



SPECIAL MEETING AGENDA

Date: 2/28/2022
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 860 6506 1803

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) –Meeting ID # 860 6506 1803
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID # 860 6506 1803
Press *9 to raise hand to speak

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City’s website www.menlopark.org. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

Special Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 860 6506 1803)

A. Call To Order

B. Roll Call

C. Presentations

- C1. Storytime reactivation
- C2. Library emergency procedures ([Staff Report LC-22-002](#))

D. Regular Business

- D1. Approve minutes from the January 24, 2021 special meeting of the Library Commission ([Attachment](#))
- D2. Library Collection Development Policy ([Staff Report LC-22-003](#))

E. Informational Items

- E1. Department updates

- City Council, March 1, 2022: Authorize the city manager to extend the Joint-Use Library Initiative Memorandum of Understanding with Ravenswood City School District for Belle Haven branch library operations at Belle Haven School
- City Council, March 1, 2022: Adopt a resolution accepting and appropriating a California State Library grant in the amount of \$20,000 to develop and circulate Read Together Diversity Kits through the Belle Haven branch library
- City Council, March 8, 2022 (tentative): Authorize the city manager to execute a software service agreement with PerfectMind for a registration management platform per the recommendations in the City Council approved Information Technology Master Plan
- Annual advisory body recruitment – deadline is April 13.

E2. Library Commission tentative agenda calendar ([Attachment](#))

F. Commissioner Reports

F1. Individual Commissioner reports

G. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.org. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 02/24/2022)



STAFF REPORT

Library Commission

Meeting Date:

2/28/2022

Staff Report Number:

LC-22-002

Presentation:

Library Emergency Procedures

Recommendation

Staff recommends that the Commission receive a presentation about the library emergency procedures (Attachment A).

Policy Issues

As a duly appointed advisory body to the City Council, the Library Commission from time to time may receive presentations about library procedures.

Background

Staff reviews and updates internal procedures as needed, including emergency procedures.

Analysis

Maintaining and updating emergency procedures help ensure that departmental staff are trained and ready to respond to emergency situations.

The library emergency procedures do not include disaster preparedness nor disaster recovery procedures, which are coordinated at a City-wide level.

The emergency procedures collected for library buildings include:

- How and where to report emergencies
- How to evacuate both buildings and where to assemble after evacuating
- Emergency maps showing the locations of emergency exits, alarm pulls and fire extinguishers
- Fire alarm response procedures

Impact on City Resources

There is no impact on City resources associated with this presentation.

Environmental Review

The library emergency procedures are not a project within the meaning of the California Environmental Quality Act (CEQA Guidelines §§ 15378 and 15061(b)(3)) as they will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Library Emergency Procedures

Report prepared by:

Nick Szegda, Assistant Director of Library Services

Reviewed by:

Sean S. Reinhart, Library and Community Services Director

Emergency Procedures

Library

Updated February 2022

Contents

<u>How to Report an Emergency</u>	<u>3</u>
<u>Emergency Contacts</u>	<u>4</u>
<u>Evacuation Assembly Areas</u>	<u>5</u>
<u>Evacuation Procedures</u>	<u>6</u>
<u>Evacuation of Special Needs Persons</u>	<u>6</u>
<u>Evacuation - Main Library</u>	<u>8</u>
<u>Evacuation – Belle Haven Branch</u>	<u>9</u>
<u>Bomb Threat</u>	<u>10</u>
<u>Contamination: Chemical, Biological, or Radiological</u>	<u>12</u>
<u>Earthquake</u>	<u>13</u>
<u>Explosion</u>	<u>14</u>
<u>Fire</u>	<u>15</u>
<u>Lockdown</u>	<u>17</u>
<u>Lockout</u>	<u>18</u>
<u>Medical Emergency</u>	<u>19</u>
<u>Sabotage/Vandalism</u>	<u>20</u>
<u>Suspicious Package or Mail</u>	<u>21</u>
<u>Unruly Persons; Unauthorized Behaviors</u>	<u>22</u>
<u>Workplace Violence; Active Shooter</u>	<u>23</u>
<u>Emergency Maps – Main Library</u>	<u>26</u>
<u>Emergency Maps – Belle Haven Branch</u>	<u>28</u>

How to Report an Emergency

All city employees working in a library worksite are empowered to call 911 or non-emergency dispatch without a supervisor's permission.

An employee witnessing a safety-, security- or medical-related incident in or near the library should:

- Secure your immediate safety
- If possible, ensure the safety of those around you
- If necessary and possible, leave the area

Call 911

1. Provide as much information and detail as possible about:
 - a. Incident description
 - b. Location
 - c. Injuries
 - d. Current situation
 - e. Address and telephone of the library location:
2. Follow the Dispatcher's instructions. **DO NOT HANG UP UNTIL DIRECTED TO DO SO** by emergency personnel.
3. Notify the Person-in-Charge of the incident.
 - a. Provide information and detail per the above
 - b. Follow the instructions of the Person-in-Charge
4. Complete the Incident Report within 24 hours.
 - a. Submit a copy to your immediate supervisor
 - b. Supervisor will post the Incident Report for the director's review

Other Emergency Information

- All buildings have fire alarms.
- Every employee must be aware of all building exits and vacate the building if the fire alarm goes off.

Emergency Contacts

Contact:	Telephone number:
Police / Fire / Medical	9-1-1
Police – non-emergency	650 - 330 - 6300
Public Works – 24 hour facilities (Call P. Dispatch they are contacting the on-call)	650 - 330 - 6317
Director	650 – 330 - 2510
Assistant Director	650 – 330 - 2506

After emergency personnel are contacted, the Person-in-Charge will be responsible for contacting other library staff, including the supervisor and/or director. The director and/or their designee will notify the City Manager and other parties

Evacuation Assembly Areas

MAIN LIBRARY

Assembly area
Outside main doors in plaza near handicapped parking area

BELLE HAVEN BRANCH LIBRARY

Assembly area
Belle Haven Plaza – Open space between the library and the BHCDC -- pedestrian island (no through traffic)

Evacuation Procedures

IMPORTANT: Any time you hear the fire alarm or receive orders to evacuate from supervisor or emergency personnel, assume it is NOT a test. Evacuate immediately and meet at your designated Evacuation Assembly area.

1. ONLY IF TIME AND SAFETY PERMIT: Quickly gather your personal belongings - especially car keys, pocketbook, prescription medicines, coat
2. Instruct everyone to leave by way of the nearest exit (and if necessary, walk down the stairs) to their predetermined meeting place outside.
3. If there are guests or library patrons in the building, staff should guide them out.
4. Always check doors for heat before opening.
5. Exit through the nearest doorway. If exit is blocked, use the next closest exit situated away from the emergency
6. WALK, DO NOT RUN! Women wearing high heels should remove them to reduce the risk of falling.
7. Once at the Assembly Area, the Person-in-Charge should take a head count to make sure everyone is out of the building and accounted for. They will then notify emergency responders.
8. Remain in the designated Assembly Area until you receive further instructions
9. Do not return to the building unless permission is given to do so by emergency personnel and the Person-in-Charge
10. Provide any information requested by dispatchers and/or emergency personnel
11. Follow directions given by dispatchers and/or emergency personnel

Evacuation of Special Needs Persons

Assisting impaired/disabled person/persons in an emergency

People with disabilities may require assistance from others.

- Always ask someone with a disability how you can help before attempting any rescue technique or giving assistance.
- Ask how he or she can best be assisted or moved, and whether they have any special considerations

The following procedures are suggested for individuals who can safely assist a person with a disability:

Assisting Hearing Impaired Persons

- Alert the hearing impaired to an emergency and assist with their evacuation
- Generally speaking, a person with a hearing impairment will not need to wait

for first responders. Doing so would likely be a last choice when there is an imminent threat to people in the building.

Assisting Persons with Blindness or Visual Impairment

- Alert the visually impaired to an emergency and assist with their evacuation
- Generally speaking, a person with a visual impairment will not need to wait for first responders. Doing so would likely be a last choice when there is an imminent threat to people in the building.
- Do not grasp a visually impaired person's arm; ask if he or she would like to hold onto your arm as you exit.
- Give verbal instructions about the evacuation route using estimated distances and directional terms (Ex: twenty feet forward, turn right)

Evacuating a disabled or injured person yourself is a last resort. Consider your options and risks of injuring yourself and others in an evacuation attempt.

Do not make an emergency situation worse. Evacuation may be difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly.

Waiting with the person with the impairment for first responders would likely be a last choice when there is an imminent threat to people in the building. While first responders do their best to get to a site and the particular location of those needing their assistance, there is no way to predict how long any given area will remain a safe haven under emergency conditions.

Evacuation - Main Library

Backend/Materials Handling Staff:

- Evacuate upstairs office area (closed offices can't hear alarm) and staff restroom
- Put up -DO NOT ENTER- sign at back door staff entrance. These signs are located next to the telephone or in the red folder.
- Person-in-Charge (or highest ranking staff if Person-in-Charge is gone) grabs the schedule of staff working that day, checks that all staff have heard the alarm and are evacuating the building
- Exit the Building

Accounts Desk Staff:

- Evacuate Lobby Area, upstairs public restrooms
- Exit the Building

Help Desk Staff:

- Use Intercom ext. 5045 to guide patrons to exit doors and exit the building
- Call Dispatch ext. 6317 and notify them that the fire alarm has gone off and the building is being evacuated
- Evacuate Adult Area
- Exit the Building

Juvi Desk Staff:

- Evacuate Children's Area
- Exit the building

Lower Level (Basement) staff:

- Evacuate Historical Association, Friends, and downstairs restrooms
- Exit the building

Floating Staff:

- Help desk staff evacuate all areas including Senior Annex/Lower Level Staff/Affiliates
- Exit the Building

ALL STAFF ONCE OUTSIDE

- Meet in front of the Library, keeping patrons and staff away from the front doors or any glass (including windows etc.)
- Check in with Person-in-Charge /supervisor staff member

Evacuation – Belle Haven Branch

Staff on duty:

- Evacuate all the following areas:
 - Main floor
 - Meeting room
 - Restrooms
 - Front office
 - Back office

ALL STAFF ONCE OUTSIDE

- Meet in the designated Assembly Area, keeping patrons and staff away from the front doors or any glass (including windows etc.)
- Check in with Person-in-Charge /supervisor

Bomb Threat

If you receive a bomb threat by telephone:

- Call or have someone nearby call 911
- Notify the Person-in-Charge
- Evacuate the building
- Remain in the designated Assembly Area until you receive further instructions
- Do not return to the building unless permission is given to do so by emergency personnel and the Person-in-Charge
- Provide any information requested by dispatchers and/or emergency personnel
- Follow directions given by dispatchers and/or emergency personnel

If you are informed about a bomb threat:

- Evacuate patrons and staff immediately
- Call the police or have someone call the police by dialing 911. Do not hang up until directed to do so by emergency personnel
- Remain in the designated Assembly Area until you receive further instructions
- Do not return to the building unless permission is given to do so by emergency personnel and the Person-in-Charge
- Provide any information requested by dispatchers and/or emergency personnel
- Follow directions given by dispatchers and/or emergency personnel

Please refer to document on the next page

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information: _____



Homeland Security

Contamination: Chemical, Biological, or Radiological

Biological threats may include the following substances:

- Chemical: Any substance designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors, such as mustard gas, nerve agents, and sarin gas.
- Biological: Any substance involving a disease organism, such as smallpox, botulism toxin, anthrax, and ricin
- Radiological: Any substance designed to release radiation.

For chemical, biological, or radiological contamination:

- Isolate it—don't handle it.
- Evacuate the area or building
- Call the police or have someone call the police by dialing 911. Do not hang up until directed to do so by emergency personnel
- Remain in the designated Assembly Area until you receive further instructions
- Do not return to the building unless permission is given to do so by emergency personnel and the Person-in-Charge
- Provide any information requested by dispatchers and/or emergency personnel
- Follow directions given by dispatchers and/or emergency personnel

Earthquake

DROP – COVER - HOLD ON

- Immediately drop to the ground or floor where you are.
- Take cover under the nearest desk or table.
- Hold on to something sturdy until shaking stops.

Instruct people to move away from windows that may break and furniture or large objects that could fall over. Instruct people to take cover under a table, bench or desk and hold on. Expect that the fire alarm and sprinkler systems may activate.

Make this announcement over loudspeaker:

“THIS IS AN EARTHQUAKE. MOVE AWAY FROM THE WINDOWS AND TAKE SHELTER UNDER A TABLE.”

Following the earthquake, the staff should evacuate the building according to the evacuation procedures.

After the earthquake

- Evacuate the building as described in the Evacuation procedures.
- Go to your Assembly Area
- Once at the Assembly Area, the Person-in-Charge shall take a head count to make sure everyone is out of the building and accounted for. They will then notify emergency responders
- Remain in the designated Assembly Area until you receive further instructions
- Do not return to the building unless permission is given to do so by emergency personnel and the Person-in-Charge
- Provide any information requested by dispatchers and/or emergency personnel
- Follow directions given by dispatchers and/or emergency personnel

Explosion

In the event of an explosion:

1. Evacuate library patrons, staff, volunteers, and all other persons immediately
2. Assist people who need assistance to evacuate
3. Call 911 giving the approximate location of the explosion
4. Indicate if there are any patrons and/or staff in the area of the explosion
5. Remain in the designated Assembly Area until you receive further instructions
6. Do not return to the building unless permission is given to do so by emergency personnel and the Person-in-Charge
7. Provide any information requested by dispatchers and/or emergency personnel
8. Follow directions given by dispatchers and/or emergency personnel

Fire

Fire evacuation procedures

IMPORTANT: Any time you hear the fire alarm, assume it is NOT a test. Evacuate immediately and meet at your designated assembly area.

1. If you notice or cause a fire, pull the nearest fire alarm. Call 911.
2. If there are guests or library patrons in the building, the employee associated with the guest(s) should guide them out.
3. Evacuate the building through the nearest exit
 - a. If there is smoke: Crawl or stay as low to the floor as possible
 - b. If there is smoke: Use a wet cloth, if possible, to cover your nose and mouth.
 - c. Always check doors for heat before opening. Use the back of your hand to feel the upper, lower, and middle parts of closed doors.
 - d. If the door is not hot, brace yourself against it and open slowly.
 - e. If the door is hot, do not open it. Look for another way out.
 - f. If your clothes catch fire, do not run. STOP-DROP-AND-ROLL to put out the fire
4. WALK, DO NOT RUN!
5. Go to your predetermined Evacuation Assembly Area
6. Never go back into a burning building
7. Once at the Assembly Area, the Person-in-Charge should take a head count to make sure everyone is out of the building and accounted for. They will then notify emergency responders
8. Remain in the designated Assembly Area until you receive further instructions
9. Do not return to the building unless permission is given to do so by emergency personnel and the Person-in-Charge
10. Provide any information requested by dispatchers and/or emergency personnel
11. Follow directions given by dispatchers and/or emergency personnel

Fire Extinguisher Use: Remember “PASS”

Pull the pin on the extinguisher handle
Aim low at the base of the fire
Squeeze the handle
Spray from side to side

Fire Alarm Responsibilities and Procedures – Main Library

THE FIRE DEPARTMENT WILL RESPOND TO ALL FIRE ALARMS even if it appears to be a false alarm. TREAT ALL FIRE ALARMS AS IF THEY ARE REAL. Do not re-enter the building until the Fire Department has given the all-clear.

Backend/Materials Handling Staff:

- Evacuate upstairs office area (closed offices can't hear alarm) and staff restroom
- Put up -DO NOT ENTER- sign at back staff entrance door. These signs are located next to the telephone or in the red folder.
- Person-in-Charge (or highest ranking staff if Person-in-Charge is gone) grabs the schedule of staff working that day, checks that Lower Level Staff and Affiliate have heard the alarm and are evacuating the building
- Exit the Building

Accounts Desk Staff:

- Evacuate Lobby Area, upstairs public restrooms
- Exit the Building

Help Desk Staff:

- Use Intercom ext. 5045 to guide patrons to exit doors and exit the building
- Call Dispatch ext. 6317 and notify them that the fire alarm has gone off and the building is being evacuated
- Evacuate Adult Area
- Exit the Building

Juvi Desk Staff:

- Evacuate Children's Area
- Exit the building

Lower Level (Basement) staff:

- Evacuate Historical Association, Friends, and downstairs restrooms
- Exit the building

Floating Staff:

- Evacuate all areas including Senior Annex/Lower Level Staff/Affiliates
- Exit the Building

ALL STAFF ONCE OUTSIDE

- Meet in front of the library, keeping patrons and staff away from the front doors
- Check in with Person-in-Charge /supervising staff member
- Call Dispatch 650-330-6317 to verify Fire Department is enroute
- Wait for all clear from the Fire Department The alarm will be silenced by the Fire Department and reset by Public Works.

Lockdown

Lockdown is a protective action taken when there is an immediate threat to a person or persons inside the building. The purpose of a lockdown is to keep staff and visitors safe.

Staff and visitors are secured in designated rooms throughout the building and are NOT allowed to leave until the situation has been resolved.

Depending on the situation, it may be necessary to modify this procedure.

Procedure:

Person-in-Charge will:

1. Announce over the loudspeaker and go around the building: “Attention: We are in a lockdown situation. Initiate lockdown procedure now. Staff will guide you to the nearest safe room.”
2. Call 911 and inform them that a lockdown procedure is underway and the reason. Do not hang up until directed to do so by emergency personnel.
3. Move to a safe area
4. Await further instructions from emergency personnel

Staff will:

1. Comply immediately with a request to lock down the building.
2. Move staff and visitors to a part of the building where their visibility to a threatening person is minimized (away from door and windows) and where doors can be secured behind them.
3. Listen for danger.

If there is no immediate violence:

- Take a “quick peek” into the hallway; collect anyone from common areas.

If there is violence:

- Lock the room door immediately. Do not open the door for any reason.
- Turn all lights out (including monitors, projectors).
- Help everyone remain calm and caution them to remain COMPLETELY QUIET
- If possible, do not let anyone leave the room

Staff and visitors will remain in safe locations until emergency personnel tells them the situation has been resolved.

Lockout

Lockout refers to securing the building so that no one may enter. The purpose of a lockout is to keep staff and visitors safe.

Generally this means that there is a situation OUTSIDE the library building requiring the library to take extra security measures. Situations such as an explosion outside the building, a hazardous materials leak outside the building, or a violent situation near the library.

Staff and visitors are secured in designated rooms throughout the building and are NOT allowed to leave until the situation has been resolved.

Depending on the situation, it may be necessary to modify this procedure; common sense should prevail.

Procedure:

Person-in-Charge or designee will:

1. Announce around the building: “Attention: We are in a lockout situation. Please stay in the building and wait for further instructions. Staff will guide you to the nearest safe room. Staff closest to Exit doors: please lock them.”
2. Call 911 and inform them that a lockout procedure is underway and the reason. Do not hang up until directed to do so by emergency personnel.
3. Move to a safe area.

Staff will:

1. Comply immediately with the request to lockout the building.
2. Move patrons to a part of the building where their visibility to a threatening person is minimized (away from door and windows) and where doors can be secured behind them.
3. Examples of these locations are:
4. Staff will pull down the window shades.
5. Staff and patrons will remain in safe locations until emergency personnel and the Person-in-Charge tells them the situation has been resolved.

Medical Emergency

Each library is equipped with first aid supplies in a first aid cabinet containing items such as bandages, gauze, cold packs, and antibiotic ointment.

In the event of a medical emergency:

- Provide any first aid assistance that you are capable of/qualified to provide
- Otherwise, do not attempt to treat the injured. This includes giving aspirin or other medication(s).
- Exceptions:
 - CPR-certified staff will perform CPR when indicated and until emergency personnel arrive.
 - AED-certified staff will perform AED when indicated and until emergency personnel arrive.

Call 911

- Provide the 911 dispatcher with any information that he/she requests.
- Follow the dispatcher's directions.
- Do not hang up until directed to do so by the dispatcher.

When in doubt about the nature and/or severity of a medical problem, staff should call 911 immediately.

Staff should clear the area around the injured person(s), keeping onlookers away, and maintaining a clear entrance to the building for emergency personnel.

If needed, or if advised by emergency personnel, staff will evacuate and/or close the library to the public until the medical emergency is resolved.

Sabotage/Vandalism

Sabotage is the destruction of Library property (buildings, materials, books) or other treacherous action intended to obstruct, hinder, or defeat normal operations

Vandalism is the willful or malicious destruction or defacement of public or private property

If you observe willful malicious actions or notice damage that you determine to be sabotage or vandalism:

- Report it immediately to the Person-in-Charge
- If no Person-in-Charge or other authority is available, contact the police.
- Complete the Incident Report within 24 hours
- Include as much information as possible

Suspicious Package or Mail

Signs of a suspicious package:

- No return address
- Misspelled words
- Strange odor
- Restrictive notes
- Poor handwriting
- Stains
- Foreign postage
- Unexpected delivery
- Excessive postage
- Incorrect titles
- Strange sounds

For suspicious packages and letters:

If you are unable to verify mail contents with the addressee or sender:

- Do not open it.
- Treat it as suspect.
- Isolate it—don't handle it.
- Ensure that all persons who have touched it wash their hands with soap and water
- Notify the Person-in-Charge immediately
- Call the police department by dialing 911.

What should you do if you receive a suspicious substance by mail?

- Isolate the damaged or suspicious mail piece or package
- Cordon off the immediate area.
- Notify the Person-in-Charge immediately
- Call the police department by dialing 911 if not already done.
- Follow all emergency responder instructions.
- List all persons who have touched the mail piece. Include contact information and have this information available for the authorities.

Unruly Persons; Unauthorized Behaviors

Important:

Under no circumstances should staff engage unruly persons in arguments or aggressive speech. Never become involved in a physical altercation. De-escalate or move away from any volatile or potentially violent situation and call the police.

Always remain calm and keep your composure. Don't engage in back-and-forth arguments. Never get personal. Never comment on a person's background, or life circumstances, or housing status, or physical appearance, or anything else that is not directly relevant to the specific unauthorized behavior.

Be clear and specific about the library facility use/ behavior policies. Stay focused. Show kindness and respect. Speak slowly and in a measured tone, no matter how loud or confrontational the unruly person becomes. Prioritize your personal safety and the safety of others.

What to do

1. Do not hesitate to call the police if you observe any unsafe, threatening, or criminal behavior
2. Inform the Person-in-Charge or another employee of the unauthorized behavior
3. When interacting with persons who are engaged in unauthorized behaviors, remain courteous, respectful and professional at all times
4. Advise the unruly person of the behavior policy, and ask them to cease the unauthorized behavior immediately
5. Show understanding and compassion when appropriate, but remain clear and firm that the unauthorized behavior must cease
6. If the unruly person continues to violate the behavior policy, move away from the unruly person and contact the Person-in-Charge
7. Complete an incident report at the earliest opportunity

If an unruly person becomes abusive, or is getting/acting violent:

- De-escalate and disengage from the situation
- Never attempt to apprehend or subdue an unruly person yourself
- Call the police (911) immediately
- Prioritize your safety and the safety of others
- Complete an incident report at the earliest opportunity

Workplace Violence; Active Shooter

Workplace Violence

- Avoid or discretely remove yourself from the area where the confrontation is occurring.
- Call 911 when it is safe to do so.
- Report the incident to the Person-in-Charge

Active Shooter

Profile: An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Characteristics of an active shooter situation:

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation

Coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

In the event of an active shooter situation, one of the following actions is recommended:

1. EVACUATE (RUN)
 - a. Have an escape route and plan in mind
 - b. Leave your belongings behind
 - c. Keep your hands visible
2. HIDE OUT (HIDE)
 - a. Hide in an area out of the shooter's view
 - b. Block entry to your hiding place and lock the doors
 - c. Silence your cell phone
3. TAKE ACTION (FIGHT)
 - a. As a last resort and only when your life is in imminent danger
 - b. Attempt to incapacitate the shooter
 - c. Act with physical aggression and throw items at the shooter

Call 911 when it is safe to do so. After the threat has passed, let your supervisor know that you are OK.

How to respond when emergency responders arrive:

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not interfere with emergency responders

Information you should provide to emergency responders:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location
- Your name and other identifying information
- Any other information that emergency responders may ask about the shooter, the building, events before during and after the incident, etc.

HOW TO RESPOND TO AN ACTIVE SHOOTER INCIDENT

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. VISITORS, CUSTOMERS AND CLIENTS ARE MOST LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. EVACUATE—~~RUN~~/AVOID

- HAVE AN ESCAPE ROUTE AND PLAN IN MIND
- LEAVE YOUR BELONGINGS BEHIND
- IF AT ALL POSSIBLE, QUICKLY EXIT THE BUILDING FLEEING AWAY FROM THE THREAT
- KEEP YOUR HANDS VISIBLE

2. HIDE OUT—~~HIDE~~/DENY

- IF ESCAPE IS NOT POSSIBLE, HIDE IN AN AREA OUT OF VIEW OF THE ACTIVE SHOOTER
- BLOCK/BARRICADE ALL ACCESS POINTS TO YOUR HIDING PLACE
- TURN OFF ALL LIGHTS, CLOSE ALL BLINDS, COVER ALL WINDOWS AND SILENCE CELLULAR PHONES
- DO NOT OPEN THE DOOR TO ANYONE UNLESS YOU ARE SURE IT IS LAW ENFORCEMENT

3. TAKE ACTION—~~FIGHT~~/DEFEND

- AS A LAST RESORT, AND ONLY WHEN YOUR LIFE IS IN IMMINENT DANGER
- ATTEMPT TO INCAPACITATE THE ACTIVE SHOOTER
- ACT SWIFTLY AND WITH PHYSICAL AGGRESSION USING ANY IMPROVISED WEAPONS (IE FIRE EXTINGUISHERS, CHAIRS, ETC) AT YOUR DISPOSAL
- RESTRAIN SHOOTER WITH WHAT IS AVAILABLE (BELTS, ROPES, BODY WEIGHT, ETC) UNTIL LAW ENFORCEMENT ARRIVES
- WHEN INCAPACITATED, REMOVE AND SECURE SHOOTER'S WEAPONS (PLACE THEM IN TRASHCAN, CLOSET, ETC)

**CALL 9-1-1
WHEN IT IS SAFE TO DO SO**

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

1. HOW SHOULD YOU REACT WHEN LAW ENFORCEMENT ARRIVES:

- REMAIN CALM AND FOLLOW OFFICERS' INSTRUCTIONS
- IMMEDIATELY OPEN AND RAISE HANDS, ALWAYS KEEPING THEM VISIBLE
- AVOID MAKING QUICK MOVEMENTS TOWARDS OFFICERS
- DO NOT GRAB A HOLD OF OFFICERS
- DO NOT STOP TO ASK OFFICERS FOR HELP OR DIRECTION WHEN EVACUATING
- FOLLOW OFFICERS' COMMANDS AND PROCEED IN THE DIRECTION FROM WHICH THEY ARE ENTERING

2. INFORMATION YOU SHOULD PROVIDE LAW ENFORCEMENT OR 9-1-1 OPERATORS:

- LOCATION OF ACTIVE SHOOTER
- NUMBERS OF SHOOTERS, IF MORE THAN ONE
- NAME OF SHOOTER(S) IF KNOWN
- PHYSICAL DESCRIPTION OF SHOOTER(S)
- NUMBER AND TYPE OF WEAPONS POSSESSED BY SHOOTER(S)
- NUMBER AND LOCATION OF VICTIMS
- NUMBER AND LOCATION OF ANY OBSERVED IMPROVISED EXPLOSIVE DEVICES (IEDs)

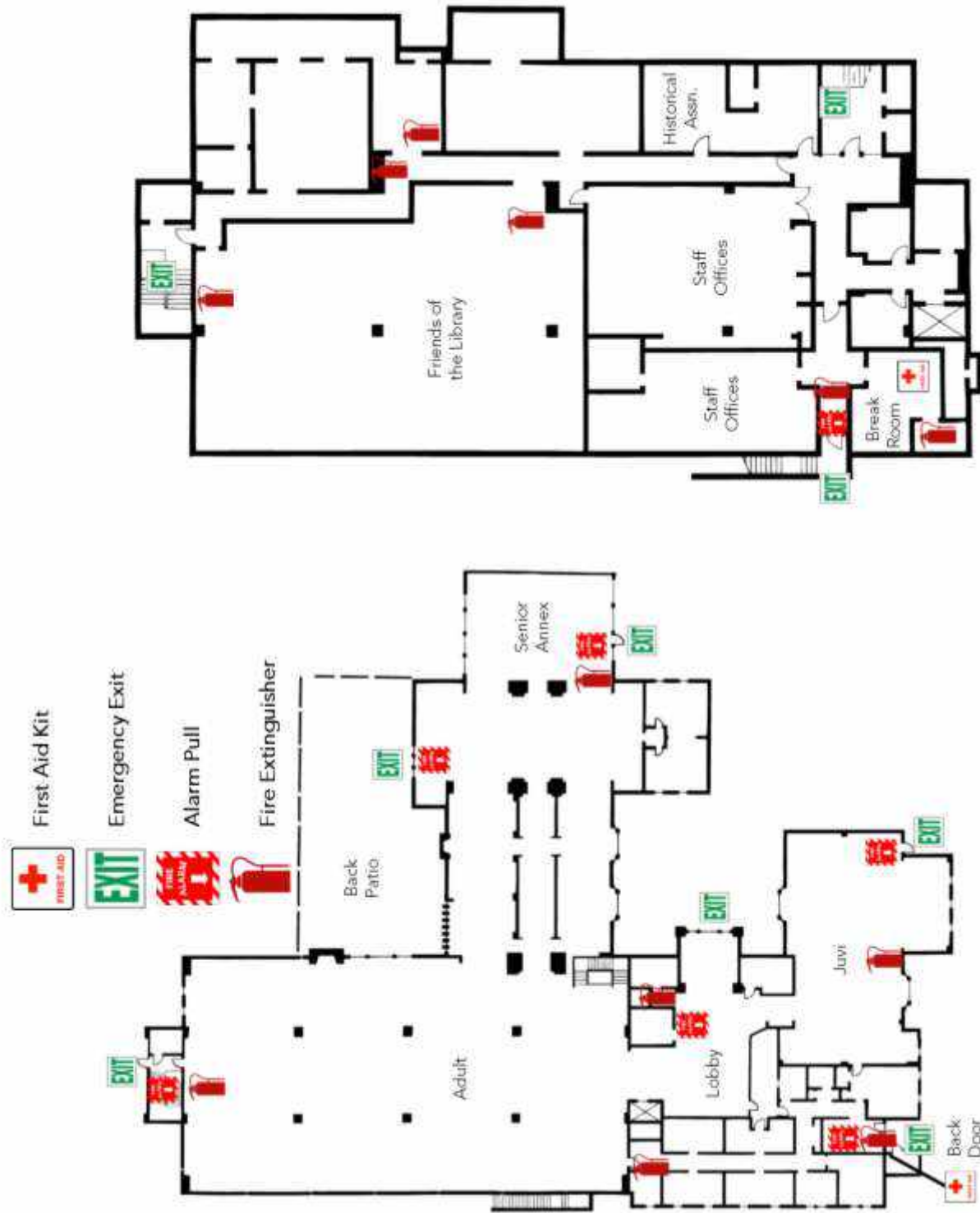
RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

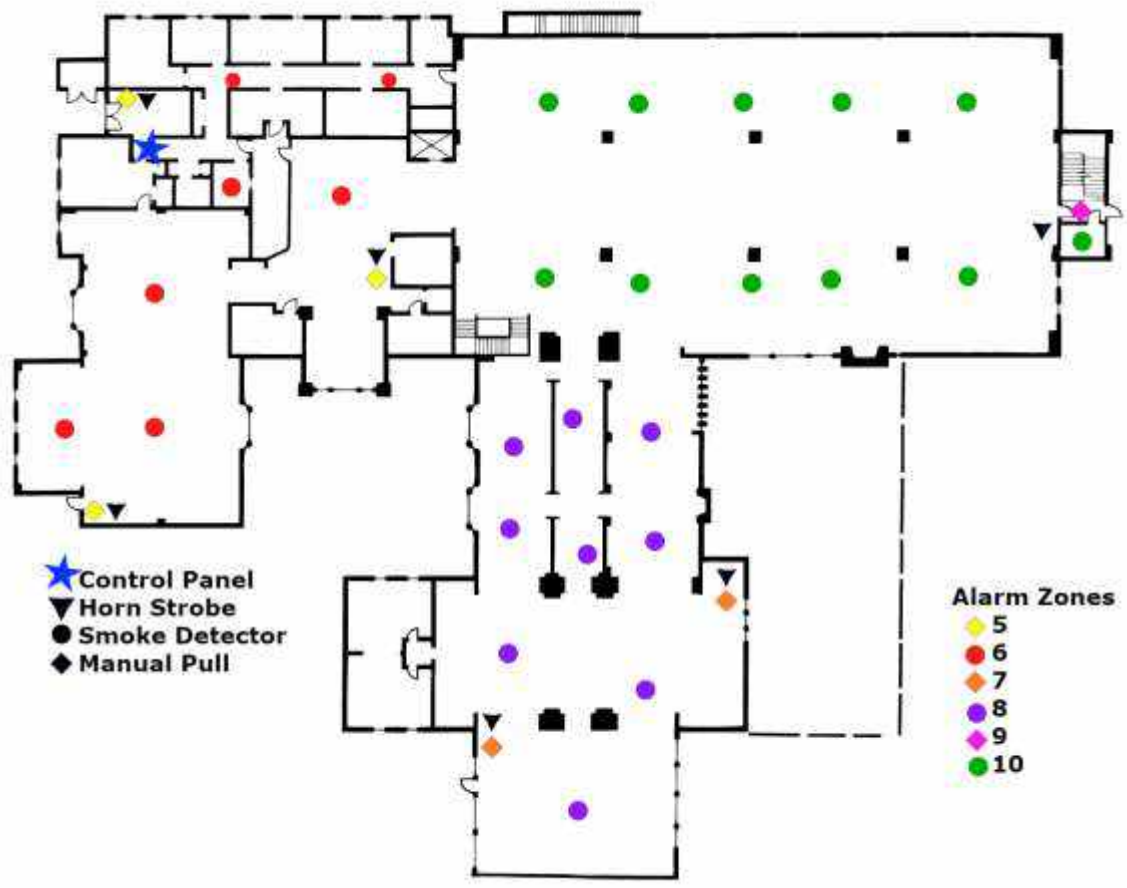
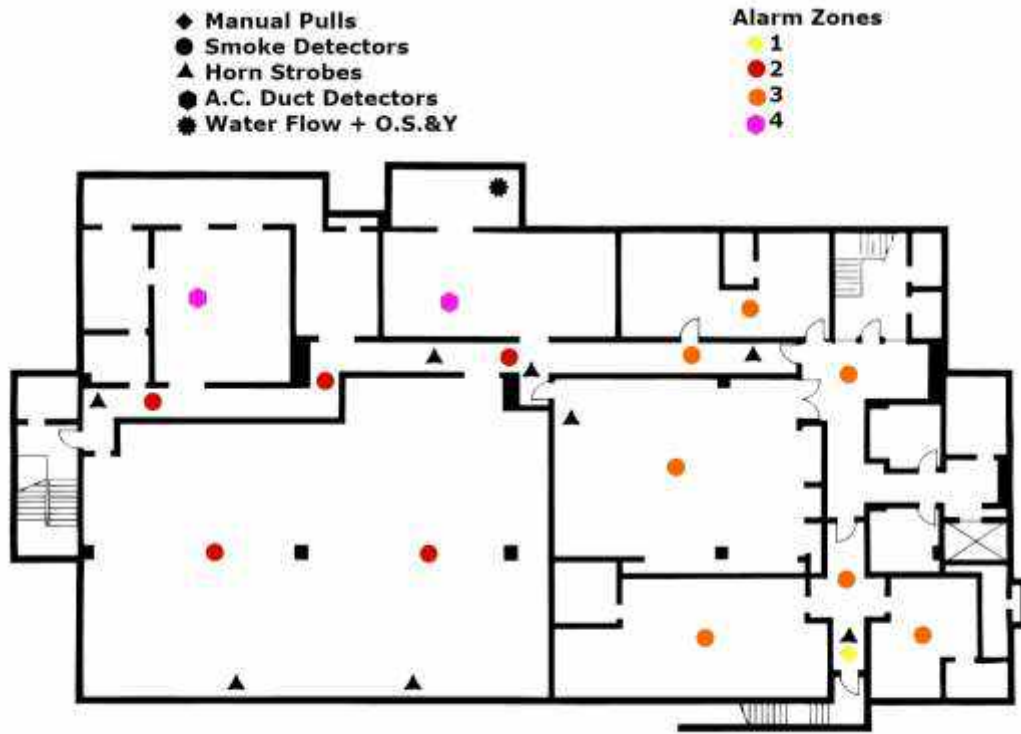
AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- INCREASED USE OF ALCOHOL AND/OR DRUGS
- ACTING DEPRESSED, WITHDRAWN AND/OR ANGRY
- COMPLAINTS FROM OTHER EMPLOYEES ABOUT A COWORKER'S UNUSUAL BEHAVIOR
- INCREASED AND SEVERE MOOD SWINGS, NOTICEABLY UNSTABLE OR EMOTIONAL RESPONSES TO STANDARD QUESTIONS
- SUSPICIOUS/DISTURBING SOCIAL MEDIA POSTINGS
- INCREASINGLY TALKS OF PROBLEMS AT HOME
- INCREASE IN UNSOLICITED COMMENTS ABOUT VIOLENCE, FIREARMS AND OTHER DANGEROUS WEAPONS AND/OR VIOLENT CRIMES
- FASCINATION WITH PRIOR ACTIVE SHOOTER EVENTS



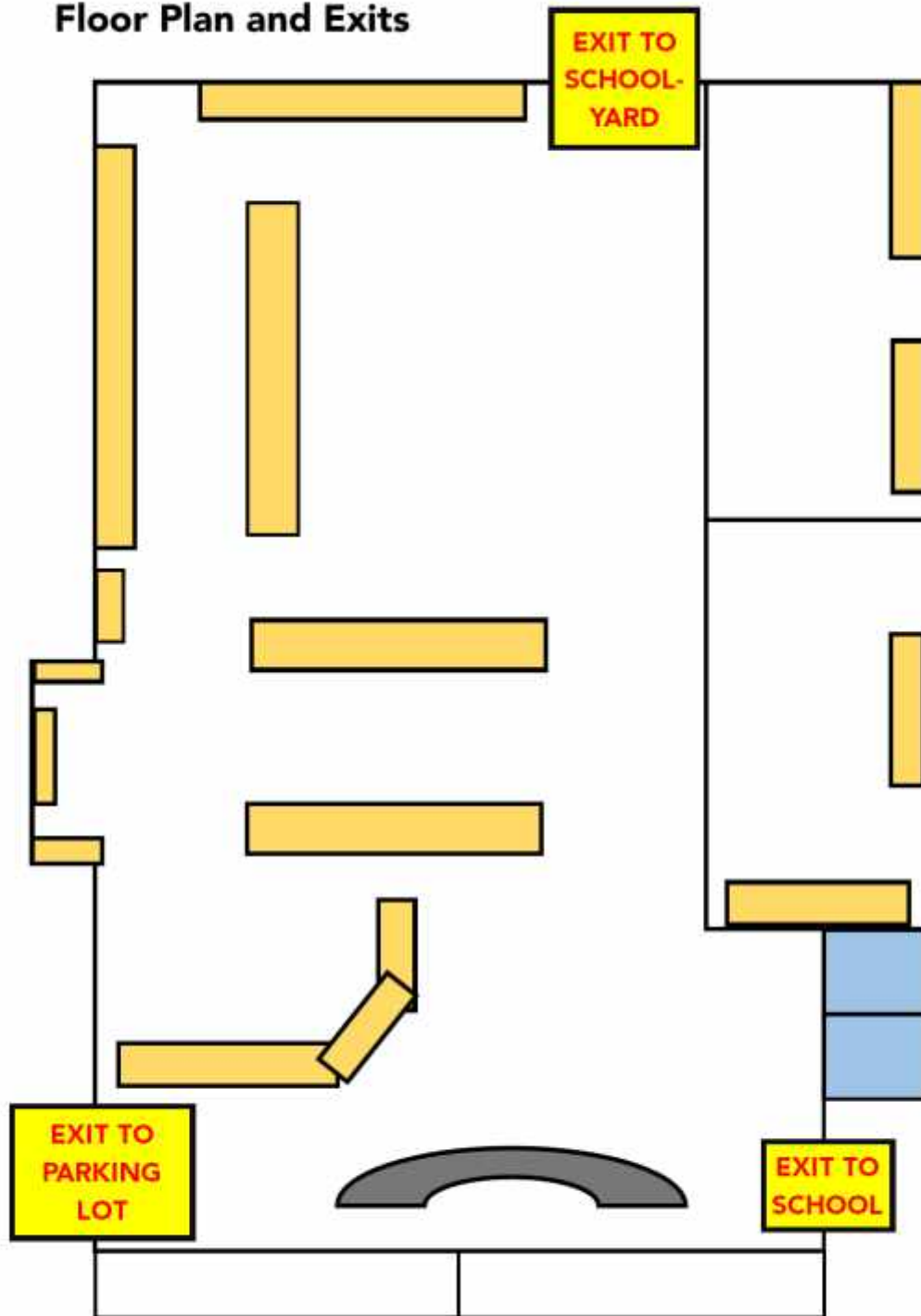
Emergency Maps – Main Library





Emergency Maps – Belle Haven Branch

**Belle Haven Branch Library
Floor Plan and Exits**



Belle Haven Plaza





SPECIAL MEETING MINUTES – DRAFT

Date: 1/24/2022

Time: 6:30 p.m.

Location: Zoom

A. Call To Order

Chair Erhart called the meeting to order at 6:32 p.m.

B. Roll Call

Present: Cohen, Erhart, Hadrovic, Leep (arrived 6:46), Singh, Velagapudi

Absent: Lee

Staff: Library and Community Services Director Sean Reinhart, Assistant Library Services Director Szegda

C. Regular Business

- C1. Approve minutes from the November 11, 2021 joint special meeting with the Parks and Recreation Commission

ACTION: Motion and second (Hadrovic/ Velagapudi), to approve minutes from the November 11, 2021 Special Joint meeting of the Library Commission and the Parks and Recreation Commission, passed 5-0 (Lee and Leep absent).

- C2. Six month service reactivation review (Staff report LC-22-001)

Assistant Director Szegda introduced the item.

NO ACTION TAKEN

- C3. Cancel the February 21, 2022 regular meeting of the Library Commission and schedule a special meeting of the Library Commission for February 28, 2022

ACTION: Motion and second (Velagapudi/ Singh), to cancel the February 21, 2022 regular meeting of the Library Commission and schedule a special meeting of the Library Commission for February 28, 2022, passed 6-0 (Lee absent).

D. Informational Items

- D1. Department updates

Director Reinhart provided department updates.

The Commission requested the City Council staff report related to the Ravenswood City School District memorandum of understanding (MOU) renewal be added to a future agenda.

D2. Library Commission tentative agenda calendar

ACTION: By acclamation, the following items were added to the Library Commission's agenda calendar:

- May – selection of Commission Chair and Vice Chair
- September – present Commission work plan to City Council
- Unscheduled future items
 - Joint meeting with the Parks and Recreation Commission – Menlo Park Community Center (MPCC) project (April or September)
 - Commission dinner

E. Commissioner Reports

Commissioner Hadrovic reported on the recent activities of the Menlo Park Historical Association and encouraged Commissioners to become members and on the Menlo Park Library Foundation member recruitment.

F. Adjournment

Chair Erhart adjourned the meeting at 7:29 p.m.

Nick Szegda, Assistant Library Services Director



STAFF REPORT

Library Commission

Meeting Date:

2/28/2022

Staff Report Number:

LC-22-003

Regular Business:

Library Collection Development Policy

Recommendation

That the Commission review the updated Library Collection Development Policy (Attachment A) and recommend it for implementation.

Policy Issues

As a duly appointed advisory body to the City Council, the Library Commission is charged with reviewing and recommending library policies and guidelines.

Background

Library staff and the Commission in 2018 began the process of reviewing and updating the library's public policies. The Library Collection Development Policy is the current focus of review and was last updated and brought before the Commission on May 20, 2019¹.

A draft of the proposed Library Collection Development Policy is included with this report as Attachment A. For comparison, the current Library Collection Development Policy is included as Attachment B.

Analysis

It is the goal of the Library to provide a high quality collection of books and other materials, in a variety of formats, for all ages, that is responsive to the needs and interests of the community. The Menlo Park community is made up of individuals with a wide range of backgrounds, tastes, interests, and attitudes, and the collection must reflect that diversity. The purpose of the Library Collection Development Policy is to guide librarians and to inform the public about the principles upon which selection and retention decisions about library materials are made. The policy describes the guiding principles for:

- Selecting materials
- Evaluating the collection
- Assessing donated materials and materials that are suggested for purchase
- Removing outdated, worn, or superseded materials
- Reviewing requests for reconsideration

¹ https://www.menlopark.org/DocumentCenter/View/21586/Staff-report_LC_2019_05_20-Collection-Development-Policy-Update

Impact on City Resources

There is no impact on City resources associated with this policy.

Environmental Review

This policy is not a project within the meaning of the California Environmental Quality Act (CEQA Guidelines §§ 15378 and 15061(b)(3)) as it will not result in any direct or indirect physical change in the environment. The construction project will be subject to environmental review.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Draft Revised Policy – February 2022
- B. Current Policy – May 2019

Report prepared by:

Nick Szegda, Assistant Director of Library Services

Reviewed by:

Sean Reinhart, Director of Library and Community Services

LIBRARY COLLECTION DEVELOPMENT POLICY

Library and Community Services
800 Alma St., Menlo Park, CA 94025
tel 650-330-2501



Purpose and Goals

The mission of the Menlo Park Library (Library) is to be the city’s focal point for information, learning, and culture and to enrich lives through collections, programs, and expertise of the Library. In order to enact this mission, the Library acquires and makes available materials which inform, educate, entertain and enrich persons as individuals and as members of society. As no library can possibly acquire all print and non-print materials, every library must of necessity employ a policy of selectivity in acquisitions. It is the goal of the Library to provide a high quality collection of books and other materials, in a variety of formats, for all ages, that is responsive to the needs and interests of the community it serves. The Menlo Park community is made up of people with a wide range of backgrounds, tastes, interests, and attitudes, and the collection must reflect the diversity therein. The purpose of this policy is to guide librarians and to inform the public about the principles upon which selection and retention decisions are made.

Freedom of Access

To support an informed public, the collections shall represent diverse points of view, and may include materials that some members of the public consider to be controversial in nature. The Library will provide free and equitable access to library collections to all users, despite individual or group prejudice or offence about a particular item or type of material. The Library neither approves nor disapproves of the views expressed in materials included in the collection. The inclusion of an item is not to be considered an endorsement, official or otherwise, by the Library. The Menlo Park Library adheres to and supports the American Library Association’s Library Bill of Rights and Freedom to Read statement (see Appendix A) as official library policy. Our librarians are obliged to oppose the efforts of anyone to abridge the public’s right to read. The Library staff believes that the right to read is an important part of the intellectual freedom that is basic to democracy. Children are not limited to the children’s collection, although this collection is located in a separate part of the library to facilitate use. Parents or guardians are responsible for a child’s reading and library use – this is not the Library’s responsibility.

The Library’s Collection

Menlo Park Library’s primary service area is the incorporated City of Menlo Park. The Library operates two physical locations in Menlo Park: the Main Library (Main) and the Belle Haven Branch (Branch) . The Library provides public access to physical books and periodicals; audiovisual media in various formats; electronic resources including e-books, research databases, and streaming content; and other items of interest to Menlo Park residents including but not limited to vegetable and flower seeds, athletic equipment, portable computers, and other items as need and interest may arise.

At any given time, a significant portion of the Library’s collection is in circulation, i.e. checked out to individual borrowers, including to borrowers who reside in other cities and who have requested Library materials through the Peninsula Library System interlibrary loan and delivery consortium in which the City of Menlo Park currently is a member. When not in circulation to borrowers, the majority of the items in the Library’s physical collection are housed at Main, it being the larger central facility of the two locations. The Main collection is tailored to and prioritizes the interests and needs of City of Menlo Park residents. The Branch’s physical collection is smaller and prioritizes the needs and interests of the immediate neighborhood in which the Branch is located. The Library collections are consistently and timely maintained to these standards to the greatest extent feasible within the available resources.

Interlibrary loan and delivery

The Library is a participant in interlibrary loan and delivery agreements, including the Peninsula Library System (PLS) and LINK+. PLS is a consortium of city, county, and community college libraries in San Mateo County in which patrons of the member libraries can search a centralized catalog of member library holdings, borrow from and return books to any library in the system. LINK+ is a consortium of public and academic libraries in California and Nevada whose members loan one another available items from their collections.

Selection

“Selection” refers to the act of identifying and evaluating specific items for addition to the Library’s collection. Selectors are responsible for choosing titles which fit in with the evaluation criteria in this plan, and help the Library fulfill its mission. Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, and a recognition of the needs of the community. Staff members selecting library materials are assisted by reviews from reputable sources, authoritative discussions of the subject, popular demand, requests of library patrons, and circulation statistics and trends. The Library selects resources based upon the principle of open access to materials for all; materials are not excluded due to frank or controversial content. Decisions are made solely on the merits of the work in relation to the building of the collection.

Evaluation of Criteria

All materials, whether purchased or donated, are considered in terms of the following criteria, which are applied as appropriate across all subjects, languages, material types, and formats:

- Accuracy of information and depth of content
- Quality, including accuracy, clarity, originality of thought, literary merit or artistic excellence
- Reviews in professional or popular media
- Popular interest and community demand
- Cost and availability
- Suitability of physical format and durability for heavy library use
- Skill, competence, and purpose of the author
- Relationship to materials in other area libraries
- The work’s presence in standard bibliographies or indexes
- Contemporary significance or permanent value
- Ability to meet the needs of the community; appropriateness to interests and skills of intended audience
- Relation to existing collections and other material on the subject
- Material’s contribution to a diversity of viewpoints and cultural perspectives
- Items with local emphasis or significance

The Library collects a range of general-interest materials. Owing to budgetary and space constraints, the Library is unable to maintain a collection used for academic research or the pursuit of highly specialized and professional interests. The Library’s collection is non-archival, but does contain City of Menlo Park documents that are required by law to be on display to the public for specific periods of time. Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. For any given work, the determination of which format(s) is acquired is based --in part--on factors such as the work’s intended audience and its intended purpose. When all other factors are equal, ease of access by and broadness of appeal to the public should be the primary consideration in choosing formats. New formats shall be considered for the circulating collection when a significant portion of the community population has the necessary technology to make use of the format. User demand, cost per item, ease of use, equipment requirements, storage requirements, staff requirements for processing, maintenance, and training, and availability of items in the format are also factors that are considered in the adoption of a new format.

The library does not purchase the following materials:

- Costly books of little demand
- Textbooks (unless they are of general interest and the best in the subject field)
- Family genealogies
- Books that are not professionally bound
- Books that are self-published
- Highly obscure or specialized works
- Rare books
- Items that require original cataloging

- Vanity press publications
- Obsolete formats such as cassettes, vinyl records, and VHS tapes

Staff will also consider items in terms of their ability to provide balance to the collection and their availability via LINK+ and intersystem loans from other PLS libraries. The library recognizes the importance of acquiring materials in formats that can be utilized by City of Menlo Park residents with disabilities. The Library will seek to match community demand with the existing collections of such materials. Multiple copies of items may be purchased in response to user demand as evidenced by number of holds, anticipated popularity, and repeated requests. The Library will only add items to its collection that conform to U.S. Laws (e.g. copyright, trade laws). Generally, the library is limited to selecting works that are currently in print and available through customary domestic trade suppliers.

Purchase Suggestions

Purchase suggestions from library users are always welcome and all suggestions are given serious consideration. Suggestions are subject to the same selection criteria as other materials, and are not automatically added to the collection. If the title is acquired, the library card holder will be given the first opportunity to borrow the item. Review or solicitation copies submitted for consideration as potential acquisitions are accepted under the same terms as those for donated items.

Donations

Gifts of books and other library materials in good condition are accepted by the Library and evaluated for inclusion in the collection using the same criteria that are used for materials acquired by purchase. Gifts which do not meet the Library's evaluation criteria and policies may be refused. Donated books that are not added to the Library's circulating collection may be given to Friends of Menlo Park Library, an independent nonprofit charitable organization, for their fundraising book sales or, alternatively, the books may be given away. The Library is under no obligation to add a donated item to the collection nor to notify the donor of the disposition of that item. Donors cannot impose conditions relating to any gift either before or after the Library accepts the gift. Donation receipt forms are available upon request at the time of donation and are completed by donors. Values are assigned by donors, not by library staff. Donations to the library may be eligible for tax donations; check with your tax advisor.

Monetary Donations

The Library may accept monetary donations, lifetime gifts and bequests. All such offers will be subject to review by the Library Director or their designee before they can be accepted, and offers may be referred instead to the Library's partner charitable nonprofit organizations, e.g. Friends of Menlo Park Library and/or Menlo Park Library Foundation. While the Library welcomes gifts designating funds for specific audiences or types of materials in the collection, the designation of funds for specific titles may not be accommodated if such titles are inconsistent with the Library's selection criteria.

Collection Maintenance

The Library's collections are regularly evaluated to ensure that the materials they contain remain current and in good condition, and that they continue to reflect the interests and needs of the Library's patrons. Collection maintenance is undertaken with as much care and consistency as the initial selection of materials. Maintenance is critical to keeping the collections current, attractive, responsive, diverse, and useful to the needs of the community. In the pursuit of maintaining an up-to-date, useful collection, statistical tools such as circulation reports, collection turnover rates, and hold fill rates are studied to determine how the collection is being used and how it should change to answer patron need. Periodic visual inspections of the collections themselves also help selectors determine how and to what extent individual items and categories of works are being used and which materials are candidates for withdrawal, minimal repair, or replacement.

Withdrawing Materials

Material withdrawal is an important part of collection development. Systematic deselection is required to keep the collection responsive to patron needs, to ensure its vitality and usefulness to the community, and to make room for newer materials or newer formats. Items are withdrawn from the collection with the

same degree of attention as initial selection. Withdrawal of library materials is vested in the Library Director who authorizes qualified staff to perform this process. Librarians must use their professional judgement when determining which items to deselect. The staff will evaluate the library's collection for discarding of materials that are one or more of the following:

1. Obsolete: outdated, factually inaccurate, or misleading, or superseded by new information
2. In poor physical condition: worn, damaged, or lost
3. No longer relevant to the needs and interests of the community: not in high demand, low circulation frequency

Other factors influencing the withdrawal of an item may include space limitations, altered scope of the collection, ease of access to materials through PLS or LINK+, and holding a higher number of copies of a particular item than are necessary. Withdrawn items may be offered to the Friends of the Library for resale, given away or donated, or recycled.

Repurchasing Materials

Materials that have been lost or damaged may be replaced using the same criteria as for initial selection. Replacement of lost, stolen, or withdrawn materials is not automatic. The decision to replace is influenced by:

- The number of copies the Library owns
- The availability of newer materials on the subject
- Existence of adequate coverage of the subject
- Item circulation numbers
- Popular demand for the title
- Availability of space
- Cost and availability of replacement copy
- If the item is a core collection title, or significant in its subject area

Requests for Reconsideration

The Library welcomes expression of opinion about its collection. Residents of the City of Menlo Park may raise an objection to a book or other materials in the library by submitting a Request for Reconsideration form with a written explanation of their objections, citing specifics from the material in question. These requests are forwarded to the selection librarians, who evaluate the recommendation and decide upon the actions to be taken, in relation to the library's mission statement and the selection criteria of this collection development policy. After evaluation, a response will be made by the Library Director within 30 days of receiving the formal objection.

Review

This collection development policy will periodically be evaluated and revised as times and circumstances require. Comments and suggestions from the public or library staff should be submitted to the Library Commission for consideration. This collection development policy will be reviewed no less often than once every five years.

Appendix A: American Library Association Documentation

Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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

The Freedom to Read

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A Joint Statement by:

American Library Association
Association of American Publishers

COLLECTION DEVELOPMENT POLICY

Library Community Services
700 Alma St., Menlo Park, CA 94025
tel 650-330-2200



Purpose and Goals

The mission of the Menlo Park Library is to be the city’s focal point for information, learning, and culture and to enrich lives through collections, programs, and expertise of the Library. In order to enact this mission, the Library acquires and makes available materials which inform, educate, entertain and enrich persons as individuals and as members of society. As no library can possibly acquire all print and non-print materials, every library must of necessity employ a policy of selectivity in acquisitions. It is the goal of the Library to provide a high quality collection of books and other materials, in a variety of formats, for all ages, that is responsive to the needs and interests of the community it serves. The Menlo Park community is made up of people with a wide range of backgrounds, tastes, interests, and attitudes, and the collection must reflect the diversity therein. The purpose of this policy is to guide librarians and to inform the public about the principles upon which selection and retention decisions are made.

Freedom of Access

To support an informed public, the collections shall represent diverse points of view, and may include materials that some members of the public consider to be controversial in nature. The Library will provide free and equitable access to library collections to all users, despite individual or group prejudice or offence about a particular item or type of material. The Library neither approves nor disapproves of the views expressed in materials included in the collection. The inclusion of an item is not to be considered an endorsement, official or otherwise, by the Library. The Menlo Park Library adheres to and supports the American Library Association’s Library Bill of Rights and Freedom to Read statement (see Appendix A) as official library policy. Our librarians are obliged to oppose the efforts of anyone to abridge the public’s right to read. The Library staff believes that the right to read is an important part of the intellectual freedom that is basic to democracy. Children are not limited to the children’s collection, although this collection is located in a separate part of the library to facilitate use. Parents or guardians are responsible for a child’s reading and library use – this is not the Library’s responsibility.

The Library’s Collection

The Menlo Park Library’s primary service area is the City of Menlo Park and the surrounding unincorporated areas of the County of San Mateo. There are two physical locations for Menlo Park Library: the Main Library (located at 800 Alma St.) and the Belle Haven Branch Library (located at 413 Ivy Dr.). The majority of the collection resides at the Main Library. The branch collection can and should be tailored to reflect the needs and interests of the local community. If at any time the branch collection falls short of this goal, staff will develop and implement plans to timely address identified collection shortcomings to the greatest extent feasible within the available resources. The Library provides print collections in the form of circulating fiction and nonfiction books, large-print books, reference books, and periodicals; non-print collections comprised of CDs, DVDs, and audiobooks; and an electronic-resource collection in the form of databases, e-books, e-audiobooks, e-magazines, streaming video, and various other services made available online.

Resource-Sharing

Budget and space limitations preclude the Library from duplicating the specialized and comprehensive collections that exist elsewhere in the broader Bay Area. Instead, the Library offers its patrons access to a greatly expanded collection via the interlibrary services of the Peninsula Library System (PLS) and LINK+. PLS is a consortium of 35 city, county, and community college libraries in San Mateo County that allows patrons of the member libraries to search a joint catalog of member library holdings, borrow and return books at any library in the system, and use other joint library services. LINK+ is a consortium of public and academic libraries in California and Nevada whose members loan one another available items from their collections.

Selection

“Selection” refers to the act of identifying and evaluating specific items for addition to the Library’s collection. Selectors are responsible for choosing titles which fit in with the evaluation criteria in this plan, and help the Library fulfill its mission. Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, and a recognition of the needs of the community. Staff members selecting library materials are assisted by reviews from reputable sources, authoritative discussions of the subject, popular demand, requests of library patrons, and circulation statistics and trends. The Library selects resources based upon the principle of open access to materials for all; materials are not excluded due to frank or controversial content. Decisions are made solely on the merits of the work in relation to the building of the collection.

Evaluation of Criteria

All materials, whether purchased or donated, are considered in terms of the following criteria, which are applied as appropriate across all subjects, languages, material types, and formats:

- Accuracy of information and depth of content
- Quality, including accuracy, clarity, originality of thought, literary merit or artistic excellence
- Reviews in professional or popular media
- Popular interest and community demand
- Cost and availability
- Suitability of physical format and durability for heavy library use
- Skill, competence, and purpose of the author
- Relationship to materials in other area libraries
- The work's presence in standard bibliographies or indexes
- Contemporary significance or permanent value
- Ability to meet the needs of the community; appropriateness to interests and skills of intended audience
- Relation to existing collections and other material on the subject
- Material's contribution to a diversity of viewpoints and cultural perspectives
- Items with local emphasis or significance

The Library collects a range of general-interest materials. Owing to budgetary and space constraints, the Library is unable to maintain a collection used for academic research or the pursuit of highly specialized and professional interests. The Menlo Park Library's collection is non-archival, but does contain City of Menlo Park documents that are required by law to be on display to the public for specific periods of time. Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. For any given work, the determination of which format(s) is acquired is based --in part-- on factors such as the work's intended audience and its intended purpose. When all other factors are equal, ease of access by and broadness of appeal to the public should be the primary consideration in choosing formats. New formats shall be considered for the circulating collection when a significant portion of the community population has the necessary technology to make use of the format. User demand, cost per item, ease of use, equipment requirements, storage requirements, staff requirements for processing, maintenance, and training, and availability of items in the format are also factors that are considered in the adoption of a new format.

The library does not purchase the following materials:

- Costly books of little demand
- Textbooks (unless they are of general interest and the best in the subject field)
- Family genealogies
- Books that are not professionally bound
- Books that are self-published
- Highly obscure or specialized works
- Rare books
- Items that require original cataloging
- Vanity press publications
- Obsolete formats such as cassettes, vinyl records, and VHS tapes

Staff will also consider items in terms of their ability to provide balance to the collection and their availability via LINK+ and intersystem loans from other PLS libraries. The library recognizes the importance of acquiring materials in formats that can be utilized by Menlo Park residents with disabilities. The Library will seek to match community demand with the existing collections of such materials. Multiple copies of items may be purchased in response to user demand as evidenced by number of holds, anticipated popularity, and repeated requests. Menlo Park Library will only add items to its collection that conform to U.S. Laws (e.g. copyright, trade laws). Generally, the library is limited to selecting works that are currently in print and available through customary domestic trade suppliers.

Purchase Suggestions

Purchase suggestions from library users are always welcome and given serious consideration. Suggestions are subject to the same selection criteria as other materials, and are not automatically added to the collection. If you want to suggest a title that the Library does not have, you may do so using the online format http://www.plsinfo.org/suggested_purchaseor by using a paper suggestion form available at the Library. Library card holders who include contact information will have the requested item held for them, and if the suggestion is not selected for purchase, the patron will be informed as such. Review or solicitation copies submitted for consideration as potential acquisitions are accepted under the same terms as those for donated items.

Donations

Gifts of books and other library materials in good condition are accepted by the Library and evaluated for inclusion in the collection using the same criteria that are used for materials acquired by purchase. Gifts which do not meet the Library's evaluation criteria and policies may be refused. Donated books that are not added to the Library's circulating collection may be given to the Friends of the Library for their annual sale or, alternatively, the books may be given away. The Library is under no obligation to add a donated item to the collection or to notify the donor of the disposition of that item. Donors cannot impose conditions relating to any gift either before or after the Library accepts the gift. Donation-receipt forms are

available upon request at the time of donation and are completed by donors. Values are assigned by donors, not by library staff. Donations to the library may be eligible for tax donations; check with your tax advisor.

Items that the Library Accepts in Donation (must be in good condition)

- Hardback, Paperback, and spiral-bound books
- DVDs
- Music CDs
- Maps
- Puzzles and games
- Eyeglasses (will be given to the Lions Club)

Monetary Donations

The Library accepts tax-deductible monetary donations, lifetime gifts and bequests. While the Library welcomes gifts designating funds for specific audiences or types of materials in the collection, the designation of funds for specific titles may not be accommodated if such titles are inconsistent with the Library's selection criteria. More information on donations is available on the Friends of the Menlo Park Library website (for materials donations) and the Menlo Park Library Foundation website (for monetary donations).

Collection Maintenance

The Library's collections are regularly evaluated to ensure that the materials they contain remain current and in good condition, and that they continue to reflect the interests and needs of the Library's patrons. Collection maintenance is undertaken with as much care and consistency as the initial selection of materials. Maintenance is critical to keeping the collections current, attractive, responsive, diverse, and useful to the needs of the community. In the pursuit of maintaining an up-to-date, useful collection, statistical tools such as circulation reports, collection turnover rates, and hold fill rates are studied to determine how the collection is being used and how it should change to answer patron need. Periodic visual inspections of the collections themselves also help selectors determine how and to what extent individual items and categories of works are being used and which materials are candidates for withdrawal, minimal repair, or replacement.

Withdrawing Materials

Material withdrawal is an important part of collection development. Systematic deselection is required to keep the collection responsive to patron needs, to ensure its vitality and usefulness to the community, and to make room for newer materials or newer formats. Items are withdrawn from the collection with the same degree of attention as initial selection. Withdrawal of library materials is vested in the Library Director who authorizes qualified staff to perform this process. Librarians must use their professional judgement when determining which items to deselect. The staff will evaluate the library's collection for discarding of materials that are one or more of the following:

1. Obsolete: outdated, factually inaccurate, or misleading, or superseded by new information
2. In poor physical condition: worn, damaged, or lost
3. No longer relevant to the needs and interests of the community: not in high demand, low circulation frequency

Other factors influencing the withdrawal of an item may include space limitations, altered scope of the collection, ease of access to materials through PLS or LINK+, and holding a higher number of copies of a particular item than are necessary. Withdrawn items may be offered to the Friends of the Library for resale, given away or donated, or recycled.

Repurchasing Materials

Materials that have been lost or damaged may be replaced using the same criteria as for initial selection. Replacement of lost, stolen, or withdrawn materials is not automatic. The decision to replace is influenced by:

- The number of copies the Library owns
- The availability of newer materials on the subject
- Existence of adequate coverage of the subject
- Item circulation numbers
- Popular demand for the title
- Availability of space
- Cost and availability of replacement copy
- If the item is a core collection title, or significant in its subject area

Requests for Reconsideration

The Library welcomes expression of opinion about its collection. Persons from the Menlo Park community raising an objection to a book or other materials in the library will be asked to fill out and submit a Request for Reconsideration form with a written explanation of their objections, citing specifics from the material in question. These requests are forwarded to the selection librarians, who evaluate the recommendation and decide upon the actions to be taken, in relation to the library's mission statement and the selection criteria of this collection development policy. After evaluation, a response will be made by the Library Director within 30 days of receiving the formal objection.

Review

This collection development policy will periodically be evaluated and revised as times and circumstances require. Comments and suggestions from the public or library staff should be submitted to the Library Commission for consideration. This collection development policy will be reviewed no less than once every five years.

**City of Menlo Park Library Commission
2022 Tentative Agenda Schedule**

Meetings are held at the Main Library at 6:30pm on the third Monday of the month unless otherwise specified.

MEETING DATE	PROPOSED AGENDA TOPICS
January 24, 2022 (Date change due to MLK holiday)	<ul style="list-style-type: none"> • 6-month review – program reactivation • 2022 agenda review
February 28, 2022 (Date change due to President's Day holiday)	<ul style="list-style-type: none"> • Presentation – Storytime reactivation • Presentation – Library emergency procedures • Collection development policy
March 21, 2022	<ul style="list-style-type: none"> • MPCC programming elements – Teen space, makerspace, library spaces • Staff presentation – Registration software
April 18, 2022	<ul style="list-style-type: none"> • MPCC operational planning – Staffing • Staff presentation – Book to Action project
May 16, 2022	<ul style="list-style-type: none"> • MPCC operational planning – Opening day collection • Selection of Commission Chair and Vice Chair
June 20, 2022	<ul style="list-style-type: none"> • MPCC operational planning – Volunteers, external partners • Staff presentation – Adult literacy / ESL
July 18, 2022	<ul style="list-style-type: none"> •
August 15, 2022	<ul style="list-style-type: none"> • Meeting room policy review
September 19, 2022	<ul style="list-style-type: none"> • Volunteer policy review • Present Commission work plan to City Council
October 17, 2022	<ul style="list-style-type: none"> • Facility use guidelines review
November 21, 2022	<ul style="list-style-type: none"> •
December 19, 2022	<ul style="list-style-type: none"> •
<i>Unscheduled future items</i>	<ul style="list-style-type: none"> • <i>Staff presentations: adult literacy, programming</i> • <i>Joint meeting with the Parks and Recreation Commission – MPCC project (April or September)</i> • <i>Commission dinner</i>

Parks and Recreation Commission: Typically meets fourth Wednesday of each month, 7PM

Recurring board meetings of library-related external nonprofit orgs:

Friends of the Library: Typically meets second Monday of each quarter, 1pm.

Library Foundation: Typically meets first Thursday of each month, 6:30pm.

Literacy Partners: Typically meets third Wednesday of each month, 7pm