LIBRARY BOARD DIALOGUE

### **Building collections that support the first amendment and welcome all communities, Johannah Genett, Resource Services Division Manager**

Johannah Genett and President Blauvelt provided a review of the September 26 dialogue and provided answers to questions raised during part one of the dialogue. President Blauvelt reminded the Board this two-part discussion is being used to prepare for updating the Collection Development and Management policy in 2019.

Staff reviewed the request for reconsideration process, the suggest for purchase tool, and how employees determine if an item is out of scope.

The Board discussed where the current policy is clear on providing guidance to staff, how staff are selected to participate on selection teams, a lack of proactive language, the need to achieve a diverse collection, aligning with County and Library goals and strategic plans, how patrons are instructed to make requests, transparency, measurements of success, and continuous improvement.

Margy Ligon inquired if HCL has considered offering collections other than books to patrons similar to how some library systems offer tools, clothing, seeds, etc. to patrons. Ms. Genett shared HCL has piloted similar programs and have found that the wait lists become so long the programs no longer serve the patrons that need it most. Interim Director Mills shared that until HCL can come up with a delivery method and model that really serves the people that most need it, we will continue to refer on to community partners that have been successful in those areas.

## DIRECTOR'S REPORT

### **Library, Community and County Updates**

#### **CCX Media Library Series**

CCX Media News produced a series of three videos highlighting aspects of 21<sup>st</sup> Century Library service offered in various HCL locations.

#### **North Regional Library Update**

Since the end of September, no incidents of the same significance as those in late August and early September. Hennepin County security officers have been present during all open hours. Currently interviewing candidates for a second supervisor position to work alongside Krista Beier, North Regional supervisor. We have begun filling several other public facing positions as well. We have been focused on attracting many applicants from the community through a concerted recruiting effort led by Ms. Beier and library colleagues, posting flyers around the neighborhood, etc. We are continuing to grow our partnerships in the community, including reaching out to Mad Dads and the schools.

#### **Library Closure**

South East Library will close for a 10-12 month renovation beginning Monday, December 10. The Library is scheduled to reopen in late 2019.

Eden Prairie Library will close January 7, 2019, it will remain closed until fall of 2019.

### **Pause in accepting public art**

Interim Director Mills shared that with almost 2000 pieces of public art currently in our possession at the Library, we will take a pause in accepting additional pieces in 2019.

Library capital projects with a budget of over \$1 million will continue to earmark 1% of their budget for public art as stipulated by the One Percent for Art Policy, but funds will be held until the review described above is complete.

Donations of public art will not be accepted from local Friends groups or individuals. We have requested all local Friends groups to suspend any planning for purchase of art during this process.

Bequest gifts of funds will be accepted with no guarantee they will be used to purchase art. We request that bequests are held by the Friends of Hennepin County Library, even if initially bequeathed to a local Friends group.

Exceptions to the pause will require prior approval by the Library Director or designee and will be considered on a case by case basis.

Temporary art displays of items not owned by the Library including local exhibits and displays in Cargill Gallery at Minneapolis Central Library are not included in this pause.

President Blauvelt inquired how this would impact the Board's role in accepting donations. Interim Director Mills explained the Library would not be bringing forth any public art items for recommendation in 2019, but that the Library Board would continue to approve other types of donations.

### **Read this newsletter - subscribed**

All Library board members have been subscribed to "Read this" a quarterly email newsletter that will share reading recommendations, highlight online resources and provide subscribers with tips and tricks to make using the library easy.

Patrons are able to find the newsletter and sign up for future issues in two locations on the public website as well as on the Hennepin County public website.

### **Ted Hathaway**

Ted Hathaway, Senior Librarian in Special Collections, wrote the forward to the recently published *Double Exposure: Images of Black Minnesota in the 1940s*. It's published by Minnesota Historical Society and features the photos that the special collections department repaired and digitized.

### **UNFINISHED BUSINESS**

President Blauvelt made a motion to name Jonathan Gaw and Erin Vrieze Daniels to serve as Library Board representatives on the Hennepin County application screening group; seconded by Sheila Letscher. Motion passed.

#### NEW BUSINESS

No new business.

#### ADJOURN

There being no further business, Samuel Neisen made a motion to adjourn the meeting at 7:02 p.m.; seconded by Caitlin Cahill. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:00 p.m., Wednesday, January 23, 2019, Ridgedale Library, Robert H. Rohlf meeting room, 12601 Ridgedale Drive, Minnetonka, 55305

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Adja K. Kaba, Secretary

# HENNEPIN COUNTY

## LIBRARY BOARD

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### List of Donations Recently Received

As of January 14, 2019

Hennepin County Library funding recently received from the Friends of Hennepin County Library

**Friends of Hennepin County Library Support - \$240,506.32**

**Local Friends of Hennepin County Libraries Support - \$29,906.10**

- \$165 for Augsburg Park Library: funded by Friends of Augsburg Park Library
- \$10,913.96 for Edina Library: funded by Friends of Edina Library
- \$3,454 for Hopkins Library: funded by Friends of Hopkins Library
- \$900 for Minneapolis Central Library: funded by Friends of Minneapolis Central Library
- \$150 for Minnetonka Library: funded by Friends of Minnetonka Library
- \$2,348 for Nokomis Library: funded by Friends of Nokomis Library
- \$3,200 for Northeast Library: funded by Friends of Northeast Library
- \$2,000 for Penn Lake Library: funded by Friends of Penn Lake Library
- \$130 for Pierre Bottineau Library: funded by Friends of Pierre Bottineau Library
- \$1,500 for Ridgedale Library: funded by Friends of Ridgedale Library
- \$900 for Rogers Library: funded by Friends of Rogers Library
- \$90 for Roosevelt Library: funded by Friends of Roosevelt Library
- \$219.14 for Southdale Library: funded by Friends of Southdale Library
- \$625 for St. Anthony Library: funded by Friends of St. Anthony Library
- \$2,284 for Walker Library: funded by Friends of Walker Library
- \$700 for Wayzata Library: funded by Friends of Wayzata Library
- \$327 for Webber Park Library: funded by Friends of Webber Park Library

**Private Sources Support - \$18,122.61**

- \$2,500 for Barbara Flanagan Collection: funded by private sources
- \$1,000 for Franklin Learning Center: funded by private sources
- \$10,668.68 for Moving to Heal: funded by City of Minneapolis
- \$3,953.93 for Senior programs at Minneapolis Central: funded by Minneapolis Health Department

**Grand Total = \$288,535.03**

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Adja K. Kaba, Secretary | Sheila Letscher | Margy Ligon | Samuel Neisen | Erin Vrieze Daniels, Vice President

#### Interim Library Director

Janet Mills



# Commissioned Public Art

## Hennepin County Library Board Policy

### Purpose

The purpose of this policy is to express the role public art plays in libraries and to provide guidance and direction for the selection of commissioned public art. The Board understands this policy will not anticipate the creative scope of possibilities for public art projects. It is the intent, therefore, of this policy to provide a broad framework for decision making that does not unduly limit creative potential.

### Definitions

For the purpose of this policy, public art is defined as an original work of commissioned art that is accessible to the public. It is designed for a specific library, reflects the local community, and is intended to support the library as a gathering place where all residents come to learn, grow, and spend time together.

### Principles

- The State of Minnesota, Hennepin County, and the Hennepin County Library Board recognize that the presence of public art contributes to the life and vitality of our community.
- Public art in library buildings contributes to the library's mission to nourish minds, transform lives, and build community together. It helps to create a community identity and a place of contemplation and curiosity.
- Public art enhances the library experience; it creates positive public environments; reflects our legacy, and expresses our diversity.
- Engaged participation by members of the community strengthens the art selection process and builds community excitement.

### Scope

This policy applies to the acquisition of all public art that is commissioned for the Hennepin County Library. Commissioned public art may be acquired in one of two ways:

1. Hennepin County's "one percent for art" program in which library capital building projects of \$1 million or more have 1% of the project costs (defined herein as encompassing construction costs, architectural fees, and contingency) dedicated to the selection, purchase, and installation of works of public art.
2. Public art proposals submitted to Hennepin County Library by the Friends of the Hennepin County Library.

### Art Selection Committees

The Library Director, the Hennepin County Library Board President, and the Executive Director of the Friends of the Hennepin County Library will coordinate the formation of an Art Selection Committee for each capital building project. The Art Selection Committee will include members of the community and reflect its diversity.

Additional Art Selection Committees may be established by the Library Director in response to proposals from the Friends of the Hennepin County Library to commission public art for libraries.

The Library Board President will appoint a Library Board member to each Art Selection Committee. Appointees will be active participants in the commissioned art selection process and report progress to the full Library Board.

## **Selection Considerations**

The following considerations will be used by Art Selection Committees to guide the evaluation and selection of commissioned art proposals.

The extent to which the public art:

- Celebrates, explores and includes the diverse histories and cultures of the community
- Has broad and timeless appeal
- Represents artistic excellence and innovation
- Is designed for a publicly visible and accessible area
- Is safe, durable and able to withstand theft, vandalism and exposure to the environment
- Requires low maintenance

## **Roles and Responsibilities**

- The Library Director (or designee) will maintain an administrative policy which details the composition, responsibilities, and authority of Art Selection Committees and which defines the subsequent staff responsibilities for acquiring and maintaining the selected art.
- The Art Selection Committees will uphold the Principles and Selection Considerations outlined in this policy.
- Hennepin County directs the art installation by the artist.
- The Library Board will take formal action to acknowledge and receive the commissioned art, once it is installed.

## **Associated Resolutions and Laws**

- Hennepin County Board Resolution No. 01-04-212
- Hennepin County Library Board. [Donation Policy](#).
- Library Administration. [One Percent for Art Policy](#)
- Minnesota State Statute: [16B.35 ART IN STATE BUILDINGS](#)

## **Process**

This policy is reviewed by the Library Director (or designee) every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

## **Policy History**

Next Review Date: 2022

Date Approved: 2018

# Donation Policy

## Hennepin County Library Board Policy

### Purpose

Hennepin County Library welcomes and encourages donations. The purpose of this policy is to provide guidance to those who wish to support the Hennepin County Library through a financial or other donation. It describes the scope of donations received, and defines the roles and responsibilities for accepting donations made to the Hennepin County Library.

### Principles

- Donations are welcomed and valued expressions of individual support for Hennepin County Library and its mission to nourish minds, transform lives, and build community together.
- Donations enhance the library's services and programs.
- Financial donations enrich Hennepin County Library but do not replace public tax support.
- Planned gifts contribute to the legacy and sustain the mission of Hennepin County Library.

### Roles and Responsibilities

The Hennepin County Board of Commissioners has delegated to the Library Board the authority and responsibility to accept donations to the Hennepin County Library on behalf of Hennepin County. The Library Board will acknowledge significant donations with an additional expression of appreciation to the donor.

The Library does not provide appraisals of gifts or potential gifts. All donated materials are outright gifts to the Library.

### Scope and Disposition of Donations Received

- Library supporters are encouraged to make financial donations to the Friends of Hennepin County Library or to the individual Friends of the Library groups.
- The Library Board encourages library supporters to consider the planned giving opportunities administered by the Friends of Hennepin County Library.
- The Library Board's Collection Development and Management Policy is the basis for staff decisions about adding materials to the collection. Materials not suitable for the collection are given to individual Friends of the Library groups for resale.
- The decision to accept the donation of a major special collection is made by the Library Board upon recommendation of the Library Director. Donated collections become the property of Hennepin County Library, which has the authority on retention, location and disposition.
- Works of art may be donated to the Hennepin County Library. The considerations and criteria defined in the [Commissioned Public Art Policy](#) will be applied to individual works of art that may be donated. The decision to accept and utilize donated art in libraries is made by the Library Board upon recommendation of the Library Director. Donated art becomes the property of Hennepin County Library, which has the authority on retention, location and disposition. A good faith effort will be made to keep donated art in the library intended by the donor.

## **Associated Policies and County Board Resolutions**

- Hennepin County Board Resolution No. 81-2-108R
- Hennepin County Board Resolution No. 96-11-695
- Hennepin County Library Board. [Collection Development and Management Policy](#)
- Hennepin County Library Board. [Commissioned Public Art Policy](#)

## **Process**

This policy is reviewed by the Library Director (or designee) every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

## **Policy History**

Next Review Date: 2022

Date Approved: 2018

# Library Bill of Rights

## Hennepin County Library Board Policy

### Purpose

The purpose of this policy is to affirm and endorse the following Library Bill of Rights as adopted by the American Library Association.

### Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

### Process

This policy is reviewed by the Library Director (or designee) every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

### Policy History

Next Review Date: 2022

Date Approved: 2018

# Patron Data Privacy Policy

## Hennepin County Library Board Policy

### Purpose

The purpose of this policy is to communicate Hennepin County Library's (the Library) role and responsibility to safeguard patron data and to describe the obligations and constraints under which the Library operates.

### Principles

- We value and advocate for patron privacy and confidentiality.
- We value intellectual freedom and a patron's right to open inquiry without having the subject of one's interest examined or scrutinized by others.
- We recognize that networked and digitized environments create new and ongoing challenges to safeguard patron data.
- We expect the Library to employ responsible and transparent data practices, stay abreast of developments in the field, and leverage its role as a national leader of library service to maintain patron data privacy standards in this rapidly evolving world.

### Definition and Scope

For the purpose of this policy, patron data is defined as information that identifies a library patron or information that can be connected to a patron. It is a form of government data and is subject to federal law, Minnesota state statutes, and Hennepin County data governance policies and procedures.

Patron data includes, but is not limited to, information associated with borrowing library materials and requesting information, using the library's computers and wireless service, reserving library meeting rooms, and accessing downloadables and other resources via third party vendors.

### Public Data

In the state of Minnesota, all government data including patron data is public unless it has been classified otherwise by statute or federal law.

### Private Patron Data

The following patron data collected and maintained by Hennepin County Library (or those working under contract for the library) is private and may not be disclosed for other than library purposes.

1. Data that links a patron's name with materials requested or borrowed
2. Data that links a patron's name with a specific subject about which the patron has requested
3. All data (other than the name of the applicant) provided as a part of a library card application.

Circumstances when private data may be released:

1. Patrons may access the data that is about themselves.
2. A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.
3. Private data maybe disclosed to a parent or guardian of a minor or vulnerable adult. In the case of a minor, the library shall, upon request by the minor, withhold data from parents or guardians if the library determines that withholding the data would be in the best interest of the minor. Minnesota Administrative Rules 1205.0500 outlines the access procedures for a parent or guardian.

4. The Library may release private data pursuant to a court order.
5. The Library may be compelled to disclose private data pursuant to the USA PATRIOT Act.

(See also Minnesota Statutes 13.02, 13.05, 13.40 and USA PATRIOT Act section 215)

## **Collecting and Retaining Patron Data**

The Library collects and retains patron data which is:

- Necessary for the provision and management of library services
- Needed to provide opt in library services that are desired by library patrons
- Required by federal law.

The Library informs patrons of the necessity, purpose, and intended use of requested data. It maintains data retention schedules, and conducts regular data privacy audits.

## **Networked and Digitized Library Environment**

The library provides access to the Internet via its wireless network and by making its computers and other devices available to patrons. The Library does not monitor what patrons do while using the library's computers or other devices. It does not scrutinize sites patrons visit, documents they produce, transactions they make, or emails they create or view.

Patron library card numbers, and the location and time of patron logins are collected to manage the queues for using library computers. For wireless connections, the date and time of a wireless connection and the MAC address of the device that is connected through the wireless network is retained. The USA PATRIOT Act requires that this data be retained for a reasonable period of time. It is currently retained for two months.

The library's collection is also a part of the networked, digitized library environment. Patrons increasingly borrow library materials by accessing and downloading them via third party vendors. While vendors who are under contract with the Library are subject to the same federal and state data privacy laws as the Library, their compliance is subject to the ethics and integrity of those organizations. The Library actively works with third party vendors to support patron data privacy.

## **Handling and Disclosing Patron Data**

Library staff and volunteers handle patron data in accordance with library administrative policy. Patron data that is public may be requested under the [Minnesota Data Practices Act](#). The Library follows [county procedures](#) and responds to written data requests in a timely way.

Patron data that is private will not be disclosed except under the circumstances detailed under the "private patron data" section (above). The process for responding to requests for private patron data is detailed in library administrative policy.

The Library does not give, share, sell, or transfer patron data for commercial purposes.

## **Roles and Responsibilities**

The Hennepin County Board of Commissioners appoints a Data Governance Officer who is responsible for developing, articulating, implementing, and managing the county's vision for organizational data management and data compliance practices in accordance with federal laws and state statutes. Each county department appoints a data steward who works with the Data Governance Officer and is accountable for the quality and use of the department's data.

The Library implements the Library Board policy and establishes library administrative practices and procedures that are aligned with county-wide policies.

Library staff and volunteers follow the [Code of Ethics of the American Library Association](#) and "protect each library user's right to privacy and confidentiality with respect to information sought or received, resources consulted, borrowed, acquired, or transmitted."

Library staff take annual data security training and play an active role educating and informing patrons about patron data privacy concerns especially as it relates to the digital environment.

Library patrons have the responsibility to safeguard their personal privacy, report lost library cards, manage their library account privacy settings, familiarize themselves with the privacy policies of the third party vendors they access, and be aware that the Library cannot protect the privacy of data that is transmitted to third parties via the Internet.

## **Associated Policies and Laws**

This policy is subject to all federal, state, and local laws and policies including but not limited to:

- American Library Association. [Code of Ethics](#)
- Hennepin County. Data Practices Policy
- Hennepin County. [Data Practices Requests](#)
- Hennepin County. [Privacy and Security Policy](#)
- Hennepin County Library Administrative Policy. [Handling and Disclosing Patron Data](#)
- Hennepin County Library Board. [Library Bill of Rights](#)
- Minnesota. [Government Data Practices Act](#)
- Minnesota. Administrative Rules 1205.0500. [Access to Private Data Concerning Data Subjects Who Are Minors](#)
- United States. [Children's Online Privacy Protection Act](#)
- United States. [Electronic Communications Privacy Act](#)
- United States. [USA PATRIOT Act](#)

## **Process**

This policy is reviewed by the Library Director (or designee) and the Library's legal counsel every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

## **Policy History**

Next Review Date: 2022

Last Reviewed/Revised Date: 2018

Previous Policy Dated: 11/30/2011

# HENNEPIN COUNTY

## LIBRARY BOARD

January 23, 2019

### Library Board Commendation

#### COMMENDATION FOR LOIS LENROOT-ERNT

*Whereas*, Lois Lenroot-Ernt has served Hennepin County libraries with distinction for nearly 30 years, as legal reference librarian, reference librarian, supervising librarian, capital projects coordinator, senior librarian, capital projects manager, and research, policy and external relations coordinator; and

*Whereas*, Ms. Lenroot-Ernt raised the national profile of Hennepin County Library by coordinating arrangements for industry events hosted in Minneapolis, such as the Library Journal Design Institute and the Urban Libraries Council Annual Forum; and

*Whereas*, sharing her library capital projects expertise with colleagues state- and nationwide, Ms. Lenroot-Ernt gave presentations at the Minnesota Library Association, Public Library Association, and American Library Association annual conferences, furthering learning in the profession; and

*Whereas*, drawing on her research skills, Ms. Lenroot-Ernt co-authored Framework for the Future: Hennepin County Library's Planning Principles as part of her mobility assignment with the library Director's Office, with the Framework successfully approved by the Hennepin County Board of Commissioners in April 2006; and

*Whereas*, Ms. Lenroot-Ernt earned countywide recognition for her work with the library and across the county, including the Hennepin County Employee Engagement Award in 2008: Building One Library Committee and the Hennepin County Administrator's Award in 2018: Health in All Policies Guidance Committee; and

*Whereas*, with an eye toward usability, accessibility and equity, Ms. Lenroot-Ernt served as staff liaison for the Hennepin County Library Board Policy Project Taskforce in 2016, the Policy Committee in 2017, and for the Policy Review Committee of the Whole in 2018, resulting in improved Library Board policies in support of excellent library service; and

*Whereas*, Ms. Lenroot-Ernt facilitated Hennepin County Library and the Library Board's participation in Library Legislative Day, an annual statewide library advocacy event where library supporters meet with elected officials, furthering the mission of Hennepin County Library to nourish minds, transform lives and build community together;

**BE IT RESOLVED**, that the Hennepin County Library Board formally recognizes Lois Lenroot-Ernt with appreciation for her commendable and collegial work with the Library Board, her many contributions to the library profession, and her years of service and excellence with Hennepin County Library, and extends congratulations and sincere best wishes upon her retirement.

#### Library Board

Katherine Blauvelt, President | Caitlin Cahill | Chris Damsgard | Tim Dolan | Jonathan Gaw | Rahfat Hussain  
Adja K. Kaba, Secretary | Sheila Letscher | Margy Ligon | Samuel Neisen | Erin Vrieze Daniels, Vice President

#### Interim Library Director

Janet Mills



# HENNEPIN COUNTY

## LIBRARY BOARD

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

# Library Board Schedule

## 2019

### Library Board Meetings

DATE	TIME	LOCATION
January 23, 2019	5:00 p.m.	Ridgedale Library, Robert H. Rohlf Meeting Room
March 27, 2019	5:00 p.m.	Minneapolis Central Library, Doty Board Room
Annual Meeting May 8, 2019	5:00 p.m.	Ridgedale Library, Robert H. Rohlf Meeting Room
June 26, 2019	5:00 p.m.	Ridgedale Library, Robert H. Rohlf Meeting Room
September 25, 2019	5:00 p.m.	Ridgedale Library, Robert H. Rohlf Meeting Room
November 20, 2019	5:00 p.m.	Minneapolis Central Library, Doty Board Room

### Executive Committee Meetings

DATE	TIME	LOCATION
Feb. 27, 2019	5:30 p.m.	Golden Valley Library, Meeting Room
June 5, 2019	5:30 p.m.	Augsburg Park Library, Meeting Room
August 14, 2019	5:30 p.m.	Northeast Library, Meeting Room

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Interim Library Director  
Janet Mills



# HENNEPIN COUNTY

## LIBRARY BOARD

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

# Library Board Schedule

## 2019, *Revised*

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January 23, 2019	5:00 p.m.	Ridgedale Library, Robert H. Rohlf Meeting Room
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Interim Library Director  
Janet Mills



# HENNEPIN COUNTY

## LIBRARY BOARD

### Library Board Conference Processes

Per the Library Board [Per Diem and Expense](#) policy:

*Authorized travel and library conference attendance will be fully reimbursable, up to a Library Board member's budgetary shares. The value of a budgetary share is established as a part of the annual Library Board budget process [\$1,000 for 2019].*

- *The Library Board President is entitled to two shares per year*
- *All other members are entitled to one share per year; members who officially represent Hennepin County Library in a professional library association receive one additional share per year*

### Approval

Board members are required to obtain pre-approval from the Library Board President prior to registering or attending conferences to be eligible for reimbursement.

### Registration

Advanced registration and payment can be arranged through Hennepin County Library Budget and Finance employees for conference registration fees, transportation, and lodging.

1. Contact Library Board Clerk to schedule advanced registration; *in order of preference*:
  - a. Register in person at Ridgedale, 12601 Ridgedale Drive, Minnetonka 55305
  - b. Register via teleconference software, requires computer for screen sharing
  - c. Register via phone
2. Note, ALA conferences require ALA online log in credentials to be activated in advance. Visit <https://idp.ala.org/idp/Authn/UserPassword> to activate, obtain, or update your user ID and password.

Provided they have received pre-approval from the Library Board President, Library Board members may choose to arrange trip details independently and submit for reimbursement.

### Incidentals

On request, additional direct expenses, such as mileage and meals, shall be reimbursed in accordance with Minnesota law and Hennepin County Policy at the [federal meals and incidental expenses \(M&IE\) per diem rate](#). Receipts required for all expenses. See Library Board Clerk with questions.

### Reimbursement

1. Submit trip receipts to Library Board Clerk within 45 days of trip return, scans / copies of original receipts are permitted
2. Library Board Clerk reviews receipts and submits for reimbursement
3. Payment will be made in accordance with existing per diem payment preferences

### Library Board

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Adja K. Kaba, Secretary | Sheila Letscher | Margy Ligon | Samuel Neisen | Erin Vrieze Daniels, Vice President

### Interim Library Director

Janet Mills



# Collection Development and Management Policy

## Hennepin County Library Board Policy

### Purpose

It is the Library Board's role to "determine the contents of the collections of the library system" per Minnesota Statute 383B.239. This policy defines the scope of the collection and articulates the overarching principles which shape the development and management of the Hennepin County Library's (the Library) collection. This policy guides the Library's responsibility to select, acquire, make accessible, maintain and preserve the Library's collection.

This policy establishes a process for addressing patron questions and concerns, and defines the roles and responsibilities for addressing those concerns.

### Principles

The collection is one of the Library's major assets. It advances the Library's mission to "nourish minds, transform lives, and build community together." It helps create a future where every person has the opportunity and resources to read, graduate, engage, work and learn.

- We, the Library Board, value intellectual freedom and the importance of an individual's right to read, view, and listen to a broad spectrum of knowledge, ideas, opinions, and creative expression.
- We embrace the diverse ways in which people learn and acquire information.
- We believe the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.
- We value the role the Library plays as a repository of the community's cultural heritage.
- We recognize the importance of resource sharing with other libraries throughout the state and nation.
- We expect the Library to be responsive to changing patron interests and demographics, follow professional standards, and stay abreast of the new and evolving ways information is created, disseminated, accessed and used.

### Definitions

The Library's collection is the body of materials selected for and made accessible to library patrons.

"Materials" has the widest possible meaning and includes books and other print media, audiovisual, digital, and electronic formats. Materials may be owned or leased by the Library, housed in a physical location, downloaded, or accessed via the Library's website.

"Selection" refers to the decision that is made by Library staff to add a specific item to the Hennepin County Library collection and make it accessible either in a physical location or via the Library's website.

Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

### Collection Scope

The Library's collection is designed to support the cultural, informational, educational, and recreational interests of the residents of Hennepin County. It reflects the interests of the general public and supports the demographics and diversity of the community of which it is a part.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty. It contains materials of contemporary, historical, and archival significance. The collection has a wealth of retrospective and archival books, local history documents, and digitized material.

The Library is a designated Patent and Trademark Resource Center and a member of the Federal Depository Library Program.

### **Access and Resource Sharing**

Access to materials is ensured by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems.

Patrons access the collection via the Library's catalog, the Library's website, and through their interactions with staff. Items located at one library location may be requested for pick up at a more convenient Hennepin County Library location. The Library's outreach services enable greater access to the collection.

Use limitations ensure fair and equitable access to materials. Access to some items may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Items that are not in the Library's collection may be obtained on behalf of the patron from another library system via established interlibrary loan networks. Conversely, Hennepin County Library's materials may be lent to other organizations that also participate in the networks.

The Library collaborates with the following organizations to ensure the widest possible access to library materials:

- Metropolitan Library Service Agency (MELSA)
- Minitex, an information and resource-sharing program of the Minnesota Office of Higher Education and the University of Minnesota Libraries
- OCLC, a worldwide cooperative that supports the acquisition, cataloging and lending of library materials
- Minnesota Library Access Center
- Minneapolis Athenaeum.

### **Intellectual Freedom**

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. Individuals apply their personal interests and values to the materials they choose for themselves. The values of one may not be imposed on another. Parents and legal guardians have the responsibility for their child's or ward's use of library materials.

The Library's selection of materials for the collection does not constitute an endorsement of the content. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements support intellectual freedom and are adopted policies of the Hennepin County Library Board. In addition, the American Library Association's [Intellectual Freedom and Censorship Q & A](#) provides additional guidance on this subject.

### **Roles and Responsibilities**

The Hennepin County Board of Commissioners approves Library funding, which includes funding for the collection. Additional funding support is provided by the Friends of the Hennepin County Library, local Friends of the Library groups, trusts, and other donations.

The Library Director works under the direction of the Hennepin County Board of Commissioners and within the framework of this policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

Staff in a centralized work unit provide continuity for the development and management of the Library's collection. They plan, budget, select, acquire, catalog, process, and manage library materials. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Staff in each library participate in collection development and management. They:

- Engage in open, continuous two-way communication with patrons and other staff
- Handle all requests equitably
- Work in partnership with one another to understand and respond to patron needs
- Understand and respond to rapidly changing demographics, as well as societal and technological changes
- Recognize that materials of varying complexity and formats are necessary to serve all members of the community
- Balance individual and community needs
- Seek continuous improvement through ongoing measurement.

Patrons also play a key role in the development of the Library's collection. They make suggestions and provide feedback via the Library's website or directly to staff.

### **Selecting Materials for the Collection**

Patron interest, both expressed and anticipated, is a driving force in the materials and formats that are selected. Materials are also selected to ensure that the collection as a whole contains materials on many different topics, that there is a choice of materials or formats on the subject, and that multiple viewpoints are expressed.

Collection development staff use a set of criteria to guide selection decisions. Not all criteria are applied to each selection decision.

General criteria for selection:

- Patron requests
- Present and potential relevance to community needs
- Format options
- Physical design is suitable for library use
- Subject and style is suitable for intended audience
- Publicity, critiques, and reviews
- Importance of the item as an artifact
- Historical significance
- Price of material
- Relevance to current trends and events
- Relation to the existing collection
- Potential appeal.

Content criteria for selection:

- Competence, reputation and qualifications of author or publisher
- Consideration of the work as a whole
- Currency of information
- Objectivity and clarity
- Comprehensiveness
- Technical quality
- Represents a diverse point of view
- Representative of movements, subjects, genres or trends of lasting patron interest
- Artistic presentation and/or experimentation
- Sustained interest or demand

- Usefulness of the information
- Relevance to local history collections
- Provides unique contribution to a field of study.

Additional considerations for electronic formats:

- Ease of use
- Available to multiple, concurrent users
- Remote access
- Technical and support requirements
- Vendor data privacy practices
- Not restricted by location.

### **Reconsideration of Library Materials**

Individuals may request a selection decision to be reconsidered by submitting a written “Request for Reconsideration of Materials” to any Hennepin County library using established Library procedures and guidelines, available at any library service desk. Library Administration responds in writing to an individual's written request.

The Library Board, upon request, hears appeals of the Library’s response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material, and Library Board policies including: this policy, Library Bill of Rights, Freedom to Read, and Freedom to View. The final decision on appeals rests with the Library Board and will be taken up at publically held Board meetings.

### **Collection Maintenance**

Physical materials are distributed and maintained in libraries and community partnership locations throughout Hennepin County. Electronic formats are maintained on the Library’s website.

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, redistributed, repurchased, withdrawn, or preserved for long-term retention.

Staff rely on a set of criteria to guide their decisions to withdraw items from the collection:

- Format or physical condition is no longer suitable for library use
- Content is available in multiple formats
- Obsolescence – information that is no longer timely, accurate, or relevant
- Insufficient use or lack of patron demand
- Little or no relevance to current trends and events
- No long-term or historical significance
- Space limitations
- Sufficient number of copies in the collection
- Easy availability in other collections locally or nationally

Not all criteria are applied to each de-selection decision.

Withdrawn materials may be reused by the Library’s Outreach Services, donated to community partners, sold, or recycled.

Materials of long-standing value are preserved. Preservation methods used include the following: preservation photocopying, preservation enclosures, digitization, replacement of content through the purchase of another edition, rebinding, repair, and use restrictions.

The Library has a number of special collections maintained at Minneapolis Central. Once determined to be a special collection, that collection as a whole is considered to be a permanent part of the Hennepin County Library collection. Removing a special collection will be considered if it does not advance the Library's mission and vision, or if the Library no longer has the resources to house, manage, and maintain the collection. In order to remove a special collection, the Library Board would make a recommendation for its removal subject to the approval of the County Board.

Items associated with the Patent and Trademark Resource Center or the Federal Depository Library Program are maintained in accordance with the terms of those partnerships.

#### **Associated Policies and Laws**

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- Hennepin County Library Board. [Library Bill of Rights](#)
- Hennepin County Library Board. [Freedom to Read](#)
- Hennepin County Library Board. [Freedom to View](#)
- Hennepin County Library Board. [Donation Policy](#)
- Minnesota Statute 383B.239. [Hennepin County Library] [Board](#)

#### **Process**

This policy is reviewed every four (4) years by the Library Director (or designee) and the Library Board Policy Committee. The Committee revises the policy as needed, endorses, and advances to the full Library Board for approval.

#### **Policy History**

Next Review Date: 03/2019

Last Reviewed/Revised Date: 08/19/2015

Date Adopted: 08/24/2011

## Collection Development and Management Policy

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#### Principles

The collection is one of the Library's major assets. It advances the Library's mission to "nourish minds, transform lives, and build community together." It helps create a future where every person has the opportunity and resources to read, graduate, engage, work and learn.

- We, the Library Board, value intellectual freedom and the importance of an individual's right to read, view, and listen to a broad spectrum of knowledge, ideas, opinions, and creative expression. We uphold the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.<sup>[GJR1]</sup>
- We embrace the diverse ways in which people learn and acquire information.
- We believe the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.
- We value the role the Library plays as a repository of the community's cultural heritage.
- We recognize the importance of resource sharing with other libraries throughout the state and nation.
- We expect the Library to be responsive to changing patron interests and demographics, follow professional standards, and stay abreast of the new and evolving ways information is created, disseminated, accessed and used.
- We value having a collection that provides many viewpoints.<sup>[GJR2]</sup>

#### Definitions

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- ~~Minnesota Library Access Center~~
- Minneapolis Athenaeum
- ~~Digital Public Library of America~~

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Patrons also play a key role in the development of the Library's collection. They make suggestions and provide feedback via the Library's website or directly to staff.

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Patron interest, both expressed and anticipated, is a driving force in the materials and formats that are selected. Materials are also selected to ensure that the collection as a whole contains materials on many different topics, that there is a choice of materials or formats on the subject, and that multiple viewpoints are expressed. [The Library's strategic plan also influences material selection.](#)

Collection development staff use a set of criteria to guide selection decisions. Not all criteria are applied to each selection decision.

General criteria for selection:

- Patron requests [which are gathered through the public website, emails, phone calls or in-person visits](#)
- Present and potential relevance to community needs
- Format options
- Physical design is suitable for library use
- Subject and style is suitable for intended audience
- Publicity, critiques, and reviews
- Importance of the item as an artifact

- Historical significance
- Price of material
- Relevance to current trends and events
- Relation to the existing collection
- Potential appeal.

Content criteria for selection:

- **Competence**, reputation and qualifications of author or publisher
- Consideration of the work as a whole
- **Currency of information**
- Objectivity and clarity
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- Represents a diverse point of view
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- Usefulness of the information
- Relevance to local history collections
- Provides unique contribution to a field of study.

Additional considerations for electronic formats:

- Ease of use
- Available to multiple, concurrent users
- Remote access
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Items associated with the Patent and Trademark Resource Center or the Federal Depository Library Program are maintained in accordance with the terms of those partnerships.

### **Associated Policies and Laws**

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- Hennepin County Library Board. [Library Bill of Rights](#)
- Hennepin County Library Board. [Freedom to Read](#)
- Hennepin County Library Board. [Freedom to View](#)

- Hennepin County Library Board. [Donation Policy](#)
- Minnesota Statute 383B.239. [Hennepin County Library] [Board](#)

### **Process**

This policy is reviewed every four (4) years by the Library Director (or designee) and the Library Board Policy Committee. The Committee revises the policy as needed, endorses, and advances to the full Library Board for approval.

### **Policy History**

Next Review Date: 3/2019

Last Reviewed/Revised Date: 8/19/2015

Date Adopted: 2015

# Freedom to Read

## Hennepin County Library Board Policy

### **Purpose**

The purpose of this policy is to affirm and endorse the following Freedom to Read statement as adopted by the American Library Association.

### **The Freedom to Read Statement**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound

responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

*1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

*2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

*3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

*4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

*5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

*6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

*7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

**Process**

This policy is reviewed by the Library Director (or designee) every five years and makes recommendations to the Library Board Policy Committee. The Committee reviews and advances to the full Library Board for approval.

**Policy History**

Next Review Date: 03/2019

Last Reviewed/Revised Date: 2/25/2015

Previous Policy Dated: 10/27/2010

# Freedom to View

## Hennepin County Library Board Policy

### Purpose

The purpose of this policy is to affirm and endorse the following Freedom to View statement as endorsed by the American Library Association.

### Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

### Process

This policy is reviewed by the Library Director (or designee) every five years and makes recommendations to the Library Board Policy Committee. The Committee reviews and advances to the full Library Board for approval.

### Policy History

Review Date: 03/2019

Last Reviewed/Revised Date: 2/25/2015

Previous Policy Dated: 10/27/2010

# Lending Policy

## Hennepin County Library Board Policy

### Purpose

The purpose of this policy is to articulate the underlying principles for lending library materials to patrons and define the roles and responsibilities for establishing lending rules.

### Principles

In its mission to nourish minds, transform lives, and build community together, the Library makes a significant part of its collection available to patrons to borrow and use outside of the library. Providing access and lending library material to patrons is a core library service.

- We function in a resource sharing environment that depends on the stewardship and good will of all.
- We value patron service; we serve individuals and the community as a whole.
- We strive to make limited resources available to all.
- We support the use of library material.
- We seek to provide ease of access to desired library materials.

### Roles and Responsibilities

Lending rules and limitations are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible patron access. The Library Director (or designee) will establish and publish specific lending rules that ensure fair and consistent application of this policy.

### Associated Policies and Laws

- Hennepin County Library Board. [Collection Development and Management](#)
- Hennepin County Library Board. [Fee and Fine Policy](#)
- Hennepin County Library Board. [Freedom to Read](#)
- Hennepin County Library Board. [Freedom to View](#)
- Hennepin County Library Board. [Library Bill of Rights](#)
- Hennepin County Library Board. [Patron Data Privacy](#)

### Process

This policy is reviewed every four (4) years by the Library Director (or designee) who makes recommendations to the Library Board Policy Committee. The Committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

### Policy History

Next Review Date: 03/2019

Date Approved: 9/2016

# Policy Review Policy

## Hennepin County Library Board Policy

### Purpose

The purpose of this policy is to ensure the regular review of Hennepin County Library Board policies.

### Principles

- Library Board policies articulate the underlying principles that guide and support Hennepin County Library.
- Library Board policies reflect socio-economic and technological changes that continue to shape and reshape public library services.

### Policy Review

Each Library Board policy will be reviewed at least once every five years. Newly created Library Board policies will receive an initial review after one or two years of their adoption.

### Roles and Responsibilities

- The Library Director (or designee) recommends policy revisions to the Library Board Program/Policy Committee.
- The Library Board Program/Policy Committee reviews and revises policies as necessary, endorses the draft policy revision and advances to the full Library Board for approval.
- The full Library Board reviews the revised policy and may move to adopt, defer action to the Library Board's next meeting, or return to the committee for further revision.

### Process

This policy is reviewed by the Library Director (or designee) every five (5) years who then makes recommendations to the Library Board Program/Policy Committee. The committee reviews and revises as necessary and advances to the full Library Board for approval. Library Board members may initiate a policy review at any time.

### Policy History

Next Review Date: 2019

Date last reviewed/revised: 05/28/14

Date Approved: 01/13/2010

# HENNEPIN COUNTY

## LIBRARY

### Upcoming 2019 Library Events As of January 16, 2019

Purpose	Date	Time	Location	Note/Staff Contact
<b>JANUARY</b>				
Director Selection Process Committee	Wednesday, Jan. 9	5:30-7:00 p.m.	Ridgedale Library Ladyslipper Meeting Room 12601 Ridgedale Drive Minnetonka 55305	Tracy Thompson 612-543-8504
North Regional Building Project Community Meeting	Monday, Jan. 14	6:00-8:00 p.m.	North Regional Library 1315 Lowery Ave. N.	Tracy Thompson 612-543-8504
Library Board Meeting	Wednesday, Jan. 23	5:00-7:00 p.m.	Ridgedale Library RHR Meeting Room	Tracy Thompson 612-543-8504
Talk of the Stacks Reception & Author Lecture: <a href="#">Matthew Desmond</a> <i>Friends of the Hennepin County Library</i>	Tuesday, Jan. 29	7:00 p.m. <i>Doors open at 6:15 p.m.</i>	Minneapolis Central Library 300 Nicollet Mall Minneapolis, MN 55401	Kristi Pearson (612) 543-8105 <i>Not eligible for per diem</i>
Citizen Advisory Board Open Appointment Meeting (Applicant Interviews)	Tuesday, Jan. 29	5:30 p.m.	Hennepin Co. Government Center, 24th floor County Board Room	Tracy Thompson 612-543-8504
<b>FEBRUARY</b>				
Pen Pals Author Lecture Series: <a href="#">Lauren Groff</a> <i>Friends of the Hennepin County Library</i>	Thursday, Feb. 7 Friday, Feb. 8	7:30 p.m. 11:00 a.m.	Hopkins Center for the Arts 1111 Main Street Hopkins, MN 55343	Kristi Pearson (612) 543-8105 <i>*ticketed event</i> <i>Not eligible for per diem</i>
Library Legislative Day	Tuesday, Feb. 26	8:30-4:00 p.m.	L'etoile Du Nord - Minnesota State Capitol St. Paul, MN	Tracy Thompson 612-543-8504

*Meeting dates/times/locations are subject to change - please verify with staff contact.*