



STATE OF HAWAII  
HAWAII STATE PUBLIC LIBRARY SYSTEM  
OFFICE OF THE STATE LIBRARIAN  
44 MERCHANT STREET  
HONOLULU, HAWAII 96813

June 21, 2016

TO: The Honorable Lance Mizumoto  
Chairperson  
Board of Education

FROM: Stacey A. Aldrich  
State Librarian

A handwritten signature in blue ink, reading "Stacey A. Aldrich".

SUBJECT: Board Action on Finance and Infrastructure Committee recommendations concerning the following Board policies: E-600; 600.1, Collection Development; 600.2, Hawaii State Public Library System Budget; 600.3, Hawaii State Public Library System Safe Workplace; 600.4, Naming of Hawaii State Public Library Facilities; 600.5, Hawaii State Public Library System Internet Access; 600.6, Access to Hawaii State Public Library System Facilities; and the addition of a 600.7 Hawaii State Public Library System Wireless Security Disclaimer

On March 15, 2016, the Hawaii State Public Library System (HSPLS) presented recommended changes to the following policies: 600.1, Collection Development; 600.5, Hawaii State Public Library System Internet Access; 600.6, Access to Hawaii State Public Library System Facilities; and the addition of a 600.7, Hawaii State Public Library System Wireless Security Disclaimer.

The Board of Education Finance and Infrastructure Committee recommended the changes be accepted after one more review by the AG's Office to ensure the language is clear and appropriate.

HSPLS received a final review from Deputy Attorney General Melissa J. Kolonie. She did not recommend any substantive changes, but did recommend addressing issues for clarity and consistency. The minor language edits have been made.

Policy E-600 was developed by the Board of Education's Policy Audit Group task force.

Policies 600.2, 600.3, and 600.4 have had no changes to the language. The numbering has been changed to match the new numbering scheme.

Exhibit A includes all of the policies (E-600 – 600.7) that require approval from the Board. Exhibit B includes all of the edits that have been made to the policies.

RECOMMENDATION

HSPLS recommends that the Board of Education formally approve Board Policies E-600 – 600.7.

## **EXHIBIT A**

### **Policy E-600 LIBRARIES**

The Hawaii State Public Library System shall operate in alignment with the Board-approved strategic plan, and in compliance with federal and state laws, applicable regulations and Board of Education policies.

Approved: June 21, 2016

**Policy 600.1**  
**HAWAII STATE PUBLIC LIBRARY SYSTEM**  
**COLLECTION DEVELOPMENT POLICY**

The Hawai'i State Public Library System (HSPLS) is a statewide system of libraries consisting of the Hawai'i State Library (HSL), the Library for the Blind and Physically Handicapped (LBPH), regional libraries, community libraries, and public/school libraries.

HSPLS provides general and special library services for all individuals and groups in the state, pursuant to the Hawaii Constitution<sup>1</sup>, statutory authority<sup>2</sup>, and Executive Order<sup>3</sup>.

In accordance with the mission of the Hawai'i State Public Library System, the library selects materials in a variety of formats and languages to serve the needs of the community and to provide a broad and relevant collection. Selection is based on awareness of community interests and concerns, local, national and international issues and events, publishing trends, new insights, societal trends, and the professional judgment of selectors regarding the material's value to the library's collection. It is the library's intention that the collection reflects the diversity of the State of Hawai'i.

Access

The library will uphold the freedom to read as expressed in the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement adopted by the American Library Association (see links to documents at the end of this document). While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire will not be restricted. The library does not stand in loco parentis (in the place of parents). Parents and guardians, not the library or staff, have the responsibility to guide and direct the reading, listening, and viewing choices of their own minor children

Responsibility of Selection

Responsibility for selection policy resides with the state librarian and the Board of Education. Decisions regarding the selection of books and other resources are the responsibility of the public service librarians of HSPLS, pursuant to statutory authority<sup>4</sup>.

Selection Criteria

HSPLS selects materials for its collection for audiences of all ages in whatever format is most appropriate in accordance with professionally accepted guidelines. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials does not imply agreement with, approval or endorsement of the content, viewpoint, implication, or expression of the material.

1 Article X, Section 1, State Constitution, 1993 edition

2 Act of 1959, Act I, Section 18, 2<sup>nd</sup> Special Session, First State Legislature 1959

3 Executive Order No. 19, dated September 30, 1961

4 Hawai'i Revised Statutes 312-2.9(b)

Electronic resources such as e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library, are subject to the same general selection criteria as other materials.

General criteria:

- Present and potential relevance to community needs
- Suitability of format or physical form for library use
- Suitability of subject and style for intended audience
- Relevance of the item as an artifact
- Relevance of item for its historic significance
- Availability in multiple formats
- Cost
- Relevance to current trends and events
- Relation to the existing collection
- Attention by critics and reviewers
- Potential user appeal
- Requests from patrons

Content criteria for selection:

- Comprehensiveness
- Skill, competence and purpose of author or publisher
- Reputation and qualifications of the author or publisher
- Consideration of the work as a whole
- Currency
- Objectivity
- Clarity
- Technical quality
- Representation of diverse points of view
- Representation of movements, subjects, genres or trends of lasting patron interest
- Artistic presentation and/or experimentation
- Sustained interest/demand
- Relevance and use of the information
- Relevance to local history collections
- Provides unique contribution to a field of study

Additional Criteria for Electronic Formats

- Ease of use of the product
- Availability of the product to multiple, concurrent users
- Technical and support requirements needed for access to the product

Copyright

The library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Gifts and Donations

HSPLS accepts monetary gifts to enhance our materials collection. Gifts of material are subject to the evaluation criteria stated for the selection of materials. Additionally, the library must consider cataloging, processing, and shelving costs before adding materials. Donations are accepted with the understanding that HSPLS has the right to determine the disposition of gift items. Materials not accepted are offered to the Friends of the library for their book sales. HSPLS follows Chapter 8-209, Hawaii Administrative Rules, relating to donations to public libraries.

#### Collection Maintenance (Weeding)

Staff relies on a set of criteria to guide on-going collection maintenance decisions. Based on the evaluation, materials may either be kept, replacement copies may be purchased, materials may be preserved to ensure long term retention, or materials may be permanently withdrawn from the collection. Not all criteria will be applied to each de-selection decision.

#### General criteria for de-selection:

- Format or physical condition is no longer suitable for library use
- Content is available in multiple formats
- Age and condition of the item is unsuitable for library circulation
- Obsolescence – information that is no longer timely, accurate or relevant
- Insufficient use or lack of patron demand
- Little or no relevance to current trends and events
- No long-term or historical significance
- Space limitations
- Sufficient number of copies in the collection
- Easy availability in other collections locally or nationally

#### Reconsideration of Library Materials

HSPLS recognizes the rights of individuals to question materials in the collection. Objections must be submitted in writing on the Patron Request for Reevaluation of Library Material form. Retention or removal of materials is based on conformity to the selection criteria. Materials under question will remain in the active collection until a determination is made.

#### Links to Documents:

- A. Library Bill of Rights - <http://www.ala.org/advocacy/intfreedom/librarybill/>
- B. The Freedom to Read Statement  
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement/>
- C. Freedom to View  
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement/>
- D. Patron Request for Reevaluation of Library Materials – HSPLS Form

Approved: June 21, 2016

## HAWAII STATE PUBLIC LIBRARY SYSTEM PATRON REQUEST FOR REEVALUATION OF LIBRARY MATERIAL

Please take time to complete the following form to help us understand your concerns. It is important for you to provide contact information, so that we may follow-up with you.

**DATE:**

### CONTACT INFORMATION

<b>Name:</b>	
<b>Address:</b>	
<b>City, State, Zip</b>	
<b>Email address:</b>	
<b>Are you representing</b>	Self      Organization/Group
<b>If representing an organization or group, please identify:</b>	

### MATERIAL

<b>Title:</b>	
<b>Publisher:</b>	
<b>Date:</b>	

### ADDITIONAL REQUIRED INFORMATION

1. How did you learn about the material in question?
2. How much of this material did you read and/or examine?
3. Have you read any reviews of the material? If yes, please indicate the name of the reviewer and/or the publication in which it appeared.
4. What do you believe is the theme of the material?
5. What specifically is objectionable about the material? Please be specific and cite pages.
6. What do you feel might be the result of reading, seeing or listening to this material?
7. Is it suitable for some age groups?
8. Is there anything worthwhile in the material?
9. What would you like for us to do about this material?
10. What substitute would you recommend to replace the material?

**Policy 600.2**  
**HAWAII STATE PUBLIC LIBRARY SYSTEM BUDGETS**

The establishment of budget priorities is one of the primary ways in which the Board of Education (Board) articulates its policies to the Hawaii State Public Library System (HSPLS). Those priorities are articulated through approval of the biennial and supplemental budgets that specify how, where, and in what amount funds are to be expended.

Any HSPLS proposal to make adjustments in the operating budget and Capital Improvements Program budget shall require prior approval of the Board and shall include, but shall not be limited to, justification on the:

- Detailed description by cost element and the means of financing of positions, equipment, or other current expenses being requested;
- Fiscal impact of partial or zero funding for the request;
- Impact on public satisfaction and facility requirements;
- Impact on other state programs and agencies;
- Strategic goals supported;
- Measurable deliverables; and
- Identification of resources currently being used to address the problem or funding shortfall

Determination of the merits of budget adjustments shall be based on whether the adjustments address Board and HSPLS goals, objectives, and standards. Budget requests for funding and staff increases shall be evaluated on the basis of the justifications, evaluations, pertinent data, and reports provided and consistent with Board approved goals, objectives, and policies for HSPLS.

Approved: 09/06/07

**Policy 600.3**  
**HAWAII STATE PUBLIC LIBRARY SYSTEM**  
**SAFE WORKPLACE**

The Hawaii State Public Library System is responsible for providing a safe and harmonious workplace. All employees are responsible for maintaining a safe and harmonious work environment. Workplace violence will not be tolerated under any circumstances and may result in disciplinary action, up to and including termination. Employees shall report all suspected or potential incidents of workplace violence to their supervisors. Supervisors shall process all reported or observed incidents in accordance with any applicable statute, policy, rule, regulation, program requirement, or contract agreement.

Workplace violence includes but is not limited to acts involving physical attack, property damage, as well as verbal statements that a reasonable person would perceive as expressing or suggesting intent to cause physical or mental harm to another person. Examples of violent behaviors include but are not limited to hitting, pushing, or shoving; throwing or breaking of an object; shouting or yelling, threatening gestures or remarks; disruptive or hostile actions; abusive or belligerent language; sabotage of equipment; repetitive unwanted phone calls, notes, e-mails; or other similar acts.

Approved: 12/06/07



**Policy 600.4**  
**NAMING OF HAWAII STATE PUBLIC LIBRARY FACILITIES**

All new Hawaii State Public Library facilities shall be named by, or the names shall be approved by the State Board of Education.

The names of all new Hawaii State public library facilities shall represent the geographic area where the facility is situated or located.

**REGULATIONS**

**A. Naming of New Public Library Facilities**

1. The State Librarian shall recommend a name for any new public library facility. The recommendation shall be submitted to the State Board of Education Committee on Public Libraries for review and to the full Board of Education for final approval.

2. Public library facilities shall be named solely for the geographic area where the facility is situated or located.

3. Dual geographic area names (i.e. Salt Lake - Moanalua Public Library) shall be discouraged.

4. Whenever possible, libraries shall be named for the specific city or district where they are situated which is identified with the U.S. Postal Service ZIP Code for the location.

**B. Naming of Rooms and Sections Within Library Facilities**

1. A room or section within any library facility may be named for past distinguished staff, donors of library facilities, donors of substantial sums of money to the benefit of the Hawaii State Public Library System, or for any other person for meritorious reason.

2. Proposals for naming of rooms or sections at library facilities shall be forwarded to the State Librarian for review. The State Librarian shall review and discuss the proposal with the staff of the affected library facility, and when appropriate, with representatives of the community where the facility is located.

3. The State Librarian shall inform the Board of Education Committee on Public Libraries of the proposed naming of a room or section, and of his recommendation regarding the proposal. After review by the Committee, the proposal shall be submitted with their recommendations to the full Board of Education for final approval.

**Policy 600.5**  
**HAWAII STATE PUBLIC LIBRARY SYSTEM INTERNET ACCEPTABLE USE**  
**POLICY**

The Hawaii State Public Library System (HSPLS) offers free public access to the Internet for educational and informational purposes on specified computers. This policy applies to all patrons of the HSPLS computers or networks.

Disclaimer

The library only assumes responsibility for the information provided on the library home page and has no control over information available through the Internet, other than the content provided on the library's web site and cannot be held responsible for its content. Users should be aware that the content on the Internet may not necessarily be verified as accurate, current, appropriate, or legal, and that users are solely and personally responsible for their use of this resource. The library is not liable for any direct, indirect or consequential damages related to the information contained therein. The library does not guarantee privacy or confidentiality during the use of Library Internet stations.

In the event of equipment failure, library staff will work with you to reschedule a time and/or offer alternative sources for information. The library is not responsible for any damages or loss of data arising from the use of equipment, programs or other library materials.

Responsibilities of the Hawaii State Public Library System

HSPLS will comply with provisions of State of Hawaii and federal law as they apply to the use of library computers and access to information through the Internet.

In accordance with the federal Children's Internet Protection Act (CIPA), all library public workstations use filtering software to access the Internet. Adults, defined by CIPA as being 17 years and older, may request that library staff disable the filter during their Internet session.

HSPLS seeks to protect the First Amendment rights of its customers and their individual rights to privacy. HSPLS maintains customers' records in accordance with the responsible management of the library system's collections and services. HSPLS does not collect or retain records that could unnecessarily compromise the privacy of its customers.

One of HSPLS's objectives is to maximize online resources and, to that end, HSPLS has developed Internet Use Guidelines to allow fair access to the many users who want to use these resources.

Library staff has the authority to limit the number of patrons at the same terminal if the usage is disturbing other patrons or creates a hazard for others.

Library employees are authorized to take prompt and appropriate actions to enforce this Board of Education Policy, the HSPLS Internet Use Guidelines, and/or other provisions of the HSPLS Administrative Rules, as stated or implied herein.

### Responsibilities of Library Customers

It is the individual user's responsibility to demonstrate good judgment, respect for others, and appropriate conduct while using the public library and its resources, including use of Internet resources.

Internet computers are in public areas in HSPLS libraries. By agreeing to the HSPLS Internet Use Guidelines at the beginning of each session, users accept responsibility and acknowledge that some sites may reasonably be deemed offensive to other library patrons, and that images on the screen are visible to a wide audience. Not all content on the Internet is appropriate for viewing by all. Library patrons may be asked to discontinue accessing sites or engaging in other Internet behavior that others may find inappropriate.

Library patrons must use their own active library card for access. All library patrons are expected to use library resources, including the Internet, in a responsible and courteous manner, consistent with educational and informational purposes for which the resources are provided.

All patrons are expected to abide by the following:

- The library's Internet stations may not be used for any purpose that violates U.S., state or local laws. Users must respect all copyright laws and licensing agreements pertaining to software files and other resources obtained via the Internet.
- Patrons may not view or display obscenity, child pornography, or other illegal content.
- Library Internet patrons may not attempt to alter or damage computer hardware or software. The Library does not allow for the use of personal software.
- Library equipment may not be unplugged, moved, removed, or otherwise modified. Patrons may not attempt to reconfigure systems or software or in any way interfere with the system set-up
- Patrons may not use the network to make unauthorized entry or hack into other computational, informational, or communication services or resources. Patrons may not invade the privacy of others or engage in any activity that is harassing, defamatory or threatening; or receive or display text or graphics which may reasonably be construed as obscene as defined by law.

All library patrons must abide by this policy and the Library's Internet Use Guidelines. Violations may result in the loss of Internet use and/or library privileges.

### Use by Minors

The nature of the Internet requires users to exercise critical thinking skills to determine if the content is truthful, relevant, and appropriate. Parents and legal guardians may need to provide guidance for their own children on the issues.

HSPLS does not serve *in loco parentis* (in place of a parent). Library staff will not provide supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with their parents or legal guardians, who should instruct their children on what they feel is appropriate.

Although the library complies with CIPA and provides filtering, no filtering software can control access to all materials that an individual may deem inappropriate. Words, images, or sounds that may be considered inappropriate or offensive by an individual may not be blocked because no filtering software program is 100% effective.

Parents or legal guardians should let their children know if there are materials they do not want them to use and how to use the Internet safely. Parents or legal guardians are encouraged to supervise their child's Internet use.

### Response to Prohibited Behaviors and Content

Misuse of a public access computer will result in the loss of computer privileges, potential loss of library privileges, and possible legal action.

### Agreement to Comply with Internet Use Policies

The use of a public access computer at any facility owned or operated by HSPLS is considered acceptance of the HSPLS Internet Acceptable Use Policy.

HSPLS shall develop guidelines for Internet use that are consistent with this policy.

Approved: June 21, 2016

**Policy 600.6**  
**ACCESS TO HAWAII STATE PUBLIC LIBRARY SYSTEM FACILITIES**

The Hawaii State Board of Education strongly believes that the Hawaii State Public Library System plays an important role in meeting the education, vocational training and information access needs of our communities. As such, public access to the libraries is critical to meeting these needs. Accordingly, all state libraries to the extent possible shall use their best efforts to expand their hours of operation to include weekend hours. Any exceptions and/or waivers to this policy must be approved by the State Librarian.

Approved: 11/20/12

**Policy 600.7**  
**HAWAII STATE PUBLIC LIBRARY SYSTEM**  
**WIRELESS SECURITY DISCLAIMER & USE POLICY**

The Hawaii State Public Library System (HSPLS) provides free wireless Internet access via an unsecured wireless network. It is strongly recommended that individuals do not use the HSPLS network to transmit personal, financial, or legal data. The library is not responsible for malicious theft or interception of data transmitted over the HSPLS wireless network.

The library assumes no responsibility for the safety of equipment or for harm done to laptop or smart device configurations, security, or data files resulting from connection to the library's wireless service. Virus and security protection is the responsibility of the wireless user. The library staff may not provide technical assistance and there is no guarantee that patrons will be able to make a wireless connection.

All users of the HSPLS network must abide by the [Hawaii State Public Library System Internet Acceptable Use Policy](#).

The misuse or abuse of wireless connectivity may result in suspension of Internet and/or library privileges. The library has the right to revoke wireless and Internet privileges for any violation of this policy.

Approved: June 21, 2016

**EXHIBIT B – Edits**

**Policy E-600**  
**LIBRARIES**

The Hawaii State Public Library System shall operate in alignment with the Board approved strategic plan, and in compliance with federal and state laws, applicable regulations and Board of Education policies.

Approved: June 21, 2016

**Comment [SA1]:** Added by Board of Education's Policy Audit Group task force. Rationale: The Hawaii State Public Library System is organized and operated as mandated by law and directed by the Board of Education.

Policy 600.1  
**HAWAII STATE PUBLIC LIBRARY SYSTEM  
COLLECTION DEVELOPMENT POLICY**

**Comment [SA2]:** Changed from Policy 9201 to reflect new numbering scheme.

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Selection Criteria

HSPLS selects materials for its collection for audiences of all ages in whatever format is most appropriate in accordance with professionally accepted guidelines supported by organizations like the American Library Association. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials does not imply agreement with, approval or endorsement of the content, viewpoint, implication, or expression of the material.

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- Relevance and use of the information
- Relevance to local history collections
- Provides unique contribution to a field of study

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- Ease of use of the product
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- Technical and support requirements needed for access to the product

Copyright

The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Gifts and Donations

Board of Education Policies for HSPLS, Final Noted Changes  
Presented to the Board of Education on June 21, 2016

HSPLS accepts monetary gifts to enhance our materials collection. Gifts of material are subject to the evaluation criteria stated for the selection of materials. Additionally, the library must consider cataloging, processing, and shelving costs before adding materials. Donations are accepted with the understanding that HSPLS has the right to determine the disposition of gift items. Materials not accepted are offered to the Friends of the Library for their book sales. [HSPLS follows Chapter 8-209, Hawaii Administrative Rules, relating to donations to public libraries.](#)

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#### General criteria for de-selection:

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#### Reconsideration of Library Materials

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#### Links to Documents:

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- B. The Freedom to Read Statement  
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement/>
- C. Freedom to View  
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>
- D. Patron Request for Reevaluation of Library Materials – HSPLS Form

Approved: June 21, 2016

**HAWAII STATE PUBLIC LIBRARY SYSTEM  
PATRON REQUEST FOR REEVALUATION OF LIBRARY MATERIAL**

Please take time to complete the following form to help us understand your concerns. It is important for you to provide contact information, so that we may follow-up with you.

**DATE:**

**CONTACT INFORMATION**

<b>Name:</b>	
<b>Address:</b>	
<b>City, State, Zip</b>	
<b>Email address:</b>	
<b>Are you representing</b>	Self      Organization/Group
<b>If representing an organization or group, please identify:</b>	

**MATERIAL**

<b>Title:</b>	
<b>Publisher:</b>	
<b>Date:</b>	

**ADDITIONAL REQUIRED INFORMATION**

1. How did you learn about the material in question?
2. How much of this material did you read and/or examine?
3. Have you read any reviews of the material? If yes, please indicate the name of the reviewer and/or the publication in which it appeared.
4. What do you believe is the theme of the material?
5. What specifically is objectionable about the material? Please be specific and cite pages.
6. What do you feel might be the result of reading, seeing or listening to this material?
7. Is it suitable for some age groups?
8. Is there anything worthwhile in the material?
9. What would you like for us to do about this material?
10. What substitute would you recommend to replace the material?

**HAWAII STATE PUBLIC LIBRARY SYSTEM BUDGETS**

**Comment [SA3]:** Changed from Policy number 9300 to reflect new numbering scheme.

The establishment of budget priorities is one of the primary ways in which the Board of Education (Board) articulates its policies to the Hawaii State Public Library System (HSPLS). Those priorities are articulated through approval of the biennial and supplemental budgets that specify how, where, and in what amount funds are to be expended.

Any HSPLS proposal to make adjustments in the operating budget and Capital Improvements Program budget shall require prior approval of the Board and shall include, but shall not be limited to, justification on the:

- Detailed description by cost element and the means of financing of positions, equipment, or other current expenses being requested;
- Fiscal impact of partial or zero funding for the request;
- Impact on public satisfaction and facility requirements;
- Impact on other state programs and agencies;
- Strategic goals supported;
- Measurable deliverables; and
- Identification of resources currently being used to address the problem or funding shortfall

Determination of the merits of budget adjustments shall be based on whether the adjustments address Board and HSPLS goals, objectives, and standards. Budget requests for funding and staff increases shall be evaluated on the basis of the justifications, evaluations, pertinent data, and reports provided and consistent with Board approved goals, objectives, and policies for HSPLS.

Approved: 09/06/07

**Policy 600.3**

**HAWAII STATE PUBLIC LIBRARY SYSTEM  
SAFE WORKPLACE**

**Comment [SA4]:** Changed from Policy number 9010 to reflect new numbering scheme.

The Hawaii State Public Library System is responsible for providing a safe and harmonious workplace. All employees are responsible for maintaining a safe and harmonious work environment. Workplace violence will not be tolerated under any circumstances and may result in disciplinary action, up to and including termination. Employees shall report all suspected or potential incidents of workplace violence to their supervisors. Supervisors shall process all reported or observed incidents in accordance with any applicable statute, policy, rule, regulation, program requirement, or contract agreement.

Workplace violence includes but is not limited to acts involving physical attack, property damage, as well as verbal statements that a reasonable person would perceive as expressing or suggesting intent to cause physical or mental harm to another person. Examples of violent behaviors include but are not limited to hitting, pushing, or shoving; throwing or breaking of an object; shouting or yelling, threatening gestures or remarks; disruptive or hostile actions; abusive or belligerent language; sabotage of equipment; repetitive unwanted phone calls, notes, e-mails; or other similar acts.

Approved: 12/06/07

**NAMING OF HAWAII STATE PUBLIC LIBRARY FACILITIES**

**Comment [SA5]:** Changed from Policy number 9100 to reflect new numbering scheme.

All new Hawaii State Public Library facilities shall be named by, or the names shall be approved by the State Board of Education.

The names of all new Hawaii State public library facilities shall represent the geographic area where the facility is situated or located.

**REGULATIONS**

**A. Naming of New Public Library Facilities**

1. The State Librarian shall recommend a name for any new public library facility. The recommendation shall be submitted to the State Board of Education Committee on Public Libraries for review and to the full Board of Education for final approval.
2. Public library facilities shall be named solely for the geographic area where the facility is situated or located.
3. Dual geographic area names (i.e. Salt Lake - Moanalua Public Library) shall be discouraged.
4. Whenever possible, libraries shall be named for the specific city or district where they are situated which is identified with the U.S. Postal Service ZIP Code for the location.

**B. Naming of Rooms and Sections Within Library Facilities**

1. A room or section within any library facility may be named for past distinguished staff, donors of library facilities, donors of substantial sums of money to the benefit of the Hawaii State Public Library System, or for any other person for meritorious reason.
2. Proposals for naming of rooms or sections at library facilities shall be forwarded to the State Librarian for review. The State Librarian shall review and discuss the proposal with the staff of the affected library facility, and when appropriate, with representatives of the community where the facility is located.
3. The State Librarian shall inform the Board of Education Committee on Public Libraries of the proposed naming of a room or section, and of his recommendation regarding the proposal. After review by the Committee, the proposal shall be submitted with their recommendations to the full Board of Education for final approval.

**Policy 600.5**  
**HAWAII STATE PUBLIC LIBRARY SYSTEM INTERNET ACCEPTABLE USE**  
**POLICY**

**Comment [SA6]:** Changed from Policy number 9200 to reflect new numbering scheme.

The Hawaii State Public Library System (HSPLS) offers free public access to the Internet for educational and informational purposes on specified computers. This policy applies to all patrons of the HSPLS computers or networks.

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Disclaimer

The library only assumes responsibility for the information provided on the library home page and has no control over information available through the Internet, other than the content provided on the library's web site and cannot be held responsible for its content. Users should be aware that the content on the Internet may not necessarily be verified as accurate, current, appropriate, or legal, and that users are solely and personally responsible for their use of this resource. The library is not liable for any direct, indirect or consequential damages related to the information contained therein. The library does not guarantee privacy or confidentiality during the use of Library Internet stations.

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In the event of equipment failure, library staff will work with you to reschedule a time and/or offer alternative sources for information. The library is not responsible for any damages or loss of data arising from the use of equipment, programs or other library materials.

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Responsibilities of the Hawaii State Public Library System

HSPLS will comply with provisions of State of Hawaii and federal law as they apply to the use of library computers and access to information through the Internet.

In accordance with the federal Children's Internet Protection Act (CIPA), all library public workstations use filtering software to access the Internet. Adults, defined by CIPA as being 17 years and older by federal law, may request that library staff disable the filter during their Internet session.

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HSPLS seeks to protect the First Amendment rights of its customers and their individual right to privacy. HSPLS maintains customers' records in accordance with the responsible management of the library system's collections and services. HSPLS avoids collecting or retaining records that could unnecessarily compromise the privacy of its customers.

One of HSPLS's objective is to maximize online resources and, to that end, HSPLS has developed Internet Use Guidelines to allow fair access to the many users who want to use these resources.

Library staff has the authority to limit the number of patrons at the same terminal if the usage is disturbing other patrons or creates a hazard for others.

Library employees are authorized to take prompt and appropriate actions to enforce this Board of Education Policy, the HSPLS Internet Use Guidelines, and/or other provisions of the HSPLS Administrative Rules, as stated or implied herein.

### Responsibilities of Library Customers

It is the individual user's responsibility to demonstrate good judgment, respect for others, and appropriate conduct while using the public library and its resources, including use of Internet resources.

Internet computers are in public areas in HSPLS libraries. By agreeing to the HSPLS Internet Use Guidelines at the beginning of each session, users accept responsibility and acknowledge that some sites may reasonably be deemed offensive to other library patrons, and that images on the screen are visible to a wide audience. Not all content on the Internet is appropriate for viewing by all. Library patrons may be asked to discontinue accessing sites or engaging in other Internet behavior that others may find inappropriate.

Library patrons must use their own active library card for access. All library patrons are expected to use library resources, including the Internet, in a responsible and courteous manner, consistent with educational and informational purposes for which the resources are provided.

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All patrons are expected to abide by the following:

- The library's Internet stations may not be used for any purpose that violates U.S., state or local laws. Users must respect all copyright laws and licensing agreements pertaining to software files and other resources obtained via the Internet.
- Patrons may not view or display obscenity, child pornography, or other illegal content.
- Library Internet patrons may not attempt to alter or damage computer hardware or software. The library does not allow for the use of personal software.
- Library equipment may not be unplugged, moved, removed, or otherwise modified. Patrons may not attempt to reconfigure systems or software or in any way interfere with the system set-up
- Patrons may not use the network to make unauthorized entry or hack into other computational, informational, or communication services or resources. Patrons may not invade the privacy of others or engage in any activity that is harassing, defamatory or threatening; or receive or display text or graphics which may reasonably be construed as obscene as defined by law.

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All library patrons must abide by this policy and the Library's Internet Use Guidelines. Violations may result in the loss of Internet use and/or library privileges.

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Use by Minors

The nature of the Internet requires users to exercise critical thinking skills to determine if the content is truthful, relevant, and appropriate. Parents and legal guardians may need to provide guidance for their own children on the issues.

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HSPLS does not serve *in loco parentis* (in place of a parent). Library staff will not provide extensive supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with their parents or legal guardians, who should instruct their children on what they feel is appropriate.

Although the library complies with CIPA and provides filtering, no filtering software can control access to all materials that an individual may deem inappropriate. Words, images, or sounds that may be considered inappropriate or offensive by an individual may not be blocked because no filtering software program is 100% effective.

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Parents or legal guardians should let their children know if there are materials they do not want them to use and how to use the Internet safely. Parents or legal guardians are encouraged to supervise their child's Internet use.

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Response to Prohibited Behaviors and Content

Misuse of a public access computer will result in the loss of computer privileges, potential loss of library privileges, and possible legal action.

Agreement to Comply with Internet Use Policies

The use of a public access computer at any facility owned or operated by HSPLS is considered acceptance of the HSPLS Internet Acceptable Use Policy.

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HSPLS shall develop guidelines for Internet use that are consistent with this policy.

Approved: June 21, 2016

**Policy 600.6**

**ACCESS TO HAWAII STATE PUBLIC LIBRARY SYSTEM FACILITIES**

**Comment [SA7]:** Changed from Policy number 9100 to reflect new numbering scheme.

The Hawaii State Board of Education strongly believes that the Hawaii State Public Library System plays an important role in meeting the education, vocational training and information access needs of our communities. As such, public access to the libraries is critical to meeting these needs. Accordingly, all state libraries to the extent possible shall use their best efforts to expand their hours of operation to include weekend hours. Any exceptions and/or waivers to this policy must be approved by the State Librarian.

Approved: 11/20/12

**Policy 600.7**  
**HAWAII STATE PUBLIC LIBRARY SYSTEM**  
**WIRELESS SECURITY DISCLAIMER & USE POLICY**

The Hawaii State Public Library System (HSPLS) provides free wireless Internet access via an unsecured wireless network. It is strongly recommended that individuals do not use our network to transmit personal, financial, or legal data. The library is not responsible for malicious theft or interception of data transmitted over the HSPLS wireless network.

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The library assumes no responsibility for the safety of equipment or for harm done to laptop or smart device configurations, security, or data files resulting from connection to the library's wireless service. Virus and security protection is the responsibility of the wireless user. The library staff may not provide technical assistance and there is no guarantee that patrons will be able to make a wireless connection.

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All users of the HSPLS network must also abide by the [Hawaii State Public Library System Internet Acceptable Use Policy](#).

The misuse or abuse of wireless connectivity may result in suspension of Internet and/or library privileges. The library has the right to revoke wireless and Internet privileges for any violation of this policy.

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Approved: June 21, 2016