



Manassas Park City Library Advisory Board Meeting
7:00 p.m., Thursday, March 07, 2024
100 Park Central Plaza, Suite 100
Manassas Park, VA 20111

MINUTES

ATTENDEES

Present

- Michele Herd – Board Chair
- Lillian Zhu – Board Member
- Donald Shuemaker – Board Member
- Robin Hatcher – Board Member
- Holly Ritchie – Library Director

CALL TO ORDER

Ms. Herd called the meeting to order at 7:03 p.m.

APPROVAL OF AGENDA

Ms. Herd asked if there were any changes to the agenda. Director Ritchie stated there were no adjustments. Ms. Herd asked for a motion to approve the agenda. Mr. Shuemaker moved to accept the agenda, and Ms. Zhu seconded. The motion carried.

COMMENTS

Mr. Shuemaker commented on how he is regularly seeing patrons at the library, no matter what day or time he visits. Ms. Herd agreed, specifically bringing up Thursday evenings. Director Ritchie commented that Thursdays tend to be the busiest day of the week.

APPROVAL OF MINUTES

Ms. Herd asked for a motion to approve June meeting minutes. Mr. Shuemaker moved to accept the minutes as presented, and Ms. Zhu seconded. The motion carried.

REPORTS

Library Director Report – attached.
December 2023-February 2024 Statistics – attached.

- Comments concerning Reports:
 - Ms. Zhu asked about the makeup of Storytime. Director Ritchie explained that there is currently one English Storytime and one Spanish Storytime, there is currently no bilingual Storytime.

- Ms. Zhu asked about the percentage of our physical Spanish titles to the rest of our collection. Director Ritchie stated she doesn't have that information on the top of her head, but she can get the number for next meeting. Ms. Zhu stated that wasn't necessary, as long as it is listed in the Annual Report. Director Ritchie stated it would be.

DISCUSSION ITEMS

No Discussion Items

ACTION ITEMS

Board Bylaws Update

- Director Ritchie explained the update to the wording.
- Ms. Zhu moved that we accept the bylaw changes as presented. Mr. Shuemaker seconded. The motion carried.

Policy Changes

- Reorganization of Policies
 - Director Ritchie explained that the additional policies added when the new building open were placed at the end of the policy document. In order to ensure the policies flowed in a more cohesive way, they were reorganized.
- Rules of Conduct
 - Director Ritchie explained the change to the policy due to the beginning of the café. Mr. Shuemaker asked why not specify the 1st floor directly to be clear to the patrons. Director Ritchie explained that this was a deliberate choice in order to allow for room to adjust as the library grows. By stating 'designated area' that can be wherever works best for the library at that time, currently that will be the first floor.
- Collection Development
 - Mr. Shuemaker asked why the American Library Association (ALA) endorsement information was removed from the policy. Ms. Herd echoed Mr. Shuemaker in the question. Director Ritchie stated that this decision was to reiterate that control of the collection remains local, rather than with the ALA. Director Ritchie stated that this point has come up multiple times with book challenges throughout the state and country.
 - Ms. Herd stated that she likes these to be in place as they are nice clear statements that give a guide to the board on how to handle reconsideration requests. She also stated that she wouldn't want it to cause problems either. Mr. Shuemaker and Ms. Zhu agreed.

- Ms. Herd asked if there was another location that these existed. Director Ritchie stated that they were still in the addendums.
 - Director Ritchie suggested that the ALA section be moved to the general Collection Development policy in 8.1 but taking it out of the Reconsideration section (8.2). The reconsideration section states that the decision would be made with reference to the Collection Development Policy as a whole, which would allow the board to use that as a guide if needed. Ms. Herd and Mr. Shuemaker agreed.
 - Mr. Shuemaker commented that he liked the additions to the Reconsideration policy giving guidelines to submitting a reconsideration form. Ms. Herd agreed.
 - Hotspots
 - Director Ritchie explained the changes made to the hotspot policy.
 - Ms. Hatcher asked about parent permission concerning the age change, Ms. Herd commented that different households are run differently and that is up to the parents.
 - Mr. Shuemaker asked how much a patron is charged for a lost/damaged hotspot. Director Ritchie responded \$75.
 - Ms. Herd asked, if we needed to vote on the addendum where the fine information would be moved. Director Ritchie explained that the fine was already in Addendum A, it was just being removed so that in the future, the only location that would need to be changed was the Addendum.
 - Interlibrary Loan (ILL)
 - Ms. Herd asked about the removal of patrons ability to renew ILLs through the interface. Director Ritchie explained this was because the library does not have this capability set up with the current interface, however patrons can still request a renewal.
 - 3D Printing
 - Director Ritchie explained the goal to allow patrons to use the 3D printer directly rather than restricting it to staff use.
 - Mr. Shuemaker moved to accept the policies as presented with the discussed changes. Ms. Hatcher seconded. The motion carries.
- Chair & Co-Chair Nominations/Elections
- Director Ritchie stated that Ms. Stewart had expressed via email that she would be willing to accept any nominations she may receive.
 - Ms. Zhu nominated Ms. Stewart for Chair.
 - Ms. Herd nominated Mr. Shuemaker for Co-Chair.
 - Ms. Herd asked Ms. Zhu if she had any objections. Ms. Zhu stated she did not.
 - Ms. Herd asked all in favor of Mr. Shuemaker for Co-Chair and Ms. Stewart for Chair. All members voted in favor. Motion carried.



MEETING SCHEDULE

Next meeting on June 6th at 7:00 p.m.

MEETING ADJOURNED

Ms. Herd asked for a motion to adjourn. Mr. Shuemaker moved to adjourn, and Ms. Zhu seconded. The motion carried.

Director Report

Programs

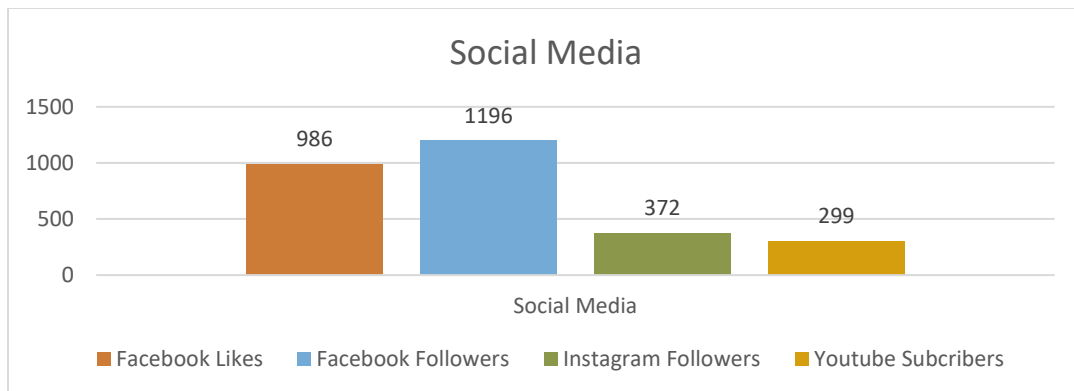
Our Storytime programs, both in English and Spanish, are still our most attended children’s programs. Typically drawing in 30-60 people, these programs encourage parents to engage with their children to reach developmental milestones.

In December, we partnered with the city to hold the Dicken’s Festival. This event brought 336 participants into the library! We also held our annual Cardboard Gingerbread House contest with a total of 40 patrons attending the actual event and a total of 16 people who entered their house into the contest.

In January, we completed our first Winter Reading Program which started December 1st. Held bingo style, we had 39 participants and 10 completers. We had many more patrons express interest as the program wrapped up, so we hope that next year we’ll see greater participation numbers. Our teen Manga and Anime Club also had a record number of participants with teens creating candy sushi rolls.

In February, we held our first annual Black Excellence Expo featuring members of the community who work in various fields, patrons were able to learn about not only different fields, but also about black history. Table participants also brought information about a member of the black community (historic or modern) that inspires them. The response from the community was amazing, and we look forward to holding it again in the years to come! We had 25 participants and 257 attendees!

Social Media



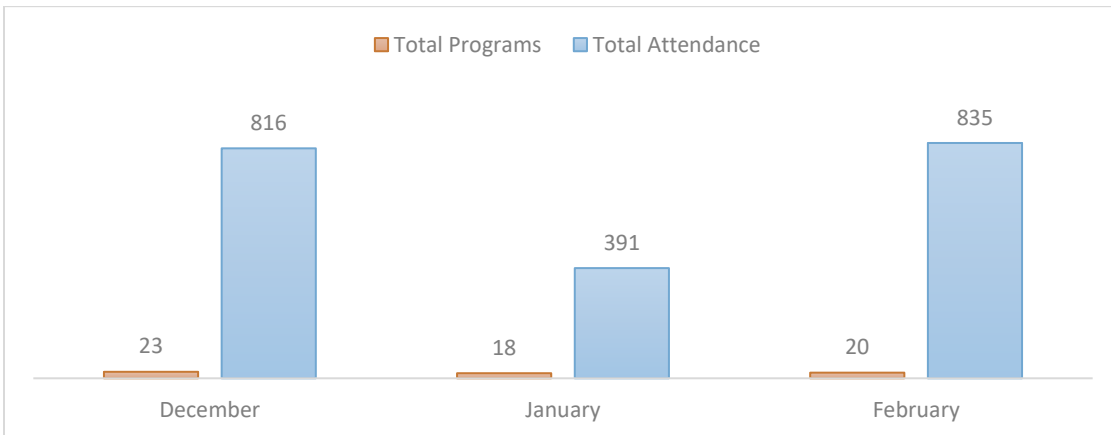
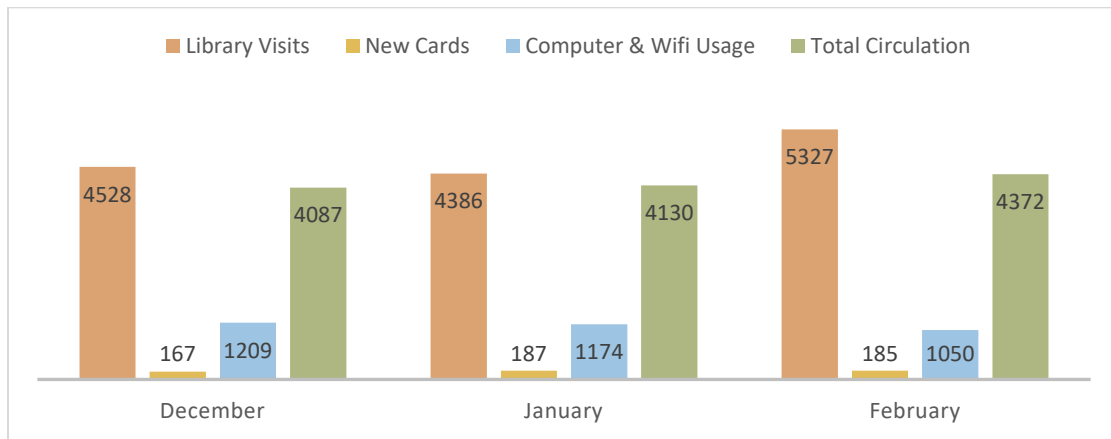
Partnerships & Outreaches

The focus this quarter has been reaching out to and creating relationships with various members of the community. The Black Excellence Expo has allowed us to reach a larger number of businesses, and we have also worked on identifying other opportunities.

Statistics

| Library Statistics | Dec. | Jan. | Feb. | Total |
|--|-------|--------|--------|---------|
| LIBRARY VISITS | 4,528 | 4,386 | 5,327 | 14,241 |
| PUBLIC SERVICE HOURS | 266 | 270 | 263 | 798 |
| USES OF PUBLIC INTERNET COMPUTERS | 545 | 568 | 601 | 1,714 |
| WIRELESS SESSIONS | 664 | 606 | 449 | 1,719 |
| NUMBER OF WEBSITE VISITS | 7,417 | 9,356* | 5,094* | 21,867* |
| VOLUNTEER - HOURS | 19 | 5 | 28 | 52 |
| TOTAL REFERENCE TRANSACTIONS | 716 | 512 | 628 | 1,856 |
| OFFSITE PROGRAMS - TOTAL | 2 | 0 | 0 | 2 |
| OFFSITE ATTENDANCE - TOTAL | 3 | 0 | 0 | 3 |
| TOTAL LIBRARY PROGRAMS | 23 | 18 | 20 | 61 |
| TOTAL PROGRAM ATTENDANCE | 816 | 391 | 835 | 2,042 |
| TOTAL CIRCULATION - ELECTRONIC MATERIALS | 773 | 806 | 788 | 2,367 |
| TOTAL CIRCULATION - PHYSICAL MATERIALS | 4,087 | 4,130 | 4,372 | 12,589 |
| TOTAL CIRCULATION | 4,860 | 4,936 | 5,160 | 14,956 |
| NEW BORROWERS - TOTAL | 167 | 187 | 185 | 539 |
| REGISTERED BORROWERS | 4,781 | 4,950 | 5,101 | - |

**these numbers are approximates*





CITY OF MANASSAS PARK LIBRARY ADVISORY BOARD BYLAWS

Article I - Charter

The Manassas Park governing body (the “Governing Body”) established the Manassas Park City Library (the “Library”) as a public library on March 4, 2020 by adoption of Ordinance 20-1700-1048 (the “Ordinance”), which is codified as Article IV of Chapter 17.1 of the Code of the City of Manassas Park, Virginia (the “City Code”). The Ordinance also created the Library Advisory Board (the “Board”), with five members appointed by the Governing Body, and serves as the foundational law for the Board. Pursuant to the Ordinance, the Board serves as an advisory board to the Governing Body, the City Manager, the Director of Parks and Recreation, and the Library Director for matters relating to the conduct, improvement, and support of the Library. The Ordinance directs Board members to establish such bylaws, rules, and regulations for their own guidance and the City Code, as may be expedient, consistent with applicable law.

Article II - Board Members

The Board shall consist of five (5) members, serving without pay, but necessary expenses incurred may be paid from the library budget to the extent that funds are available. The members of the Board shall be appointed by the Governing Body.

(a) Term of Office

The term of office of the members of the Board shall be for 4 years or until their successors are appointed and qualified. In accordance with the Ordinance, the terms of office for the initial Board members will be staggered, to ensure that the term of at least one member will expire each year.

(b) Vacancies

When a vacancy on the Board occurs in any way other than by the expiration of a term, the vacancy will be filled by the Governing Body for the remainder of the unexpired term.

(c) Removal of Members

The Governing Body may, in its discretion, remove any member of the Board for misconduct or neglect of duty.

(d) Annual Meeting

At the first meeting following the annual installation of one or more new full-term members, the Board shall elect from its membership a Chair and Vice-Chair.

(e) Quorum



A majority of the members of the Board shall constitute a quorum for the conduct of the Board's business.

(f) Officers

The Board shall elect a Chair and Vice-Chair annually to serve for the city fiscal year, July 1 through June 30. The Library Director shall serve as the ex-officio Secretary of the board.

Article III - Duties of Officers

(a) Chair

The Chair shall conduct all meetings of the Board and appoint committees. S/he shall represent the Board as spokesperson needed for official functions, attend the Manassas Park Governing Body meetings as requested/needed, and sign required documents on behalf of the Board. S/he shall be an ex-officio member of all committees.

(b) Vice-Chair

The Vice-Chair shall substitute for the Chair in his or her absence.

(c) Secretary

The Library Director (an ex-officio member of the Board) shall serve as the Secretary. The Secretary shall keep minutes of all board meetings and maintain a complete file of correspondence of concern to the Board and shall perform such other duties as the City Manager or the Director of Parks and Recreation may determine.

Article IV - Meetings

The Board shall meet on the first Thursday of the month, or another day agreed upon by the majority of the members, at least once per fiscal year quarter for a minimum of four times a year, and at such other times as deemed necessary by the Chair and upon adequate notice being given to all members. Any member who misses three consecutive meetings or three meetings within a fiscal year will be considered to have resigned his/her position as a member of the Board.

(a) Rules of Order

Robert's Rules of Order, newly revised, shall be the final authority as to parliamentary procedure insofar as it does not conflict with any provision of these bylaws.

(b) Amendments

These bylaws may be amended at any regular or special meeting of the Board by a two-thirds vote of the members present. A copy of the proposed amendment shall be provided



to each member of the Board not less than thirty days prior to the meeting at which the amendment shall be submitted for adoption. After adoption, a copy of the amendment shall be mailed to the Virginia State Librarian and the Governing Body.

Adopted: 3/30/2020
Updated: 12/07/2023



Manassas Park City Library

Library Policies

Updates – March 2024

Updated Policy Order

- 1.0 Library Card Account
- 2.0 Privacy
- 3.0 Library Rules of Conduct
- 4.0 Safe Children
- 5.0 Facilities Use
- 6.0 Internet and Computer Use
- 7.0 Library Closings
- 8.0 Collection Development
- 9.0 Circulation
- 10.0 Laptop Checkout
- 11.0 Hotspots
- 12.0 Interlibrary Loan
- 13.0 Fines and Fees
- 14.0 Gifts
- 15.0 Programming
- 16.0 Virtual Reality
- 17.0 3D Printing
- 18.0 Social Media
- 19.0 Security Footage
- 20.0 Volunteers
- 21.0 Library Support Groups
- 22.0 Addendums

3.0 Library Rules of Conduct

Manassas Park City Library strives to provide a welcoming environment for all Library patrons. The following Rules of Conduct are meant to ensure that the Library is a safe and enjoyable place.

Library staff shall have the right to contact the proper authorities and ask individuals to leave the Library when individuals are in violation of these rules. Violation of Library policies or any unlawful behavior may result in the loss of Library privileges.

The following are prohibited in Library facilities, and program spaces:

1. Damage, destruction, or theft of Library or personal property.
2. Abusive, threatening, or intimidating language.
3. Conduct that disturbs or endangers Library patrons, staff, or volunteers.
4. Conduct that hinders others from using Library space, equipment, or materials.
5. Interference with an employee's performance of his/her duties or a patron's use of the Library. Such behavior includes but is not limited to verbal abuse, intimidation, and harassment based on membership in a class protected by the U.S. Constitution (e.g., sex, race, religion) or in violation of other federal or Virginia law, such as the Virginia Human Rights Act (Virginia Code § 2.2-3900 et seq.). Examples include sexual harassment and harassment or intimidation of individuals because of their group affiliation.
6. Sleeping.
7. Selling or solicitation, except for certain Library-sponsored events.
8. Smoking, including e-cigarettes, or tobacco use in any form.
9. Open containers of alcoholic beverages.
10. Being under the influence of alcohol or illegal substances.
11. Consuming food or open drinks outside of designated areas. Covered drinks and small snacks are allowed throughout the library, patrons must dispose any trash and clean up any mess prior to leaving the library.
12. Leaving bags or personal items unattended.
13. Any use of computers or Internet access that interferes with the activities of the Library or its network, or is in violation of federal, state, or local laws, including Virginia Code §18.2-374.1:1 (child pornography), Virginia Code §18.2-372-§18.2-374 (obscene items), Virginia Code §18.2-377 (obscene placards, posters, etc.), and Virginia Code §18.2-391 (materials deemed harmful to juveniles) is prohibited.

The following must be observed at all times:

- Appropriate attire, including but not limited to shoes and a shirt, must be worn at all times.
- Modes of transport (e.g., bicycles, scooters, etc.) must be left outside. The Library is not responsible for the loss, theft, or damage of such items.

In addition, please be aware:

- The Library is not responsible for personal items that are lost, stolen, or damaged on Library premises.
- Except for service animals, as defined in the Americans with Disabilities Act, animals are not permitted inside Library facilities.

- Library staff reserves the right to contact the appropriate authorities when children are left unattended, do not observe the Rules of Conduct, or are in distress (see Safe Children policy below).
- Library staff may ask any patron to leave when he/she is in violation of the Rules of Conduct. Library staff may contact the appropriate authorities if a patron refuses to leave when asked.
- Violation of any of these Rules of Conduct may result in the patron's Library privileges being modified, suspended, or revoked, removal of the patron from the building, or criminal prosecution if the conduct constitutes a violation of federal law, state law, or local law. Examples of actions taken for violations of these Rules of Procedure include but are not limited to:
 - Abusive, threatening, or intimidating language – being asked to leave for the day.
 - Repeatedly leaving personal items unattended in a study room for extended periods of time as to interfere with access to such room by other patrons – losing study room privileges.
 - Leaving library laptops unattended or losing library laptops – losing laptop privileges.
- Severe violations, repeat or similar offenses, or disregard of instructions from Library staff may result in a trespass notice issued by the Manassas Park Police Department.

Exceptions to these Rules of Conduct may be granted at the discretion of the Library Director or designee.

3.1 Request for Reconsideration of Modification, Suspension, or Revocation of Library Privileges

A patron who has had his/her Library privileges modified, suspended, or revoked will receive a determination letter. Any appeal of a decision to modify, suspend, or revoke a patron's Library privileges must use the following procedure:

1. The patron must submit a written request for reconsideration, together with any applicable supporting documentation, to the Library Director within ten (10) days following the date of the determination letter via email to MPCLAppeal@manassasparkva.gov.
2. After review, the Library Director will communicate, in writing, a decision to uphold, modify, or overturn the original decision, including the reason for such decision, to the patron who initiated the request for reconsideration within fifteen (15) days following receipt of the request for consideration.
3. If the patron who initiated the request is not satisfied with the Library Director's decision, he/she can appeal the decision to the Parks and Recreation Director within ten (10) days following the date of the written determination via email to MPCLAppeal@manassasparkva.gov. The appeal should include any applicable supporting documentation.
4. The Parks and Recreation Director will review the request and any supporting documentation relating to the Library Director's decision and decide within thirty (30) days following receipt of the appeal to uphold, modify, or overturn the Library Director's decision.

5. The patron will be notified in writing of the Parks and Recreation Director's decision within seven (7) days following such decision.
6. If the patron who initiated the request is not satisfied with the Parks and Recreation Director's decision, he/she can appeal the decision to the City Manager within ten (10) days following the date of receipt of the P&R Director's decision via email to MPCLAppeal@manassasparkva.gov. The appeal should include any applicable supporting documentation.
7. The City Manager will review the request and any supporting documentation relating to the Parks and Recreation Director's decision and decide within thirty (30) days following receipt of the appeal to uphold, modify, or overturn the Parks and Recreation Director's decision.
8. The patron will be notified in writing of the City Manager's decision within fifteen (15) days following such decision.
9. The City Manager's decision regarding the request for reconsideration shall be final and shall constitute an exhaustion of a patron's administrative remedies.
10. A patron whose Library privileges have been revoked must schedule a meeting with the Library Director or designee prior to resumption of any Library privileges. The purpose of the meeting will be to review these Rules of Conduct to ensure future compliance.

Adopted 4/14/2020

Updated 2/21/2023

8.0 Collection Development

8.1 Collection Development

The goal of the Manassas Park City Library (the "Library") is to provide the citizens of Manassas Park with a range of materials in a variety of print and non-print formats to meet their informational, cultural, educational, and recreational needs and interests.

To meet this goal, the Library has developed procedures for selecting, evaluating, re-evaluating, and withdrawing materials. These procedures are intended to ensure that the collection reflects all points of view on current and historical issues, and that materials are available in diverse media formats.

The Library endeavors to provide a range of opinions, majority, and minority, on all subjects, and does not exclude materials based on the author's or producer's point of view. The Library also attempts to avoid collections that reflect inordinate responsiveness to a single point of view.

Individual use of Library materials is a private and personal matter. All citizens are free to reject for themselves materials of which they may disapprove; no citizen may restrict the freedom of use and access for others. Responsibility for the reading, listening, and viewing of Library materials by minors' rests with their parents or legal guardians, not

with Library staff. Selection of Library materials is not inhibited by the possibility that materials may come into the possession of children.

Books and materials are selected according to intrinsic merit, subject treatment, community interest, and contribution to a balanced collection in the Library. No single standard of suitability can be applied in all cases. The volume and nature of requests for access to Library materials by members of the public is a significant factor in selection. Flexibility, open-mindedness, and responsiveness are exercised during the evaluation process. Materials are selected to present a variety of opinions on a subject and are judged as a whole rather than on isolated passages.

8.2 Reconsideration of Materials

The Library welcomes expression of opinion by patrons about the collection or individual titles, but will be governed by this Policy in making additions and deletions.

Patrons who request the reconsideration of Library materials will be asked to put their request in writing by completing and signing the Manassas Park City Library Request for Review of Library Materials.

To request the reconsideration of library materials, patrons must have a library account in good standing. Patrons can only place two (2) requests per month. An individual material will only be reviewed once every 12 months.

After review, the Director, or designee, will communicate a decision and the reason for it, in writing, to the patron who initiated the request for reconsideration.

In the event that the patron who initiated the request is not satisfied with the decision, they can present a written appeal of the decision to the Director and the Manassas Park City Library Advisory Board. The Director and the Board will communicate a decision and the reason for it in writing.

Requests for reconsideration are reviewed in the order they are received; each request and appeal may take up to 60 days to review but could be longer depending on the number of requests.

~~The Library Advisory Board hereby endorses the American Library Association (ALA) Library Bill of Rights (Addendum B), the ALA Freedom to Read Statement (Addendum C), and the ALA Free Access to Minors Statement (Addendum D), and interprets these statements to include all Library materials regardless of format. Responsibility for the selection and removal of books and other Library materials resides with the Library Director, who may delegate that responsibility to Library staff.~~

~~Suggestions from the public regarding selection, retention, or reconsideration of materials are encouraged and reviewed promptly (Addendum A).~~

8.3 Weeding

Library materials are owned by the City of Manassas Park. Outdated materials, books no longer of interest or in demand, and worn or damaged copies will be removed. Staff will make every effort to transfer unneeded items in usable condition to Library support groups, local community organizations, or a library vendor specializing in discards and donations from libraries that provide revenue in return for surplus materials. Unneeded items transferred to the ownership of a Library support group may be sold to benefit Library programs and services.

8.4 Virtual Reality (VR) Experiences

The Manassas Park City Library collects VR experiences that may be used on one of the library's mobile VR stations. The selection of experiences is guided by several factors:

1. Experiences that support the informational, cultural, educational, and recreational needs of the community
2. Price
3. Positive reviews and industry awards
4. Requests from patrons

VR experiences must be licensed for public and/or commercial use and be compatible with Manassas Park City Library VR hardware and software.

Adopted 4/14/2020

Updated 5/16/2023

11.0 Hotspots

11.1 Hotspot Checkout

The Manassas Park City Library offers hotspot checkout service to patrons. A "hotspot" consists of the mobile wireless hotspot device itself, as well as its charger and case.

The Manassas Park City Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

11.2 Usage Rules

To borrow a hotspot, patrons must be ~~18~~13 years of age or older and have a Manassas Park City Library card in good standing. At the time of checkout, the borrowing patron must present his/her Manassas Park City Library card and state-issued ID. Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit.

Only one hotspot may be borrowed on a patron's account at any one time. The loan period for the hotspot is 7 days. Checkout is limited to one per household at any given time. Patrons may place a hold on a hotspot. If the hotspot is not returned by the due date, the internet connection will be terminated.

Patrons are financially responsible for lost or stolen hotspots. A lost hotspot fee will be assessed as outlined in the Fine and Fee Schedule [Addendum A] of \$75 will be assessed when necessary. Repair costs, whether from negligent, reckless, or intentional damage, are the responsibility of the patron. Hotspots must be returned to staff at the Information Desk, and never to another Library or in the Manassas Park City Library book drop.

Patrons who abuse equipment or who return hotspots after they have been charged a lost hotspot fee two (2) times may lose hotspot privileges.

~~The Manassas Park City Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.~~

~~If the hotspot is not returned by the due date, the internet connection will be terminated. If the hotspot is not returned within 15 days from the due date, the patron will be charged the replacement fee of the item.~~

Adopted 9/20/2022

Updated _____

12.0 Interlibrary Loan

12.1 Interlibrary Loan

The Manassas Park City Library (MPCL) is committed to serving the public by providing materials to meet our patrons' needs. The mission of MPCL is to enrich lives, build community, and foster success by bringing people, information, and ideas together. The Interlibrary Loan (ILL) service offers patrons access to collections beyond what is held in Manassas Park, allowing patrons to request items to be sent to MPCL. ILL services are available to cardholders in good standing who live, work, attend school, own property, or own a business in Manassas Park. ILL is not available to MPCL temporary card holders. Up to ten (10) ILL requests may be pending or checked out at one time.

12.2 Materials Not Available Through Ill

- Newly published materials (materials less than one year old)
- Audio-visual material
- Textbooks
- Books copyrighted or dated prior to 1920
- Entire issues of periodicals
- Rare books or non-book materials
- E-books or e-documents/articles
- Restricted Material

The lending library can dictate the conditions under which it will lend materials. Some of the materials may be **designated** by the lending library as restricted. This means that this material must be used in the Manassas Park City Library and cannot leave the building. MPCL staff will notify the patron that the material is available but restricted to in-library use only.

~~12.3~~ Photocopies

~~Patrons may order photocopies of certain materials not available through ILL, such as magazine articles and reference materials. Photocopying charges may be incurred. Patrons wanting photocopies or loans from fee-charging libraries must submit a check or money order made payable to the lending library (it is not payable to MPCL) before the loan request can be submitted. If the item is not filled by the lending library, the check or money order will be returned to the patron.~~

~~12.4~~ 12.3 Loan Period

The length of the loan is set by the lending library, not MPCL, and will vary accordingly. The due date is noted on each item. If the item can be checked out and is not picked up by the due date listed on the sticker, it will be returned to the **lending** library and the patron will be charged the loan fee. If the item is not picked up within 14 days of notification (unless a shorter time is indicated by the lending library) it will be returned to the lending library and the patron will be charged the loan fee.

Renewal of ILL materials is dependent upon the restrictions set by the lending library. Patrons must call the library to request a renewal **three** working (Monday-Friday) days before the due date included on the lending label. ~~Patrons can also request renewals through the patron ILL interface.~~ Overdue ILL materials cannot be renewed.

The lending library may exercise the option to recall material needed by its local patrons. If the material is recalled before the due date, the patron must, upon notification, return the material immediately.

~~12.5~~ 12.4 Fines and Fees

Any item received via ILL service is subject to the same fees/fines placed on similar items owned by MPCL. In addition, libraries which loan material to MPCL may place additional fines/fees on loaned items.

The patron is responsible for any damage to and/or loss of the material which results after he/she has picked up the Interlibrary Loan requested material. Patrons will not be billed for item(s) noted as damaged prior to their checking out the item(s).

Each successful Interlibrary Loan request will incur a lending fee will be assessed as outlined in the Fine and Fee Schedule [Addendum A] of ~~\$5.00~~, plus any fees charged by the lending institution to be paid at time of check out of the item(s).

Adopted 10/20/2020

Updated 10/20/2020

17.0 3D Printing

17.1 3D Printing

The Manassas Park City Library (Library) 3D printer is available to the public to make three dimensional objects in PLA plastic using a design that is uploaded from a digital computer file. Patrons must have a valid Library card to request a 3D printing job.

17.2 Usage Rules

The 3D printer may be used for lawful purposes only. Patrons will not be permitted to use the printer to create objects that are:

- Prohibited by local, state, or federal law.
- In violation of another's intellectual property rights; for example, materials that are subject to copyright, patent, or trademark protection.
- Unsafe, harmful, dangerous or that may pose an immediate threat to the well-being of others; for example, guns, knives, or other possibly lethal weapons.
- Obscene or otherwise inappropriate items for the Library environment.

The Library reserves the rights to refuse any 3D print request. Patrons are limited to two (2) designs per month. 3D printed objects must be smaller than 5"x5"x5" and objects are printed in single filament color with a MakerBot Replicator. Operation of the 3D printer is limited to designated staff and trained ~~volunteers~~individuals.

3D printing at the Library is charged per gram, as outlined in the Fine and Fee Schedule [Addendum A], ~~will cost \$.10 per gram~~ and includes weight of support, rafts, and fillers.

Items printed from the 3D printer that are not picked up within seven days will become the property of the Library and may be disposed of or displayed as appropriate. Items must be picked up by the individual who printed them. A requesting patron who does not pick up their print forfeits all future rights to use the 3D printer.

Not all designs can be printed as originally submitted. Upon review, staff may request that designs be modified and resubmitted in order to print. Such modifications may include but are not limited to: scaling, grouping, and dividing parts.

Jobs exceeding 8 hours may not be printed. Projects will be added to the print queue as they are received and reviewed. No guarantee of completion time is made.

Adopted 9/20/2022

For Reference:

3.2 ADDENDUM A – FEES

Fines and Fees

3.2.1 Unpaid Fines or Fees

- \$25.00+ blocks patron account from checking out further materials

3.2.2 Lost / Damaged Items:

- Catalog list price per item + \$10 processing fee

3.2.3 Laptop Replacement:

- \$800

3.2.4 Hotspot Replacement:

- \$75

3.2.5 3D Printing Cost

- \$.10 per gram

3.2.6 Printing

- \$0.20 per page for black and white
- \$0.50 per page for color

3.2.7 Interlibrary Loans

- \$5.00 per transaction, plus any fees charged by the lending institution

3.2.8 Non-Resident Card

- \$38.00 annual fee

Adapted 4/14/2020

Updated 9/20/2022