

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

## **PUBLIC SERVICES COMMITTEE**

### **AGENDA**

Members: Jose Jimenez, Chair  
Pamela Pung  
Cynthia Trent  
Peggy Winters

Thursday, May 5, 2005  
3:30 p.m.  
Downtown Library  
300 Park Avenue  
Oklahoma City, OK 73102  
(405) 231-8650

NOTE: Comments from the general public will be limited to 15 minutes with time prorated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the committee must list their residential address and personally sign a speaker form.

- I.** Call to Order and Establishment of Quorum – Jose Jimenez, Chair
- II.** Report and Recommendation from Administration ~ Review of:  
Metropolitan Library System Policy & Procedure Manual Access to  
Materials ~ AM 310 Materials Selection and Metropolitan Library  
Commission of Oklahoma County policies and actions related to customer  
comments on library materials
- III.** Report and Recommendation from Administration ~ Adoption of Local  
History Collection Policy
- IV.** Report and Recommendation from Administration ~ Adoption of  
Genealogy Materials Policy
- V.** Report and Recommendation from Administration ~ Revision to Internet  
Policy

Cc: Metropolitan Library Commission  
MLS Administrative Team  
MLS Managers and Supervisors  
President, MLS Staff Association

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **REVIEW OF:**

#### **METROPOLITAN LIBRARY SYSTEM POLICY & PROCEDURE MANUAL ACCESS TO MATERIALS, AM 310 MATERIALS SELECTION AND**

#### **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY POLICIES AND ACTIONS RELATED TO CUSTOMER COMMENTS ON LIBRARY MATERIALS**

At the March 24, 2005 Metropolitan Library Commission of Oklahoma County meeting, speakers from the general public presented petitions concerning "appropriate shelving of materials".

By Commission consensus the above concern and the question of Commission policies and actions when the established procedures concerning "Individual's Comments on Library Materials and Information Access" are not followed, was referred to the Public Services Committee.

Included with the report are:

- MLS Policy & Procedure, Access to Materials, AM 300 Library Collections (pages 1 – 9) including AM 310 Materials Selection
- Copy of the MLS Individual's Comments on Library Materials and Information Access form from Mr. & Mrs. Alan Woodland
- Copy of the letter of response to the Woodland's comment form
- MLS Parental Preferences Option

### **ADMINISTRATIVE RECOMMENDATION TO COMMITTEE:**

That the Committee review and consider the information provided by the Administration.



**REVIEW OF:**  
**METROPOLITAN LIBRARY SYSTEM POLICY & PROCEDURE MANUAL**  
**ACCESS TO MATERIALS, AM 310 MATERIALS SELECTION**  
**AND**  
**METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**  
**POLICIES AND ACTIONS RELATED TO CUSTOMER COMMENTS ON LIBRARY MATERIALS**

**INTRODUCTION**

Attached to this packet is a copy of the Metropolitan Library System's Materials Selection Policy. Please read it carefully, paying particular attention to pages 1 and 2 regarding the overall responsibility for selection and the criteria and sources for selection. Pages 6 – 9 of the policy refer to the major categories of the collection and their classifications. These sections give information on how and why materials are placed in certain classifications.

Also enclosed in this packet is the letter that was sent by the Executive Director to Mr. Alan Woodland, the parent who filled out the original "MLS Individual's Comments on Library Materials and Information Access form". This letter contains information pertaining to the professional review media that was used to select the materials initially.

Finally, we have included a copy of the screens available to parents as part of the Parental Preference Option. This service enables parents to block specific titles or classifications that they do not want their children to check out.

**BACKGROUND**

At the March 24th meeting of the Metropolitan Library Commission of Oklahoma County, petitions were presented to the Commission requesting that "books having homosexual and other inappropriate age-related sexual content be moved from the children's section of the library and be placed in the adult section of our public libraries." Two other public speakers also made that request. This request had not been submitted to the library staff through the established procedure for commenting on materials. As a result of Commission members' comments and discussion, the Commission Chair, Hugh Rice requested that the Public Services Committee of the Commission review this request and also review action to be taken when the established procedures are not followed.

Shortly after that meeting, Public Services Committee Chair, Jose Jimenez and Commission Chair, Hugh Rice received a letter from Mr. Alan Woodland. It included a formal request that the Committee review five items. At the request of Mr. Rice and Mr. Jimenez, Executive Director, Donna Morris responded to Mr. Woodland. He was informed that the Committee would review his request; but it would not meet in time to report at the April 21 Commission meeting.



Since that time, and prior to this meeting, Mr. Woodland did fill out an "MLS Individual's Comments on Library Materials and Information Access" form. The Library System followed the set "normal" procedures in responding to this comment and a letter of response was sent to Mr. Woodland.

As part of the 2002 strategic plan, the Commission adopted the following vision statement: **"The Metropolitan Library System envisions a future in which all the people of Oklahoma County have equitable access to an information-rich environment of library resources"**. The following mission statement was also approved: **"The Metropolitan Library System facilitates the free flow of information and ideas by providing access to materials, services and programs to Oklahoma County's diverse community"**. Both of these statements acknowledge the Library System's obligation to serve all the citizens of the community who contribute to its support.

The selection policy clearly reinforces this ideal and specifically instructs staff to select materials to meet the needs of individuals in the community regardless of any anticipated disapproval or their own beliefs.

The library staff learns of community needs and interests in a number of ways such as interaction with customers at individual libraries, statistics on use of the collection gathered by our automation system and requests from customers for specific titles. From July of 2004 thru March of 2005, the Materials Selection department received 13,797 requests to purchase specific titles. Based on this information, the Library System has purchased a large number of materials showing the traditional family. However, titles showing diversity and non-traditional family situations are also requested and thus are represented in the collection.

The Library System recognizes that opinions of parents within the community vary and seeks to treat each parent's views and concerns with equal consideration and respect. For this reason, the Commission approved the Parental Preference Option which allows parents or guardians to set up borrowing parameters for their own children and encourages parents to be involved in their children's reading activities.

#### **LIBRARY COMMISSION POLICIES AND RESPONSIBILITIES REGARDING SELECTION, CLASSIFICATION, OR INDIVIDUAL ITEM REVIEW OF MATERIALS**

The long-standing policy of the Metropolitan Library Commission of Oklahoma County has been not to participate in the selection or classification of materials but to adopt policies to guide the professional staff in carrying out those responsibilities.

Changes in procedures regarding the selection of materials and the review of these same materials would require a change in this policy by the Commission. It would also require that the Commission establish specific procedures to be



followed by any member of the public wishing to request a review of materials by the Commission.

### **CONCLUSION**

In response to the specific question as to whether or not it is appropriate to have the books shelved in the children's section of the Library System, library staff have determined that the books are cataloged and shelved appropriately according to the Library System's selection policy and an additional review of the materials in question.

The staff would like to note that Commission action regarding the selection or shelving of individual materials establishes a precedent that the Commission needs to carefully consider before moving forward.

The staff believes that the selection policy is sound and recommends that the Commission reaffirm the policy and procedures relating to "individual comments on materials". While public comments are encouraged and welcomed, staff recommends that the individual review of materials continue to be delegated to staff and not be assumed by the Commission.

# **AM 300 Library Collections**

## **AM 310 Materials Selection**

*Revised 6/97*

### **I. Responsibility for Selection**

- A. Ultimate responsibility for selection of library materials rests with the Executive Director, who operates within the framework of policies determined by the Metropolitan Library Commission.
- B. The Executive Director delegates to staff members the authority to interpret and apply these policies in developing the library collection.
- C. All staff members assigned responsibility for selecting library materials are expected to apply these policies and their professional knowledge and experience in making decisions.
- D. The Director of Materials Selection and Management and the Materials Selection Office's professional staff lead the selection process, reviewing and evaluating new books and other materials. They regularly communicate with public service and other staff regarding special, local, community needs.
- E. All library staff members are instructed to monitor and consider requests for materials not available.
- F. Customer requests for and comments on materials are invited and considered. (See attachments, "Library User's Request for Materials" and "Comments on Library Materials and the Internet".)

### **II. Selecting for a Diverse Audience**

- A. The library recognizes that some library materials are controversial and that any given item may offend some persons; however, selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in serving the diverse interests of Oklahoma County citizens.
- B. The library will not knowingly add or retain materials that are judicially determined to be illegal under Oklahoma law.
- C. The library does not set an arbitrary or single standard of literary quality to select its materials but seeks to provide a collection of materials to satisfy a public varying in formal education, social background and taste.
- D. The system selects a wide range of fiction and non-fiction, whether serious or amusing, realistic or imaginative, timely or historical, that accurately and honestly attempts to depict or explore the human condition.



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- E. Materials are not excluded from the collection solely on the basis of coarse language, frankness or descriptive passages or topics considered by some to be offensive. The library has a responsibility to protect the rights of all readers.
- F. Library materials will not be marked or labeled to show approval or disapproval of the contents, and no materials will be sequestered except rare and scholarly items of great value, such as the "Oklahoma Collection," to protect them from damage or theft.
- G. Responsibility for the reading interests of children rests with their parents and legal guardians. The library's selecting of materials for adults will not be inhibited by the possibility that the materials may come into the possession of children. Each library agency maintains a collection of materials for pre-school and elementary school-aged children, but the children are not restricted to those collections and they have access to the total library collection.

### **III. Criteria and Sources for Selection**

- A. Each piece of material or work shall be considered on its own merits and its relation to its intended audience. All additions to the library collection, whether purchased or donated, shall be evaluated on anticipated usage and must meet two or more of the following general criteria:
  - 1. Appeal to the interests and needs of individuals in the community.
  - 2. Vitality and originality.
  - 3. Contemporary significance (timeliness).
  - 4. Literary, artistic or graphic quality.
  - 5. Degree to which its style of presentation entertains or pleases.
  - 6. Skill and competence of the work's creator and producer (publisher) in fulfilling their intent or purpose.
  - 7. Degree to which it provides viewpoints and subject coverage of special interest to the local community.
  - 8. Accuracy, authenticity, thoroughness and documentation.
  - 9. The appropriateness of the format to the content.

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- B. Reviews in professionally accepted periodicals are important sources for materials selection. Citations in professionally accepted bibliographies, indices, booklists and useful, subject-oriented publishers' catalogs and by local or national media are considered. Evaluations of review copies by professional library staff are also considered. In the absence of published reviews, staff may request evaluation of titles by local persons with expertise in the subject matter covered by the material.
- C. Requests from customers for the library to buy specific titles or material dealing with specific subjects are evaluated carefully. When there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased unless the subject is already adequately covered.
- D. Specialized materials of limited community interest are not ordinarily purchased.

Customers making requests for such materials may be referred to other local library collections or invited to use this system's inter-library loan service.

Supplementary materials for students and information for specialists are provided in a limited number of fields; however, the library will avoid unnecessary duplication in subject areas which are the special prerogative of other community resources.

Textbooks and workbooks are purchased only when the information also serves the general public or is unavailable in other form.

Materials that are intended to market products and services are not added to the collection.

### **IV. Special Collections**

The Metropolitan Library System established and maintains special collections of materials under the provisions of administrative procedures adopted for these purposes. Such collections are established to meet special needs in serving the community; some of the factors around which a collection may be organized are:

- A. Subject content (examples: local history, mysteries)
- B. Format (examples: magazines, video)
- C. Accessibility for a special audience (examples: large print, foreign language)



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### **V. Format**

The library system selects materials in formats that are most appropriate to meet community needs. These formats include:

- A. Microform
- B. Audio recordings
- C. Video recordings
- D. Printed books
- E. Printed magazines
- F. Printed newspapers
- G. Electronic databases
- H. Any other format appropriate to current use patterns

### **VI. Video Selection Guidelines**

#### **A. Non-fiction/Non-theatrical Videotapes**

Definition of non-theatrical videotapes: General interest non-fiction and short fiction works produced for the education and home video markets, including items such as documentaries, how-to, self-paced learning and instruction, travel, music, health and fitness, dance, theater, inspiration, etc.

Non-theatrical videotapes are purchased when the format provides a useful way of presenting information to a customer. Titles are acquired in all general subjects. The library system collects educational and/or instructional materials such as self-help, do-it-yourself, and informational appropriate for groups; documentaries, dramatic and musical performances, holiday materials, short features and videotapes of interest to children and families.

Non-theatrical titles are selected from published reviews, lists of recommended films published by recognized authorities, catalogs of respected publishers and from in-house review of the films. Selection is based on the following criteria:

- Timeliness

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- Accuracy of factual content
- Quality of technical production
- Usefulness for the intended audience
- Present and potential relevance to community needs
- Balance in the point of view presented

Materials for children should be useful and relevant to their everyday needs, interests and activities. Special emphasis is placed on a child's developmental needs for stimulation of imagination and mental growth. Concept films, folktales, fairytales and films highlighting children's activities are emphasized in children's videos.

### **B. Entertainment/Feature Videotapes**

Definition of feature videotapes: Full-length dramatizations including foreign and U. S. produced contemporary films and classics.

The library will provide entertainment feature films for adults and children that are established classics, major award winners, film versions of books and important representative films from other countries.

Several categories of films are considered for the feature film collection:

- Major prize winners: New York Film Critics, Academy Awards, international film festival awards, (Dances With Wolves, Annie Hall)
- Established classics: Films that are recognized as important and that are judged to have stood the test of time, considered here to be a minimum of twenty years old, (Casablanca, Citizen Kane)
- Film versions of important works of literature (Red Badge of Courage, Romeo and Juliet)
- Titles from the "Best Films" lists that are periodically published by critically-recognized journals and reviewers, (Silence of the Lambs, Manchurian Candidate)



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While films in these categories will be considered, the final selection will be based on judgment of the film's overall merit, using several specific criteria. To be acquired, a film will meet at least one of the following criteria:

- Be of present and potential relevance to community needs
- Provide insight into human and social needs
- Provide high quality performances
- Be produced with technical skill
- Be an outstanding example of artistic expression
- Be an important cultural artifact

### **C. Customer Suggestions and Gifts**

Customer requests for purchase of video recordings are invited and considered. These requests will be evaluated using the criteria given above.

## **VII. Major Categories of the Materials Collection**

### **A. Adult Reading Level**

1. Non-fiction: Selection of these materials, in any format, is governed by the General Criteria. The library attempts to acquire materials representing diverse points of view on current and historical questions and controversies, including legal, constitutional, political, economic, medical, ethical, religious, social, sexual, and other issues. Inclusion of material representing a particular belief, opinion, or point of view in the library's collection does not constitute endorsement by the library.
2. Fiction: Selection of these materials, in any format, is governed by the General Criteria.

### **B. Juvenile Reading Level**

1. Non-fiction: The library maintains a collection of nonfiction appropriate for a wide variety of age levels and reading levels. Selection of these materials, in any format, is governed by the General Criteria. Materials may be purchased to support the local education/school curriculum needs of children, or to meet the informational and recreational needs they may have individually. The library attempts to acquire materials representing diverse points of view on current and historical questions

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and controversies, including legal, constitutional, political, economic, medical, ethical, religious, social, sexual and other issues and subjects of interest to children. Inclusion of material representing a particular belief, opinion, or point of view in the library's collection does not constitute endorsement by the library.

2. Fiction: The library maintains a collection of fiction appropriate for a wide variety of age levels and reading levels. Contemporary and historical fiction is selected which interprets life in an honest and realistic way and which contributes to a better understanding of the world. Selection of these materials, in any format, is governed by the General Criteria.
3. Classifications: Material appropriate for the juvenile reading level can extend from preschool age through 9th grade. Classifications used within the juvenile reading level are the following:
  - Easy: Material is classified "Easy" when it includes a story designed to be read to children of preschool age or older or when it is a picture story with few or no words. It is not necessarily easy to read. An "Easy" may be either fiction or nonfiction. Printed material in this category is profusely illustrated and usually is oversized. When text is present, the print may be standard or oversized. "Easies" are shelved in the children's area of the library.
  - Reader: Material is classified "Reader" if the reading and interest levels are appropriate for children in Kindergarten through 2nd grade or for any children learning to read. It may be either fiction or nonfiction. A "Reader" generally has a controlled vocabulary and short sentences. The wording may be repetitious. The length is usually short, 30-40 pages, and the storyline or plot is simple. There are numerous illustrations and the print is usually large. "Readers" are shelved in the children's area of the library.
  - Tween Fiction: Fiction material is classified "Tween Fiction" if the reading and interest levels are appropriate for children in grades 2-4. The length is usually less than 100 pages. A "Tween Fiction" title usually has more illustrations than Juvenile Fiction titles, but fewer than Reader or Easy titles. "Tween Fiction" is shelved in the children's area of the library.
  - Juvenile Fiction: Fiction material is classified as "Juvenile Fiction" when the reading and interest levels are appropriate for children in grades 4-7. "Juvenile Fiction" is shelved in the children's area of the library.



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- Tween Nonfiction: Nonfiction material is classified as "Tween Nonfiction" (TNF) when it has a reading level, format and interest level appropriate to children in grades 2-4. This is not a rigid classification, but can be extended to include younger and older readers. Generally, printed material in this area will be less than 100 pages in length, contain numerous illustrations, have large print and have wide margins. "Tween Nonfiction" is shelved in the children's area of the library.
- Juvenile Nonfiction: Nonfiction material is classified "Juvenile Nonfiction" (JNF) when it has a reading level, format and interest level appropriate to children in grades 4-9. This is not a rigid classification, but can be extended to include younger and older readers. "Juvenile Nonfiction" is shelved with the adult nonfiction material.

### **C. Young Adult (YA) Reading Level**

The term "Young Adult" refers to young people in grades 7-12. This is not a rigid classification, but can be extended to include younger and older readers. Any title selected for the Young Adult collection must meet the General Criteria governing materials selection and meet the needs of the intended audience.

Contemporary and historical fiction is selected which interprets life in an honest and realistic way and which contributes to a better understanding of the adolescent and adult worlds. "Young Adult" fiction is shelved in a separate Young Adult collection area.

To be selected for Young Adult collection, titles should normally be recommended specifically for this age group in at least one professional review. Where an adult title is of specific interest to YA audience, it will be considered for addition to the young adult collection. It is possible for some titles to be in the adult or juvenile as well as young adult collections.

### **D. Uncataloged Paperback Books**

In response to the popularity of both the mass market paperback format and the many titles which are not available in other formats, the library maintains a large collection of mass market paperback books, including both fiction and nonfiction titles. Separate paperback collections are maintained for adults, young adults and children. Because of their relatively low cost and ephemeral nature, these paperbacks are not cataloged.

In response to public demand, the library purchases paperback titles, which have substantial, demonstrated popular appeal to library customer but may not be critically reviewed. Series and genres of fiction (e.g. mystery, romance,

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intrigue, inspirational, western, science fiction, etc.) for which there is established demand are emphasized. When available, reviews or annotations of paperback titles are examined prior to purchase. Paperback editions of cataloged titles are purchased to help meet heavy demand.



# METROPOLITAN LIBRARY SYSTEM

## INDIVIDUAL'S COMMENTS ON LIBRARY MATERIALS AND INFORMATION ACCESS

Note to Library Customer:

Your library serves people from all walks of life, with a variety of viewpoints and tastes, and we welcome your comments. Before completing this form, you may find it informative and helpful to read the following brief summary of the Library's policy on library materials.

The Metropolitan Library System's professional staff chooses books and other materials to meet the diverse needs of this community. The staff is guided by a Materials Selection Policy adopted by the Metropolitan Library Commission. The Commission and the staff support the belief that the right to read and the right of free access to library collections for all ages are essential to the individual's freedom of thought, which is fundamental to democracy. Accordingly, the Commission has also adopted the Library Bill of Rights and the Freedom to Read Statement, both of which represent the library's interpretation of the First Amendment to the Constitution of the United States. In practice, this means that the library will resist efforts to remove or censor materials, to label 'controversial' materials, or to distribute lists of 'objectionable' materials or authors.

With respect to Internet access, the library recognizes that the Internet is an unregulated medium. While it offers access to a wealth of material that is personally, professionally and culturally enriching, it also enables access to some material that may be offensive, disturbing and/or illegal. For this reason, the Metropolitan Library System requires all library customers to become certified and to sign an Internet Use Agreement before accessing the Internet. For minor children under 18, this agreement must also be signed by a parent or guardian. The Metropolitan Library Commission and/or the library system assume no responsibility whatsoever for use of the Internet by library customers of any age.

If you would like copies of the Materials Selection Policy, the Library Bill of Rights, the Freedom to Read Statement, and/or the Internet certification packet, please ask your librarian.

Your comments, written below, will receive a written reply from the library system's Executive Director.

.....  
March 25 2005 WARR ACRES  
Date submitted Name of library receiving comments

Alan Woodland, Crystal Woodland 8016 Wilshire Hills Dr  
Your Name Address

Oklahoma City 73132 722-3473  
City Zip Telephone

If you are acting as the official spokesperson for an organization, please specify:

LIBRARY MATERIAL ON WHICH YOU ARE COMMENTING:

☒ Books ☐ Magazine ☐ Video ☐ Audio ☐ Internet ☐ Other (specify) \_\_\_\_\_

Title: King & King, Daddys Roommate, The Duke Who Outlawed Jellybeans,  
Heather has Two Mommies; And all Homosexual themed books in the Childrens  
Author: Section of our Public Libraries.

Please comment on the material as a whole. Be specific about those matters which concern you, and feel free to suggest other materials (books, etc.) on the subject for our consideration. (Use other side if needed.)

Homosexual themed books are currently circulated in the Childrens Sections of this Library Systems Public libraries. The books, especially "King & King" promote an act that is illegal in the state of Oklahoma - Same Sex marriage. Certainly children must not be taught to break the Law. The overwhelming majority of voters, 76% voted to define marriage as only existing between one man and one woman. A Constitutional

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INDIVIDUAL'S COMMENTS ON LIBRARY MATERIALS AND  
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Continuation for comments on the material as a whole. Be specific about those matters which concern you, and feel free to suggest other materials (books, etc.) on the subject for our consideration.

Amendment against/prohibiting same-sex marriage in this State now exists. The library System receives 90% of its funding from taxing these voters. It should naturally follow that the content of materials available in our libraries, and those that select the material, be sensitive to the people's values, especially in selecting and displaying. The Commission can legally and safely place such materials in a section more appropriate, where those who want can still use the materials. A section for Physical fitness, sex, etc exist. By placing books in sections allows patrons to deliberately find and use the materials. This is NOT censorship or suppression. Doing this for the children's section is appropriate, especially with voter sentiment as it is.

We call upon the commission place homosexual themed and or other age related sexual content in another section, away from the children's section.

To date, 71 members of the House of Representatives and over 500 citizens have signed petitions requesting this action.





## METROPOLITAN LIBRARY SYSTEM

Donna Morris, Executive Director  
300 Park Avenue  
Oklahoma City, OK 73102

April 18, 2005

Alan Woodland and Crystal Woodland  
8016 Wilshire Hills Dr.  
Oklahoma City, OK 73132

Dear Mr. and Mrs. Woodland:

The Metropolitan Library System has received your comments about the children's books King & King by Linda de Haan and Stern Nijland, Daddy's Roommate by Michael Willhoite, The Duke Who Outlawed Jellybeans by Johnny Valentine, Heather Has Two Mommies by Leslea Newman and other unspecified titles which you consider to be "homosexual themed" or to include "age related sexual content". Your comments reflect your concern that these books are inappropriate for the children's section of the library and your request that they be moved to another section.

The Metropolitan Library System purchases a wide variety of materials to meet the diverse needs of the community and to satisfy a public varying in formal education, social background, and taste. The system selects a wide range of fiction and non-fiction, whether serious or amusing, realistic or imaginative, timely or historical that accurately and honestly attempts to depict or explore the human condition. Selections are based on criteria established in the library's Materials Selection Policy approved by our community through the members of the Metropolitan Library Commission. According to this policy, the number one criterion for adding items to the collection is that they "appeal to the interests and needs of individuals in the community." These titles were considered in response to customer requests for children's books showing diversity and varying family situations as well as for stories with gay characters.

In response to your comments, staff has obtained copies of three of the titles you listed, however, the library does not own any cataloged copies of the fourth title, Heather Has Two Mommies. Staff also obtained copies of professional reviews of the titles. As part of the materials selection process, the library staff consults professional review media and other sources of critical information to determine that materials meet the criteria and to establish the appropriate classification.

The publication Horn Book reviewed the 2000 book King & King saying, "In this mischievous twist on a familiar motif, a bachelor prince finds something lacking with each princess his mother draws to his attention until the last candidate brings along her cute brother. Silly but affectionate collage illustrations match the text for whimsical irreverence." Horn Book recommended the book for preschoolers. Kirkus Review recommended it for ages 5-7 saying, "...Taken all together, the illustrations work wonderfully with the text to make its statement with no apologies whatsoever." The reviewer further stated "Indeed a book whose time has come, this is no pusillanimous bibliotherapy; it is, rather, a joyful celebration that at the same time firmly challenges the



assumptions established and perpetuated by the entire canon of children's picture books. Hurrah to newcomers de Haan and Nijland and to the publisher for bringing them to an American audience."

Publisher's Weekly reviewed the 1990 book Daddy's Roommate saying, "His text is suitably straightforward, and the format easily accessible to the intended audience...Wilhoite's cartoony pictures work well here; the colorful characters with their contemporary wardrobes and familiar surroundings lend the tale a stabilizing air of warmth and familiarity." Publisher's Weekly recommended the book for those aged 2-5. School Library Journal said, "The tone throughout the book is positive, and the boy has healthy, affectionate bonds with the adults in his life...Bright, framed watercolors in an almost comic-book style portray the relationships with a light touch." The review further stated, "It will be useful for children in similar situations or for helping those from heterosexual families understand differences," and recommended it for those in preschool through second grade.

The 1991 title The Duke Who Outlawed Jellybeans was recommended for ages 7-9, and younger for reading aloud, by the review publication Booklist. The reviewer said the author "dispenses with the apologist, didactic tone to tell stories that might actually be of interest to children...The gay and lesbian parents of these youthful heroes are presented matter-of-factly as secondary characters, but they stay in the background while their children set out on their heroic quests". The reviewer praised the author's "wry, breezy style, evident throughout the book" and stated "Many alternative families and progressive parents will be delighted to find this collection on library shelves". School Library Journal described the book's audience as those in grades 1-5, saying "Kings, queens, dragons and wizards inhabit these five original fairy tales in which children find solutions to their problems...Valentine works in the fact that the parents are gay or lesbian without making it a central issue, but his other messages are heavy handed." A reviewer for Horn Book said "As readers enjoy these exciting and fanciful adventures, they will learn about the power of laughter and love and the positive potential of diversity" and called the book "outstanding".

The staff concluded these materials meet the criteria of the Materials Selection Policy, which states in part "the library recognizes that some library materials are controversial and that any given item may offend some persons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in serving the diverse interests of Oklahoma County citizens."

The Materials Selection Policy also establishes classification guidelines for all library materials including juvenile fiction titles. According to the policy, "Material is classified 'Easy' when it includes a story designed to be read to children of preschool age or older or when it is a picture story with few or no words. It is not necessarily easy to read. Printed material in this category is profusely illustrated and usually is oversized. When text is present, the print may be standard or oversized. "Easies" are shelved in the children's area of the library". Staff concluded that King & King and Daddy's Roommate best fit the criteria established for an 'Easy' picture book based on format and recommended audience.

The policy further states "Fiction material is classified "Tween Fiction" if the reading and interest levels are appropriate for children in grades 2-4. The length is usually less than 100 pages. A "Tween Fiction" title usually has more illustrations than Juvenile Fiction titles, but fewer than Reader or Easy titles. "Tween Fiction" is shelved in the children's area of the library." Staff concluded that The Duke Who Outlawed Jellybeans best fit the criteria established for a 'Tween Fiction' book based on format and recommended audience.



With respect to the availability of materials to children, library policy affirms the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services.

Although the library does not restrict children's access to print materials, we do offer parents a service that allows them to restrict their own children's borrowing known as the Parental Preference Option. The Parental Preference Option lets you, as a parent or guardian, designate borrowing preferences for your child's library card. Additional information about the option is available at any library location or from the library's web page at [www.metrolibrary.org](http://www.metrolibrary.org).

The library does not endorse or seek to endorse any lifestyle, idea, theory or presentation that is contained in the books we make available. It would, in fact, conflict with the public interest for the library to endorse particular political, moral or aesthetic views as a standard for what material it makes available. We support the public's freedom to consider, select, or discard a broad range of materials and not be limited to choosing what another thinks is proper or correct.

Thank you for taking the time to comment on the library's materials. We want the library's collection to include titles that reflect your interests and views. We would welcome any suggestions of titles you would recommend for addition to the collection.

Sincerely,

A handwritten signature in cursive script that reads "Donna Morris".

Donna Morris  
Executive Director

cc: Karen Marriott, Director of Materials Services  
Mary Patton, Manager, Warr Acres Library

## **Metropolitan Library System's Parental Preferences Option**

The library system provides full, free borrowing rights to all library card holders, regardless of age. If you as a parent or guardian, prefer to designate borrowing preferences for your children under age 17, the Parental Preference Option lets you do so.

### **You may designate borrowing preferences for your child by:**

1. Identifying categories (e.g., Adult Non-Fiction, Adult Fiction, etc.) and formats within categories (e.g., book, video, audio) of the library collection from which your child may not borrow;
2. Identifying up to 50 titles your child may not borrow.

### ***The Parental Preference Option:***

- **Does not limit in-library access for any individual of any age**
- **Does not reclassify any materials in the library collection**
- **Does not relocate any materials in the library collection.**

Implementation of this option continues to respect the full First Amendment access rights of all library users.

### ***To access the Parental Preferences Option:***

This service is an extension of CyberMARS, which provides online access to the library system's computerized catalog of materials and features that allow customers to oversee their borrowing status. Parental Preference Option is available at any CyberMARS computer in the 12 full service libraries or through a web browser from home or any library from a link on our website at <http://www.metrolibrary.org>. To use the option from home, school or office, you must have Internet access.

### ***Starting the Parental Preference Option:***

**Step 1:** From the CyberMARS main page: Type your library card number in the Card Number box. Then tab or click in the Last Name box and type the first four letters of your last name.

**Step 2:** Click on Logon.

**Step 3:** Click on the "Parental" link on the menu located on the left side of the screen.

At this point, you will see the screen shown below.



**Menu**  
Catalog  
Reserve  
Borrower  
Magazine  
Prepaid  
**Parental**  
Schedule  
Databases

**Logoff**

**Finished?  
Click Logoff  
to protect  
your privacy**

### Parental Preference Option

Parents or guardians may designate preferences for their child's library card. Designated material will automatically be rejected by computer at checkout.

**Note:** the R-rated video loan policy is separate from the Parental Preference Option.  
**Policy:** "Library videos with "R" ratings and above may be checked out to children under age 17 only with affirmative parental or guardian consent."

To access the Parental Preference Option for your child's card, submit the required information below.

**Card Number:**  (Enter child's card number, omit any alphabetic or special characters.)

**Last Name:**  (Enter first four letters of child's last name.)

**Submit**

**Step 4:** Type in the child's library card number, then tab or click in the Last Name box and type the first four letters of the child's last name.

Now you are in the Parental Preference Section of the CyberMARS service.

***To limit by categories:***

You can limit materials by format (book, video, audio tape, or all kinds) and by category (Adult, Young Adult, Fiction, Non-Fiction, etc.) by using the mouse to point to a box and clicking in the box. When a category limit is added, a "√" will appear in the box.

To remove a category limit, click on the box again and the "√" will disappear.

To remove all category limits, click on the "Clear" button at the bottom of the screen.

When you are finished marking your preferences, click the "Submit" button at the bottom of the screen.

WELCH, SHADNEE B.

Instruction: Click boxes to indicate categories and formats to be excluded. Note "All" means all formats combined. Indicated levels are guidelines only. Individual reading levels may vary.

Book	Video	Audio	All	Category of Material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult Non-Fiction (Dewey Numbers without Alpha Prefix)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult: Fiction, Mystery, Science Fiction, Short Story, Western
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Young Adult Fiction (Grades 7-12)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Juvenile Non-Fiction (Grades 4-9); "J" Dewey Number)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Juvenile: Fiction, Mystery, Science Fic, Sports, Short Story (Grades 4-7)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tween Non-Fiction (Grades 2-4 - Simplified vocabulary; "T" Dewey Numbers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tween Fiction (Grades 2-4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reader (K-2 - Cont. Vocabulary); Easy (Picture book - To be read to child)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult Paperback Book (not cataloged)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Young Adult Paperback Book (not cataloged)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Juvenile Paperback Book (not cataloged)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vertical File Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Magazine (all types)

You may specify up to 50 titles that your child may not borrow. To add a title to the list, search the catalog for the title. From the detailed information screen click the "Add To PPO" button.

To remove a title, click the box adjacent to the title to remove the check mark.

The following titles have been restricted:

☒ Pad:

**Clear** Click this button to clear the entire form. After clearing the form click the "Submit" button to remove restrictions for your child or you may check the appropriate boxes and submit new restrictions.

When you are finished marking your preferences click the "Submit" button.

**Submit**

### To exclude a specific title:

**Step 1:** From the CyberMARS catalog, find the title you want to exclude. Click on the icon to the left of the title to display the bibliographic record.

**Step 2:** Click on the "Add to PPO" button at the bottom of the screen. (See picture of screen below.)



Menu  
[Catalog](#)  
[Reserve](#)  
[Borrower](#)  
[Magazine](#)  
[Prepaid](#)  
[Parental](#)  
[Schedule](#)  
[Databases](#)

[Logoff](#)

Finished? Click  
 Logoff to  
 protect your  
 privacy

Search Request: dinosaurs  
 Search Entry: 5

Author: Zoehfeld, Kathleen Weidner.  
 Title: Terrible tyrannosaurs. Illus. by Lucia Washburn.  
 HarperCollins, c2001.

Description: 33 p. : col. ill.

Series: [A let's-read-and-find-out science : Terrible tyrannosaurs](#)

Subjects: [Tyrannosaurus rex.](#)  
[Dinosaurs.](#)  
[Fossils.](#)  
[Paleontology.](#)

Added Entries: [Washburn, Lucia.](#)

Shelf Number: [J567.9129/Z85vTWEEEN](#)

ISBN: 0060279338  
 0060279346 (lib. bdg.)  
 006445181X (pbk.)

Bib No: 05716790

Holdings: BE--Loaned; BI--On Shelf; CH--Loaned; CT--On Shelf;  
 DC--Loaned; DN--On Shelf; ED--On Shelf; MC--On Shelf;  
 SO--On Shelf; VI--Loaned; WA--Loaned  
[library code table](#)

[Request Copy](#) [Add to PPO](#) [HOLDINGS](#) [PREVIOUS](#) [NEXT](#) [INDEX](#) [NEW SEARCH](#)

CyberMARS via the Metropolitan Library System

**Step 3:** To remove a title from the list, perform the steps on the previous pages to enter the Parental Preferences section.

**Step 4:** Click on the "✓" next to the title(s) you wish to remove, then click the submit button at the bottom of the screen.

***To exit the Parental Preference screen:***

Click the Logoff link on the left side menu or on any other menu choice to perform other functions.

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **ADDITION TO METROPOLITAN LIBRARY SYSTEM POLICY & PROCEDURE MANUAL ACCESS TO MATERIALS AM 312 LOCAL HISTORY COLLECTION**

Goal #2 of the Metropolitan Library System's current Long-Range Plan is "The Library will provide services that cultivate local history and genealogy".

One of the objectives is to develop a plan for expanding the local history and genealogy collections. The adoption of this policy will allow us to move forward in meeting this goal.

A draft of the policy is included.

### **ADMINISTRATIVE RECOMMENDATION FOR COMMITTEE ACTION:**

That the Committee approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual: Access to Materials, AM 312 Local History Collection and recommend to Commission the adoption of AM 312 Local History Collection.



## **Access to Materials**

### **AM 312 Local History Collection**

**Draft for Adoption: to Public Services Committee 05/05/05**

#### **Policy**

The Local History Collection provides public access to records, photographs and other materials that document the history of Oklahoma City, the constituent communities of Oklahoma County and the state of Oklahoma.

#### **Regulations**

1. Local History collection is housed at the Ronald J. Norick Downtown Library. Materials do not circulate and can be examined in the local history room only.
2. The Local History collection is made up of materials about the state of Oklahoma. Materials about Oklahoma City and Oklahoma County are emphasized. Materials about the southwest or south central United States may be included if relevant to Oklahoma history.
3. The Local History collection will not be a depository for city or county government documents, but may include some of those documents if they are important to the growth, development or history of the jurisdiction.
4. The Local History collection may include materials that are not about Oklahoma but were created by an Oklahoman. This may include individuals born in the state as well as longtime state residents and others associated with Oklahoma. These works must be determined by the librarian or selector to have lasting historical or artistic merit relative to the history of the state.
5. Materials in a variety of formats may be added to the collection. These include, but are not limited to: books, periodicals, photographs, atlases, audiovisuals and electronic formats.
6. Materials will not be excluded from the collection solely on the basis of language.
7. The system will cooperate with the Oklahoma Historical Society to preserve important original materials requiring special environmental conditions.
8. The system reserves the right to enter into cooperative agreements with other organizations or institutions in order to preserve historical materials or to make them more widely available.
9. Purchases for the collection are made from an annual budget allocation approved by the library commission as part of the overall materials budget. Selections must meet the criteria of the Materials Selection Policy as well as the guidelines of this policy.
10. Gift materials added to the collection must meet the System's requirements for accepting gifts and the guidelines of this policy.
11. The System reserves the right to dispose of materials that are inappropriate for or no longer useful to the collection.
12. Duplicate copies of local history materials may be added to the general reference or circulating collections of system libraries based on availability and need.

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **ADDITION TO METROPOLITAN LIBRARY SYSTEM POLICY & PROCEDURE MANUAL ACCESS TO MATERIALS AM 311 GENEALOGY MATERIALS**

Goal #2 of the Metropolitan Library System's current Long-Range Plan is "The Library will provide services that cultivate local history and genealogy".

One of the objectives is to develop a plan for expanding the local history and genealogy collections. The adoption of this policy will allow us to move forward in meeting this goal.

A draft of the policy is included.

### **ADMINISTRATIVE RECOMMENDATION FOR COMMITTEE ACTION:**

That the Committee approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual: Access to Materials, AM 311 Genealogy Materials and recommend to Commission the adoption of AM 311 Genealogy Materials.



**Access to Materials**  
**AM 311 Genealogy Materials**  
**Draft for Adoption: to Public Services Committee 05/05/05**

## **Policy**

The library provides genealogy materials to assist the public in tracing their Oklahoma roots and family origins. Most of these materials are centralized in a special genealogy collection.

## **Regulations**

1. General or introductory materials that introduce the public to the basics of genealogy may be purchased and housed at any of the system's libraries. More specialized or one-of-a-kind materials will be added to the centralized genealogy collection.
2. The genealogy collection is housed at the Ronald J. Norick Downtown Library. Materials are provided for in-library use only.
3. The genealogy collection is focused on but not limited to Oklahoma and the surrounding states and the migration patterns of past and current Oklahomans.
4. Materials in a variety of formats may be added to the collection. These include, but are not limited to: books, periodicals, photographs, atlases, audiovisuals and electronic formats.
5. Materials will not be excluded from the collection solely on the basis of language.
6. The system will cooperate with the Oklahoma Historical Society to complement rather than duplicate the resources in their genealogy library.
7. The system reserves the right to enter into cooperative agreements with other organizations or institutions in order to preserve genealogy materials or to make them more widely available.
8. Purchases for the collection are made from an annual budget allocation approved by the library commission as part of the overall materials budget. Selections must meet the criteria of the Materials Selection Policy as well as the guidelines of this policy.
9. Gift materials added to the collection must meet the System's requirements for accepting gifts as well as the guidelines of this policy.
10. The System reserves the right to dispose of materials that are inappropriate for or no longer useful for the collection.

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **REVISIONS TO METROPOLITAN LIBRARY SYSTEM POLICY & PROCEDURE MANUAL ACCESS TO SERVICES AS 400 INTERNET ACCESS POLICY**

With the addition of wireless internet service, the Metropolitan Library System (MLS) needed to update its Internet Policy to include this access.

The Administration decided to take the opportunity to review the entire Internet policy and procedures.

The following items remain the same:

- Adults and Minors will have filtered access only. All access to the Internet is filtered.
- Minors will continue to sign the Internet Agreement certifying form, which requires a parent or guardian's signature.
- An online agreement is displayed each time the customer logs on. They must agree in order to continue.

The following items are the changed:

- Adults will no longer need to become "Internet certified"
- Minors will be able to access email.
- Wireless internet will be available to MLS customers sometime this summer at the full service libraries. Added instructions for accessing wireless internet, using customer's own equipment will be provided by Library Staff.

Included with this report:

- Draft of the revised policy.
- Copy of attorney's opinion on the MLS Internet Filtering Policy

### **ADMINISTRATIVE RECOMMENDATION FOR COMMITTEE ACTION:**

That the Committee approve the recommendations from Administration on the revisions to the Metropolitan Library System Policy & Procedure Manual: Access to Services, AS 400 Internet Access Policy and recommend to Commission approval of the revisions.



## **Access to Services**

### **AS 400 Internet Access Policy**

Adopted: 2/98, Revised: 6/01 **Draft to Public Services Committee 05/05/05**

#### **Policy**

The library strives to facilitate equal information-access to every individual in our community. The Internet provides access to information far beyond the confines of the physical library. Through the application of this policy, the library endeavors to comply with all state and federal laws and provide all constitutionally protected information available on the Internet to all interested library customers.

While the Internet offers access to a wealth of material that is enriching, it also enables access to some material that may be offensive, disturbing and/or illegal. For this reason, the Metropolitan Library System requires only filtered access to the Internet when using library connections. The Metropolitan Library Commission and/or the Library System assume no responsibility whatsoever for use of the Internet by library customers of any age.

The library offers connectivity to the Internet via:

1. Networked public library computers
2. Wireless access where customers use their own wireless capable devices

#### **Definitions**

- Internet, according to Merriam-Webster is "the electronic communications network that connects computer networks and organizational computer facilities around the world."
- Wireless Internet access enables customers, with their own equipment, to connect to the Internet without wires or cables. Internet access is within a range of 'hotspots'. With wireless Internet, the library offers the connection to the Internet while the customer uses their own wireless capable device.
- Filtered access means that the library uses a commercial product that blocks access to view specific Internet content defined by specific criteria. This is sometimes referred to as a 'technology protection measure'.

#### **Regulations**

Accessing the Internet via the library's computers and wireless Internet with customers' own wireless capable devices is eligible to all customers and all users agree to:

- Abide by library policies and procedures.
- Accept full responsibility for use of the Internet.
- Hold the library blameless for materials they or their child acquires on the Internet.

#### **Internet Service Support**

The library offers Internet access for its customers at all agencies, and will provide:

1. Training and operational support documents.
2. Expert library staff who are available to help adults and children find the material that they are seeking, regardless of format.
3. Assistance to adult Internet users doing bonafide research, or other lawful purposes, who are unable to access an Internet site because of the filter.

**WILLIAM F. COMSTOCK, P.C.**

ATTORNEY AT LAW  
501 N.W. 13<sup>TH</sup> ST.  
OKLAHOMA CITY, OK 73103  
405-604-5416  
FAX 405-604-5417

March 24, 2005

Ms. Donna Morris  
Executive Director  
Metropolitan Library System  
300 Park Ave.  
Oklahoma City, OK 73102

Re: Internet Filtering Policy

Dear Ms. Morris:

Your letter of February 16, 2005, requests guidance on the Library's current internet filtering policy to ensure compliance with CIPA. It is my understanding that your current policy involves the full-time filtering of all internet usage for all patrons. To be sure, this policy is highly restrictive, but permissible under the Supreme Court's decision upholding CIPA. That decision clearly states that a library "may" disable a filtering device during adult usage involving bona fide purposes. Disabling filters in any event is not mandatory.

You have advised me that the Library is considering revising its policy to allow for the unblocking of legal sites for minors and for the disabling of the filters for adults. Further, you asked that if the filters are disabled for adults, can the Library monitor adult usage of the internet. The Supreme Court's CIPA decision and CIPA itself are silent on this question. However, given the Library's past experience with internet abuse, monitoring unfiltered internet usage would probably be warranted unless the Library believes that the abuse has subsided to the point that monitoring is no longer necessary.

As you may recall, it was anticipated that the implementation of the policy currently in effect would draw much criticism and possibly even complaints of first amendment violations on the part of the Library. It now appears that neither of those concerns were justified, at least up to this point in time.

You also asked that if the Library chooses to maintain its current internet filtering policy, would its choice be defensible. I am assuming that the current policy would only have to be defended in the event someone complained that it was overly restrictive. Again, the Library's past experience with significant internet abuse when filters were not used should provide the Library with a sufficient defense to an overly restrictive policy claim.



With respect to your new wireless service, it is my understanding that wireless users, using their own computers, are also subject to the Library's internet filter. In other words, wireless users see the same screen on their computers regarding blocked sites as patrons who use a Library internet terminal. I agree with your recommendation that adult certification requirement for internet use be discontinued.

Both the current internet filtering policy and the revisions under consideration are permissible under CIPA. From a purely legal standpoint, it is difficult for me to advise you to continue with your current internet filtering policy or to revise it to allow for a less restrictive use. I tend to advance the status quo unless influencing factors suggest changes are for the better.

Eventually, internet filtering technology will catch up and provide the safeguards CIPA attempts to implement through its somewhat confusing mandate. But until that time, you will have to make the tough decisions involving the possible blocking of otherwise legally accessible information over the internet.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Comstock", with a stylized flourish extending from the end.

William F. Comstock

**METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY  
PUBLIC SERVICES COMMITTEE**

**MINUTES**

Thursday July 8, 2004 3:30 p.m.  
Southern Oaks Library  
6900 S. Walker  
Oklahoma City, OK 73139  
(405) 631-4468

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County June 16, 2004. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Southern Oaks Library, 6900 S. Walker, and the Downtown Library, 131 Dean A. McGee Avenue, Oklahoma City, on July 2, 2004, in conformity with the Oklahoma Open Meeting Act §311.

**COMMITTEE MEMBERS PRESENT:**

Jose Jimenez, Chair  
Pamela Pung  
Cynthia Trent  
Peggy Winters

**COMMITTEE MEMBERS EXCUSED:**

**COMMISSION MEMBERS PRESENT:**

Penny McCaleb, Metropolitan Library Commission, Chair  
Nancy Anthony, Metropolitan Library Commission, Member  
Carolyn Cornelius, Metropolitan Library Commission, Member  
Shirley Pritchett, Metropolitan Library Commission, Member  
Donna Morris, Executive Director

**ESTIMATE OF OTHERS PRESENT: 5**



I. The meeting was called to order at 3:35 p.m. by Mr. Jose Jimenez, Chair.

Roll was called to establish a quorum. Present: Pung, Winters, Jimenez. (arrived 3:37 Trent)

II. Mr. Jimenez referred to Mrs. Donna Morris, Executive Director to present the report and recommendation from Administration.

Mrs. Morris stated the Administration was directed to research and evaluate a facilities use policy. She stated the Administrative Committee reviewed other libraries' policies as well as the Oklahoma City Museum of Art's policy on facilities use and it determined that by making a few modifications to the existing meeting room policy, the Library System will have a policy that will both help cultivate community partnerships and more fully utilize the unique Downtown Library spaces.

She referenced the Draft Metropolitan Library System Policy and Procedure Manual, Section II ~ Description of Services, Item A: Public Space Reservations and Use with attachments noting the changes.

Mr. Jimenez asked the Committee if they wanted to address each item individually or the draft document as a whole. By Committee consensus the document was reviewed and edited as a whole. Questions and discussion followed.

The focus of discussion centered on the unique spaces of the Downtown Library and the opportunities afforded the Library System to allow special functions or events to be held in those spaces and on the serving of wine and/or beer at those functions.


By Committee consensus the following edits to the policy were made:

- With Executive Director approval, a dinner or reception may be held.
- With Commission approval, wine and/or beer may be served at a special function held only in the Downtown Library after hours.
- The insertion of language protecting the Library System from liability arising from the use of its public space for events.
- The cash deposit for cleaning costs of the Downtown Library's kitchen facilities will be \$100.00

The Committee requested that the edited policy be presented to the full Commission at its next meeting.

**Mrs. Trent moved to approve the revisions to the Metropolitan Library System Policy & Procedure Manual: Section II ~ Item A: Attachments A – E, as stipulated by Committee, and recommend to the Commission approval of said revisions. Mrs. Winters seconded. No further discussion. Motion passed unanimously.**

There being no further business, the meeting was adjourned at 4:45 p.m.

  
Donna Morris, Executive Director  
(Secretary)