

## TABLE OF CONTENTS

6010.0	GENERAL POLICY.....	3
6020.0	MEETING ROOM POLICIES AND PROCEDURES .....	4
6020.1	<i>Meeting Room Definition of Terms</i> .....	4
6020.2	<i>Meeting Room Rules - General</i> .....	5
6020.3	<i>Meeting Room Rules - Peninsula Center Library</i> .....	7
6020.4	<i>Meeting Room Rules - Malaga Cove Library</i> .....	7
6020.5	<i>Meeting Room Rules - Miraleste Library</i> .....	7
6020.6	<i>Meeting Room Application Procedures</i> .....	8
6020.7	<i>Meeting Room Schedule of Fees and Fee Policy</i> .....	8
6020.8	<i>Equipment Available at Various Locations and Fee Schedule</i> .....	11
6020.9	<i>Meeting Room Setup</i> .....	12
6030.0	ART EXHIBIT POLICIES AND PROCEDURES .....	12
6030.1	<i>Art Exhibit Policy</i> .....	12
6030.2	<i>Application Process</i> .....	13
6030.3	<i>Art Gallery Use Fees for Art Exhibits</i> .....	13
6030.4	<i>Installing and Monitoring Art Exhibits</i> .....	13
6030.5	<i>Public Notice of Art Exhibit</i> .....	14
6040.0	DISPLAY CASE POLICIES AND PROCEDURES.....	14
6050.0	PUBLIC BULLETIN BOARD AND LITERATURE RACKS POLICY.....	15
6060.0	CODE OF CONDUCT .....	19
6070.0	STORAGE.....	20
6080.0	SALE OF ITEMS ON DISTRICT PREMISES .....	20
6080.1	<i>General Policy</i> .....	20
6080.2	<i>Sale of Donations and Obsolete Materials</i> .....	20
6090.0	USES RELATED TO POLITICAL ISSUES .....	21
6090.1	<i>Campaign Literature</i> .....	21
6090.2	<i>Collection of Signatures for Petitions</i> .....	22
6100.0	FILMING, VIDEOTAPING, AND STILL PHOTOGRAPHY ON THE DISTRICT PROPERTY .....	22
6100.1	<i>Approval of Activities</i> .....	22
6100.2	<i>Approval Process</i> .....	22
6200.0	WEBSITE POLICY .....	23
6200.1	<i>General Policy</i> .....	23
6200.2	<i>Website Design and Contents</i> .....	23
6200.3	<i>Links to External (non-PVLD) Websites</i> .....	23
6300.0	SECURITY CAMERAS FOR PUBLIC AREAS.....	24
6301.0	<i>Security Camera Installations</i> .....	24
6302.0	<i>Data Management of Camera Recordings</i> .....	24
6303.0	<i>Notice</i> .....	24

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**6000.0 USE OF DISTRICT FACILITIES**

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**6010.0 General Policy**

- A. The Board of Trustees of the Palos Verdes Library District recognizes the community ownership of the District and the requirement for community services to:
  - 1. promote community educational, informational, cultural, and social exchanges
  - 2. provide free or low cost means for community groups to meet and/or publicize programs to the community
- B. District facilities (i.e., meeting rooms, display cases, public bulletin boards, display racks, and the art gallery) shall be maintained for public use, communication, and information. The District encourages public, community and social and private organizations to use these facilities and will adopt policies to encourage such use.
- C. Every effort will be made to accommodate the needs of individuals or groups wishing to use District facilities. Priority will be given to District functions and activities. While the District will do its utmost not to interfere with facilities use, permission for use may be subject to cancellation or rescheduling if facilities are needed for library purposes. In such event, all fees will be refunded. The District accepts no liability, beyond refunding prepaid fees, for lack of availability of a scheduled meeting room or display case for factors beyond its control.
- D. The Board of Library Trustees is the final authority for implementation of the provisions of these policies and the related administrative procedures. Requests for exceptions to these policies and procedures may be brought to the Board in accordance with Policy No. 8200.3 (Agenda Items from the Public).
- E. Failure to comply with provisions of the facilities use policies may result in cancellation of the access agreement and denial of access to facilities in the future. In addition, if the Board believes there is a violation of District policy, or use constitutes a hazard, maintenance problem or is not in compliance with the missions and goals of the District, the Board reserves the right to revoke the privilege of use of the meeting room at any time.
- F. The District accepts no liability for use of the facilities. While not a prerequisite to use the facilities, individuals and organizations are encouraged to obtain appropriate insurance for the meeting, display, etc. The District accepts no liability for materials, works of art, etc., which are deposited in District facilities for exhibits or displays. The District does not provide insurance for materials exhibited or displayed.
- G. Facilities use is limited to the type of activity for which the approved application states. The Office of the Director must be notified of any changes in the type of meeting or activity planned.
- H. The applicant and his/her organization shall be responsible for damage to District-owned equipment and/or property.
- I. Use of District facilities does not constitute District endorsement of the policies, views, or beliefs of any individual or group providing a program.

J. For further information regarding use of District facilities, or to request an application, please call the Administrative offices at 310-377-9584, ext. 247.

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6020.0 Meeting Room Policies and Procedures

6020.1 Meeting Room Definition of Terms

The terms defined below are used to determine the appropriate fee reflected in the Tables included in Policy No. 6020.7 (Meeting Room Schedule of Fees and Fee Policy).

A. Facility Open/Facility Closed: The definition of “open” or “closed” varies with each facility. The hours reflected below are considered “open”. The remaining hours, not reflected, are considered “closed”.

1. Peninsula Center Library

Monday through Thursday	8:30 a.m. - 9:00 p.m.*
Friday	8:30 a.m. - 6:00 p.m.*
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

\* No special setup will be provided for meetings booked in the Community Room from 8:30 a.m. to 10 a.m., Monday through Friday. Applicants are required to accept the meeting room “as is.” The Conference Room is not available until 10:00 a.m. Monday thru Saturday and 1:00 p.m. on Sundays.

2. Malaga Cove Library

Monday through Saturday	10:00 a.m. - 5:00 p.m.
Closed Sunday	

3. Miraleste Library -- Available only during closed library hours with approval by District Director and Facilities Manager. (see open hours below)

Monday through Friday	11:00 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Closed Sunday	

B. Prime Time: “Prime Time” for any facility is defined as weekday evenings after 6:00 p.m. and all open hours Saturdays and Sundays.

C. Not-for-Profit/For-Profit

1. Not-for-Profit individuals and groups, either local or non-local organizations or individuals, may be in either of two categories:

a. Not-For-Profit organizations as defined by the Federal Revenue Code 501(C)3, 501(e), 501(f), 501(k), and 501(n).

b. Individuals or groups not registered under the Federal Revenue Code may qualify for not-for-profit fee schedules under the following circumstances:

- 1) The purpose of the meeting is educational or of general community interest, and there is no charge to attend; and
  - 2) The responsible person(s) or group does not solicit customers nor derive income associated with the subject of the meeting.
2. All other individuals and groups are considered to be “For-Profit”.

D. Meeting Open to Public/Closed to Public

1. Meetings are considered “Open to the Public” under the following guidelines:
  - a. Admission may not be restricted by the user, nor may any admission be charged or solicitation of funds take place. However, not-for-profit users whose meeting is open to the public may accept voluntary donations to recover meeting costs.
  - b. Any literature publicizing the meeting must state that it is open to the public and there is no admission charge.
2. Meetings “Closed to the Public” are those meetings where admission is restricted by the user to members, ticket holders, invitees, etc., whether or not there is a charge to attend.

6020.2

Meeting Room Rules - General.

- A. The Peninsula Center Library Community Room, Conference Room and the Malaga Cove Community Room and Schaeffer Art Gallery are available to community groups or organizations for meetings of a civic, cultural, charitable, intellectual or educational nature. This policy is in keeping with Article 6 of the Library Bill of Rights which the Library Board has adopted: “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.”
- B. The facilities are available at no charge to the following organizations:
  - Peninsula Friends of the Library
  - As a polling place for city and county agencies, with approval of the Director
  - Meetings held by elected officials or staff of the four Peninsula cities or Unified School District, with approval of the Director.
- C. Permission to use the meeting rooms is not transferable.
- D. The fact that a group is given permission to meet in the Library in no way constitutes endorsement by the Library or the Board of Trustees of the policies or beliefs of that group. Neither the name nor the address of the Palos Verdes Library District may be used as the official address or headquarters of an organization.
- E. The applicant agrees to hold the District harmless and indemnifies the District with regard to any liability arising out of use of the premises. The applicant must execute an agreement in a form and substance approved by the District’s legal counsel reflecting the foregoing, among other terms and conditions.
- F. The applicant agrees to pay for any damages to property or equipment.

- G. The District Director shall have authority regarding facility usage and interpretations of policy decisions. Appeals may be made in writing to the Library Board of Trustees.
- H. The ability to reserve meeting room facilities is limited to no more than once per week by the same not-for-profit organization, regardless of which facility is used, and to no more than two prime time slots in any one month.
- I. For-Profit individuals or groups may reserve meeting rooms up to 6 months in advance at all facilities. Not-for-Profit individuals or groups may reserve meeting rooms up to one year in advance.
- J. A written request for refund must be submitted if the meeting is canceled. All fees (other than the non-refundable administrative fee) are refundable with two weeks or more notification.
- K. Items such as books, candy, etc., may not be sold on library premises in connection with the use of any library meeting room. Library-sponsored programs may be exempt from this regulation per Policy No. 6080.0 (Sale of Items on District Premises). The District collects a 20% commission for any artwork such as paintings, sculptures etc. sold on library premises.
- L. All public relations materials advertising an event (invitations, flyers, brochures, etc.) must contain the official name and telephone number of the sponsor and must include the following statement: "This program is not sponsored by the Palos Verdes Library District," unless the Library has agreed to co-sponsor the event.
- M. Persons using the facilities must conform to all fire and safety regulations, including but not limited to maintaining open aisle space, abiding by occupancy limits, and no open flames.
- N. Private social affairs such as parties, receptions and celebrations require approval by the Board of Library Trustees.
- O. Service of alcoholic beverages is allowed, with the following conditions:
  - 1. District-sponsored events, program or activities. Alcoholic beverages may be served, but not sold, at District-sponsored events. At such events, District personnel will be assigned the responsibility for arranging transportation if someone is determined to be unable to drive away from the event or program safely.
  - 2. Non District-sponsored events, programs or activities. When the District is not the sponsor of an event, the individual or group sponsor will be required to obtain special events insurance coverage with a minimum liability limit of \$500,000 with their own insurance carrier and provide a certificate of insurance naming the District as an additional insured.
- P. Requests for use of the library facilities during library closed hours must be made 4 weeks in advance and approved in writing by the Facilities Manager.

*Adopted November 13, 2003; Revised February 10, 2005; Revised September 14, 2006; Updated May 10, 2007; Updated February 19, 2009; Last Reviewed June 11, 2009*

6020.3 Meeting Room Rules - Peninsula Center Library.

In addition to those rules listed in Policy No. 6020.2 (Meeting Room Rules - General), the following rules apply to Peninsula Center Library:

- A. Light refreshments only may be served from, but not prepared in, the serving kitchen adjacent to the Community Room at Peninsula Center Library. Both rooms must be returned to the condition in which they were found. Failure to clean up will result in a \$75 per hour charge for cleanup time and possible restriction from future meeting room use. Only light refreshments may be served in the Conference Room at Peninsula Center. Spills on the carpet must be immediately reported to library staff.

6020.4 Meeting Room Rules - Malaga Cove Library.

In addition to those rules listed in Policy No. 6020.2 (Meeting Room Rules - General), the following rules apply to Malaga Cove Library:

- A. The Schaeffer Gallery, located on the lower level of the library, may be used as a meeting room. It can provide theater-style seating for 75-100 and seating at tables for 50-60. A small kitchen is available.
- B. The Community Room at Malaga Cove Library may be used as a meeting room. Maximum capacity for this room is up to 52 seated, depending on room setup, or 112 standing. A small kitchen is available.
- C. Light refreshments only may be served from, but not prepared in, the serving kitchen adjacent to the Community Room and Schaeffer Gallery at Malaga Cove Library. Both rooms must be returned to the condition in which they were found. Failure to clean up will result in a \$75 per hour charge for cleanup time and possible restriction from future meeting room use.
- D. Parking is available, including two handicapped parking spaces and two staff parking spaces. The staff parking spaces must be kept clear during library open hours.
- E. When the Schaeffer Gallery is reserved for a meeting at the same time there is an art exhibit, the meeting has precedence over the exhibit and may preclude the availability to view art.

6020.5 Meeting Room Rules - Miraleste Library.

In addition to those rules listed in Policy No. 6020.2 (Meeting Room Rules - General), the following rules apply to Miraleste Library:

- A. Main area of library can hold approximately 75 people.
- B. All uses require approval by the District Director and Facilities Manager.
- C. A small staff kitchen is available for light refreshments.
- D. The room must be returned to the condition in which it was found. Failure to clean up will result in a \$75 per hour charge for cleanup time and possible restriction from future meeting room use.

6020.6 Meeting Room Application Procedures

- A. Applications for use of meeting room facilities shall be made through the Office of the Director at Peninsula Center Library. Information and applications may be requested by calling (310) 377-9584, extension 247.
- B. Applications must be signed by a responsible adult officer or member of the sponsoring organization, or by the individual, renting the room. It is the responsibility of the person who submits the application to be aware of these policies and communicate them to individuals using the library meeting room facilities. If a change in the person responsible for the meeting occurs, the Office of the Director must be notified immediately.
- C. Applications will be processed in the order received. Reservations are accepted upon receipt of a completed application accompanied by full payment of all applicable fees.
- D. All equipment requests must be indicated on the meeting room application. A list of available equipment at each location is listed on the application form. If the equipment is not requested in the application, the District cannot guarantee its availability.
- E. A separate application must be completed for each meeting scheduled.
- F. Full payment is due with the application and may be made by cash, check or credit card. Checks should be made payable to the Palos Verdes Library District. Payment should be mailed or brought to: Office of the Director, Palos Verdes Library District, 701 Silver Spur Road, Rolling Hills Estates, CA 90274. Credit Card payments may be accepted in person or by phone.

6020.7 Meeting Room Schedule of Fees and Fee Policy.

Fees are based on a three-hour minimum. No half hours. Estimated hours should include set-up and clean-up time. Fees are payable at time of reservation (no exceptions). Cancellations made at least two weeks prior to event will be refunded, less administrative fee as noted below. The first three hours of the local not-for-profit user fee is considered an administrative fee and is forfeited upon cancellation or change of date of meeting. For-profit fees include a \$45 administrative fee for group 1) and \$30 for group 2) below.\*

**\*Exception: the Director may, at his/her discretion, authorize a refund to not-for-profit organizations if a written request is made at least two months before the scheduled meeting date.**

Users who fail to vacate any District meeting room at the required time will be charged an additional fee equal one hour at the “facility closed” rate for every 30 minutes or fraction thereof of overage. Failure to pay the additional fee will result in loss of privileges to use District meeting rooms by violating group or individual.

*The Board of Library Trustees authorizes an exception to Section 6020.7 to allow Freedom4U to rent the Teen Annex in one hour block as presented in the memorandum dated December 22, 2010 on file in the Administration Office at Peninsula Center Library.*

**Facility Open:**

**1) Peninsula Center Community Room; Malaga Cove Community Room & Schaeffer Gallery**

*Not-for-profit Users*

Not-for-profit Open to the Public meetings-----\$15/hour/minimum 3 hours

Not-for-profit Closed to the Public meetings-----\$70/hour/minimum 3 hours

Not-for-profit private memorial services:----- \$130/hour/minimum 3 hours

Not-for-profit private social parties/receptions -----\$130/hour/minimum 3 hours\*

**\*Requires Board Approval**

*For-Profit Users*

For-profit users, open to the public, no charge to attend-----\$70/hour, minimum 3 hours

For-profit users, closed to the public or charge to attend-----\$130/hour, minimum 3 hours

For profit private social parties/receptions -----\$300/hour, minimum 3 hours\*

**\*Requires Board Approval**

*Room Setup Fees:*

There will be no charge for room setup of any one of the four diagrams shown on the application form; there is a \$25 charge for custom setup other than those shown on the application form.

**2) Peninsula Center Conference Room**

*Not-for-profit Users:*

Not-for-Profit Open to the Public meetings-----\$10/per hr./minimum 3 hours

Not-for-Profit Closed to the Public meetings-----\$30/per hr./minimum 3 hours

*For-Profit Users:*

For-profit, open to the public meetings, no charge to attend-----\$30/hour, three hour minimum

For-profit, closed to the public or charge to attend meetings-----\$60/hour, three hour minimum

**Facility Closed:**

*Not-For-Profit Users*

**1) Peninsula Center Community Room; Malaga Cove Community Room & Schaeffer Gallery**

Not-for-profit, open to the Public meetings:----- \$70/per hr./minimum 3 hours

Not-for-profit, closed to the Public meetings: -----\$100/per hr./minimum 3 hours

Not-for-profit private social parties/receptions -----\$250/hour, minimum 3 hours\*  
**\*Requires Board Approval**

*For-Profit Users*

For-profit users, open to the public, no charge to attend-----\$100/hour, minimum 3 hours

For-profit users, closed to the public or charge to attend-----\$175/hour, minimum 3 hours

For-profit private social parties/receptions -----\$350/hour, minimum 3 hours\*  
**\*Requires Board Approval**

**2) Peninsula Center Conference Room**

*Not-For-Profit meetings:*

Not-for-Profit, open to the public meetings-----\$50 per hr./minimum 3 hours

Not-for-Profit, closed to the public meetings-----\$75/per hr./minimum 3 hours

*For-Profit meetings:*

For-profit, open to the public, no charge to attend-----\$60/hour, three hour minimum

For-profit users, closed to the public or charge to attend-----\$90/hour, three hour minimum

*Room Setup Fees:*

There will be no charge for room setup of any one of the four diagrams shown on the application form; there is a \$25 charge for custom setup other than those shown on the application form.

**3) Miraleste Library**

Not-for-profit Users

Not-for-profit, open to the public meetings-----\$70/hour/minimum 3 hours

Not-for-profit closed to the public meetings-----\$100/hour/minimum 3 hours

Not-for-profit, private social parties/receptions -----\$200/hour, minimum 3 hours\*  
**\*Requires Board Approval**

For-profit Users

For-profit, open to the public-----\$100/hour, minimum 3 hours

For-profit users, closed to the public -----\$175/hour, minimum 3 hours

For profit, private social parties/receptions -----\$350/hour, minimum 3 hours\*  
**\*Requires Board Approval**

*Revised November 13, 2003; Revised April 8, 2004; Revised June 11, 2009; Revised; January 13, 2011*

6020.8 Equipment Available at Various Locations and Fee Schedule

- A. In addition to the administrative fee and the usage fees, library equipment may be rented based on the following schedule in Table 1.
- A. If the equipment is not requested in the application, the District cannot guarantee its availability.
- B. Users requesting piano tuning other than that regularly scheduled by the District shall reimburse the District in advance in the amount of \$125 per tuning. Piano tuning shall be performed only by the District's authorized technician.

**TABLE 1  
Equipment Available at Each Facility and Fee Schedule**

EQUIPMENT	CHARGE	LOCATION			
		PC Comm. Rm	PC Conference Room	Malaga Cove	Miraleste
Piano	\$35	X		X Gallery Only	
Overhead Projector for Transparencies	\$30	X	X	X With Screen	X With Screen
Slide Projector	\$30	X	X	X With Screen	X With Screen
LCD Projector	\$30	X	X	X	X
TV & VCR	\$60	X	X	X Gallery Only	X
VCR/DVD & Projector	\$30	X	X	X	X
Laptop	\$30	X	X		
Wireless Microphone	\$15	X		X	X

Multiple Microphones	\$30	X		X	X
Flip Chart	\$15	X	X		
White Board	No Charge	X	X		
Podium w/Microphone	No Charge	X		X	
Easel	No Charge	X	X	X	

## 6020.9 Meeting Room Setup

- A. Standard meeting room setups are available for selection (refer to meeting room application form for setup diagrams). The room setup will be arranged by District staff in advance of scheduled meeting times.
- B. A customized setup may be requested for an extra fee of \$30. If a customized setup is requested, a diagram of the meeting room must be provided with the application.
- C. There is no special setup for meetings booked 8:30 a.m. to 10:00 a.m. in the Community Room at Peninsula Center Library in accordance with Policy No. 6020.1.A (Facility Open/Facility Closed).
- D. The District cannot guarantee staff will be available to assist with changes in setups requested 24 hours or less prior to the scheduled meeting time.
- E. Users may be required to use existing setup if multiple meetings are scheduled back-to-back..

*Revised July 13, 2000; Last Reviewed June 13, 2002; Revised September 14, 2006; Revised June 11, 2009*

## 6030.0 Art Exhibit Policies and Procedures

### 6030.1 Art Exhibit Policy

The Gallery at Malaga Cove Library is the only area for hanging art exhibits. The area is open to the public only during regular open hours of the library, subject to Policy No. 6020.4 (Meeting Room Rules - Malaga Cove Library). Extended hours and exclusive use of the room are subject to the fee schedule for use of the Gallery beyond regular library hours (Policy No. 6020.7 - Meeting Room Schedule of Fees and Fee Policy).

Exhibits must conform to the mission and goals of the Palos Verdes Library District as stated in Policy No. 2000.0 (Goals and Philosophy). Paintings and other artwork may be sold on the premises. However, if sales are made, the organization or individual artist must remit 20% of the gross sales to the District. Monies are credited to the General Fund and used for District purposes.

The exhibit area at Malaga Cove Library is allocated up to eighteen (18) months in advance in the following manner:

Applications received by January 15 will be considered for exhibit between January and July of the following year. Applications received by July 15 will be considered for exhibit between July and December of the following year.

If there are more applications than available time slots, the applications will be reviewed by a three-person committee consisting of a member of the Malaga Cove Library Advisory Committee, the Malaga Cove Branch Manager and the Executive Assistant, and assignments will be made by the end of the month in which they were accepted (July or January). Otherwise, the applications will be processed and assignments made by the Executive Assistant. The committee will have final authority over assigning exhibit times.

Each applicant may exhibit a maximum of one time per year as an individual and one time per year in a group, or in two group shows, for a total two exhibits per year.

#### 6030.2 Application Process

In addition to complying with those sections of Policy No. 6020.0 (Meeting Room Application Procedures) which apply, exhibitors must complete an Exhibitor's Release Form, which unconditionally releases the District from liability in connection with the exhibit. It also includes a description of the art exhibit. This form should be submitted no later than six weeks prior to the exhibit opening. Furthermore, exhibitors are encouraged to provide a statement or resume of the artists' creative work.

#### 6030.3 Art Gallery Use Fees for Art Exhibits

- A. Upon acceptance of art exhibit for display, applicant shall pay an exhibit fee of \$300. This fee is intended to cover part of the expense of maintaining the art gallery for exhibits. A refundable deposit of \$300 will also be required, as outlined below.
- B. A \$300 deposit will be required for all art exhibits in the Malaga cove Art Gallery, in addition to fees for renting the room. Failure to return the room to the condition in which it was found will result in forfeiture of all or part of the cleaning deposit and possible restriction from future meeting room usage.
- C. A written request for refund must be submitted if the exhibit is canceled. All fees (other than the non-refundable administrative fee) are refundable with two weeks or more notification in accordance with Policy No. 6020.2.D.

#### 6030.4 Installing and Monitoring Art Exhibits

- A. The District does not provide attendants or monitors during an exhibit or for the hanging or removal of an exhibit. These are the responsibilities of the exhibitor. It is strongly recommended that an attendant be provided to ensure the safety of the exhibit.
- B. Exhibit area must be left in satisfactory condition, and the applicant shall be liable for any damage resulting from the use of the exhibit area.
- C. Removal of the exhibit must be completed by the date specified on the application. There is a \$100 charge if the exhibit is not removed on time and staff is required to remove the exhibit.

## 6030.5 Public Notice of Art Exhibit

The District does not provide publicity for art exhibits. Exhibitors are encouraged to publicize all exhibits.

*Approved January 12, 1978; Revised February 13, 1986; Revised November 14, 1991; Revised July 26, 1995; Revised October 14, 1999; Revised July 13, 2000; Revised May 10, 2001; Revised July 13, 2004; Revised June 11, 2009*

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## 6040.0 Display Case Policies and Procedures

### A. Display Case Policy

1. Use of display cases is limited to exhibits which conform to the mission and goals of the District as stated in Policy No. 2000.0 (Goals and Philosophy).
2. Display case exhibits shall be for the purpose of: furthering the educational interests of the community; providing information about community groups, activities, and concerns; providing a forum for political expression; providing residents a showcase for leisure time activities and interests; and promoting library usage.
3. Display cases are not to be used for commercial or promotional purposes or for the personal gain of individuals or groups.
4. Price lists or prices on individual items are not allowed.
5. Display case use is allocated up to 12 months in advance for displays up to two weeks' duration with one renewal of two weeks, if booking permits, within one month of requested date. Non-library sponsored displays in other areas of the library, or displays of a longer duration, require approval of the Board of Library Trustees.

### B. Display Cases Available

Locked display cases are available for public use at Peninsula Center Library and Malaga Cove Library. There is not a locked display case available for public use at the Miraleste Library.

### C. Application Process

In addition to complying with those sections of Policy No. 6020.0 (Meeting Room Application Procedures) which apply, display case users must submit a Display Case Application Form indicating display case(s) desired, and the duration, dates, purpose and sponsor of the display; and an Exhibitor Release Form, which indicates a detailed description of the material to be displayed and unconditionally releases the District from any liability in connection with the display. Although display cases are locked, the District does not provide insurance for the material exhibited.

#### D. Installing Displays

1. The District does not provide transportation, staff assistance, supplies or materials for the display.
2. Installation and removal of the display will be the responsibility of the applicant. Removal of the exhibit must be completed by the date and time specified on the application. There is a \$25 charge if staff removes an exhibit.
3. Display case(s) must be left in satisfactory condition, and the applicant is liable for damage resulting from the use of the display case.

*Approved February 9, 1978; Revised February 3, 1986; Revised March 10, 1988; Revised November 14, 1991; Revised December 12, 1996; Revised July 13, 2000; Last Reviewed June 11, 2009*

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#### 6050.0 Public Bulletin Board and Literature Rack Area Policy.

The District maintains bulletin boards and literature racks for display of materials of public interest. The policy and procedures for the use of these areas follow.

#### 6051.0 Bulletin Board

##### A. Use Priority

Due to space limitations and amounts of material submitted, priority is as follows:

1. Palos Verdes Library District information and announcements (including materials related to Friends of the Library and candidates for the office of Library Board Trustee)
2. official public notices from the four Peninsula cities and the Palos Verdes Peninsula Unified School District
3. local community agency information and announcements

##### B. Material Requirements

To qualify for public display on the bulletin board, material must conform to the following requirements:

1. Events must be
  - a) of an educational, cultural, and/or informational nature,
  - b) sponsored by a not-for-profit organization, and
  - c) open to the public.

"Fee-based or free" is a judgment of the sponsoring organization, and plays no part in the decision to post publicity in the library, as long as the above three criteria are met.

Individuals or groups using District meeting rooms who wish to publicize their events on the public boards, must also be in compliance with Policy No. 6020.0 (Meeting Room Application Procedures)

2. Political Materials

Announcements of partisan or non-partisan meetings are acceptable, but political materials endorsing specific candidates or political points of view will not be posted. The **ONLY** exception to this rule is outlined in Policy No. 6090.1 (Campaign Literature).

3. Religious Materials

Announcements of sectarian or non-sectarian events are acceptable. However, materials which seek to proselytize or convert will not be posted.

4. Commercial Materials

Commercial advertisements or announcements (neighborhood garage sales, want ads, etc.) and personal ads for sales and/or services (tutoring, used equipment sales, self-authored book sales, etc.) will not be accepted for posting.

5. Sizes Limitations

Posters must be no larger than 16 x 20 inches.

C. Approval

Material destined for the bulletin boards must be submitted to the Assistant Manager of the Circulation Department for approval. Approved materials will then be posted or displayed by a staff member.

D. Questions

Questions regarding this policy or about suitability of materials should be initially directed to the Assistant Manager of the Circulation Department at (310) 377-9584, ext. 230. If approval is denied, the decision may be appealed to the Director who will review the request and approve, deny or refer to the Board. If the request is not approved, the applicant may appeal the Director's decision at a regular meeting of the Board in accordance with Policy No. 8200.4 (Agenda Items from the Public).

6052.0 Literature Rack Area

A. Use Priority

Due to space limitations and amounts of material submitted, priority is as follows:

1. Palos Verdes Library District information and announcements (including materials related to Friends of the Library and candidates for the office of Library Board Trustee)
2. official public notices from the four Peninsula cities and the Palos Verdes Peninsula Unified School District

3. local community agency information and announcements

## B. Material Requirements

To qualify for distribution through the literature racks, material must conform to the following requirements:

1. Events must be
  - a) of an educational, cultural, and/or informational nature,
  - b) sponsored by a not-for-profit organization, and
  - c) open to the public.

"Fee-based or free" is a judgment of the sponsoring organization, and plays no part in the decision to allow the distribution of materials, as long as the above three criteria are met.

2. Political Materials

Materials for partisan or non-partisan meetings are acceptable, but political materials endorsing specific candidates or political points of view will not be allowed. The **ONLY** exception to this rule is outlined in Policy No. 6090.1 (Campaign Literature).

3. Religious Materials

Announcements of sectarian or non-sectarian events are acceptable. However, materials which seek to proselytize or convert will not be allowed.

4. Commercial Materials

Commercial advertisements, announcements (neighborhood garage sales, want ads, etc.) personal ads for sales and/or services (tutoring, used equipment sales, self-authored book sales, etc.) and publications comprised solely of advertisements or promotional items with no informational or editorial content will not be allowed.

5. Sizes Limitations

Items distributed through the literature racks and surrounding area must not exceed 11 x 17 inches in size. Larger items will be accepted **only** if they arrive pre-folded to this size.

## C. Approval

While prior approval of items placed in the literature racks is not required, the contents of the literature racks will be reviewed periodically by library staff to ensure compliance with this policy. Items that do not comply with the policy will be discarded.

## D. Questions

Questions regarding this policy or about suitability of materials should be directed to the Circulation Manager at (310) 377-9584, ext. 262. If approval is denied, the decision may be appealed to the Director who will review the request and approve, deny or refer to the Board. If the request is not approved, the applicant may appeal the Director's

decision at a regular meeting of the Board in accordance with Policy No. 8200.4 (Agenda Items from the Public).

*Date of adoption undocumented; Revised August 9, 1990; Revised September 8, 1994; Revised June 12, 1997; Revised July 10, 1997; Revised March 11, 1999; Revised July 13, 2000; Revised June 12, 2008; Last Reviewed June 11, 2009*

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## 6060.0 Code of Conduct

The Palos Verdes Library District strives to provide the highest level of library service to all library users. The Library District is supported by the property taxes of Palos Verdes Peninsula residents, who have a right to expect each of our facilities to be safe, clean, and pleasant environments conducive to the use and enjoyment of library materials, services, and programs.

This Code of Conduct is intended to encourage behavior that respects the rights of library users. Behavior becomes unacceptable when it compromises the rights of others, causes damage to buildings, library materials, or equipment, or puts oneself or others at risk of injury. Those willing to modify unacceptable behavior are welcome to continue to use Palos Verdes Library District facilities and services. Those unwilling to modify unacceptable behavior will be asked to leave. If necessary, the authorities will be called. Repeated incidents may result in suspension of borrowing privileges and/or suspension from using District facilities in accordance with District Policy 5020.4 "Behavior". Parents or guardians are responsible for the conduct and safety of persons under their care.

### **Examples of unacceptable behavior include, but are not limited to:**

- Illegal activity of any sort
- Smoking in District buildings and vehicles
- Bringing food (e.g. burgers, pizzas or ice cream/frozen yogurt) or drink into library service areas, with the exception of closed-top water bottles, coffee or soft drink cups with lids, canned drinks and packaged snack foods (e.g. cookies, crackers, candy, chips);
- Beverages with lids as described above are allowed at the computer work stations. All food is prohibited at computer stations.
- Disruptive or excessive noise, including raised voices, noisy conversations and disruptive use of cell phones, radios, or other electronic devices. Audible signals from electronic devices must be turned off in District buildings.
- Use of cell phones, pagers, or other electronic devices at computer workstations or at public service desks.
- Bringing animals into District buildings, with the exception of service animals for the disabled.
- Leaving children aged 9 or under unattended. Unattended children will be handled in accordance with District Policy 5020.5 "Unattended Children".
- Entering District premises without shirt or shoes.
- Rollerblading, skateboarding, bicycling, or wearing roller or ice skates on District property. Bicycles may not be stored in District buildings.
- Shopping carts are not allowed in the Library.
- Moving library furniture without permission or placing feet on furniture.
- Abuse, vandalism, defacing or misuse of books, other materials, equipment or property.
- Unruly or offensive behavior such as running, hitting, wrestling, fighting, horseplay, or excessive displays of affection.
- Verbal abuse, physical abuse, or harassment of library users or staff.
- Selling, panhandling, or soliciting except in accordance with District Policies 6080.0 "Sale of Items on District Premises" and 6090.0 "Use of District Related to Political Issues"
- Failing to follow posted library guidelines (i.e., guidelines for study room use, internet terminals, etc.).
- Littering.
- Loitering, including refusal to leave at closing.
- Violating the District's Internet Acceptable Use Policy (District Policy 5020.8), including

- Using the Internet for illegal activities, including but not limited to use of the Internet to make, create, solicit, or initiate transmissions of obscene material or displaying harmful, offensive text or graphics when minors are present
- Hacking into the library computer system or any other computer system or gaining unauthorized access to another person's files
- Interfering with systems operations, integrity or security
- Altering or attempting to alter the library's computer configuration
- Violating copyright or trademark laws, software license agreements, or intellectual property rights.
- Interfering with other library users' reasonable expectations of privacy or failing to keep personal and/or explicit activity, information, and images private.

*Adopted: September 9, 2004; Revised August 10, 2006; Last Reviewed June 11, 2009; Revised January 13, 2011*

6070.0 Storage

No storage space shall be provided in any District facility for any organizations, groups, or other persons except by approval of the Board of Library Trustees, who may decide to charge a fee.

EXCEPTIONS TO DATE:

- Peninsula Friends of the Library,

*Adopted December 9, 1971; Revised March 10, 1988; Revised July 12, 1990; Revised June 11, 1992; Revised July 13, 2000;; Revised August 9, 2007; Last Reviewed June 11, 2009*

6080.0 Sale of Items on District Premises

6080.1 General Policy

The District permits the sale of materials on District premises in conjunction with programs sponsored by the District, library advisory committees or the Peninsula Friends of the Library.

The District generally does not permit individuals or community groups or organizations to sell products, tickets or other items on District premises. The exception to this is an artist exhibit authorized by the District from which the exhibitor remits 20% of gross sales to the District in accordance with Policy No. 6030.0.A (Art Exhibit Policy).

*Adopted April 13, 1978; Revised December 12, 1991; Revised July 10, 1997; Revised October 8, 1998; Revised July 13, 2000;; Revised August 9, 2007; Last Reviewed June 11, 2009*

6080.2 Sale of Donations and Obsolete Materials.

The District permits the sale of donated and obsolete (discarded) materials and equipment by the Peninsula Friends of the Library.

*Adopted December 12, 1991; Revised July 13, 2000; Last Reviewed June 11, 2009*

6080.3 Sale of Library-Related Items on Library Premises by Staff or Volunteers.

Recognizing that there are occasions when it is desirable for staff and volunteers to sell such items as library-related merchandise or tickets to benefit the District, the Board authorizes the Director, on a case-by-case basis, to arrange for such sales as are deemed appropriate. Factors to be considered include tracking and accountability of monies and inventory, adoption of appropriate internal control procedures, availability of staff so as not to impact primary library services, and appropriateness of items sold.

*Adopted July 26, 1995; Last Reviewed July 13, 2000; Last Reviewed June 11, 2009*

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6090.0 Uses Related to Political Issues

6090.1 Campaign Literature.

Candidates for local, non-partisan office and official committees sponsoring or opposing ballot measures may have informational material posted. This service is compatible with the mission of the District. The District accepts no responsibility for this material and in no way endorses any candidate or issue. All parties must conform to the following guidelines.

The District will specifically notify candidates for Library Trustee of this service, and this service will be generally publicized by announcement on District bulletin boards.

- A. Materials must be in a format to be posted or laid flat on a counter. Free standing displays are not permitted.
- B. Posters are limited in size to 16" x 20". Candidates or sponsoring groups are limited to one poster and multiple copies of only one piece of informational material with a maximum size of 8-1/2 x 11 inches. Larger items must be pre-folded to this size or smaller.
- C. Space will be made available seventy-five (75) days prior to the election.
- D. Materials must be removed one day after election and will be discarded one week after election.

*Adopted February 11, 1982; Revised July 12, 1990; Revised July 9, 1992; Revised September 14, 1995; Revised June 12, 1997; Revised July 10, 1997; ; Last Reviewed June 11, 2009*

6090.2 Collection of Signatures for Petitions.

Individuals who collect signatures for petitions on District property are subject to the following guidelines:

- A. a disclaimer must be displayed at the location of signature collection which shall read: "Collection of signatures on petitions constitutes no endorsement by the Library or the Board of Library Trustees of the policies, beliefs, or views of the sponsoring groups or individuals."
- B. Collection of signatures must take place outside the District building and not within 50 ft. of library entrance.
- C. Fire and safety requirements as determined by the District must be observed.
- D. Activities must be limited so as not to interfere with patrons entering the library.

*Adopted November 12, 1987; Revised July 9, 1992; Revised August 13, 1992; Revised June 13, 2002; Last Reviewed June 11, 2009*

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6100.0 Filming, Videotaping, and Still Photography on the District Property.

- A. This policy regulates the filming, videotaping, and photographing of activities affecting District facilities in order to avoid or minimize disruptions/health and safety risks to the patrons and staff of the District. The District encourages such activities but are subject to necessary and appropriate restrictions such as time, place and manner, as deemed necessary and appropriate in accordance with Policy No. 6100.2 (Approval Process).
- B. Anyone filming, taping or photographing must ask that an announcement be made that filming or photographing is taking place, allowing patrons who do not wish to be in the pictures to move or leave.

*Adopted August 13, 1992; Revised June 13, 2002; Last Reviewed June 11, 2009*

6100.1 Approval of Activities.

Activities that do not cause, or every effort is made to minimize, disturbance during normal library hours, will be approved. Activities outside normal library hours will be approved provided all costs and other liabilities arising from such activities are assumed by the user.

*Adopted August 13, 1992; Last Reviewed June 13, 2002; Last Reviewed June 11, 2009*

6100.2 Approval Process.

- A. Any person or organization wishing to engage in any activity covered by this policy should contact the Director.
- B. The Director will review the request and approve, deny or refer to the Board. If the request is not approved, the applicant may appeal the Director's decision at a regular meeting of the Board in accordance with Policy No. 8200.4 (Agenda Items from the Public).

- C. Depending on the nature and timing of the activity, an application, fee, deposit and/or proof of insurance may be required.

*Adopted August 13, 1992; Last Reviewed June 13, 2002; Last Reviewed June 11, 2009*

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6200.0 Website Policy

6200.1 General Policy

The Palos Verdes Library District (PVLD) maintains an Internet website for the purpose of providing library information and services. Use of the PVLD website is limited to functions which conform to the mission and goals of the District as stated in Policy No. 2010.1 and 2010.2 (Mission and Goals).

6200.2 Website Design and Contents

Accountability for the design of the PVLD website and the determination of what information and services will be provided via this medium shall be vested in the District Director.

6200.3 Links to External (non-PVLD) Websites

This policy governs the establishment of external links on the Palos Verdes Library District's website. For the purposes of this policy, an "external link" is a hyperlink from the Palos Verdes Library District website to a website maintained by another party. All links to external websites must support the mission and goals of the District as stated in Policy No. 2010.1 and 2010.2 (Mission and Goals), and must comply with all relevant PVLD policies and procedures.

Links to external websites must be authorized by the Board of Trustees. No link to a for-profit entity will be allowed unless the link supports the Mission and Goals of the District and the entity has a contractual relationship with PVLD, as approved by the Board of Library Trustees.

Neither the Palos Verdes Library District's website nor the external links on such website constitute a forum for expressive activity by members of the public. Links to websites that have as their purpose the election or defeat of specific candidates, or the passage of specific ballot measures, will not be allowed.

*Adopted April 8, 2004; Last Reviewed June 11, 2009*

## 6300.0 CCDTV Camera Policy, Security Cameras for Public Areas.

The District has installed digital cameras to enhance security, protect District property and enhance patron safety. The policy and procedures for the installation and use of security cameras and any information obtained from security camera use is as follows:

### 6301.0 CCDTV Camera Installations

A. Locations for installation of CCDTV cameras must be approved by the District Director

B. Installations and Camera Locations:

- 1) Cameras are meant to enhance the security and safety of library patrons, staff, and property. However, the District does not assume any additional liability for security and safety by installing and operating such cameras.
- 2) Camera views are limited to publicly accessible areas.
- 3) Camera views will not intentionally focus on library or personal materials, computer screens, or documents being viewed by any individual. However, libraries are public places and thus there is not a reasonable expectation of privacy in utilizing library facilities.
- 4) Camera views that include employee work areas will comply with all District personnel policies.

### 6302.0 CCDTV Data Management of Camera Recordings

A. Data Confidentiality and Access

Data collected from camera recordings will be considered confidential. Access to information collected must be authorized by the District Director in writing and will only be granted in connection with incidents on library property which involve safety or security or a violation of District policy or local, State or Federal laws, unless otherwise required by law. Access to information collected will only be provided to third parties outside the District in accordance with State law and the requirements of District Policy 2020.7 Confidentiality of Library Records.

B. Data Retention

Unless there is an incident requiring review of camera view data, the information collected will be written over every 14 days. Information related to incidents will be in accordance with the District's record retention policy.

### 6303.0 Notice

A. Employee:

District employees will be given notice of camera installations no later than the date when recording starts. Notification should be by e-mail utilizing the all employee distribution list.

B. Public:

The public will be notified by signage posted at public entrances.

*Adopted April 14, 2011.*