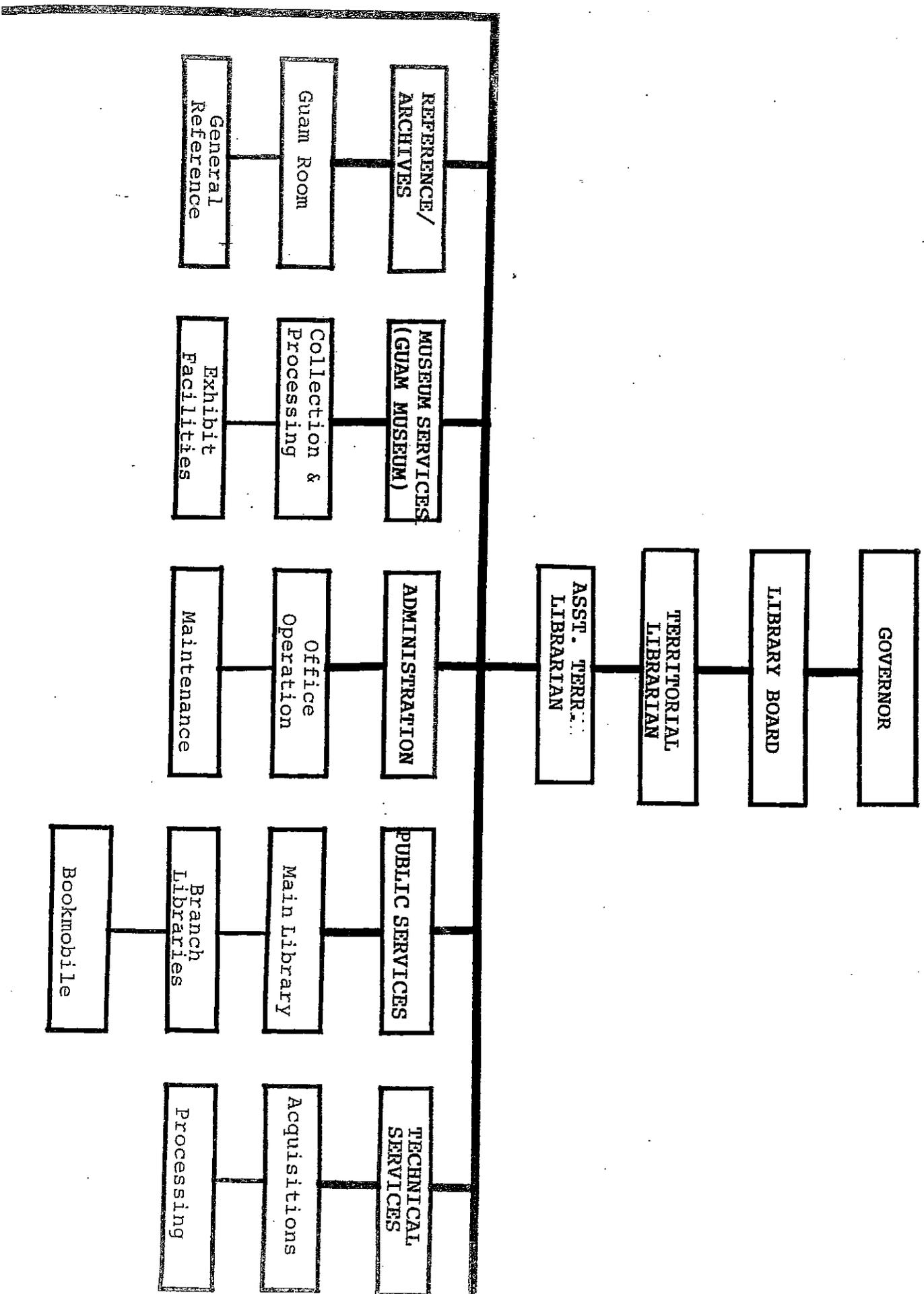


NIEVES M. FLORES MEMORIAL LIBRARY  
 ORGANIZATIONAL CHART



IV. Laws, Policies and Procedures (cont.)

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TERRITORIAL LIBRARIAN

ARCHIVES/REFERENCE	TECHNICAL PROCESSING	ADMINISTRATION	LIBRARY SERVICES	MUSEUM SERVICES
<p>1. <u>REFERENCE</u></p> <ul style="list-style-type: none"> <li>- In-person patron requests</li> <li>- Telephone requests</li> <li>- Selection of reference collection</li> <li>- Rescinding or weeding of material from collection</li> <li>- Recataloging and reclassifying of reference collection</li> <li>- Research guide</li> </ul>	<p>1. <u>SELECTION AND ACQUISITION</u></p> <ul style="list-style-type: none"> <li>- Formulating policies</li> <li>- Selection of special material</li> <li>- Selection of books and non-book library material</li> </ul> <p>2. <u>CLASSIFICATION AND CATALOGING</u></p> <ul style="list-style-type: none"> <li>- Dewey Decimal System of classification</li> <li>- Descriptive cataloging</li> <li>- Bibliography searching</li> <li>- Accessions collection</li> <li>- Preparation of shelf-list cards</li> <li>- Preparation of unit cards</li> <li>- On-line computerization</li> </ul> <p>3. <u>MAINTENANCE</u></p> <ul style="list-style-type: none"> <li>- Repairing and replacement</li> <li>- Shelfreading</li> <li>- Weeding and surveying</li> <li>- Inventory</li> </ul>	<p>1. <u>OFFICE MANAGEMENT</u></p> <ul style="list-style-type: none"> <li>- Office policies and procedures</li> <li>- Employees and Board manuals</li> <li>- Records and files</li> <li>- Correspondence</li> <li>- Board minutes</li> <li>- Equipment and supplies</li> <li>- Library maintenance</li> </ul> <p>2. <u>FUNDRAISING MANAGEMENT</u></p> <ul style="list-style-type: none"> <li>- Budget</li> <li>- Program evaluation and monitoring</li> <li>- Requisitioning</li> <li>- Reports</li> <li>- Replenishments</li> </ul> <p>3. <u>PERSONNEL MANAGEMENT</u></p> <ul style="list-style-type: none"> <li>- Rules and regulations</li> <li>- Payroll</li> <li>- Leave</li> <li>- Staffing</li> <li>- Affirmative action program</li> </ul> <p>4. <u>GRANTS MANAGEMENT</u></p> <ul style="list-style-type: none"> <li>- LSCA Title I, Collection Development</li> <li>- LSCA Title II, Library Construction</li> <li>- LSCA Title III, Interlibrary Cooperation</li> </ul>	<p>1. <u>CIRCULATION CONTROL</u></p> <ul style="list-style-type: none"> <li>- Patron registration</li> <li>- Charging and discharging of material</li> <li>- Retrieval of overdue material</li> <li>- Reserve book request</li> <li>- Record management</li> </ul> <p>2. <u>LIBRARY ASSISTANCE</u></p> <ul style="list-style-type: none"> <li>- Provide guidance in the selection of material</li> <li>- Provide instruction in library use</li> <li>- Interlibrary loan and resource sharing</li> <li>- Reference assistance and research</li> <li>- Relocating services</li> <li>- General information</li> </ul> <p>3. <u>COLLECTION</u></p> <ul style="list-style-type: none"> <li>- Fiction and non-fiction adult and juvenile collection</li> <li>- Government documents</li> <li>- Audio visual collection</li> <li>- Periodical collection</li> <li>- Services to the blind and hearing impairment</li> <li>- Services for the elderly</li> <li>- Maintenance of collection inventory</li> <li>- Publishing and binding</li> </ul> <p>4. <u>LIBRARY PROGRAMS</u></p> <ul style="list-style-type: none"> <li>- Library tours</li> <li>- Film program</li> <li>- Summer Reading Program</li> </ul> <p>5. <u>EXTENSION LIBRARY SERVICES</u></p>	<p>1. <u>OPERATION</u></p> <ul style="list-style-type: none"> <li>- Classify and catalog collections</li> <li>- Conduct research of Museum objects</li> <li>- Prepare Museum publication and promotion</li> <li>- Operate photographic equipment</li> <li>- Inventory of Museum collection</li> <li>- Prepare reports of Museum activities</li> <li>- Grant management</li> <li>- Overseer operation and plan Museum development</li> </ul> <p>2. <u>EXHIBIT</u></p> <ul style="list-style-type: none"> <li>- Prepare, plan and design exhibits</li> <li>- Determine objects to be exhibited</li> <li>- Prepare press releases of exhibits</li> </ul> <p>3. <u>PROGRAMS</u></p> <ul style="list-style-type: none"> <li>- Museum educational program</li> <li>- Chamorro Week activities</li> <li>- School tours and public tours</li> </ul>

**THE LIBRARY BOARD**

## THE GOOD BOARD

Events often remind us of how much the ideas and skills of individual public library board member can influence the welfare of the library they serve. Knowledge and experience are indispensable also. It pays to review occasionally the basic legal and traditional duties and responsibilities of the public library board, using them as measures of effectiveness. Here are some for thought:

- A. Attend board meetings and affiliate with professional organizations.
- B. Employ a competent and qualified librarian, at an adequate salary, and provide an adequate and qualified staff to work with the librarian.
- C. Establish conditions of employment and provide for welfare of the staff.
- D. Provide for building and space needs and maintain library property.
- E. Determine the purposes and objectives of the library, re-examining them periodically, and studying library programs and needs in relation to community changes, needs, interests, and trends.
- F. Determine and adopt written policies to govern operation of the library, assigning their execution to the librarian and the staff, including a clear-cut policy and procedure in book selection.
- G. Establish rules and regulations governing use of the library, upon recommendation of the Librarian.
- H. See that accurate records are kept on file at the library; assist in preparation of annual report.
- I. Secure adequate funds from the appropriating agency, and from new sources of necessary, to carry out library programs and improve service.
- J. Establish, support and participate in a vital public relations program for the library.
- K. Build good rapport with governing officials and general public by regular reporting, coordination of activities, positive relationships.

- L. Is aware of state, local, and federal library laws and actively support library legislation which improves and extends library service.
- M. Know and understand resources available through statewide library development programs; study advantages of participation in them.
- N. Know national public library standards for possible adoption as a local goal.
- O. Attend and support local and national trustees meetings and workshops; they are designed for fuller development of board talent and understanding.

## LIBRARY BOARD

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### A GOOD LIBRARY BOARD MEMBER HAS:

Time to attend all meetings and work actively for better library services.

Interest in library service and concern for its growth and development.

Willingness to work closely and cooperatively with local government officials, and to forcefully seek adequate library funding.

A good understanding of the community, its needs and resources.

Initiative and ability to establish definite policies for implementing and providing library service.

Courage to support the execution of library policies by the Librarian.

An open mind to new ideas for improved library service.

### A GOOD LIBRARY BOARD HAS:

A diversity of interests, occupations and community elements.

Vitality and continuity through regular appointments of new members for definite, staggered terms.

Acquaintances and contacts with community leaders and organizations.

Knowledge of library trends and standards.

Knowledge of the legal authority, the state statutes, the local ordinances and the board regulations under which the library operates.

## LIBRARY BOARD

Title XXXVIII, Chapter I, Section 42000-42014 of the Government Code of Guam provides that the public library shall be governed by a Board.

The public library, dependent as it is on the community, needs this board of citizen representatives to ensure that the public library is a true reflection of the community. Board members, as representatives of the community, are of vital assistance to the librarian. They bring the community's voice into the deliberations leading to library planning and policy-making. Being responsible to the community as its designated representative Board members ensure that the library provides the best possible library service for the community in the most economical fashion.

It is the Board's obligation to improve libraries through well-trained staff and efficient use of funds; to obtain adequate funds for good library services; to promote the best possible use of all library resources in the area; and to extend library services to those not previously served.

### **BOARD - SELECTION AND APPOINTMENT**

The Governor and the Legislature as the governing body provide funds to operate the library. Once the governing body has established a library and a Board, members of the Board must be selected and appointed. The governing body must be aware of the importance of the Board and of choosing members with desirable qualifications, thus reducing the possibility of the selection being left to chance or political patronage.

### **SELECTION**

Qualities that should be sought in prospective Board members include:

1. The capacity to envision what library service should mean to the community.
2. Readiness to devote time and effort to carrying out the duties.
3. Knowledge of the community and an active involvement in its services, its interests, and its resources.
4. Ability to work cooperatively as a member of a dedicated team.
5. Initiative and ability to establish policies for successful operation of the library and for impartial service to all its patrons.

6. Courage to plan creatively, to carry out plans effectively, and to withstand pressures and prejudices.
7. Enthusiasm for the library's goals and willingness to share it with others.

The board should also be considered as a whole. Today the library has a new and increasing importance as a resource center for the total community and Board members should represent a cross section of the community by possessing:

1. A diversity of interests;
2. A balance of age and socioeconomic levels;
3. Experience or knowledge in a variety of fields.

#### APPOINTMENT

The appointing body should be notified immediately of any vacancy and should make appointments regularly. In the notification the Board might wish to reemphasize the Board's importance, list some of the qualifications they would like to see in a new member, and suggest names of people willing to serve.

#### REAPPOINTMENT

Truly outstanding members can be reappointed, but no one should serve indefinitely. It should be remembered that when a valuable Board member's services is terminated, the library still has a staunch friend. Government Code of Guam law requires that Board members serve staggered three year terms; this provides continuity. The Board will never be left without experienced members and yet will still benefit from the fresh ideas and energies of new members. Conscientious Board members will continually assess their potential contributions and refuse reappointment when it appears to be appropriate.

## LIBRARY BOARD

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### ORIENTATION FOR THE BOARD MEMBER

Once appointed, the new members should be given an introduction to the role of a Board member before the next Board meeting, if possible, or at the beginning of the next Board meeting. The chairperson of the Board and the Librarian are jointly responsible for this orientation. Some of the information the new members needs to know includes:

1. All of the Board's duties;
2. The various concerns of the Territorial Librarian;
3. The library, both past and present--legal basis, finances, physical facilities, policies, collection, staff, services, plans;
4. The community--historically, demographically, economically, educationally, socially, politically;
5. Local and national library information--local library laws, federal library legislation, services of the Guam Public Library, islandwide plans for library development, local and national standards.

This is not all that a Board member needs to know, but it will give the new member the background on which to base early decisions. The local library should provide the new member with a copy of the GUAM PUBLIC LIBRARY BOARD MANUAL, the bylaws of the Board, local laws that pertain to the library, the last annual budget and monthly updates, the rules and regulations for the library, a policy statement for the library, a personnel chart, minutes of previous Board meetings, the last annual report, and bookmobile schedule, names, addresses and telephone numbers of members of the Board.

### BYLAWS

The Board should be organized with effective guidelines for the conduct of its own affairs. Every Board member should have a set of bylaws outlining these guidelines including:

1. Place and time of regular meetings;
2. Order of business;
3. Officers, committees, and their duties;
4. Date of annual meeting to consider the budget (if one is held);
5. Procedures for calling special meetings.

**RESPONSIBILITIES OF THE BOARD AND LIBRARIAN**

## RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

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The Librarian is employed to handle the day-to-day administration of the library. Both the Board and the governing body should support the librarian in performing these administrative responsibilities, including the acceptance of recommendations on employment of the rest of the staff. The Board should ensure the Librarian's continued development by encouraging participation in professional associations and attendance at workshops and conferences. The following table contrasts the responsibilities of the Librarian and the Board.

### PERSONNEL

BOARD	LIBRARIAN
Hire a qualified, competent Librarian.	Administer the policies of the Library Board.
When hiring a new Librarian, the Board should:	The Librarian should:
1. Decide on the salary range based on the budget and the qualifications of the position. Where possible the Librarian should be a graduate of a library school accredited by the American Library Association.	1. Select and supervise all other library personnel.
2. Obtain assistance in seeking qualified applicants from accredited library schools, and professional organizations through advertising in their publications.	2. Administer all aspects of the library's policies.
3. Evaluate the applications and letters of reference.	3. Serve as the channel of communication between the staff and the Board.
4. Arrange for personal interviews.	4. Urge staff members to upgrade their skills and knowledge of library skills whenever and wherever possible.
5. Select the most satisfactory applicant and immediately notify that person of her or his selection.	

RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

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PERSONNEL

BOARD

LIBRARIAN

6. Immediately after acceptance of the position by a candidate, all other applicants should be courteously notified of their non-selection.
7. Having hired a Librarian, let her or him manage the library. It is prudent to hire a Librarian for a probationary period of six months or a year, with a performance review at the midpart and end of that time. However, the Board should not interfere in the everyday management of the library.
8. Should attend conferences and workshops.

## RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

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### POLICY MAKING

#### BOARD

Establishes the goals and objectives of the library in the form of a written long-range plan, revised annually.

Determines and adopts written policies to govern the programs, operation and use of the library.

Considers any citizen or staff complaints or suggestions in regard to adopted policies.

#### LIBRARIAN

Participates in the compositions of the long-range plan.

Recommends needed policies to the Board.

Administers the library in accordance with adopted policies.

Interprets policies to staff and public.

### BOARD MANUAL

The minimum contents of the written Board manual includes but not limited to:

1. A statement of the goals and objectives of the library.
2. Policy statements such as library materials selection policy, the Library Bill of Rights, and a procedure for handling citizen complaints.
3. Library information and policies such as:
  - (a) hours of service;
  - (b) loan periods and fines;
  - (c) replacement of library materials;
  - (d) policy in regard to abuse of library privileges
  - (e) acceptance or rejection of gifts;
  - (f) use of library meeting rooms;
  - (g) exhibits by individuals or organizations.
4. Staff regulations:
  - (a) conduct;
  - (b) attendance;
  - (c) benefits;
  - (d) staff responsibilities and job descriptions.

The Board manual should be reviewed in its entirety at least once every five years.

## RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

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### BUDGETING

#### BOARD

Studies, amends if necessary, and approves the annual budget.

Presents, along with the Librarian, the budget to the appropriate governing body.

#### LIBRARIAN

Prepares annual budget which clearly states the amount of funds needed, the services and material which will be provided with the funds, and the priorities among the various library services.

Presents the budget to the appropriate governing body along with members of the Library Board.

Reports regularly to the Library Board concerning expenditures and budget status.

One of the most important of the obligations of the Board is to be certain that sufficient funding is available to properly operate the library. Each Board member should know the library's financial background; the governmental unit(s) allocating the local appropriation; the entire resources of local tax monies and the library's fair share; grants available from all sources (governmental and private foundations); and any other possible sources of support bond issues, endowments, gifts, donations, fines and fees.

A budget is an expression of the library's plan and objectives in financial terms. Therefore, before a budget can be formulated, the plan for library services must be developed and the goals and objectives established. If the community is involved in the planning process, the library and its plan will be supported through the community. However, the library's budget must be realistic. The library is, after all, only one of many services provided by the governmental unit. If the budget necessary to follow the plan requires a substantial increase in funding, the Board should investigate other possible funding sources. Funding from such other sources as federal monies should be considered supplemental and never as a means of lowering local appropriations. The local appropriation must be at least large enough to provide the minimum level of public library service acceptable to the community. Other funds should be used to supply services and

## RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

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materials over and above this level. Too often the library operates on the basis of what is offered, accepting an insufficient appropriation and developing library service on that basis. A board that plans only in terms of last year's budget will never progress.

The first step in preparing the budget is its formulation. This step is done primarily by the library director and staff. The library's plan should include approaches to various goals and objectives that are feasible in terms of anticipated resources. The steps involved in these approaches should be ranked according to their priority and available funds should be allocated in terms of rankings. Basically, budget formulation involves translating the steps into the staff and resources necessary to implement them and determining the costs.

The budget, once formulated, should be presented to the Board. It should be explained in depth and discussed so that all the questions that may arise in the community are anticipated and necessary changes made. If the community has been involved from the very beginning, public support should be generally favorable, but no one likes to pay taxes and continuous effort should be made to counteract anti-tax sentiment. All the news media should be used. Budget discussions should be open to the press. Friends, general public, and governmental officials are welcomed and invited. Every Board member should be informed and be prepared to answer any question about the budget that may arise in daily contact.

For the budget hearing, the Board should accompany the library director to present the budget to the Legislature.

No specific budgeting systems can be recommended, since the library's accounting system should be compatible with that used by the governing body. The budget should be detailed enough to assure the authorities that the funds will be spent in the manner agreed upon, but not so detailed that all the funds are tied up in accounts from which it cannot be reprogrammed.

RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

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PUBLIC RELATIONS

BOARD

Be, or become, a personal user of the library.

Must serve not only as the public's representatives to the library but also as the library's representative to the public it serves.

Promotes library services and needs, on a personal level, to the Board's business associates and social acquaintances.

Participates, when asked in formal public relations activities.

Supports the efforts of the librarian to maintain an effective public relations program.

Establishes a good working relationship with the Legislature, commissioners, and other community leaders. No library Board can claim good public relations unless they are able to sit down (never in a defensive mood) with the government officials and talk amicably about library expenses and programs.

Studies and actively supports legislation to improve library services on local and national levels.

Maintains year-round cordial contacts with community leaders and members of the government.

LIBRARIAN

Maintains a high level of library service, and a friendly inviting atmosphere within the library.

Develops a sustained public relations campaign utilizing personal appearances; radio, television and newspaper coverage; display materials and special promotions.

Establishes a good working relationship with government officials and financial officers and other community leaders.

Studies and actively supports legislation to improve library services on local, state and national levels.

Maintains year-round cordial contacts with all community leaders and government officials.

**BOARD ACTIVITIES AND RESOURCES**

## MEETINGS

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Regular meetings: Government Code of Guam law, Title XXXVIII, Chapter I, 42000-42014, requires that the Board of the public library should meet at least once, monthly. The Librarian should attend each meeting and serve as secretary to the Board.

An agenda should be prepared by the chairperson and the Librarian and be mailed to the members of the Board prior to each meeting.

These meetings are formal meetings and, although discussions can be informal, the conduct of the meeting should conform to simple parliamentary procedure. The typical order of business follows:

1. Reading of minutes of previous meeting
2. Correspondence and communications
3. Report of the Librarian
4. Financial report
5. Reports from committees
6. Unfinished business
7. New business
8. Adjournment

In order to encourage attendance, every meeting should be made meaningful. Routine business should be disposed of as quickly as possible, leaving time for consideration and open discussion of the library's next progressive step: long-range planning, standards and ways of achieving them, methods of extending service to unreached portions of the community, etc.

The chairperson should encourage discussion without letting matters get out of hand. Every Board member should have a chance to speak and be heard.

It is absolutely essential that library Board members attend Board meetings regularly. Meetings should be held monthly. The librarian should be present at all meetings except when her or his salary, employment or performance are being discussed, and should act as secretary for the Board.

Board meetings should be conducted according to a set order of business (agenda). All Board meetings must be open to the public, and the meeting times should be advertised. No official business may be conducted if a quorum is lacking.

Board officers should be elected each year. Library Boards are encouraged to limit the number of consecutive terms which members may serve in order to provide maximum citizen participation in the library.

## BOARD ACTIVITIES

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Book Selection and Intellectual Freedom: Board members must not only formulate a written selection policy, but must defend that policy in the event of any citizen complaint. It is extremely important that the library board supports decisions of its librarian in implementing the policy which they, the Board, have adopted.

Continuing Education: The education of Board members should not cease after the orientation, but must be a continuing process. The needs of the library and community change constantly. The Board members should also keep aware of new trends and new methods in the library field. To do so, the member should become active in the Guam library association and should read selected professional publications such as AMERICAN LIBRARIES. Another way to keep current is to visit other libraries, especially if the library to be visited has a successful project which can be examined. In addition to their own continuing education, the Board is responsible for the continuing education of the library's staff. The Board should provide adequate funding in the budget for the staff to travel to workshops sponsored by the Guam Libraries and to other training programs.

Legislation: Every Board member should be familiar with current and pending legislation relating to libraries at local and national levels. Board members should vigorously express their opinions, both as individuals and as a library Board, to their elected representatives in regard to any such pending legislation.

### Library Organizations:

1. American Library Association. The ALA represents librarians, board members and interested citizens in the United States and Canada. Members receive American Libraries, the association's news bulletin, the Public Library Trustee newsletter, and may attend the annual conference held in a different city each year. The American Library Trustee Association is a division of ALA specifically concerned with the problems and concerns of library trustees.
2. Guam Library Association. GLA is an opportunity for the board member to share ideas and knowledge with other librarians. The association meets monthly.
3. Friends of the Library. Unlike the above organizations, the Friends of the Library is strictly local association of citizens interested in the improvement of our library. Friends participate in public

## BOARD ACTIVITIES

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relation programs and raise funds for extra services and equipment that cannot be provided through the regular library budget. In addition, they may provide volunteer help for special library projects. In the process they gain a personal participation in their library.

If there is no friends organization, you, as a Board member, are the person who may be able to begin one. "Friends of the Library can make the difference between a mediocre and an outstanding library."

Participation in the above organizations offers an excellent source of education and training for good library trusteeship. In addition, these organizations provide a valuable tool for the promotion of legislation beneficial to libraries, and the establishment of library standards. If at all possible, the library budget should include the dues and expenses for membership and participation by librarians and board members in these organizations.

## LIBRARY CHECKLIST

From time to time the Librarian and the library board must look at their library objectively. This is necessary to determine the quality of services and facilities presently available and to determine the direction for improved and added services. This checklist is kept brief and simple; it is aimed at providing a focus for librarian-board discussion of their operations. Whether one answers "yes or no" to a particular question becomes significant when the answer is supported by written library policies.

BOARD CHECKLIST

	YES	NO
1. Does the board meet regularly each month?	_____	_____
2. Does each board member attend board meetings regularly?	_____	_____
3. Is there active participation by each member?	_____	_____
4. Does the board provide planned orientation for new members and know the length of term of each individual member?	_____	_____
5. Have by-laws been adopted?	_____	_____
6. Is there a written statement of the objectives of the library?	_____	_____
7. Are the members informed on provisions in charter, ordinances, and/or Guam laws applicable to the library?	_____	_____
8. Does the board function on a policy-making body, delegating administration to the Librarian and staff?	_____	_____
9. Are there written policies on personnel, book selection, gifts, hours open, and extension of library services?	_____	_____
10. Is the Librarian included in board meetings?	_____	_____
11. Is the Librarian's report received at each meeting?	_____	_____
12. Is the Librarian's recommendations considered in making decisions?	_____	_____
13. Does the board report regularly to the appropriating body and to the community, with statistical, financial, and human interest facts?	_____	_____
14. Has the board prepared a long-range plan for library development?	_____	_____

BUDGET CHECKLIST

	YES	NO
1. Is the budget prepared annually in time for submission to the legislature when it begins budget consideration?	_____	_____
2. Is the budget estimate based on current year's expenditures, plus cost changes, expanded service, standards of good service, and the library's objectives?	_____	_____
3. Does the board take advantage of economies possibly through cooperation with other libraries?	_____	_____
4. Does the board members go before the legislature with the Librarian and present the budget estimate, with a carefully prepared "justification"?	_____	_____
5. Is the support of individuals and groups enlisted in securing approval of the budget request?	_____	_____
6. Are other possible sources of income explored and utilized fully, e. g., gifts, endowments, grants?	_____	_____
7. Is a systematic accounting of funds maintained by the Librarian?	_____	_____

BUILDING CHECKLIST

	YES	NO
1. Is its exterior appearance inviting and in good repair?	_____	_____
2. Do we have a book drop for return of books when the library is closed?	_____	_____
3. Does the library have a sign giving name and hours of operation?	_____	_____
4. Is its interior appearance inviting, functional and in good repair?	_____	_____
5. Is reading room space provided for adults, young people, children?	_____	_____
6. Is suitable and adequate work space for staff provided?	_____	_____
7. Is the furniture functional and in good condition?	_____	_____
8. Does the shelving conform to standard library specifications, including adjustable shelves?	_____	_____
9. Does the building provide adequate lighting, heating, and air-conditioning as required by the climate?	_____	_____
10. Is there an attractive, well-placed, public bulletin board?	_____	_____
11. Does the building conform to all building and safety codes?	_____	_____
12. Is the building accessible to the handicapped?	_____	_____

STAFF CHECKLIST

	YES	NO
1. Is the Librarian enthusiastic, efficient, and friendly, and does he or she know the community?	_____	_____
2. Does the staff know that public relations through helpful, friendly, and competent service to every patron is the job of each member?	_____	_____
3. Does staff have the requisite training and experience?	_____	_____
4. Is it necessary for staff to use their own time to carry the work load?	_____	_____
5. Is sufficient help provided to carry on the work of the library?	_____	_____
6. Are salaries comparable to those paid in the community for comparable work, and also to the scale in other libraries of comparable size?	_____	_____
7. Does the staff have vacation and sick leave with pay, and an opportunity to participate in social security, retirement, and a hospitalization plan?	_____	_____
8. Does the staff have comfortable working conditions as to light, heat, ventilation, work, and restrooms?	_____	_____
9. Is the staff encouraged and helped to get in-service training through paid time and travel expenses to attend professional meetings and workshops and take extension courses in library science?	_____	_____
10. Does the library subscribe to professional magazines and provide staff members time to read and discuss them?	_____	_____
11. Does the Librarian actively relate the library to community activities by taking part in community and club programs?	_____	_____

## BOOKS AND MATERIALS CHECKLIST

	YES	NO
1. Is there a written book selection policy as to the types of books and materials which the library purchases or accepts as gifts?	_____	_____
2. Is the book collection classified, labeled, and shelved according to an organized plan?	_____	_____
3. Does the book collection provide for the needs and interests of all ages: adults, young people, and children?	_____	_____
4. Does the book collection for adults and young people include both fiction and non-fiction, with emphasis on informational materials?	_____	_____
5. Are the book selections made from reliable book selection aids for each age group, e. g., <u>Booklist</u> , <u>Library Journal</u> , <u>Public Library Catalog</u> , and <u>Children's Catalog</u> ?	_____	_____
6. Is the acceptance of gift books on the same selection basis as for purchased books?	_____	_____
7. Does the Librarian purchase books regularly to maintain a regular flow of materials?	_____	_____
8. Is the book collection kept clean and in good repair?	_____	_____
9. Is the quality of the book collection maintained by regular "weeding" of worn out, unused, and out-of-date books?	_____	_____
10. Has the collection been "weeded" within the past two years?	_____	_____
11. Are book requests from patrons given consideration?	_____	_____
12. Is there an accurate shelf-list of the book collection maintained for use in selection and inventory?	_____	_____
13. Is an accurate record kept of the number of books, additions, and withdrawals?	_____	_____

## LIBRARY SERVICES CHECKLIST

	YES	NO
1. Have the services offered improved in the past five years?	_____	_____
2. Does the library serve all parts of the community--geographic, economic, educational, occupational, social, religious, etc?	_____	_____
3. Does the library serve as the community information center as well as a source of recreational material?	_____	_____
4. Does the Librarian give individual readers assistance in finding what they need and in motivating reading of all age group?	_____	_____
5. Is assistance given to organizations and clubs in program planning and by obtaining films and other materials for program use?	_____	_____
6. Are patrons helped by keeping borrowing routines simple, maintaining telephone reference service, and having the library open when it is needed, including night hours, if necessary?	_____	_____
7. Are there children's story hours and reading programs?	_____	_____
8. Are there timely exhibits and displays in the library?	_____	_____
9. Does the Librarian borrow through interlibrary loans to supply informational needs not covered by our book stock?	_____	_____
10. Is service extended outside the library through deposit stations, service to hospitals shut-ins, jails, and home-delivery services?	_____	_____
11. Does the community know of the services through regular and frequent use of newspapers, radio, TV, direct telephone contact, exhibits outside the library, and other publicity?	_____	_____

YES NO

12. Is there a community-wide observance of National Library Week and Children's Book Week? \_\_\_\_\_

13. Are close relations maintained with other libraries of the community, e. g., school libraries, church libraries, etc.? \_\_\_\_\_

**LAWS, POLICIES AND PROCEDURES**

BYLAWS FOR THE GUAM PUBLIC LIBRARY

BOARD OF TRUSTEES

**Article I - Name and Authorization**

This organization shall be called "The Guam Library Board of th Guam Public Library System," existing by virtue of the provision of Title XXVIII, Chapter 1, 42000-42022 of the Government Code of Guam, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

**Article II - Meetings**

The Library Board shall meet on the 1st Wednesday of each month at the library.

Special meetings may be called by the Chairman or upon the written request of three members for the transaction of business stated in the call for the meeting.

**Article III - Officers**

The Territorial Librarian shall serve as executive secretary to the Board. All other officers shall be elected from among the Board members. Each officer shall serve a term of one year in such office, and may be re-elected in subsequent years.

The chairman of the Board shall preside at all meetings, certify all actions approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

In the absence of the chairman, the Territorial Librarian shall perform all duties authorized for the chairman.

The Board secretary shall keep a true and accurate account of all proceedings of the Board meetings; issue notices of all proceedings of the Board meetings; issue notices of all regular meetings and on the authorization of the chairman, of all special meetings; and have custody of the minutes and the other records of the Board.

If the Library Board shall have direct charge of any funds, a treasurer shall be elected in the same manner as the chairman. The treasurer shall have charge of such library funds, shall sign checks on the accounts on the Board's authorization and report at each meeting on the state of the funds.

#### Article IV - Committees

Special committees for the study and investigation of special problems may be appointed by the chairman to serve until they have completed the work for which they were appointed.

#### Article V - Quorum

A quorum for the transaction of business shall be three (3) Board members.

#### Article VI - Territorial Librarian

The Territorial Librarian is the Board's executive officer and shall have sole charge of administering the library under the Board's direction and review. The Territorial Librarian shall be responsible for employing and directing the staff, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library's service to the public, and for operating the library under the financial conditions set forth in the annual budget. The librarian shall keep exact accounts of all monies received or expended, and shall report on such receipts and expenditures at each regular meeting of the Board. The Territorial Librarian shall perform the duties of secretary of the Library Board, and shall attend all Board meetings except when her or his employment or salary is to be discussed.

#### Article VII - Order of Business

The order of business at the regular meetings shall be as follows:

- Roll Call
- Approval of previous meeting's minutes
- Correspondence and communications
- Report of Librarian
- Financial report and approval of expenditures
- Reports of committees
- Unfinished business
- New Business
- Adjournment

#### Article VIII - Amendments

These bylaws may be amended by the members present at any regular Board meeting that has a quorum.

NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

RULES AND REGULATIONS

1. The Nieves M. Flores Memorial Library (Guam Public Library) is available for use by all persons living on Guam.
2. Residents of Guam wishing to borrow books from the library shall file an application form giving the full name of the head of household, Social Security number, house address, mailing address, work and home telephone numbers and the names and ages of all family members who will be authorized to use the card. Signature and identification of the head of household such as driver's license or any acceptable ID will be required at time of application. Temporary residents must include their forwarding address. Persons 12 years of age and over should register separately and report whether they were previously on any family card. All individuals 11 years of age or younger may receive a library card as an authorized user under the parents' registration.
3. **REGISTERED PATRONS MAY BORROW SIX (6) BOOKS. REGISTERED ADULTS MAY BORROW FOUR (4) RECORDS, THREE (3) FILMSTRIPS, AT ONE TIME.** Any deviation will be at the discretion of the Territorial Librarian, whose decision will be considered final.
4. The lending period of books and records is 15-30 calendar days. At the end of the 15-30 days, books and records may be renewed twice. **FOR NEW BOOKS IN GREAT DEMAND, A RENEWAL PERIOD WILL NOT BE GRANTED.** The lending period for films is seven (7) days and are not renewable. The lending period for video cassettes or discs is two (2) days and may be renewed for one (1) day only. Renewals may be made by telephone.
5. Public libraries shall maintain reciprocal borrowers' privileges, so that any person on Guam who is a member of one library may borrow materials from any public library.
6. Interlibrary loan will be practiced between libraries on the island. Libraries desiring the materials will be responsible to collect and return the materials.
7. Fines will be imposed on overdue books and records; delinquent borrowers will not be allowed to check out additional materials until all overdue materials have been returned.

A fine of Twenty-Five Cents (25¢) per day on all books, including McNaughton Books and One Dollar (\$1.00) per day per film, video cassette, or video disc (except on holidays) will be charged.

8. **REFERENCE AND GUAM BOOKS AND MATERIALS ARE FOR REFERENCE ONLY, AND MAY NOT BE TAKEN FROM THE LIBRARY AT ANY TIME.** Reference and Guam books and materials will be plainly marked.
9. Lost or damaged books must be paid for or replaced. The privilege of borrowing books will be suspended until the books are found. Charges for damaged or lost books will be the shelflist price of the book.
10. Full authority is hereby granted the Library to make final decisions in case of any question pertaining to the borrowing of books, or enforcing the rules and regulations of the library.
11. The library is not responsible for any injuries sustained by persons remaining on library grounds after closing hours. The staff is authorized to deny services to anyone not abiding by library regulations. The staff is also authorized to ask any person loitering (to remain in or near a place in an idle or apparently idle manner: hang around aimlessly), or creating a disturbance to leave the premises.

## BOOK SELECTION POLICY

### POLICIES AND OBJECTIVES

The purpose of this policy on book selection is to guide in the selection of materials and to inform the public about the principles upon which selections are made. This statement was approved and adopted on February 5, 1980 by the Guam Public Library Board, which assumes full responsibility of all legal actions which may result from the implementation of any policies stated herein.

### LIBRARY AIMS

The aim of the Guam Public Library is service to all people. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition. Fulfilling the educational, informational and recreational needs of these people is the Guam Public Library Board's purpose. More specifically, the library helps people to keep current with change in all areas, educate themselves continually, become better members of their families and communities, become socially and politically aware, be more capable in their occupations, develop their creative abilities and spiritual capacities, appreciate and enjoy literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal and social well-being.

### RESPONSIBILITY FOR MATERIALS SELECTION

This Library Board adopts as part of its policy the following paragraphs from the Library Bill of Rights:

1. As responsibility of library service, books and other library materials should be chosen for values of interest, information and enlightenment to all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

Final responsibility for selection books and library materials is and shall be vested on the Territorial Librarian. However, the Territorial Librarian may delegate, to such members of the staff as are qualified by reason of training, the

authority to interpret and guide the application of the policy in making day-to-day selections. Unusual problems will be referred to the Territorial Librarian for resolution. Any books and library materials so selected shall be held to be selected by the Board.

#### CRITERIA FOR SELECTION

Certain factors influence the selection of library materials. Among these are:

1. The author's reputation and significance as a writer;
2. The importance of subject matter to the collection;
3. Availability of material in the system, in other libraries or in print;
4. Timeliness or permanence of the book;
5. Authoritativeness;
6. Inclusion in standard bibliographies or indexes;
7. Price;
8. Format, including possibility of rebinding, as well as type and legibility.

#### SCOPE OF THE COLLECTION

The library recognizes its obligations to provide reference and research materials for the direct answering of specific questions and for continuing research. It also recognizes the purposes and resources of other libraries.

The library acquires textbooks and other curriculum-related materials only when such materials serve the general public.

The library acknowledges a particular interest in local history; therefore, it will seek to acquire local public documents, and it will take a broad view of works by and about Guam authors as well as general works relating to the island, whether or not such materials meet the standards of selection in other respects. However, the library is not under any obligation to add to its collections everything about Guam or produced by authors, printers, or publishers with Guam connections if it does not seem to be in the public interest to do so.

CITIZEN'S REQUEST FORM FOR PURCHASE OF MATERIALS

AUTHOR

---

TITLE

---

EDITION OR SERIES

VOLUMES

---

PLACE OR PUBLISHER

YEAR

PRICE

---

---

RECOMMENDED BY

---

REVIEWED IN

---

Signature

---

Date

---

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher (if known): \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel: \_\_\_\_\_

Complaint represents:

\_\_\_\_\_ Himself

\_\_\_\_\_ (Name of Organization) \_\_\_\_\_

\_\_\_\_\_ (Identify other group) \_\_\_\_\_

1. To what in the material do you object? (Please be specific; cite pages.)  
\_\_\_\_\_
2. For what age group would you recommend this material?  
\_\_\_\_\_
3. Is there anything good about the material? \_\_\_\_\_
4. Did you read the entire material? \_\_\_\_\_ What parts? \_\_\_\_\_  
\_\_\_\_\_
5. Are you aware of the judgement of this material by literacy critics? \_\_\_\_\_
6. What do you believe is the theme of this material?  
\_\_\_\_\_
7. In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of the subject treated?  
\_\_\_\_\_

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

1. The Board recognizes that circulation records and other records identifying the names of library users be confidential in nature.
2. Such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power.
3. Those records will be made available only at such time as a proper showing of good cause has been made in a court of competent jurisdiction.\*

\*NOTE: Point 3, above, means that upon receipt of such process, order, or subpoena, the Territorial Librarian will consult with the Attorney General to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

## POLICY ON GIFTS

Unconditional gifts, donations and contributions to the library may be accepted by the librarian on behalf of the Library Board. No gifts or donations conditionally made shall be accepted without the approval of the Library Board.

Generally, collections of books will not be accepted with restrictions which necessitate special housing, or which prevents integration of the gift into the general library collection. The library will not provide valuations of the gifts for tax relief or other purposes.

The same standards of selection for purchase will govern the acceptance of gifts by the library. If material is useful but not needed, it may be disposed of at the discretion of the Librarian.

## MAINTAINING THE COLLECTION POLICY

Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources. The same criteria will be used in weeding materials from the collection as are used in their acquisition. The decision to withdraw library material shall be based on the physical condition, use of the material as determined by last date of loan or by number of loans in the last five years, and age of the material as a misinformation factor, especially in the area of the sciences. Library staff members are to be thoroughly instructed with regard to the necessity for discarding books and library materials.

## POLICY ON ADEQUATE LIBRARY SERVICE

A public library is considered adequate if it is open to the public at least forty (40) hours a week including at least two (2) nights and a period of time on Saturday; if it has a telephone; if it is staffed with at least one (1) person holding a bachelor's degree from an accredited institution of higher education, or having two (2) years of college and six (6) hours of college credits in librarianship or twelve (12) library continuing education units, or having two (2) years of college and two (2) years of library experience, or having a high school diploma and twelve (12) hours of college credits in librarianship or twenty-four (24) library continuing education units; if it is within ten (10) miles from a citizen's place of residence or business; if it purchases at least five hundred (500) books per annum; and if it purchases the minimum quantity of books and periodical indexes recommended by the ALA minimum standard.

NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

SERVICES

The goals for services and use of newer communications resources are reflected in the library's policies for traditional material. Availability and accessibility of these resources to the public are encouraged and promoted by the library.

Services for the individual as well as for groups are considered an important goal for the public library.

- 1) A primary purpose of nonprint media in any library is to provide users with an expanded range of resources for study and research, enrichment and entertainment.
- 2) Borrowers must be registered library users.
- 3) The terms of borrowing, the responsibility of the library, and the responsibility of the patrons are clearly defined in writing on the registration form.
- 4) All adult registered users (18 years or older) have access to all audiovisual services and resources.
- 5) A catalog of all library audiovisual nonprint resources is available from the information desk.
- 6) All library materials will be inspected when returned to library.
- 7) A loan period consistent with material is seven (7) days and they **may not be renewed**.
- 8) The amount of films or number of titles allowed to each user for a single booking is two (2).
- 9) An overdue fine of One Dollar (\$1.00) per day per film (including Sundays) will be charged. Lost or damaged material fee will not exceed the replacement cost plus handling expenses.
- 10) The library will not allow its resources to be used where admission or fund-raising charges are made or where material will be shown on television. Permission for television transmission or reproduction of any format is not the right of the library, but of the copyright proprietor.

- 11) The library staff is familiar with audiovisual resources to assist users in evaluation, selection and utilization of resources, as well as program planning. Reviews, guides and journals will be supplemented with regular screenings.
- 12) There should be at least one location where users can preview or evaluate audiovisual resources.
- 13) Referral to other resources for audiovisual resources not in the collection is available (LRC, UOG).

NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

INTERLIBRARY COOPERATION POLICY  
OF THE PUBLIC LIBRARY SYSTEM

GENERAL: The library system is composed of five (5) libraries. These libraries are located in Agana, Agat, Barrigada, Dededo and Merizo.

The Nieves M. Flores Memorial Library in Agana is the main public library of Guam and is designed to serve the entire population of Guam. Thus, it supports the outlet libraries (Agat, Barrigada, Dededo and Merizo) in collection, personnel and other administrative needs.

The public library system is governed by a Board. The Guam Public Library Board consists of seven (7) members appointed by the Governor and confirmed by the Legislature. The Librarian (Territorial Librarian) is appointed Executive Secretary of the Board and is the Executive Director of the public library.

The public library system will cooperate with other libraries on Guam and mainland libraries to share its resources.

It will arrange to incorporate or house other libraries' collections for the use of special constituents of these libraries (UOG and Community College) for a limited period of time which will be a semester or the duration of the classes.

It will circulate these collections according to the rules and regulations governing them.

It will make available statistical records on these collections.

It will provide the Community College or UOG with all overdue records of these materials.

The public library will reproduce copies from serial materials when requested by using libraries.

It will share its collections (such as book in general collection) on interlibrary loan for a period not longer than one (1) month.

It will lend microfilm for a period not longer than three (3) weeks.

It will lend reference materials for a period not longer than one (1) week.

AT NO TIME WILL MATERIALS FROM THE GUAM COLLECTION BE LENT FROM THE PUBLIC LIBRARY.

Using Libraries: The using library will deliver collections to the public library for the convenience of their students.

It will collect these collections for relocation at the end of each semester.

It will collect all interlibrary loan materials on a day agreed upon.

It will provide financial assistance for overhead cost beyond the public library's average total cost for operations.

It will provide personnel or financial assistance to the public library should the need arises for longer hours beyond the normal hours the public libraries are now open.

It will reimburse through replacement or financial arrangement, the public library for materials lost under interlibrary loan.

NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

DISPOSITION OF OVERDUE MATERIALS

At the end of each fiscal year, after annual inventory, materials that have been overdue for three (3) years, and for which a reasonable effort of recovery has been made, will be eliminated from the records by pulling the cards from the public card catalog and by making the appropriate notation on the shelflist cards.

NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

USE OF THE BOARD CONFERENCE ROOM

The Board conference room is available for use by civic organizations, cultural and educational organizations. The room is not available for social gatherings, religious services or commercial purposes. The room can seat twenty-five (25) people.

Groups desiring to use the Board conference room must check with the Office of the Territorial Librarian for scheduling.

The Board conference room may be used free of charge, only during hours the library is open.

If the group is serving coffee or light refreshments, the lounge may be made available for this purpose.

Conditions and Limitations

1. Nieves M. Flores Memorial Library assumes and shall bear no responsibility whatever for personal injury to any member, affiliated person, guest, invitee or licensee of the using organization, or for loss of, or injury or damage to any property of the using organization, its members, affiliated persons, guests, invitees or licensees.
2. The using organization and its individual members, jointly and severally, assume and shall bear full responsibility for loss of, or injury or damage to, any property of the Nieves M. Flores Memorial Library as shall be caused or inflicted by the using organization, its members, affiliated persons, guests, invitees or licensees.
3. The using organization shall leave the meeting room and facilities in clean and orderly condition.
4. Light refreshments requiring no cooking may be served in the employees' lounge.
5. Smoking is not permitted.
6. No tacks, nails or cellophane tape are to be placed in or on doors, walls or furniture.

NIEVES M. FLORES MEMORIAL LIBRARY  
APPLICATION FOR USE OF BOARD CONFERENCE ROOM

The Board conference room of the Nieves M. Flores Memorial Library is available for meetings of area cultural, civil and educational organizations for social gatherings, religious services or commercial purposes. Library sponsored meetings will have priority in scheduling.

Permission to use the Board conference room, if granted is strictly governed by the conditions and limitations which appear upon the second page of this application.

NAME OF ORGANIZATION: \_\_\_\_\_

DATE(S) OF MEETING(S): \_\_\_\_\_

TIME MEETING WILL CONVENE: \_\_\_\_\_ WILL ADJOURN: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_  
\_\_\_\_\_

PROBABLE NUMBER TO ATTEND: \_\_\_\_\_

CONTACT PERSON:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL. NO.: \_\_\_\_\_

SIGNATURE OF APPLICANT:

\_\_\_\_\_  
TEL. \_\_\_\_\_

Please leave this application with the Librarian.

NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

POLICY ON USE AND DUPLICATION OF PHOTOGRAPHS

1. Photographs will be available for reference purposes to the general public. This means that patrons can use the card index and view photographs in the Guam Room.
2. Photographs will be available to the general public for duplication for non-commercial purposes.
3. Photograph duplication for commercial purposes will be at the discretion of the Territorial Librarian.
4. Photographs used for commercial purposes must be identified by a credit line which reads "Photograph Courtesy of the Nieves M. Flores Memorial Library."
5. Copyright: Photographs may be duplicated only if copyright lies with the Flores Library. Photographs whose copyright is owned by another institution or by an individual may not be duplicated without permission of the owner.
6. No photographs may be removed from the Flores Library without the permission of the Territorial Librarian.

CHARGES FOR DUPLICATION OF PHOTOGRAPHS

<u>Black and white prints:</u>	<u>Size</u>	<u>from negatives</u>	<u>from print</u>
	5 x 7	\$ 2.50	\$ 3.50
	8 x 10	5.00	6.00
	11 x 14	10.00	11.00
 <u>Color prints:</u>			
	5 x 7	3.00	4.00
	8 x 10	6.00	7.00
	11 x 14	12.00	13.00

## NATIONAL LIBRARY LAWS

Two national library laws provide approximately fifty percent (50%) of the Office of Library Service budget. This outline gives a brief description of the Library Services and Construction Act (L.S.C.A.) and the Elementary and Secondary Education Act. (E. S. E.A.) which are so important to library services on Guam. Examples of programs on Guam that were financed partially or wholly with federal grants under these two laws are also included.

### Library Services and Construction Act (L. S. C. A.)

Title I Grants under Title I may be used solely to:

- (1) Extend public library services to geographical areas and groups of persons without such service or to improve library services to such areas or groups;
- (2) Establish and operate programs to provide
  - (a) State institutional library services,
  - (b) Library services to the physically handicapped,
  - (c) Library services for the disadvantaged in urban and rural areas;
- (3) Strengthen metropolitan public libraries which serve as national or regional resource centers;
- (4) Pay the cost of administering state plans (State library agencies must submit a long range plan for development of library services in the state to be eligible for federal funds under L. S. C. A. and E. S. E. A.)
- (5) Strengthen the capacity of state library administration agencies for meeting the needs of the people of the state.

Title II Grants under Title II shall be used solely for construction of public libraries under approved state plans.

Title III Grants under Title III shall be used to:

- (1) Plan for development of cooperative library networks.
- (2) Establish and operate cooperative library networks.

Title IV Grants under IV shall be used to:

- (1) Train librarians to work with the elderly;
- (2) Conduct special library programs for the elderly;
- (3) Purchase special library materials for use by the elderly;
- (4) Pay salaries for elderly persons who wish to work in libraries as assistants on programs for the elderly;
- (5) Provide for in-home visits by librarians and other library personnel to the elderly
- (6) Establish outreach programs to notify the elderly of library services available to them;
- (7) Furnish transportation to enable the elderly to have access to library services.

Elementary and Secondary Education Act (E. S. E. A.)

Title IVB Funds under Title IVB shall be used solely to:

- (1) Buy library resources (books, periodicals, audiovisual materials), textbooks, and other instructional materials for the use of students and teachers in public and private elementary and secondary schools;
- (2) Administer the state plan including
  - (a) Development and revision of standards relating to library resources, text books, and other instructional materials.

Examples of programs in Guam that were financed partially with federal grants under these two laws.

In 1968-72, Title II L.S.C.A. grant funds were used to build the Agat, Dededo, Barrigada and Merizo branch libraries. These libraries were partially funded with Title II funds.

Examples of projects in Guam that are partially funded with federal grants:

- (1) Union Catalog of Guam and Pacific area materials
- (2) Union List of Serials in Libraries of Guam

Title IVB E.S.E.A. has mainly been used each year to strength the school library book collections.

## LIBRARY BILL OF RIGHTS

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race religion, national origins or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

Adopted June 18, 1948  
Amended February 2, 1961, and June 27, 1967, by the ALA Council  
Adopted by Guam Public Library Board, 1988

## RESTRICTED ACCESS TO LIBRARY MATERIALS

### An Interpretation of the LIBRARY BILL OF RIGHTS

Restricting access of certain titles and certain classes of library materials is a practice common to many libraries in the United States. Collections of these materials are referred to by a variety of names such as "closed shelf", "locked case", "adults only", or "restricted shelf" collections.

Three reasons generally advanced to justify restricted access are:

- (1) It provides a refuge for materials that belong in the collection but which may be considered "objectionable" by some library patrons;
- (2) It provides a means for controlling distribution of materials which allegedly should not be read by those who are not "prepared" for such materials by experience, education or age;
- (3) It provides a means to protect certain materials from theft and mutilation.

Though widely used - and often practical - restricted access to library materials is frequently in opposition to the principles of intellectual freedom. While the limitation differs from direct censorship activities, such as removal of library materials or refusal to purchase certain publications, it nonetheless constitutes censorship, albeit a subtle form. As a form of censorship, restricted access violates the spirit of the LIBRARY BILL OF RIGHTS in the following ways:

- (1) It violates that portion of Article II which states that "... no library materials should be proscribed...because of partisan or doctrinal disapproval."

The word "proscribed" as used in Article II, means "suppressed." Restricted access achieves de facto suppression of certain materials.

Even when a title is listed in the card catalog with a reference to its restricted shelf status, a barrier is placed between the patron and the publication. Because a majority of materials placed in restricted collections deal with controversial, unusual, or "sensitive" subjects, asking a librarian or circulation clerk for them is an embarrassment for patrons desiring the materials. Because restricted collections are

often composed of materials which some library patrons consider "objectionable," the potential user is predisposed to thinking of the materials as "objectionable," and is accordingly inhibited from asking for them. Although the barrier between the materials and the patron is psychological, it is nonetheless a tangible limitation to his access to information.

- (2) It violates Article V which states that, "The rights of an individual to the use of a library should not be denied or abridged because of his age...".

Limiting access of certain materials to adults only abridges the use of the library for minors. "Use of the library," includes use of, and access to, library materials. Such restrictions are generally instituted under the assumption that certain materials are "harmful" to minors, or in an effort to avoid controversy with parents who might think so.

The librarian who would restrict the availability of materials to minors because of actual or suspected objection should bear in mind that he is not in loco parentis in his position as Librarian. The American Library Association holds that it is the parent - and only the parent - who may restrict his children - and only his children - in reading matter. The parent who would rather his child did not read certain materials or certain kinds of materials should so advise the child.

When restricted access is implemented to protect materials from theft or mutilation, the use of the practice may be legitimate. However, segregation of materials to protect them must be administered with extreme attention to the rationale for restricting access. To often only "controversial" materials are the subject of such segregation, leading to the conclusion that factors other than theft and mutilation were the true considerations. The distinction is extremely difficult to make, both for the librarian and the patron.

Section policies, carefully developed on the basis of principles of intellectual freedom and the LIBRARY BILL OF RIGHTS, should not be vitiated by administrative practices such as restricted access.

RESOLUTION ON CHALLENGED MATERIALS

An Interpretation of the LIBRARY BILL OF RIGHTS

WHEREAS, the LIBRARY BILL OF RIGHTS states that no library materials should be proscribed or removed because of partisan or doctrinal disapproval, and

WHEREAS, constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line, and

WHEREAS, any attempt, be it legal or extra-legal, to regulate or suppress material must be closely scrutinized to the end that protected expression is not abridged in the process, and

WHEREAS, the Constitution requires a procedure designed to focus searchingly on the question before speech can be suppressed, and

WHEREAS, the dissemination of a particular work which is alleged to be unprotected should be completely undisturbed until an independent determination has been made by a judicial officer, including an adversary hearing.

NOW, THEREFORE, THE PREMISES CONSIDERED, BE IT RESOLVED, that the Library Board declares as a matter of firm principle that no challenged library should be removed from any library under any legal or extra-legal pressure, save after an independent determination by a judicial officer in a court of competent jurisdiction and only after an adversary hearing, in accordance with well-established principle of law.

**THE GUAM MUSEUM**

NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

The Guam Museum was formally opened on November 1, 1932, as a project of Mid-Pacific Post No. 1 of the American Legion. In 1936 responsibility for its upkeep was taken over by the Naval Government of Guam and at present the Museum is under the direction of the Territorial Librarian. As the official depository for all artifacts found on Guam, its purpose is to collect, preserve, research and exhibit the historical artifacts of Guam, the Marianas and the Pacific for information and education of the public. It is housed in a small building dating from the Spanish period of Guam's past. The Museum is located near the Plaza de Espana and behind the ruins of the pre-World War II Governor's Palace. Virtually, all the Museum's exhibits were destroyed or lost during that war. However, through donations from island residents, the Guam Museum has again accumulated an interesting array of artifacts. The museum is under the cognizance of the Guam Public Library Board and is under the supervision of the Executive Officer of the Museum.

**RULES AND REGULATIONS**

1. All museum artifacts are the property of the Government of Guam.
2. Because the collection in the museum is very limited and irreplaceable, the artifacts will be available for loan under conditions set forth in the Guam Museum Loan form.
3. Donation of artifacts is encouraged. A Deed of Gift form will be completed.
4. No objects may be removed from the museum without the approval of the Executive Officer of the museum.
5. Museum staff will maintain proper records of all donations and other acquisitions.
6. Group tours will be conducted during museum hours provided prior notice is given to museum staff. Museum staff will provide impromptu tours for any patron wishing one during museum hours.
7. In case of any questions pertaining to museum operations or to interpretation and enforcement of museum rules and regulations, contact either the Museum Curator or Executive Officer of the Museum.

8. The museum will be open from 9:00 - 12:00 and 1:00 - 4:30 P. M., from Monday through Friday; 9:00 A. M. - 4:30 P. M. on Saturday, and it will be closed on Sunday and holidays.

## GUAM MUSEUM POLICY OBJECTIVES

As the official repository and custodian of Guam's natural and social heritage, the Guam Museum's objectives are:

- 1) To collect, preserve, identify, catalogue and taxonomically study all forms of flora, fauna, mineral resources and the cultural properties of the Territory of Guam.
- 2) To study the people of Guam, their mores, customs, traditions, material culture, history, geography, and her socio-political heritage.
- 3) To study other ethnic groups of Guam, and their influence in the history of Guam.
- 4) To interpret scientific and technical knowledge into understandable forms through exhibitions, publications, lectures, interviews, demonstrations, AV presentations and other cooperative services to schools and the community in general.
- 5) To abide by the AAM standards of Museum Ethics.
- 6) To participate in the implementation of laws protecting Guam's historical objects and sites.
- 7) To conduct research in the natural and social sciences.

NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

MUSEUM TEMPORARY ACQUISITION

The owner agrees to prepare an inventory of the items to be exhibited at the Museum.

The owner agrees to leave a copy of the inventory list for Museum record.

The owner agrees to furnish the Museum all information describing the collection for identification purposes.

The owner agrees to lend his collection for a period of no less than three (3) months.

The owner agrees to give the Museum a week's notice before the collection is to be removed from the Museum.

The owner agrees to have collection insured against theft.

The owner agrees to take all the responsibility for damage, theft, fire and other natural disasters.

This agreement shall be terminated when any of the above items are violated.

**THE GUAM ARCHIVES**

## GUAM ARCHIVES

### Archives of the Territory of Guam:

The Archives of the Territory of Guam, hereafter referred to as the Guam Archives, is hereby established by Public Law 17-38 dated December 3, 1983.

### Objectives and Purposes:

The objectives and purposes of the Guam Archives shall be to insure the retention and preservation of the records of any dependency with historical and research value by providing for the application of professional archival methods to the creation, utilization, maintenance, retention, preservation, and disposal of records; to provide a depository in which to assemble and maintain the official archives; to collect data of all kinds bearing upon the history of the territory; to classify, edit, annotate, and publish from time to time such records as may be deemed expedient and proper.

### Duties:

The Library shall collect all public archives; arrange, classify and describe the same; provide for their safekeeping; and compile and furnish information concerning them. The Guam Archives may adopt and use a seal and may adopt, amend, or revise from time to time such rules and regulations as it may consider necessary for the conduct of its business.

### Receipts for Material Received:

The Archivist shall give a receipt for all materials accepted into the Archives.

### Custody, Preservation, and Use of Documents in Archives:

The Archivist shall be responsible for the custody, preservation and use of all documents existing in the Guam Archives.

### Documents Found Outside Guam:

The Archivist shall take steps toward transferring to the Archives documents which are found outside Guam and which are of permanent interest with relation to the history of Guam. In the event that it is impossible to obtain the original document, the same can be substituted by copy.

### Records of Termination of Functions of Dependency:

All records of any dependency shall upon termination of the functions of that dependency be delivered to the Archives.

General Provisions:

- (a) Government offices shall send to the Archives one (1) copy of every report, bulletin, magazine, booklet or book published by and circulated in the government.
- (b) The Archives shall upon accepting the donation of any document not of a public nature, obtain from the donor a waiver of any copyright the donor may hold, and, in the event that the donor is a third person, shall take all suitable measures for precluding copyright violation.
- (c) The Guam Archives conforms to the "Standards for Access to Research Materials in Archival and Manuscript Repositories," as approved by the Council on the Society of American Archivists.

Definitions:

Record - The word record(s) shall include any paper, letter, book, pamphlet, photograph, photocopy, film, map, drawing, plan, or any other item of record regardless of its physical format or characteristics.

Public record - Any record which originates, or is kept or received in any dependency of the Territory of Guam according to law or in relation with the management of public affairs and which is to be permanently or temporarily preserved as evidence of transactions or because of its administrative usefulness or informational legal value, or is to be destroyed because of its lack of permanent value or administrative usefulness; and, a copy of every publication put out by government dependencies.

Dependency - Any department, public corporation, advisory board, commission, council, agency, division or office of the Government of Guam.

Archives - Those public records originating under or passing through the hands of public officers in the regular course and performance of their legal duties which are non-current and are to be preserved because of their continuing value.

Guam Archives - An Establishment maintained for the preservation of those public records and other papers that have been determined to have sufficient legal, historical or other value to warrant their continued preservation by the Territory of Guam and have been accepted for deposit in its custody.



GUAM PUBLIC LIBRARY SYSTEM  
*Sisteman Laibirihan Pubbleko Guahan*  
Government of Guam



Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
is entitled to borrow materials from any branch of the  
**Guam Public Library System**  
The above person must present this card each time any materials are borrowed from any branch. S/He is responsible for all materials checked out on this card.  
If card is lost or stolen, report it immediately.  
Sign here \_\_\_\_\_

**HOW TO GET A LIBRARY CARD**

Welcome to the Guam Public Library System. There are six libraries within the GPLS. The main library, *Nieves M. Flores Memorial Library*, is located in Hagatna. The five branches are located in the villages of Agat, Barrigada, Dededo, Merizo, and Yona. Please feel free to browse through the libraries and become familiar with our services and collections. If you have any questions, please ask one of the library staff.

To check out materials, you are required to have a valid Guam Public Library System card, and please present your library card each time.

- Library cards are free to all residents who live on Guam.
- Library cards can be applied at any of the six libraries within the GPLS.
- Each person (age six and older) must have his/her own card.
- To obtain a library card, everyone (age six and above) must fill out an application form in person. Please sign your name in front of a library staff.
- All information on the application must be filled or it will not be processed.
- Identification (ID) must be presented at the time of application.
- ADULTS must show identification (ID) or combination of ID's that include all of the following three items: 1) current picture, 2) current address.
- Acceptable identification(s) include: Driver's license, Government of Guam ID, Military ID, Passport, MCB card, Automobile registration, Bank statement, Personal Mail with current postmark.

Guam Public Library System: Hagatna, Agat, Barrigada, Dededo, Merizo, Yona  
254 Martyr Street, Hagatna, Guam 96910-5141 • Tel: (671) 475-4751 thru 55 • Fax: (671) 477-9777  
Equal Opportunity Employer

- UNIVERSITY/COLLEGE/HIGH SCHOOL students may use the following identification (ID): Current and valid student ID card issued by the school.
- MINORS without his/her own form of ID must obtain a parent or legal guardian's signature when applying for card. Parent or legal guardian must sign names in person in front of a library staff and must show acceptable ID(s).
- CHILDREN (age twelve and under) must have the application form signed by a parent or legal guardian. Parent or legal guardian must sign name in person in front of a library staff and must show acceptable ID(s).
- Your library card will be ready for you to pick up within one week at the library of application.

You can use your valid library card at any of the six (6) libraries within the Guam Public Library System.

Your valid library card is assigned for your own use only. You are responsible for all materials borrowed on your card, and for any charges on items that are overdue, lost or damaged. Please do not allow anyone else (e.g. other family members, friends, etc.) to use your library card.

If your card is lost or stolen, it is your responsibility to inform us immediately. Your report and date of reporting will be recorded. We will keep on alert so that no one else can use your lost card. There is a charge to replace the lost card.

If there are any changes on the information you have provided us, please let us know so that we can update your record.

#### LOAN PERIODS, LIMITS, FINES AND CHARGES

ITEM	LOAN	LIMIT PER PERIOD	TIMES TO RENEW	DAILY FINE	MAX. FINE
Books	21 days	6	2		
Paperbacks	21 days	6	2	\$0.25 per item	\$20
McNaughton Books	21 days	2	0	\$0.25 per item	\$20
Audio cassettes	14 days	2	0	\$0.25 per item	\$20
Kits	14 days	2	0	\$1.00 per item	\$20
Video Cassettes	7 days	2	0	\$1.00 per item	\$20

Additional cards for authorized family members.....\$0.75 each card  
 Replacement of lost library card.....\$0.75 each card  
 Audio/Video cassette(s) not properly rewound.....\$1.00 each item

## LOAN PERIODS, LIMITS, FINES AND CHARGES

To ensure that your public libraries always have an adequate supply of materials for all patrons, the following loan periods, fines, charges and limits on the number of items allowed out each time apply to all cardholders of the Guam Public Library System.

- You are responsible for all the materials borrowed on your card, and for any charges on items that are overdue, lost or damaged. Again, please do not allow anyone else (e.g., other family members, friends, etc.) to use your library card.
- Upon submission of application, each new applicant can check out two (2) books only (not including McNaughton books or audiovisual materials), until a library card is issued.
- The maximum number of items any borrower can check out at one time is six (6) print, and two (2) non-print materials. Please consult the chart for limits on individual types of materials.
- Reference materials, periodicals, newspapers and collections in the Guam Room and Federal Documents Room are not for circulation.
- Print materials are circulated for twenty-one (21) days. The fine for overdue print materials is 25 cents per day per item. Most print materials can be renewed twice, on or prior to the due date. Please consult the chart for renewable materials.
- Audio recordings are circulated for fourteen (14) days. The fine for overdue audio recordings is 25 cents per day per item.
- Kits are circulated for fourteen (14) days to adults age 18 and above only. The fine for each overdue kit is \$1.00 per day per item.
- Video recordings are circulated for seven (7) days to adults age 18 and above only. The fine for overdue video recordings is \$1.00 per day per item.
- Library materials must be returned before closing time on the due date. Item(s) returned after the library closes will be treated as if returned on the next day the library is open.
- There will be no overdue fines charged on holidays and/or closed days.
- You can return or renew library material(s) at any of the six Guam Public Libraries. Again, most print materials can be renewed twice on or prior to the due date by telephone or in person. There are no renewals on McNaughton Books and audiovisual materials. Please consult the chart for renewable materials.
- For lost and/or damaged library materials, each item will be charged the current replacement cost + \$2.00 processing fee.
- For lost/damaged and overdue library materials, each item will be charged the current replacement cost + maximum fines + \$2.00 processing fee.
- For maximum fines of all materials, please consult chart.

*Note: A borrower, who has overdue items, owes fines, or has damaged material(s) on record, will lose all borrowing privileges until the matter is cleared.*

- Updated 2007Jun15

Read a little every day!  
Fauaitai' di'dide' kada diha!



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Library Cards



Application procedure

You may apply for a library card at any Hawaii public library. The initial card is FREE for Hawaii residents. Cards are also free for military personnel and their dependents with military identification. The resident card replacement fee is \$10.00 for adults and \$5.00 for minors (below eighteen). Resident library cards must be renewed every five years. There is no charge for the renewal.

Adult applicants must present a current ID and proof of mailing address if it is not listed on the ID. Minors (below eighteen) must have their applications co-signed by a parent or guardian. The parent or guardian must present a current ID and proof of mailing address.

There are two non-resident cards. The \$25.00 non-resident card is good for five years and may be renewed for an additional \$25.00. The \$10.00 visitor card is good for 3 months but may not be renewed.

Library card applications are available at any public library and online in pdf format. Complete the application form and present it with proper identification to a circulation staff person, who will prepare a card for you. You will be able to borrow library materials on the day you receive your card.

Bring your library card whenever you visit the library. You will not be able to borrow materials or use a library Internet station without it. In addition, you can use your library card to borrow desk reference material for use within the library.

The maximum fine threshold is \$10.00. You will not be able to use your library card if you have fines, fees, or charges of \$10.00 or more.

If your card is lost or stolen, please report it to a library staff member immediately. A block will be placed against your file so that no one else can use your card.

Special offer: You may replace your old green library card for a new red one FREE of charge. Just submit a completed library card application, current id and proof of mailing address and the green card to a circulation staff member.

Note: You do not need to replace your green card with a red card but may renew it at five-year intervals instead.

Our library card was designed by Betty Kingery and Edwin Kanikawa and was digitized by former HSPLS staffer, Stephen Bibbs of the Hawaii Legislative Reference Bureau. The information on this page was prepared by the staff of the Hawaii State Library - Circulation Unit.