



Policies

Dover Public Library
525 N. Walnut St.
Dover, OH 44622
330-343-6123
www.doverlibrary.org

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Freedom to Read Statement

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 These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the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

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

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

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

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

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essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

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

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

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.* Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.* Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of

their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.* No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.* To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.* The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.* It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of

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

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.* The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

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Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

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Library Bill of Rights

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

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

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

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

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

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

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

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

Internet Access Policy

Introduction

The library endeavors to develop collections, resources, and services to meet the needs of the diverse population in our service area. It is within this context that the Dover Public Library offers access to the Internet via the Ohio Public Information Network (OPLIN) and other avenues.

Guidelines for Use

The Internet is a global entity with a highly diverse user population, and library patrons use it at their own risk. As with other library materials, it is the patron, or the parent or legal guardian of minor children, who assumes responsibility for supervising access to Internet and OPLIN resources in the Library. Parents are encouraged to work with children to develop acceptable rules for Internet use.

In compliance with the Children's Internet Protection Act (CIPA), the following measures have been implemented by the library:

- Internet filtering software that blocks access to pornographic imagery has been installed on all library computers and the library's **wireless (WiFi)** access
- Library Internet users may not send, receive, or display any text or graphics which may reasonably be construed as obscene. Anyone violating this prohibition will be asked to cease, and may be excluded from the Library.

The Internet will be used for educational, information, and recreational purposes only, not for unauthorized, illegal, or unethical purposes. Users may not send, receive, or display text or graphics that may reasonably be construed as obscene. Users seen accessing such sites will be asked to stop. Failure to do so could result in a loss of Internet and/or library privileges. Library computers are shared resources, and are not for excessive use by any single user nor to support personal, recreational, for-profit, commercial, or other activities.

Users understand that they are responsible for the cost of printing.

Because of the risk of computer viruses, users may not use their own software programs on any library computer connected to the Internet. Dover Public Library is not responsible for any loss

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of data or damage to a patron's storage device, or liability that may occur from patron use of the library's computers.

Users should respect the privacy of others by not misrepresenting themselves as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.

Access to Internet and OPLIN is normally available during library hours, subject to periodic maintenance. Users may not always be able to access Internet sites for various reasons that could include: restricted use of certain databases, too many users on the host computer, maintenance **or addressing problems on the host computer, or temporary disruption of the library's Internet or OPLIN connection** due to technical difficulties or routine maintenance.

Time Limits

The Library has set time limits to ensure that computers are available to as many customers as possible. Customers will be limited as to length of time per log-in; number of log-ins; and total time per day.

Internet Access and Filtering

The Library provides free Internet access for use by authorized persons and for legal activity only.

In compliance with the Children's Internet Protection Act (CIPA), and in order to remain eligible for certain federal funding, filtering software is installed on all Library computers on on the WiFi network. The Library cannot and does not guarantee that the filtering software will block all obscenity, child pornography, or materials that may be considered harmful to minors. The Library guarantee that the filtering software will always permit access to sites that may have legitimate research or other value.

The Internet is an unregulated medium, and the Library is not responsible for the content or accuracy of information accessed over the Internet, nor can the Library control remote server availability or Internet response time. The Library does not guarantee that any particular website or electronic transaction will work, or be compatible with, library equipment. Anyone using the **Library's computer system consents to all of the Library's policies and rules.**

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Confidentiality and Privacy

The Library does NOT guarantee that any username, password, email, credit card number, financial, or any other information entered is private or secure. The Library recommends that you do NOT use the public work station for any financial, confidential, or private transaction.

Access by Minors

Parents or legal guardians are ultimately responsible for a child's use of the Internet. **Internet filtering software is not a substitute for parental oversight.** Library staff is not responsible for **monitoring or controlling a child's use of the Internet, except when aware that the child's use** violates this policy. At its discretion, the Library reserves the right to deny minors use of the Internet when unaccompanied by a parent or legal guardian.

Disclaimer

It is understood by users of the Internet and OPLIN that most of the information available is not generated by Dover Public Library or OPLIN. Through OPLIN and other avenues, the library **provides access to reference databases of general and special periodical materials, reader's advisory services, homework centers to assist students with research assignments, and legislative, historical, and archival materials and information.**

Information available through the Internet and OPLIN is not warranted by Dover Public Library or by OPLIN to be accurate, authoritative, factual, or complete. The availability of networked information via Dover Public Library does not constitute any endorsement or ratification of that information. Dover Public Library and OPLIN are not responsible for the content of networked information available. The use of the Internet and OPLIN to engage in any activity that constitutes violation of local, state, and/or federal laws is strictly prohibited.

All users of the service agree to hold Dover Public Library and OPLIN harmless from any and all claims, losses, damages, obligations, or liabilities directly or indirectly relating to the use of the Internet and OPLIN, caused thereby or arising therefrom. In no event shall Dover Public Library or OPLIN have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if Dover Public Library or OPLIN is advised of the possibility of such damages.

Customers agree to hold the Library harmless from any claims, losses, demands, liabilities, obligations, cause of action, suit, judgment, expense (including attorney's fees), etc. relating to

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the use of the Library's computer equipment, network, phone lines, wireless service, or Internet connection.

Failure to comply with this policy may result in the loss of Internet and/or library privileges.

Approved by Dover Public Library
Board of Trustees
August 19, 2010
Amended: July 14, 2016

Meeting Room Policy

The primary purpose of meeting rooms at the Dover Public Library is to provide a space for library and library-related activities. If available, meeting rooms will be available for community use. The needs of the Library, the needs of the Board of Trustees, and the needs of the Friends of the Dover Public Library will take precedence. Library meeting rooms are for the use of:

- Library programs and events
- Library Board of Trustees meetings
- Library staff meetings
- Meetings of library-affiliated organizations
- Public meetings of non-profit groups for civic, cultural, or educational programs
- Public meetings of general interest to the community
- Individuals for study and collaboration

Use of the library's meeting rooms are subject to availability and adherence to the following policies and guidelines.

The library is committed to providing a safe and welcoming space for all. As such, the Library's Patron Code of Conduct Policy applies to individuals and groups in all spaces of the library, including meeting rooms.

Those wishing to use the library meeting rooms must read and acknowledge the library's Meeting Room Policy. Library-sponsored activities, as stated above, will have first priority. Reservations will be accepted on a first-come, first-served basis. The room reservation must be made by an individual, over the age of 18, who will be in attendance throughout the meeting, and who will be responsible for returning the room to its original condition.

Use of library meeting rooms must be approved by the Library Director or designee.

No admission may be charged for any meeting, except for library-sponsored programs.

No sales or soliciting is permitted. Meeting rooms cannot be used for commercial or profit-making purposes. However, for the purposes of fundraising or book signings, only events sponsored by the library or the Friends of the Library are permitted. The library may permit

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presenters at library-sponsored programs to sell merchandise related to the subject or activity of their programs.

Any event organized by a campaign committee or group designed specifically to promote or **oppose a candidate or ballot issue is not permitted use of the Library's meeting rooms.** Permitted are meetings at which candidates will discuss current election issues, provided the event is hosted by a non-partisan and non-profit organization and all candidates for the same office have been invited. Meetings held by elected officials to gather input or communicate with his/her constituents are permissible.

Groups or organizations using library meeting rooms must adhere to maximum capacity standards. Evacuation routes are posted in all library meeting rooms.

Library meetings rooms are available during normal Library operating hours and is provided free of charge. Meetings must be finished by the time the library closes, unless approved by the Library Director.

Library meeting rooms are not available for private parties or meetings of a strictly social nature unless sponsored by the Library or the Friends of the Library.

Meetings and programs must be open to the public and free of charge. The person making the room reservation, who must be an adult, is responsible for the orderly conduct of the group, and in the event of any damage to library property and/or equipment that individual will be liable. Young children accompanying adult users of library meeting rooms shall not be left unattended in the Library.

Alcoholic beverages are prohibited, except in cases where special permits and licenses are approved for board-approved library events. Groups serving refreshments are responsible for providing all serving utensils and for cleaning up following their meeting. Smoking is prohibited.

Storage of personal property, equipment and/or supplies is not permitted in the library.

The name, address, or telephone number of the Dover Public Library may not be used as the official address or headquarters of any organization other than the Friends of the Dover Public Library.

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The name, address, and phone number of the person reserving the room is a matter of public record. Upon request, this information will be shared with anyone seeking to contact that individual or the group he/she represents.

The Dover Public Library reserves the right to deny meeting room use to any organization which or individuals who have abused their privileges in the past. The library also reserves the right to cancel or reschedule any meeting or to limit the frequency of use by a single group.

The use of library meeting rooms by a group does not imply endorsement by the Dover Public Library of the policies or purposes of the group. Meeting room use should not be publicized in such a way as to imply library sponsorship.

Meeting rooms must be left in the condition they are found.

The library assumes no liability for theft or damage to property brought onto public property or for injuries which occur as a result of sponsors or participants during activities taking place in meeting rooms.

The individual or group reserving a meeting room will be responsible for the order and conduct of the group, for any loss or damage to library property, as well as any cost resulting from the failure to clean up the space and return it to its pre-use condition. Failure to comply may result in the assessment of a cleaning fee and/or loss of privileges.

Adopted by the Dover Public Library
Board of Trustees
September 16, 2021

Revised
August 10, 2023

Patron Code of Conduct

The Dover Public Library welcomes all patrons, young and old alike, who by their presence acknowledge their responsibility to maintain an atmosphere conducive to the best use of the library and its services. Patrons must be considerate of others while they browse, read, aspire, ponder, research, do homework, discover, photocopy, use computers, and/or attend programs.

Behavior of persons, regardless of age, which is disruptive or detracts from that use, will not be tolerated. Some examples of inappropriate behavior include, but are not limited to:

- Disrespect or harassment of patrons and staff
- Abusive/vulgar language
- Disorderly conduct, fighting, horseplay, or assault
- Use of tobacco, electronic vaping devices, alcohol, or illegal drugs
- Selling drugs, alcohol, or other illegal items
- Engaging in or soliciting a sexual act
- Loud talking or crying
- Creating unreasonable noise, including electronic devices
- Vandalism
- Sleeping in the library or on library grounds
- Aimless/restless roaming in the library or on library grounds
- Improper dress (no shirt, shoes)
- Loitering
- Littering
- Theft & other criminal offenses
- Destruction of library property
- Monopolizing equipment, materials, or furnishings
- Offensive hygiene that disrupts the use of the Library for patrons and staff
- Using public restrooms to bathe or wash clothes
- Violation of a public health order
- Violation of the Library's Tobacco Free Policy
- Violation of the Library's Internet Access Policy
- Violation of the Library's Unattended Minor Policy
- Panhandling or gambling
- Taking photographs and/or recording videos of Library staff or patrons without their permission

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- Trespassing in non-public areas
 - Eating or drinking around library computers
 - **Moving furniture and/or equipment with the Library's permission**
 - Failing to return Library materials on time
 - Blocking aisles, exits, and/or entrances
 - Leaving packages or any other personal items unattended
 - Bringing luggage, bed rolls, blankets, or large plastic bags into the library or leaving them on library grounds
 - Damaging library materials and returning library materials with insects that can result in pest infestations to library materials or facilities
 - Falsifying information to obtain a library card
1. Seating at library tables and chairs is limited to the number of persons for whom the furniture was designed.
 2. The Library permits light snacks and beverages. Snacks and beverages should be enjoyed responsibly and should not disrupt other patrons. Patrons are expected to recycle or discard wrappers, bottles, and trash and to leave a clean area for other patrons. Eating is not permitted at any computer or in the Maker Lounge. All beverages must have a no-spill lid.
 3. Bicycles are to be parked in provided racks, and are not permitted in the library public area or entryway. Roller skating, rollerblading and skateboarding are not permitted in the library or its grounds. Wagons and strollers may not be left obstructing a corridor, hallway, aisle, entry or exit.
 4. Selling products or services, or soliciting donations is not permitted in the library, except as part of a library-sponsored program, or when authorized by library administration.
 5. Taking surveys, circulating petitions, distributing leaflets, and other similar activities are not permitted in the library. See Petitions & Solicitations Policy.
 6. Animals, except those used to aid persons with disabilities, are not permitted in the library unless they are part of a library-sponsored program.
 7. Patrons are responsible for their personal belongings.
 8. Patrons are not permitted to loiter in large groups on library property. Library staff can ask loiterers to disperse. Police will be contacted for assistance if need be.
 9. Patrons must leave the library promptly at closing.
 10. Under the Ohio Revised Code no person shall possess a deadly weapon or dangerous ordnance.

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11. Patrons who are asked to leave by library staff and who refuse to do so will be considered trespassing. Being on library property while on suspension is likewise considered to be trespassing. Library staff reserves the right to contact law enforcement.

Patrons who violate any of the guidelines will be promptly notified of the infraction(s). Depending on the severity, police may be called. A violation may result in a verbal warning, a **patron's expulsion from the Library, temporary or permanent suspension of Library privileges**, criminal prosecution, or other legal action, as appropriate. Patrons have the right to request an administrative review of a suspension order.

Staff members are well-trained, good natured library professionals who strive to provide excellent service to every patron. However, the staff has authority to ask patrons whose behavior **monopolizes their attention and/or restricts others' use of the library to leave**. Security officers and/or off-duty policemen may be present during business hours to aid in maintaining an orderly atmosphere. Patrons involved in criminal behavior against the library will be prosecuted. Chronic offenders will be denied use of the library. Return to the library and reinstatement of privileges are by Director's permission only.

Adopted by the Dover Public Library
Board of Trustees
July 15, 2010
December 10, 2020
October 12, 2023

Collection Development Policy

Statement of Purpose

The purpose of this policy is to inform the public and guide professional staff regarding the **criteria for the library's collection, including the selecting, retaining and withdrawing of** resources (print, non-print and electronic). This policy assists the staff in building collections that are responsive, relevant, and inspiring for the community, in accordance with the mission of the Dover Public Library.

Mission Statement

The Collection Development Policy of the Dover Public Library was created in accordance with the Mission of the Library.

Mission

The Dover Public Library is committed to being the center of community life in Dover, Ohio. It is our mission to support life-long learning by providing information and opportunities for personal enrichment and enjoyment to people of all ages and from all backgrounds in Dover and throughout the Tuscarawas Valley.

Introduction

The Library strives to provide materials representing diverse viewpoints, in order to be the best source for accurate information within our community. We recognize some materials may be considered controversial and may offend some users. The presence of questionable language or attitudes is not in itself a reason to add or remove materials from the collection. Materials which represent only one point of view may be selected to provide necessary balance to other materials. The existence of a particular viewpoint in the collection is not an endorsement of that particular point of view, but an expression of the Library's adherence to the principles of intellectual freedom.

The Board of Trustees of the Library adopts and declares that the American Library Association's Intellectual Freedom Statements will guide the development of the Library's collections. Specifically the Library will adhere to and support the American Library Association's Library Bill of Rights, Freedom to Read, Freedom to View, and Interpretations of the Library Bill of Rights.

The Board of Trustees delegates the development of the collection to the Director, who oversees the process conducted by Library managers and other appropriate staff.

Scope of Collection

The scope of the collection refers to the range and types of materials selected. Our collection focuses on the general **patron; we want to be the community's first source of practical** information and fuel lifelong passion for reading and learning. It also takes into consideration the needs of groups within our community--for example non-English speakers and emergent readers.

Selection Guidelines

The "Selection Guidelines" relate to the Library's goals and objectives. Staff should keep the following in mind when selecting titles; an item need not meet all considerations to be acceptable.

- Consider the identified, expressed or anticipated needs and interests of individuals in the general community.
- Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes and bibliographies.
- Include different viewpoints, values, philosophies, cultures and religions whenever possible. Selections will not be made on the basis of any assumed approval or disapproval.
- Focus on in-demand, current interest titles (purchasing multiple copies as needed) while also cultivating materials in a broad range of subjects.
- Assess the significance in relation to resources already available.
- Utilize standard selection sources recognized by Library professionals to identify materials to be purchased.
- Utilize specialized knowledge of Library staff.
- Consider the reputation and/or significance of author, publisher and/or producer.
- Select a variety of reading and comprehension levels based on community needs.
- Provide a wide variety of formats to meet differing patron needs.
- Maximize the effectiveness of the available materials budget.
- Consider other community resources, Interlibrary Loan, etc. to maximize the Library's resources. Out-of-print, used items, or items that require Library staff to go beyond the scope of normal purchasing procedures are usually not purchased.
- Strive to develop a collection that complements the curriculum of area educational institutions but does not duplicate curriculum materials in use by educational institutions or home schooled students.
- Consider patron requests within the overarching principles of selection.
- Assess the quality of binding and physical suitability for library use.

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- Self-published materials may be purchased when they include unique local content, fit the scope of the collection, and meet selection criteria.

Standard Selection Sources

Standard selection sources used to identify items for purchase include reviews from professional journals, catalogs, and social media sites.

Formats

The Library acquires materials in a variety of formats, to provide for the evolving needs and expectations of the community. Major types of formats are print (regular and large print), non-print (DVDs, CDs, etc.), and digital (e-books, e-audio, etc.). Selection within a format follows all general selection principles. The Library monitors the development of new formats and uses the principles of selection to decide if and when to add them to the collection. The Library monitors the use and continued availability of a particular format to determine how long to retain a particular format. When a format is discontinued, the existing collection will continue to circulate until no longer useful.

Annual Materials Allocation

The annual material budget for the Library is divided among departments. Format types may include books, magazines, audio/visual, digital content, and databases. The materials budget is recommended by the Director and approved by the Library Board of Trustees in accordance with Ohio public library standards. Factors used to determine the specific allocation for each area may include:

- Average cost of items.
- Number of items lost or withdrawn.
- Average circulation of items.
- Level of development for the category as determined by community use.
- User requests.
- Costs of starting or replacing collections, based on their age, currency, and relevancy.

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General Collection Statements

Fiction

Fiction collections for adults and young adults (age fourteen and up) consist of retrospective and current titles including novels, short stories, genre fiction, graphic novels, paperbacks, and some small press publications.

Fiction collections for children (ages birth to twelve) include picture books, emergent readers, chapter fiction and novel length works. Juvenile fiction collections offer a wide range of reading related to current interests, social issues, research, and curricular requirements that impact patron interests and needs.

Nonfiction

The nonfiction collection serves the research and informational needs of patrons ages fourteen through adult. We seek to maintain a well-rounded and balanced collection of nonfiction materials for the lay reader and to support patrons in their everyday life. Highly specialized or materials for college courses will not be purchased. The collection is designed to cover broad areas of knowledge and interest, including both basic works of permanent value and timely materials on current issues.

Nonfiction materials collected for children contain introductory and developmentally appropriate works in all subject areas including selections that cover the issues that contemporary boys and girls face. This collection **meets students' educational and recreational** needs.

Periodicals and Newspapers

Emphasis for the periodical and newspaper collection is placed on popular titles and a representative sampling of other topics. The collection is also used by the staff for selection and professional development. Gift subscriptions may be accepted for magazines if they meet general selection guidelines. The Library subscribes to a number of local, Ohio, regional and national newspapers. The subscription lists are reviewed annually by staff.

Reference

The Library maintains a collection of print and electronic reference sources, covering a wide variety of topics intended to meet the informational needs of the general public. Standard

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resources make up the core of this collection, consisting of books updated on a continuing basis and electronic products such as databases to provide convenient, relevant access to information.

Databases

Databases are searchable collections of information that are available online. We subscribe to **databases that are relevant to the community's information needs. The Library also furnishes** access to a statewide set of databases through OPLIN (Ohio Public Library Information Network).

Special Collections

The Library maintains several special collections to serve the needs of the community. These collections follow the same guidelines for selection and deselection outlined in this policy. Examples of these are as follows:

The Roots Cellar

This collection was established to contribute to the community's knowledge of Tuscarawas and Ohio history and genealogy. The Roots Cellar supports the community by providing up-to-date sources and access to quality information about the County and State. In-house guides are also created and maintained to facilitate easy access to topical information. This includes a microfilm collection of the local newspaper, The Times-Reporter. The Roots Cellar genealogy collection emphasizes Tuscarawas County and Ohio. Some of the material is archival. Included are county histories, genealogical material, and local and state publications.

Foreign Language

The Library maintains collections of foreign language materials to meet the needs of a diverse population, with an emphasis on Spanish titles. These collections serve native speakers as well as students. Foreign language collections for youth are developed for English Language Learners and to support language learning at home.

Professional Collection

A collection of professional materials is provided for staff use. These titles generally serve a specific purpose related to such topics as programming, customer service and administrative tasks.

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Audiobooks

The audiobook collection includes unabridged, in-demand fiction and nonfiction. The juvenile audiobook collection emphasizes popular fiction, but includes recommended nonfiction titles. Youth titles collected include award winning books, series titles, classics, and stories performed by noteworthy storytellers.

Music

The music collection consists of original works in all genres and is developed according to community demand. Edited versions of albums will be purchased if available, however, “parental advisory” titles are acceptable if they follow standard selection guidelines. The juvenile music collection emphasizes materials for early childhood and elementary grades, new holiday titles, classical titles, interactive titles for child play, and titles that featured in television and movies.

Downloadable Materials

As a leader in providing the community with digital access, we offer patrons electronic magazines, video, music, audio, and books (e-books). This collection provides digital copies of current interest titles, accessible via most devices with an internet connection.

Videos

The film collection contains a broad selection of entertainment and educational videos, including current releases, classic movies, independent films, television series, foreign films, educational and documentary titles. Development of these areas within the collection is based on community use.

Video Games

Video games are collected to serve the recreational needs of the community. Selectors reach consensus to determine which formats will be collected by the library system based on availability, usage, community interests, and item cost. Games that include peripherals, additional pieces, or other accessories will not be collected.

Related Practices

Interlibrary Loan (ILL)

The Library participates in a national material sharing program, commonly known as Interlibrary Loan. The Library requests materials from and loans materials to other participating libraries across the country. ILL is a service that supports the mission of the Library by providing

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enhanced access to information. The purpose of ILL is to obtain materials which would not ordinarily be purchased by the Library and to provide material from the collection to other libraries. Staff may consider purchasing an item, in lieu of requesting it through ILL, if the material is requested frequently and deemed appropriate for selection within the guidelines described in this collection development policy

Donations

We accept donations of new and gently used materials including works that are self-published or by local authors. Staff select materials for the collection according to the Library's selection guidelines. Items that are not added to the collection are sent to the Friends of the Library book sale and are not returned to the donor.

No conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance by the Library. Upon request the Library will provide a receipt as to the number and format of items donated. We cannot determine the value of donations. Donation of monetary gifts, memorials, and commemorations to the Library are a thoughtful way to remember a special person or occasion and to help build the Library's collection. Donors may suggest subjects or titles to be acquired with their donation, but we reserve the right to make the final decision. Upon request a special gift plate identifying the donor and/or the person being memorialized and/or honored is placed in the material purchased and the individual is notified by the library.

De-selection of Materials

The professional and paraprofessional staff reviews the collection continually to keep it responsive to patrons' needs, assess it for deficiencies (gaps), ensure its usefulness to the community and make room for new materials. Titles may be weeded (withdrawn), retained, updated, rebound, reclassified or duplicated as justified by need. Efforts will be made to preserve materials with simple repairs. In general, weeding follows guidelines set out in the CREW* (Continuous Review, Evaluation, and Weeding) Manual which includes:

- Physical condition
- Frequency of circulation
- Currency of information and the availability of updated material
- Permanent value to the collection, such as a classic book or an item of historical value
- Unnecessary copies or the presence of similar materials in the collection.
- Space to house the item
- Discontinuation of format

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Withdrawn materials are given to the Friends of the Library for their book sale. Reference materials retaining informational value may be transferred to the circulating collection or offered to other libraries or nonprofit organizations within the community.

Reconsideration of Materials

The selection and de-selection of materials for the library is an ongoing process, involving staff and many interactions with the community using the materials. Members of the community may have questions about the process or about selection of specific items. These questions are addressed as follows:

1. Questions concerning the process or a specific item in the collection can be answered by a librarian. The professional staff can clarify scope and depth of the collection, the role of individual and parental responsibility, and the use of selection guides. Many inquiries can be answered without pursuing the reconsideration process. The principles governing selection can be found in this Collection Policy Statement.
2. Patrons may wish to suggest alternative materials and may need to know about the process of making suggestions for purchase.
3. Patrons may choose to ask for a formal review of specific materials. To do so, the patron must fill out a Request for Reconsideration of Library Materials form.

Procedures for Requests for Reconsideration:

1. When the form is returned to the library, a copy should be made for the Department Manager in the department where the material is held. The original form will be forwarded to the Library Director.
2. The Library Director, or designee, will notify the patron that the Request
3. has been received and that a Reconsideration Committee will review the material and make a recommendation for action.
4. The Reconsideration Committee will consist of relevant staff members including selectors and manager of the department that received the request.
5. All members of the Reconsideration Committee will read, view, or listen to the material within 30 days of receiving the request form. Original reviews and other pertinent information will be researched.
6. The committee will meet to discuss and evaluate the material, and a response will be prepared. The committee's response and a recommendation for action will be sent to the Library Director within 45 days after receiving the request.

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7. The Library Director, or designee, will respond to the individual who submitted the Request for Reconsideration of Library Materials form and copy the members of the Reconsideration Committee and the Library Board of Trustees.
8. The individual who submitted the Request for Reconsideration may appeal the Director's response in writing to the Library Board within 10 days.
9. The Library Board will have the final decision on any request for the removal of materials from the Library.

Approved by the Dover Public Library Board of Trustees
May 12, 2016

Confidentiality of Library and Patron Records Policy

The Dover Public Library specifically recognizes that its library records (as defined below) and patron information are confidential in nature. Such records will be made available in the following situations:

1. **Parents, guardians, and custodians will have access to their minor children's records.**
2. In accordance with a subpoena, search warrant, or other court order, or to a law enforcement officer who is investigating a matter involving public safety in exigent circumstances.
3. With the consent of the individual who is the subject of the record or information.
4. For library administration purposes.

Library records are defined in this policy as a record in any form that is maintained by a library and that contains any of the following types of information:

1. Information the library requires an individual to provide in order to be eligible to use library services or borrow materials.
2. Information that identifies an individual as having requested or obtained specific materials or materials on a particular subject.
3. Information that is provided by an individual to assist a library staff member to answer a specific question or provide information on a particular subject.

“Library record” does not include information that does not identify any individual and that is retained for the purpose of studying or evaluating the use of a library and its materials and services.

Adopted by the Dover Public Library
Board of Trustees
September 16, 2010

Petitions and Solicitation Policy

The Dover Public Library has the authority to make reasonable rules that are universally applicable regarding the allowed use of library buildings and property, including content-neutral restriction of conduct involving passing out literature. The public sidewalks around the library property are a traditional public forum subject to reasonable time, place and manner restrictions on those wishing to use them for purposes protected by the First Amendment of the Constitution of the United States. As such, the Library allows people to circulate petitions and distribute leaflets outside library facilities, subject to the following rules and regulations:

1. Persons circulating petitions for signatures or leafleting may stand on Library property; however, they may not engage in collecting signatures or distributing leaflets inside Library buildings.
2. Petition circulation or leafleting must take place outside Library buildings at least twenty feet (20') from entrances and exits.
3. Persons circulating petitions or leafleting shall not block, hinder, interfere, or otherwise impede patrons and staff wishing to enter or exit Library buildings or to use book returns, nor seek to intimidate patrons or staff into signing a petition or accepting a leaflet.
4. Persons circulating petitions or leafleting shall not occupy areas designated as fire or emergency lanes and shall not occupy parking spaces.
5. Persons circulating petitions or leafleting are not allowed to place or erect tables, chairs, or signs on Library property.
6. Only one person at a time is permitted to solicit signatures for a single petition or leaflet.
7. No work or petitioning on behalf of candidates for elected office is allowed in Library buildings or on Library property.
8. No leafleting or distribution of literature, or solicitation is permitted for the purposes of selling items, merchandise, tickets, or other for-profit activities.
9. Panhandling is not permitted on Library property.
10. Any person wishing to solicit signatures for a petition or leaflet shall inform the Library of his or her desire and intent to solicit signatures for a petition or to distribute leaflets. Each such individual shall provide his or her name, address, and a copy of the petition or leaflet to Library staff.
11. The Library staff, Friends of the Library, and members of the Library Board of Trustees are exempt from the above constraints in promoting Library activities and issues.

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Persons who fail to comply with any of the above policies or procedures will be asked to leave the Library premises and may be barred from the right to circulate petitions or distribute leaflets in the future.

The Library will not assume responsibility for any harm or injury suffered by persons circulating petitions or distributing leaflets, or by those who are signing a petition.

The presence of persons circulating petitions for signatures or distributing leaflets outside a **library facility does not constitute the Library's endorsement of any candidate, nor does it** constitute support or opposition of the subject matter of any initiative or referendum. The presence of a person circulating petitions or distributing leaflets outside a library facility does not **constitute the Library's endorsement of the policies, beliefs or political affiliations** of any person or group circulating petitions for signatures or distributing leaflets.

Adopted by the Dover Public Library
Board of Trustees
December 10, 2015

Unattended Minor Policy

The Dover Public Library welcomes children of all ages to use its facilities and services. The Library offers many opportunities for children to learn and create through programs and other activities. However, the Library is a public place, and the safety of young children left alone in the Library is a serious concern. The responsibility for the care, safety, and behavior of children using the Library rests with the parent, legal guardian, or designated caregiver age 14 or over. If caregiver is an older sibling (at least 14 years old), they must carry emergency contact information with them.

In order to create an environment of safety and maintain an atmosphere where reading and study can be encouraged, the following policy has been established.

- The care and behavior of minor children visiting the Dover Public Library is the responsibility of the parent or designated caregiver age 14 years or over
- Children ages 7 and under must have a parent or designated caregiver in the immediate vicinity of (and in visual contact with) the child at all times. If a child of this age is found to be unattended, Library staff will attempt to locate the parent/caregiver in the Library and inform him/her of the Unattended Child Policy. If the parent/caregiver cannot be located, Library staff will contact Dover Police Department to assist the child.
 - The parent or designated caregiver must be in the room where a child ages 7 and under is attending a program
- Children ages 8 through 11 must have a parent or designated caregiver in the Library building at all times
 - The parent or designated caregiver must not leave the Library building while their child ages 8 through 11 is at a Library program.
- Children ages 12 and up may use the Library on their own and should carry emergency contact information on their person
 - Parents are still responsible for the actions of their children while they are in the Library
 - Children of this age range behaving inappropriately or in violation of our Patron Code of Conduct may be asked to leave the Library
 - If a child of this age range is not able to leave the Library without an adult, they should not be in the Library without an adult.
 - The library assumes no responsibility for the whereabouts of an unattended child who has been asked to leave the library
- Parents should be aware of the Library's hours and keep in mind that those hours may change due to holiday schedules, inclement weather, or other unforeseen emergencies.
 - Parents must make contingency plans for the child's immediate pick-up due to unexpected closings.
- To avoid having your child become anxious or frightened, please inform him/her of your whereabouts and how to contact you in an emergency.

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- Teachers, daycare providers, or other youth leaders are responsible for any groups of children they may have in the Library.
- When a situation develops that warrants the attention of a minor's parent/guardian (e.g. personal illness/injury; minor child left alone when the building closes) but that individual is not present, Library staff will attempt to contact the parent/guardian.
 - This will not necessarily be the case when a minor is asked to leave library property for violating the Patron Code of Conduct Policy.
 - In the event that the parent or legal guardian cannot be contacted after 30 minutes, the Dover Police Department will be called.
- Closing time: All children under the age of 18 who do not have transportation home at closing time will be asked for the contact information of people who can pick them up from the Library.
 - Two staff members will wait with the child until their transportation arrive or, if it has been 30 minutes, law enforcement officers arrive
 - In the event that the Library has closed and the Police have collected the minor, a note will be placed on the Library door notifying the parent, legal guardian, or designated caregiver that the child is in the care of the Dover Police Department.
 - Under no circumstances shall a Library staff member transport or take a child away from Library property.
- Staff are not responsible for the safety and supervision of children left in the building unattended

Thank you for working with us to keep your children safe.

Adopted by the Dover Public Library
Board of Trustees
2019

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Tobacco Free Policy

In accordance with the Ohio Revised Code, Chapter 3794, the Dover Public Library provides a tobacco free environment for all those that wish to utilize its grounds and facilities.

All tobacco use (smoking tobacco/other substances, chewing tobacco, or electronic substitutes) is **prohibited on the Dover Public Library's grounds which include parking lots, sidewalks, outside and doorway entrances/exits and buildings.**

Signs restricting the use of tobacco use will be posted in accordance with the Ohio Revised Code, Chapter 3794.

Adopted by the Dover Public Library
Board of Trustees
October 24, 2013

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Breastfeeding Policy

The Dover Public Library provides a welcoming environment where breastfeeding mothers are able to enjoy a welcoming attitude from staff, management and, to the fullest extent possible, other patrons while breastfeeding.

Staff members are knowledgeable of how to handle complaints about breastfeeding. Staff and concerned patrons should be informed that breastfeeding is protected by the Ohio state law, Ohio Revised Code 3781.55, and that this organization welcomes breastfeeding mothers.

Approved by the Dover Public Library
Board of Trustees
August 16, 2018

Animals in the Library Policy

1. Purpose

The Dover Public Library (DPL) recognizes that patrons with disabilities may have service animals that are trained to assist or accommodate a person with a sensory, mental, or physical disability or to perform tasks for the benefit of a disabled individual. DPL recognizes legal rights under federal and state laws regarding use of service animals. DPL also considers the safety and health of all its patrons, the public, and library staff to be of utmost priority.

2. Background and Definitions

2.1 Service Dog

Any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and **meets the definition of “service animal” under the Americans with Disabilities Act (“ADA”) regulations at 28 CFR 35.104.** The work or tasks performed must be directly related to the individual’s disability. **“Service dog” shall include “assistance dogs” as defined under Ohio law. R.C. 955.011.** Examples of such work or tasks include: guiding people who are blind; alerting people who are deaf; pulling a wheelchair; alerting and protecting a person who is having a seizure; reminding a person with mental illness to take prescribed medications; calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack; or performing other duties. Dogs whose sole function is to provide comfort or emotional support do not qualify as **service animals under the ADA.** **The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks.** Beginning on March 15, 2011, only dogs are recognized as service animals under Titles II and III of the ADA.

2.2 Disability

The term “disability” means, with respect to an individual:

- (a) A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- (b) A record of such an impairment; or

(c) Being regarded as having such an impairment.

If an individual meets any one of these three tests, he or she is considered to be an individual with a disability for purposes of coverage under the ADA.

2.3 Miniature Horses

Federal regulations allow miniature horses to be recognized as a lawful service animal. Therefore, an individual with a disability may be allowed to utilize a miniature horse as a service animal, subject to all of the restrictions stated in this policy, but also subject to additional considerations. When determining whether to allow a miniature horse to function as a service animal, DPL may consider the following before permission is granted to utilize a miniature horse as a service animal.

- a) The horse in question may be no more than 34 inches tall measured at its shoulder and it may weigh no more than 100 pounds.
- b) As with dogs, the horse must have been individually trained to do work or perform tasks for the benefit of the individual with a disability.
- c) As with dogs, the handler of the horse must be able to be in sufficient control of the horse and the horse must be housebroken.
- d) The presence of the horse may not compromise legitimate safety requirements that are necessary for the safe operation of library service.

2.4 Other Species

Ohio law recognizes a broader category of service animals as compared to the ADA. Under Ohio Administrative Code Section 4112-5-06, a disabled person is entitled to the attendance of an animal assistant, which can include any animal that aids the disabled - such as the dogs and miniature horses contemplated under the ADA, but also extending to other species of animals that aid a disabled person (e.g., a monkey that retrieves items for a mobility impaired individual). [See Ohio Administrative Code Section 4112-5-02] Thus, if a disabled individual requires the aid of a service animal other than a dog or miniature horse, he or she would be protected by this provision of Ohio law.

2.5. Service Dogs in Training

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Service dogs that are being trained by non-profit special agencies for the purpose of assisting blind, deaf, hearing impaired or mobility impaired persons are entitled to full and equal access to library facilities under Ohio Revised Code Section 955.43; provided that any such service dog in training must be covered by an insurance policy covering personal injury and property damage.

3. Policy

No pets or animals other than service dogs, miniature horses (as defined in sections 2.1 and 2.4), other animal assistants, or service dogs/miniatue horses in training, are allowed in the library. Owners of pets will be asked to remove them from the library.

Individuals with disabilities may bring their service animals, including assistance dogs, into all areas of the library where members of the public are normally allowed to go. All service animals must be under the full custody and control of their handler at all times. Also, all service animals must be on a leash or harness at all times unless the handler is unable to leash or harness the dog **because of a disability or use of a leash or harness would interfere with the animal's safe, effective performance of work or tasks.** If the service animal cannot be leashed or harnessed, it must be otherwise under the **handler's control (e.g., voice control, signals, or other effective means).**

Owners of the service animal are solely responsible for the supervision and care of the service animal. Therefore, owners must keep the service animal directly with them at all times. Users of service animals are not required to show papers or to prove a disability. Service animals are not required to be licensed or certified by a state or local government or training program, or be identified by a special harness or collar. Individuals with disabilities or trainers of service animals may not be charged a fee for the privilege of bringing their service animals onto library premises.

Service animals which are not housebroken, bark excessively, are uncontrolled, or are otherwise disruptive will be required to leave the premises. Service animals are not allowed on library furniture, fixtures, or in library baskets or carts, and must remain on the floor or be carried (as appropriate) by their handlers at all times.

Misrepresenting an animal as a service animal is a violation of the library's Patron Code of Conduct, and may result in suspension of library privileges.

Staff may ask two questions: (1) Is the animal a service animal required because of a disability? and (2) What work or task has the animal been trained to perform? Owners of service animals or service animals in training will indicate that they are working animals and not pets. Terms used may include assistance, service, guide, hearing, or helping animal. Staff may not ask about the **owner's disability**.

A person with a disability may not be asked to remove his or her service animal or service animal in training from the library unless the presence, behavior or actions of the service animal constitutes an unreasonable risk of injury or harm to property or other persons or the animal is disruptive and the owner does not take effective action to control it. In these cases, library staff must give the person with the disability the option to obtain library services without having the service animal or service animal in training on the premises. Fear of allergies, annoyance on the part of other patrons or employees, or fear of animals are generally not valid reasons for denying access or refusing service to people with service animals or service animals in training.

4. Exceptions for Library Offerings

Pending approval by the Director or his/her designee, the Library may have animals in the building as part of its educational, programming, and recreational offerings.

5. Animal Endangerment

DPL does not condone leaving non-service animals outside the library in a way that may endanger the animal or Library patrons. DPL reserves the right to contact the police regarding any unattended animals on its premises. DPL also reserves the right to ban patrons who endanger animals in such a way.

6. Grievances

DPL is committed to the equitable use of the Library for all its patrons. Any patron who feels their use of the Library has been compromised due to this policy should report grievances to the Director or his/her designee.

7. Citations and Related References

- i) Americans with Disabilities Act (ADA) of 1990, Title II, Section 35.136 (Revised September 15, 2010) 28 CFR 35.104; Beginning on March 5, 2011, only dogs are recognized as service animals under Titles II and III of the ADA.

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- ii) ORC 955.43: Dogs with Blind, Deaf or Mobility Impaired Person.
- iii) OAC 4112-5-06: Discrimination Against the Disabled in Places of Public Accommodation.
- iv) OAC 4112-5-02: Definitions

Adopted by the Dover Public Library
Board of Trustees
June 13, 2019