



Planning and Policy Manual

Abstract

This document includes the long range plan, technology plan, bylaws of the Saratoga Springs Public Library Advisory Board, and policies which govern Library operations.

Saratoga Springs Public Library

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II: Definitions

Adult- An individual over the age of 18.

Alternate Contact- Phrasing within the Library's Integrated Library System which identifies "Authorized Individuals."

American Library Association- The association represents all types of libraries; its mission is to promote the highest quality library and information services and public access to information. Abbreviated within this document as ALA.

Americans with Disabilities Act- A civil rights law that prohibits discrimination based on disability. Abbreviated within this document as ADA.

Amendments- Change or addition to text.

Appeals Process- Process by which a decision made by the Library may be appealed to the Library Board and an Appeals Committee.

Arts Council- Saratoga Springs Arts Council is run by a group of dedicated volunteers working to bring arts to Saratoga Springs in the form of Visual and Performing Art.

Art Policy- City of Saratoga Springs Art Policy adopted by City Council in 2024.

Authorized Individual- An individual over the age of 18 who customers identify as another individual able to access their Library account utilizing their photo ID and the Library card.

Automated Material Handling- A piece of equipment that allows for the automated return and sorting of items circulated by the Library to more effectively utilize staff time.

Attorney's Office- City of Saratoga Springs Attorney's Office.

Biohazardous- A biological agent or condition that is a hazard to humans or the environment. Typically when seen in the Library, it is in the form of blood, saliva, vomit, and human waste products.

Board Game- Any game played on a board, with pieces and/or cards which is circulated by the Library.

Bylaws- Bylaws of the Saratoga Springs Public Library Advisory Board adopted by resolution and ordinance by the City Council.

Chair- The leader of the Library Board.

Children's Internet Protection Act- This Act was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. It imposes certain requirements of institutions which receive discounts for internet access or internal connections through E-Rate funding. Abbreviated within this document as CIPA.

Chromebook(s)- Web-centric laptop that runs Google Chrome's operating system.

Circulation Desk- This refers to the main customer service desk within the Library.

City- The City of Saratoga Springs, Utah.

City Code- All ordinances and codes adopted by the City of Saratoga Springs.

City Council- The legislative body for the City of Saratoga Springs, whose members are elected, or in rare instances appointed, to make policy decisions for the City of Saratoga Springs.

Classic Literature- Classic Literature is defined herein as those materials that, although they have dated copyrights, have, or are expected to have, regular demand over time.

Collection Agency- A firm that collects unpaid bills for the City of Saratoga Springs.

Collections- Groups of materials included in the holdings of the Library which are included in the catalog of items available to the public.

Collection Development and Maintenance- A statement of guidelines for Library employees to follow when selecting, acquiring, building, and maintaining Library collections.

Customer Statement of Concern Form- A form used by the Library to collect information from a customer regarding their concerns with respect to events, programs, activities, physical materials or displays provided in, by or in partnership with the Library.

Delinquent Account- A delinquent account is an account with over \$10.00 in fines or fees and/or lost, missing, damaged, or overdue item(s).

Digital Collections- Digital collections are items in any electronic format, which may or may not be purchased, which are available for download, circulation, or other customer use.

Disposition- The act of removing, disposing of, or discarding items in the collection or donations given to the Library.

Disqualifying Offenses- An employee or volunteer will be disqualified and prohibited from working or volunteering if the person has been found guilty of the crimes listed in the Background Checks Disqualifying Offenses section.

Et seq.- This phrase means “and the following” and denotes a list or series of items that continues from the item cited just prior to the “et seq.” abbreviation.

Equipment- A set of tools or other objects that are used to achieve a particular job. The equipment collection in the Library references equipment such as computers, Chromebooks, iPads, and other electronic devices used to perform work or research.

Friends of the Library- Friends of the Library is a non-profit tax-exempt organization established as 501c3 for the purpose of fundraising and supporting the Saratoga Springs Public Library.

Guardian- A guardian is a person who looks after and is legally responsible for someone who is unable to manage their own affairs. For the purpose of obtaining a Library card, a guardian is identified as any of the following: parent; grandparent; step-parent; foster parent; or any individual with proof of legal guardianship of the minor.

Hold- A hold is the process of requesting to be put on a list for an item owned and circulated by the Library.

Human Resources Department- The City of Saratoga Springs Human Resources Department. Abbreviated within this document as HR Department.

Identification- Official papers or documents identifying a specific individual. Abbreviated within this document as ID.

Independently Published- Independent publishing involves the creation of a publishing company or small press to provide services related to those of traditional publishers.

Incident Report- A report used by Library employees to document any issues which may arise.

Information Technology Services Department- A department within the City which provides technology services and support. Abbreviated within this document as ITS.

Internet Acceptable Use and Customer Agreement- Terms and conditions which govern the public use of the internet, networked or Wi-Fi, and technologies held by the Saratoga Springs Public Library.

Integrated Library System- Software used by the Library to manage accounts and access. Abbreviated within this document as ILS.

Inter-Library Loan- A system in which one borrows an item from another library for the use of a customer. Abbreviated within this document as ILL.

Institute of Museum and Library Services- A federal agency that provides library grants, museum grants, policy development and research. Abbreviated within this document as Institute.

Inventory Wand- A piece of equipment used by the Library to search for lost, missing, or checked out items utilizing the tags included in the items.

Kit(s)-A kit is an item type which is defined as a mixture of various components, which may be plastic, metal, cardboard, paper, or electronic, which are issued as a unit and intended primarily for instructional or leisure purposes.

Launchpad(s)- Tablet devices produced by a company that do not connect to Wi-Fi or the Internet which can be reset between users to remove data.

Library Board- The Saratoga Springs Public Library Advisory Board whose members are appointed by the Mayor with the City Council's approval via resolution at a regular public meeting of the City Council.

Library Display Committee- A committee established by the Library to review employee proposals of collection displays.

Library for the Blind and Disabled- A library division within the Utah State Library housing a collection of materials in a variety of formats for individuals who have a visual impairment or disability, which impacts their ability to read traditional format materials.

Limited Use Account- A specialized type of Library account for an adult applicant (over the age of 18) without a photo identification who applies for an account utilizing another form of identification.

Loan Periods- The period of time that an item is checked out for.

Local Author- A local author is an individual who, for the purpose of this policy resides, in Utah County, Utah.

Mayor- The elected head of the legislative body for City of Saratoga Springs.

Minor- An individual under the age of 18.

North Utah County Library Cooperative- A cooperative of North Utah County Libraries who have agreed to activate accounts in each other's locations to facilitate the use and exchange of materials; however, they do not share programming, digital collections, and other services.

Open and Public Meetings Act – U.C.A. § 52-4 involving open and public meetings held by public bodies. Abbreviated within this document as OPMA.

Overdue- An item belonging to the Library for which the loan period has lapsed and/or passed, yet it has not been returned to the Library or been declared lost by the customer.

Password- A secret word or phrase which may be used to gain access to an account.

Parliamentary Procedures- Parliamentary procedures are rules that define how particular situations are to be handled, or a particular outcome achieved, in a legislative body. Robert's Rules of Order is an example of a manual of parliamentary procedures.

Personal Identification Number- A secret code which may be used to gain access to an account. Abbreviated within this document as PIN.

Personnel Policies and Procedures Manual for the City of Saratoga Springs- The Personnel Policies and Procedures adopted by the City of Saratoga Springs. Referenced within this document as Personnel Manual.

Policy Violation(s)- Policy violations are a breach in a set of ideas or plans that are a basis for making decisions which can lead to a denial of certain services.

Published- Items which are printed, prepared, and issued for public sale.

Quorum- The minimum number of members of an assembly that must be present at any of its meetings to make the proceedings of that meeting valid.

Recommendation to Purchase Independently Published Title- A form used by the Library to collect information from a customer regarding their recommendation to include or purchase an independently published title.

Recreation- A kit which is a collection of sporting equipment intended primarily for instructional or leisure purposes which may be checked out from the Library.

Request Exemption to Filter Form- A form used by the Library to request that the ITS will consider lifting the filter for a blocked URL for legitimate research purposes where similar information is not available elsewhere.

Renewals- The process of allowing additional time to access either items or accounts.

Saratoga Springs Public Library- The Saratoga Springs Public Library was established in 2011 after authorization to establish a Library Committee was made by City of Saratoga Springs Resolution R10-23. Referenced within this document as Library.

Secretary- The member of the Library Board who conducts their correspondence and keeps records.

Section 504 of the Rehabilitation Act of 1973- This is a federal law within the United States Code (U.S.C.) that protects qualified individuals from discrimination based on their disability.

Self-Check Out- The process of a customer using a Library provided device or kiosk to check items out onto an active Library card.

Self-Published- A paid book production service where the creator of content pays for the items publication.

Special Committee(s)- A special committee is a committee of Library Board members and employees whom are authorized to research and make recommendations regarding a specific policy, requirement, issue, or need of the Library.

State Certification- Utah State Library is authorized by U.C.A. §9-7-205 (1) (n): “The [USL] Board shall . . . develop standards for public libraries.” The State Certification process outlines those requirements. Information can be found online at <https://library.utah.gov/certification/>.

Science, Technology, Engineering, Art, and Math- This is an educational approach to incorporating science, technology, engineering, arts and math into curriculum. Referenced within this document as STEAM.

Ticket- A ticket is a case or service report submitted to a software vendor regarding an issue. Referenced within this document as ticket or service ticket.

Uniform Resource Locator – A location or address identifying where something can be found on the Internet. Abbreviated within this document as URL.

United States Code- The United States Code is the codification by subject matter of the general and permanent laws of the United States. Abbreviated within this document as U.S.C.. The contents of the code can be found online at <https://uscode.house.gov/>. Within this document, code is cited with the Title Number U.S.C. § Section number.

Utah Administrative Code- The Utah Administrative Code is the compilation of administrative rules and regulations that govern the operations of state agencies in Utah. The contents of this code can be found online at <https://adminrules.utah.gov/public/home>. Within this document, the Utah Administrative Code is cited with the Utah Admin. Code, the title reference, the rule number, and the section number.

Utah Code- The Utah Code is the codification by subject matter of the general and permanent laws of the State of Utah. This code is sometimes called Utah Code Annotated or Utah Code and is abbreviated as or abbreviated within this document as U.C.A. The contents of the Utah code can be found online at https://le.utah.gov/documents/code_const.htm. Within this document, Utah Code is cited with the U.C.A. § Title-Chapter-Section number.

Utah Indoor Clean Air Act- U.C.A. § 26-B-7-503 established to protect those in Utah from the dangers of secondhand smoke. Abbreviated within this document as UICAA.

Utah State Library- Utah State Library is the department created by the State of Utah to guide and support libraries ran within the State of Utah. Abbreviated within this document as USL.

Vice-Chair- The individual responsible for running the Library Board meetings in the absence of the Chair.