



Frisco Public Library Service Policy Ordinance

Adopted by the Board of the Frisco Public Library Foundation

Adopted by the Frisco City Council

Effective Date: February 3, 2026

Purpose of this Ordinance

This Ordinance outlines the principles, policies, and procedures that guide the operation and governance of the Frisco Public Library.

Scope and Authority

These policies apply to all library users, staff members, and volunteers. They are approved by the Frisco Public Library Foundation and passed as ordinance by the Frisco City Council in compliance with applicable state and federal laws. The Library Director is responsible for implementing and enforcing these policies.

Contact Information

For questions or comments, please contact:

Library Director
Frisco Public Library
8000 Dallas Parkway
Frisco, TX 75034
library@friscotexas.gov
(972) 292-5669
www.friscolibrary.com

Table of Contents

Frisco Public Library Service Policy Ordinance	1
SECTION 1: Rescission of Contradictory Ordinances.....	7
SECTION 2: Mission Statement	7
SECTION 3: Strategic Plan.....	7
SECTION 4: Role of Frisco Public Library Foundation	8
4.1 General	8
SECTION 5: Gifts	10
5.1 General Policy.....	10
5.2 Monetary Gifts	10
5.3 Gifts of Materials	10
5.4 Conditions and Restrictions.....	10
5.5 Appraisals and Valuation	11
5.6 Acknowledgment and Recordkeeping.....	11
SECTION 6: Use of the Library, Facilities, and Grounds	12
6.1 Eligibility for Use	12
6.2 Eligibility Categories	12
6.3 Registration Requirements and Responsibilities	12
6.4 Limitations and Due Cause for Denial.....	13
6.5 Use of Facilities.....	13
6.6 General Restrictions.....	14
6.7 Displays/Exhibits	14
6.8 Free Expression Areas	14
6.9 Standards and Responsibilities	15
SECTION 7: Library Responsibility	16
7.1 Purpose.....	16
7.2 Hours of Service.....	16
7.3 Confidentiality and Privacy of Records	16
7.4 Accessibility and ADA Compliance.....	16
7.5 Service Philosophy	17
7.6 Reference and Information Services	17
7.7 Circulation and Borrowing	17
7.8 Emergency Situations and Closures	18
7.9 Photography, Filming, and Recording	18
7.10 Public Relations	19
7.11 Social Media	19
SECTION 8: User Responsibility.....	20
8.1 General Expectations	20
8.2 Use of Materials	20
8.3 Use of Facilities.....	20
8.4 Behavior and Enforcement.....	20
8.5 Children and Vulnerable Adults.....	21
8.6 User Feedback.....	21
8.7 Request for Reconsideration of Library Policy	21
SECTION 9: Access to Ideas and Information through Purchased Materials	22
9.1 Guiding Principles	22
9.2 Selection Criteria	22
9.3 Access and Use	23
9.4 Deaccession and Maintenance	23
9.5 Requests for Reconsideration	23
9.6 Responsibility and Oversight.....	24

SECTION 10: Access to Ideas and Information through Programs and Community Engagement.....	25
10.1 Purpose	25
10.2 Scope	25
10.3 Tours and Group Visits.....	25
10.4 Program Development.....	25
10.5 Co-Sponsorships and Partnerships	26
10.6 Fees and Registration	26
10.7 Presenters and Contracts	26
10.8 Program Promotion and Publicity	26
10.9 Accessibility and Inclusion.....	26
10.10 Safety and Conduct	27
10.11 Evaluation and Reporting	27
10.12 Appeals and Complaints.....	27
SECTION 11: Access to Ideas and Information through Technology and Digital Sources	28
11.1 Purpose	28
11.2 Applicable Laws and Standards	28
11.3 Responsibilities of Users	28
11.4 Minors' Access to the Internet.....	28
11.5 Staff Assistance and Oversight.....	29
11.6 Cybersecurity and Data Protection	29
11.7 Wireless Internet (Wi-Fi)	29
11.8 Makerspace, Production Studio, and Emerging Technology	29
11.9 Artificial Intelligence (AI) and Digital Tools.....	29
11.10 Printing, Scanning, Copying, and Faxing.....	30
11.11 Accessibility and Compliance	30
SECTION 12: Appendices and Severability	31
12.1 Appendices.....	31
12.2 Severability	31
12.3 Effective Date.....	31
Appendix A1: Fines and Fees Schedule	32
A1.1 Purpose.....	32
A1.2 General Principles.....	32
A1.3 Lending and Account Fees.....	32
A1.4 Printing, Scanning, Copying, Faxing, and Technology Services	32
A1.5 Room Rentals and Facility Use.....	32
A1.6 Specialized Services.....	33
A1.7 Waivers and Adjustments	33
A1.8 Review.....	33
Appendix A2: Member Identification	34
A2.1 Purpose.....	34
A2.2 Identification Requirement	34
A2.3 Proof of Address.....	34
A2.4 Reciprocal and Non-Resident Verification	34
Appendix A3: Study and Small Meeting Rooms Terms and Conditions	35
A3.1 Purpose.....	35
A3.2 Eligibility and Access.....	35
A3.3 Reservations	35
A3.4 Room Use Guidelines	35
A3.5 Equipment and Technology.....	36
A3.6 Restrictions and Prohibited Uses	36
A3.7 Non-Endorsement and Liability	36
A3.8 Use of Library Name, Logo, Likeness, and Required Disclaimer in Advertising.....	36
Appendix A4: Rentable Rooms Terms and Conditions	37

A4.1 Purpose.....	37
A4.2 Eligibility and Priority	37
A4.3 Rental Reservation Procedures	37
A4.4 Deposits and Payments.....	37
A4.5 Cancellations and Rescheduling.....	38
A4.6 Vendor and Catering Requirements.....	38
A4.7 Alcoholic Beverages	38
A4.8 Decorations and Equipment	38
A4.9 Safety and Conduct.....	39
A4.10 Parking and Access	39
A4.11 Liability and Indemnification	39
A4.12 Enforcement	39
A4.13 Use of Library Name, Logo, Likeness, and Required Disclaimer in Advertising.....	39
Appendix A5: Free Expression Areas	41
A5.1 Purpose.....	41
A5.2 Operational Guidelines.....	41
A5.3 Designated Free Expression Areas	41
A5.4 Conditions of Use.....	41
A5.5 Prohibited Conduct.....	42
A5.6 Liability and Indemnification	42
A5.7 Enforcement	42
A5.8 Map of Free Expression Areas	43
Appendix A6: Buildings and Grounds	44
A6.1 Purpose.....	44
A6.2 Oversight and Authority	44
A6.3 City Review and Final Approval	44
A6.4 Maintenance and Safety Standards	44
A6.5 Public Use of Grounds.....	45
A6.6 Review and Reporting	45
Appendix A7: Schedule for Hours of Service	46
A7.1 Purpose.....	46
A7.2 Operational Guidelines.....	46
A7.3 Regular Operating Hours	46
A7.4 Holidays and Closures	46
A7.5 Seasonal and Emergency Adjustments.....	47
Appendix A8: Law Enforcement Request Procedure.....	48
A8.1 Purpose.....	48
A8.2 Authorized Contacts	48
A8.3 Procedures for All Library Staff	48
A8.4 Procedures for the Library Director or a Designated Representative	48
A8.5 Documentation and Retention	49
A8.6 Contact and Escalation	49
Appendix A9: Accessibility and ADA Compliance Procedure	50
A9.1 Purpose.....	50
A9.2 Scope.....	50
A9.3 Accommodation Requests	50
A9.4 Grievance and Complaint Procedure.....	50
A9.5 Auxiliary Aids and Alternate Formats	50
A9.6 Staff Training and Awareness	51
A9.7 Notice to the Public.....	51
Appendix A10: Member Privileges and Lending Limits	52
A10.1 Purpose	52
A10.2 General Borrowing Privileges.....	52

A10.3 Lending Limits and Renewal Periods.....	52
A10.4 Account Notices	52
A10.5 Responsibilities	52
Appendix A11: Payment for Lost Materials	54
A11.1 Purpose.....	54
A11.2 Responsibility for Library Materials.....	54
A11.3 Determination of Charges.....	54
A11.4 Refunds and Returns	54
A11.5 Non-Payment and Collections	54
A11.6 Appeals	55
Appendix A12: Photography, Filming, and Recording Procedures	56
A12.1 Purpose.....	56
A12.2 Operational Guidelines.....	56
A12.3 Definitions	56
A12.4 Library-Sponsored Photography, Filming, and Recording.....	56
A12.5 Non-Library-Sponsored Photography, Filming, and Recording.....	57
A12.6 Photography, Filming, and Recording at Programs or Events	57
A12.7 Commercial Photography, Filming, and Recording	57
A12.8 Equipment and Safety	58
A12.9 Enforcement and Revocation of Permission.....	58
A12.10 Liability and Indemnification	58
Appendix A13: Community Authors Collection	59
A13.1 Purpose.....	59
A13.2 Eligibility	59
A13.3 Submission Process	59
A13.4 Evaluation and Selection	59
A13.5 Retention and Removal.....	59
Appendix A14: Tours and Group Visits.....	60
A14.1 Purpose.....	60
A14.2 Scheduling and Requests	60
A14.3 Supervision Requirements	60
A14.4 Conduct and Safety.....	60
Appendix A15: Makerspace Terms and Conditions	61
A15.1 Purpose.....	61
A15.2 Eligibility and Access	61
A15.3 Acceptable Use and Safety	61
A15.4 Equipment and Training Requirements	61
A15.5 Liability and Assumption of Risk.....	62
A15.6 Intellectual Property and Content Ownership.....	62
A15.7 Fees and Material Costs	62
A15.8 Conduct and Enforcement.....	62
Appendix A16: Production Studio Terms and Conditions.....	63
A16.1 Purpose.....	63
A16.2 Eligibility and Access	63
A16.3 Reservations	63
A16.4 Acceptable Use and Restrictions.....	63
A16.5 Copyright and Intellectual Property	64
A16.6 Safety and Equipment Operation.....	64
A16.7 Non-Endorsement and Liability	64
Appendix B1: Library Account Application.....	65
Appendix B2: Request for Reconsideration of Library Policy	67
Appendix B3: Request for Reconsideration of Library Material – Material Suggested for Inclusion.....	69
Appendix B4: Request for Reconsideration of Library Material – Material In Library Collection.....	71

Appendix B5: Request for Reconsideration of Library Program	73
Appendix B6: Display/Exhibit Proposal.....	75
Appendix B7: Display/Exhibit Agreement.....	76
Appendix C1: Library Bill of Rights	77
Appendix C2: The Freedom to Read Statement.....	78
Appendix C3: The Freedom to View Statement	81
Appendix C4: Librarian’s Code of Ethics	82
Appendix C5: Policy on Confidentiality of Library Records.....	84
Appendix C6: Evaluating Library Collections: An Interpretation of the Library Bill of Rights	85
Appendix C7: Challenged Resources: An Interpretation of the Library Bill of Rights.....	86
Appendix C8: Labeling and Rating Systems: An Interpretation of the Library Bill of Rights.....	88
Appendix C9: Meeting Rooms: An Interpretation of the Library Bill of Rights	91
Appendix C10: Exhibits, Displays, and Bulletin Boards: An Interpretation of the Library Bill of Rights	94
Appendix C11: Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights	96

SECTION 1: Rescission of Contradictory Ordinances

The Frisco City Council (the “Council”) of the City of Frisco, Texas (the “City”) affirms that this ordinance governs matters relating to the Frisco Public Library (the “Library”).

All prior ordinances, resolutions, or policy statements that conflict with any provision of this ordinance are hereby repealed to the extent of that conflict.

Such repeal does not affect any prior action under a former ordinance.

SECTION 2: Mission Statement

The Frisco Public Library enriches lives by inspiring intellect, curiosity, and imagination.

SECTION 3: Strategic Plan

The Library Director and such staff members he or she selects, in consultation with the Frisco Public Library Foundation (the “Foundation”), shall maintain a Strategic Plan that guides library operations, programs, and resource allocation.

This Strategic Plan shall:

1. Establish measurable goals and objectives that align with the Library’s mission and the priorities of the City of Frisco;
2. Address emerging community needs, technology trends, and best practices in public library service;
3. Be reviewed and revised at least once every five (5) years;
4. Be available for reference and public accessibility.

All budgets, policies, and procedures adopted for the Library shall be consistent with the current Strategic Plan.

SECTION 4: Role of Frisco Public Library Foundation

4.1 General

The Frisco City Council recognizes the value of community participation in shaping library services. To support this partnership, the Council acknowledges the role of the Frisco Public Library Foundation, Inc., a 501(c)(3) nonprofit corporation incorporated under the laws of the state of Texas, as the Library's primary advisory entity. The Foundation provides advice, advocacy, and fundraising support that enhances library services and facilities.

4.2 Authority and Governance

Generally, the Foundation offers community input and recommendations but has no governing authority over Library operations, including day-to-day operations, personnel, or budget decisions, except as otherwise stated in Section 4.3. The City Council retains authority for Library operations, policy, management, and funding through the City Manager and Library Director.

4.3 Role in Reconsideration Appeals

Notwithstanding Section 4.2, the Board of the Foundation is designated as the final administrative review body for appeals regarding:

Reconsideration of Library Policy (Section 8.7)

Reconsideration of Library Materials (Section 9.5)

Reconsideration of Library Programs (Section 10.12)

Decisions made by the Board of the Foundation regarding these specific appeals shall be considered final, serving as the conclusion of the Library's administrative review process.

4.4 Legal Separation

The Foundation is a separate legal entity; the City Council cannot and shall not attempt to make regulations concerning the Foundation's operations. However, by adopting this policy, the Board of the Foundation serves as the final administrative review body for appeals as stated in Section 4.3. The Foundation shall not obligate or represent the City in any other manner without prior written authorization from the City Manager.

4.5 Coordination

The Foundation shall operate in compliance with all applicable local, state, and federal laws. Coordination meetings between the Foundation and Library leadership are required to ensure alignment of goals and community benefit.

4.6 Recommendations

The Foundation shall provide the Library Director and City Council with periodic recommendations for the Library system.

SECTION 5: Gifts

5.1 General Policy

The Frisco Public Library welcomes monetary and material gifts that enhance its collections, programs, and services in support of the Library's mission. All donations become the property of the Foundation upon acceptance and are managed according to this policy, applicable City ordinances, and federal and state laws.

5.2 Monetary Gifts

1. The Library, through the Foundation, may accept financial contributions, grants, and bequests to support the Library's mission. Donors may suggest preferred uses; however, final allocation shall be determined by the Library Director and Foundation to ensure alignment with the Library's Strategic Plan.
2. The Foundation shall accept gifts of money, personal property, real property, or stock if conditions of the gift are acceptable to the Library. The Library Director's decision to accept conditions of a gift or reject a gift is final.
3. The Library may acknowledge donations in a manner consistent with City and Foundation recognition policies, but shall not endorse viewpoints, commercial products, or enterprises.
4. Significant gifts or endowments shall be processed through the Foundation and are subject to City Council approval if gifts have conditions or restrictions applicable to the City.

5.3 Gifts of Materials

1. Donated books, audiovisual items, and other materials are evaluated using the same criteria applied to purchased items (see [SECTION 9: Access to Ideas and Information through Purchased Materials](#)).
2. Acceptance of a gift does not guarantee its addition to the Library collection.
3. Materials not added to the collection may be sold, donated, or recycled. They will not be returned.
4. The Library shall not guarantee that gifted materials will be displayed, housed, or kept together.

5.4 Conditions and Restrictions

The Library may decline gifts that:

1. Include restrictions inconsistent with its mission or policies;
2. Create an undue financial or administrative burden;
3. Do not meet safety, space, or legal requirements.

5.5 Appraisals and Valuation

The Library cannot appraise or assign market value to donated materials or property. Donors seeking tax deductions are responsible for obtaining independent appraisals consistent with Internal Revenue Service regulations.

5.6 Acknowledgment and Recordkeeping

Upon acceptance of a gift, the Library or Foundation shall provide a written acknowledgment specifying the nature of the donation and date it was received. Records of all gifts shall be maintained in accordance with City record retention policies.

SECTION 6: Use of the Library, Facilities, and Grounds

6.1 Eligibility for Use

The Frisco Public Library serves all members of the public as a community resource. Access shall not be denied or abridged because of race, ethnicity, national origin, gender, gender identity, sexual orientation, age, disability, religion, socioeconomic status, or political beliefs.

6.2 Eligibility Categories

The eligibility requirements for registering as a member of the Frisco Public Library ensure fair, consistent access to Library resources in accordance with City ordinance and applicable state law.

1. Residents: Individuals who reside within the corporate limits of the City of Frisco are entitled to register for a Library account without charge.
2. Reciprocal Jurisdictions: Residents of governmental districts or municipalities with which the City of Frisco has entered into formal reciprocal-service agreements are also eligible without charge.
3. Non-Residents: Individuals who do not reside within the City or a reciprocal jurisdiction but do reside in Texas, may obtain service upon payment of the non-resident membership fee set forth in Appendix A1: Fines and Fees Schedule.
4. Minors
 - a. Children under eighteen (18) years of age must have a parent or legal guardian with a Library account in good standing.
 - b. The parent or legal guardian must complete and sign the Appendix B1: Library Account Application, provide proof of identity and address, and accept liability for all materials borrowed or used. Although the account is for the child's use, it is issued to the parent or guardian, who assumes full responsibility for its use.
 - c. Parents and/or Legal Guardians are responsible for what their children read, view, or hear. The Library does not serve *in loco parentis* (in place of parents). Only parents or legal guardians may restrict their own children's access to library materials.

6.3 Registration Requirements and Responsibilities

1. Applicants must complete the official Appendix B1: Library Account Application and present identification and proof of address as described in Appendix A2: Member Identification.
2. The application form constitutes a binding agreement to comply with all Library policies and ordinances, including payment of charges for lost or damaged materials.
3. Members are responsible for all materials borrowed or services accessed using their account.

4. Members must promptly report loss or theft of their library card. Liability for items borrowed continues until the Library receives notice of loss.
5. Members shall notify the Library within thirty (30) days of any change of name, address, telephone number, or email address.
6. Library privileges may be suspended for violation of Library policies, failure to return materials, or non-payment of fees, subject to appeal under [SECTION 6.4 Limitations and Due Cause for Denial](#).
7. Certain information provided during registration is confidential under Texas Government Code § 552.124 and shall be used in accordance with that statute. Information that identifies or serves to identify a person who requested, obtained, or used a library material or service shall not be disclosed except as required by law or with the member's notarized, written consent.
8. Library accounts shall be verified periodically to confirm residency status.

6.4 Limitations and Due Cause for Denial

The Library may deny or restrict access or require any individual or group to leave the premises, for due cause. Due cause includes, but is not limited to:

1. Failure to return materials or pay assessed penalties;
2. Theft of or intentional damage to Library property;
3. Conduct that disrupts or interferes with Library operations;
4. Conduct that disturbs or endangers other users, including but not limited to excessive noise, harassment, unsafe behavior, or behavior that interferes with others (such as disruptive speech, physical actions, or odors);
5. Engaging in illegal activity on Library premises;
6. Violation of Library policies or facility-use terms.

Individuals subject to suspension or restriction of privileges may appeal in writing to the Library Director within ten (10) business days of notification; the Director's decision is final.

6.5 Use of Facilities

The Library provides spaces to support programs and community use consistent with its mission.

1. Study and small meeting rooms are available for public reservation in accordance with Appendix A3: Study and Small Meeting Rooms Terms and Conditions.
2. Rentable rooms are available for events and community gatherings in accordance with Appendix A4: Rentable Rooms Terms and Conditions.
3. Library and City-sponsored programs take precedence over all other reservations.

The Library Director or a designated representative may cancel any reservation if the activity fails to comply with Library policies, poses safety, legal, or operational risks, or if the space is needed for emergency Library or City use.

6.6 General Restrictions

1. Smoking, vaping, or use of tobacco products is only allowed in designated smoking areas in accordance with City ordinance.
2. All users must comply with posted rules and Library policies.
3. The City of Frisco, Library, and the Foundation do not endorse the viewpoints or activities of any groups using Library spaces.
4. The Library is not responsible for lost, stolen, or damaged property.

6.7 Displays/Exhibits

The Library may provide temporary space for educational, cultural, or civic displays/exhibits that serve the community interest.

1. Priority is given to Library-sponsored displays/exhibits, which may be exempt from some non-Library-sponsored display/exhibit guidelines.
2. Displays/exhibits shall not be used for commercial purposes, personal profit, fundraising, or political advertising in violation of Texas Election Code § 255.003.
3. Displays/exhibits may not include materials or images that are not protected by the First Amendment or that violate applicable law, including copyright or trademark law.
4. The Library reserves the right to determine placement, location, manner, and schedule, including the duration of displays/exhibits.
5. Applications for display/exhibit space are provided in the Appendix B6: Display/Exhibit Proposal.
6. Exhibitors must sign the Appendix B7: Display/Exhibit Agreement acknowledging personal responsibility and providing proof of insurance when required.
7. All displays/exhibits must include a statement clarifying that the viewpoints expressed do not represent those of the City of Frisco or the Library.
8. The Library is not liable for theft, damage, or loss of items on display/exhibit.
9. Exhibitors assume responsibility for all damages to their display/exhibit and Library property.

6.8 Free Expression Areas

The Library provides designated outdoor areas for peaceful assembly and free speech activities.

1. These areas are content-neutral and available to all individuals or groups on an equal basis.

2. The views expressed by individuals or groups within these areas do not represent or imply endorsement by the City of Frisco or the Frisco Public Library.
3. Activities must not disrupt Library operations, obstruct access, or endanger public safety.
4. Participants shall comply with applicable City ordinances and Library procedures and standards outlined in Appendix A5: Free Expression Areas.

6.9 Standards and Responsibilities

For detailed standards and responsibilities governing the maintenance and use of Library buildings and grounds, see Appendix A6: Buildings and Grounds.

SECTION 7: Library Responsibility

7.1 Purpose

The Frisco Public Library serves the public on behalf of the City of Frisco and operates in accordance with City ordinances, applicable state and federal law, and recognized professional standards of library service. The Library Director, under the supervision of the City Manager, is responsible for implementing and enforcing this policy.

7.2 Hours of Service

Library hours shall be established by the Library Director and approved by the City Manager.

1. Hours of operation shall reflect community needs, available staffing levels, and funding. For current hours, view Appendix A7: Schedule for Hours of Service.
2. The Library shall close on official City holidays. The Library may close at the discretion of City management for emergencies or severe weather.
3. Any change in hours shall be posted publicly and on the Library website as soon as possible.

7.3 Confidentiality and Privacy of Records

The Library upholds the privacy and confidentiality of its users as protected by Texas Government Code § 552.124 and related state and federal laws. The Library maintains only the minimum records necessary for operational purposes and deletes or anonymizes user data when no longer required to be retained under applicable law.

1. Library records that identify a person's use of Library materials or services are confidential and shall not be disclosed except as authorized under applicable law, such as pursuant to a valid court order, subpoena.
2. Staff shall not share or discuss a user's reading, viewing, or computer use with others except as required for service delivery.
3. Requests for user information from law enforcement or government agencies must be directed to the Library Director, who shall consult with City Legal Counsel and ensure proper documentation. See Appendix A8: Law Enforcement Request Procedure for information requests from Law Enforcement.

The Library adheres to the American Library Association (ALA) Policy on Confidentiality of Library Records and Code of Ethics.

7.4 Accessibility and ADA Compliance

The Library is committed to providing equitable access to all facilities, programs, and services in accordance with the Americans with Disabilities Act (ADA) and Web Content

Accessibility Guidelines (WCAG) 2.2 standards. For more information, see Appendix A9: Accessibility and ADA Compliance Procedure.

1. Reasonable accommodation shall be made upon request to allow that individuals may participate in Library services, programs, and resources.
2. The Library shall proactively incorporate accessible design in all new construction and renovation.
3. Service animals are allowed in the Library subject to the ADA. A service animal is a dog (or in some cases a miniature horse) that is individually trained to do, work, or perform tasks for an individual with a disability. Emotional support, comfort, or therapy animals are not considered service animals under the ADA and are not allowed in the Library. The Library may require an individual's service animal to be removed from the Library when the animal's behavior poses a direct threat to the health or safety of others.

7.5 Service Philosophy

1. The Library provides courteous, professional, and equitable service to all individuals without discrimination based on race, ethnicity, national origin, gender, gender identity, sexual orientation, age, disability, religion, socioeconomic status, or political beliefs.
2. Services are offered within available staffing, time, and budgetary resources.
3. The Library's service model emphasizes access, education, and self-directed use of materials, consistent with the mission to inspire intellect, curiosity, and imagination.
4. All staff interactions shall uphold the Library's principles of privacy, intellectual freedom, and neutrality.

7.6 Reference and Information Services

1. Library staff shall assist users in locating materials, using databases, and accessing information from both print and digital resources.
2. Reference interactions are confidential.
3. Staff provide guidance and instruction in research and resource use, but do not perform services that require specialized professional expertise such as legal, medical, tax, or financial advice.
4. Complex or time-intensive inquiries may be limited or deferred to ensure equitable service to all users.

7.7 Circulation and Borrowing

1. Borrowing privileges, loan periods, renewals, and limits are defined in Appendix A10: Member Privileges and Lending Limits.
2. The Library may limit the number of items borrowed per account or address to ensure resource availability.
3. The Library reserves the right to restrict a user's ability to remove certain materials available on site.

4. Members are responsible for returning materials by the due date and for any charges incurred under Appendix A11: Payment for Lost Materials and Appendix A1: Fines and Fees Schedule.
5. The Library reserves the right to deny borrowing privileges or facility access to users who have violated Library policy or whose accounts are delinquent.
6. Interlibrary loan services shall be provided in accordance with the Interlibrary Loan Code for the United States and the Library's internal procedures.

7.8 Emergency Situations and Closures

1. The protection of life and safety is the Library's highest priority during emergencies.
2. In any emergency, such as fire, weather event, power outage, or security threat, staff shall follow established City and Library emergency response procedures.
3. The Library Director, in consultation with the City Manager, may close or evacuate Library facilities when conditions threaten health or safety.
4. When a closure occurs, all due dates for borrowed materials shall be extended.
5. Staff shall ensure that notifications are posted online, via social media, or at Library entrances during emergencies or unexpected closures.

7.9 Photography, Filming, and Recording

The Library permits photography, videography, and recording on Library property in a manner that respects public safety, user privacy, and Library operations.

1. The Library may photograph, film, and record programs, events, and facilities for promotional, educational, or archival purposes. Presence on Library premises constitutes implied consent to be photographed, filmed, and recorded.
2. Casual, non-disruptive personal photography, filming, and recording are allowed in public areas for personal use.
3. Photography, filming, and recording of staff, and any photography, filming, or recording of users in nonpublic areas or confidential activities, are prohibited without prior written permission from the Library Director or a designated representative or the individual.
4. Commercial photography, filming, and recording require prior written permission from the Library Director or a designated representative.
5. All photography, filming, and recording must comply with applicable City ordinances, state and federal law, and the appendix referenced below. Equipment must not violate safety standards or obstruct walkways or exits.
6. Library staff may stop or prohibit any photography, filming, and recording that interferes with operations, violates privacy, or contravenes this policy. Violations may result in suspension of Library privileges or removal.

For detailed procedures, definitions, and requirements for permissions, commercial uses, and liability, see Appendix A12: Photography, Filming, and Recording Procedures.

7.10 Public Relations

The Library shall communicate effectively, accurately, and consistently with the public, media, and community stakeholders in support of the Library's mission and Strategic Plan.

1. The Library Director, or a designated representative, is responsible for all official public relations on behalf of the Library. Staff members may participate in public relations activities only as authorized.
2. All communications shall:
 - a. Reflect the Library's mission;
 - b. Support the Library's Strategic Plan;
 - c. Present the Library in a professional, accurate, and consistent manner.

7.11 Social Media

In keeping with its mission to inspire intellect, curiosity, and imagination, the Library recognizes the value of social media and other online platforms in engaging the community and extending access to information and resources beyond the physical library. These platforms serve as an extension of the Library's information services and are intended to foster constructive communication between staff and the public.

1. The Library welcomes comments, posts, and messages on its official social media accounts. Library staff shall monitor all interactions to ensure compliance with this policy.
2. The Library respects the public's right to express opinions, but may remove content posted by members of the public that is not protected under the First Amendment.
3. The Library may edit or remove content posted by Library staff for clarity, space, or appropriateness and reproduce public comments in Library communications.
4. The Library's social media accounts are considered limited-purpose public forums and are subject to moderation consistent with applicable laws.
5. The Library does not endorse or assume responsibility for content posted by members of the public.
6. Users should have no expectation of privacy; content may be publicly visible, archived, or retained as required by law.
7. This policy complies with applicable federal, state, and local laws, including the Texas Public Information Act and First Amendment protections.

SECTION 8: User Responsibility

By using the facilities, materials, and services of the Frisco Public Library, users agree to act responsibly, respect public property, and uphold the rights of others to enjoy a safe and welcoming environment.

The Library promotes positive community use through the following standards of conduct and accountability.

8.1 General Expectations

Users shall:

1. Treat Library staff, other users, and property with courtesy and respect;
2. Comply with all Library policies and City ordinances;
3. Supervise accompanying children or dependents as required by this policy;
4. Refrain from any behavior that disrupts others, threatens safety, or interferes with Library operations.

8.2 Use of Materials

1. Users are responsible for the proper care and timely return of all borrowed materials.
2. The user shall be charged the replacement cost and processing fee for any lost or damaged item as identified in the Appendix A1: Fines and Fees Schedule.
3. Members are responsible for all items borrowed on their Library account until the Library is notified that a card is lost or stolen.
4. Materials remain the property of the City of Frisco and must be returned upon request.
5. Copyright laws and intellectual property rights must be observed at all times.

8.3 Use of Facilities

1. Users must preserve the cleanliness and condition of the Library building, furnishings, and grounds.
2. Skateboards, bicycles, scooters, roller skates, and similar devices may only be used or parked in designated outdoor areas.
3. Weapons, explosives, or hazardous materials are prohibited except as authorized by law.
4. Clothing, footwear, and personal hygiene must meet reasonable community standards to ensure the comfort and safety of all visitors.

8.4 Behavior and Enforcement

1. Harassment, intimidation, fighting, or disorderly conduct is prohibited.
2. Individuals under the influence of alcohol or controlled substances may be asked to leave.

3. Cell phones and electronic devices must be used in a manner that does not disturb others; designated quiet areas must remain quiet.
4. Library staff may issue verbal warnings, suspend privileges, or request that a disruptive individual leave the premises.
5. Serious or repeated violations may result in the suspension of Library privileges for an extended period of time.
6. Appeals must be submitted in writing to the Library Director within ten (10) business days of notification; the Director's decision is final.

8.5 Children and Vulnerable Adults

1. Children aged nine (9) or younger must be accompanied by an adult and supervised at all times.
2. The Library is not a child-care facility and cannot assume parental or supervisory responsibility.
3. Staff who identify a vulnerable adult in distress or an unattended child shall contact the Frisco Police Department or emergency services as appropriate.
4. Library staff shall not transport or take custody of vulnerable adults or minors under any circumstances.

8.6 User Feedback

The Library encourages users to share feedback, suggestions, or complaints through in-person communication, email, or forms available online.

1. Comments shall be reviewed by designated staff and referred to the Library Director for consideration.
2. The Library strives to respond promptly and respectfully to all community input.

8.7 Request for Reconsideration of Library Policy

Any Frisco resident who wishes to request reconsideration of a Library Policy may submit a written request using the Appendix B2: Request for Reconsideration of Library Policy form provided in the appendices. The Library Director shall review all requests and issue a written response within four (4) weeks. Appeals may be made to the Foundation. The policy shall remain in effect during the reconsideration process.

SECTION 9: Access to Ideas and Information through Purchased Materials

9.1 Guiding Principles

The First Amendment to the United States Constitution protects the right to free expression and access to information. It shall be upheld in the selection and access to all library materials. The Library upholds the principles set forth in the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement.

Selection of materials shall be based on the Library's mission to provide balanced and equitable access to ideas representing a wide variety of points of view. Materials may be purchased, licensed, or donated.

The inclusion of any material does not constitute endorsement of its content or creator. Library staff shall not include or exclude materials in response to the preferences of an individual or group.

9.2 Selection Criteria

1. Library staff select materials in all formats according to professional judgment and community needs. Considerations include:
 - a. Relevance to community interests and demand;
 - b. Contribution to a wide variety of viewpoints and subject matter;
 - c. Accuracy, timeliness, and quality of presentation;
 - d. Reputation or qualifications of the author, publisher, or producer;
 - e. Format suitability for Library use and long-term accessibility;
 - f. Budget limitations and space availability.

Library staff may select materials based on one, several, or all the above criteria. No single standard applies in all cases.

2. Librarians evaluate materials based on the work as a whole, not on individual passages or scenes.
3. No work shall be excluded based on the author's or creator's race, ethnicity, national origin, gender, gender identity, sexual orientation, age, disability, religion, socioeconomic status, or political beliefs.
4. No materials shall be excluded solely based on language or frankness of expression. Individual items, which in and of themselves may be controversial or offensive to some, may appropriately be selected if their inclusion in the collection shall contribute to the balance and effectiveness of the Library as a whole.
5. Except where prohibited by law, the Library does not limit selection or access based on a work's content, language, or viewpoint.

6. The public library is not a curriculum center and does not supply textbooks or large quantities of materials for school assignments. The collection is not developed or organized according to school or university curricula.
7. The Library shall not duplicate special collections available locally.
8. The library does not purchase unsolicited materials, nor does it purchase self-published books if those books are not professionally reviewed.
9. The Library supports local authors through a circulating Community Authors collection of donated materials that meet Library selection standards. Submission guidelines are provided in Appendix A13: Community Authors Collection.

9.3 Access and Use

1. Materials are freely available to all users regardless of race, ethnicity, national origin, gender, gender identity, sexual orientation, age, disability, religion, socioeconomic status, or political beliefs.
2. Parents or legal guardians are solely responsible for what their children read, view, or hear. Only parents or legal guardians may restrict their own children's access to library materials.
3. The Library does not serve *in loco parentis* (in place of parents) and shall not restrict access based on perceived age-appropriateness.
4. All materials are organized for ease of access using recognized classification systems (e.g., BISAC or Dewey Decimal).
5. Labeling or shelving is not used to restrict access or imply judgment about content.

9.4 Deaccession and Maintenance

To maintain a useful and current collection, professional Library staff shall systematically remove worn, outdated, or low-demand materials. The intent of deaccessioning is to preserve the quality and relevance of the Library's collection, not to suppress ideas.

1. Deaccession decisions shall be made according to the same criteria used for selection.
2. Deaccessioned materials may be sold, donated, or recycled.

9.5 Requests for Reconsideration

The City Council affirms that understanding public issues requires access to a wide range of information and ideas. Individuals may choose not to use materials they dislike, but they may not limit others' access to them. Frisco residents may question the inclusion or exclusion of materials by submitting an Appendix B3: Request for Reconsideration of Library Material - Material Suggested for Inclusion or Appendix B4: Request for Reconsideration of Library Material - Material in Library Collection.

If a Frisco resident questions whether an item is protected by the First Amendment, they are responsible for providing supporting evidence.

1. The Materials Services Manager is available to discuss library collection questions with Frisco residents. If the resident's question is not answered through discussion, the individual may complete and submit a formal Appendix B3: Request for Reconsideration of Library Material - Material Suggested for Inclusion or Appendix B4: Request for Reconsideration of Library Material - Material in Library Collection.
2. Requests shall be reviewed by the Library Director, who shall issue a written response within four (4) weeks of receipt.
3. The resident may appeal the decision to the Board of the Foundation.
4. A Frisco resident shall have only one (1) active request for reconsideration of library material at any given time. Each request for reconsideration shall involve only one material; a Frisco resident's request for reconsideration of more than one material at any given time will not be accepted for review.
5. Material under review shall remain available during the reconsideration process.
6. Once a decision is final, the same title shall not be reconsidered for three (3) years.

9.6 Responsibility and Oversight

Responsibility for selection, maintenance, and reconsideration of materials rests with the Library Director and qualified staff designated by the Director.

SECTION 10: Access to Ideas and Information through Programs and Community Engagement

10.1 Purpose

The Frisco Public Library shall develop, cosponsor, and deliver programs and events that support the Library's mission, uphold intellectual freedom, and maintain neutrality, inclusivity, and accessibility.

10.2 Scope

1. These policies apply to all programs and events organized, hosted, or co-sponsored by the Library, whether conducted on-site, off-site, or online. They also apply to programs developed in collaboration with partner organizations.
2. The Library does not imply endorsement of content or viewpoints expressed by presenters or participants.

10.3 Tours and Group Visits

The Library welcomes organized tours and group visits. All tours and group visits must be scheduled in advance. Tours and group visit guidelines are found in Appendix A14: Tours and Group Visits.

10.4 Program Development

1. Program development is the responsibility of the Library Director and designated Library staff.
2. Programs shall be based on community needs, demographic trends, and the Library's Strategic Plan.
3. When planning programs, staff shall consider:
 - a. Alignment with Library mission and strategic goals;
 - b. Community relevance;
 - c. Educational or cultural value;
 - d. Cost, staffing levels, and available funding;
 - e. A wide variety of viewpoints and representations;
 - f. Suitability for the intended audience and venue;
 - g. Compliance with accessibility and safety standards.
4. Frisco residents may suggest program topics or presenters.

10.5 Co-Sponsorships and Partnerships

1. The Library may co-sponsor programs with community organizations when the collaboration supports the Library's mission and complies with this policy.
2. All co-sponsored programs must:
 - a. Comply with all Library policies;
 - b. Be noncommercial, nonpartisan, and nonsectarian in nature;
 - c. Reflect the Library's standards of professionalism.
3. The Library retains the right to review and approve all program content, publicity materials, and logistics.
4. The Library Director may terminate a co-sponsorship if the partner organization fails to comply with these procedures or misrepresents the partnership.

10.6 Fees and Registration

1. Programs shall be open to the public and offered free of charge except where consumable materials or special costs apply.
2. Any program fees must be approved by the Library Director.
3. Advance registration may be required for programs with limited capacity, safety considerations, or equipment constraints.
4. Refunds, if applicable, shall follow the City's financial policies.

10.7 Presenters and Contracts

1. Presenters, performers, and instructors may be paid or volunteers.
2. If required, presenters shall provide evidence of professional licensing, liability insurance, or certifications relevant to their field.
3. Library staff shall ensure presenters are briefed on the conduct, privacy expectations, and ADA accommodations.

10.8 Program Promotion and Publicity

1. All program marketing materials must be approved by the Library Director or a designated representative before release.
2. Publicity shall accurately represent program content and presenters and may not imply Library endorsement of any individual, organization, or viewpoint.
3. Co-sponsoring organizations may share publicity materials through their own channels, provided the Library logo and name are used only with approval.

10.9 Accessibility and Inclusion

1. All programs and events must comply with the Americans with Disabilities Act (ADA) and Web Content Accessibility Guidelines (WCAG) 2.2 for digital events.

2. Any person needing an accommodation for a disability to access the benefits of the Library's services, programs, or activities under the ADA should contact the Library, at least five (5) business days prior to the program.
3. The Library's website shall include the Library's standard accommodation statement and contact information for accessibility requests.

10.10 Safety and Conduct

1. The Library reserves the right to refuse or terminate programs that compromise safety, violate law, or conflict with Library policy.
2. Children aged nine (9) or younger must be accompanied by an adult and supervised at all times.
3. Alcoholic beverages are prohibited at Library programs unless explicitly authorized by the Library Director.
4. Staff shall document any safety or behavioral incidents and report them to the Library Director.

10.11 Evaluation and Reporting

1. The Library shall evaluate its programs to assess attendance, community impact, and participant satisfaction.
2. The Library staff shall compile program statistics and outcome summaries for inclusion in reports to the City Council and the Texas State Library and Archives Commission (TSLAC).
3. Evaluations shall inform future planning, budget requests, and service improvements.

10.12 Appeals and Complaints

1. Frisco residents who object to the content or presentation of a Library program may submit a Appendix B5: Request for Reconsideration of Library Program form.
2. Requests shall be reviewed by the Library Director, who shall issue a written response within four (4) weeks of receipt.
3. The resident may appeal the decision to the Board of the Foundation.
4. The program shall remain available to the public until all appeals are resolved, unless the Library Director determines that continuing it would violate law or safety standards.
5. A Frisco resident may have only one (1) active request for reconsideration of a library program at any given time. Each request for reconsideration shall involve only one material; a Frisco resident's request for reconsideration of more than one material at any given time will not be accepted for review.
6. Once a decision is final, the same program shall not be reconsidered for three (3) years.

SECTION 11: Access to Ideas and Information through Technology and Digital Sources

11.1 Purpose

The Library provides access to technology and digital resources to expand educational, cultural, and informational opportunities for the community. These resources include computers, networks, Wi-Fi, online databases, makerspace equipment, and emerging technologies that support lifelong learning and creative expression.

11.2 Applicable Laws and Standards

Use of Library technology is governed by local, state, and federal laws, including:

1. Texas Penal Code § 33.02 et seq. (computer-related offenses);
2. Texas Penal Code § 43.24 (protection of minors from harmful material);
3. Title 17 U.S. Code (copyright); and
4. The Children's Internet Protection Act (CIPA) when applicable to E-Rate or federal funding.

11.3 Responsibilities of Users

1. Users shall not:
 - a. Access or transmit obscene, threatening, or harassing material;
 - b. Circumvent security systems or attempt unauthorized access;
 - c. Misrepresent their identity or use another person's credentials.
2. Users must respect time limits, maintain privacy, and leave workstations in good condition for the next user.
3. The Library is not responsible for damage to personal devices or data loss arising from use of Library systems.
4. The Library filters Internet in accordance with applicable state and federal law.

11.4 Minors' Access to the Internet

1. Minors under eighteen (18) years of age may access the Internet with parental or legal guardian consent, as recorded in the account established for the child. This setting can be modified by the parent or legal guardian listed in the account.
2. Parents and guardians are responsible for their children's online activity; the Library does not act *in loco parentis* (in place of parents). Only parents or legal guardians may restrict their own children's Internet access.
3. Guest passes shall not be issued to minors.

11.5 Staff Assistance and Oversight

1. Library staff shall provide limited help with the basic operation of hardware, software, and online resources.
2. Staff are not permitted to complete projects, fill out personal forms, or provide technical support beyond standard instruction.
3. Library staff may terminate a session, remove a user, or suspend privileges for violations of this policy. Serious or repeated violations may result in revocation of Library privileges and referral to law enforcement when applicable.

11.6 Cybersecurity and Data Protection

1. The Library employs reasonable measures to protect network integrity and user privacy but cannot guarantee complete security.
2. Users are responsible for safeguarding their own personal information.
3. Temporary logs maintained for troubleshooting or security purposes are deleted on a regular basis.
4. Public computers automatically delete all user files at the end of each session.

11.7 Wireless Internet (Wi-Fi)

Free public Wi-Fi is available during operating hours. Users are responsible for the security and configuration of their own devices. The Library is not liable for interception, corruption, or loss of data transmitted over wireless connections.

11.8 Makerspace, Production Studio, and Emerging Technology

1. Makerspace equipment, the Production Studio, and other creative technologies must be used safely, lawfully, and in compliance with staff instructions.
2. Members using the Makerspace must comply with the terms and conditions outlined in Appendix A15: Makerspace Terms and Conditions.
3. Members using the Production Studio must comply with the terms and conditions outlined in Appendix A16: Production Studio Terms and Conditions.
4. Only individuals eighteen (18) years of age or older may independently operate equipment.

11.9 Artificial Intelligence (AI) and Digital Tools

1. Users should not enter personal, confidential, or copyrighted data into AI systems.
2. AI-generated content is provided “as is.” The Library does not verify or endorse its accuracy or reliability.

11.10 Printing, Scanning, Copying, and Faxing

Printing, scanning, copying, faxing, and related services are available at fees set in Appendix A1: Fines and Fees Schedule. The Library assumes no liability for printing or transmission errors.

11.11 Accessibility and Compliance

All public technology services and digital resources shall comply with the Americans with Disabilities Act (ADA) and WCAG 2.2 AA standards.

1. Assistive technologies and reasonable accommodation shall be provided upon request.
2. Library websites and digital materials shall be designed for screen-reader compatibility, clear navigation, and include text alternatives for images.

SECTION 12: Appendices and Severability

12.1 Appendices

The appendices to this ordinance contain schedules, procedures, forms, and supplemental materials that support implementation of the Library's policies.

1. The City Council hereby delegates to the Library Director authority to update, revise, and/or adopt new appendices as the Library Director determines is necessary for the operation and governance of the Library. The Library Director's exercise of that authority does not require City Council approval to make the updates, revisions or new appendices effective.
2. Each appendix shall include its revision date and approval notation by the Library Director.
3. Appendix Series A includes operational and procedural appendices related to library administration, facilities, and user services.
4. Appendix Series B includes official forms, applications, and templates used by staff and library users.
5. Appendix Series C includes professional ethics statements, intellectual freedom documents, and reference materials adopted from recognized library associations.

12.2 Severability

If any section, subsection, paragraph, sentence, or clause of this ordinance, or its application to any person or circumstance, is held invalid, such invalidity shall not affect the remaining provisions. All other parts of this ordinance shall remain in full force and effect, and to this end, the provisions are declared severable.

12.3 Effective Date

This ordinance and all related policies shall take effect immediately upon City Council approval and supersede any conflicting prior resolutions, ordinances, or policies.

Appendix A1: Fines and Fees Schedule

A1.1 Purpose

This appendix establishes the official schedule of fines, fees, deposits, and service charges authorized by the City Council of the City of Frisco for the operation of the Frisco Public Library. All rates reflect the cost of providing materials, services, and facilities in accordance with City financial policy and may be adjusted by City Council ordinance.

A1.2 General Principles

1. Library services and access to information are provided without charge whenever possible.
2. Fees are assessed solely to recover the costs of materials, supplies, or services provided beyond those included in standard public access.

A1.3 Lending and Account Fees

Service	Fee / Charge
Non-Resident Library Account	\$75 annually
Lost or Damaged Materials	Replacement cost + \$5 processing fee (nonrefundable)
Material Recovery Fee	\$20 (nonrefundable)
Interlibrary Loan (Nonresident)	\$2.50 per request

A1.4 Printing, Scanning, Copying, Faxing, and Technology Services

Service	Fee / Charge
Black & White Printing / Copying	\$0.15 per side
Color Printing / Copying	\$0.50 per side
Fax Transmission	\$1.00 per page sent
3D Printing	\$0.25 per gram (filament) / \$0.40 per milliliter (resin)
Laser Cutter: Metal Inking Spray	\$0.25 per square inch

A1.5 Room Rentals and Facility Use

Room Type	Deposit	Rental Fee	Additional Hourly
Community Event Rooms (A, B & C)	\$250	\$1,200 (min. 3 hrs. \$400/hr.)	\$400
Partial Rooms (A & B or B & C)	\$250	\$900 (min. 3 hrs. \$300/hr.)	\$300
Single Room (A or C)	\$150	\$300 (min. 3 hrs. \$100/hr.)	\$100
Single Room (B)	\$150	\$600 (min. 3 hrs. \$200/hr.)	\$200
Creativity Commons	\$150	\$375 (min. 3 hrs. \$125/hr.)	\$125

Event Package (Rooms + Terrace)	\$500	\$2,900 Fri/Sun; \$3,900 Sat	N/A
Event Package Cleaning Fee	\$388	N/A	N/A

All deposits are refundable if the facility is left in satisfactory condition and no policy violations occur.

A1.6 Specialized Services

Service	Fee / Charge
Passport Photo Service	\$15
Passport Application Processing	\$35

A1.7 Waivers and Adjustments

The Library Director may waive or reduce fees in cases of documented hardship, emergency order, system error, or promotional amnesty events.

A1.8 Review

1. The complete schedule of fees shall be reviewed annually by the Library Director.
2. Updates or adjustments shall be submitted to City Council for approval as part of the annual budget process.

Revised: November 2025 | Approved by Library Foundation

Appendix A2: Member Identification

A2.1 Purpose

This appendix establishes the forms of identification and proof of residence required to obtain a Frisco Public Library account. These standards ensure equitable and verifiable access to Library resources.

A2.2 Identification Requirement

1. Each applicant must present one current, government-issued photo identification that verifies both identity and physical address.
2. Acceptable identification includes but is not limited to:
 - a. Texas driver's license or state identification card;
 - b. U.S. passport;
 - c. U.S. military identification card;
 - d. Permanent resident ("green") card;
 - e. Tribal or consular identification recognized by the State of Texas.
3. If the photo identification does not list a current physical address, the applicant must also present one of the proofs of address listed in [Appendix A2: Member Identification](#).
4. Post-office boxes alone are not accepted as proof of residence for establishing service eligibility.

A2.3 Proof of Address

Applicants who must verify current residence may present one or more of the following bearing the applicant's name and street address:

1. Current utility, cable, or internet bill;
2. Lease, mortgage, or property-tax statement;
3. Current voter-registration card;
4. Current bank, credit-union, or insurance statement;
5. Official correspondence from a federal, state, or local government agency.

A2.4 Reciprocal and Non-Resident Verification

1. Applicants from jurisdictions holding reciprocal-service agreements must provide acceptable identification and proof of address establishing residence within the reciprocal area.
2. Non-resident applicants must provide identification, proof of Texas address, and pay the annual non-resident membership fee listed in [Appendix A1: Fines and Fees Schedule](#).

Revised: November 2025 | Approved by Library Foundation

Appendix A3: Study and Small Meeting Rooms Terms and Conditions

A3.1 Purpose

This appendix defines the eligibility, reservation process, and rules of use for the Frisco Public Library's study and small meeting rooms. These spaces are intended to support quiet study, small group collaboration, and community learning consistent with the Library's mission.

A3.2 Eligibility and Access

1. Study and small meeting rooms are available to Library members in good standing, aged fourteen (14) or older.
2. Use of these rooms constitutes agreement to comply with all applicable Library policies and City ordinances.
3. Reservations are available to individuals or small groups engaged in lawful, non-disruptive activities.

A3.3 Reservations

1. Rooms may be reserved up to seven (7) days in advance through the Library's online reservation system.
2. Each member may have up to two (2) reservations per day for up to two (2) hours total per day.
3. Reservations must take place during regular Library hours. All use and cleanup must be completed at least fifteen (15) minutes prior to closing.
4. Reservations may not be transferred, sold, or assigned to other individuals or groups.
5. Rooms not claimed within fifteen (15) minutes of the scheduled start time may be released to other members.

A3.4 Room Use Guidelines

1. Posted room occupancy limits must be observed at all times.
2. Furniture and equipment must remain in the room and be returned to its original configuration after use.
3. Trash shall be properly disposed of and whiteboards erased before leaving.
4. Light snacks and non-alcoholic beverages are permitted; food that is messy, odorous, or requires heating or refrigeration is prohibited.
5. Decorations, craft supplies, or materials that may cause damage, including but not limited to balloons, glitter, paint, permanent markers, adhesives, tacks, or tape are prohibited.
6. Users must keep noise to a minimum. Conversations or device use should not disrupt others in nearby areas.

7. Failure to comply with these rules may result in the loss of reservation privileges or removal.

A3.5 Equipment and Technology

1. Rooms may include tables, chairs, whiteboards, and presentation or display equipment.
2. Users must follow posted instructions.
3. Library staff are not responsible for setup, troubleshooting, or technical assistance beyond basic operational guidance.
4. Users may connect personal devices to Wi-Fi and presentation equipment.

A3.6 Restrictions and Prohibited Uses

1. Study and meeting rooms may not be used for:
 - a. Commercial sales;
 - b. Political advertising in violation of Texas Election Code § 255.003;
 - c. Use as a standing, recurring, or ongoing meeting venue;
 - d. Any unlawful, unsafe, or disruptive activity.
2. The Library Director or a designated representative may cancel any reservation if the activity fails to comply with Library policies, poses safety, legal, operational risks, or if the space is needed for emergency Library or City use.

A3.7 Non-Endorsement and Liability

1. Use of Library rooms does not imply Library or City endorsement of viewpoints expressed by participants.
2. The Library is not responsible for loss, theft, or damage to personal property.
3. Users assume all liability for their conduct and any damage to Library equipment, furnishings, or facilities resulting from their use.

A3.8 Use of Library Name, Logo, Likeness, and Required Disclaimer in Advertising

1. Users may not advertise, publicize, or announce any event in a way that states or implies sponsorship, partnership, or endorsement by the Frisco Public Library or the City of Frisco. The Library's name or address may be used solely to identify the location of the event.
2. Any use of the Library's or City's name, logo, images, or branding beyond identifying the event location is not authorized. Unauthorized use may result in cancellation of the reservation.
3. Use of Library facilities does not constitute or imply Library or City endorsement of participants' views or activities.

Revised: November 2025 | Approved by Library Foundation

Appendix A4: Rentable Rooms Terms and Conditions

A4.1 Purpose

This appendix establishes the policies and procedures for the rental of designated large meeting, event, and community rooms at the Frisco Public Library. These rooms are made available to support civic, educational, cultural, and community functions consistent with the Library's mission.

A4.2 Eligibility and Priority

1. Library and City use shall have scheduling priority for all rentable spaces.
2. After internal use has been scheduled, rooms may be rented by individuals, community groups, nonprofit organizations, and businesses in accordance with these terms.
3. Renters must be at least twenty-one (21) years of age and must agree in writing to comply with all Library and City policies.
4. Activities must be lawful, non-disruptive, and compatible with the public nature of Library facilities.

A4.3 Rental Reservation Procedures

1. Reservations are coordinated with the Library's Rental Coordinator on a first-come, first-served basis.
2. Requests should be submitted no fewer than fourteen (14) calendar days prior to the desired event date.
3. A signed rental agreement, payment of required deposits, and proof of general liability insurance must be received before the reservation is confirmed.
4. All setup, takedown, and cleanup time must be included within the rental period.
5. Renters are responsible for ensuring compliance with occupancy limits, fire codes, and all safety requirements.

A4.4 Deposits and Payments

1. A refundable security deposit is required for all room rentals as listed in [Appendix A1: Fines and Fees Schedule](#).
2. Deposits and fees must be paid according to the following schedule:
 - a. 90 days or more in advance: 50% of total fee plus deposit due at booking; remaining balance due within thirty (30) days of contract execution.
 - b. Less than 90 days in advance: 100% of total fee and deposit due at booking.
3. Refunds of deposits shall be issued within thirty (30) days after the event if all terms have been met.
4. Payments are accepted in accordance with City financial policies.

A4.5 Cancellations and Rescheduling

1. All cancellations must be submitted in writing to the Rental Coordinator.
2. One (1) rescheduling is permitted if requested at least ninety (90) days prior to the event, provided the new date is confirmed within seven (7) days.
3. If an event is canceled more than ninety (90) days before the reserved date, the security deposit is forfeited but any rental fees paid are refunded.
4. If canceled fewer than ninety (90) days prior to the event, both the security deposit and rental fees are forfeited.
5. The Library reserves the right to cancel any reservation due to facility emergencies, weather closures, or other conditions that render the space unavailable. In such cases, full refunds shall be issued.

A4.6 Vendor and Catering Requirements

1. All catering arrangements, equipment, and vendor deliveries must be coordinated in advance with the Rental Coordinator.
2. Food may not be cooked or prepared on-site.
3. Electric warming equipment may be used. The use of open flames, Sterno cans, or any flammable items is strictly prohibited.
4. Renters are responsible for ensuring that all vendors comply with Library and City policies, including insurance and licensing requirements.

A4.7 Alcoholic Beverages

1. Alcohol may be served only with prior written authorization and in compliance with all applicable Texas Alcoholic Beverage Commission (TABC) regulations.
2. A TABC-certified bartender must be employed by the renter for all events where alcohol is served. Proof of certification must be provided to the Library at least twenty-one (21) days in advance.
3. The renter must hire an off-duty City of Frisco police officer to be present during any event serving alcohol; all arrangements and fees are the renter's responsibility.
4. The renter or third-party server must carry host liquor liability insurance with a coverage amount determined by the City of Frisco or designated representative and an endorsement naming the City of Frisco as an additional insured.

A4.8 Decorations and Equipment

1. Decorations must be freestanding; no nails, staples, tacks, or adhesives may be used on walls, ceilings, or furnishings.
2. Decorations, craft supplies, or materials that may cause damage, including but not limited to balloons, glitter, paint, permanent markers, adhesives, tacks, or tape are prohibited.
3. Renters are responsible for returning the facility to its original condition.

4. The amount of any damage to property or equipment shall be charged to and paid by the renter and may result in forfeiture of the deposit.
5. Library staff shall not provide event setup, takedown, or custodial services unless specified in the rental contract.

A4.9 Safety and Conduct

1. Activities shall comply with all City fire, safety, and occupancy regulations.
2. One (1) adult chaperone per ten (10) minors is required for youth events.
3. Renters shall ensure that noise levels remain appropriate to the building's shared use and that no activity interferes with Library operations.
4. Smoking, vaping, or use of tobacco products is only allowed in the designated smoking area in accordance with City ordinance.
5. Animals are not permitted except for service animals as defined by the Americans with Disabilities Act (ADA).

A4.10 Parking and Access

1. Parking is available in designated lots on a first-come, first-served basis.
2. Vehicles may not park in fire lanes, landscaped areas, or on sidewalks.
3. Loading and unloading must occur in designated areas only. Violations may result in towing at the owner's expense.

A4.11 Liability and Indemnification

1. Renters assume full responsibility for any damages or injuries arising from their use of Library facilities.
2. Renters shall indemnify, defend, and hold harmless the City of Frisco, its officers, employees, and volunteers from any claim or liability arising from the event.
3. Proof of general liability insurance with a coverage amount determined by the City of Frisco or designated representative and an endorsement naming the City of Frisco as an additional insured is required.

A4.12 Enforcement

1. Library staff may suspend or terminate any event immediately if activities violate Library policy, endanger safety, or disrupt Library operations.
2. Fees or deposits shall be forfeited for events terminated for cause.

A4.13 Use of Library Name, Logo, Likeness, and Required Disclaimer in Advertising

1. Renters may not advertise, publicize, or announce any event in a way that states or implies sponsorship, partnership, or endorsement by the Frisco Public Library or the

City of Frisco. The Library's name or address may be used solely to identify the location of the event.

2. Any use of the Library's or City's name, logo, images, or branding beyond identifying the event location is not authorized. Unauthorized use may result in cancellation of the reservation and forfeiture of fees or deposits.
3. All advertisements, announcements, and promotional materials must prominently display the following disclaimer:

“This event is not sponsored or endorsed by the City of Frisco or the Frisco Public Library. The views expressed by participants do not represent those of the City or the Library.”

4. Use of Library facilities does not constitute or imply Library or City endorsement of participants' views or activities.

Revised: November 2025 | Approved by Library Foundation

Appendix A5: Free Expression Areas

A5.1 Purpose

The Library supports the rights of individuals and groups to engage in peaceful expression protected by the First Amendment to the United States Constitution and Article I, Section 8 of the Texas Constitution.

This appendix establishes procedures for the lawful exercise of free speech and assembly on the grounds of the Frisco Public Library. It ensures that expressive activities are conducted in a manner that protects constitutional rights while maintaining Library operations, public safety, and equitable access to Library property.

A5.2 Operational Guidelines

1. Library property exists to facilitate Library programs and services. The Library provides designated outdoor areas for peaceful assembly and free speech activities.
2. The Library shall regulate the time, place, and manner of such activity in a content-neutral manner consistent with law.

A5.3 Designated Free Expression Areas

1. Expressive activities are limited to clearly marked areas on the Free Expression Area map as designated by the Library Director.
2. The official map of Free Expression Areas shall be maintained by the Library and included in this appendix.
3. The designated areas are:
 - a. Location A: a grass area not exceeding twelve (12) feet in width adjacent to the public sidewalk along the main entrance walkway;
 - b. Location B: a twelve (12) foot grass area within the north parking island, bounded by sidewalks and landscaping;
 - c. Location C: the far northeast walkway on the north side of the building, bounded by bollards to the north, planting beds to the east and west, and the Library building to the south.
4. These areas are available to all individuals or groups on an equitable basis, regardless of viewpoint or affiliation.
5. Library facilities that are not owned or controlled by the City of Frisco do not have Free Expression Areas; this includes CONNECTION located at Stonebriar Centre.

A5.4 Conditions of Use

1. No prior permission is required for individuals or small groups (three (3) or fewer people) engaged in peaceful expression that does not use equipment, tables, or signage larger than three (3) feet wide.

2. Organized events or groups larger than three (3) participants must submit a written request to the Library Director at least ten (10) business days in advance for scheduling and coordination.
3. All participants shall comply with Library policies, City ordinances, and applicable federal and state law.

A5.5 Prohibited Conduct

The following are prohibited within Free Expression Areas:

1. Speech or activity that is obscene, defamatory, incites violence or unlawful action, or threatens physical harm;
2. Blocking entrances, exits, driveways, or walkways;
3. Disrupting or interfering with Library programs, services, or Library users' use of the facility;
4. Producing noise that violates the City's noise ordinance or disturbs Library operations;
5. Advertising, vending, or soliciting funds for commercial or profit-making purposes;
6. Damaging, defacing, or attaching materials to Library property or landscaping;
7. Failing to remove all personal property, signs, and debris at the conclusion of the activity;
8. Misrepresenting or implying Library or City endorsement of the expressed message.

A5.6 Liability and Indemnification

1. Participants assume all responsibility for their conduct and any injury, damage, or loss resulting from their activities.
2. Groups conducting organized events may be required to provide proof of general liability insurance with a coverage amount determined by the Library Director or designated representative and an endorsement naming the City of Frisco as an additional insured.
3. The Library and City shall not be liable for injuries or damages arising from expressive activities.

A5.7 Enforcement

1. Library staff or City law enforcement may direct individuals or groups to relocate or cease activity if such activity violates Library policy, threatens public safety, substantially interferes with Library operations, or constitutes unprotected speech under the First Amendment.
2. Failure to comply with staff direction may result in removal from Library property or citation under applicable City ordinances.
3. Individuals may appeal enforcement actions in writing to the Library Director within five (5) business days; the Director's decision shall be final.

A5.8 Map of Free Expression Areas

A current map identifying the designated Free Expression Areas is below. Updated versions shall replace previous maps without requiring formal amendment of this appendix.

Revised: November 2025 | Approved by Library Foundation



Appendix A6: Buildings and Grounds

A6.1 Purpose

This appendix establishes the standards and responsibilities governing the maintenance, improvement, and use of the Frisco Public Library's buildings and grounds. It ensures that Library facilities are safe, functional, accessible, and aesthetically aligned with the City's public-service goals.

A6.2 Oversight and Authority

1. The City retains ultimate ownership and authority over all Library property.
2. The Library Director shall coordinate with the City Manager, Facilities Department, and the Foundation to maintain and improve Library buildings and grounds.
3. The Foundation serves in an advisory capacity to review proposed gifts, additions, or alterations related to Library property.
4. The Foundation shall:
 - a. Review proposals related to permanent furnishings, artwork, equipment, and landscaping;
 - b. Evaluate the aesthetic and functional appropriateness of suggested improvements;
 - c. Make recommendations to the Library Director and City Manager.

A6.3 City Review and Final Approval

1. Any modification or addition that materially affects the structure, appearance, or function of Library property shall be subject to review by the City Manager and, when appropriate, approval by the City Council.
2. Projects with potential community or fiscal impact may require additional evaluation through the City's Capital Improvement Program or procurement processes.
3. The City Manager, acting as agent for the City Council, shall make the final determination in all cases involving permanent changes to Library property.

A6.4 Maintenance and Safety Standards

1. The Library shall comply with all applicable building, fire, safety, and accessibility codes adopted by the City of Frisco and the State of Texas.
2. Routine facility inspections shall be coordinated with the City's Facilities Department.
3. Maintenance, repairs, or improvements must be carried out by authorized City personnel or qualified contractors under City supervision.
4. The Library Director shall ensure that the premises are maintained in clean, safe, and serviceable condition for the public and staff.

A6.5 Public Use of Grounds

1. Library grounds are provided to support Library programs and community access.
2. Outdoor events, signage, or installations not sponsored by the Library require prior written approval by the Library Director and must comply with relevant appendices, including [Appendix A5: Free Expression Areas](#) and [Appendix A4: Rentable Rooms Terms and Conditions](#).
3. No permanent private displays, advertising, or commercial installations are permitted without prior written authorization from the Library Director.

A6.6 Review and Reporting

The Library Director shall provide the City Manager and Foundation with periodic reports summarizing maintenance activities, facility upgrades, and recommendations for capital improvements.

Revised: November 2025 | Approved by Library Foundation

Appendix A7: Schedule for Hours of Service

A7.1 Purpose

This appendix establishes the standard hours of operation for all Frisco Public Library facilities. It ensures that Library service hours are predictable, publicly available, and aligned with community needs, City staffing levels, and budgetary resources.

A7.2 Operational Guidelines

1. Library hours shall be set by the Library Director and approved by the City Manager or City Council.
2. Hours of service shall be publicly posted at all facilities and published on the Library's website.
3. The Library Director may adjust or temporarily suspend hours for emergencies, special events, or facility maintenance, consistent with City policy.

A7.3 Regular Operating Hours

Main Library	Monday - Thursday	9:00 a.m. – 9:00 p.m.
	Friday - Sunday	9:00 a.m. – 6:00 p.m.
CONNECTION Library	Monday - Friday	12:00 p.m. – 8:00 p.m.
	Saturday	11:00 a.m. – 6:00 p.m.
	Sunday	1:00 p.m. – 6:00 p.m.

A7.4 Holidays and Closures

1. The Library observes the official holidays of the City of Frisco and shall be closed on those dates, including but not limited to:
 - a. New Year's Day
 - b. Martin Luther King Jr. Day
 - c. Spring Holiday (Friday before Easter)
 - d. Easter Sunday
 - e. Memorial Day
 - f. Independence Day
 - g. Labor Day
 - h. Thanksgiving (Thursday through Sunday)
 - i. Christmas Eve and Christmas Day
2. The Library also closes twice each year for staff training or inventory. Dates shall be announced on the Library's website and posted at entrances.
3. Additional closures may be declared by the City Manager during severe weather, emergencies, or other circumstances affecting public safety.

A7.5 Seasonal and Emergency Adjustments

1. The Library Director may adjust open hours to accommodate seasonal usage trends.
2. During or following severe weather, acts of God, or civil emergencies, Library hours shall follow City closure determinations. Due dates for borrowed materials shall be extended during any emergency closure period.

Revised: November 2025 | Approved by Library Foundation

Appendix A8: Law Enforcement Request Procedure

A8.1 Purpose

Library records that identify or serve to identify a person who requested, obtained, or used Library materials or services are confidential and shall not be disclosed except under a valid court order, subpoena, or as otherwise authorized by law.

This appendix establishes the procedure that Library staff shall follow when law enforcement request access to Library user records or information. It is the controlling operational document for confidentiality compliance under Texas Government Code § 552.124 (Confidentiality of Library Records), Texas Code of Criminal Procedure § 63.015 (Missing Persons), and other applicable law.

A8.2 Authorized Contacts

Only the Library Director may release information to law enforcement agencies. If the Director is unavailable, the Assistant Director on duty shall serve as the alternate contact. No other Library staff is authorized to disclose or confirm the existence of user records.

A8.3 Procedures for All Library Staff

When approached by law enforcement requesting information about a Library user:

1. Request official identification and refer the officer to the Library Director or Assistant Director.
2. Do not release or confirm any information verbally, in writing, or electronically.
3. Immediately notify a supervisor.
4. Maintain confidentiality of the request.

A8.4 Procedures for the Library Director or a Designated Representative

1. Upon notification, the Director must:
 - a. Verify credentials of the requesting officer;
 - b. Record the request;
 - c. Ensure a second staff member is present during discussion;
 - d. Retain all documentation for legal review.
2. If the officer lacks a court order or subpoena, explain that Texas law requires judicial authorization before releasing any Library user information.
3. Exceptions permitting release without a court order or subpoena apply only to:
 - a. Requests about a missing person that will assist in completing an investigation under Texas Code of Criminal Procedure § 63.015;
 - b. Requests involving a deceased individual, when permitted by law.

4. If presented with a valid court order or subpoena, the Director shall release the records specifically identified in the order or subpoena.
5. When served with a search warrant, the Director shall contact City Legal Counsel before the search begins when feasible, cooperate as required, and avoid voluntarily expanding the search scope.
6. All communications, copies of warrants, subpoenas, or court orders shall be logged and retained as part of the permanent file for that incident.

A8.5 Documentation and Retention

1. All documentation related to law enforcement requests shall be retained under Local Schedule PW Part 9: Library and Museum Records (13 TAC § 7.125).
2. Files include the inquiry report, court documents, correspondence, and any legal opinions received.

A8.6 Contact and Escalation

For employee verification or immigration inquiries, refer agents to the City of Frisco Human Resources Department through the current City directory.

Revised: November 2025 | Approved by Library Foundation

Appendix A9: Accessibility and ADA Compliance Procedure

A9.1 Purpose

This appendix establishes procedures for providing equitable access and reasonable accommodations for Frisco Public Library services, programs, and facilities in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and related City of Frisco accessibility policies.

A9.2 Scope

This procedure applies to the Library, Library staff, contractors, and volunteers. It covers requests for accommodation, accessibility concerns, and complaints regarding potential barriers to Library service.

A9.3 Accommodation Requests

1. Any individual requiring accommodation to participate in a Library service, program, or event may submit a request to the Library ADA Coordinator.
2. Requests may be made in person, by telephone, email, or in writing.
3. To ensure timely assistance, requests should be submitted at least five (5) business days before the service or event.
4. The Library shall respond, confirming the accommodation, proposing an alternative solution, or taking other appropriate action.

A9.4 Grievance and Complaint Procedure

Individuals who believe they have been denied access or discriminated against based on disability may file a written grievance with the Library ADA Coordinator within fifteen (15) business days of the incident. Grievances must include the complainant's name, contact information, and description of the concern. The Library ADA Coordinator shall review and respond in writing within fifteen (15) business days. If unresolved, the complainant may appeal to the City of Frisco ADA Compliance Officer, whose decision is final.

A9.5 Auxiliary Aids and Alternate Formats

The Library shall provide reasonable auxiliary aids, such as assistive listening devices, large print materials, captioning, and digital text formats, upon request and subject to availability. Websites, digital publications, and digital services shall strive to meet WCAG 2.2 standards for accessibility. The Library shall conduct periodic accessibility audits to maintain compliance.

A9.6 Staff Training and Awareness

All staff shall receive City of Frisco ADA awareness training that includes communication etiquette, physical-access standards, and use of assistive technologies. Training completion shall be documented and retained.

A9.7 Notice to the Public

The Library website shall post a notice stating:

“The Frisco Public Library does not discriminate on the basis of disability and provides reasonable accommodations upon request. To request an accommodation or file an ADA-related grievance, contact the Library ADA Coordinator at library@friscotexas.gov or the City of Frisco ADA Compliance Office at <https://www.friscotexas.gov/1911/ADA-Grievance-Procedure>.”

Revised: November 2025 | Approved by Library Foundation

Appendix A10: Member Privileges and Lending Limits

A10.1 Purpose

This appendix defines the borrowing privileges, lending limits, and renewal conditions for Library members, ensuring equitable access to Library materials and compliance with City policy.

A10.2 General Borrowing Privileges

1. All users with Library accounts in good standing may borrow circulating materials subject to the limits below.
2. Borrowing privileges shall be suspended for failure to return items, nonpayment of fees, or Library policy violations.

A10.3 Lending Limits and Renewal Periods

Material Type	Limit per Account	Loan Period
Books, Audiobooks, DVDs, Blu-rays	100 items total	2 weeks
eBooks / eAudiobooks	10 items (Frisco residents only)	2 weeks
Celebrations Picturebooks	10 items	1 week
Book Club Kits	2 kits	6 weeks
Kits (Cake Pans, Instruments, Maker, Sensory, STEM, Storytime, Travel)	2 kits	2 weeks

All items, excluding eBooks and eAudiobooks, shall automatically renew up to three (3) times unless a member's account is blocked, the item has a hold for another member, or the renewal limit has been reached.

A10.4 Account Notices

1. The Library shall send pre-due and overdue notifications by email, text, or phone as selected by the member.
2. Accounts shall be blocked if items are overdue or if any balance is owed.

Members are responsible for returning items on time, even if courtesy notifications are not received.

A10.5 Responsibilities

1. Members are responsible for all items borrowed on their account.

2. Parents or legal guardians are responsible for all items borrowed by minors under their supervision.
3. Lost or damaged items shall be handled under [Appendix A11: Payment for Lost Materials](#).

Revised: November 2025 | Approved by Library Foundation

Appendix A11: Payment for Lost Materials

A11.1 Purpose

This appendix defines the procedures and financial obligations associated with lost or damaged Library materials. It ensures consistent application of replacement costs and processing fees in accordance with City fiscal policy.

A11.2 Responsibility for Library Materials

1. All materials borrowed from the Frisco Public Library remain the property of the City of Frisco.
2. The member to whom the material is checked out is responsible for its care, timely return, and the cost of its replacement if lost, stolen, or damaged beyond reasonable use.
3. Parents or legal guardians are liable for materials borrowed on a minor's account as outlined in [SECTION 6.2 Eligibility Categories](#).

A11.3 Determination of Charges

1. The replacement cost for a lost or irreparably damaged item shall be the catalog-listed price of the current edition or an equivalent replacement.
2. In addition to the replacement cost, a non-refundable processing fee of five dollars (\$5.00) shall be assessed for each lost or damaged item to cover staff time, supplies, and record updates.
3. If no price is available in the catalog, the Library Director or a designated representative shall determine a fair replacement value based on current market data or comparable items.

A11.4 Refunds and Returns

1. If a lost item is returned in good, usable condition within forty-five (45) days after payment, the member may request a refund for the replacement cost, but not the processing fee.
2. No refund shall be issued for items returned after forty-five (45) days from the date of payment.
3. Refunds shall be processed in accordance with the City's established financial procedures.

A11.5 Non-Payment and Collections

1. Accounts with unpaid balances may be referred to a third-party material recovery agency.

2. An additional non-refundable material recovery fee of twenty dollars (\$20) shall be applied to cover administrative costs.
3. The Library Director shall ensure compliance with all applicable consumer-protection laws and data-privacy requirements during collection activities.

A11.6 Appeals

A member who disputes charges may submit a written appeal to the Library Director within ten (10) business days of notice; the Director's decision shall be final.

Revised: November 2025 | Approved by Library Foundation

Appendix A12: Photography, Filming, and Recording Procedures

A12.1 Purpose

This appendix establishes the rules governing photography, filming, and recording within the Frisco Public Library premises to balance the Library's commitment to intellectual freedom, privacy, accessibility, public and staff safety, and non-disruption of Library operations with its role as a public space. These procedures apply to Library-sponsored and non-Library-sponsored photography, filming, and recording, including commercial, journalistic, educational, and personal uses.

A12.2 Operational Guidelines

1. Photography, filming, and recording activities must not disrupt Library services, compromise public or staff safety, or infringe upon user privacy.
2. All photography, filming, and recording on Library property shall comply with applicable City ordinances, state and federal law, and this appendix.

A12.3 Definitions

1. Library-Sponsored Photography, Filming, and Recording: Any photography, filming, and recording created by Library staff or contractors for official use, including publicity, archival documentation, or promotional materials.
2. Non-Library-Sponsored Photography, Filming, and Recording: Any photography, filming, and recording by users, visitors, outside organizations, or media outlets not directly commissioned by the Library.
3. Commercial Photography, Filming, and Recording: Any photography, filming, and recording intended for profit, advertising, or commercial distribution.
4. Personal Photography, Filming, and Recording: Casual, noncommercial photography, filming, and recording taken by Library visitors for personal use.

A12.4 Library-Sponsored Photography, Filming, and Recording

1. The Library may photograph, film, or record programs, events, and general activities for promotional, educational, or archival purposes.
2. Presence on Library premises constitutes implied consent to be photographed, filmed, and recorded.
3. The Library shall make reasonable efforts to notify attendees when official photography, filming, and recording is in progress.
4. The Library shall not associate images or recordings with full names or personally identifiable information without prior written permission from the individual.

A12.5 Non-Library-Sponsored Photography, Filming, and Recording

1. Casual, non-disruptive photography, filming, and recording is permitted in public areas for personal use.
2. Photography, filming, and recording of Library staff or users requires consent from those being photographed, except for wide shots that do not focus on individuals.
3. Library staff may intervene or terminate photography, filming, and recording that compromises a user's right to privacy.
4. Photography, filming, and recording of participants in confidential activities is prohibited without prior written permission from the individual.
5. Photography, filming, and recording in nonpublic areas, including staff workrooms, offices, storage, or restricted spaces, is strictly prohibited without prior written permission from the Library Director or a designated representative.
6. Outside organizations, journalists, or filmmakers must obtain prior written permission from the Library Director or a designated representative before conducting interviews, photography, filming, and recording within the Library.
7. Photography, filming, and recording for commercial purposes requires prior written permission from the Library Director or a designated representative and may be subject to facility rental fees and insurance requirements.

A12.6 Photography, Filming, and Recording at Programs or Events

1. Individuals wishing to photograph, film, and record Library-sponsored programs must obtain prior written permission from the Library Director or a designated representative.
2. Prior written permission from the Library Director or a designated representative may be granted when recording:
 - a. Does not disrupt the program or participants;
 - b. Focuses primarily on presenters (with the presenter's written permission), not audience members;
 - c. Complies with applicable copyright and privacy law.
3. Photography, filming, or recording by attendees at non-Library-sponsored events in meeting rooms is restricted to the reserved space and event participants only.

A12.7 Commercial Photography, Filming, and Recording

1. Commercial photography, filming, and recording on Library property require prior written permission from the Library Director or a designated representative and must not interfere with public access or Library operations.
2. The Library reserves the right to deny or revoke permission for commercial photography, filming, or recording if it disrupts operations, poses safety concerns, or misrepresents the City or Library.

A12.8 Equipment and Safety

1. Tripods, lighting, or professional equipment may only be used in designated areas and must not obstruct aisles, walkways, or exits.
2. Power cords and equipment must not create tripping or electrical hazards.
3. Drones or aerial photography are prohibited on Library property unless prior written permission is obtained from the Library Director or a designated representative and operated in accordance with Federal Aviation Administration (FAA) regulations.

A12.9 Enforcement and Revocation of Permission

1. Library staff may stop or prohibit photography, filming, or recording that:
 - a. Interferes with Library operations or user use;
 - b. Violates privacy or safety standards;
 - c. Contravenes this policy.
2. The Library reserves the right to revoke permission or require immediate termination of any photography, filming, or recording activity at any time.
3. Violations may result in suspension of Library privileges or removal from the premises.

A12.10 Liability and Indemnification

1. Persons or groups conducting photography, filming, or recording assume all risk and responsibility for personal injury or property damage arising from their activity.
2. The Library and the City of Frisco shall not be liable for any claims or damages resulting from photography, filming, or recording on Library premises.
3. Users may be required to sign a release and indemnification agreement prior to photography, filming, or recording.

Revised: November 2025 | Approved by Library Foundation

Appendix A13: Community Authors Collection

A13.1 Purpose

This appendix describes the eligibility and process for local authors to submit works for inclusion in the Library's Community Authors Collection, promoting local literary creativity consistent with the Library's mission.

A13.2 Eligibility

1. The author must be a Frisco resident. If not a Frisco Library member, proof of residency shall be required.
2. Works must have been published within the past three (3) years and be in new, unused condition.
3. Submissions must be printed and bound in a format suitable for circulation. Digital formats are not accepted.
4. Only one (1) copy of each title may be submitted.

A13.3 Submission Process

1. Authors shall complete the online Community Authors Submission Form at <https://Friscolibrary.com/local-authors>.
2. Library staff shall review submissions using the selection criteria established in [SECTION 9: Access to Ideas and Information through Purchased Materials](#).
3. If accepted, the item shall be added to the library catalog within 4-6 weeks. No other confirmation shall be provided.

A13.4 Evaluation and Selection

All items are evaluated by the criteria outlined in [SECTION 9: Access to Ideas and Information through Purchased Materials](#).

A13.5 Retention and Removal

1. Accepted titles shall be cataloged and circulated under the same policies as purchased materials.
2. Deaccession decisions shall be made according to the same criteria used for purchased materials.
3. All donated books become the property of the Library and cannot be returned. The Library is solely responsible for determining their disposition.

Revised: November 2025 | Approved by Library Foundation

Appendix A14: Tours and Group Visits

A14.1 Purpose

This appendix provides the scheduling and guidelines for tours and group visits to the Library.

A14.2 Scheduling and Requests

1. All group visits must be scheduled in advance by contacting the Library's Public Services Division.
2. Visits are confirmed upon written acknowledgment from Library staff.
3. Groups should provide at least twenty (20) business days' notice for scheduling.

A14.3 Supervision Requirements

1. A minimum of one adult chaperone per ten (10) children is required.
2. Chaperones are responsible for maintaining discipline and ensuring adherence to Library policies.
3. Children aged nine (9) or younger must remain within visual and verbal supervision at all times.

A14.4 Conduct and Safety

1. Group participants must follow the Library behavior standards outlined in [SECTION 8: User Responsibility](#).
2. Group food and beverages are only permitted in designated areas.
3. Groups causing disruption may be asked to end their visit early.

Revised: November 2025 | Approved by Library Foundation

Appendix A15: Makerspace Terms and Conditions

A15.1 Purpose

This appendix establishes the terms, conditions, and responsibilities governing the use of the Library's Makerspace.

A15.2 Eligibility and Access

1. Use of the Makerspace is limited to Library members in good standing, age eighteen (18) years or older.
2. All users must agree to the Makerspace Terms and Conditions as outlined in this appendix before accessing the equipment.
3. Access may be restricted during instructional sessions or maintenance.

A15.3 Acceptable Use and Safety

1. Users must operate Makerspace equipment responsibly and in compliance with all posted safety rules and staff instructions.
2. Prohibited activities include:
 - a. Creating or attempting to create weapons, weapon components, or objects designed to cause harm;
 - b. Producing obscene, offensive, or unlawful materials;
 - c. Modifying Library equipment or installing unauthorized software or hardware;
 - d. Using tools or materials beyond posted limits or manufacturer recommendations.
3. Protective gear, as indicated by posted signage or staff direction, must be worn during operation of applicable equipment.
4. Only Library-approved materials and filaments may be used in 3D printers, laser cutters, or other specialized tools.
5. Users must immediately report all equipment malfunctions, accidents, or injuries to staff.

A15.4 Equipment and Training Requirements

1. Certain equipment may require completion of specialized training or certification prior to use.
2. Equipment includes, but is not limited to:
 - a. 3D printers and resin printers;
 - b. Laser cutter and engraver;
 - c. Vinyl and paper cutters.
3. Library staff shall determine which tools require staff supervision and which are eligible for independent use.

A15.5 Liability and Assumption of Risk

1. Makerspace use involves inherent risks, including potential injury and property damage.
2. By using the Makerspace equipment, users agree to these terms and conditions and acknowledge and accept all risks related to use of the Makerspace equipment and agree to release, indemnify, and hold harmless the City of Frisco, its officers, employees, and volunteers from any claims arising from use of Makerspace equipment or participation in related activities.
3. Users are responsible for all damage to equipment or facilities caused by misuse, negligence, or failure to follow instructions.
4. The Library assumes no responsibility for loss, theft, or damage to personal property, or acts or omissions of third parties.

A15.6 Intellectual Property and Content Ownership

1. Users retain ownership of original works they create in the Makerspace, subject to applicable intellectual property law.
2. The Library does not claim rights to user-created content but may request permission to display or promote completed projects for educational or publicity purposes.
3. Users are responsible for ensuring that their projects do not infringe on the copyrights, trademarks, or patents of others.

A15.7 Fees and Material Costs

1. The Library may charge reasonable fees to recover the cost of consumable materials such as filament, resin, vinyl, or specialized paper, as detailed in [Appendix A1: Fines and Fees Schedule](#).
2. Projects that exceed time or material limits may be canceled at staff discretion.

A15.8 Conduct and Enforcement

1. Makerspace users must comply with the Library policies and all relevant appendices.
2. Staff may revoke access immediately for unsafe, illegal, or disruptive behavior.
3. Violations may result in temporary or permanent suspension of Makerspace privileges.
4. Users may appeal suspensions or denials of access in writing to the Library Director within ten (10) business days; the Director's decision shall be final.

Revised: November 2025 | Approved by Library Foundation

Appendix A16: Production Studio Terms and Conditions

A16.1 Purpose

This appendix establishes the terms, conditions, and responsibilities governing the use of the Library's Production Studio.

A16.2 Eligibility and Access

1. The production studio is available to Library members in good standing, aged fourteen (14) or older.
2. All users must agree to the Production Studio Terms and Conditions as outlined in this appendix before accessing the equipment.
3. Reservations are available to individuals or small groups engaged in lawful, non-commercial, non-disruptive activities that align with the educational, informational, or cultural role of the Library.

A16.3 Reservations

1. The Production Studio may be reserved up to seven (7) days in advance through the Library's online reservation system.
2. Each member may have up to two (2) reservations per day for up to two (2) hours total per day.
3. Reservations must take place during regular Library hours. All use and cleanup must be completed at least fifteen (15) minutes prior to closing.
4. Reservations may not be transferred, sold, or assigned to other individuals or groups.
5. Reservations not claimed within fifteen (15) minutes of the scheduled start time may be released to other members.

A16.4 Acceptable Use and Restrictions

1. Production Studio users must operate equipment responsibly and in compliance with all posted safety rules and staff instructions.
2. Use of the Production Studio is at the user's own risk.
3. The Production Studio is not soundproof; therefore, activities that exceed conversational sound level are prohibited.
4. Prohibited uses include:
 - a. Photographing, filming, or recording obscene or illegal content;
 - b. Photographing, filming, or recording Library staff or users without consent;
 - c. Modifying or reconfiguring Library equipment or software.
5. The Library reserves the right to deny, cancel, or terminate any reservation if the activity violates Library policies or disrupts normal operations.

A16.5 Copyright and Intellectual Property

Users retain ownership of original works created in the studio but are responsible for complying with copyright, trademark, and privacy law. The Library disclaims liability for infringement resulting from user-generated content.

A16.6 Safety and Equipment Operation

1. Food and beverages are prohibited inside the studio.
2. Tripods, cables, and props must not block walkways or create tripping hazards.
3. Library staff may terminate use immediately for unsafe behavior.

A16.7 Non-Endorsement and Liability

1. Use of Library rooms does not imply Library or City endorsement of viewpoints expressed by participants.
2. The Library is not responsible for loss, theft, or damage to personal property, or acts or omissions of third parties.
3. Users assume all liability for their conduct and any damage to Library equipment, furnishings, or facilities resulting from their use.

Revised: November 2025 | Approved by Library Foundation

Appendix B1: Library Account Application



LIBRARY CARD APPLICATION

Today's Date _____

Name _____
First Middle Last

Address _____
Please enter your physical address. PO Boxes/PMB not allowed. Apt

City State ZIP

Phone (____) _____ - _____ E-mail _____

Birth Date _____

Mailing address if different from above

Street Apt

City State ZIP

How do you want to receive information about this account? *If you sign up for email or text message, you will receive courtesy notices about your account. (check one)*

☐ E-mail ☐ Text Message - Cell Phone (____) _____ - _____

For Applicants Under 18

Youth Access to Materials: Parents and/or Legal Guardians are responsible for what their children read, view, or hear. The Library does not serve in loco parentis (in place of parents). Only parents or legal guardians may restrict their own children's access to library materials.

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Library Card #: _____

Parent/Legal Guardian Phone: _____

Parent/Legal Guardian Email: _____

Please initial one:

_____ My child MAY use library computers to access the Internet.

_____ My child MAY NOT use library computers to access the Internet.

BORROWER'S AGREEMENT

I hereby apply for the right to use the Frisco Public Library and agree to abide by its policies as they currently exist and as they may be enacted or amended by the duly authorized officials of the City of Frisco or their appointed representatives.

I am required to present my library card to check out materials or access other library services. Items returned via exterior book returns must be placed securely in the designated return areas where they cannot be retrieved except by library staff.

I assume full responsibility for all materials I or my child use or borrow, regardless of age level or content. I acknowledge that I am responsible for items charged to this account issued in my or my child's name and may be subject to fines for late, lost, or damaged materials. If materials are kept more than 30 days overdue, my account will be turned over to a material recovery agency and fees will result. Failure to receive courtesy notifications does not relieve me of this responsibility. I am responsible for returning all materials I or my child borrow by their due date.

Members must comply with all Frisco Public Library computer and Internet usage policies, including time limits, restricted or filtered websites, and use of peripheral devices. Failure to comply may result in denial of computer or Internet privileges.

The library card and all borrowed items remain the property of the Frisco Public Library and may be recalled, reclaimed, or recovered at any time. If my card is lost or stolen, I am responsible for all items checked out on it until I notify the Library. I will promptly report any loss or theft of my card.

I will immediately notify the Library of any changes to my contact information, including name, address, phone number, or email.

By signing this application, I certify that all information provided is accurate and complete. I agree to comply with all Frisco Public Library rules and policies. I understand that any misrepresentation, falsification, or attempt to obtain a library account under false pretenses constitutes fraud and may result in legal action.

(Print Name) _____

(Signature) _____ Date _____

PARENT/GUARDIAN AGREEMENT

Name and Signature of Parent/Legal Guardian:

(Print Name) _____

(Signature) _____ Date _____

LIBRARY CARD NUMBER

Appendix B2: Request for Reconsideration of Library Policy



8000 Dallas Pkwy
Frisco TX 75034

Request for Reconsideration of Library Policy

Please complete this form and return it to a staff member.

Date _____

Name _____ Phone # _____

Address _____

City _____ State _____ Zip _____

Email _____ Library account number _____

Do you represent: ☐ yourself ☐ an organization _____
Organization name

What is the title or
subject of the
policy?

Have you read the policy in
question in its entirety?

☐ Yes ☐ No

If not, please indicate the
sections you reviewed.

The policy should not
apply to:

☐ Me

☐ My group

☐ Frisco citizens

☐ Anybody

The reason I believe this
policy should not apply to
those I've indicated
above:

I believe the
purpose of this
policy is:

What concerns you
about the policy?

To achieve this
same purpose, I
would suggest the
following:

What action are you
requesting to be
considered?

☐ Clarify

☐ Revise

☐ Remove

Thank you for your comments. A member of Library Staff will contact you.

FOR STAFF USE ONLY

Status Report on Resident Request for Reconsideration – Policy

Title: _____ Name: _____

DATE	ACTION
_____	Staff member initially contacted by guest: _____
_____	Frisco residency confirmed by (Staff Name): _____
_____	Referred to (Staff Name): _____
_____	Informal resolution: <input type="checkbox"/> YES <input type="checkbox"/> NO
_____	Reconsideration form given to (Requestor Name): _____
_____	Completed form received by (Staff Name): _____
_____	If needed, requestor contacted for additional information by: _____
_____	Library Director reviews form and supporting documentation
_____	Requestor notified of decision via: <input type="checkbox"/> Letter <input type="checkbox"/> Email
_____	Resolved: <input type="checkbox"/> YES <input type="checkbox"/> NO
_____	Appeal filed with Library Director (if applicable)
_____	Reconsideration form and supporting documentation sent to all Library Foundation members
_____	Requestor notified of Foundation decision via: <input type="checkbox"/> Letter <input type="checkbox"/> Email
_____	All documentation filed for future reference

SIGNATURE OF LIBRARY DIRECTOR: _____

DATE: _____

Appendix B3: Request for Reconsideration of Library Material – Material Suggested for Inclusion



8000 Dallas Pkwy
Frisco TX 75034

Request for Reconsideration of Library Material - Material Suggested for Inclusion

Please complete this form and return it to a staff member.

Date _____

Name _____ Phone # _____

Address _____

City _____ State _____ Zip _____

Email _____ Library account number _____

Do you represent: ☐ yourself ☐ an organization _____
Organization name

What type of
material are you
commenting on?

☐ Book

☐ Magazine

☐ Digital Resource

☐ Newspaper

☐ Movie

☐ Audio Recording

☐ Game

☐ Other

What is the title and
author/performer/
producer?

What brought this
item to your attention?

Did you read, view, or
listen to the item in its
entirety?

☐ Yes ☐ No

If not, indicate the
portions you reviewed.

What value do you
believe this item
adds to the library's
collection?

What is the
professional critics'
evaluation of this
item?

Thank you for your comments. A member of Library Staff will contact you.

FOR STAFF USE ONLY

Status Report on Resident Request for Reconsideration – Materials Suggested for Inclusion

Title: _____ Name: _____

DATE	ACTION
_____	Staff member initially contacted by guest: _____
_____	Frisco residency confirmed by (Staff Name): _____
_____	Referred to (Staff Name): _____
_____	Informal resolution: <input type="checkbox"/> YES <input type="checkbox"/> NO
_____	Reconsideration form given to (Requestor Name): _____
_____	Completed form received by (Staff Name): _____
_____	If needed, requestor contacted for additional information by: _____
_____	Materials Services Manager reviews form and supporting documentation
_____	Material Services Manager recommendation sent to Library Director
_____	Requestor notified of decision via: <input type="checkbox"/> Letter <input type="checkbox"/> Email
_____	Resolved: <input type="checkbox"/> YES <input type="checkbox"/> NO
_____	Appeal filed with Library Director (if applicable)
_____	Reconsideration form and supporting documentation sent to all Library Foundation members
_____	Requestor notified of Foundation decision via: <input type="checkbox"/> Letter <input type="checkbox"/> Email
_____	All documentation filed for future reference

SIGNATURE OF LIBRARY DIRECTOR: _____

DATE: _____

Appendix B4: Request for Reconsideration of Library Material – Material In Library Collection



8000 Dallas Pkwy
Frisco TX 75034

Request for Reconsideration of Library Material - Material in Library Collection

Please complete this form and return it to a staff member.

Date _____

Name _____ Phone # _____

Address _____

City _____ State _____ Zip _____

Email _____ Library account number _____

Do you represent: ☐ yourself ☐ an organization _____
Organization name

What type of
material are you
commenting on?

☐ Book

☐ Magazine

☐ Digital Resource

☐ Newspaper

☐ Movie

☐ Audio Recording

☐ Game

☐ Other

What is the title and
author/performer/
producer?

What brought this
item to your
attention?

Did you read, view,
or listen to the item
in its entirety?

☐ Yes ☐ No

If not, indicate the
portions you
reviewed.

What value do you
believe this item
adds to the library's
collection?

What is the
professional critics'
evaluation of this
item?

What action are you
requesting to be
considered?

Thank you for your comments. A member of Library Staff will contact you.

FOR STAFF USE ONLY

Status Report on Resident Request for Reconsideration – Material in Library Collection

Title: _____ Name: _____

DATE	ACTION
_____	Staff member initially contacted by guest: _____
_____	Frisco residency confirmed by (Staff Name): _____
_____	Referred to (Staff Name): _____
_____	Informal resolution: <input type="checkbox"/> YES <input type="checkbox"/> NO
_____	Reconsideration form given to (Requestor Name): _____
_____	Requestor informed item must be returned with form if checked out
_____	Completed form received by (Staff Name): _____
_____	If needed, requestor contacted for additional information by: _____
_____	Materials Services Manager reviews form and supporting documentation
_____	Material Services Manager recommendation sent to Library Director
_____	Requestor notified of decision via: <input type="checkbox"/> Letter <input type="checkbox"/> Email
_____	Resolved: <input type="checkbox"/> YES <input type="checkbox"/> NO
_____	Appeal filed with Library Director (if applicable)
_____	Reconsideration form and supporting documentation sent to all Library Foundation members
_____	Requestor notified of Foundation decision via: <input type="checkbox"/> Letter <input type="checkbox"/> Email
_____	All documentation filed for future reference

SIGNATURE OF LIBRARY DIRECTOR: _____

DATE: _____

Appendix B5: Request for Reconsideration of Library Program



8000 Dallas Pkwy
Frisco TX 75034

Request for Reconsideration of Library Program

Please complete this form and return it to a staff member.

Date _____

Name _____ Phone # _____

Address _____

City _____ State _____ Zip _____

Email _____ Library account number _____

Do you represent: ☐ yourself ☐ an organization _____
Organization name

What is the title of
the program?

What type of program are
you commenting on?

☐ Children's

☐ Teen

☐ Adult

☐ All Ages

☐ Educational

☐ Cultural

☐ Other (please specify): _____

Did you attend or view the
program in its entirety?

☐ Yes ☐ No

If not, please indicate the
portions you attended or
reviewed:

I believe the purpose of
this program is:

What concerns you
about this program?

To achieve the same
purpose, I would
suggest the
following:

What action are you
requesting to be
considered?

Thank you for your comments. A member of Library Staff will contact you.

FOR STAFF USE ONLY

Status Report on Resident Request for Reconsideration – Program

Title: _____ Name: _____

DATE	ACTION
_____	Staff member initially contacted by guest: _____
_____	Frisco residency confirmed by (Staff Name): _____
_____	Referred to (Staff Name): _____
_____	Informal resolution: <input type="checkbox"/> YES <input type="checkbox"/> NO
_____	Reconsideration form given to (Requestor Name): _____
_____	Completed form received by (Staff Name): _____
_____	If needed, requestor contacted for additional information by: _____
_____	Assistant Director - Public Services reviews form and supporting documentation
_____	Assistant Director - Public Services recommendation sent to Library Director
_____	Requestor notified of decision via: <input type="checkbox"/> Letter <input type="checkbox"/> Email
_____	Resolved: <input type="checkbox"/> YES <input type="checkbox"/> NO
_____	Appeal filed with Library Director (if applicable)
_____	Reconsideration form and supporting documentation sent to all Library Foundation members
_____	Requestor notified of Foundation decision via: <input type="checkbox"/> Letter <input type="checkbox"/> Email
_____	All documentation filed for future reference

SIGNATURE OF LIBRARY DIRECTOR: _____

DATE: _____



Appendix B6: Display/Exhibit Proposal

Name _____

Organization's name, if applicable _____

Address _____

Phone _____ Email _____

Proposal Type ☐ Initiated by the artist, organization, or displayer ☐ Solicited by the Library

Title of Display: _____

Artist(s), title, medium, number of pieces, size, and type (2D/3D):

Purpose of display and how it fits the mission of the Library:

Do you have liability insurance on these display items? ☐ Yes ☐ No

Please include digital images of artworks or objects (JPG or PDF) and an artist statement, bio, CV, or website.

All proposals will be reviewed by Library staff to determine space availability and ensure the display aligns with the Library's mission.

The applicant acknowledges and agrees that:

1. The Library and City of Frisco are not liable for injury, loss, theft, or damage to exhibited items.
2. Exhibitors may be required to provide proof of general liability insurance with a coverage amount determined by the Library Director or designated representative and an endorsement naming the City of Frisco as an additional insured.
3. Displays shall not be used for commercial gain, fundraising, or political advertising in violation of Texas Election Code § 255.003. Applicant has read and agrees to comply with [SECTION 6.7: Displays/Exhibits](#).
4. Displays may not include materials or images that are unprotected by the First Amendment or that violate copyright or trademark law.
5. I understand that the Frisco Public Library is not responsible for any loss, theft, or damage to artworks or items displayed by me or my organization during installation, display, or removal. I agree to assume full responsibility and liability for all items on display.

Signature _____ Date _____



Appendix B7: Display/Exhibit Agreement

Name of Exhibitor / Organization: _____

Name of Contact: _____

Address: _____

Email / Phone: _____

Title of Display/Exhibit: _____

Installation Dates: _____

Removal Dates: _____

I, the undersigned exhibitor, understand and agree that:

1. I am liable for injury, loss, theft, or damage to exhibited items.
2. I shall indemnify and hold harmless the City of Frisco, its officers, employees, and volunteers from all claims, liabilities, or damages related to this exhibit.
3. I have read and agree to comply with all requirements in the Library policy Section 6.7 Displays/Exhibits.
4. The Library reserves the right to approve, relocate, or remove any display for safety or operational reasons.

If required, attach proof of general liability insurance with a coverage amount determined by the Library Director or designated representative and an endorsement naming the City of Frisco as an additional insured.

All displays must comply with the Library's established display methods, designated areas, and safety requirements. Displays/exhibits may not obstruct exits, walkways, or access to materials. Exhibitors are responsible for all installation and removal of their materials. Library staff shall not install, transport, or store display or exhibit items. Unclaimed items shall be considered abandoned property and disposed of per City procedures.

I have read and agree to abide by the above terms and by all applicable Library and City of Frisco policies and procedures governing the use of exhibit and display space.

Signature _____ Date _____

Appendix C1: Library Bill of Rights

Reprinted from the American Library Association. Used with acknowledgment.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Appendix C2: The Freedom to Read Statement

Reprinted from the American Library Association. Used with acknowledgment.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and

creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Appendix C3: The Freedom to View Statement

Reprinted from the American Library Association. Used with acknowledgment.

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Appendix C4: Librarian's Code of Ethics

Reprinted from the American Library Association. Used with acknowledgment.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

Appendix C5: Policy on Confidentiality of Library Records

Reprinted from the American Library Association. Used with acknowledgment.

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy that specifically recognizes its circulation records and other records identifying the names of library users to be confidential. (See also [ALA Code of Ethics](#), Article III, "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted" and [Privacy: An Interpretation of the Library Bill of Rights](#).)
2. Advise all librarians and library employees that 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. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.¹

¹Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel 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.

Adopted January 20, 1971, by the ALA Council; amended July 4, 1975; July 2, 1986.

Appendix C6: Evaluating Library Collections: An Interpretation of the Library Bill of Rights

Reprinted from the American Library Association. Used with acknowledgment.

Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Reasons for inclusion or removal of materials may include but are not limited to accuracy, currency, budgetary constraints, relevancy, content, usage, and community interest. The collection-development process is not to be used as a means to remove materials or deny access to resources on the grounds of personal bias or prejudice or because the materials may be viewed as controversial or objectionable. Doing so violates the principles of intellectual freedom and is in opposition to the *Library Bill of Rights*.

Some resources may contain views, opinions, and concepts that were popular or widely held at one time but are now considered outdated, offensive, or harmful. Content creators may also come to be considered offensive or controversial. These resources should be subject to evaluation in accordance with collection-development and collection-maintenance policies. The evaluation criteria and process may vary depending on the type of library. While weeding is essential to the collection-development process, the controversial nature of an item or its creator should not be the sole reason to remove any item from a library's collection. Rather than removing these resources, libraries should consider ways to educate users and create context for how those views, opinions, and concepts have changed over time.

Failure to select resources merely because they may be potentially controversial is censorship, as is withdrawing resources for the same reason. Library workers should consider the cataloging, classification, and display of resources to ensure that they are discoverable and readily available to the populations they are meant to serve.

The American Library Association opposes censorship from any source, including library workers, faculty, administration, trustees, and elected officials. Libraries have a profound responsibility to encourage and support intellectual freedom by making it possible for the user to choose freely from a variety of offerings.

Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; June 2, 2008; and June 25, 2019.

Appendix C7: Challenged Resources: An Interpretation of the Library Bill of Rights

Reprinted from the American Library Association. Used with acknowledgment.

Libraries: An American Value states, “We protect the rights of individuals to express their opinions about library resources and services.”¹ The American Library Association (ALA) maintains that every library should have a written policy and procedure for review of challenged resources. These should cover:

- library materials;
- library provided resources;
- library initiated programs; and
- library services.

A person’s right to freedom of expression is protected by the US Constitution. This right also applies to students and minors.² Freedom of expression includes the right to share and access content, even if some people may find it objectionable. It also includes the right to object to content and have those concerns considered and addressed by governing entities, like library boards. The Supreme Court has held that the Constitution requires a careful process to review all challenged expression before it can be suppressed.³

Libraries should have procedures to review concerns and challenges raised by groups or individuals. These procedures should be open, transparent, and comply with all applicable open-meeting and public-records laws. They should not be used to suppress constitutionally protected expression. Library policies should:

- protect the rights of library users;
- follow applicable laws; and
- align with the guidance of the Library Bill of Rights, and Freedom to Read and Freedom to View Statements.

A review procedure is used to decide if a resource aligns with the library’s mission and policies. Resources that meet these standards should not be removed. During the review process, resources must stay available to users. Access should not be restricted, even for a short time.

To protect free expression, libraries must carefully evaluate any effort to control or restrict resources. These efforts can take many forms, such as:

- Updating a collection development policy based on a new law or legal advice, even if the law may later be ruled unconstitutional.
- A library cataloger placing a juvenile book in the adult collection out of fear of complaints about the content.

- A school board member implying that a library worker's job depends on them removing a specific item.
- A mayor claiming the authority to decide what the library collects, ignoring the library's collection development policy.
- A state legislature passes a bill tying funding to removal of specific library materials.

Some of these actions may have legal ramifications for the library or for library staff. Legal counsel should be consulted to determine the legality or illegality of the action and how to proceed.

Libraries and library workers should be proactive in resisting efforts to restrict access that do not follow the legally required process, library policies, and ethical guidelines.

¹Libraries: An American Value, adopted February 3, 1999, by the ALA Council.

²"Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights," adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008, under the previous name "Free Access to Libraries for Minors"; July 1, 2014; June 25, 2019; and May 29, 2025.

³Bantam Books, Inc. v. Sullivan, 372 U.S. 58 (1963).

Adopted June 25, 1971, by the ALA Council; amended July 1, 1981; January 10, 1990; January 28, 2009; July 1, 2014; January 29, 2019; and May 29, 2025.

Appendix C8: Labeling and Rating Systems: An Interpretation of the Library Bill of Rights

Reprinted from the American Library Association. Used with acknowledgment.

The American Library Association (ALA) affirms that everyone has the right to form their own opinions about the things they read, listen to, or watch. Libraries do not support, endorse or promote the ideas found in the materials or resources they provide. Offering access to a book or digital resource doesn't mean the library agrees with its contents. Labeling and rating systems can conflict with the principles of intellectual freedom.

Labeling Systems

Sometimes, libraries use labels to organize materials or help users find resources. Labels can be simple — like a colored dot to indicate a reference book, or genre labels (such as “mystery” or “western”) for fiction. They can also be more complex, such as the Dewey Decimal System or Library of Congress call numbers. Libraries may also add subject headings from professional sources to guide users in making selections. Classification systems and subject headings are meant to label information in a fair and neutral way. They help users find and use resources more easily and save time. Users can choose to use these labels or ignore them. They are different from labels that try to influence or to restrict access to certain resources.

While classification and subject heading systems try to be viewpoint-neutral, many of these systems reflect outdated or limited views. These systems should be regularly reviewed and updated to address biases, use current language, and better reflect a diverse, multicultural society.

Prejudicial labels are used to try to influence opinions or behaviors and restrict access, which is a form of censorship. The ALA opposes using labels to bias people's views about library resources. These types of labels might be based on a value judgment about:

- the content;
- language;
- themes; or
- the background or views of the creator.

These labels often mark materials as inappropriate or offensive for certain groups of users. They are used to warn, discourage, or block access. Sometimes, libraries use these labels to move materials to restricted areas. This may mean making materials harder to find by separating them from other similar items in the collection or requiring staff assistance to use them.

Directional aids can have the same effect as prejudicial labels when they make it more difficult to access materials. Directional aids should be used to help patrons locate items. If they are used to restrict access or imply moral or doctrinal approval, they function as prejudicial labeling. Even labels with good intentions can have this effect.

Libraries that use prejudicial labeling assume they know what is appropriate for users. They also assume people need guidance in deciding what ideas to explore. The ALA opposes prejudicial labeling. Everyone has the right to form their own opinions about what they choose to read, listen to, or watch.

Rating Systems

Rating systems are tools or labels designed to guide people on whether materials are suitable or appropriate. The creators of these systems assume there is someone who can decide what is right for others. They also assume that people want or need help choosing what to access.

While creating and publishing rating systems is protected by the First Amendment's right to free speech, the ALA believes everyone has the right to form their own opinions about the content they use.

Using, enforcing, or approving of rating systems violates the Library Bill of Rights. It may also be unconstitutional if it restricts someone's access to library materials or resources. If a law requires libraries to enforce rating systems, the library leadership should seek legal advice to understand how it will affect library operations.

Libraries often acquire items with ratings, such as DVDs, CDs, and video games. Library workers should not approve or endorse these rating systems. However, removing or destroying ratings placed on the original item by the publisher, distributor, or copyright holder could be considered censorship.¹

Libraries should resist policies that restrict access based on a user's reading or age level. When libraries rate or label materials based on assumed age-appropriateness or readability levels, that may be perceived as restricting access. These systems can stop users from choosing materials that interest them. It can also limit access to the library's full collection.

Some libraries add ratings in their bibliographic records because they accept standard records that include them. Others do so to provide as much information about the resource as possible. Including rating systems in library catalogs can conflict with intellectual freedom principles. Cataloging best practices do not require libraries to include ratings. If ratings are included, the source of the rating should be clear to users. Including ratings without proper attribution is a violation of the Library Bill of Rights. The library should not endorse rating systems and rating systems should never be used to restrict access to

materials based on the age of a user. Such restrictions may violate the First Amendment rights of minors.²

Libraries can answer questions about rating systems without endorsing them. Library workers can share resources about rating systems to help users find the information they need. Staff may also guide users to review sources, which can help them form their own opinions about what to read, listen to, or watch.

¹Censorship by Altering Library Resources: An Interpretation of the Library Bill of Rights,” adopted February 2, 1973, by the ALA Council; amended July 1, 1981; January 10, 1990; July 2, 2008; and July 1, 2014 under the previous name “Expurgation of Library Resources”; and June 29, 2025.

²Engdahl v. City of Kenosha, 317 F. Supp. 1133 (E.D. Wis. 1970); Motion Picture Ass’n of Am. v. Specter, 315 F. Supp. 824 (E.D. Pa. 1970); Swope v. Lubbers, 560 F. Supp. 1328 (W.D. Mich. 1983); and Rosen v. Budco, 10 Phila. 112 (1983).

Adopted and amended May 29, 2025. Combines the following interpretations:

“Labeling Systems: An Interpretation of the Library Bill of Rights,” adopted June 30, 2015, by the ALA Council; originally part of “Labeling and Rating Systems: An Interpretation of the Library Bill of Rights,” adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009; and July 1, 2014.

“Rating Systems: An Interpretation of the Library Bill of Rights,” Adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Appendix C9: Meeting Rooms: An Interpretation of the Library Bill of Rights

Reprinted from the American Library Association. Used with acknowledgment.

Many libraries offer meeting rooms and other spaces for public use as a community service. Article VI of the *Library Bill of Rights* states, “Libraries which make meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Article V of the *Library Bill of Rights* states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” This applies to meeting rooms and spaces designated for public use just as it does to the library collections and services.

Libraries do not support or endorse the views of meeting room users, just as they do not endorse the viewpoints of materials in their collections. Some groups may engage in activities that, while legally protected, can cause fear and discomfort for library users and staff. Libraries should create and enforce user behavior policies that protect users and staff from harassment while upholding free speech rights.¹ This interpretation provides general guidelines for meeting room use, and is not legal advice.

Publicly funded libraries are not required to offer meeting rooms for public use. However, if they do, these spaces are considered designated public forums.² This means libraries cannot exclude groups based on the topics they discuss or the ideas they support.³ The First Amendment’s Establishment Clause allows religious groups to use library meeting rooms and spaces.⁴

Libraries can enforce their behavior policies if a group disrupts or harasses others in the library. Libraries may face legal and financial consequences if their policies seem to unfairly limit controversial groups’ access to meeting rooms.

Libraries should work with legal counsel to create policies in advance for using meeting rooms and public spaces. These policies should explain when, where, and how the space can be used. However, they should not restrict access based on the content of a meeting or to the beliefs or affiliations of the sponsors. Libraries should also be transparent about the privacy and confidentiality policies regarding use of meeting rooms as a library resource.

Policies should be available to the public in the community’s most commonly used languages. Library staff should also review them regularly.

Library policies should be inclusive, not exclusive. An inclusive policy may state:

Our library’s meeting rooms are open to groups for activities related to:

- education;
- culture;
- charity;
- advocacy;
- civic engagement;
- religion; or
- politics.

For example, if a library allows a charity or sports clubs to use its space, then political or religious groups should also be allowed. If meeting rooms are open to a variety of civic organizations, then the library may not deny access to a religious group.

Policies may set limits on how often a space can be used. They may also require users to follow the library’s behavior policy.⁵ The policy should state whether meetings must be open to the public or if private events are allowed.

Libraries may offer space for public or private events unless restricted by state or local laws. The same rules should apply to all meeting room users. Libraries should also have a process for users to appeal if their meeting room request is denied.

If meeting rooms and spaces are open to the public, library policies should clearly state any fees. Fees for meeting rooms may limit or deny access for some users.⁶ Charging fees does not change the status as a designated public forum. Libraries that charge fees should review:

- local and state laws;
- the American Library Association’s Code of Ethics; and
- the *Library Bill of Rights*.

Meeting rooms may be offered as a resource to all members of a community. While prioritizing the safety of library users and workers, libraries must also uphold the First Amendment rights of all users — including those with ideas that other members of the community may disagree with. Strong policies, approved in advance, are the best way to ensure both safety and freedom of speech for all.

¹“Resolution on Libraries as Responsible Spaces,” adopted June 26, 2017, by the ALA Council.

²Concerned Women for Am. v. Lafayette Cnty., 883 F.2d 32 (5th Cir. 1989).

³Hale v. Schaumburg Twp. Dist. Library, et al., 01-cv-2220 (N.D. Ill. 2001); Hale, et al., v. Schell and the Martin Library Bd. of Dirs., 1:02-cv-1156 (M.D. Pa. 2002); “White Supremacist Wins Library Venue in Schaumburg,” American Libraries, August 20, 2001, <https://web.archive.org/web/20181212231846/https://americanlibrariesmagazine.org>

[g/white-supremacist-wins-library-venue-in-schaumburg/](https://web.archive.org/web/20150407153623/http://lj.libraryjournal.com/2002/11/lj_archives/white-supremacists-to-meet-after-library-changes-policy/); “White Supremacists to Meet after Library Changes Policy,” Library Journal, November 25, 2002, https://web.archive.org/web/20150407153623/http://lj.libraryjournal.com/2002/11/lj_archives/white-supremacists-to-meet-after-library-changes-policy/

⁴Concerned Women for Am. v. Lafayette Cnty., 883 F.2d 32 (5th Cir. 1989).

⁵“Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage,” adopted January 24, 1993, by the ALA Intellectual Freedom Committee; amended November 17, 2000; January 19, 2005; March 29, 2014; and August 16, 2019.

⁶“Economic Barriers to Library Access: An Interpretation of the Library Bill of Rights,” adopted June 30, 1993, by the ALA Council; amended June 25, 2019 under the previous name “Economic Barriers to Information Access”; and June 29, 2025.

Adopted July 2, 1991, by the ALA Council; amended June 26, 2018; amended version rescinded August 16, 2018; amended January 29, 2019; and June 29, 2025.

Appendix C10: Exhibits, Displays, and Bulletin Boards: An Interpretation of the Library Bill of Rights

Reprinted from the American Library Association. Used with acknowledgment.

Libraries may offer physical or digital spaces for exhibits, displays, and bulletin boards to benefit the community.

Libraries are not required to make space available to community groups or individuals for:

- exhibits;
- public displays;
- notices;
- pamphlets; or flyers.

If they do offer space, they should post a permanent notice stating that the spaces are a public service and do not reflect the library's viewpoint.

Libraries should have written policies that:

- are content neutral (restrictions are not based on the display's content or the identity, beliefs, or affiliations of the sponsors);
- are clearly defined;
- are applied equally; and
- address any time, place, and manner restrictions.

Policies should be inclusive rather than exclusive. For example, a policy that the library's space is "open to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement about the limited uses of the space.

If someone objects to the content, they should be able to request reconsideration, just like challenging any library resource. Library workers should not censor or remove materials from exhibits, displays, or information areas because someone may disagree with the content or the identity, beliefs, or affiliations of the sponsors.

Library initiated displays help users discover library resources and raise awareness of programs and services. They use library worker expertise to highlight:

- community interests;
- collections;
- services;
- facilities; and
- information resources.

Library workers should actively include a diverse range of genres, formats, ideas, and expressions in their displays. These displays should represent many viewpoints and cultural perspectives to reflect the diversity of their communities. Library-initiated displays can help users discover resources and access information by crossing language and cultural barriers. Libraries serving multilingual communities should include information in languages other than English to meet the needs of all users

Displays should not be taken down because of the ideas, topics, or views of participants or speakers.

Adopted July 2, 1991, by the ALA Council; amended June 30, 2004; and July 1, 2014, under the previous name “Exhibit Spaces and Bulletin Boards”; amended June 25, 2019 under the previous name “User-Initiated Exhibits, Displays, and Bulletin Boards”; and May 29, 2025.

Appendix C11: Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights

Reprinted from the American Library Association. Used with acknowledgment.

Library-initiated programs support the mission of the library. They do this by giving users extra ways to access information, education, and recreation. Article I of the *Library Bill of Rights* states, “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves.”

These programs may take place on-site at the library, off-site at other locations, or online. They may be provided by library workers, volunteers, or partners.

Library workers use their expertise to highlight:

- community interests;
- collections;
- services;
- facilities; and
- information resources.

These programs help users discover library resources and the library’s role in providing access to information. Libraries may work with other agencies, organizations, institutions, or individuals to create programs that serve the community.

“Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer.”¹ Programming options should represent a diversity of genres, formats, ideas, and expressions. Programming options should provide a variety of viewpoints and cultural perspectives that reflect the diversity in communities. Libraries serving multilingual communities should make efforts to accommodate the needs of those who speak and read languages other than English, including advertising for such events.

Library-initiated programs should comply with all applicable laws. This includes the standards and requirements of the Americans with Disabilities Act and state and local disability accessibility guidelines.² Program spaces should be safe and accessible for all users (e.g., ramps, pathways, and emergency exit routes). Reasonable accommodation should be made to have interpretation, voice amplification, and/or real-time captioning when needed or requested by library users.

Concerns, questions, or complaints about programs should follow the same policies and procedures used to reconsider other library resources. These policies should apply equally to everyone, including, but not limited to, library users, staff, and members of the governing

body. They should also emphasize the library's commitment to free and open access to information and ideas for all.

Sponsoring a program does not mean the library endorses the content or the views of the participants or speakers. Similarly, adding materials to the collection or curating a display doesn't mean the library supports the creator or resources' views. Libraries should vigorously defend the First Amendment right of speakers and participants to express themselves.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes all the resources offered, including programming.

Libraries may create programs for:

- specific age groups;
- educational suitability; or
- audience interest.

However, restrictions based solely on gender, age, or educational level violate this right. These restrictions should only be enforced if not doing so would have a negative impact on the safety of the participants or the intended purpose of the program.

Parents and guardians may decide whether their own children can participate in library programs. They should discuss these decisions with their children. However, no person or organization may interfere with another person's access or participation, including decisions about other people's children.

Users should not be denied access to programs because they owe overdue fines or other fees. If libraries charge for supplies, they should make every effort to reduce economic barriers to participation.³

Libraries should only collect and keep participants' personal information if they choose to opt-in. Attendees may need to show a library card or student ID to prove eligibility, but their information should not be recorded as a condition for attending the program.

¹"Services to People with Disabilities: An Interpretation of the Library Bill of Rights." Adopted January 28, 2009, by the ALA Council under the previous name "Services to Persons with Disabilities"; amended June 26, 2018; and June 29, 2025.

²"Equity, Diversity, Inclusion, and Belonging: An Interpretation of the Library Bill of Rights," adopted June 27, 2017, by the ALA Council under the previous name "Equity, Diversity, Inclusion; amended May 29, 2025.

³“Economic Barriers to Library Access: An Interpretation of the Library Bill of Rights,” adopted June 30, 1993, by the ALA Council; amended June 25, 2019 under the previous name “Economic Barriers to Information Access”; and June 29, 2025.

Adopted January 27, 1982, by the ALA Council; amended June 26, 1990; July 12, 2000; June 26, 2018 under previous name "Library-Initiated Programs as a Resource"; June 24, 2019 under previous name "Library-Initiated Programs and Displays as a Resource"; and June 29, 2025.