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## **SPECIAL RECREATION COMMITTEE**

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### **Agenda**

Administration Conference Room B  
Monday, September 23, 2019  
1:00 p.m.

- 1. Call to Order/Pledge of Allegiance**
- 2. Roll Call/Notice of Quorum**
- 3. Chairs Announcements**
  - a. Introduction of Guests and Staff
    - i. Linda Stone, GRF President
    - ii. Randy Ankeny, Executive Director
    - iii. Terry De Leon, Recreation Director
    - iv. Kathy Thayer, Assistant Recreation Manager
    - v. Vanessa Morris, Library Operations Supervisor
    - vi. Marcy Kmiecik, Recording Secretary
  - b. Rules of Order
  - c. Chairs Comments
- 4. Shareholder/Member Comments – (Limited to 3 minutes per person)**
- 5. Approval of Minutes (n/a)**
- 6. Correspondence (n/a)**
- 7. Staff Reports (n/a)**
- 8. Subcommittee Reports (n/a)**
- 9. President's Comments**
- 10. Unfinished Business (n/a)**
- 11. New Business**
  - a. NOCE – Continued Education Classes
- 12. Governing Documents**
  - a. Adopt
    - i. 70-2504-1, Library Usage (pp. 1-7)
    - ii. 70-2504-4, Leisure World Library Request for Removal of Material (pp. 8-9)
  - b. Rescind
    - i. 70-2501-1, Community Facilities Library Patron Use (pp. 10-13)
- 13. Future Agenda Items**
- 14. Next Meeting**

Tuesday, October 7, 2019  
1:00 p.m. in the Administration Conference Room B
- 15. Adjournment**



## **LIBRARY**

### **Library Usage**

The mission of the Leisure World Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the Leisure World community in an atmosphere that is welcoming, respectful, and professional.

#### **1. GOALS**

The general library goals of the Leisure World Library shall be:

- 1.1. To serve all residents of the community;
- 1.2. To acquire and make available to all residents carefully selected books, periodicals, media, and other services to aid in the pursuit of education, information, research, pleasure, and the creative use of leisure time.
- 1.3. To acquire the means to provide the most frequently requested material locally and upon demand.
- 1.4. To maintain a standard of service which locates information, guides reading, organizes and interprets material for people of diverse backgrounds, and stimulates thinking and intellectual development in individuals of any age.
- 1.5. To strive consistently to discover new methods and improvements for better service for the library's patrons.
- 1.6. To review regularly these goals of the Leisure World Library and, if necessary, revise them in the light of new developments.

#### **2. WHO MAY USE THE LIBRARY**

The Leisure World Library is for the exclusive use of members of the Golden Rain Foundation (GRF) with the following exceptions:

- 2.1. Guests may accompany residents to the Library; however, they are not permitted to borrow material.
- 2.2. All patrons must have a valid Golden Rain Identification card and be registered at the Leisure World Library to borrow library materials.
- 2.3. All patrons are expected to bring their library cards with them if they intend to check out items.
- 2.4. If a patron loses his/her library card, he should notify the Golden Rain Foundation as soon as possible and request a replacement. A new library patron number will be assigned once the resident receives his/her replacement (GRF) identification card.
- 2.5. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

#### **3. SERVICE OF THE LIBRARY**

- 3.1. The library provides materials and resources for information, entertainment,

**LIBRARY****Library Usage**

43 intellectual development, and enrichment of the residents of the Leisure World  
 44 community. In order to provide service during hours which best meet the needs  
 45 of the community the library shall remain open from 9:30 a.m. to 3:30 p.m.,  
 46 Monday through Saturday.  
 47

48 **4. MATERIAL SELECTION AND COLLECTION DEVELOPMENT**

49 The materials selection/collection development policy is used by the library staff in the  
 50 selection of materials and serves to acquaint the Leisure World community with the  
 51 principles of selection.  
 52

53 **4.1.** The ultimate responsibility for selection of library materials rests with the library  
 54 director who operates within the framework of the policies determined by the  
 55 Golden Rain Foundation (GRF). This responsibility may be shared with other  
 56 members of the library staff; however, because the director must be available  
 57 to answer to the GRF board and the general community for actual selections  
 58 made, the director has the authority to reject or select any item contrary to the  
 59 recommendations of the staff.

60 **4.2.** Selectors should choose materials that will build a well-rounded collection  
 61 which includes all viewpoints and opinions, and exercise impartiality in all  
 62 selection activities which will meet community needs. Since thousands of titles  
 63 are published every year in print, audiovisual, and electronic formats, the staff  
 64 is selective in what they choose for the library's collection. Criteria may include  
 65 one or more of the following: literary merit; enduring value; accuracy;  
 66 authoritativeness; social significance; importance of subject matter to the  
 67 collection; timeliness; popular demand; costs; scarcity of material on the  
 68 subject and availability elsewhere; and quality and suitability of the format.  
 69 Other considerations may be applicable in specific subject areas. Criteria for  
 70 selection of electronic media also may include: ease of use of the product;  
 71 availability of the information to multiple users; equipment needed to provide  
 72 access to the information; technical support and training; and availability of the  
 73 physical space needed to house and store the information or equipment.

74 **4.3.** The Library does not have the budgetary resources to buy multiple copies of  
 75 every title it owns. The Library will purchase multiple copies of high-demand  
 76 materials when warranted and based on budgetary resources. Additional  
 77 copies of materials may be purchased at the discretion of the library.

78 **4.4.** Selection of resources is done from published reviews in professional journals,  
 79 popular magazines, and subject bibliographies, annual lists of recommended  
 80 titles, publishers' catalogs, and patron suggestions.

81 **4.5.** Materials selected for the Library collection are intended to meet the cultural,  
 82 informational, educational, and recreational needs of the residents. The scope  
 83 of the collection is intended to offer a choice of format, opinion, style and level  
 84 of difficulty so that most individual library needs can be met, within current



## LIBRARY

### Library Usage

85 budget parameters and constraints. The emphasis is on acquiring materials of  
86 wide-ranging interest to the residents.

87 **4.6.** Resources are purchased in the most appropriate format for patron use.

88 **4.7.** New formats shall be considered for the circulating collection when, availability  
89 of items in the format, the cost per item, and the Library's ability to acquire and  
90 handle the items have been evaluated. Similar considerations will influence the  
91 decision to delete a format from the Library's collection.

92 **4.8.** Gifts are gratefully accepted by the Library with the understanding that they will  
93 be considered for addition to the collection in accordance with the Collection  
94 Development Policy. The Library reserves the right to donate or otherwise  
95 dispose of gift materials not added to the collection.

96 **4.9.** When a patron offers to give books, magazines, or audiovisual materials to the  
97 Library, the following guidelines apply. The Library may accept hardcover  
98 and/or paperback books and may accept audiovisual materials if they are in  
99 good condition. Magazines, encyclopedias, and textbooks will not be  
100 accepted. If the patron wishes to receive an acknowledgement, he/she should  
101 request one at the time of donation. Library staff will not appraise the books or  
102 indicate a value in the acknowledgement. The Library shall not provide a Tax  
103 receipt for any donations.

104 **4.10.** In order to maintain an up-to-date, useful collection, worn and obsolete  
105 materials are continually removed from the collection. Materials may be  
106 withdrawn if they are little used or superseded by a new edition or better work  
107 on the same subject. Depth and coverage of varying degrees are desirable in  
108 various areas of the collection. The Collection Development Policy serves as a  
109 guide for de-selecting (commonly known as weeding) and maintaining the  
110 collection as well as for the selection of materials.

111 **4.11.** The C.R.E.W. (Continuous Review Evaluation and Weeding) method of  
112 systematic evaluation and weeding of the collection is used by every selector in  
113 order to keep the collection responsive to patrons' needs, to ensure its vitality  
114 and usefulness to the community, and to make room for newer materials. The  
115 collection will be reassessed for relevancy and currency on a regular basis. No  
116 materials will be held or given to individuals after de-selection, and materials  
117 may be donated, or discarded by the Library.

118 **4.12.** A singular obligation of the LW library is to reflect within its collection differing  
119 points of view. The Library does not endorse beliefs or views, nor does the  
120 selection of an item express or imply an endorsement of the author's viewpoint.  
121 The Library welcomes expression of opinion by patrons but will be governed by  
122 this Collection Development Policy in making additions to or deleting items  
123 from the collection.

124 **4.13.** Patrons who request the removal of library materials will be asked to submit  
125 their request in writing by completing and signing the "Request for Removal of



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### Library Usage

Library Material" form. Upon receipt of a formal written request, a decision will be made regarding the disposition of the material. The Library Director will communicate the decision and the reasons for it, in writing, to the person who initiated the request for removal. The Director will inform the Recreation Committee of the reconsideration and disposition of library materials.

- 4.14. In the event that the person who initiated the request is not satisfied with the decision of the Director, he/she may appeal for a hearing before the Recreation Committee by making a written request to the Chair of the Committee. The Recreation Committee reserves the right to limit the length of presentation and number of speakers at the hearing. The Recreation Committee will determine whether the request for removal has been handled in accordance with stated policies and procedures of the Leisure World Library. On the basis of this determination, the RC may vote to uphold or override the decision of the Library Director.

## 5. COLLECTION STANDARDS

The purpose of these standards is to ensure that Leisure World Library provides a collection that meets community needs. The Library building is 4,000 square feet. The estimated maximum capacity for the library collection is 45,000 print and media items. In order to provide a well-rounded collection, the following estimated maximum capacity guidelines should be followed:

- 5.1. Fiction collection shall not exceed 12,400 items.
- 5.2. Large Print collection shall not exceed 4,000 items.
- 5.3. Non-Fiction collection shall not exceed 10,600 items.
- 5.4. Media collection shall not exceed 14,800 items.
- 5.5. Audio collection shall not exceed 3,200 items.

## 6. CIRCULATION

### 6.1. LOAN PERIODS

- 6.1.1. 2 weeks for books in the new collection.
- 6.1.2. 3 weeks for books in the regular collection.
- 6.1.3. Books in the new collection may be renewed once for 2 weeks if there is not a waiting list for the title.
- 6.1.4. Books in the regular collection may be renewed once for 3 weeks.
- 6.1.5. 3 weeks for audiobooks, and compact discs.
- 6.1.6. Audio and Compact Discs may be renewed once for 3 weeks.
- 6.1.7. 3 days for media in the new collection, no renewals.
- 6.1.8. 1 week for media in the regular collection.
- 6.1.9. Media in the regular collection may be renewed once for 1 week.



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### Library Usage

- 167                    **6.1.10.**    3 weeks for Launch pads, no renewals.  
 168                    **6.1.11.**    Generally, reference books do not circulate. Upon request, some  
 169                                       reference materials may be checked out overnight.  
 170                    **6.1.12.**    Current issues of periodicals do not circulate.  
 171                    **6.1.13.**    Non-current periodicals may be checked out for one week and may  
 172                                       not be renewed.

### 173                    **6.2.    BORROWING LIMITS**

- 174                    **6.2.1.**    15 print books may be checked out at one time.  
 175                    **6.2.2.**    15 audio books may be checked out at one time.  
 176                    **6.2.3.**    3 media items may be checked out at one time.  
 177                    **6.2.4.**    5 compact discs may be checked out at one time.  
 178                    **6.2.5.**    5 periodicals may be checked out at one time.

### 179                    **6.3.    FINES AND CHARGES**

180                    At the time a library patron borrows materials from the library collection, the patron  
 181                    assumes the responsibility for the care and timely return of the materials.  
 182

- 183                    **6.3.1.**    Late books and audio \$.25 per day with a maximum fine of \$10.00.  
 184                    **6.3.2.**    Late media \$.50 per day with a maximum fine of \$10.00.  
 185                    **6.3.3.**    Late Launchpad \$1.00 per day with a maximum fine of \$15.00.  
 186                    **6.3.4.**    Late paperback \$.25 per day with a maximum fine of \$5.00.  
 187                    **6.3.5.**    Late magazines and DMV \$.25 per day with a maximum fine of  
 188                                       \$3.00.

### 189                    **6.4.    LOST OR DAMAGED MATERIAL**

- 190                    **6.4.1.**    If materials are so damaged as to be judged by the library as being  
 191                                       unsuitable for the collection, the patron must pay the current  
 192                                       replacement cost. Patron will be allowed to have those materials  
 193                                       once payment has been received.  
 194                    **6.4.2.**    If material is lost, the patron must pay the current replacement cost.  
 195                    **6.4.3.**    All fines and fees shall be collected at the library.  
 196

## 197                    **7.    EQUIPMENT USE**

198                    All library equipment is available to patrons 9:30 a.m. to 3:00 p.m. Monday through  
 199                    Saturday.

- 200                    **7.1.**    Computers are available to patrons on a first-come, first-served basis. A printer  
 201                                       is available to patrons who wish to print material at the rate of \$.10 per page.  
 202                                       There is no charge for use of the computers; however, in order to make the  
 203                                       service available to as many patrons as possible, a time limit for usage has  
 204                                       been imposed. That time limit is 2 hours per day. Library staff is available for





## LIBRARY

### Library Usage

- 205 general assistance in using the computer. However, staff are not expected to  
 206 train patrons in the use of application programs. Tutorial manuals will be  
 207 provided when available.
- 208 **7.2.** A Scanner is available for patrons who wish to scan documents at no cost.  
 209 Instructions for operating hardware are displayed near the computer.
- 210 **7.3.** A photocopy machine is available to patrons who wish to copy materials at the  
 211 rate of \$.10 per page.
- 212 **7.4.** A Fax machine is available for patrons who wish to Fax documents. Staff is  
 213 available to assist in the process. Faxes sent within the USA at a rate of \$1.00  
 214 per page. Faxes sent outside the USA at a rate of \$3.00 per page. Faxes  
 215 received at a rate of \$.50 per page.

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### **8. INTERNET USE**

218 Access to the Internet is available to all patrons; however, this service may be restricted  
 219 at any time for use not consistent with the guidelines. Prior to being granted access to  
 220 the Internet all patrons must agree to the Internet Use Agreement and register with the  
 221 library prior to beginning their first session.

222 The library cannot assure that data or files downloaded by users are virus-free. The  
 223 library is not responsible for damages to equipment or data on a user's personal  
 224 computer from the use of data downloaded from the library's Internet service.

225 The following guidelines apply:

- 226 **8.1.** Users may use the Internet for research and the acquisition of information to  
 227 address their educational, vocational, cultural, and recreational needs
- 228 **8.2.** Users shall not use the internet to view pornographic or otherwise offensive  
 229 material
- 230 **8.3.** Users may use the Internet for the receipt and transmission of electronic mail  
 231 (e-mail) as long as they use a free e-mail service which will establish and  
 232 maintain an account for them; the library is unable to manage e-mail accounts  
 233 for any individuals
- 234 **8.4.** Internet use is offered in 2 hour sessions on a first-come, first-served basis;  
 235 each user is allowed one session
- 236 **8.5.** Users will respect and uphold copyright laws and all other applicable laws and  
 237 regulations; they will not use it for illegal purposes
- 238 **8.6.** Users will respect the rights and privacy of others by not accessing private files
- 239 **8.7.** Users agree not to incur any costs for the library through their use of the  
 240 Internet service
- 241 **8.8.** Users shall not create and/or distribute computer viruses over the Internet







Library

**Leisure World Library Request for Removal of Material**

1 The staff at the Leisure World Library have established a materials selection policy and a  
2 procedure for gathering input about particular items. Completion of this form is the first step in  
3 that procedure. If you wish to request removal of a resource, please return the completed form  
4 to the Library Director.  
5

6 Name \_\_\_\_\_ Date \_\_\_\_\_

7 Address \_\_\_\_\_ Mutual \_\_\_\_\_

8 Phone \_\_\_\_\_ Email \_\_\_\_\_

9

10 Do you represent self? \_\_\_\_\_ Or an organization? \_\_\_\_\_

11 Name of Organization \_\_\_\_\_

12

13 Resource on which you are commenting:

14  Book (e-book)       Movie       Magazine       Audio Recording

15  Digital Resource       Newspaper       Other

16

17 1. Title \_\_\_\_\_

18 Author/Producer \_\_\_\_\_

19

20 2. What brought this resource to your attention?

21 \_\_\_\_\_

22 \_\_\_\_\_

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24

25 3. Have you examined the entire resource? If not, what sections did you review?

26 \_\_\_\_\_

27 \_\_\_\_\_

28



**Library**

**Leisure World Library Request for Removal of Material**

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4. What concerns you about the resource?

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5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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6. What action are you requesting the committee consider?

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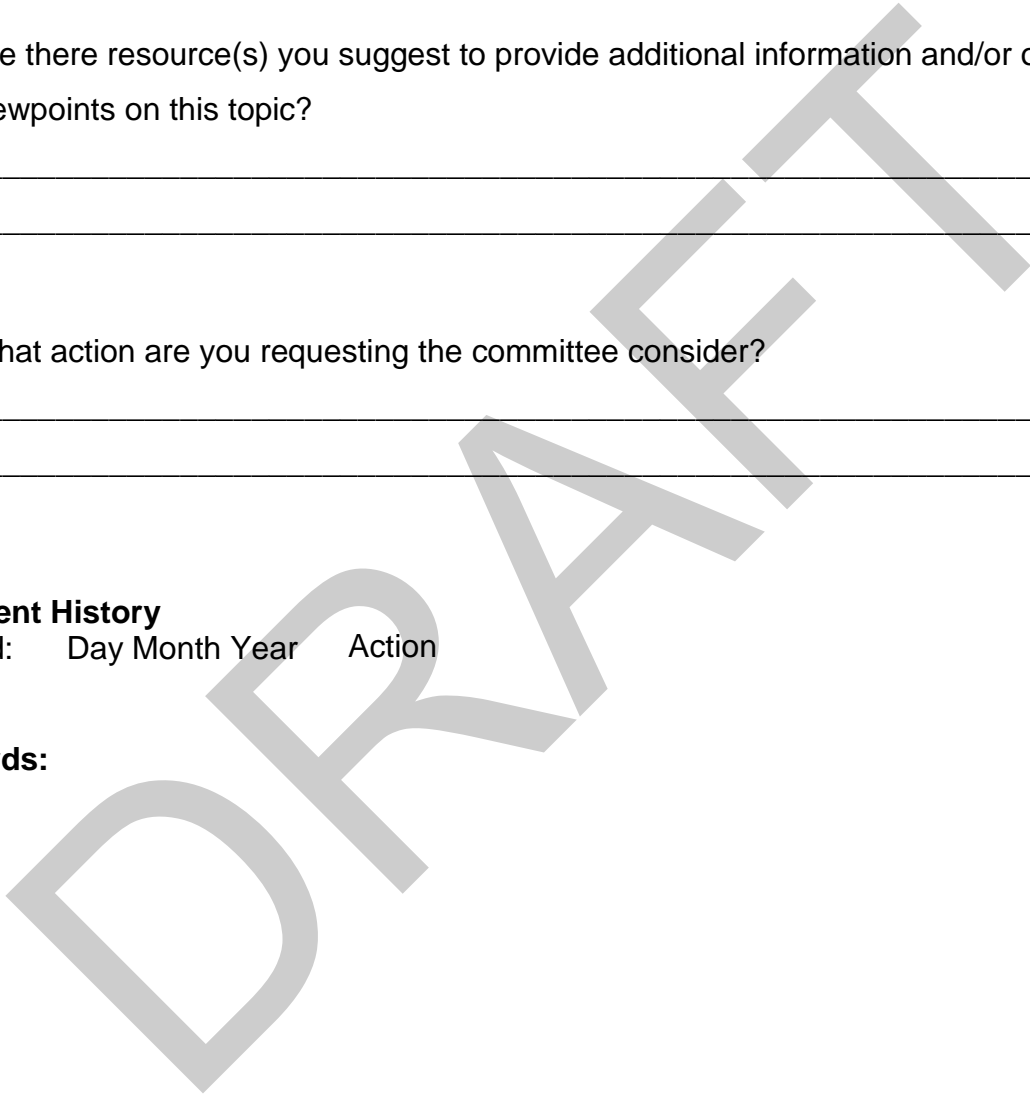
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**Document History**

Adopted: Day Month Year Action

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## **LIBRARY**

**RESCIND**

### **General Information**

The Leisure World Library is for the exclusive use of Members of the Golden Rain Foundation (GRF) with the following exception:

1. Guests may accompany residents to the Library; however, they are not permitted to borrow materials.
2. To borrow materials each time items are checked out, Members must present a resident identification card to the library staff.

### **3. HOURS OF OPERATION**

The Library shall remain open from 9:30 a.m. to 3:30 p.m., Monday through Saturday.

### **4. PROMOTIONAL MATERIALS**

Publications of general cultural interest may be placed in the lobby. Advertising of a political, sectarian, travel or Club-related nature may not be placed in the Library.

The Library Operations Supervisor (LOS) is authorized to remove any printed material that does not qualify for placement in the Library.

### **5. ARTWORK DISPLAY**

The LOS is responsible for the display of artwork in the Library buildings.

- 5.1. The display areas in the Library are used for art pieces and collections, in locked cases.
- 5.2. 1 The display wall areas in the buildings will be reserved for paintings of the artists in the community.

A display coordinator, who is appointed by the LOS, will establish the art pieces and collections to be displayed each month.

Permanent displays of artwork and collections will not be permitted in the Library buildings unless specific action is recommended by the LOS to the Recreation Committee and approved by the Board of Directors (BOD) of the Golden Rain Foundation (GRF).

All displays of artwork or collections are the responsibility of the owner to insure in case of loss or damage. The GRF is not responsible for any exhibits. A release must be signed by the exhibitor. (See Exhibit A)

**LIBRARY****RESCIND****General Information****6. BORROWING MATERIAL**

For the benefit of the patrons of the Library, a limitation on the number of materials and the length of time they may be borrowed has been established.

**Books, Music and Magazines:**

	<i>Individual Max. Number</i>	<i>Borrow Time</i>	<i>Renewal Allowed</i>
Books – New (up to 399 pages)	5	1 Week	None
Books – New (400 or more pages)	5	2 Weeks	None
Books – Regular	15	3 Weeks	One
Books – On Tape, CD, MP3 or Playaway	15	3 Weeks	One
Music – Cassettes & Compact Discs (CD)	5	2 Weeks	One
Magazines	5	1 Week	None

**DVDs, Blu-Ray, DVSs and Videos:**

	<i>Individual Max. Number</i>	<i>Borrow Time</i>	<i>Renewal Allowed</i>
New Fiction	3	3 Days	None
New Non-Fiction	3	1 Week	None
Regular Fiction	3	1 Week	One
Regular Non-Fiction	3	3 Weeks	One

Exceptions shall be limited to the following:

- 6.1.** As a convenience to homebound residents, all books, except best sellers, may be borrowed for up to eight weeks.

A daily fine will be assessed for any materials returned after the specified time limit.

**7. FINES**

In an effort to have library materials returned within a specified time frame and in good condition, the following fines have been established:



## **LIBRARY**

**RESCIND**

### **General Information**

<b><u>Category Daily:</u></b>	<b>Late Fine</b>	<b>Maximum Fine</b>
Books	\$ .25	\$10.00
Magazines	\$ .25	\$ 3.00
Cassette Tapes and Compact Discs	\$ .25	\$10.00
Books on Tape, CD, MP3, PlayAway	\$ .25	\$10.00
Paperback Books	\$ .25	\$ 5.00
Pamphlets	\$ .25	\$ 3.00
Videos, DVDs, DVDs and Blu-Ray	\$1.00	\$25.00

### **Fees**

#### **Category Fee:**

Lost Material / Replacement Fee

Cost of Item

All fines and fees will be collected at the Library.

### **8. BUSINESS SERVICES**

Photocopiers, computers and a facsimile (FAX) machine are available for patron use during operating hours.

### **9. CATEGORY COST**

Computer Printouts	\$ .10 per page
Photocopies	\$ .10 per page
Faxes Received	\$ .50 per page
Faxes Sent within United States	\$1.00 per page
Faxes Sent Internationally	\$3.00 per page

### **10. LOSS OF LIBRARY PRIVILEGES**

Failure to comply with this policy may result in loss of Library privileges.



**LIBRARY**

**RESCIND**

**General Information**

**Document History**

Adopted: 26 May 15      Amended: 28 Feb 17      Reviewed: 07 Aug 18

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