

How to Read the Library Policy Manual

The Leon Valley Public Library Policy Manual is organized by policy category and assigned a unique policy identification number. The manual includes both long-standing policies that originated in the Library's previous policy manual and newer policies developed as part of the 2026 policy review.

Policy Identification Numbers

Each policy has been assigned a unique Policy ID during the 2026 Library Policy Manual review. The Policy ID identifies the policy within the current manual and will remain with that policy through future revisions.

The Policy ID consists of a category abbreviation, the year/month in which the policy was first drafted or redrafted as part of this policy review, and an alphabetical designation.

Examples:

- MG-202503-B
- CD-202503-A
- LM-202503-C
- LF-202503-A
- TI-202503-A
- LF-202512-A

The year/month designation does not indicate the policy's original adoption date or effective date. For policies that existed before the current review, the original City Council approval date remains the policy's effective date.

The Policy ID is intended to remain associated with the policy through future revisions. Policy IDs may be changed only if the Library's policy manual is substantially reorganized or the policy is replaced or otherwise reclassified.

Policy Categories

MG — Mission, Governance, & General Policies

Policies addressing the Library's mission, governance, general operations, conduct, confidentiality, accessibility, copyright, sponsorship, volunteers, and similar administrative matters.

CD — Collection Development & Donations Policies

Policies addressing collection development, materials donations, gifts, and special collections.

LM — Library Membership & Borrowing Policies

Policies addressing library cards, registration, circulation, borrowing, Interlibrary Loan, and related services.

LF — Library Facilities, Behavior, & Usage Policies

Policies addressing Library spaces, facilities, programs, building use, patron behavior, safety, and use of specific Library areas.

TI — Technology & Internet Policies

Policies addressing public computers, Wi-Fi, Internet use, technology equipment, and Internet safety.

Effective Date

The Effective Date indicates when a policy becomes an official Library policy.

For policies that were originally approved by City Council under the previous policy manual, the original Council approval date remains the effective date. The policy may be reviewed and revised without changing that original effective date.

For new policies that have not previously been approved, the effective date is listed as:

Upon City Council Approval

A policy remains a draft until reviewed by the Library Advisory Board and approved by City Council.

Last Review

The Last Review identifies the most recent date the policy was reviewed by the Library Advisory Board.

For the current policy review, this date is:

October 8, 2026

The review date does not replace the policy's original effective date.

Next Review

The Next Review identifies when the policy is scheduled to be reviewed again.

The current manual generally uses:

- October 2027 for policies requiring annual review.
- October 2029 for policies scheduled for a three-year review cycle.

Version Number

The version number identifies the current revision of the policy.

- Version 1.0 generally indicates a new policy.
- A change to the decimal version indicates that an existing policy has been revised.
- The version number does not change simply because the policy has been reformatted into the new manual format unless the policy itself is being treated as a new policy.

Revision History

Each policy includes a Revision History showing the policy's major changes over time.

The revision history identifies:

- Version
- Date
- Description of Change
- Author
- Approved By

The revision history is intended to document the policy's development and major revisions; it is not intended to reproduce every editorial or formatting change.

Related Documents & References

This section identifies other policies, procedures, forms, laws, regulations, or resources that relate to the policy.

A document listed as a Related Document or Reference is not automatically part of the policy itself.

Appendices & Attachments

Attachments support the implementation of a policy but are not themselves policy language.

Examples may include forms, agreements, checklists, or other documents used in connection with a policy.

Policy Review & Approval

The general review process is:

Library staff draft/revise → Library Advisory Board review → City Council approval → Policy becomes effective

For existing policies, the original Council approval date remains the effective date unless the policy is being replaced by a new policy.

Note to the Library Advisory Board — October 8, 2026

Library Advisory Board — October 8, 2026

The policies have been reviewed and updated using the January 2026 Approved Draft as the comparison point. **The changes listed below reflect substantive policy changes only; formatting, capitalization, organization, and other editorial changes are not included. Policies with no substantive changes are not included in the summary.**

Each policy below is linked to its full text, and the accompanying change summary identifies the specific policy changes made since the January Approved Draft. Board members may review the summary for a quick overview or open the individual policy to review the complete language.

Changes by Policy Section

[Section 1: MG — Mission, Governance, & General Policies](#)

[MG-202503-B — Library Code of Conduct](#)

- Added clarification that the Library may request a wellness check or contact emergency services when there is a **reasonable concern for a patron's health or safety**, including when a patron does not respond to reasonable attempts to communicate **even if the patron appears awake or active**.
- Clarified that **smoking, vaping, and tobacco products are prohibited inside the Library and on the Library porch**.
- Clarified that only **ADA-defined service animals and animals participating in approved Library programs** are permitted; **emotional support animals and pets are not permitted**.
- Revised the enforcement structure to distinguish **warnings, removal for the day, suspension of Library privileges, and immediate removal**.
- Added specific circumstances for immediate removal, including **criminal activity or violations of law, weapons, violent or intimidating behavior, alcohol or illegal substances, trespassing after suspension or expulsion, and behavior presenting an immediate danger**.
- Clarified authority to suspend or permanently expel patrons, including the **City Manager's authority to permanently expel a patron upon recommendation of the Library Director**.
- Clarified the written notice and review process for **suspensions exceeding one day**.

MG-202503-C — Confidentiality, Privacy, & Information Security

- Removed the statement that the Library “**does not monitor individual internet use beyond what is required by law**” and replaced it with more specific privacy language stating that Library staff do not monitor or maintain histories of patron internet activity.
- Added that **Library computers automatically erase browsing data after each session.**
- Added that staff **will not enter passwords, Social Security numbers, financial information, or other sensitive personal information on a patron’s behalf.**
- Clarified that patrons are responsible for entering and protecting their own personal information and account credentials.
- Added that the Library **does not share patron borrowing history, reference inquiries, or internal account notes with third-party vendors**, while allowing information necessary to authenticate or provide third-party services to be transmitted.
- Added/clarified the **Patron Privacy Rights** provisions and the Library's lack of patron circulation-history tracking.
- Updated the policy to reflect the Library's current ILS practices regarding circulation history.

MG-202503-D — ADA & Accessibility Policy

- Clarified that **staff will make every reasonable effort to provide alternative accommodations** when a requested accommodation cannot be provided as originally requested.
- Clarified that **ASL interpretation, alternative formats, and assistive technologies are considered on a case-by-case basis and depend on availability.**
- Added clarification regarding **accommodation scheduling and availability when the Library is closed on Sundays and Mondays.**
- Expanded service-animal guidance to clarify that **service animals must be under the handler’s control and may be excluded when they are disruptive or not housebroken.**
- Added examples of disruptive service-animal behavior, including **use of Library facilities as a restroom and excessive barking that is not related to the animal performing its service function.**
- Added the requirement that patrons **not touch, grab, hold, pull, or lean on Library staff** without permission.

MG-202503-E — Sponsorship Policy

- Revised the policy statement to emphasize that sponsorships support **Library programs, services, and initiatives while protecting the Library’s independence, public trust, and equitable access.**
- Added **Library Discretion** as a sponsorship principle, expressly reserving the Library’s right to decline sponsorships that do not align with the policy principles.
- Revised the prohibited-sponsorship language to clarify that sponsorships may not **promote activities or agendas that conflict with applicable law or City policy.**
- Clarified that sponsorships may include **other goods or services** as part of in-kind contributions.
- Clarified that facility or project sponsorships do not imply **naming rights unless separately approved by City Administration.**

MG-202505-B — Volunteers

- **Added a requirement that all prospective volunteers complete the Volunteer Sign-Up Packet before beginning service.**
- **Added criminal background check requirements for volunteers age 17 and older.**
- **Added specific eligibility and permission requirements for Teens Speak volunteers ages 12–17.**
- **Added provisions allowing the Library to limit volunteer acceptance and scheduling based on available opportunities, supervision capacity, space, and operational needs.**
- **Added annual re-verification/update requirements for volunteer application materials.**
- **Expanded volunteer role and assignment provisions**, including specific examples of volunteer activities and the requirement that volunteers work under staff direction.
- **Added explicit restrictions on volunteers performing staff duties, accessing restricted areas, or making independent decisions outside assigned responsibilities.**
- **Expanded conduct expectations to include professional appearance, confidentiality, patron privacy, personal phone use, attendance, assigned schedules, and compliance with Library procedures.**
- **Added that volunteer participation is a privilege rather than a right and that the Library may dismiss volunteers who do not meet Library standards.**

- **Added specific confidentiality and background-check documentation requirements**, including a Confidentiality Agreement and Information Release Authorization/CCH Verification Form.
- **Added the ability for the City to require updated or repeated background-check documentation even when not legally mandated.**

[MG-202505-C — Copyright Policy](#)

- **Added a specific requirement for federally prescribed copyright warning notices** near reproduction equipment and, when applicable, on copying/scan request forms.
- **Added clarification that ILL materials and other materials obtained through Library services may carry copyright restrictions imposed by the lending provider.**
- **Added that staff will make reasonable efforts to inform users of known copyright restrictions.**
- **Added clarification that Library staff are not authorized to provide legal advice regarding copyright compliance.**
- **Added specific guidance regarding use of Library photocopiers, scanners, printers, and other reproduction equipment.**

[MG-202512-A — Incident Report & Documentation](#)

- Revised the mandatory-reporting language to state that a person with **reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect must immediately make a report as required by law.**
- Removed the January draft's specific statement that **all adults are mandatory reporters** and that reports must be made **within 48 hours**; the current version instead directs staff to make reports according to the applicable law.
- Clarified that **Library staff must make required reports directly to the appropriate authority and may not rely on another person to make the report on their behalf.**
- Clarified that an incident report **does not satisfy the legal obligation to make an external mandatory report.**
- Corrected/clarified the records-retention language to state that reports are retained for **12 months unless otherwise dictated by the City's records retention schedule and applicable state law.**

Section 2: CD — Collection Development & Donations Policies

LM-202503-A — Patron Registration Policy

- Clarified that acceptable proof of residency or ownership includes documentation **approved by the Library Director.**
- Added/clarified that **Digital Access Cards are available to all patrons regardless of residency** and expanded the services available through a Digital Access Card.
- Added that Digital Access Cards **expire annually and must be renewed by verifying account information.**
- Added that patrons must **keep their contact information current, including their email address and phone number.**
- Added that digital accounts **may be suspended for misuse of digital resources, unauthorized sharing of digital access, or other violations of Library policies.**
- Added that library cards and account credentials **may not be shared publicly or used for commercial purposes.**
- Added that **providing false information or allowing unauthorized access to a library account may result in suspension or restriction of account privileges.**
- Added that patrons **may not use another person's credentials to access digital resources or public computers.**
- Clarified that **account privileges may be suspended or restricted when a patron repeatedly or seriously misuses a library account, resources, or services.**

LM-202503-B — Minor Registration Policy

- Added that the minor's library card is **linked to and registered under the responsible adult's account.**
- Added that minor accounts are **subject to the requirements, rules, and procedures established in the Patron Registration Policy (LM-202503-A), except where this policy specifically provides otherwise.**
- Clarified the annual renewal requirement by stating that **minor library cards expire annually and must be renewed upon verification of registration information.**
- Clarified that **a parent or guardian does not need to be present for renewal,** provided the associated adult account remains in good standing.

LM-202503-C — Circulation Policy

- **Clarified that borrowing restrictions related to outstanding fees are established in the Library Fee Schedule**, rather than specifying the fee restrictions directly in the policy.
- **Added that library cards are non-transferable and unauthorized use of another person's card may result in account suspension.**
- **Added specific checkout limits: 14 days for books and DVDs, two renewals when no holds exist, five DVDs per card, one kit per family, and 25 total items per card.**
- ****Added Library Director authority to establish or adjust checkout limits and loan periods based on demand, release date, collection type, or operational needs.**
- **Added specific renewal restrictions for items with overdue materials or unpaid fees and clarified that some Library of Things and ILL materials may not be renewable.**
- **Added hold-pickup consequences**, including cancellation of unclaimed holds and possible effects on future hold privileges.
- **Added specific procedures for after-hours book-drop returns**, including that they are considered returned on the next open business day.
- **Added that damage caused by improper return methods may result in repair or replacement fees.**
- **Added specific circumstances under which borrowing privileges may be suspended**, including excessive overdue materials, unpaid replacement/processing fees, and habitual failure to return materials.

LM-202503-D — Lost, Damaged, & Overdue Materials Policy

- **Added specific provisions for Kits and Library of Things materials**, including the possibility of charging for the **replacement cost of an entire item or bundle when missing or damaged components make it unusable.**
- **Added the option for an acceptable replacement component to be provided with approval from the Library Director or designee**, with the processing fee still applying.
- **Changed replacement-copy requirements so that patrons must receive approval from the Library Director or designee before providing a replacement copy.**
- **Revised replacement-copy standards from requiring the same ISBN or edition to requiring the copy to meet the Library's quality, condition, and edition standards.**
- **Clarified that outstanding replacement or processing fees may affect borrowing privileges in accordance with the Circulation Policy and Library Fee Schedule.**
- **Added that borrowing privileges may be reinstated once applicable fees or other account requirements are resolved, in accordance with Library policy.**

Section 3: LM — Library Membership & Borrowing Policies

LF-202503-A — Caregivers, Children, & Unattended Individuals

- **Added a minimum caregiver age of 16**, unless the caregiver is the individual's parent or legal guardian.
- **Added specific age-based supervision requirements**, including the distinction between children under 12 and individuals ages 12–17.
- **Added provisions addressing individuals who require supervision or assistance**, including individuals with disabilities, mental health challenges, and elderly patrons.
- **Clarified that the need for a caregiver is based on an individual's ability to safely use the Library and not solely on age, disability, medical condition, or another personal characteristic.**
- **Added procedures for unattended individuals at closing**, including when staff may contact parents, guardians, emergency services, or law enforcement.
- **Added that staff will not transport or accompany individuals off Library property.**
- **Added a Law Enforcement & Reporting section** addressing repeated lack of appropriate supervision and compliance with applicable Texas child welfare, safety, and mandatory reporting laws.

LF-202503-B — Family Place Play Area

- **Clarified that children of all ages are welcome to use the play area**, while maintaining that the space is designed primarily for young children, particularly ages 0–5.
- **Clarified that older children may use the space independently or with younger children**, provided they engage in safe, appropriate play and remain mindful of younger children.
- **Streamlined the policy structure and removed the separate Purpose and Scope sections.**
- **Updated references to reflect the new Caregivers, Children, & Unattended Individuals Policy (LF-202503-A).**

LF-202503-E — Public Display & Bulletin Board

- **Added a separate Library & City Information Board**, with the exterior board reserved exclusively for Library and City information.
- **Added that outside organizations, businesses, individuals, and community groups may not post materials on the exterior board.**
- Added specific **content priorities for the Community Bulletin Board**, including **missing children alerts, local lost pet notices, Library programs and services, City/local government notices, educational/cultural/civic events, and free community resources and public services.**
- **Added a preference for postings that serve Leon Valley residents or address local community needs.**
- Expanded the prohibited-materials section to specifically prohibit **political endorsements, campaign materials, partisan announcements, personal notices, discriminatory or inflammatory materials, materials primarily religious in nature or intended to proselytize, and private events not open to the general public.**
- **Added that removal of materials does not constitute censorship or endorsement and is based solely on policy compliance.**
- Revised the policy from the previous **limited public forum** language to a more specific distinction between the Community Bulletin Board and the Library & City Information Board.

[LF-202503-F — Food & Drink](#)

- **Clarified that light snacks must be reasonably clean, not require utensils or preparation, and must not create strong odors, excessive crumbs, spills, or other disturbances.**
- **Added a specific prohibition on meals and foods likely to create significant messes, strong odors, spills, or require utensils, heating, or extensive preparation in general Library areas.**
- **Added specific examples of prohibited meal-type foods, including hot meals, soups, and foods with substantial sauces or liquids.**
- **Added that food and drinks may not be prepared, heated, or cooked in public areas unless specifically authorized as part of a Library program or approved activity.**
- **Added specific guidance for study rooms**, allowing closed and resealable drinks while prohibiting open food and meals.
- **Added specific guidance for the meeting room**, allowing food and drink while requiring users to clean up and return the room to its original condition.

- **Added that repeated or serious violations may be addressed under the Library Code of Conduct.**

LF-202503-G — Unattended Property & Lost & Found

- **Clarified procedures for suspicious or potentially hazardous items**, including that staff should not open, handle, or investigate such items and may contact law enforcement or emergency services.
- **Clarified the handling of valuables**, including wallets, identification, and phones, and their referral to the Leon Valley Police Department if not promptly claimed.
- **Added that perishable, unsanitary, or hazardous items will be discarded immediately.**
- **Added that staff will make reasonable efforts to contact the owner of a found item when identification is available.**
- **Clarified that items not claimed within the holding period may be disposed of or donated in accordance with Library procedures and applicable regulations.**

LF-202512-B — Emergency Closures & Safety

- **Expanded the types of circumstances that may result in closure or service restrictions** to include **building maintenance, construction, renovation, repairs, and other operational conditions** in addition to emergencies.
- **Clarified that closures may be immediate or planned**, depending on the circumstances.
- **Added that planned closures or service adjustments may occur for building maintenance, construction, renovation, repairs, or other operational needs.**
- **Clarified that library services may be relocated, modified, or temporarily unavailable** during closures or service adjustments.
- **Added that the Library may restrict access or modify services when building or operational conditions affect accessibility or normal Library operations**, not only when an emergency threatens health or safety.

Section 4: LF — Library Facilities, Behavior, & Usage Policies

TI-202503-A — Public Computer & Wi-Fi Access

- **Removed the specific statement that use of Library technology constitutes acceptance of the policy, Code of Conduct, and applicable laws.**

- **Moved the detailed Internet Use/Privacy provisions into the separate Internet Safety and Confidentiality/Privacy policies.**
- **Clarified the basic public computer and Wi-Fi access rules without changing the underlying access model.**
- **Removed the detailed definitions and administrative sections from the January version.**

TI-202503-B — Internet Safety Education & Guidelines

- **Added: “Patrons are encouraged to use discretion when entering personal data on shared or public devices.”**

TI-202503-C — Library Equipment & Technology Use

- **Removed the January version's specific reference to 13 TAC §1.77 and CIPA from this policy.**
- **Narrowed the policy to the responsible use and care of Library-owned equipment and technology**, rather than covering the broader use of Library networks and infrastructure.
- **Added a specific requirement that patrons immediately report malfunctions, damage, or safety concerns to staff.**
- **Added specific printing and scanning provisions**, including that printing fees are governed by the Library Fee Schedule and that refunds are not issued for user errors, formatting problems, or incorrect print jobs.

Section 5: TI — Technology & Internet Policies

CD-202503-B — Materials Donation & Gifts

- **Added that donations must be offered to and accepted by Library staff. Materials left outside the Library, including on the porch or at entrances, are not considered accepted donations.**

SECTION 1 – LIBRARY MISSION, GOVERNANCE, AND GENERAL POLICIES

This section establishes the foundational **principles and Library-wide policies that guide the Leon Valley Public Library**. It **includes** the Library's mission and **general policies that apply across Library services and operations**. The policies in this section provide **a consistent framework for Library services, decision-making, and interactions with the community**.

MG-202503-A — MISSION & VISION STATEMENTS

Policy Title	Mission & Vision Statements	Policy ID	MG-202503-A
Category	Mission, Governance, & General Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2029
Version	2.0		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

POLICY STATEMENT

The Leon Valley Public Library is guided by the following mission and vision in providing services to the community.

Mission Statement

The Leon Valley Public Library provides free and equitable access to information, resources, and programs that support lifelong learning, cultural enrichment, and community engagement. The Library fosters literacy, creativity, and exploration in a welcoming and inclusive environment.

Vision Statement

The Leon Valley Public Library envisions a future where knowledge, creativity, and heritage preservation thrive. As a dynamic hub for lifelong learning and innovation, the Library empowers individuals of all ages to explore, connect, and grow in an ever-changing world.

RELATED DOCUMENTS & REFERENCES

- ALA Core Values of Librarianship

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2022	Initial Adoption	Regina Reed	LAB & Council
1.1	01.08.2025	Changes to formatting	Regina Reed	Council
2.0	10.08.2026	Comprehensive Revision	Regina Reed	LAB

MG-202503-B — LIBRARY CODE OF CONDUCT

Policy Title	Library Code of Conduct	Policy ID	MG-202503-B
Category	Mission, Governance, & General Policies	Author	Regina Reed
Effective Date	March 15, 2022	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

POLICY STATEMENT

The Leon Valley Public Library is committed to providing a safe, respectful, and welcoming environment for all patrons, staff, and visitors.

Expected Behavior

To create a respectful and welcoming environment, patrons are expected to:

- Follow all Library policies, which are posted on the Library’s website and available in the Library.
- Attend to personal belongings. The Library is not responsible for lost, stolen, or misplaced personal items. Library staff have the discretion to **handle unattended or abandoned property in accordance with the Unattended Property & Lost & Found Policy.**
- Wear shoes and appropriate clothing for public health and safety reasons.
- Use public restrooms only for their intended purposes.
- Maintain acceptable hygiene. Strong odors **that interfere with another person’s use of the Library** may result in the patron being asked to **address the concern or leave the Library.**
- Remain in public areas unless otherwise authorized by staff.
- Supervise children appropriately. Parents and guardians are responsible for the behavior and safety of minors **in accordance with the Children’s & Unattended Minors Policy.**
- Use Library spaces, furniture, and equipment only for their intended purposes. **Furniture may not be moved without staff permission.**

Prohibited Behavior

The following actions and behaviors are not allowed on Library property **or at Library-sponsored activities, as applicable:**

- **Disruptive Behavior:** Any behavior that interferes with normal Library operations or other patrons' ability to use Library services. This includes excessive noise, running, blocking aisles or entrances, throwing objects, inappropriate use of furniture, or refusing to follow staff directions.
- **Technology Misuse:** **Use of** Library computers or Wi-Fi in a manner that disrupts others, violates Library policies, or displays content inappropriate for a public space.
- **Harassment:** **Unwelcome** conduct directed at Library staff or patrons that creates an intimidating, hostile, or offensive environment, including threats, bullying, verbal abuse, stalking, discriminatory comments, or unwanted physical contact. This includes photographing, recording, or following staff or patrons in a manner that is intrusive, harassing, or violates privacy.
- **Solicitation, Panhandling, and Unauthorized Transactions:** Engaging in activities such as requesting donations, selling goods or services, distributing promotional materials, or gathering petition signatures without prior written approval from the Library Director.
- **Alcohol & Illegal Substances:** Possession or Use of Alcohol or Illegal Substances.
- **Phone Calls & Noise Control:** Phone calls must be kept short and quiet to avoid disturbing others. Loud talking and phone calls at public computers are not permitted. Speakerphone use, loud video **or** audio playback, and disruptive electronic alerts are prohibited. Library phones are for **Library** operations only and are not available for personal or patron use.
- **Intentional Damage or Vandalism:** Destruction or damage of Library property or the personal property of others.
- **Food & Drinks:** **Food and drinks must comply with the Library's Food & Drink Policy.**
- **Sleeping in the Library:** **Sleeping is not permitted in the Library. Staff may conduct a wellness check when an individual appears unconscious, unresponsive, or in need of assistance.**
- **Respond to Staff Safety Checks:** **Patrons are expected to respond when Library staff attempt to check on their welfare or safety. Library staff may request a wellness check or contact emergency services when there is a reasonable concern for a patron's health or safety, including when a patron does not respond to reasonable attempts to communicate with them or appears to be experiencing a medical or other health-related emergency. This may apply even if the patron appears to be awake or otherwise active. A patron who does not wish to receive assistance may leave the Library, when their condition permits them to do so safely.**

- **Smoking & Vaping:** **Smoking, vaping, and use of tobacco products are not permitted** inside the Library or on the Library porch. This includes e-cigarettes, vape pens, and smokeless tobacco.
- **Animals in the Library:** **Animals are not permitted in the Library except** service animals as defined by the ADA **and animals participating in an approved Library program.** Emotional support animals and pets are not permitted.
- **Illegal Activity:** **Conduct that violates federal, state, or local law is prohibited.**

Consequences for Policy Violations

Responses to policy violations will be based on the nature, severity, frequency, and circumstances of the conduct. Depending on the circumstances, a response may include a warning, direction to discontinue the behavior, removal from the Library, suspension or loss of Library privileges, or law enforcement intervention. A warning is not required when conduct presents an immediate safety concern, involves suspected unlawful activity, or is sufficiently serious to warrant immediate action.

1. **Warning:** **When appropriate,** a staff member may provide a verbal warning, **request compliance, and provide** a copy of this policy.
2. **Removal for the Day:** If the behavior continues, the **Library Director or their appointee may require** the patron to leave for the remainder of the day. Refusal to comply may result in law enforcement intervention.
3. **Suspension of Library Privileges:** Severe or repeated violations may result in temporary **loss of Library privileges. For suspensions exceeding one day, patrons will receive written notice stating the reason and duration and may request a written review within 10 business days.**
4. **Immediate Removal and Criminal Trespass:** The following actions **may result in immediate removal from Library property without a prior warning:**
 - Committing or attempting to commit a crime or violating federal, state, or local law.
 - **Possessing or using a weapon in violation of applicable law.**
 - Threatening or engaging in violent, assaultive, or intimidating behavior toward staff or patrons.
 - Possessing, using, or being under the influence of alcohol or illegal substances.
 - Trespassing by entering or remaining on Library property after being formally expelled or suspended.
 - Engaging in behavior that presents an immediate danger to the individual, staff, or patrons.

Authority to Suspend or Expel: The Library Director has the authority to **suspend a patron's Library privileges** for conduct that creates a disruptive, unsafe, or unwelcoming environment. The City Manager, at the recommendation of the Library Director, may permanently expel a patron for serious or repeated violations **and will provide written notice to the patron; the City Council will be notified**. If a suspended patron attempts to re-enter the Library before the suspension period expires, staff will contact law enforcement immediately.

RELATED DOCUMENTS & REFERENCES

- Incident Report & Documentation Policy (MG-202512-A)
- Children's & Unattended Minors Policy (LF-202503-A)
- Caregiver Policy (LF-202503-B)
- Food & Drink Policy (LF-202503-G)
- Unattended Property & Lost & Found Policy (LF-202503-H)
- Photography & Video Recording Policy (MG-202505-A)
- ADA & Accessibility Policy (MG-202503-D)

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy (Previously Attachment)	Regina Reed	LAB

MG-202503-C — CONFIDENTIALITY, PRIVACY, & INFORMATION SECURITY

Policy Title	Confidentiality, Privacy, & Information Security	Policy ID	MG-202503-C
Category	Mission, Governance, & General Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		

All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.

POLICY STATEMENT

The Leon Valley Public Library is committed to protecting patron confidentiality, privacy, and information security in accordance with applicable federal and state laws and established Library standards.

This policy is intended to satisfy the Texas State Library and Archives Commission (TSLAC) requirements for information security and privacy policies or procedures as set forth in 13 Texas Administrative Code (TAC) §1.77.

Confidentiality of Library Records

Under Texas Government Code §552.124, Library records that identify a person as having requested, obtained, or used Library materials or services are confidential and may only be disclosed under the following circumstances:

- **When disclosure is reasonably necessary for Library operations and the record is not otherwise confidential under state or federal law.**
- **To the patron or the patron's authorized representative, as permitted by law and the Library Cardholder Responsibilities & Account Use Policy (LM-202503-C).**
- **To a law enforcement agency or prosecutor under a court order or subpoena obtained in accordance with Texas Government Code §552.124.**

The Library will not disclose patron records to third parties, including law enforcement, without proper legal authorization.

For law enforcement or prosecutorial requests, legal authorization means a court order or subpoena obtained in accordance with Texas Government Code §552.124. A verbal request or presentation of law enforcement credentials alone does not constitute sufficient legal authorization for disclosure of confidential Library records.

Law enforcement or other legal requests for confidential Library records will be referred to the Library Director or designated authority for review. When appropriate, the request will be referred to City administration or legal counsel before any confidential records are released. Only information authorized for disclosure will be released.

Information Collected by the Library

The Library may collect and store limited patron information necessary for Library operations, including:

- Name, address, phone number, and email.
- Items currently checked out.
- Fees owed.
- **Other account information necessary to provide Library services and manage patron accounts.**

The Library does not track:

- **Patron circulation histories. Patrons may choose to maintain their own circulation history through their Library account; this history is not accessible to Library staff.**
- Websites visited on Library computers.
- Private communications.
- **Reference questions, digital resource use, database searches, or internet activity.**

Patron records and system logs are retained only as long as operationally necessary and in accordance with applicable Texas state records retention requirements. The Library minimizes the retention of personally identifiable information and routinely purges or deletes data when it is no longer required for operational, legal, or audit purposes.

Staff and vendors may only access stored patron information as required to perform authorized Library functions.

Patron Privacy Rights

Information maintained by the Library is treated as confidential in accordance with applicable law and Library policy.

Library staff will not disclose a patron's account information to others—including family members—without legal authorization or authorization permitted under applicable Library policy.

Access to another patron's account information, including the account of a minor, is limited to access permitted by law and the Minor Registration Policy (LM-202503-B) and Library Cardholder Responsibilities & Account Use Policy (LM-202503-C).

Staff will take reasonable steps to prevent unnecessary exposure of patron account information during interactions at service desks or on public terminals.

Public Computer & Internet Use Privacy

In accordance with the Public Computer & Wi-Fi Access Policy (TI-202503-A), the Library protects patron privacy when providing access to public computers, internet services, and Wi-Fi.

Library staff do not monitor **or maintain histories of** patron internet activity.

Library computers automatically erase browsing data after each session.

Wi-Fi networks are unsecured, and patrons use them at their own risk.

Staff may assist patrons with navigating private accounts but will not enter passwords, Social Security numbers, financial information, or other sensitive personal information on a patron's behalf. Patrons are responsible for entering and protecting their own personal information and account credentials.

Patrons are encouraged to log out of all accounts and verify that personal data has been cleared at the end of each session.

Third-Party Services & Digital Privacy

The Library provides access to digital resources through third-party vendors. Patrons should be aware that:

- These services have their own privacy policies.
- The Library does not control how vendors handle patron data.

The Library does not share patron borrowing history, reference inquiries, or internal account notes with third-party vendors. **Information necessary to provide or authenticate access**

to third-party services may be transmitted to the applicable vendor and is subject to that vendor's privacy practices.

Use of third-party services constitutes acceptance of the vendor's privacy terms, which may differ from the Library's confidentiality standards.

RELATED DOCUMENTS & REFERENCES

- ALA Core Values of Librarianship

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

MG-202503-D — ADA & ACCESSIBILITY

Policy Title	ADA & Accessibility	Policy ID	MG-202503-D
Category	Mission, Governance, & General Policies	Author	Regina Reed
Effective Date	March 15, 2022	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.2		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

POLICY STATEMENT

The Leon Valley Public Library is committed to providing equitable access to Library services, programs, and facilities for all individuals, including those with disabilities.

The Library provides reasonable accommodations and inclusive services in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and applicable Texas accessibility requirements.

Library Services & Accommodations

The Library provides accommodations to ensure that all patrons have full access to resources, including:

- Homebound Delivery & Pickup Services for Leon Valley residents unable to visit the Library due to disability or mobility limitations.
- Assistance with the Texas Talking Book Program (TSLAC), which offers free audiobooks, braille, and large print materials to eligible individuals.
- Library staff assistance in retrieving materials for patrons who may have difficulty reaching shelves.
- Extended loan periods and reserves available upon request.
- Proxy borrowing for patrons needing a designated person to check out materials on their behalf.
- Staff will make every reasonable effort to provide alternative accommodations when a requested accommodation cannot be fulfilled as originally requested.
- Requests for ASL interpretation, alternative formats (such as large print, audio, or digital text), or assistive technologies will be considered on a case-by-case basis and depend on availability.

- Patrons requiring accommodations for events, materials, or services should notify the Library at least **three business days** in advance to ensure arrangements can be made.

Accessible Facilities

The Leon Valley Public Library is designed to be accessible and includes:

- Automatic doors at the entrance.
- Wheelchair-height furniture at service desks and designated seating areas.
- Handicap parking and an accessible ramp for easy entry.
- ADA-compliant restrooms with appropriate fixtures and grab bars.
- Staff will provide reasonable assistance navigating the facility when requested, provided such assistance does not create a safety risk for staff or patrons. **Patrons may not grab, hold on to, pull, lean on, or otherwise use Library staff for physical support or mobility assistance.**

Accessible Collections & Digital Resources

The Library provides:

- Large-print books available for checkout.
- A limited selection of Juvenile Braille materials.
- Digital audiobooks and e-books through Library services.
- **Accessible computer accessories, assistive technologies, and other accessibility materials are available upon request, subject to availability.**
- Staff can assist patrons in finding materials that best meet their accessibility needs.
- When feasible and in compliance with copyright law, staff may assist patrons in accessing materials in alternate formats.
- **The Library works to ensure that its website, online services, and other digital resources comply with applicable accessibility requirements and to remediate identified accessibility barriers.**

Service Animals

The Library welcomes service animals as defined by the ADA.

- Service animals must be trained to perform a task related to a patron's disability. Emotional support animals, therapy animals, or pets are not considered service animals under ADA regulations and are not permitted.

- Library staff may ask:
 - Is this animal required due to a disability?
 - What task has the animal been trained to perform?
- If a service animal is disruptive or not under control, the patron may be asked to remove the animal from the Library.
- If a service animal is removed, the patron may continue to access Library services without the animal and may request reasonable accommodations as needed.

RELATED DOCUMENTS & REFERENCES

- Public Programs & Events Policy (MG-202505-A)
- Library Equipment & Technology Use Policy (TI-202503-C)
- Americans with Disabilities Act (ADA), Title II
- Section 504 of the Rehabilitation Act of 1973
- Texas Accessibility Standards (TAS)

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2022	Mild Edits	Regina Reed	LAB & Council
1.1	01.08.2025	Changes to formatting	Regina Reed	Council
1.2	10.08.2026	Mild Edits	Regina Reed	LAB

MG-202503-E — SPONSORSHIP

Policy Title	Sponsorship	Policy ID	MG-202503-E
Category	Mission, Governance, & General Policies	Author	Regina Reed
Effective Date	March 15, 2022	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.2		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

POLICY STATEMENT

The Leon Valley Public Library welcomes sponsorships that support Library programs, services, and initiatives while protecting the Library’s independence, public trust, and equitable access.

Sponsorship Principles

- **Mission Alignment:** Sponsorships must support the Library’s services, programs, and initiatives.
- **Equity of Access:** No sponsorship will result in preferential treatment or restricted access to Library resources.
- **Intellectual Freedom:** Sponsors cannot influence the selection of books, materials, or programs.
- **User Privacy:** The Library will not sell or share patron records in exchange for sponsorship.
- **Transparency & Integrity:** Sponsorships must be ethically sourced and free from conflicts of interest.
- **Endorsement:** Sponsorship does not constitute or imply Library endorsement of the sponsor’s products, services, viewpoints, or organizational mission.
- **Ethical Standards:** Sponsorships must not create an appearance of undue influence, commercial pressure, or conflict with municipal ethics requirements.
- **Library Discretion:** The Library reserves the right to decline any sponsorship that does not align with these

Types of Sponsorships Accepted

The Library may accept sponsorships in the form of:

- **Financial Contributions:** Grants or monetary contributions.
- **In-Kind Contributions:** Equipment, technology, books, furniture, or other goods or services.
- **Program Series Sponsorships:** Funding for recurring Library programs.
- **Event-Specific Sponsorships:** Sponsorships supporting seasonal programs, community events, or other short-term activities.
- **Facility or Project Sponsorships:** Sponsorships supporting facility enhancements or designated project areas, provided no naming rights are implied unless separately approved by City Administration.

The Library does not accept sponsorships that:

- **Require Political or Religious Endorsement:** Sponsorships may not require the Library to support or oppose a political or religious position.
- **Promote Restricted or Discriminatory Activities:** Sponsorships may not promote activities or agendas that conflict with applicable law or City policy.
- **Attempt to Influence Library Operations:** Sponsors may not attempt to control Library policies, collections, programs, or operations.
- **Conflict with City Requirements:** Sponsorships must comply with City of Leon Valley policies, municipal purchasing requirements, and applicable law.

Recognition & Acknowledgment

- **Branding:** Sponsorship recognition will be appropriate and secondary to the Library's branding.
- **Promotional Materials:** Sponsors may be acknowledged in Library newsletters, flyers, website content, and other promotional materials.
- **Program Recognition:** Sponsors may be mentioned in sponsored program series.
- **Name & Logo Placement:** Sponsor names or logos may be displayed where appropriate and subject to Library approval.
- **No Advertising:** Sponsor recognition will not include advertising language, slogans, or calls to action.
- **City Branding:** Placement of sponsor names or logos will follow City branding guidelines and will not imply product endorsement.
- **Temporary Signage:** Temporary sponsor signage may be permitted for event- or program-based sponsorships and must be approved in advance.
- **Donor Appreciation Events:** The Library does not host donor appreciation events.

Approval & Implementation

- **Final Approval:** The Library Director has final approval over all sponsorship agreements.
- **Written Agreements:** Sponsorships valued over \$500 require a written agreement outlining:
 - Nature of the sponsorship (monetary, in-kind, or program-related).
 - Recognition terms, if applicable.
 - Restrictions or conditions, if any.
- **Agreement Terms:** All sponsorship agreements must specify duration, renewal terms, if applicable, and criteria for early termination by either party.
- **Termination:** The Library reserves the right to remove sponsor recognition or terminate an agreement if the sponsor's reputation, activities, or practices conflict with the Library's mission, public trust, or community standards.
- **Consultation:** The Library Director may consult with City Administration or Legal Counsel when evaluating higher-value, complex, or potentially sensitive sponsorships.
- **Use of Funds:** The Library maintains full control over how sponsorship funds and donations are used.

RELATED DOCUMENTS & REFERENCES

- Materials Donation & Gifts Policy (CD-202503-B)

APPENDICES & ATTACHMENTS

- Sponsorship Agreement Template
- Sponsor Recognition Guidelines

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2022	New Policy	Regina Reed	LAB & Council
1.1	01.08.2025	Changes to formatting	Regina Reed	Council
1.2	10.08.2026	Mild Edits	Regina Reed	LAB

MG-202505-A — PHOTOGRAPHY & VIDEO RECORDING

Policy Title	Photography & Video Recording	Policy ID	MG-202505-A
Category	Mission, Governance, & General Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

POLICY STATEMENT

The Library recognizes and respects First Amendment rights related to photography, video recording, and expressive activity in publicly accessible areas of the facility.

This policy is intended to clarify how those rights are exercised within the Library while ensuring that recording activities do not interfere with Library operations, patron access, or the safe and equitable use of shared public spaces.

Public Space Consideration

As a city-owned facility, the Leon Valley Public Library is a public space comparable to a park or community plaza. Photography and video recording are generally permitted in all publicly accessible areas of the **Library**, in accordance with First Amendment rights.

However, patrons have a reasonable expectation not to be personally targeted, harassed, or surveilled, and the **Library** reserves the right to intervene if recording behavior violates **Library** policies, disrupts operations, or interferes with patrons' use of the **Library**.

Permission to photograph or record does not override the **Library's** responsibility to maintain a safe, welcoming, and orderly environment for all users.

Library-Initiated Photography & Video

The **Library** may take photographs or videos during programs, events, and daily operations for use in promotional materials, including:

- Social media platforms (e.g., Facebook, Instagram)
- The **Library's** website
- Printed materials (e.g., newsletters, brochures)

- Press releases and local media

Whenever possible, staff will make announcements or post signage indicating that photography or recording may occur.

Special care will be taken to avoid photographing or identifying children without parental consent. A parent or legal guardian may request in writing that images of their child not be used.

The **Library** will not intentionally identify patrons by name in promotional materials without consent, except when participation has been voluntarily documented (e.g., award recipients, presenters, or speakers).

Patron-Initiated Photography & Recording

The Leon Valley Public Library is a public space, and photography and video recording by patrons is legally permitted in publicly accessible areas.

While permission is not legally required, patrons are strongly encouraged to respect the privacy of others, especially when photographing or filming individuals, children, or families.

Library staff may intervene if any recording behavior:

- Targets, intimidates, harasses, or persistently focuses on other patrons or staff
- Disrupts Library operations, services, or programming
- Violates the Library's Code of Conduct

Recording in staff-only areas, restrooms, **occupied study rooms**, or private meetings is not permitted under any circumstances.

Recording equipment may not obstruct walkways, exits, service desks, or emergency access points. Tripods, lighting equipment, or extended setups may be restricted at staff discretion to ensure safety and accessibility.

If a patron expresses discomfort about being recorded, staff will mediate when appropriate and remind the individual filming of expected conduct in a shared public space. **Staff** may offer general guidance regarding shared public space expectations, while recognizing that lawful recording in public areas is permitted.

Commercial & Media Recording

Commercial photography, filming intended for profit, or recording by media outlets may require prior approval from the Library Director or the City, depending on scope and intent.

Media requests involving interviews, staged filming, or identifiable staff participation must be coordinated through library administration.

RELATED DOCUMENTS & REFERENCES

- Library Code of Conduct (MG-202503-B)

APPENDICES & ATTACHMENTS

- Commercial & Media Recording Request Form
- Parent/Guardian Photography & Video Opt-Out Form

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

MG-202505-B — VOLUNTEERS

Policy Title	Volunteers	Policy ID	MG-202505-B
Category	Mission, Governance, & General Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

POLICY STATEMENT

The Leon Valley Public Library welcomes volunteers who wish to support the Library's mission of public service and lifelong learning. Volunteers contribute time, skills, and enthusiasm to help enhance Library programs, services, and community outreach.

Eligibility & Application Process

All prospective volunteers must complete the Volunteer Sign-Up Packet before beginning service.

Volunteers age 17 and older are required to pass a criminal background check, conducted through the City of Leon Valley Human Resources Department.

Teens Speak volunteers ages 12–17 must have a signed parent or guardian permission form. Volunteers ages 12–18 may participate only through the Teens Speak program. Volunteers ages 16–18 may participate through the general volunteer program or Teens Speak.

The Library may limit the number of volunteers accepted or scheduled based on available volunteer opportunities, staff supervision capacity, space, operational needs, and other Library considerations.

Volunteer acceptance does not guarantee a particular assignment, schedule, number of service hours, or continued volunteer placement.

Volunteers are required to **reverify and update their application materials at least annually**. In addition, the City of Leon Valley may request updated forms or documentation at any time as part of its standard administrative practices.

Volunteer Roles & Assignments

Volunteer opportunities may include:

- Shelving, organizing, and facing Library materials
- Program preparation or event support
- Assisting with children's, teen, or adult activities
- Book repair, labeling, and material processing
- Digitization and local history projects
- **Community service and leadership through the Teens Speak program**

All volunteers receive task-specific training and are scheduled based on Library needs, staff supervision capacity, and the individual's interests and availability. Volunteers are expected to perform assigned duties in accordance with current Library practices, policies, and procedures as directed by Library staff.

Training & Supervision

Volunteers work under the direction of designated Library staff and are expected to follow established procedures.

Orientation and task-specific instruction will be provided prior to service.

Volunteers are not permitted to perform duties in place of staff or to access restricted areas unless authorized.

Volunteers must follow all current operational procedures and staff instructions while on duty. Volunteer service does not permit independent decision-making outside of assigned tasks or established Library practices.

Conduct & Responsibilities

Volunteers are expected to:

- Adhere to the Volunteer Dress Code and maintain a professional appearance.
- Follow all Library policies, including confidentiality and patron privacy standards.
- Treat staff, patrons, and fellow volunteers with respect.
- Notify the Assistant Library Director or Volunteer Coordinator of absences or schedule changes.
- Refrain from personal phone use or disruptive behavior during shifts.

- Adhere to assigned volunteer schedules, including arriving on time, remaining on duty for the full scheduled shift, and completing assigned tasks within the designated time frame unless prior approval for changes has been granted by Library staff.
- Comply with all current Library policies, procedures, and operational practices while volunteering.

Volunteer participation is a privilege, not a right. Continued service is contingent upon adherence to assigned schedules, staff direction, and all current Library policies, procedures, and operational expectations.

The Library reserves the right to dismiss volunteers whose performance or behavior is inconsistent with the Library's standards or who fail to comply with policies.

Hours & Scheduling

- Volunteers may serve on a regular schedule or for occasional events.
- Availability is provided during the application process and is used to develop a rotating or assigned schedule.
- Volunteers are responsible for signing in and recording their hours for Library records and recognition.
- Documentation of hours for school, work, or extracurricular activities will be provided upon request if arranged in advance.
- Volunteers are expected to begin and conclude their service at the scheduled times and to complete assigned tasks during the approved volunteer shift.

Confidentiality & Background Checks

Volunteers may access confidential information and must sign a Confidentiality Agreement to uphold privacy.

Volunteers age 17 and older must complete an Information Release Authorization and CCH Verification Form as part of the background check process.

Volunteer application materials and background-check information may be required to be updated or resubmitted at least annually. Background checks and related paperwork may be repeated or updated at the request of the City of Leon Valley, even if not legally mandated, as part of internal oversight and administrative expectations.

RELATED DOCUMENTS & REFERENCES

- Library Code of Conduct (MG-202503-B)
- Confidentiality, Privacy, & Information Security Policy (MG-202503-C)

- **APPENDICES & ATTACHMENTS**

- **Volunteer Packet**

- Volunteer Sign-Up Packet
- Volunteer Dress Code
- Confidentiality Agreement
- Information Release Authorization and CCH Verification Form

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

MG-202505-C — COPYRIGHT

Policy Title	Copyright	Policy ID	MG-202505-C
Category	Mission, Governance, & General Policies	Author	Regina Reed
Effective Date	March 15, 2022	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.2		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

POLICY STATEMENT

The Leon Valley Public Library supports lawful access to information while respecting copyright law and the rights of copyright holders.

United States Copyright Act

Leon Valley Public Library adheres to the United States Copyright Act (Title 17, U.S. Code) and all applicable amendments. All patrons and staff must respect copyright when using Library collections, photocopiers, computers, printers, scanners, or other equipment.

Materials obtained through Interlibrary Loan or other Library services may also be subject to copyright restrictions, including limitations on duplication or distribution. Staff will make reasonable efforts to inform users of such restrictions when known.

The Library does not monitor or control individual use of materials but reserves the right to take appropriate action if copyright violations are discovered or brought to the Library's attention. Staff members are not authorized to provide legal advice regarding copyright compliance.

Copyright Warning Notices

In accordance with federal requirements for libraries and archives, the Library will post and maintain a copyright warning notice near reproduction equipment and, when applicable, on copying/scan request forms or point-of-service requests for staff-assisted copying.

The notice will use the federally prescribed warning language (e.g., "Notice: Warning Concerning Copyright Restrictions...") to inform users of their responsibilities.

Use of Library Equipment

Patrons using Library photocopiers, scanners, computers, or printers are responsible for ensuring that their reproduction or transmission of copyrighted works complies with the law. The Library may post notices near equipment to remind users of their legal obligations.

In addition:

- The Library may limit copying, printing, or scanning when necessary to protect equipment availability, comply with law, or enforce license terms for digital resources.
- Patrons may not use Library equipment or networks to reproduce or distribute content in violation of copyright, license agreements, or other applicable law.

Staff-Assisted Copying and Scanning

When Library staff are asked to assist with copying, scanning, printing, digitization, uploading, or distributing materials, staff may request enough information to evaluate whether the request appears consistent with Fair Use or other applicable exceptions, or whether permission is required.

The Library reserves the right to refuse a copying or scanning request if, in the Library's judgment, fulfillment would involve violation of copyright law.

Fair Use

The Library recognizes Fair Use as provided under Section 107 of the U.S. Copyright Act. Fair Use permits limited use of copyrighted materials for purposes such as criticism, comment, news reporting, teaching, scholarship, and research, subject to the circumstances of each individual use.

Fair Use is determined on a case-by-case basis using the four statutory factors: the purpose and character of the use, the nature of the copyrighted work, the amount and substantiality of the portion used, and the effect of the use on the potential market for the copyrighted work.

Library staff may provide general information about Fair Use but do not provide legal advice or make legal determinations on behalf of patrons.

Educational and Non-Commercial Use

Educational or non-commercial use does not automatically qualify as Fair Use. Teachers, students, nonprofit organizations, and other users must still consider

whether their particular use meets the requirements of Fair Use or another applicable copyright exception.

The fact that a use is educational, instructional, or non-commercial does not by itself permit copying, reproduction, distribution, display, or performance of copyrighted materials.

Digital Content, Databases, and Licensed Resources

Many Library-provided electronic resources are governed by vendor license agreements. Patrons and staff must comply with those license terms, which may restrict downloading, printing, sharing, systematic copying, automated scraping, redistribution, or commercial use—even when a user believes Fair Use would apply.

Violation of license terms may result in temporary or permanent suspension of access for the individual user and/or the Library as a whole.

Interlibrary Loan and Document Delivery

Interlibrary Loan requests and fulfillment may be subject to copyright limitations and interlibrary loan guidelines (including common practices related to the “rule of five” for periodical articles).

The Library will follow applicable state/regional protocols for interlibrary loan lending and borrowing and will require requestors to affirm compliance with copyright restrictions when applicable.

Public Programs, Displays, and Performances

Copyright applies to more than copying. Use of images, music, film/video, and other content in Library programs, presentations, recordings, livestreams, displays, and promotional materials may require permission or a license.

Library staff will make reasonable efforts to use appropriately licensed, permissioned, public domain, or otherwise lawful content when creating Library-produced materials.

Patrons, performers, and volunteers hosting events or using Library spaces are responsible for securing any necessary rights or permissions for copyrighted content used or performed, unless the Library has explicitly obtained such rights for a specific program.

For Library-sponsored movie screenings, the Library will obtain or use the appropriate public performance license or other authorization for the film being shown.

The Library does not provide public performance licenses or permissions by default for outside groups or user-hosted events.

RELATED DOCUMENTS & REFERENCES

- Interlibrary Loan (ILL) Policy (LM-202503-F)

APPENDICES & ATTACHMENTS

N/A

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2022	New Policy	Regina Reed	LAB & Council
1.1	01.08.2025	Changes to formatting	Regina Reed	Council
1.2	10.08.2026	Mild Edits	Regina Reed	LAB

MG-202512-A — INCIDENT REPORT & DOCUMENTATION

Policy Title	Incident Report & Documentation	Policy ID	MG-202512-A
Category	Mission, Governance, & General Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

POLICY STATEMENT

The Leon Valley Public Library requires timely, accurate, and objective documentation of incidents that may affect the safety of patrons or staff, Library operations, property, or the City.

Incident Reporting Requirements

Incidents must be reported as soon as practicable and documented no later than 24 hours after the event, unless immediate emergency response takes precedence. Staff must use the official Incident Report Form to record factual, objective information including:

- Date, time, and exact location of the incident
- Names of involved individuals (when voluntarily provided)
- Names of witnesses (if available)
- A clear, factual narrative describing what occurred
- Actions taken by staff, including contact with emergency responders or law enforcement
- Recommended or required follow-up

Personal opinions, assumptions, or subjective judgments must not be included. Staff may reference relevant evidence (photos, video timestamps, or documents) but may not share or release evidence directly to patrons, media, or outside entities except as permitted by law or city direction.

Mandatory Reporting (Texas Law)

Under Texas Family Code §261.101, **a person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect must immediately make a report as required by law.**

Library staff must make any required report directly to the appropriate authority and may not rely on another person to make the report on their behalf.

Documenting concerns in an incident report does not satisfy the legal obligation to report. **When a report is required, staff must make the external report in addition to completing an internal Library incident report.**

Confidentiality & Records Management

Incident reports frequently include sensitive information. Reports will be stored securely and retained for 12 months unless otherwise **dictated** by the City of Leon Valley's records retention schedule and applicable state law. Access is limited to authorized personnel, including Library Administration and designated City staff with a business or legal need to review.

Release of incident reports is governed by the Texas Public Information Act and relevant privacy laws. Reports will not be disclosed to patrons or external parties except through formal records requests, legal processes, or administrative review.

Administrative Review & Follow-Up

The Library Director (or designee) will review all incident reports to:

- Assess safety risks or recurring patterns
- Determine whether additional action or documentation is required
- Evaluate potential policy, facility, or training needs
- Coordinate follow-up with staff, City Administration, or Legal Counsel when appropriate

Incidents involving threats, violence, illegal activity, or significant safety concerns may result in temporary or long-term restrictions of Library privileges as outlined in the Library Code of Conduct.

RELATED DOCUMENTS & REFERENCES

- Library Code of Conduct (MG-202503-B)

APPENDICES & ATTACHMENTS

- Incident Report Form

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

SECTION 2: LIBRARY MEMBERSHIP & BORROWING POLICIES

This section outlines the general framework governing library membership and borrowing at the Leon Valley Public Library. It establishes expectations for account use, access to materials and services, and shared responsibilities between the library and its users. These policies are intended to support equitable access, responsible use of library resources, and the efficient operation of library services while aligning with applicable laws, city requirements, and professional library standards.

LM-202503-A — PATRON REGISTRATION

Policy Title	Patron Registration Policy	Policy ID	LM-202503-A
Category	LM, Library Membership & Borrowing Policies	Author	Regina Reed
Effective Date	March 15, 2022	Reviewed by	Library Advisory Board
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Version	1.1		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

POLICY STATEMENT

The Leon Valley Public Library provides equitable access to Library membership and services while establishing reasonable requirements for registration, account use, borrowing, and continued access to Library resources.

City Residents, Property Owners, and Business Owners

Library membership is free to all Leon Valley residents, Leon Valley property owners, and Leon Valley business owners.

A valid photo ID and proof of Leon Valley residency or ownership are required. Acceptable proof includes a utility bill, lease agreement, or other documentation **approved by the Library Director**.

Post office boxes and general delivery addresses **cannot be used as proof of residency**.

Non-Residents

Non-residents may obtain a library card by:

- Paying a non-resident fee as indicated on the Library Fee Schedule, or
- Providing a valid TexShare Card from a participating library and meeting any applicable TexShare eligibility **requirements**.

Non-resident cards are subject to the same borrowing limits and policies as resident cards unless otherwise specified.

Non-Resident Volunteers

Non-resident volunteers who provide regular service to the Library are eligible for a fee waiver for the duration of their active volunteer service, as long as they actively volunteer in good standing and in accordance with the Volunteer Policy.

Digital-Only Access Membership

Digital Access Cards are available to patrons who want access to digital library resources without physical borrowing privileges.

- Digital Access Cards are available to all patrons, regardless of residency.
- Applicants must provide a valid email address and verify their identity with a photo ID or other verification method approved by library administration.
- Digital Access Cards provide access to e-books, digital audiobooks, streaming media, digital databases, online learning platforms, and public computers.
- Digital Access Cards do not permit checkout of physical materials or Interlibrary Loan (ILL) requests.
- Patrons who wish to check out physical materials must obtain a full-access library card by meeting the applicable registration requirements.
- Digital Access Cards expire annually and must be renewed by verifying account information.
- Patrons must keep their contact information current, including their email address and phone number.
- Digital resource access is subject to applicable licensing agreements, copyright laws, and library policies.
- **Accounts may be suspended for misuse of digital resources, unauthorized sharing of digital access, or other violations of applicable library policies.**

City Employees

Current City of Leon Valley employees are eligible for a free library card.

Library Cardholder Responsibilities & Patron Accountability

Library cardholders are responsible for the security and use of their cards and associated accounts.

If a library card is lost or stolen, the cardholder must notify the Library immediately to prevent unauthorized use. The cardholder remains responsible for all activity on the account until notification is received.

Replacement card fees are based on the current Library Fee Schedule.

Patrons are responsible for all materials checked out under their account.

Adults assume full responsibility for all materials borrowed by minors under their account.

A library card is non-transferable. An account holder may authorize a caregiver or other designated individual to use their account on their behalf; however, the account holder remains responsible for all materials checked out and activity conducted under the account.

Patrons are responsible for keeping their account information, including address, telephone number, and email address, current.

Library cards and account credentials may not be shared publicly or used for commercial purposes.

Providing false information or allowing unauthorized access to a library account may result in suspension or restriction of account privileges.

Compliance with Library Policies

All Leon Valley Public Library cardholders agree to comply with the Library's rules and regulations upon registration and throughout the duration of account use.

Habitual or severe violations of Library policies may result in the suspension of borrowing privileges, temporary or permanent account restrictions, as determined by the Library Director or designee, in accordance with applicable policies and procedures.

Account privileges may also be suspended or restricted when a patron repeatedly or seriously misuses a library account, resources, or services.

Library Card Renewal

Library cards expire one year from the date of issue and must be renewed annually. Renewal requires:

- Verification of registration information, and
- Payment of any outstanding fees or resolution of account blocks.

Minors' cards do not require the presence of a caregiver for renewal; however, the associated caregiver account must be in good standing as long as the accounts remain linked.

Account Use & Authorization

Patrons are responsible for all activity conducted using their library card or associated digital account credentials.

Patrons may not use another person's credentials to access digital resources or public computers.

Violation of digital resource licensing agreements or applicable computer or internet use rules may result in temporary or permanent loss of access to the affected service.

RELATED DOCUMENTS & REFERENCES

- City of Leon Valley Code of Ordinances, Appendix A, Article A2.000 Administrative Fees, § A2.006 Library Fees
- Minor Registration Policy (LM-202503-B)
- Volunteer Policy (MG-202505-B)

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.15.2022	New Policy	Regina Reed	City Council
1.1	10.08.2026	Policy Review and Revisions	Regina Reed	LAB

LM-202503-B— MINOR REGISTRATION

Policy Title	Minor Registration	Policy ID	LM-202503-A
Category	LM, Library Membership & Borrowing Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2029
Version	1.0		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

POLICY STATEMENT

The Leon Valley Public Library provides minors with access to Library membership and services while establishing clear requirements for registration, responsible adult involvement, and account use.

Minor Registration Requirements

A minor is defined as an individual under the age of 18.

A parent, legal guardian, or designated caregiver must establish their own library account before registering a minor. **The minor's library card is linked to and registered under the responsible adult's account.**

The responsible adult associated with the minor's account assumes full responsibility for all materials checked out under the minor's account.

Minors must be present to receive their library card.

The Library Director may make exceptions for minors who do not have access to a parent or guardian and can provide a valid local student ID.

Library staff do not act in place of a parent or legal guardian and are not responsible for monitoring a minor's library use or material selection.

Minor accounts are subject to the requirements, rules, and procedures established in the Patron Registration Policy (LM-202503-A), except where this policy specifically provides otherwise.

Borrowing Privileges for Minors

Minors have the same borrowing privileges as adult cardholders, unless otherwise restricted by policy.

Parents or guardians are responsible for monitoring their child’s library materials and internet use.

The library does not restrict access to materials based on age and does not serve in a supervisory or advisory role regarding content selection.

A parent or guardian may request overdue or lost item information for a minor’s account with appropriate account verification.

Library Card Renewal for Minors

Minor library cards expire annually and must be renewed upon verification of registration information. A parent or guardian does not need to be present for renewal, but **the associated adult account must remain in good standing** at the time of renewal.

RELATED DOCUMENTS & REFERENCES

- Patron Registration Policy (LM-202503-A)
- Children’s & Unattended Minors Policy (LF-202503-A)
- Caregiver Policy (LF-202503-B)

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.1	10.08.2026	New Policy	Regina Reed	LAB

LM-202503-C — CIRCULATION

Policy Title	Circulation	Policy ID	LM-202503-C
Category	LM, Library Membership & Borrowing Policies	Author	Regina Reed
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Version	1.1		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

POLICY STATEMENT

The Leon Valley Public Library establishes fair and consistent circulation practices to provide equitable access to Library materials and resources.

Library Card Requirements

A valid Leon Valley Public Library card is required to check out materials.

Patrons must be in good standing **to borrow items. Borrowing restrictions related to outstanding fees are established in the Library Fee Schedule.**

Library accounts must be renewed annually to ensure accurate patron information.

Patrons are responsible for all materials checked out on their library card, including items borrowed by authorized users.

Library cards are non-transferable. Use of another person's card without authorization may result in account suspension.

Loan Periods & Checkout Limits

Books: 14-day loan period, renewable up to two times if no other holds are placed.

DVDs: 14-day loan period, renewable up to two times if no other holds are placed, with a limit of five DVDs per library card.

Kits: 7-day loan period, with a limit of one kit per family, regardless of the number of library cards associated with the family.

The total checkout limit is 25 items per library card.

Library of Things items may have specialized loan periods, renewal limits, and checkout requirements based on the type of item.

The Library Director may limit the loan period on any materials based on factors such as release date, anticipated popularity, or special collection status.

Specific checkout limits, loan periods, and renewal limits may be set or adjusted by the Library Director based on demand, release date, collection type, or operational needs.

Renewals

Items may be renewed in person, by phone, **through the patron's online library account**, or by email unless they are on hold for another patron.

Renewals may be denied if the patron has overdue materials or unpaid fees.

Some materials, including Library of Things items and Interlibrary Loan (ILL) materials, may not be eligible for renewal.

Reserves & Holds

Patrons may place holds on materials that are currently checked out.

Once an item is available, the patron will be notified and has a set period to pick up the item before it is released to the next person on the waiting list.

Failure to pick up held materials within the designated timeframe may result in cancellation of the hold and may affect future hold privileges.

Interlibrary Loan (ILL)

Patrons may request items from other libraries through Interlibrary Loan (ILL) services, which are subject to the Interlibrary Loan Policy.

Loan periods, renewal, and conditions for ILL materials are determined by the lending library.

Failure to return ILL materials on time may result in suspension of ILL privileges.

Patrons are responsible for all costs assessed by the lending library for lost, damaged, or overdue ILL materials.

Returning Materials

Items must be returned to designated book drops or the circulation desk.

Certain items, such as Library of Things materials, may require in-person returns.

Materials returned in book drops after hours are considered returned on the next open business day.

Damage caused by improper return methods may result in repair or replacement fees.

Account Suspension & Privilege Restrictions

Borrowing privileges may be suspended if a patron:

- Has excessive overdue materials.
- Has unpaid replacement or processing fees exceeding allowable limits.
- Habitually fails to return library materials.

The Library Director has the authority to reinstate borrowing privileges after reviewing a patron's account status.

Suspension of borrowing privileges does not eliminate a patron's responsibility for outstanding materials or fees.

RELATED DOCUMENTS & REFERENCES

- Patron Registration Policy (LM-202503-A)
- Minor Registration Policy (LM-202503-B)
- Interlibrary Loan (ILL) Policy (LM-202503-F)
- Lost, Damaged, and Overdue Materials Policy (LM-202503-D)
- City of Leon Valley Fee Schedule — Appendix A, Article A2.000 Administrative Fees, Section A2.006 Library Fees

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.15.2022	New & Updated	Regina Reed	LAB & City Council
1.1	10.08.2026	Policy Review & Revisions	Regina Reed	LAB

LM-202503-D — LOST, DAMAGED, & OVERDUE MATERIALS

Policy Title	Lost, Damaged, & Overdue Materials	Policy ID	LM-202503-D
Category	LM, Library Membership & Borrowing Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
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POLICY STATEMENT

The Leon Valley Public Library establishes clear, fair, and consistent procedures for addressing library materials that are overdue, lost, or damaged while supporting equitable access to Library resources and responsible stewardship of the collection.

Overdue Materials

The library does not charge overdue fines for late materials.

Items that are 45 days overdue will be considered lost, and the patron will be billed for the replacement cost and processing fee.

Borrowing privileges may be suspended until the account is resolved.

Patrons will receive account notifications regarding overdue materials prior to an item being declared lost, when accurate contact information is available.

Lost Materials

If an item is lost, the patron must pay the full replacement cost of the item plus a processing fee as outlined in the Library Fee Schedule.

The processing fee covers the cost of cataloging, labeling, and preparing a replacement for circulation.

If a billed item is returned in acceptable condition after being declared lost, the replacement charge may be removed at the Library Director's discretion; processing fees are non-refundable.

Damaged Materials

If an item is returned in damaged condition and is no longer usable, the patron will be charged the replacement cost and a processing fee.

If a minor repair is needed but the item remains in circulation, the Library Director may assess a repair fee instead of full replacement.

Damage includes but is not limited to:

- Water damage or mold
- Torn, missing, or defaced pages
- Broken bindings or covers
- Stained or excessively soiled materials
- Scratched, cracked, or unplayable media items
- Smell, including smoke or urine, that renders the item unusable

Normal wear from reasonable use is not considered damage.

Kits & Library of Things

Many Kits and Library of Things materials are purchased as complete items or bundles. If an item or bundle is returned with missing or damaged components that are necessary to make the item or bundle usable, the patron may be charged the replacement cost of the entire item or bundle. If the missing or damaged component can be replaced separately, the patron may provide an acceptable replacement for the missing or damaged component with approval from the Library Director or designee. A processing fee will still be assessed.

Replacement Copies

Patrons may provide a replacement copy of a lost or damaged item only with approval from the Library Director or designee.

Replacement copies must meet the library's standards for quality, condition, and edition.

Even if an approved replacement copy is provided, a minimum processing fee still applies to cover cataloging and preparation.

The library reserves the right to refuse replacement copies that do not meet collection standards or operational needs.

Unpaid Fees & Borrowing Privileges

Outstanding replacement or processing fees may affect borrowing privileges in accordance with the Circulation Policy (LM-202503-C) and the Library Fee Schedule.

Borrowing privileges may be reinstated once applicable fees or other account requirements are resolved, in accordance with Library policy.

RELATED DOCUMENTS & REFERENCES

- Circulation Policy (LM-202503-C)
- Patron Registration Policy (LM-202503-A)
- Minor Registration Policy (LM-202503-B)
- City of Leon Valley Fee Schedule — Appendix A, Article A2.000 Administrative Fees, Section A2.006 Library Fees

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LM-202503-E — INTERLIBRARY LOAN (ILL)

Policy Title	Interlibrary Loan (ILL)	Policy ID	LM-202503-E
Category	LM, Library Membership & Borrowing Policies	Author	Regina Reed
Effective Date	March 15, 2022	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2029
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<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

Policy Statement

The Leon Valley Public Library provides Interlibrary Loan (ILL) services to give patrons access to materials not available in the library's collection. This policy outlines the eligibility, borrowing guidelines, and patron responsibilities for ILL services.

Eligibility & Borrowing Requirements

Patrons must have an active Leon Valley Public Library card in good standing to request ILL materials.

Non-cardholders must request ILL services through their home library.

The library adheres to the Interlibrary Loan Code for the United States (ALA) and lending library regulations, which may impose restrictions on materials and loan periods.

Patrons with excessive fines, fees, or suspended borrowing privileges may be ineligible for ILL services until their account is returned to good standing.

The library reserves the right to limit the number of active ILL requests per patron to ensure equitable access and manageable service levels.

Types of Materials Available for ILL

The library will attempt to borrow requested materials, but certain items may not be available for loan, including:

- Current bestsellers and popular new releases (within the last 6–12 months).
- Reference materials (e.g., encyclopedias, dictionaries).
- Genealogy and local history materials.

- Rare, fragile, or high-value items.
- Audiovisual materials (DVDs, Blu-rays, CDs) – availability varies by lending library.
- Bulky or oversized items that are difficult to ship.
- Materials restricted by the lending library due to licensing, format, or preservation concerns.

The lending library has the right to impose restrictions on use, such as requiring that an item be used only within the library.

Fees & Patron Responsibilities

ILL services are generally free, but the patron is responsible for any loan fees, photocopying charges, or shipping costs imposed by the lending library.

If a lending library charges a fee, the patron must approve the cost before the request is processed.

Lost or damaged ILL materials are the responsibility of the borrowing patron. The lending library determines the replacement cost, which must be paid before additional ILL requests can be made.

Patrons are responsible for complying with all use restrictions established by the lending library, including in-library use only, no renewals, or special handling requirements.

Failure to comply with lending library conditions may jeopardize the Leon Valley Public Library's ability to borrow from partner libraries.

Loan Periods & Renewals

Loan periods for ILL materials are set by the lending library, not the Leon Valley Public Library.

Patrons must return ILL materials by the due date assigned at checkout.

Renewal requests must be made at least two business days before the due date, but renewals are not guaranteed and depend on the policies of the lending library.

Due dates may be adjusted by the lending library at any time, and patrons are responsible for complying with revised return deadlines.

Failure to Pick Up Requested Materials

Patrons will be notified when an ILL item arrives, and the item must be picked up within seven days.

If a patron fails to pick up a requested ILL item more than twice, ILL privileges may be suspended.

Repeated failure to pick up materials may result in temporary or permanent suspension of ILL privileges at the discretion of the Library Director or designee.

Returning ILL Materials

ILL materials must be returned to the Leon Valley Public Library circulation desk and not placed in the book drop, as some items may require special handling.

If an item is returned late, the lending library may suspend ILL privileges for Leon Valley Public Library patrons.

Patrons may be held financially responsible for additional fees incurred due to late returns or improper handling.

Policy Violations & Suspension of ILL Privileges

The Library Director reserves the right to suspend ILL privileges for patrons who:

- Consistently fail to return ILL materials on time.
- Lose or damage ILL materials.
- Fail to pick up multiple requested items.
- Fail to pay assessed fees or replacement costs.
- Demonstrate a pattern of misuse that negatively impacts lending relationships.

RELATED DOCUMENTS & REFERENCES

- Circulation Policy (LM-202503-C)
- Lost, Damaged, and Overdue Materials Policy (LM-202503-D)
- Copyright Policy (MG-202505-C)
- TexShare Program Guidelines

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.15.2022	New Policy	Regina Reed	LAB & City Council
1.1	10.08.2026	Updated Content & New Format	Regina Reed	LAB

LM-202503-F — HOMEBOUND & OUTREACH SERVICES

Policy Title	Homebound & Outreach Services	Policy ID	LM-202503-F
Category	LM, Library Membership & Borrowing Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
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<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

Policy Statement

The Leon Valley Public Library provides Homebound and Outreach Services to extend access to library materials, resources, and services to individuals and groups who may experience barriers to in-library use. Services are provided based on eligibility, available resources, staffing, safety, and operational capacity.

Eligibility

- To qualify for Homebound Services, a patron must:
- Be a Leon Valley resident.
- Have a temporary or permanent condition that prevents them from visiting the library in person.
- Reside in a private home, assisted living facility, or senior residence within Leon Valley.
- Be unable to designate a family member, friend, or caregiver to pick up and return materials on their behalf.
- Complete a Homebound Services application or intake process, which may include verification of eligibility as deemed appropriate by the Library Director or designee.
- Eligibility will be determined by the Library Director or designated staff and may be reviewed periodically to ensure continued need for service.

Services Provided

Homebound and Outreach Services may include:

- **Home Delivery & Pickup:** Library staff will deliver and retrieve materials on a scheduled basis.

- **Material Selection Assistance:** Staff may assist patrons in selecting materials based on interests, formats, and reading preferences.
- **Extended Loan Periods:** Homebound patrons may be granted longer checkout periods for standard materials, subject to availability.
- **Texas Talking Book Program (TSLAC) Assistance:** Staff may assist eligible patrons with registration for free audiobooks, braille, and large-print materials provided by the Texas State Library and Archives Commission.
- **Outreach Services:** Off-site programming, pop-up library services, or group material delivery to community locations may be provided as staffing and resources allow.

Borrowing Guidelines

- Homebound patrons may check out any circulating material from the library collection.
- Interlibrary Loan (ILL) materials are not available for home delivery.
- Loan periods and renewal options are determined by material type and availability.
- Patrons are responsible for caring for borrowed items and returning them in good condition.
- All standard library policies regarding lost, damaged, or overdue materials apply.
- The Library may limit the number of items checked out at one time to ensure equitable access and manageable service delivery.

Scheduling & Delivery

- Deliveries and pickups are scheduled based on staff availability, routing efficiency, and patron needs.
- Patrons will be notified of their delivery window in advance.
- Patrons must notify the library at least 24 hours in advance if unavailable for a scheduled delivery.
- Repeated cancellations, failure to return materials, or failure to communicate availability may result in suspension of service.
- Service frequency, delivery days, and routes may be adjusted based on operational needs.
- The Library reserves the right to suspend or discontinue service if staff safety is compromised or conditions are deemed unsafe.

Outreach Services

- The Leon Valley Public Library provides outreach services to support access for individuals and groups who face barriers to in-library use, including visits to senior centers, assisted living facilities, and community organizations.
- Outreach services are intended to supplement—not replace—regular library services and may be modified based on community needs, partnerships, staffing levels, and available resources.

Service Limitations

- The library does not provide in-home assistance beyond delivery and pickup of materials.
- Patrons must designate a safe, accessible delivery location.
- Library staff are not permitted to enter private residences unless expressly authorized by library administration and consistent with safety protocols.
- The library does not provide transportation, personal care assistance, or medical services.
- Service availability may be adjusted or suspended due to staffing constraints, safety considerations, or operational limitations.
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RELATED DOCUMENTS & REFERENCES

- Circulation Policy (LM-202503-C)
- Lost, Damaged, and Overdue Materials Policy (LM-202503-D)
- Interlibrary Loan (ILL) Policy (LM-202503-E)
- Texas Talking Book Program

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	Updated Content & New Format	Regina Reed	LAB

SECTION 3: LIBRARY FACILITIES, BEHAVIOR, & USAGE POLICIES

This section outlines the policies governing the use of Leon Valley Public Library facilities, spaces, and resources, as well as expectations for patron behavior while on library property or participating in library-sponsored activities. These policies are designed to ensure a safe, welcoming, and accessible environment for all users; protect library staff, patrons, and property; and support the effective and equitable use of library services. Collectively, the policies in this section establish clear standards for conduct, space usage, and shared responsibility, balancing individual access with the needs of the broader community.



LF-202503-A — CAREGIVERS, CHILDREN, & UNATTENDED INDIVIDUALS

Policy Title	Caregivers, Children, & Unattended Individuals	Policy ID	LF-202503-A
Category	LF, Library Facilities, Behavior, & Usage Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

Policy Statement

The Leon Valley Public Library welcomes children, families, and individuals who may require the assistance of a caregiver. Parents, guardians, and caregivers are responsible for the supervision, behavior, safety, and well-being of the individuals in their care while using the library. The library does not assume caregiver or supervisory responsibilities for minors or other individuals who require assistance.

Definition of a Caregiver

A caregiver is a parent, guardian, or other person responsible for the supervision, safety, or assistance of another individual while using the library. Caregivers must be at least 16 years old unless they are the individual's parent or legal guardian.

Caregiver Responsibilities

Caregivers are expected to:

- Supervise and remain with individuals who require assistance at all times while using the library.
- Ensure that individuals in their care follow the Library Code of Conduct and do not disrupt other patrons.
- Address and manage any disruptive, unsafe, or inappropriate behavior.
- Ensure that individuals do not engage in activities that may endanger themselves or others.
- Monitor and attend to personal belongings of those in their care.
- Remain on library premises and may not leave dependent individuals unattended while running errands or leaving the building.

Library Staff Role

Library staff do not assume caregiver responsibilities and are not responsible for supervising unattended individuals.

Staff may intervene if an individual is found unattended and appears to require assistance or is at risk.

Staff may also intervene when an individual appears unable to safely care for themselves, even if the individual is not otherwise considered unattended.

If a dependent individual's behavior is disruptive or unsafe, both the dependent individual and caregiver may be asked to leave the library.

Supervision Guidelines

Children Under Age 9

Children under age 9 must be accompanied by a parent, guardian, or responsible caregiver age 16 or older while using the library.

Children Ages 9–11

Children ages 9–11 may use the library without a parent, guardian, or caregiver immediately present, provided they are able to follow library rules and safely care for themselves. A parent, guardian, or caregiver must remain in the library building and be readily available if needed. Parents, guardians, and caregivers remain responsible for their children while they are using the library.

Children and Teens Ages 12–17

Individuals ages 12–17 may use the library independently during normal operating hours when they are able to follow library rules and safely care for themselves. Parents, guardians, and caregivers remain responsible for individuals in their care.

Individuals Requiring Assistance

Individuals who require a caregiver or other assistance to safely use the library should be accompanied by an appropriate caregiver.

The need for a caregiver is based on an individual's ability to safely use the library and manage their own needs, and not solely on age, disability, medical condition, or other personal characteristic.

Behavioral Expectations

All individuals, including minors, must follow the Library Code of Conduct.

Parents, guardians, and caregivers are responsible for addressing the behavior of individuals in their care while using the library.

If a parent, guardian, or caregiver is not readily identifiable or does not address an individual's behavior within a reasonable time, staff may address the child directly in a calm and appropriate manner while attempting to identify or locate the responsible adult. Staff may intervene immediately when behavior presents a safety concern or requires prompt intervention. Once the parent, guardian, or caregiver is identified, staff will direct further communication regarding the child's behavior to the responsible adult.

If a child or teen engages in disruptive or unsafe behavior, staff will:

1. Issue a verbal warning to the parent, guardian, or caregiver and explain the expected behavior.
2. Ask the parent, guardian, or caregiver to address or correct the behavior.
3. Ask the parent, guardian, or caregiver to leave the library with the minor if the behavior does not improve or poses a safety concern.
4. Contact emergency services or law enforcement when necessary to address an immediate safety concern.

Repeated or serious violations by a minor or other individual may result in suspension of the responsible parent, guardian, or caregiver's library privileges, in accordance with applicable library policy.

Unattended Individuals

Minors

- Minors under age 9 must be accompanied by a parent, guardian, or responsible caregiver age 16 or older while using the library.

- Children ages 9–11 may use the library without a parent, guardian, or caregiver immediately present, provided they are able to follow library rules and safely care for themselves. A parent, guardian, or caregiver must remain in the library building and be readily available if needed.
- Individuals ages 12–17 may use the library independently during normal operating hours, provided they are able to follow library rules and safely care for themselves. Parents, guardians, and caregivers remain responsible for individuals in their care.

Individuals Requiring Assistance

- Individuals who require supervision or assistance to safely use the library should have an appropriate caregiver present.
- Individuals with disabilities or mental health challenges who require supervision or assistance should have an appropriate caregiver present while using the library.
- Elderly patrons who require assistance with mobility, communication, personal safety, or other needs should have a caregiver present as appropriate.
- The need for a caregiver is based on an individual's ability to safely use the library and manage their own needs, and not solely on age, disability, medical condition, or other personal characteristic.

Unattended Individuals at Closing Time

The library is not responsible for individuals left unattended after closing.

- If a child under age 12 remains in the library at closing and a parent or guardian cannot be reached, staff may contact law enforcement or emergency services for the child's safety.
- If an individual ages 12–17 remains at closing and does not have a safe means of leaving the library, staff will attempt to contact a parent or guardian before contacting law enforcement, unless there is an immediate safety concern.
- If an individual who requires a caregiver remains at the library after closing, staff may attempt to contact the individual's caregiver or other responsible person. If the individual's safety cannot be reasonably ensured, staff may contact emergency services or law enforcement.

Staff will not transport or accompany any individual off library property.

Law Enforcement & Reporting

Law enforcement may be contacted when an unaccompanied minor or dependent individual is repeatedly left at the library without appropriate supervision, particularly when there are concerns related to neglect, abandonment, or safety.

The library follows all applicable Texas child welfare, safety, and mandatory reporting laws.

RELATED DOCUMENTS & REFERENCES

- Code of Conduct Policy (MG-202503-B)

APPENDICES & ATTACHMENTS

- Children & Play Space Guidelines

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LF-202503-B — FAMILY PLACE PLAY AREA

Policy Title	Family Place Play Area	Policy ID	LF-202503-A
Category	LF, Library Facilities, Behavior, & Usage Policies	Author	Regina Reed
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<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

Policy Statement

The Family Place Play Area provides a safe, welcoming space for children and caregivers to play, learn, and explore together. The space is designed with young children in mind while welcoming children of all ages.

Who May Use the Family Place Play Area

The Family Place Play Area is designed to support early learning and play for young children, particularly children ages 0–5, and their caregivers.

Children of all ages are welcome to use the play area. Older children may play independently or with younger siblings or other children, but should be mindful that the space is designed with younger children in mind and engage in safe, appropriate play that does not interfere with younger children’s use of the area.

Caregivers must remain with and actively supervise their children at all times while using the space.

Supervision, Safety & Engagement

Caregivers must remain in the play area and actively supervise their children at all times.
Library staff do not provide childcare or supervision.

The Family Place Play Area is a hands-on learning space; caregivers are encouraged to read, explore activities together, and model positive social behaviors.

Play must be gentle and cooperative. **Running, climbing on furniture, roughhousing, or throwing toys is not permitted.**

Caregivers are expected to help children take turns, share, and respect personal boundaries.

If a child is unable to engage safely or appropriately (e.g., hitting, excessive yelling, repeated disruptive behavior), staff may ask the caregiver to redirect the child or take a short break from the play area.

Encouraging Social Play

The Family Place Play Area is designed to support early social development.

Caregivers are encouraged to guide children through:

- Parallel play
- Interactive play, including sharing and turn-taking
- Language development, such as helping children express needs, use polite words, and listen to others

While peer interaction is encouraged, caregivers remain the primary play partner and are responsible for guiding interactions.

Use of Toys & Materials

Toys, books, and materials are provided to support early literacy, creativity, and developmental play.

After use, materials should be returned to their designated areas to maintain a clean and organized space.

Damaged or unsafe toys should be reported to library staff.

Toys and materials must remain in the play area and may not be removed from the library.

Cleanliness & Hygiene

Caregivers are encouraged to place toys that are visibly dirty or have been placed in a child's mouth into the designated "Yucky Bucket" for sanitation.

Toys are cleaned and sanitized by library staff or volunteers on a regular schedule.

Food and drinks are not permitted in the play area, except for bottles or spill-proof cups for infants and toddlers.

If a child becomes ill or has an accident, caregivers should notify library staff immediately for appropriate cleaning.

Respectful Use of Space

The Family Place Play Area is a shared space; all users are expected to be respectful, inclusive, and considerate of others.

Caregivers should model positive behavior, including kindness, sharing, and respectful communication.

When the space is busy, caregivers should help children rotate activities and make room for other families.

RELATED DOCUMENTS & REFERENCES

- Caregivers, Children, & Unattended Individuals Policy (LF-202503-A)
- Code of Conduct Policy (MG-202503-B)

APPENDICES & ATTACHMENTS

- Children & Play Space Guidelines

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LF-202503-C — MEETING ROOM

Policy Title	Family Place Play Area	Policy ID	LF-202503-C
Category	LF, Library Facilities, Behavior, & Usage Policies	Author	Regina Reed
Effective Date	March 15, 2022	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.3		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

Policy Statement

The Leon Valley Public Library provides meeting space for nonprofit, educational, civic, and cultural organizations while ensuring equitable access to library facilities. Use of the meeting room does not constitute endorsement by the library or the City of Leon Valley of any group, organization, viewpoint, or cause.

Eligibility & Use Guidelines

The meeting room is available for nonprofit, educational, civic, or cultural organizations.

Meetings must be free and open to the public; groups may not restrict attendance, except for library staff training or administrative meetings, which require prior approval.

No commercial, sales, or profit-making activities are allowed.

Products or services may not be advertised, solicited, or sold during meetings.

Registration or admission fees are not permitted.

All groups must follow all other library policies while using the meeting room.

Library-sponsored programs and City of Leon Valley events take priority over outside reservations.

Use of the meeting room does not constitute library endorsement of any group, organization, viewpoint, or cause.

Reservations & Scheduling

The meeting room is available on a first-come, first-served basis.

Reservations may be made up to three months in advance (or up to 12 months with Library Director approval).

There is no limit on how frequently a group may reserve the meeting room, provided such use does not prevent equitable access for other groups.

Use of the room is limited to the library's regular operating hours.

Groups may not use the meeting room as a permanent meeting space or organizational headquarters.

The library does not store materials for groups using the room.

Groups must submit a Meeting Room Request Form, which includes a liability statement acknowledging responsibility for damages.

Meeting Room Rules & Conduct

Groups must set up and clean up the meeting room after use.

The room must be returned to its original condition and furniture arrangement.

Food and drink are allowed, but groups must clean up all trash.

Noise must be kept to a reasonable level to avoid disturbing library patrons.

Library staff have the authority to end any meeting that is disruptive or violates library policies.

The library reserves the right to deny future use of the room if a group violates policies.

Political & Private Event Restrictions

Political events (forums, town halls, campaign events) are not permitted unless they are sponsored or co-sponsored by the library or the City of Leon Valley.

Private events such as weddings, birthdays, family reunions, or banquets are not allowed.

Liability & Denial of Use

The library is not responsible for any damage, loss, or bodily injury occurring in the meeting room.

Users of the meeting room are responsible for any damages to library property.

Groups must sign a liability statement as part of the reservation process.

The library reserves the right to deny future reservations for groups that fail to follow policies.

RELATED DOCUMENTS & REFERENCES

- Code of Conduct Policy (MG-202503-B)

APPENDICES & ATTACHMENTS

- Meeting Room Request Form

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.15.2022	New Policy	Regina Reed	LAB & City Council
1.1	10.17.2023	Revised	Regina Reed	LAB & City Council
1.3	10.08.2026	Revised	Regina Reed	LAB

LF-202503-D — STUDY ROOM

Policy Title	Study Room	Policy ID	LF-202503-C
Category	LF, Library Facilities, Behavior, & Usage Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

Policy Statement

The Leon Valley Public Library provides study rooms for quiet study, research, and small group collaboration while ensuring fair, equitable, and appropriate access to library facilities.

Eligibility & Intended Use

The Leon Valley Public Library provides two study rooms for:

- Quiet individual study
- Academic or personal research
- Small group collaboration

Study rooms may not be used for commercial activities, tutoring for profit, interviews, therapy sessions, or any activity that disrupts normal library operations.

Reservations & Walk-In Use

- Study rooms are available once per day per patron or group for up to two (2) hours per use.
- Reservations may be made in advance, or rooms may be used on a first-come, first-served basis.
- All patrons must sign in at the front desk prior to using a study room.
- If no one is waiting, use time may be extended beyond the two-hour limit at staff discretion.
- If another patron or group is waiting, library staff will provide a fifteen (15) minute notice before the room must be vacated.

- Failure to arrive within fifteen (15) minutes of a reserved start time may result in forfeiture of the reservation.

Usage Guidelines

- Study rooms accommodate a maximum of three (3) people due to space limitations.
- Study rooms are not soundproof, and noise levels must be kept low to avoid disturbing other patrons.
- Closed and resealable food containers are permitted; open food and meals are not allowed.
- Beverages must have secure lids.
- Patrons must leave the study room clean, orderly, and in the condition it was found, with no damage or excessive mess.
- Furniture and equipment may not be removed from the study room or rearranged in a way that creates safety concerns.

RELATED DOCUMENTS & REFERENCES

- Code of Conduct Policy (MG-202503-B)
- Food & Drink (LF-202503-G)

APPENDICES & ATTACHMENTS

- Study Room Sign-In

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	Revised	Regina Reed	LAB

LF-202503-E — PUBLIC DISPLAY & BULLETIN BOARD

Policy Title	Public Display & Bulletin Board	Policy ID	LF-202503-E
Category	LF, Library Facilities, Behavior, & Usage Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

Policy Statement

The Leon Valley Public Library provides designated display areas for library, City, and community information while maintaining equitable access to public display space and ensuring that posted materials comply with library policy.

Public Display Areas

The Library maintains two distinct public display areas:

- **Community Bulletin Board: A designated indoor bulletin board is available for approved community postings in accordance with this policy.**
- **Library & City Information Board: The exterior bulletin board is reserved exclusively for Leon Valley Public Library and City of Leon Valley information.**

Community Bulletin Board

- All materials intended for the community bulletin board must be pre-approved by library staff before posting.
- Approved materials will be stamped or initialed by a staff member in the bottom right corner with the date of posting.
- Materials may be displayed for a maximum of 30 days and will be removed weekly based on the posted date.
- Notices must not exceed letter size (8.5" × 11") to ensure equitable use of space.
- Only one copy of a notice per organization or event may be displayed at a time.
- Materials must be posted by library staff; patrons may not post or remove materials themselves.

Library & City Information Board

The exterior bulletin board is reserved for Leon Valley Public Library and City of Leon Valley information. Community organizations, businesses, individuals, and other outside organizations may not post materials on the exterior board.

Eligibility & Content Priorities

- The library prioritizes postings on the **Community Bulletin Board** from:
- Missing children alerts
- Local lost pet notices
- Library programs and services
- City of Leon Valley and local government notices
- Community organizations, nonprofits, and government agencies promoting:
 - Educational, cultural, or civic events
 - Free community resources and public services
- Preference may be given to materials that serve Leon Valley residents or address local community needs.

Prohibited Materials

- Commercial advertisements or for-profit business promotions.
- Political endorsements, campaign materials, or partisan announcements.
- Personal notices (e.g., lost/found items, job postings, real estate listings).
- Materials that are discriminatory, inflammatory, or offensive.
- Materials advocating illegal activity or that violate local, state, or federal law.
- Materials that are primarily religious in nature or intended to proselytize.
- Materials that promote private events not open to the general public.

Library Rights & Responsibilities

- The Library does not endorse any posted materials or organizations.
- Materials that do not comply with this policy will be removed.
- The Library is not responsible for lost, stolen, or damaged materials.
- The Library reserves the right to refuse or remove any material at its discretion to ensure compliance with this policy and to maintain a welcoming environment for all patrons.

- Removal of materials does not constitute censorship or endorsement and is based solely on policy compliance.

RELATED DOCUMENTS & REFERENCES

- Code of Conduct Policy (MG-202503-B)
- Food & Drink (LF-202503-G)

APPENDICES & ATTACHMENTS

- None

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	Revised	Regina Reed	LAB

LF-202503-F — FOOD & DRINK

Policy Title	Food & Drink	Policy ID	LF-202503-F
Category	LF, Library Facilities, Behavior, & Usage Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

Policy Statement

The Leon Valley Public Library permits reasonable food and drink in designated areas while maintaining a clean, safe, and comfortable environment for patrons, staff, library materials, and equipment.

General Guidelines

- Drinks in closed, resealable containers (e.g., bottles with lids, travel mugs, capped water bottles) are permitted in most areas of the library.
- **Light snacks may be consumed in general seating areas when they are reasonably clean, do not require utensils or preparation, and do not create strong odors, excessive crumbs, spills, or other disturbances. Examples include chips, crackers, granola bars, fruit, and similar snack foods.**
- **Meals and foods that are likely to create significant messes, strong odors, spills, or require utensils, heating, or extensive preparation are not permitted in general library areas. Examples include hot meals, soups, foods with substantial sauces or liquids, and similar foods.**
- Patrons must clean up after themselves and dispose of trash properly.
- Food and drinks must be kept away from library materials, computers, and other electronic equipment.
- **Food and drinks may not be prepared, heated, or cooked in public areas of the library unless specifically authorized as part of a library program or approved activity.**
- **Food and drink restrictions may be more restrictive in individual library spaces or during specific programs when necessary to protect materials, equipment, furnishings, or the safety and comfort of participants.**

Restricted Areas

Food and drinks are not permitted:

- Near public computers or printers.
- In special collections or archives areas where materials require extra preservation care.
- In other areas where signs indicate food and drink restrictions.

Study Rooms & Meeting Rooms

- Closed and resealable drinks are allowed in study rooms.
- Food and drink are allowed in the meeting room, but groups must clean up all trash and return the room to its original condition after use.

Enforcement & Consequences

- Patrons who fail to follow this policy may be asked to discard food or drinks or move to an appropriate area.
- **Repeated or serious violations may be addressed under the Library Code of Conduct.**

RELATED DOCUMENTS & REFERENCES

- Code of Conduct (MG-202503-B)

APPENDICES & ATTACHMENTS

- None

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LF-202503-G — UNATTENDED PROPERTY & LOST & FOUND

Policy Title	Unattended Property & Lost & Found	Policy ID	LF-202503-G
Category	LF, Library Facilities, Behavior, & Usage Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		

All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.

Policy Statement

The Leon Valley Public Library is not responsible for unattended personal property and establishes procedures for handling property found in the library or on library property.

Unattended Property

- Patrons are responsible for their personal belongings at all times.
- Library staff are not responsible for monitoring or securing unattended items.
- Any unattended items left for **an extended period of time** may be considered lost and turned in to library staff.
- **For safety reasons, items that appear suspicious, hazardous, or otherwise unsafe may be left undisturbed and reported to law enforcement or emergency services without prior notice. Staff should not open, handle, or attempt to investigate an item that appears suspicious or potentially hazardous.**
- **The library assumes no liability for loss, theft, or damage to unattended personal property.**

Lost & Found Procedures

- Found items will be held at the library's service desk for up to **fourteen (14) calendar days**.
- Valuables (e.g., wallets, IDs, phones) will be immediately turned over to the Leon Valley Police Department **if not claimed promptly**.
- Perishable, unsanitary, or hazardous items will be discarded immediately.

- Library staff will make reasonable efforts to contact the owner of a found item if identification is available.
- **Items not claimed within the holding period will be disposed of or donated in accordance with library procedures and applicable local regulations.**

RELATED DOCUMENTS & REFERENCES

- Code of Conduct (MG-202503-B)

APPENDICES & ATTACHMENTS

- None

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LF-202503-H — BICYCLE

Policy Title	Bicycle	Policy ID	LF-202503-H
Category	LF, Library Facilities, Behavior, & Usage Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

Policy Statement

The Leon Valley Public Library provides designated bicycle parking to support accessibility, alternative transportation, and safe use of library property. This policy establishes guidelines for bicycle parking and use on library property.

Bicycle Parking Guidelines

- The library has bicycle locks available for use.
- Bicycles must be parked in designated bicycle racks.
- Bicycles may not be locked to handrails, benches, signs, fencing, trees, or any part of the library building.
- The library is not responsible for lost, stolen, or damaged bicycles or accessories.
- **Bicycles should be secured in a manner that does not obstruct walkways, entrances, ramps, or accessibility features.**
- Unattended or improperly parked bicycles may be subject to removal by law enforcement or other authorized personnel.

Safety & Conduct

- Bicycles may not be ridden on sidewalks leading to library entrances to ensure pedestrian safety.
- Bicyclists must follow all applicable local, state, and federal traffic laws while on library property.
- **Bicycles are not permitted inside the library building unless they are being used as a mobility or assistive device.**
- Library staff are not responsible for monitoring bicycle parking or providing security.

RELATED DOCUMENTS & REFERENCES

- Code of Conduct (MG-202503-B)

APPENDICES & ATTACHMENTS

- None

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LF-202512-A — PUBLIC PROGRAMS & EVENTS

Policy Title	Public Programs & Events	Policy ID	LF-202512-A
Category	LF, Library Facilities, Behavior, & Usage Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

Policy Statement

The Leon Valley Public Library provides programs and events that support lifelong learning, literacy, cultural enrichment, civic engagement, and community connection. Programs are planned and offered based on community needs, library resources, and the library's mission.

Program Selection & Planning

- Library programs are developed and selected based on:
- Community interests and informational needs
- Educational, cultural, or recreational value
- Availability of staff, space, and funding
- Inclusivity and accessibility
- Alignment with the library's mission and strategic goals
- The library reserves the right to determine program content, format, scheduling, and attendance limits.

Attendance & Participation

- Most programs are free and open to the public unless otherwise stated.
- Some programs may require advance registration due to space or material limitations.
- **Age-specific programs may have attendance requirements based on the nature of the program, available space, safety, or developmental appropriateness.**
- **Children and other individuals requiring assistance must be appropriately supervised during programs.**

Behavior & Conduct

- All program participants are expected to comply with the Library Code of Conduct and staff instructions during programs or events.
- Disruptive, unsafe, or inappropriate behavior may result in removal from a program or event.

Photography, Recording, & Media

- Library programs may be photographed or recorded for promotional or documentation purposes.
- **Patrons who do not wish to be photographed or recorded should notify library staff when feasible.**

Accessibility

- **The library will make reasonable efforts to provide accessible programs and accommodations consistent with its ADA & Accessibility requirements.**

Cancellations & Changes

- The library reserves the right to cancel, reschedule, or modify programs due to:
- Presenter availability
- Weather or emergencies
- Low registration or attendance
- Operational needs
- Reasonable notice will be provided whenever possible.

RELATED DOCUMENTS & REFERENCES

- Caregivers, Children, & Unattended Individuals (LF-202503-A)
- Code of Conduct (MG-202503-B)
- ADA & Accessibility (MG-202503-D)
- Photography, Recording, & Media (MG-202505-A)

APPENDICES & ATTACHMENTS

- None

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LF-202512-B — EMERGENCY CLOSURES & SAFETY

Policy Title	Emergency Closures & Safety	Policy ID	LF-202512-B
Category	LF, Library Facilities, Behavior, & Usage Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

Policy Statement

The Leon Valley Public Library may temporarily close, modify services, or restrict access when emergency conditions, building conditions, maintenance, construction, renovation, or other circumstances affect the safety, accessibility, or operation of the library.

Types of Closures

The Library may close, reduce services, adjust hours, or restrict access in response to conditions that affect the safety, accessibility, or normal operation of the facility. These may include, but are not limited to:

- Severe weather (e.g., flooding, extreme heat, winter storms)
- Power, water, or HVAC failures
- Fire, gas leaks, or structural damage
- Public health emergencies
- Security threats or criminal activity
- Direction from city, county, or emergency management authorities
- **Building maintenance, construction, renovation, or repairs**
- **Other operational conditions that require temporary closure or service adjustments**

Closures & Service Adjustments

Closures or service adjustments may be immediate or planned, depending on the circumstances.

- **Immediate closures or restrictions** may occur when conditions present an immediate safety concern or require an immediate response.
- **Planned closures or adjustments** may occur for anticipated severe weather, building maintenance, construction, renovation, repairs, or other operational needs.

During closures or service adjustments:

- Programs and meeting room reservations may be canceled or rescheduled.
- Due dates may be extended at the Library Director's discretion.
- Digital resources may remain available when feasible.
- **Library services may be relocated, modified, or temporarily unavailable depending on the circumstances.**

RELATED DOCUMENTS & REFERENCES

- Code of Conduct (MG-202503-B)
- ADA & Accessibility (MG-202503-D)
- Photography, Recording, & Media (MG-202505-A)

APPENDICES & ATTACHMENTS

- None

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

SECTION 4. TECHNOLOGY & INTERNET POLICIES

This section outlines the Leon Valley Public Library's policies governing access to and use of library-provided technology, internet services, and digital resources. These policies are designed to support equitable access to information, promote responsible and lawful use of technology, protect patron privacy, and ensure the security and integrity of library systems. By establishing clear expectations for technology use, the library seeks to balance open access with the safe, efficient, and respectful use of shared digital resources for all patrons.

TI-202503-A — PUBLIC COMPUTER & WI-FI ACCESS

Policy Title	Public Computer & Wi-Fi Access	Policy ID	TI-202503-A
Category	TI, Technology & Internet Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		

All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.

Policy Statement

The Leon Valley Public Library provides public computers and Wi-Fi access to support equitable access to information, technology, and digital resources. Patrons are expected to use library technology responsibly, lawfully, and in a manner that does not interfere with others' use of library resources.

Public Computer Access

- Public computers are available on a first-come, first-served basis.
- A valid Leon Valley Public Library card may be used to log in to public computers.
- Guest passes may be issued for visitors who do not have a library card.
- Computer sessions may be time-limited when demand is high to ensure equitable access.
- Patrons must save work to personal storage devices or cloud-based services; files saved to library computers will be automatically deleted upon logout or session expiration.
- The library is not responsible for lost work due to computer malfunctions, power outages, or automatic session timeouts.

Wi-Fi Access

- The library provides free, unsecured Wi-Fi for public use within the library.
- No library card is required to access Wi-Fi.
- The library does not guarantee the speed, reliability, or availability of its wireless network.

- Patrons are responsible for configuring, maintaining, and securing their own devices and data while using library Wi-Fi.
- **Before accessing the library's Wi-Fi, users must acknowledge and agree to the Wi-Fi Use Agreement.**

Wi-Fi Use Agreement

The Library cannot police a global network and each individual user must take responsibility for his or her own activities on the Internet and for the activities of his or her children. The Leon Valley Public Library seeks to protect the First Amendment rights of its customers and their individual right to privacy. However internet users must be sensitive to the fact that workstations (including personal devices) are in a public area, and therefore images on the screen are subject to view by a wide audience. The internet will not be accessed by anyone, including minors, for illegal activity, to access illegal materials, or to access materials that by community standards would be objectionable. Library staff will take prompt and appropriate action to enforce the Internet Use Policy and/or to prohibit use by individuals who fail to comply with the policy. Access, use, or dissemination of information via the internet is the responsibility of the user. In case of minors, it is a joint responsibility of the user, and the parent or guardian.

By acknowledging this agreement, the user confirms that they have read, understand, and agree to comply with this policy.

Internet Use & Restrictions

- The library complies with the Children's Internet Protection Act (CIPA) and filters internet access on public computers used by minors under the age of 17.
- **For users age 17 and older, an authorized library employee may disable Internet filtering upon request to allow access for bona fide research or another lawful purpose, as permitted by CIPA.**
- Patrons must comply with all local, state, and federal laws while using library computers or Wi-Fi.
- Viewing, transmitting, or downloading obscene, illegal, or harmful materials is prohibited.
- **Use of library technology may not interfere with library operations or the ability of others to use library resources.**
- The library reserves the right to terminate a computer session or Wi-Fi access if a patron's activity is deemed inappropriate, disruptive, or in violation of library policies.

Privacy & Liability

- The library does not intentionally monitor, track, or retain individual browsing histories; however, complete privacy cannot be guaranteed when using public computers or Wi-Fi.
- Library staff may provide basic assistance with logging in, printing, or navigating general software but cannot provide in-depth technical support, diagnose personal devices, or recover lost data.
- Patrons use library technology at their own risk. The library is not responsible for damage to devices or data loss resulting from internet use, including exposure to malware, hacking, or security breaches.

Enforcement & Consequences

- Patrons who violate this policy may have their public computer or Wi-Fi access temporarily or permanently suspended.
- Illegal activities conducted using library technology may be reported to law enforcement.

RELATED DOCUMENTS & REFERENCES

- Code of Conduct (MG-202503-B)
- Confidentiality, Privacy, & Information Security (MG-202503-C)

APPENDICES & ATTACHMENTS

- None

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

TI-202503-B — INTERNET SAFETY EDUCATION & GUIDELINES

Policy Title	Internet Safety Education & Guidelines	Policy ID	TI-202503-B
Category	TI, Technology & Internet Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		

All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.

Policy Statement

The Leon Valley Public Library promotes safe, responsible, and informed use of the Internet by providing general internet safety information and digital literacy resources. Library staff may provide general guidance but do not provide individualized technical or cybersecurity services.

General Internet Safety Guidelines

Patrons are encouraged to:

- Do not share personal information, such as addresses, phone numbers, or financial details, over the Internet.
- Use strong, unique passwords for online accounts and avoid using public computers to access sensitive information.
- Be cautious when downloading files or clicking on links from unknown sources.
- Log out of accounts and close browser windows when finished using public computers.
- **Patrons are encouraged to use discretion when entering personal data on shared or public devices.**

Children's Internet Safety

- Parents and guardians are encouraged to monitor their child's Internet use.
- The library complies with the Children's Internet Protection Act (CIPA) and uses Internet filtering technology on library computers with Internet access.

- Children should never share personal information online or communicate with strangers on the Internet.
- Library staff can provide guidance on child-friendly educational websites and safe browsing practices.
- **Parents and guardians, not library staff, are responsible for supervising minors' Internet use at all times.**

Cybersecurity & Online Privacy

- Patrons should be aware of phishing scams, fraudulent websites, and online threats.
- Avoid accessing personal banking or sensitive accounts on public Wi-Fi networks.
- Enable two-factor authentication (2FA) for online accounts when possible.
- Use privacy settings on social media to control personal information sharing.

Digital Literacy & Internet Education

The library provides digital literacy resources, including books, online courses, and workshops on safe Internet use.

Staff are available to assist patrons with basic Internet safety questions but cannot provide personal IT support.

Recommended resources for Internet safety education are available upon request.

Library staff may offer general guidance but cannot diagnose technical issues, remove malware, or provide cybersecurity services.

RELATED DOCUMENTS & REFERENCES

- Public Computer & Wi-Fi Access (TI-202503-A)
- Confidentiality, Privacy, & Information Security (MG-202503-C)

APPENDICES & ATTACHMENTS

- None

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

TI-202503-C — LIBRARY EQUIPMENT & TECHNOLOGY USE

Policy Title	Library Equipment & Technology Use	Policy ID	TI-202503-C
Category	TI, Technology & Internet Policies	Author	Regina Reed
Effective Date	Upon City Council Approval	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.0		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

Policy Statement

The Leon Valley Public Library provides equipment and technology to support public access to information, learning, and library services. This policy establishes expectations for the responsible use and care of library-owned equipment and technology.

General Equipment Use

Library equipment and technology made available for public use must be used responsibly and for its intended purpose.

Equipment may not be removed from the library unless explicitly permitted under a separate lending or equipment checkout policy.

Patrons must follow posted instructions and staff directions when using library equipment.

Patrons must immediately report malfunctions, damage, or safety concerns to library staff.

Printing & Scanning

Printing is available for a fee as outlined in the Library Fee Schedule.

Patrons are responsible for reviewing documents prior to printing; **refunds will not be issued for user errors, formatting issues, or incorrect print jobs.**

Scanning services may be available using library equipment. Patrons are responsible for reviewing scanned documents before leaving the library.

Specialized Equipment

The library may provide access to specialized technology such as scanners, audiovisual equipment, projectors, or makerspace tools.

Certain equipment may require advance reservations, staff assistance, or completion of basic orientation or safety guidelines prior to use.

Personal Devices & Charging

Patrons may use personal devices within the library. The library is not responsible for lost, stolen, or damaged personal equipment.

Charging stations may be available for public use; **patrons use them at their own risk and should remain with personal devices while charging.**

Damage & Misuse

Patrons are financially responsible for damage to library equipment resulting from negligence, intentional misuse, or failure to follow staff instructions.

Misuse of library equipment may result in suspension of access to the affected equipment or service. Repeated or serious violations may be addressed under the Code of Conduct.

RELATED DOCUMENTS & REFERENCES

- City of Leon Valley Code of Ordinances, Appendix A, Article A2.000 Administrative Fees, § A2.006 Library Fees
- Code of Conduct (MG-202503-B)
- Public Computer & Wi-Fi Access (TI-202503-A)

APPENDICES & ATTACHMENTS

- None

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

SECTION 5 — COLLECTION DEVELOPMENT & DONATIONS POLICIES

This section outlines the Leon Valley Public Library's policies for the selection, acquisition, evaluation, and management of library materials, including donated items. These policies support a collection that is relevant, diverse, balanced, and responsive to community needs while promoting intellectual freedom, responsible stewardship of public resources, and professional collection development practices.



CD-202503-A — COLLECTION DEVELOPMENT POLICY

Policy Title	Collection Development Policy	Policy ID	CD-202503-A
Category	CD, Collection Development & Donations Policies	Author	Regina Reed
Effective Date	March 15, 2022	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.3		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

Policy Statement

The Leon Valley Public Library develops and maintains collections that support the Library’s mission, respond to community needs and interests, provide access to diverse perspectives and ideas, and support lifelong learning. Collection decisions are made using professional judgment, established selection criteria, available resources, and the needs of the community.

Selection Criteria

- Library materials are selected based on the following criteria:
- Relevance to community needs and interests
- Accuracy, authority, and credibility of the content
- Literary, artistic, or educational value
- Reviews from professional library journals and reputable sources
- Representation of diverse perspectives, cultures, and viewpoints
- Suitability for various age groups and reading levels
- Demand, popularity, and patron requests
- Cost, availability, and format durability
- Alignment with the Library’s collection goals, space limitations, and budgetary constraints

Not all materials meeting these criteria will be purchased, and the presence of an item in the collection does not constitute endorsement by the Library.

Material Formats

The Library acquires materials in a variety of formats, including but not limited to:

- Print books (fiction, nonfiction, large print)
- Digital books and audiobooks
- Periodicals and newspapers
- DVDs and other media
- Reference and research materials
- Special collections relevant to the community

The Library reserves the right to discontinue or limit formats based on usage trends, budgetary considerations, technological changes, or space constraints.

Patron Requests & Suggestions

The Library welcomes patron suggestions for materials and will consider requests based on the selection criteria.

Requests may be submitted in person, by phone, or through the Library's website.

The final decision on purchases is made by Library staff following the Collection Development Policy.

Submission of a request does not guarantee purchase. Materials requested by patrons are evaluated using the same criteria as all other materials.

Weeding & Collection Maintenance

The Library follows the MUSTIE criteria for evaluating and removing materials from the collection:

- **M** = Misleading – Factually inaccurate or outdated
- **U** = Ugly – Worn, damaged, or in poor physical condition
- **S** = Superseded – A newer edition or more comprehensive resource is available
- **T** = Trivial – Material of little enduring value
- **I** = Irrelevant – No longer relevant to the needs and interests of the community
- **E** = Elsewhere – Available through other libraries or resources

Weeding is a routine, ongoing process essential to maintaining a current, accurate, and useful collection. Withdrawn materials may be discarded, donated, sold, or otherwise disposed of in accordance with Library procedures.

Reconsideration of Library Materials

The Leon Valley Public Library acknowledges that some materials may be considered controversial or offensive to some patrons. However, the selection of library materials is based on professional standards and does not imply endorsement of any particular viewpoint.

Parents and guardians are responsible for guiding their children's reading choices. The library does not restrict materials based on the possibility that they may be accessed by children.

Patrons who wish to request the removal or restriction of library materials must complete a Request for Reconsideration of Library Resources form. The request will be reviewed at the next scheduled meeting of the Leon Valley Public Library Library Advisory Board.

The Library Advisory Board will hold a public hearing to allow community members to provide input. The Board and the Library Director will consider public feedback, professional reviews, selection criteria, and principles outlined in the Library Bill of Rights, Freedom to Read Statement, and applicable legal protections for intellectual freedom.

Following the review, the Library Director will present the Library Advisory Board's recommendation to the City Council, which will make the final decision on the material in question.

Materials under reconsideration will remain available to the public until a final determination is made.

Intellectual Freedom

The library supports the American Library Association's Library Bill of Rights and Freedom to Read Statement, affirming the right of individuals to access a wide range of information and ideas. Library materials will not be removed or restricted solely based on content or personal viewpoints.

RELATED DOCUMENTS & REFERENCES

- Request for Reconsideration of Library Resources Form
- Library Bill of Rights
- Freedom to Read Statement

APPENDICES & ATTACHMENTS

- None

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.15.2022	Initial adoption	Regina Reed	LAB & City Council
1.1	12.06.2022	Potential Problems and Challenged Materials section updated	Regina Reed	LAB & City Council
1.3	10.08.2026	Comprehensive policy review and revision	Regina Reed	LAB

CD-202503-B — MATERIALS DONATION & GIFTS

Policy Title	Materials Donation & Gifts	Policy ID	CD-202503-B
Category	CD, Collection Development & Donations Policies	Author	Regina Reed
Effective Date	March 15, 2022	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.2		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

Policy Statement

The Leon Valley Public Library accepts materials and monetary, memorial, and honor gifts that support the Library's mission and collection needs. Donations are accepted at the discretion of the Library and are subject to the guidelines and limitations established in this policy.

Guidelines for Donated Materials

The Library accepts donations of materials that meet the following criteria:

- Items are clean, gently used, and in good condition
- Materials are free from mold, stains, strong odors, water damage, or pests
- Content aligns with the Library's Collection Development Policy

The Library does not accept the following materials:

- Encyclopedias
- Textbooks
- VHS tapes, cassette tapes, or other obsolete media formats
- Magazines, unless specifically requested by the Library
- Materials that are damaged, discolored, brittle, or heavily marked

Donations must be offered to and accepted by library staff. Materials left outside the Library, including on the porch or at entrances, are not considered accepted donations and may be discarded due to weather exposure, pests, mold, odors, contamination, or other condition concerns.

The Library reserves the right to decline any donation that does not meet current collection needs or condition standards.

Use and Disposition of Donated Materials

- All donated materials become the **property of the Leon Valley Public Library**.
- The Library retains sole discretion over how donated items are used, including:
 - Adding items to the Library collection
 - Selling items through book sales or Friends of the Library activities
 - Donating items to other organizations
 - Recycling or discarding items

The Library does not guarantee that donated materials will be added to the collection.

Monetary, Memorial, and Honor Gifts

- The Library accepts monetary donations to support:
 - Library services and operations
 - Programming and outreach
 - Collection development
- Donors may suggest a specific use for monetary gifts; however, **final decisions rest with the Library Director** to ensure alignment with Library priorities and policies.
- Upon request, memorial or honor gifts may include recognition such as bookplates or other acknowledgments, subject to Library guidelines.

Tax Deduction & Receipts

- The Library may provide a **written acknowledgment** of donated materials or monetary gifts upon request.
- The Library does **not appraise or assign monetary value** to donated items.
- Donors are solely responsible for determining the tax-deductible value of their contributions in accordance with applicable tax laws.

RELATED DOCUMENTS & REFERENCES

- Collection Development Policy (CD-202503-A)
- Tax Reform Act of 1984

APPENDICES & ATTACHMENTS

- None

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.2	10.08.2026	Updated policy manual	Regina Reed	LAB

CD-202503-C — KEN & ESTHER ALLEY LOCAL HISTORY & ARCHIVES COLLECTION

Policy Title	Ken & Esther Alley Local History & Archives Collection	Policy ID	CD-202503-C
Category	CD, Collection Development & Donations Policies	Author	Regina Reed
Effective Date	March 15, 2022	Reviewed by	Library Advisory Board
Last Review	October 8, 2026	Next Review	October 2027
Version	1.2		
<i>All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.</i>			

Policy Statement

The Leon Valley Public Library maintains the Ken & Esther Alley Local History & Archives Collection to preserve and provide access to materials documenting the history, people, places, organizations, and communities of Leon Valley and the surrounding area.

Acquisition Guidelines

The Leon Valley Public Library accepts donations of historical materials that support the mission and scope of the Ken & Esther Alley Local History & Archives Collection. Donated materials must be relevant to the local community, in acceptable physical condition, and aligned with the Library's archival priorities and preservation capacity. The Library reserves the right to decline donations that do not meet collection, condition, or preservation requirements. All donated materials become the property of the Leon Valley Public Library, and the Library retains the right to determine retention, disposition, digitization, or deaccessioning of donated items. Monetary donations to support preservation, conservation, and digitization efforts are welcomed. Library staff do not provide monetary appraisals for donated materials.

Access & Use of Materials

Materials in the Ken & Esther Alley Local History & Archives Collection are for in-library use only and may not be checked out to the general public. Without an appointment, access to materials is not guaranteed due to staff availability, operational demands, or preservation considerations. All individuals and organizations requesting access, including members of

the Leon Valley Historical Society, must schedule an appointment in advance. The Library may restrict or supervise the handling of fragile, rare, or unique materials to protect their integrity. Reproduction or publication of materials may be subject to copyright, donor restrictions, or handling limitations. Digital copies of select materials may be made available to increase access while minimizing physical handling of original items.

Preservation & Digitization

The Leon Valley Public Library is committed to the long-term preservation of materials housed in the Ken & Esther Alley Local History & Archives Collection. Archival materials are stored and maintained using accepted preservation and conservation practices to prevent deterioration and loss. Materials may be digitized based on historical significance, research demand, condition, and available resources. Digitization is intended to enhance access and preservation and does not replace the retention of original materials unless otherwise determined by the Library.

Leon Valley Historical Society Access and Borrowing Privileges

The Leon Valley Public Library recognizes the importance of collaboration with the Leon Valley Historical Society in preserving and promoting local history. While ownership of all materials in the Ken & Esther Alley Local History & Archives Collection remains with the Library, the Historical Society may be granted special access and limited borrowing privileges under controlled conditions.

Members of the Leon Valley Historical Society may access materials by appointment during library hours under the supervision of Library staff. Requests for access without an appointment may be deferred or denied due to staffing limitations or other operational needs. Select materials may be borrowed for approved historical research, exhibits, or educational purposes with prior written approval from the Library Director. Not all materials are eligible for loan, and borrowing decisions are made at the sole discretion of the Library Director based on preservation, risk, and significance. A formal loan agreement specifying duration, conditions of use, handling requirements, and return expectations must be executed for each loan.

Borrowed materials must be handled, transported, displayed, and stored in a manner that preserves their condition and prevents damage or loss. Materials must be returned by the agreed-upon due date; extensions may be granted at the discretion of the Library Director. The Leon Valley Historical Society assumes responsibility for any damage, loss, or deterioration of borrowed materials and may be required to cover repair or replacement

costs. Failure to comply with loan conditions or handling requirements may result in suspension or revocation of borrowing privileges.

Library Authority

The Leon Valley Public Library retains full authority over the Ken & Esther Alley Local History & Archives Collection, including decisions related to access, loans, digitization, preservation, and use. The Library reserves the right to restrict access, deny loan requests, or revoke special privileges as necessary to protect the collection and fulfill its preservation responsibilities.

RELATED DOCUMENTS & REFERENCES

- Collection Development Policy (CD-202503-A)
- Materials Donation & Gifts Policy (CD-202503-B)

APPENDICES & ATTACHMENTS

- Ken & Esther Alley Local History & Archives Collection — Historical Society Loan Agreement

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.21.2023	New Policy	Regina Reed	LAB & City Council
1.1	10.08.2026	Policy manual review and revision	Regina Reed	LAB