


CITY OF GRAND PRAIRIE LIBRARY POLICIES

Section 100: General Policies and Procedures	Approved By: 
No. 101: Rules Governing Use of the Library	Library Director
Effective Date: 10/31/2023	Supersedes: 06/06/2023

- 101.1 **Purpose:** The Grand Prairie Public Library System promotes an environment that encourages all patrons to use the library in a safe and respectful manner.
- 101.2 **Scope:** This policy applies to all library customers, regardless of age. Use of the library implies agreement to the Library Code of Conduct (appendix 102A).
- 101.3 **Expectations.** For patrons and staff to conduct themselves in a professional, considerate manner, being respectful of property and people.

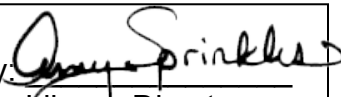
Prohibitions: In most cases, except for illegal activities, patrons who violate the Code of Conduct will be given one warning by Staff and asked to behave in an appropriate manner. Conduct not allowed in the library includes, but is not limited to:

- Using the library for other than its intended purpose, including: loitering, sleeping, changing clothes, bathing (except for washing hands and face), shampooing, shaving, washing clothes or utensils, preparing meals or food.
- Soliciting other customers or staff for cash.
- Taking library materials into the restrooms or improper use of the restrooms, including loitering and bathing.
- Not wearing shoes or shirts, wearing sagging pants that expose underwear or skin, or wearing clothes unbuttoned or unzipped.
- Wearing full-face masks is prohibited unless given permission by a Library Administrator.
- Intense odor or lack of personal hygiene that bothers customers.
- Solicitation of any events not specifically approved by Library administration. This includes but is not limited to handing out of materials to customers or posting information inside the buildings.
- Creating a noisy disturbance.
- Use of obscene, abusive or profane language.
- Disorderly conduct.
- Damaging or stealing library property, including books and AV materials.
- Blocking library entrances and aisles.
- Eating.
- Drinking from containers without lids.
- Smoking, e-cigarettes, chewing tobacco or use or possession of alcoholic beverages or illegal drugs.
- Threatening behavior, harassment or assault.

- Excessive displays of affection.
- Use of bicycles, skates, skateboards or other sports equipment in or around the library.
- Animals, with the exception of service animals or animals brought in for a library event.
- Staying in the library past closing time.
- Any illegal activity.
- For additional Rules Governing Use of the Library by Children, see sec. 102.


- 101.4 **Items that may not be brought into the library:** Illegal weapons of any kind are strictly prohibited from the library. Illegal drugs or any other kind of illegal contraband are also prohibited. Large framed backpacks, bedrolls, blanket rolls, more than three grocery-sized paper or plastic bags or parcels.
- 101.5 **Cell phones and electronic devices:** A customer's use of devices may not interfere with another customer's enjoyment and use of the library. Customers may be asked to step outside the building to continue cell phone conversations.
- 101.6 **Enforcement:** The primary responsibility for enforcing policy rests on the supervisor in charge of the library where the incident occurs. However, all staff members have responsibility for enforcing the policy, and patrons must comply with instructions given by staff. This policy supports staff members' actions when patrons' behavior or activities are unreasonable and interfere with others' use of the library.
- 101.7 **Consequences:** Failure to abide by this policy or the library staff's instruction may result in revocation of library privileges, expulsion from the library, or criminal prosecution. In cases where a patron has lost their privileges within a Grand Prairie Library location, notes will be made on the patron's account explaining the loss of privilege and will carry over to other Grand Prairie Library locations.

CITY OF GRAND PRAIRIE LIBRARY POLICIES

Section 100: General Policies and Procedures	Approved By:  Library Director
No. 102: Rules Governing the Use of the Library by Children	
Effective Date: 6-20-2017	Supersedes: 12-01-2013

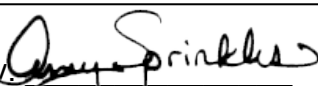
- 102.1 **Purpose:** The Grand Prairie Libraries are open, public buildings. The Library endeavors to provide a welcoming, safe environment for all library users. Parents/caregivers are responsible for the well-being of the children visiting the Library or using the Library services. To this end, the following Rules of Use pertain to children and teenagers.
- 102.2 **Responsibility:** The Library assumes no responsibility for unattended children on Library premises. This applies to all Library premises, including the buildings' interior, exterior and grounds.
- 102.3 **Unattended Children During Normal Business Hours:** No child age six years or younger may be left unattended in any area of the Main Library or the Betty Warmack Branch Library. Children up to age six must be supervised and in the immediate vicinity of a caregiver at least 12 years of age or older who is able to attend to the child's safety and ensure appropriate behavior. The Library reserves the right to contact parents, guardians, or the proper authorities if children are unattended and require supervision. Children are expected to adhere to the Library Code of Conduct (appendix 102A).
- 102.4 **Unattended Children at Closing:** If school-age children remain at the library at the time of closing and if after 20 minutes it has been determined that the youth do not have sufficient transportation home, staff will promptly contact a library manager and the Grand Prairie Police Department to request an officer sit with the customer until ride arrives. Two (2) Grand Prairie Library System staff members as available will wait outside the building with the child until the police arrive. Under no circumstances is library staff permitted to transport the child to another location.
- 102.5 **Shotwell Life Center Branch Library:** As the Shotwell Life Center Branch Library is located within the Shotwell Life Center, patrons will adhere to the stated policies of the Parks, Arts, and Recreation Department. As such, unattended children not following the Library Code of Conduct will be asked to leave the Library. At close of library business, youth will fall under the Shotwell Life Center guidelines.

CITY OF GRAND PRAIRIE LIBRARY POLICIES

Section 100: General Policies and Procedures	Approved By  Library Director
No. 103: Unclaimed Property and Lost & Found	
Effective Date: 12/01/2013	Supersedes:

- 103.1 **Purpose:** Patrons often forget property in the Library, and then attempt to recover it. As part of our “Raving Fans” service, this policy establishes guidelines and criteria for dealing with such items.
- 103.2 **Expectations of Patrons:** While the goal of the Library is to be an educational and community hub, it is a public place and as such, patrons cannot expect the Library to be responsible for their personal items. When discovered, either by Staff or brought to attention by another patron, a reasonable attempt will be made to return a lost item to its owner. However, the City and Library cannot be responsible for items that are left in the Library but are unable to be recovered. **Please make sure to keep an eye on your valuables at all times, and make sure you have everything when moving to a different location.**
- 103.3 **Requirements and Guidelines:**
- Hazardous and/or perishable items will be disposed of immediately.
 - Miscellaneous items (including but not limited to clothing and binders) will be held for two weeks.
 - Miscellaneous items found at the Shotwell Life Center Branch Library will be turned into the desk of the Shotwell Life Center Recreation Center at the end of the business day, and will fall under the Parks & Recreation Center’s policy for Unclaimed Property & Lost and Found Policy.
 - If the owner of an item can be established by Staff, a reasonable attempt will be made to contact them in a timely manner.
 - In order to claim a lost item, the owner must come to the Library location where the item was lost and satisfactorily identify the lost item.
 - In most cases, items that are lost and then found in the Library or turned into Staff by other patrons are held for two weeks, then will be disposed of by whatever means are reasonable. Such actions include, but are not limited to, donations to charities as well as handing over items of value (including but not limited to cell phones, credit cards, IDs, and jewelry) to the Grand Prairie Police Department Property Division for handling.

CITY OF GRAND PRAIRIE LIBRARY POLICIES

Section 100: General Policies and Procedures	Approved By:  Library Director
No. 104: Memorial, Monetary and Physical Property Donations	
Effective Date: 12/01/2013	Supersedes:

104.1 **Purpose:** The Grand Prairie Library will gladly accept monetary donations in memory/honor of individuals. The Library will maintain a Memorial Trust Fund for the purpose of accepting donations. This policy outlines the regulations and procedures for the proper handling of such donations.

104.2 **Definitions:**

Library Materials - Books, DVDs, CDs, magazines, and any other print, audiovisual, or electronic content that the Library collects for the purpose of lending to users.

Memorial Fund – This trust fund is part of the City of Grand Prairie’s financial accounts. It is maintained exclusively for use by the Library.

Memorials – Monetary gifts to the Library designated for the purchase of library materials in memory of an individual.

Large Monetary Donations – Cash donations more than \$15,000 are considered large monetary donations.

Personal Property Donations – Non-cash donations that do not meet the criteria to be considered library materials.

104.3 **General:** The Library encourages unrestricted monetary gifts. These allow for the greatest flexibility in meeting the Library’s needs. However, recommendations for topics and/or titles may be arranged in consultation with Library Administration and the Head of Technical Processing. Conditional gifts requiring purchase of a specific title or titles may be declined if the materials do not meet the selection criteria outlined in the Collection Development policy.

104.4 **Requests to Direct Memorial Gifts:** Family representatives may contact the Library with a request to direct memorials to the Library for a loved one, or donations may be brought in person or sent by mail. In all cases, these requests should be routed to Library Administration for reply. The Library Director, Library

Manager, or Executive Assistant should coordinate the donations to ensure compliance with policy.

- 104.5 **Donation Form:** A donation form (Appendix 104A) should be given to each donor to complete. The information on this form will be used to send acknowledgments to the donor and to the honoree/family representative of the gift. Anonymous donations will be handled on request at the discretion of Library Administration.
- 104.6 **Topic/Title Requests:** Donors who wish to designate topics/titles for purchase should do so on the donation form. Topic/title requests are routed to the Head of Technical Processing for consideration and fulfillment. Library Administration and the Head of Technical Processing reserve the right to decline a monetary gift if the requested topics/titles are unsuitable for inclusion in the Library Collection.
- 104.7 **Acknowledgments:** All monetary donations will be acknowledged in writing. Unless alternate arrangements are made with Library Administration, an acknowledgment will be sent to the donor and the honoree/family representative. In addition, when an item is purchased with a monetary gift, a book plate will be added inside the front cover with the name of the honored person and the name of the donor, and the information on the title is included in the written acknowledgments.
- 104.8 **Non-Memorial Monetary Gifts:** Monetary gifts intended for use at a specific library location (for example, the Betty Warmack Branch Library) may be accepted. These gifts will be deposited into the General Fund account of the specified library branch and must be used within a 12 month period.
- 104.9 **Large Monetary Gifts:** Cash donations more than \$15,000 must be handled in consultation with the City Manager's Office. Large monetary gifts may require the approval of the City Council before acceptance.
- 104.10 **Personal Property Donations:** Non-cash donations that are considered potential library materials (books, magazines, videos, etc.) will be considered for addition to the collection in accordance with policy 105. Other personal property donations will be considered by Library Administration on a case by case basis. Acceptance of items worth more than \$15,000, such as artwork, is conditional on City Management and City Council approval, per City Administrative Directive 09. AD 09 may be accessed in the Library Administration office.
- 104.11 **Memorial Fund:** All memorial donations to the Library, regardless of amount or origin, will be deposited into the Memorial Fund. Non-memorial gifts will be deposited in the directed branch's General Fund allocation. The Library's Executive Assistant is responsible for maintaining the fund accounting, in consultation with the Library Director.



**Appendix 104A.
Library Memorial Book Donation**

In memory of:

Given by:

Title or subject area of interest requested:

Location: ☐ Main Library ☐ Warmack Branch ☐ Shotwell Branch

Name and address for family acknowledgement:

Name and address for donor acknowledgment:

Staff Use Only

Special instructions (if needed):

Title selected:

Date title ordered:

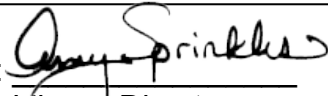
Date received:

Price:

Date acknowledgement sent to donor:

Date acknowledgement sent to family:

CITY OF GRAND PRAIRIE LIBRARY POLICIES

Section 100: General Policies and Procedures	Approved By: 
No. 105: Gifts of Potential Library Materials	Library Director
Effective Date: 12/01/2013	Supersedes:

- 105.1 **Purpose:** The Grand Prairie Public Library System is happy to receive gifts from individuals in the community and civic organizations. All gifts delivered to the Library become the property of the City of Grand Prairie Library, to use or dispose of as it sees best.
- 105.2 **Definition: Library Materials** are books, DVDs, CDs, magazines, and any other print, audiovisual, or electronic content that the Library collects for the purpose of lending to users.
- 105.3 **Gift Receipts:** When patrons bring items to the library to donate, staff members will give them a gift receipt form for the patron's records. The library staff will not place a monetary value on the donation receipt. The Library will not accept items that have restrictions upon its use. The Library reserves the right to add donations to the collection or not. If items are added, it is in accordance with the library system's collection development policy. If they are not added, they will be offered to the Friends of the Library for their book sale.
- 105.4 **Genealogy Book Donations:** Donations of Genealogy materials should be evaluated for inclusion in the collection by the genealogy selector in consultation with the Grand Prairie Genealogy Society's Library Liaison. If an item is not added to our collection, the Library may choose to return the item to the Genealogy Society, so that they may donate it to another genealogy library, instead of sending it to the Friends of the Library.
- 105.5 **Monetary Donations:** See section 104 for policies related to Monetary and Personal Property donations that do not meet the criteria for inclusion in the Library collection.



Appendix 105A.
LIBRARY GIFT RECEIPT FORM

Gifts of materials are accepted by the Library with the understanding that they may or may not be added to the Library's collection. The decision to include gift materials will be based on the following considerations: whether the materials meet the Library's standards of materials selection; whether the physical condition is satisfactory; whether the Library needs the title, or added copies of the title. Anything that the library does not add will be given to the Friends of the Library for their book sale.

Please understand that the Library cannot make a dollar evaluation of the gifts.

Books: _____

Magazines: _____

Paperbacks: _____

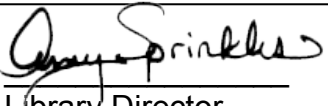
Audio Recordings: _____

Video Recordings: _____

Other: _____

Date of donation: _____

CITY OF GRAND PRAIRIE LIBRARY POLICIES

Section 100: General Policies and Procedures	Approved By:  Library Director
No. 106: Security of Library Materials	Supersedes:
Effective Date: 12/01/2013	

106.1 **Purpose:** The Grand Prairie Public Library System may equip each branch with a security gate system to ensure materials do not leave the library without being checked out to a patron.

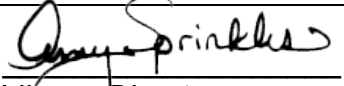
106.2 **Guidelines:** Technical Processing will attach anti-theft security devices to the Libraries' holdings. These security stripes will set off the magnetic gate alarm upon exit unless circulation staff desensitizes the item using the manufacturer's de-magnetizing devices. If a patron walks out with library material and the alarm goes off, staff will check the patron's receipt to make sure the items are on the patron's card.

The patron will then be asked to exit the gate without the materials and wait on the other side. This ensures the patron does not have any other items. Staff will again desensitize the items and pass them through the gate one at a time to the patron. If any item sets off the alarm, staff will make a check-in note in the item's record so it can be examined upon return. If a patron sets off the alarm without any items visibly present, staff will ask to see any bags the patron may be carrying. Staff will inspect the bag.

If the patron does not return, staff may call the Police Department at their discretion. At no time should a staff member pursue a library patron out of the building.

106.3 **Maintenance:** Staff will clean the sensors windows and the fan filter on the gates monthly to ensure they are working properly. This is per the manufacturer's instructions.

**CITY OF GRAND PRAIRIE
LIBRARY POLICIES**

Section 100: General Policies and Procedures	Approved by: 
No. 107: Lost/ Missing Child	Library Director
Effective Date: 7/7/2017	Supersedes: 5/1/2014

107.1 Purpose: The Grand Prairie Library System promotes a secure environment for patrons of all ages and provides special protocol in the case of a missing child.

107.2 Scope: The CODE ADAM protocol applies to Main and Warmack library staff. Shotwell will operate under Shotwell Life Center protocol in this instance.

107.3 Expectations: Once CODE ADAM is announced using the PA system, all library staff will participate in the effort to find the reported missing child.

107.4 Application: The following protocol will be implemented in the case of a missing child report:

Step 1: Obtain a detailed description of missing child:

- Name, age, hair color, eye color
- Approximate weight and height
- Color and type of clothing and shoes

Step 2: Go to the nearest phone and page **CODE ADAM** as well as the description of the missing child.

CODE ADAM: *NAME* has misplaced/lost/gotten separated from his/her mom/dad. *NAME* is *AGE* and has *HAIR*, *EYES*, *HEIGHT*, and *WEIGHT*. *NAME* is wearing *SHOES*. *NAME* please report to the front desk.

- Once announcement is given, staff assigned to entrance and exit areas must assume their position immediately and remain at their post until **CODE ADAM Canceled** is announced on the PA system.
- Customers with children, who resemble the description, should be politely asked to wait until management arrives.
- Bring parent or guardian of the missing child to the front of the building to assist in identifying the missing child
- Other employees/staff should begin searching for the missing child according to their pre-assigned areas.

Step 3: If the child is not found within 10 minutes, proceed in calling the police. Do not hesitate, the police would rather receive a second call reporting the child found than to discover it is too late.

Step 4: If the child is found and appears unharmed, reunite the child with parent or guardian. Verify parent/guardian is who they say they are.

Step 5: If the child is found accompanied by someone other than parent or guardian, use reasonable efforts to delay the departure of the adult accompanying the child, but do not put yourself, the staff, or customer at risk. Call the police to identify the person accompanying the child.

Step 6: Conclude the incident by saying **CODE ADAM Canceled** on the PA. Facility management must report the incident in loss prevention even if the child temporarily wandered, triggering CODE ADAM Alert.

107.5

Enforcement: The primary responsibility of applying the CODE ADAM Alert rests on the supervisor in charge of the library where the incident occurs. However all library staff are responsible for participating in the efforts to find a missing child during a CODE ADAM Alert.

City of Grand Prairie

ADMINISTRATIVE DIRECTIVE

SUBJECT: Donations to the City

A.D. No.

9.0

Effective Date

03/20/94

Revised

07/09/09

03/06/12

1.0 POLICY

Donations to the city must be pre-approved by the appropriate departments before the city will accept them. The items must have a known historical or market value.

2.0 PURPOSE

To provide guidelines for the city to accept only those donations that have a known value, are needed by the city and can actually be used by the city in daily operations. Such items are for city use and not for personal use by the employees.

3.0 DEPARTMENTS AFFECTED/RESPONSIBILITIES

All departments and functions of the city are included.

4.0 PROCEDURE

Employees who are contacted by citizens wishing to donate items must:

- 4.1 If the donations are cash, the department managers may accept the funds, deposit the money into the appropriate accounts obtained from Accounting for tracking purposes and notify the city manager.
- 4.2 If the items exceed \$15,000 or are real property, the city council must review and formally accept the items before the city may accept them. The city council will receive notification of donations under \$15,000 through the administrative report.
- 4.3 The departments/divisions will:
 - Issue receipts and thank you letters to the donors for the items.
 - For gifts over \$15,000, prepare resolutions so that the city council can formally approve the donation.
 - Forward all documentation of items with value greater than \$500 to Accounting for placement on the fixed asset system.
- 4.4 Comply with Internal Revenue Service Code governing donations.

Management Services Director

City Manager

Date

Date



COMO COMPARTARSE EN LA BIBLIOTECA CONECTAR, DESCUBRIR, EDUCAR

Un ambiente seguro y saludable para todo los clientes:

- **Usa su voz callada.** Mientras que nosotros no somos una biblioteca de silencio, recomendamos que sea consiente de otros y mantenga su voz callada.
- **Mantenga la limpieza.** Por favor sea respetuoso de los demás al no usar lenguaje obsceno, abusivo o profano con otros con el personal.
- **Mantenga buenos modales.** Animamos interacciones profesionales y considerados.
- **Respete la propiedad de la biblioteca y clientes.** La biblioteca está construida con dinero de los contribuyentes y les damos gracias por ayudarnos a mantenerla limpia, en buen estado y disponible para el disfrute de todos. Robar es malo.
- **Malas Costumbres.** Somos una facilidad de no fumar, no masticar tabaco, no traer comida o bebida abierta, tampoco permitimos el uso o posesión de bebida alcohólicas o drogas ilegales en la propiedad de la biblioteca.
- **Mantenga Tranquilidad.** No toleramos comportamiento amenazante. Se le pedirá que se vaya o llamaremos a la policía.
- **Mantenga Clasificado "G".** No enseñe exhibiciones excesivas de afecto y conducta física, eso es mejor dejar en casa.
- **Deje las ruedas afuera.** Por favor deje sus bicicletas, patines, patinetas y equipamiento deportivo fuera de la biblioteca.
- **No nos haga llamar a la policía.** Si usted está haciendo algo que es ilegal, llamaremos a la policía.



**Appendix 104A.
Library Memorial Book Donation**

In memory of:

Given by:

Title or subject area of interest requested:

Location: ☐ Main Library ☐ Warmack Branch ☐ Shotwell Branch

Name and address for family acknowledgement:

Name and address for donor acknowledgment:

Staff Use Only

Special instructions (if needed):

Title selected:

Date title ordered:

Date received:

Price:

Date acknowledgement sent to donor:

Date acknowledgement sent to family:



Appendix 105A.
LIBRARY GIFT RECEIPT FORM

Gifts of materials are accepted by the Library with the understanding that they may or may not be added to the Library's collection. The decision to include gift materials will be based on the following considerations: whether the materials meet the Library's standards of materials selection; whether the physical condition is satisfactory; whether the Library needs the title, or added copies of the title. Anything that the library does not add will be given to the Friends of the Library for their book sale.

Please understand that the Library cannot make a dollar evaluation of the gifts.

Books: _____

Magazines: _____

Paperbacks: _____

Audio Recordings: _____

Video Recordings: _____

Other: _____

Date of donation: _____



HOW TO BEHAVE IN THE LIBRARY

For a safe and healthy environment for all customers, the following behaviors are prohibited:

- Using the library for other than its intended purpose, including: loitering, sleeping, changing clothes, bathing (except for washing hands and face), shampooing, shaving, washing clothes or utensils, preparing meals or food.
- Soliciting other customers or staff for cash.
- Taking library materials into the restrooms or improper use of the restrooms, including loitering and bathing.
- Not wearing shoes or shirts, wearing sagging pants that expose underwear or skin, or wearing clothes unbuttoned or unzipped.
- Wearing full-face masks is prohibited unless given permission by a Library Administrator.
- Intense odor or lack of personal hygiene that bothers customers.
- Solicitation of any events not specifically approved by Library administration. This includes but is not limited to handing out of materials to customers or posting information inside the buildings.
- Creating a noisy disturbance.
- Use of obscene, abusive or profane language.
- Disorderly conduct.
- Damaging or stealing library property, including books and AV materials.
- Blocking library entrances and aisles.
- Eating.
- Drinking from containers without lids.
- Smoking, e-cigarettes, chewing tobacco or use or possession of alcoholic beverages or illegal drugs.
- Threatening behavior, harassment or assault.
- Excessive displays of affection.
- Use of bicycles, skates, skateboards or other sports equipment in or around the library.
- Animals, with the exception of service animals or animals brought in for a library event.
- Staying in the library past closing time.
- Any illegal activity.