CITY OF CAMARILLO
POLICY COMMITTEE
AGENDA
Monday, November 25, 2019 – 8:30 a.m.
Administrative Conference Room
601 Carmen Drive, Camarillo, CA 93010

1. Call to Order
2. Approval of Minutes of November 4, 2019
3. Public Comments
4. Street Furniture Permit – Proposed New Policy
5. Library Policies
   a. Code of Conduct Policy & Procedures
   b. Registration Policy
   c. Circulation Policy
   d. Internet Use Policy
   e. Study Room Policy – New
6. Policy 11.13, Use of Camarillo Library Ancillary Facilities
7. Committee Comments
8. Adjournment

Written materials related to these agenda items are available for public inspection in the Office of the City Clerk at 601 Carmen Drive, Camarillo during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. Questions may be referred to Tully Clifford, Assistant City Manager, at (805) 388-5312.

PACKET DISTRIBUTION:

Committee Members: Vice Mayor Tony Trembley, Councilmember Charlotte Craven
Dave Norman, Tully Clifford, Jeffrie Madland, Genie Rocha, Mark Uribe, Roger Pichardo, Georg Winkler, Kathy Talley, Counter Copy
1. **Call to Order:** The meeting was called to order at 11:00 a.m.

**Committee Members Present:** Vice Mayor Tony Trembley and Councilmember Charlotte Craven.

**Staff Present:** City Manager Dave Norman, Administrative Services Director Carmen Nichols, Finance Director Genie Rocha, Assistant Finance Director Mark Uribe, Sr. Management Analyst Roger Pichardo, and Executive Assistant Jill Gordon.

2. **Approval of Minutes of September 16, 2019:** Approved as presented.

3. **Public Comments:** None.

4. **Policy 1.01, City Council Reorganization, Committees, and Appointments**

Mr. Norman stated that a description of what each committee does has been added into the Policy. The Committee reviewed the Policy and made additional changes. Item 3. j., Ventura County Housing Trust Fund, was missing a description so Ms. Gordon will email the Committee with the information for review/approval prior to the Policy going to the City Council for adoption.

**Recommendation:** Forward amendments to the City Council.

5. **Policy 1.12, Community Service Grants**

It was suggested that the following be added to the Policy’s listing of ineligible organizations: Camarillo-based non-profit 501(c)(3) organizations in which a member of the City Council is a Director or Officer. This wording was recently adopted by the City Council for Policy 1.15, Guidelines for City Support of Community Events.

**Recommendation:** Forward amendments to the City Council.

6. **Policy 3.01, Budget and Fiscal Policy**

The Committee agreed with staff’s recommendation of adding additional exceptions to the 100% cost recovery.

**Recommendation:** Forward amendments to City Council.

7. **Policy 1.05, City Council Meetings**

The Committee considered Councilmember Mulchay’s request to forego meetings whenever a committee’s only item is to approve minutes, or to restrict compensation.
of members when the only item is to approve minutes. The Committee discussed that sometimes minutes need to be certified for grants, records requests, etc. and it’s best to have current approved minutes available. The Committee discussed foregoing meeting compensation when the only meeting function is minute approval. As this change is specific to the Camarillo Sanitary District (CSD), it should be handled through the CSD pay ordinance, not through a City policy.

**Recommendation:** Policy 1.05 remains as is. Forward CSD pay ordinance amendment to District Board, restricting pay when the only meeting function is approval of minutes.

8. **Committee Comments:** None.

9. **Adjournment:** Meeting was adjourned at 12:00 p.m.
City of Camarillo

CITY COUNCIL POLICY

Section: Community Development
Date Adopted:
Last Amended:

Subject: Street Furniture Permit

PURPOSE
To provide outdoor dining opportunities for restaurants and cafes located in the Camarillo Old Town (COT) Zone.

POLICY
A. Any restaurant or café may place and maintain tables, chairs, or other furniture (including a trellis) within the sidewalk area of the public right-of-way in the COT Zone by first obtaining a Street Furniture Permit, which includes the following standards:

1. Use of the public sidewalk for outdoor seating and/or dining may be authorized immediately adjacent to and only for uses permanently located and permitted in the Camarillo Old Town Zone.

2. The layout of all street furniture conform with the accessibility requirements specified in the California Building Code.

3. Street furniture placed within the public right-of-way for each individual use must be of one type or style, and will be of a compatible color and of similar design and character. All street furniture will be maintained in a clean, neat and safe condition at all times.

4. All umbrellas and outdoor heaters placed within the public right-of-way will provide for a minimum vertical clearance of 80 inches. No advertising or signage on umbrellas or other street furniture will be permitted.

5. No street furniture, tables or chairs will be attached to the sidewalk or other public improvement, with the exception of fencing serving as separation required by the Alcoholic Beverage Control Board, and support structures for covered outdoor dining. In addition, all street furniture will be capable of being stored either within the existing use it serves or on the property.
6. If alcoholic beverages are to be served, approved separation must be provided between the area where these beverages will be consumed and the public area. A diagram indicating the location and method of separation must be submitted to the Department of Community Development for review and approval. In addition, all necessary approvals will be obtained from the Alcoholic Beverage Control Board.

7. Street furniture will not be placed, used or maintained in any of the following locations:
   a. At any location where pedestrian passage along the sidewalk is reduced to less than 72 inches.
   b. Within five feet of any vehicular driveway or three feet to any parking area.
   c. Within five feet of any marked crosswalk.
   d. At any location where it creates or constitutes a traffic hazard.
   e. At any location that unreasonably interferes with access to, obstructs, or creates a nuisance to, the adjoining property.

8. The permittee will maintain adequate public liability insurance as required under Section 13.04.170 of the Camarillo Municipal Code. Proof of insurance will be submitted prior to the approval of the Street Furniture Permit.

9. No fee will be required for a Street Furniture Permit allowing street furniture within the COT Zone public right-of-way.

10. The Street Furniture Permit will remain valid as long as the restaurant or café maintains an active Business License with the City.

11. Prior to issuance of a Street Furniture Permit, the Department of Community Development will review a site plan prepared by the applicant, indicating the size, placement and number of chairs, tables, and other furniture proposed. The location and number of tables and chairs will be maintained as indicated on the diagram at the time of issuance of encroachment permit.
The Policy Committee is being asked to review and provide input on the changes to various Library Policies. Outlined below is a brief summary of the proposed revisions to each policy. The proposed revisions are intended to clarify, specify, and/or update the policies for best management practices.

**Code of Conduct Policy and Procedure** – First adopted in 2010, the proposed revision addresses loss of privileges for misconduct and provides for an appeal process. The proposed revision also works to solidify expectations of the facility given the changing demographics of users from the Young Adult Center.

**Registration Policy** – First adopted in 2010, this policy is in need of revision to help clarify the types of identification used when issuing new library cards. The proposed revision also addresses the privileges and rules associated with youth accounts.

**Circulation Policy** – First adopted in 2010 with the latest revision on March 14, 2012, this policy is in need of revision to better explain the rules of loaning materials. The proposed revision also attempts to better explain the fine and fee accrual process, specifically for lost items.

**Internet Use Policy** – First adopted in 2010, the revised draft will more clearly explain patron expectations and responsibilities while using public computers and wireless internet. Also, some grammatical errors were corrected.

**Study Room Policy** – This is an all new proposed policy with goal of proactively addressing patron concerns of study room use. The rooms maintain almost constant use each day with an increasing trend.

Attachments
City of Camarillo Public Library

LIBRARY CODE OF CONDUCT POLICY & PROCEDURES

Adopted December 8, 2010

I. PURPOSE

The purpose of this policy is to outline standards of conduct expected of persons using the Camarillo Public Library and the administrative processes to be used when those standards are violated. The rules of conduct are for the comfort, safety and protection of all library patrons.

II. POLICY

The Camarillo Public Library is open to the general public. The policy ensures that everyone has the right to use library services and resources provided his or her behavior does not unreasonably interfere with the rights of others to do the same. This policy requires the following specific behaviors be observed in the library:

- Behavior must not disrupt other people’s use of the library that is disruptive to others, including staff, is prohibited.

- Library patrons must be considerate of others in the library and treat other patrons and staff with courtesy and respect, honor other patrons’ privacy, and keep all conversations quiet at a minimum volume. Using harassing or insulting language or behavior is not tolerated.

- Personal items must be attended to at all times. Unattended personal items inside or outside library property is subject to the Lost and Found procedures will be removed and taken to the Lost and Found bin.

- Petitioning, soliciting, or selling merchandise or services without written permission from the Library Director is prohibited. Per City Council Policy 11.13-Use of Camarillo Library Ancillary Facilities, it is prohibited to use library facilities for campaign purposes or soliciting contributions for political parties, individuals, or groups. All other inappropriate or disruptive activities are prohibited.

- Any action recognized as destructive, illegal or dangerous, including carrying weapons is prohibited in the library.

- All devices, including cell phones must be set to mute or vibrate in the library. All phone calls and voice chat functions are prohibited in the library and must be taken outside or used in areas designated by library staff.

- Food and beverages (excluding water in a no spill bottle) may only be consumed in designated areas.
• If a person creates or emanates a detectable odor that disturbs other library patrons or staff, they will be asked to leave until the situation is corrected.

• Bicycles, skates, shoes with wheels, skateboards, collapsible scooters and other similar means of conveyance may not be used inside the library, inside the library entryways or walkways and must be kept out of passageways outside (bicycle rack) or stored with the patron. Bicycles and scooters must be stored outside at the bicycle rack. Other items listed must be stored with the patron.

• Smoking or use of tobacco products, including electronic cigarettes, and vaping, is not allowed in the library or on the patio in front of the library. Prohibited on the entire property of the Camarillo Public Library, including the courtyard, parking lots, back lawn, and walkways per City of Camarillo Municipal Code 10.44.020.

• The consumption of alcohol is prohibited on the premises except for special events that have obtained appropriate City approvals.

• Shopping carts are not allowed in the library, designated patio areas or the courtyard area in front of the library.

• Shirts/tops, pants/shorts/skirts and shoes must be worn in the library at all times.

• Sleeping or loitering in the library is prohibited.

• Only service animals are allowed in the library, except those needed to assist disabled people. Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person’s disability. Dogs or other types of animals used for emotional support, therapy, comfort, or companion animals are not considered service animals. No other animals are allowed in the library. The ADA requires that service animals be under the control of the handler at all times.

• Library restrooms may not be used for bathing, shaving, or washing hair or clothes.

• Furniture without casters cannot be moved. Movable furniture must be returned to its original location. Sitting and lying on the floor is prohibited, except in designated areas.

• Fraudulent use of another patron’s library card and/or number for any purpose, including reserving or using library computers is prohibited.

• Filming and photography in the library should be for personal use only and kept to a minimum to help protect patron privacy. For questions about filming in the library...
III. RULES FOR SUPERVISION OF MINORS

Parents, caregivers and teachers are responsible for the behavior of children under their supervision. Children under the age of 9 must be accompanied by a parent or responsible caregiver 12 years old or older. A responsible adult must directly accompany preschool children at all times. Library staff cannot assume responsibility for children at any time. If an unattended child is in the library at closing time, police will be notified and asked to pick up the child. Library staff are not permitted to offer the child transportation home.

IV. STAFF PROCEDURES WHEN PATRONS VIOLATE THE CODE OF CONDUCT

It is unlawful for any person to fail to obey a directive from library personnel to cease and desist from the violation of any regulation, statute, or ordinance applicable to the use of the library. Authorized library staff members shall follow the procedures set out below to enforce the library’s Code of Conduct Policy & Procedures in a fair and reasonable manner. Authorized staff members, including administrators, security personnel, managers, supervisors, or staff members designated by a supervisor to intervene with patrons in order to ensure compliance with the library’s Code of Conduct Policy & Procedures.

If a patron exhibits behavior that violates the code of conduct, library staff will first inform the patron regarding the library’s code of conduct and seek voluntary compliance. If the patron continues to act in ways that violate the disruptive use policy and the code of conduct, the staff can require that the patron leave the library. The police may be called in to assist as needed.

The Library Director has the authority to restrict patron access to the library for extended periods upon written notice to the patron.

Library staff responding to possible violations may request that patrons identify themselves by presenting a library card or other forms of ID such as a Driver’s License or school ID. A patron who does not comply with the Code of Conduct Policy & Procedures will ordinarily receive an initial verbal warning from library staff, unless the patron’s misconduct involves actual or potential harm to another patron or library property. Staff will inform the patron involved of the relevant conduct policy and rule(s) and warn the patron that continued violation will result in a loss of library use privileges. If the
misconduct continues, or if library staff consider the misconduct sufficiently disruptive, the patron may be asked to leave the library for the remainder of that day.

Written notice is not required for initial warnings or suspension for the remainder of a day. If the patron believes that the treatment is unfair, a supervisor or ranking staff member may be called upon to consider the patron’s objection. The supervisor’s or ranking staff member’s decision will be final.

When a patron under 18 years of age is to be suspended, staff will offer to notify their parent or guardian of the suspension by telephone, text, or email before the minor patron leaves the library.

V. SUSPENSIONS FOR DAY OR LONGER

Some misconduct may result in a patron being suspended for longer periods—from 1 full day up to a full year—depending upon the severity or repeated character of the misconduct. The Library Director is authorized to suspend patrons from library and their use privileges, for periods of 1 full day or longer.

Suspension of library use privileges denies the patron access to the library building and grounds, online spaces, phone calls to library staff (unless required by order of the suspension), and all library programs.

Violation of the terms of suspension, including trespassing on library property or harassment of staff by phone or in online environments, will be reported to local law enforcement and may be subject to criminal prosecution or other legal action.

A Notice of Suspension of Library Use Privileges (see below) will be provided to the patron at the time the suspension is imposed, if possible, or sent to the patron by mail at their last known address. The Notice shall state the rule violation(s) upon which suspension is based, and inform the patron of the procedure for requesting review of the suspension by the Library Director. For a proposed suspension of 6 months or more, a panel may convene to review the suspension period. The panel may consist of the Library Director and other official staff within the City of Camarillo. When use privileges of a patron under age 18 are suspended, the patron’s parent or guardian will also be notified and will be provided with a copy of the Notice of Suspension by mail.

The following are guidelines for suspension periods, which may vary based on the severity of a patron’s misconduct and on any past non-compliance by the patron regarding the Library Code of Conduct Policy & Procedures.
### Length of Suspension

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<th>Length of Suspension</th>
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### VI. APPEAL PROCEDURE

A patron who wishes to appeal a suspension of one month or longer, may do so within 10 calendar days from the date of the Notice of Suspension by making a written request to the Library Director at the library’s address or by emailing the Director at the email address provided in the Notice of Suspension. The library will offer the patron a
reasonable opportunity to be heard by the Director. The Director’s decision on any appeal shall be final.

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Attachment: City of Camarillo Policy 11.13, Use of Camarillo Library Ancillary Facilities
NOTICE OF SUSPENSION OF LIBRARY USE PRIVILEGES

To: _____________________________________
   Library Card No. __________________________

On _____________________ at approximately _______________________, you were observed at the Camarillo Public Library.

At that time you were engaging in the following conduct which violated the Library Code of Conduct, a copy of which has been provided to you and which is also attached to this Notice:

☐ Disruptive behavior affecting staff or patrons
☐ In possession of objects or substances prohibited at the library
☐ Unreasonably loud use of cell phone or another electronic device
☐ Selling products or services or soliciting donations
☐ Other conduct violating the Code of Conduct Policy: __________________________

Because of the inappropriate conduct noted above and/or other history of inappropriate conduct at the Camarillo Public Library or on library property, your library privileges are suspended until the date shown below. If you come into the library or onto library property before that date, police may be called and you will be subject to arrest for trespassing.

You may appeal this loss of library privileges by sending a written request within 10 days from the date of this Notice of Suspension, addressed to the Library Director at Camarillo Public Library, 4101 Las Posas Road, Camarillo, CA 93010, or by emailing the Director at director@camarillolibrary.org. Your request should explain the reasons why your library use privileges should not be suspended.

Unless the director issues a written determination altering the terms of your suspension, your suspension will be in effect until the date shown below.

Date of suspension of library use privileges: __________________________
Date on which privileges will be restored: __________________________
Staff member name and title: ______________________________________
Signature of staff member: ______________________________________

Attached:
Code of Conduct Policy & Procedures
City of Camarillo Public Library

CODE OF CONDUCT POLICY & PROCEDURES

I. PURPOSE

The purpose of this policy is to outline standards of conduct expected of persons using the Camarillo Public Library and the administrative processes to be used when those standards are violated. The rules of conduct are for the comfort, safety and protection of all library patrons.

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☐ Unreasonably loud use of cell phone or another electronic device
☐ Selling products or services or soliciting donations
☐ Other conduct violating the Code of Conduct Policy: ____________________________

Adopted 12-8-10
Proposed Changes 10-30-19
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Unless the director issues a written determination altering the terms of your suspension, your suspension will be in effect until the date shown below.

Date of suspension of library use privileges: ___________________________
Date on which privileges will be restored: ___________________________
Staff member name and title: ________________________________
Signature of staff member: ________________________________

Attached:
Code of Conduct Policy & Procedures
City of Camarillo Public Library

REGISTRATION POLICY

Adopted December 8, 2010

I. APPLICATION FOR A LIBRARY CARD

The Camarillo Public Library participates in universal borrowing, which, by the California Library Services Act means “the extension by a public library of its direct loan privileges to the eligible borrowers of all other public libraries.” The Camarillo Public Library will issue a free card to any applicant if the person has acceptable identification as provided in this policy.

The Camarillo Public Library participates in universal borrowing which, according to the California Library Services Act, means “the extension by a public library of its direct loan privileges to the eligible borrowers of all other public libraries.” The library will issue a free card to any applicant if the person has acceptable identification as provided in this policy.

Patrons who do not wish to apply for a library card, but who wish to use the Internet, gain computer access, can apply for a computer card-user account that allows them to use access the library’s public computers and wireless network. Cards issued for computer access are only valid for one month.

II. IDENTIFICATION REQUIRED FOR A LIBRARY CARD

The following ID must be presented to obtain a library card:

1. **Juvenile, Youth** (defined as a person under the age of 18)

   The address, current government-issued photo ID, and signature of the parent or guardian on the application constitute identification. Signature of a parent or legal guardian is required for applicants under the age of 18.

2. **Adult** (defined as a person aged 18 or older)

   Identification (who they are) and verification of address are to be presented before issuing a library card. Adults identifying themselves as students must verify a second address in addition to and other than their school residence address.

   This address can be the parents’ home address. A P.O. Box is acceptable.

   Current government-issued photo ID and proof of current address are to be presented before obtaining a library card.

   Examples of acceptable government-issued photo ID include current Driver's License, Passport, State, or Military ID.
All Camarillo Public Library cards must be renewed every 3 years to ensure that patron contact information is up-to-date. Patrons will be prompted to renew by a blocking note that presents itself in any library transaction, such as attempting to borrow materials or placing a hold on an item. By keeping your account information current, patrons will be able to receive library notices in a timely manner.

Patron identification will be verified by library staff.

3. Shut-in patrons can call or write the library or send a friend or relative to pickup an application and reader profile form.

Please note:

- The information on the verifying document (driver’s license, consulate card, etc.) and the information on the library card application MUST match.

III. LIBRARY CARD USE

Once the registration information has been entered/completed, the card is handed to the new borrower to sign. If a child is unable to sign, the parent/guardian may sign for them. The cards are non-transferable, and it is the patron’s responsibility to monitor the use of his or her own card.

Library patrons must have/present their library card or current government-issued ID to check out/borrow materials or sign up for/use a public computer-use.

Library card holders are subject to all standard fees incurred including late fees, and lost or damaged materials fees.

IV. REPLACEMENT CARD

If a card is reported lost or stolen, or it is damaged, a fee of $1.00 is charged for its replacement. An adult can receive a replacement card by presenting a current government-issued photo ID. A youth replacement library card will only be issued if the youth is accompanied by a parent/guardian who presents a current government-issued photo ID.

Identification must be presented before an adult replacement card can be issued. A juvenile replacement library card will be issued immediately if the youth is accompanied by a parent/legal guardian and ID is presented. If the youth is not accompanied by a parent/legal guardian then the juvenile application must be taken home to be filled out completely including ID number. A juvenile application must be on file when replacing a library card.
V. CONFIDENTIALITY OF LIBRARY PATRON RECORDS

California law (including Government Code section 6267) protects the confidentiality of patron records. Because the law does not allow information about one patron to be shared with any other person, even a parent, guardian or spouse, without the written permission of the cardholder, library card applicants will be given the opportunity to give other persons written permission to access their records, at the time that they apply for a library card. Library staff will not provide any information to any party about library patron records unless as specifically allowed by state law.
City of Camarillo Public Library

REGISTRATION POLICY

I. APPLICATION FOR A LIBRARY CARD

The Camarillo Public Library participates in universal borrowing which, according to the California Library Services Act, means “the extension by a public library of its direct loan privileges to the eligible borrowers of all other public libraries.” The library will issue a free card to any applicant if the person has acceptable identification as provided in this policy.

Patrons who do not wish to apply for a library card, but who wish to gain computer access, can apply for a user account that allows them to access the library’s public computers.

II. IDENTIFICATION REQUIRED FOR A LIBRARY CARD

The following ID must be presented to obtain a library card:

1. Youth (defined as a person under the age of 18)

   The address, current government-issued photo ID, and signature of the parent/guardian on the application constitute identification. Signature of a parent or legal guardian is required for applicants under the age of 18.

2. Adult (defined as a person aged 18 or older)

   Current government-issued photo ID and proof of current address must be presented before obtaining a library card.

   Examples of acceptable government-issued photo ID include current Driver's License, Passport, State, or Military ID.

   All Camarillo Public Library cards must be renewed every 3 years to ensure that patron contact information is up-to-date. Patrons will be prompted to renew by a blocking note that presents itself in any library transaction, such as attempting to borrow materials or placing a hold on an item.

   Patron identification will be verified by library staff.

III. LIBRARY CARD USE

Once the registration information has been completed, the card is handed to the new borrower to sign. If a child is unable to sign, the parent/guardian may sign for them. The cards are non-transferable, and it is the patron’s responsibility to monitor the use of his or her own card.
Library patrons must present their library card or current government-issued ID to borrow materials or use a public computer.

Library card holders are subject to all standard fees incurred including late fees, and lost or damaged materials fees.

IV. REPLACEMENT CARD

If a card is reported lost or stolen, or it is damaged, a fee of $1.00 is charged for its replacement. An adult can receive a replacement card by presenting a current government-issued photo ID. A youth replacement library card will only be issued if the youth is accompanied by a parent/guardian who presents a current government-issued photo ID.

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City of Camarillo Public Library

CIRCULATION POLICIES

Adopted December 8, 2010

I. LIBRARY CARDS

To check out materials, each library patron must have a library account in good standing and present a valid, barcoded library card or government issued ID. There is no charge for the initial library card for any applicant. There is a $1.00 fee for replacing a lost, stolen, or damaged card. Library cards are non-transferable.

II. LOAN PERIODS AND NUMBER OF RENEWALS ALLOWED

Some reference materials may circulate for 7 days at the discretion of library staff.

Books, sound recordings, and magazines check out for 21 days (three weeks) and can be renewed one time, provided no other patron has placed a hold on the item.

Up to 10 DVDs per library card can be checked out for 7 days and can be renewed one time, provided no other patron has placed a hold on the item.

A maximum of 30 total items at a time can be checked out to an account.

Electronic materials have varying loan periods based on the digital platform setting of the lending application.

Some new materials may have a shorter loan period of 14 days and may not be renewed. Some reference materials may circulate for 7 days at the discretion of the Librarian.

Renewals may not be available on certain designated items. Staff will alert the patron about any limitations of an item’s ability to be renewed.

III. HOLDS

If an item is not available, a patron can place a hold on it. For convenience, patrons may request that an item be held for future checkout. There is no cost to place a hold on an item. When the item becomes available, it will be held and the patron will be notified that it is available for pick-up by phone, text message or email. The item will be held for up to 7 days. There is no charge for placing a hold on an item available via the Camarillo Public Library catalog. Holds may not be placed on certain designated items. A maximum of 15 holds may be active at any given time.

Holds may not be placed on certain items, such as some new materials.

Adopted 12-8-10
Revised: 5-11-11
Revised: 3-14-12
Proposed Changes 9-11-19 10-30-19
IV. INTERLIBRARY LOAN

If an item is not available to borrow from the Camarillo Public Library's catalog, the item can be requested via Interlibrary Loan from another library system. The request is subject to the availability, policy, and discretion of the loaning system. If held, the item's loan period may vary and may not be renewable. Renewals may not be available on certain designated items.

V. FINES

Fines are calculated based on the number of days that the library is open. No fines are charged for materials lost in natural disasters (fire, flood, death of patron) with an accompanying insurance, police or fire report. If a patron does not have proof that materials were lost in a natural disaster, the Library Director or designee will decide whether to assess or waive fines.

Overdue fines for all items checked out of the Camarillo Public Library are $.20 per item per day—with a maximum of $10.00 per item. Patrons owing $5 or more in charges will not be allowed to check out materials until their fine is paid.

VI. RECOVERING OVERDUE MATERIALS AND COLLECTING FINES

The Camarillo Public Library will send an overdue notice to a patron 14 days after an item is due. At 28 days after the item is due, the item is considered lost and a second notice and bill is sent to the patron requesting that the item be returned, and overdue fines paid.

or the cost of If the overdue item is not returned upon receiving the above notices, patrons must pay the full replacement cost of the item, plus a processing fee of $10. The full replacement cost of the item is based on the price at the time of purchase as recorded in the integrated library system per item be paid. Six weeks after an item is due, the Camarillo Public Library will send the patron's account to a collection agency.

The Camarillo Public Library uses a collection agency to recover lost materials with a value over $50. At 14 days following the second notice, the account is referred to the collection agency and a fee of $10 is added to the patron’s account.

The library uses a collection agency to recover overdue fines and lost materials once the total amount owed on the account reaches $50.
City of Camarillo Public Library

CIRCULATION POLICY

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To check out materials, each library patron must have a library account in good standing and present a valid library card or government issued ID. There is no charge for the initial library card for any applicant. There is a $1.00 fee for replacing a lost, stolen, or damaged card. Library cards are non-transferable.

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If an item is not available to borrow from the library catalog, the item can be requested via Interlibrary Loan from another library system. The request is subject to the availability, policy, and discretion of the loaning system. If held, the item’s loan period may vary and may not be renewable.
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City of Camarillo Public Library

INTERNET USE POLICY

I. PURPOSE

To clarify the use of Internet resources by the public in the Camarillo Public Library.

II. POLICY

The Camarillo Public Library endeavors to provide collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the diverse communities it serves. Within this context, the Camarillo Public Library offers public Internet access.

The Internet is a global resource. Resources available on the Internet supplement and compliment the collection and resources available at the Camarillo Public Library. The library does not monitor and has no control over the information accessed through the Internet. The Internet may contain material of a controversial nature. Users should note that not all Internet sources provide accurate, complete or current information.

All Internet access stations and the library’s wireless network are filtered to prevent access to materials deemed by law to be harmful to a minor in compliance with the Children’s Internet Protection Act (CIPA). Patrons who are 18 years of age and over may request unfiltered access, which will be promptly granted by library staff. Access for all patrons under age 18 will be filtered. Filtering software may not block all materials users find offensive. Parents and legal guardians are responsible for any and all Internet use by minors. Access for all patrons under age 18 will be filtered. Filtering software may not block all materials users find offensive. Parents and legal guardians are responsible for any and all Internet use by minors. Patrons who are 18 years of age and over may request unfiltered access only in the Adults, which area which will be promptly granted by library staff.

All Internet use is subject to CPL’s Rules of Library Behavior, which states: Library Code of Conduct Policy & Procedures, which states, “Behavior must not disrupt other people’s use of the Library.” That is disruptive to others, including staff, is prohibited.” Patrons who believe that their use of the library is inhibited (as described above) should contact library staff at once.

Patrons are expected to adhere to all rules governing the use of the Internet in libraries, including the duration and frequency of sessions. Patrons who violate library policy regarding the use of the Internet, or who behave in a disruptive manner, will be asked to either modify their use appropriately or discontinue such usage.

As is the case with any electronic media system provided by the City, library patrons should not have an expectation of privacy when using any form of electronic media.

Adopted 12-8-10

Proposed Changes 9-11-19 10-30-19
III. WIRELESS NETWORK

The Camarillo Public Library is a wireless zone. Patrons wishing to use the wireless network should inquire with library staff for instructions on how to access the network. *Wireless computer users must use their own equipment to access the Internet.* Patrons using power cords that could cause a tripping hazard may be asked to relocate in order to remove such risks. *Printing is not available from the wireless network.* The wireless network is filtered to comply with CIPA standards.
IV. PRIVACY

The library does not keep records of record, save or archive files from an individual patron’s Internet or computer use. Public computers are reset and data erased at the conclusion of each patron’s session. The library is not responsible for loss or corruption of data, including theft of personal information or damage to personal electronic devices.

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City of Camarillo Public Library

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All Internet use is subject to Library Code of Conduct Policy & Procedures, which states, “Behavior that is disruptive to others, including staff, is prohibited.” Patrons who believe that their use of the library is inhibited (as described above) should contact library staff at once.

Patrons are expected to adhere to all rules governing the use of the Internet in libraries, including the duration and frequency of sessions. Patrons who violate library policy regarding the use of the Internet, or who behave in a disruptive manner, will be asked to modify their use appropriately or discontinue such usage.

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I. PURPOSE

The Camarillo Public Library maintains seven (7) study rooms. Five rooms are available to all library patrons who possess a valid Camarillo library card. Rooms may be reserved in advance and are intended for individual or group study purposes. Young Adult study rooms (YA) and (YB) are limited for the use of young adults.

II. LOCATION OF STUDY ROOMS

Study rooms A, B, YA, and YB are on the first floor. Rooms C, D, and E are located on the second floor.

III. RESERVING A STUDY ROOM

Reservations for the five general use study rooms may be made up to 1 day in advance. Reservations are on a first come, first served basis and will be held for up to 15 minutes after the scheduled start time, after which they will be cancelled.

A room that is unoccupied for 15 minutes or more at any given time is considered available for the next reservation. Any contents left in the room will be removed by staff, considered abandoned property and placed in the lost and found.

Reservations may be made for groups of up to 6 people for a maximum of 2 hours per day. Individuals within a group may not independently reserve a study room. This includes any reservations with the intent of continuously occupying a room.

Patrons must be ready to leave at the end of their reservation. Failure to leave in a timely manner can result in the suspension of study room privileges. In the event there are no subsequent reservations, an individual or group can continue to use the room until the next reservation. The patron who makes the reservation must be present in the room while it is being used.

IV. STUDY ROOMS WITHIN THE YOUNG ADULT CENTER

Study rooms YA and YB are available on a first come, first served basis to young adult patrons.

Young adult patrons (ages 13 to 18) are given priority in these rooms during regular afterschool hours, which are weekdays from 3:00 pm to 6:00 pm. In the event schools have early dismissal, the rooms will be given to young adult patrons on a priority basis.

The Young Adult Center and its study rooms are to be maintained as a quiet study area during all hours. Rooms A and B are not fully enclosed spaces and occupants must be mindful of their sound volume.
Audio-visual equipment in the rooms cannot be used to display mature content. Films above a PG-13 rating, video games above a Teen rating, TV shows above TV-14, and any other content unapproved by library staff are prohibited. Occupants will be asked to discontinue showing any media that creates a disruption to other patrons or staff.

V. ADDITIONAL POLICIES

The Code of Conduct Policy & Procedures must always be followed.

The library is not responsible for any items that are lost or stolen from a study room.

Study room occupancy is determined by fire and safety guidelines and at no time should exceed 6 individuals.

Substances that leave odors or residues are prohibited.

Study rooms must be left in a clean condition.

Any advertising, sales, events, meetings, or general use of a study room for private profit is prohibited.

Study rooms are not soundproofed, and an appropriate volume must be maintained.

Study room windows must remain uncovered and lights must remain on at all times.

Furniture may not be rearranged or moved into or out of the study rooms.

No food or drink (excluding water in a no spill bottle) is allowed in the study rooms.

Sleeping or loitering is prohibited in study rooms.

Specific study rooms are not guaranteed to a patron or group. Adjustments to reservations may be made by staff at any time in case of emergency or to meet the needs of the City of Camarillo.

VI. SUSPENSION OF PRIVILEGES

In the event an individual or group has their study room privileges suspended, they will not be permitted to reserve or use study rooms. Suspensions will follow the Library Code of Conduct Policy & Procedures suspension schedule.
City of Camarillo

CITY COUNCIL POLICY

Section: Property Management  Date Adopted: October 24, 2007

Subject: Use of Camarillo Library Ancillary Facilities  Last Amended: January 12, 2011

Number: 11.13  Page 1 of 2

PURPOSE

To establish guidelines for scheduling and use of Camarillo Library ancillary facilities.

POLICY

A. Camarillo Library Ancillary Facilities

The Camarillo Library ancillary facilities (facilities) include the community room and foyer, boardroom, the entry courtyard, and the conference room.

B. Priority of Use

The following classifications, in order of priority, provide guidelines for scheduling of the facilities for meetings and events:

1. GROUP 1. City and City co-sponsored.

2. GROUP 2. Camarillo Library.


4. GROUP 4. Non-profit groups.

5. GROUP 5. All other groups and individuals.

Within each Group, reservations will be made on a first come, first served basis. To provide more opportunity for use by the community, no non-governmental weekly or monthly serial meetings will be permitted.

For Groups 4 and 5, all other conditions being equal, priority will be given to groups or individuals that are based in the Camarillo Library service area, and those in which the majority of attendees are Camarillo residents.

In case of emergency or unforeseen circumstance, the City may preempt any event.
C. Activities Not Permitted

1. Inappropriate or disruptive activities. Behavior that is disruptive to others including staff and patrons is prohibited, including but not limited to:
   
   i. Using insulting and harassing language or behaviors;
   
   ii. Lewd conduct, physical assault to person or property, stealing;
   
   iii. Any action recognized as destructive, illegal, or dangerous, including carrying weapons;
   

2. Individuals and politically based organizations may present educational and informational programs for the public, but may not use the facilities for campaign purposes or soliciting contributions for political parties, individuals, or groups.

3. Business Activities. Seminars, trainings, informational meetings, show rooms, business expositions, and health fairs and similar activities are allowable in designated areas. Vendors are permitted to solicit customer information for potential sales, however, onsite sales and financial transactions are prohibited. Vendors are required to possess a valid City of Camarillo Business Tax Certificate.

D. General Use

1. The General Administrative Services Director or designee coordinates applications and reservations for use of the facilities.

2. A completed City application form must be submitted at least 30 days in advance.

3. Applicants must pay required fees and a security deposit.

4. Applicants must provide proof of required insurance.

5. An activity that includes entertainment or alcoholic beverages may also require a special event permit issued by the City.

6. Service of food and beverages must be approved.

7. Facilities must be left in a clean and undamaged condition. Additional costs incurred for cleanup or damage will be billed to the responsible party.
8. Disputes arising from the denial of an application will be reviewed by the City Manager, whose decision is final.

9. Failure to comply with this policy or the Camarillo Library Ancillary Facilities Regulations may be cause for denial of future use.