



Life Connected.

AGENDA
LIBRARY BOARD SPECIAL MEETING
CELINA COUNCIL CHAMBERS
112 N COLORADO ST
THURSDAY, JANUARY 8, 2026
6:00 PM

I. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT:

II. OPEN FORUM:

Open Forum is for information only. If you wish to speak, please sign one of the “Speaker Cards” and present to the Staff Liaison prior to the beginning of the meeting. Speakers are limited to three (3) minutes. No action can be taken. No charges and/or complaints will be heard against any elected official or employee of the city that are prohibited by law.

Please note Anyone wishing to furnish copies/handouts regarding their item of interest must provide nine (9) copies and present them to the Staff Liaison for distribution.

III. WORKSESSION:

- A. 150th Anniversary Discussion (Monaco)
- B. Update from Friends of the Library (Friends of the Library)
- C. Library Monthly Report (Ortiz)
- D. Library Policy Review and Recommendations (Ortiz)
- E. Discussion of Future Items (Ortiz)

IV. ACTION:

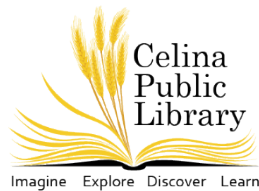
- A. Minutes Approval - Regular Meeting - October 2, 2025

V. ADJOURNMENT:

“I, the undersigned authority, do hereby certify that the Notice of Meeting was posted on the bulletin board at City Hall of the City of Celina, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: _____ at ____:_____ and remained so posted continuously for at least three (3) business days prior to the scheduled time of said meeting.”

Staff Liaison

City Council Chambers is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf, or hearing impaired, or readers of large print, are requested to contact the City Secretary's Office at 972-382-2682, or fax 972-382-3736 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.



Celina Public Library Information Security and Privacy Policy

1. Purpose

The purpose of this policy is to establish guidelines that protect the confidentiality, integrity, and availability of information managed by the Celina Public Library and to ensure the privacy of library users, staff, and partners. This policy aligns with the library's mission to provide open and equitable access to information while safeguarding personal and institutional data.

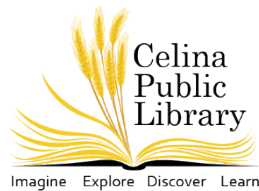
2. Scope

This policy applies to:

- All library staff, volunteers, contractors, and third-party service providers
- All library systems, including networks, servers, databases, digital services, and physical devices
- All personal and institutional information collected, processed, stored, or transmitted by the library

3. Definitions

- **Personal Information:** Any data that identifies or can be used to identify an individual, such as names, addresses, library card numbers, or usage history.
- **Confidential Information:** Information that is protected by law or policy from unauthorized access, including staff records, financial data, or vendor contracts.
- **Information Security:** The protection of information and information systems from unauthorized access, use, disclosure, disruption, modification, or destruction.



4. Policy Principles

4.1 User Privacy

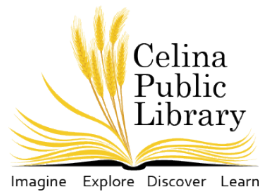
- The library respects the privacy of all users and adheres to applicable privacy laws and best practices.
- The library will not collect personal information unless necessary for library operations.
- Information about a user's borrowing history, account activity, or use of electronic resources will be kept confidential and disclosed only as required by law. Library records will only be disclosed under court order, subpoena, or warrant as outlined in the state statute, Texas Government Code, Section 552.124, and the surveillance provisions included in the USA PATRIOT ACT (Public Law 107-56).

4.2 Data Collection and Use

- Personal information collected by the library is limited to what is necessary for providing services (e.g., library card registration, program sign-ups).
- The library will inform users of the purpose of data collection and obtain consent where appropriate.
- Personal information will not be sold, rented, or shared with third parties except as required by law or contractually obligated service partners.

4.3 Access Controls and Authorization

- Access to sensitive information is restricted to authorized personnel only.
- Library staff and contractors are required to follow secure authentication procedures (e.g., passwords, multi-factor authentication) when accessing library systems.



- Staff must not access, alter, or share user data without explicit authorization.

4.4 System and Network Security

- The City maintains up-to-date security software, firewalls, and encryption where appropriate.
- Regular security assessments, audits, and vulnerability scans will be conducted.
- Software and systems will be updated and patched in a timely manner to mitigate risks.

4.5 Third-Party Services and Vendors

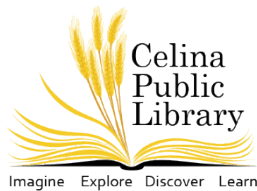
- All vendors and contractors handling sensitive or personal data must agree to adhere to the library's privacy and security standards.
- Contracts will include clauses for data protection, breach notification, and confidentiality.

4.6 Staff Training and Responsibilities

- All employees and volunteers must complete annual training on information security and user privacy.
- Staff are required to report any suspected data breaches or unauthorized access immediately.
- Any misuse of personal or confidential data by staff will result in disciplinary action, up to and including termination.

4.7 Data Retention and Disposal

- Personal and sensitive information will be retained only as long as necessary to fulfill its intended purpose or comply with legal requirements.



- Secure disposal methods (e.g., shredding, digital wiping) will be used when deleting or discarding data.

4.8 Breach Notification

- In the event of a data breach, the library will act promptly to contain and assess the incident.
- Affected individuals and relevant authorities will be notified in accordance with applicable laws and library procedures.

5. Compliance and Review

- This policy will be reviewed every two years, or more frequently as needed, to ensure compliance with legal and technological changes.
- Non-compliance with this policy may result in disciplinary action, legal penalties, or loss of access to library resources.

6. References

- American Library Association (ALA) Privacy Guidelines
- State and Federal Privacy Laws (e.g., FERPA, COPPA, GDPR where applicable)
- Local Government Information Security Standards



Internet and Computer Use Policy

The Celina Public Library provides library users with technology services including public computers and wireless Internet access. Access to the Internet, to digital services and products, and to technology devices and software applications are intended to fulfill customers' needs for information, communication, civic/community engagement, education, recreation and workforce development.

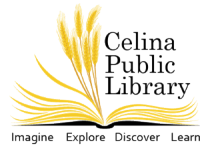
Internet Safety

Each individual is responsible for his or her own appropriate use of the Internet in a public place. However, the Library has implemented measures to protect minors from exposure to harmful material and prevent illegal activities. The Internet contains a wide variety of material and opinions from various points of view. Not all sources provide accurate, complete, or current information, and some may be considered offensive or inappropriate to some. Parents and legal guardians are responsible for minors' computer usage.

The Celina Public Library complies with state and federal law, including but not limited to the Children's Internet Protection Act (CIPA) and the Texas Penal Code, sections 43.21, 43.22, and 43.24, which make display of obscene materials a criminal offense and mandating the use of measures that prevent minors from accessing or being exposed to material on the Internet that is (a) obscene; (b) child pornography; or (c) harmful to minors (e.g. "hacking" and other unlawful activities online). Filtering software is installed on all public Internet computers to meet this requirement to the extent technically possible.

Confidentiality and Privacy

As part of its regular practice, the Library does not retain any data, including websites visited, passwords, credit card numbers, or any other information a customer has entered. It is Celina Public Library's practice to retain only customer use records essential for library business operations. Section 552.124 of the Texas Government Code states that all library records that contain personally identifiable information are confidential. Records showing what materials or services a person has requested or used are protected and cannot be released under the Public Information Act, with limited exceptions. These exceptions include disclosure for necessary library operations, to the person identified in the record, or when a valid subpoena or court order is presented.



Customers' Responsibility

To access most technological resources, the user must first acknowledge compliance with this policy.

To ensure a positive library experience for everyone, the Library requires that all customers using Library-provided computers/tablets, as well as the Library's wireless network, shall:

- Use computers only for lawful purposes.
- Refrain from viewing (or using public computers to print, download, or stream) pornographic materials or content that by contemporary community standards would be considered obscene.
- **Disrupt** or interfere with other library users.
- Refrain from harassment or libeling.
- Refrain from disrupting or unauthorized monitoring of electronic communications.
- Performing unauthorized copying of copyright-protected materials.
- Not attempt to modify or gain unauthorized access to files, passwords, or data belonging to others.
- Refrain from violating software licensing agreements.
- Utilize headphones for any computer use requiring sound to be played.
- Ensure that all device charging cords and equipment do not block walkways or entrances.
- Observe established computer time limits.
- Refrain from damaging or altering computer equipment, systems, or software.
- Adhere to Library requirements for initiating computer access, including utilizing a valid library card or guest access method facilitated by Library staff.

A violation of the Library's Computer and Internet Policy is considered a violation of the Customer Conduct Policy. Library staff may terminate computer sessions of customers, ask customers to leave the Library, or revoke the privileges of customers who violate or refuse to comply with any of the Library's policies.

Commented [JK1]: Last big question: do we need to state any consequences of abusing the computers or violating policies, such as being asked to leave the library, suspension of library account, or anything more severe?

Commented [AO2R1]: Good idea. Something like: Violations of the computer use policy may result in users being asked to leave the building, suspension of library accounts, and reporting to appropriate law enforcement agencies if necessary.

Commented [AO3R1]: We definitely need to brainstorm a code of conduct policy to help give these policies a backbone. Then we can start writing procedures to help staff implement these policies consistently.

Commented [JK4]: Should we also have something in here about personal computer setups? Like they can use their own laptops, provided the cords are not interfering with walkways or anything?

Commented [AO5R4]: That's smart. Also that they would need to use headphones for any work requiring sound to keep from disrupting patrons

Commented [JK6R4]: Will we need to get some headphones that they can check out if they don't have any?

Commented [AO7R4]: We can. A lot of libraries offer the really cheap ones that go in the Aux audio jack for \$1, but we could have a stash we just hand out if needed. We would need a couple of good pairs of headphones if we want them to circulate. They would need to be sanitized after each checkout.



Service Expectations

Library staff are trained and knowledgeable about many forms of technology and are available to assist with library technology; however, staff cannot provide hands-on assistance with personal technology items.

To achieve the Library's goal of providing fair and equitable access to electronic resources to all customers, the Library reserves the right to designate time limits on computers.

All Library computers will shut down automatically 10 minutes before the Library closes.

Due to resource and technical constraints, the Library cannot provide every software application users desire, but endeavors to provide options for as many types of applications as possible.

The Library's public wireless Internet connection is an unencrypted and open network. Users should exercise caution when using it for transactions containing personal or financial data.

The user's registered Library card facilitates self-service access to most of the Library's technology equipment, but technology services are also available to guests through the issuance of guest passes. Procedures and rules relating to guest pass issuance, including limitations on use or charges for use, will be reviewed and revised as needed on a periodic basis in consideration of such factors as equipment availability, customer demand for technology use, and self-service software functionality.

The Library provides paper for printing; to prevent potential damage to the printers, no alternative paper may be used.

Liability

The Library and its employees assume no responsibility for any damages arising from using the Internet or technology devices through the Library's network.

The Library cannot guarantee the privacy of data transmitted through the Internet.



The Library is not responsible for any loss of work due to uncontrollable forces, such as but not limited to, software glitches, computer shutdowns, malware, viruses, or power outages.



Celina Public Library Collection Development Policy

Purpose

This policy directs the development and ongoing evaluation of library materials to ensure alignment with the Celina Public Library's mission: to foster imagination, exploration, discovery, and learning by providing resources and services that respect diverse individuals and ideas, inspire lifelong learning, and strengthen community.

Commitment:

We are committed to providing easy access to books and information for all ages through responsive professionals, engaging programs, and state-of-the-art technology in a safe and friendly environment.

Celina Public Library is committed to serving all people within its service area without regard to education, background, personal philosophy, religious belief, occupation, economic level, ethnic origin, or human condition. Celina Public Library prioritizes equity, ensuring that all members of the community have equal access to library services and programs. The library upholds the individual's right to secure information, even when the content may be controversial, unorthodox, or unacceptable to others.

Celina Public Library adopts the following guidelines and laws from the American Library Association, Texas Library Association, and the Constitution of the United States for public access to information, which can be found by selecting the links below:

[First Amendment to the Constitution of the United States](#)

[Library Bill of Rights](#)

[Freedom to Read](#)

[Freedom to View](#)

[Statement on Labeling](#)

[Free Access to Libraries for Minors](#)

[Intellectual Freedom Statement](#)

[Senate Bill 20](#)

Authority and Responsibility

The authority and responsibility for the selection of library materials and maintenance of the collection rests with the Director of Library Services and, under his or her direction, with the Technical Services Supervisor and all staff members who qualify as professional librarians as defined by the Texas State Library and Archives Commission. All staff members and the public are encouraged to recommend materials for consideration.



General Selection Criteria

The collection contains information on a variety of subjects and views and is organized to provide free access to patrons within the limitations of space and budget. A complete collection of everything published is not a realistic goal, but Celina Public Library seeks to include titles of literary merit and the most popular materials. Staff make efficient use of financial resources, work closely with other area libraries, and provide appropriate formats for titles within our collection.

The Celina Public Library has developed a criteria matrix to aid with the selection of titles. Not all criteria need to be met, and no single criterion will be decisive within the limits of the law. Additional criteria may be used to select materials for specific collections. Materials purchased for the collection are not an endorsement by the Celina Public Library or the City of Celina of either the content or viewpoint presented in them.

The following general criteria are used to evaluate potential purchases and gift materials:

1. Public interest or demand
2. Publication date
3. Relevance to the community
4. Contemporary significance
5. Enduring value
6. Readability and style
7. Treatment of the subject for the intended audience
8. Physical durability and attractiveness
9. Suitability of the format for library use
10. Creative, literary, or technical quality
11. Cost
12. Availability from our contracted vendors
13. Reviews in professional journals
14. Reviews in popular media
15. Professional or literary reputation of the author, publisher, or producer
16. Circulation of similar material
17. Relation to existing collection and other materials on the subject

Selection Tools

Among the selection tools used by librarians are professional library journals, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Librarians should also be aware of materials reviewed in national newspapers and magazines, local publications, the broadcast media, and from reputable sources available via the Internet.

Excluded from selection:



- Textbooks and curriculum-related works
- Scholarly and technical materials that academic or special libraries carry.
- Items have removable media such as memorabilia, patterns, stickers, or toys unless the book is usable without these items.
- Items published as Mass Market Paperbacks.
- Puzzle or workbooks that encourage filling in blanks.
- Materials that are publicized solely through infomercials or personal websites, and authoritative and evaluative information about them are lacking.
- Self-published/subsidy-published materials unless they are reviewed in established industry publications and available through our vendors for purchase.
- Works produced through AI, which makes it impossible to determine original authority, copyright, or ownership of the work.
- Since it is the public library's function to make materials available to all users, the Celina Public Library does not collect rare or unusual materials that require special handling.
- Any items that do not comply with current federal and state law, including SB 20. Items must pass the Miller Test to be selected for the collection.

Exceptions:

In unusual situations, staff may decide to select materials that otherwise may not meet selection criteria. The inclusion of these titles is at the discretion of the Library Director. These items are limited to:

- Rare publications about Celina or Texas history.
- Heritage Association or another appropriate institution for preservation and protection.

SB 20 Selection Policy for Manga, Anime, and Comics:

Section: Compliance with SB 20 (2025) – Obscene Visual Material Depicting Minors

I. Purpose

In accordance with Texas Senate Bill 20 (89th Legislature, 2025), this policy ensures that the library does not knowingly acquire, promote, or provide access to any visual material—real or artificial—that depicts or appears to depict minors engaged in sexual conduct, including AI-generated or digitally manipulated content.

II. Definitions

- **Obscene Visual Material Appearing to Depict a Minor:** Any visual depiction, regardless of how it is created (e.g., AI-generated, deepfake, CGI, drawn), that:
 - Appears to portray an individual under 18 years old;



- Portrays sexual conduct or lewd exhibition; and
- Meets the legal definition of "obscene" under Texas law.
- **Sexual Conduct:** Includes sexual acts, lewd exhibition of genitals, or any other conduct as defined under Texas Penal Code Chapter 43.
- **AI-Generated Content:** Content produced using artificial intelligence, including image synthesis, deepfakes, or other machine-learning techniques that simulate realistic visuals.

III. Selection Guidelines

All visual materials (including books, films, digital media, databases, and online resources) are evaluated by professional librarians with the following additional criteria:

1. Prohibited Content

The library shall not purchase, acquire, display, or make available any visual material that:

- Is legally defined as obscene under Texas law;
- Appears to depict a minor engaged in sexual conduct, regardless of whether the image was AI-generated or altered;
- Violates the criminal provisions established in SB 20.
- Fails the Miller Test

1. The *Miller test*, originating from *Miller v. California* (1973), serves as the definitive framework in the United States for determining whether material qualifies as legally obscene and thereby falls outside First Amendment protection. The Miller test is also known as the “three-prong obscenity test” because the test has three criteria:

- Does the work, as judged by “the average person, applying contemporary community standards,” taken as a whole, appeal to the prurient (inappropriately sexual) interest?
- Does the work depict or describe, in an explicit, “patently offensive way,” sexual conduct or excretory functions as defined by state laws?
- Does the work, taken as a whole, lack serious literary, artistic, political, or scientific value?



2. A work is deemed legally obscene only if it satisfies all three prongs of the Miller test:
3. Prong One and Prong Two are assessed according to community standards, focusing on whether the material appeals to prurient interests and depicts sexual conduct offensively.
4. Prong Three examines whether a reasonable person, applying a national perspective rather than a parochial one, would find that the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.
5. This legal framework means that a piece of material may be considered obscene in one locale yet be acceptable in another. However, the presence of any genuine value—literary, artistic, political, or scientific—renders the work non-obscene, even if it meets the first two prongs.
6. Notably, most of the pornographic material in the United States does not meet all three prongs of the Miller test and is therefore legally protected.
7. Under federal law, the sale, distribution, mailing, importation, or transportation of obscene content is strictly prohibited and may result in criminal penalties, including fines and imprisonment. Conversely, private possession of obscene material is not itself criminalized, reflecting the privacy protections recognized in U.S. law—most notably in *Stanley v. Georgia* (1969), which held that mere possession of obscene material within one’s home is constitutionally protected.

2. Digital & Vendor Resources

All third-party content providers, digital resource vendors, and streaming platforms must certify that:

- Their content does not include visual material prohibited under SB 20;
- They maintain internal review processes to flag and remove such content;
- The library reserves the right to suspend access to any non-compliant content immediately.

IV. Review & Removal



- **Internal Review:** Any material flagged by staff or the public as potentially violating SB 20 will be immediately reviewed by the Library Director or his/her designee.
- **Temporary Restriction:** The material may be removed from public access pending compliance review.
- **Removal:** If content is found to violate SB 20, access will be permanently revoked.

V. Staff Training

Library staff will be trained annually to:

- Understand the scope and intent of SB 20;
- Identify AI-generated or synthetic imagery that may be noncompliant;
- Follow procedures for content review, escalation, and reporting.

VI. Legal Compliance Statement

This policy is adopted in compliance with Texas Senate Bill 20 (2025) and applicable state and federal laws governing obscene materials and child protection. The library is committed to maintaining a safe and lawful environment for all patrons.

1. More information:

- Citizens' Guide to U.S. Federal Law on Obscenity:
<https://www.justice.gov/criminalceos/citizens-guide-us-federal-law-obscenity>
- Obscenity and the Miller case:
<https://www.law.cornell.edu/wex/obscenity>
- Bill Text: TX SB20 | 2025-2026 | 89th Legislature |
Enrolled: <https://legiscan.com/TX/text/SB20/2025>

Requests for Purchase

The Celina Public Library staff and public are encouraged to request items for purchase. Item requests will undergo the same evaluation as all other items under consideration for procurement. Patrons are allowed three active purchase requests per library card, and items not selected for purchase can be requested for fulfillment through Inter Library Loan.

Collection Development Plan



The Celina Public Library exercises deliberate and mindful selection of all materials added to the collection. The Library Director and Technical Services team maintain Collection Development Plans for each unique collection housed in the library. Each plan includes an in-depth analysis, a procurement plan, an execution plan, a history of collections, circulation trends, and a five-year growth plan.

Gifts

The Celina Public Library accepts gifts (including publisher's gift copies) on behalf of the Friends of the Library for the library's collection that fall within needed subject categories and selection criteria, as determined by the Director of Library Services. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations.

- The Friends of the Library retains unconditional ownership of the gift.
- Library staff make the final decision on the use or other disposition of the gift.
- The library reserves the right to decide the conditions of display, housing, and access to the materials.
- Monetary gifts to the collection are welcome and may be designated as memorials.
- Donations of money designated for the periodicals and newspapers collection are accepted instead of actual subscriptions. These contributions offset the high cost of periodical subscriptions and maintain subscription continuity from year to year.
- Donors of the funds may suggest subjects or titles to be acquired with their donation, but the library reserves the right to make the final decision.
- All gifts must be in excellent, new condition.
- By donating an item to the Friends, the donor acknowledges that if the Library chooses not to add the item to the collection, it will remain property of the Friends of the Celina Public Library to be sold in the Friends Bookstore or at a book sale or otherwise disposed of as the Friends of the Celina Public Library chooses.

Weeding of Library Materials and Replacement of Library Materials

Weeding—the systematic removal of materials from the library collection—is an integral component of the collection development process. An active, continuous weeding program is essential to maintaining a relevant, high-quality, and user-focused collection.

Materials may be withdrawn from the Library's collection through scheduled weeding activities or due to loss or physical damage. Criteria considered during the weeding process include: items that are worn, damaged, or incomplete; duplicate copies of titles with low usage; materials containing outdated or inaccurate information; superseded editions; and items that no longer reflect community interests or demand. The Celina Public Library employs the CREW (Continuous



Review, Evaluation, and Weeding) method to guide and support its evaluation and weeding practices.

Replacement

While the Library endeavors to maintain copies of essential and high-value works, it does not automatically replace all materials withdrawn due to loss or damage. In determining whether an item should be replaced, staff will evaluate the following factors:

- whether the item is still available from our vendors and can be replaced
- whether another item or format might serve the same purpose
- whether there remains sufficient demand to replace the item
- whether updated, newer, or revised materials might better replace a given item.
- whether the item has historic value
- whether the item can be obtained through Inter Library Loan
- the number of copies held in the collection
- the existing coverage of the subject within the collection
- and the cost of mending versus the cost of replacement

Reconsideration of Library Materials

The Celina Public Library recognizes the right of Celina residents to question both materials included in the collection and those not selected for acquisition. A *Request for Reconsideration of Material* form is available at the Library and on the Library's website. Residents within the service area of Celina Public Library who wish to express concerns regarding the inclusion or exclusion of specific materials are encouraged to submit their comments in writing using this form.

Individuals must complete the "Request for Reconsideration of Material" form. (See Appendix A) to start the review process.

Review Process

A Staff Selection Committee, comprised of two Library Supervisors, and a third professional librarian, will review submitted "Request for Reconsideration of Material" forms, read the title in its entirety, evaluate the material based on our selection criteria, and make a recommendation based on their analysis.

If the person(s) who submitted the form disagree with the findings of the Staff Selection Committee, he or she may appeal the decision to the Library Director for their review.

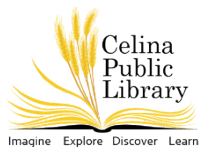
The Library Director's decision is final.

If the person(s) making the complaint claims that the First Amendment to the Constitution does not protect the item in question, the burden of proof rests with the complainant(s).

The material under question will remain in the active collection until the Staff Selection Committee or the Library Director makes the final determination.



No individual item will be reconsidered more than once every three years.



APPENDIX A

Request for Reconsideration of Material Form

The Celina Public Library has an established materials selection policy with an accompanying procedure for gathering information about items. Completion of the form is the first step in that procedure. Residents of Celina Public Library's service area who wish to request reconsideration of a resource may return the completed form to the Library Director at the following location:

Celina Public Library

142 N. Ohio Street

Celina, Texas 75009

Name: _____

Address: _____

City: _____

State/ZIP: _____

Phone: _____

Email: _____

Requester Represents

Themselves

An Organization

Other Group/Person

Name of organization: _____

Resource on which you are commenting:

Book Movie Audiobook

Digital Resources Newspaper Other

Title: _____

Author/Producer: _____

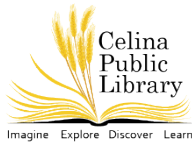


What brought this material to your attention?

Did you read, listen, or view the entire material?

What concerns you about the material?

What action are you requesting the committee to consider?



Celina Public Library TexShare Card Circulation Policy

Effective 1/1/2026

1. Eligibility and Identification Requirements

All Texas residents are eligible for a free Celina Public Library card.

- **General Requirements**
 - **Photo ID (Valid & Government-issued):**
 - Texas Driver's License or State ID
 - Passport
 - Military ID
 - Green Card / Resident Alien Card
 - Mexican Consular Card
- **Proof of Current Address (if not on ID):**
 - Utility bill
 - Lease/rent agreement
 - Vehicle registration or insurance
 - Bank/credit union statement
 - Voter registration card
 - Paycheck stub
- **Age Requirements**
 - There are no age limits for obtaining a library card. However, juveniles and teens under 18 must be present and accompanied by a parent or guardian who has the required ID to apply. The adult assumes legal and financial responsibility for the minor's account.
- **Special Circumstances**
 - Foster/Residential Placement Youth: Eligible with placement form and ID; guardian must be present.
 - Emancipated Minors: Eligible with proof of status and required identification.



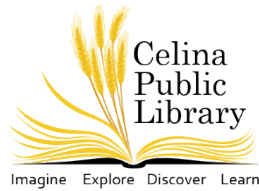
- **Online Card Registration**
 - Patrons can complete the online application and then visit the library in person with the appropriate documentation to finalize the account and obtain a physical library card.

2. **TexShare Card Requirements:**

- Available after 3 months of good standing on Full Privilege Card
- Usable at participating Texas libraries
- Parent/legal guardians must request for minors
- Celina Public Library does not accept TexShare cards issued by other libraries.
- Celina Public Library accepts external TexShare cards as proof of residency to obtain a card from our library. Patrons who use their TexShare card as proof of residency must also provide a valid government-issued photo ID.

3. **TexShare Card Expiration**

- TexShare cards issued by the Celina Public Library will expire after one year from the issue date.



Celina Public Library Circulation Policy

1. Library Card Types and Privileges

Celina Public Library offers four types of library cards, each with unique access privileges:

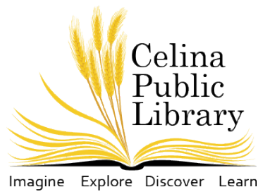
Card Type	Borrowing Privileges	Digital Access	Computer Use	Other Services
Full Privilege Card	✓ (up to 50 items)	✓	✓	ILL available
Temporary Card	X (until upgraded)	X	✓ (for 1 month)	-
Homebound Card	✓ (up to 50 items)	✓	X	ILL available
Daily Guest Pass	X	X	✓ (expires after one use)	-

2. Eligibility & Identification Requirements

All Texas residents are eligible for a Celina Public Library card at no cost.

General Requirements

- **Photo ID (Valid & Government-issued):**
 - Texas Driver's License or State ID
 - Passport
 - Military ID
 - Green Card / Resident Alien Card
 - Mexican Consular Card
- **Proof of Current Address** (if not on ID):



- Utility bill
 - Lease/rent agreement
 - Vehicle registration or insurance
 - Bank/credit union statement
 - Voter registration card
 - Paycheck stub
-

3. Age Requirements

There are no age limits for obtaining a library card. However, juveniles and teens under the age of 18 must be present and accompanied by a parent or guardian with the required ID to apply. The adult assumes legal and financial responsibility for the minor's account.

4. Special Circumstances

- Foster/Residential Placement Youth: Eligible with placement form and ID; guardian must be present.
 - Emancipated Minors: Eligible with proof of status and required identification.
-

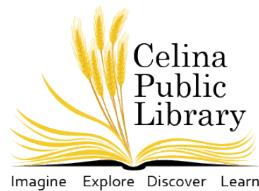
5. Online Card Registration

Patrons can complete the online application and then visit the library in person with the appropriate documentation to finalize the account and obtain a physical library card.

6. Card-Specific Notes

Full Privilege Card

- Borrow up to 50 items
- Access to all services (digital, computers, rooms, etc.)



- Eligible for Interlibrary Loan (ILL) and TexShare card issuance after 3 months in good standing
- Eligible for three active item requests

Temporary Card

- Issued to adults without proof of address
- Valid for 1 month; can only use computers
- Must upgrade with proof of address to receive borrowing privileges
- Applications expire after three months

Homebound Card

- Available to Celina service area residents unable to visit due to age, illness, or disability
- Materials may be picked up by a designee
- Hold pickup coordinated through the Bookmobile
- No access to computers, rooms, or equipment
- Eligible for three active item requests

TexShare Card

- Available after 3 months of good standing on Full Privilege Card
- Usable at participating Texas libraries
- Parent/legal guardian must request for minors
- Celina Public Library does not accept TexShare cards issued by other libraries

Daily Guest Pass

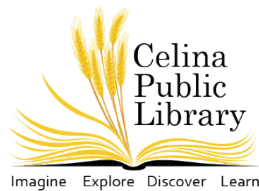
- For visitors or temporary users (age 18+)
- Photo ID required; no proof of address
- Expires after 1 use for public computer access only

7. Card Expiration & Renewal

Card Type	Expiration	Renewal Requirements
Full Privilege	Every 2 years	Government-issued photo ID; account in good standing; under \$5 balance
TexShare	1 year from issue	Must reapply
Homebound	Every 2 years	Renewal available through Bookmobile

8. Borrowing Terms and Fines & Fees

Materials	Borrowing Limit	Borrowing Time	Renewal Allowed?
Books and Audiobooks	up to 50 items per card	3 weeks	One renewal
Kits (No holds Allowed)	1 kit per household	1 week	No
DVD and BluRay	Up to 10 items per card	3 weeks	One renewal
Book Club in a Bag	1 set per card	4 weeks	One Renewal
Bookmobile (No Holds Allowed)	3 items per card	4 weeks	No



- **No daily overdue fines**
- **Lost/Damaged Items:**
 - Replacement cost + \$5.00 processing fee
 - Lost parts may incur additional fees
 - Replacement titles are not accepted
- Accounts are blocked for any lost items until payment is made or items are returned
- No borrowing, computer use, room reservations, or ILL access
- After 30 days overdue, the item is considered lost; billed replacement + \$5 processing fee
- If returned in good condition within 15 days, the replacement cost and processing fee are removed
- All fees for lost items and processing are nonrefundable once paid

Fees ≥ \$5.00

- Accounts with balances of \$5.00 or more are blocked from all services

Note: The Library reserves the right to verify all account information periodically to maintain security and ensure the accuracy of its records.

Library Code of Conduct

The Celina Public Library System Code of Conduct is designed to ensure a safe, welcoming, and respectful environment for all library patrons and staff. All guests are expected to adhere to the following guidelines while on library property:

General Conduct

1. Respectful Communication:

The Library is a place of learning, exploration, and community gathering. While not inherently quiet, patrons are expected to speak at a respectful indoor volume at all times.

2. Supervision of Children:

Children under the age of 12 must be accompanied and supervised by a responsible adult at all times. Staff will utilize the Unaccompanied Minor Policy for all children who are not adequately supervised by a responsible adult over the age of 18.

3. Food and Beverages:

Food and drink are not permitted inside the library building. Please consume any food or beverages outside to prevent litter, pests, and damage to library materials.

4. Personal Belongings:

Personal items must remain with patrons at all times and may not be stored on library premises. The City of Celina is not responsible for lost or stolen items. Unattended items may be placed in Lost and Found if discovered by staff. Large items (e.g., carts, bicycles, or large luggage) are not allowed indoors unless approved by library staff for a specific library program or service.

5. Odors and Hygiene:

Strong or pervasive odors—including those resulting from perfume, cologne, or inadequate personal hygiene—that interfere with the comfort, safety, or enjoyment of others are not permitted.

6. Improper Use of Facilities:

The library may not be used for purposes other than those intended. Prohibited behaviors include loitering, bathing (other than handwashing), shaving, personal grooming, changing clothes, or washing clothing or utensils.

Commented [SW1]: Is this industry standard?
Commented [AO2R1]: Yes, although the ages vary. Some libraries say 8, 9, and all the way up to 15. We split the difference at the max age for attendees to our elementary/early middle school programs.

7. Sleeping and Lying Down:

Sleeping or lying on the floor, furniture, or elsewhere on library property is not allowed. Children under the age of five are excluded from this expectation so long as their sleep is not disturbing the use of the library by other patrons.

8. Cellphone Use:

Cellphone and communication device use must be respectful of others. Speakerphone use is prohibited. Please keep calls brief and quiet.

9. Animals:

Only service animals or animals involved in library-sponsored programs are permitted inside the library and its entry points. Under the Americans with Disabilities Act (ADA), only dogs and miniature horses can be recognized as service animals in public accommodations. An animal qualifies as a service animal if it is individually trained to perform a task for a person with a disability. Personal pets and emotional support animals are not allowed within the library.

10. Electronic Devices:

When using headphones or electronic devices, volume must be kept low enough so as not to be audible to others. This includes the use of personal devices, including laptops, tablets, cell phones, and other applicable technology.

11. Wheeled Devices:

Bicycles, scooters, and similar recreational wheeled items must be parked in designated areas outside. Only mobility aids or strollers for children are permitted indoors.

12. Obstruction of Pathways:

Walkways, aisles, doorways, exits, and stairs must remain clear at all times. Furniture should not be moved.

13. Use of Library Space:

Monopolizing library seating, electrical outlets, furniture, or equipment to the exclusion of others is prohibited.

14. Respect for Library Property:

Library materials, equipment, and facilities must be treated with care and utilized for their intended purpose.

15. Solicitations and Surveys:

Soliciting, distributing petitions, or conducting surveys on behalf of non-City organizations is not allowed on library property.

16. Appropriate Attire:

Patrons must wear clothing that adequately covers both the upper and lower body, including the chest and genitals, and wear shoes or other suitable footwear at all times.

17. Alcohol and Tobacco Use:

The consumption of alcohol and use of tobacco products, including vaping, is prohibited inside the library, in the courtyard, and within 25 feet of any entrance.

18. Illegal or Dangerous Behavior:

Any activity that violates local, state, or federal law—or poses a threat to public or personal safety—will be reported to the appropriate authorities.

19. Staff Directions:

Patrons must follow all directions issued by library staff. Failure to do so may result in removal from the premises or further legal action, including criminal trespass and barring patron accounts from further service.

20. Compliance with Laws:

All patrons must comply with the Code of Federal Regulations, the Texas Penal Code, and the Celina City Code. The following are strictly prohibited:

- a. Smoking, vaping, or using any tobacco product inside the library or within 25 feet of entrances or exits.
- b. Gambling or soliciting.
- c. Possessing, consuming, or being under the influence of alcohol or illegal drugs.
- d. Making offensive gestures or displays that could reasonably provoke a violent or aggressive response.
- e. Using abusive, vulgar, or profane language likely to provoke aggression.
- f. Damaging, defacing, or destroying City property.
- g. Engaging in public lewdness, indecent exposure, or sexual activity.
- h. Fighting, physical abuse, assault, or threatening others with harm.
- i. Assaulting library staff, including sexual assault or any action intended to cause harm.
- j. Viewing, displaying, or distributing pornographic or sexually explicit material, especially involving minors, on any device within library property.

Commented [SW3]: While knit-picky....should it be listed Federal, State then local?

Commented [AO4R3]: We can definitely fix it!
Good catch

Enforcement and Discretion

This Code of Conduct is enforced at the discretion of the Library Director or their designee. Patrons found to violate any of the above policies will be asked to cease the behavior. Continued or severe violations may result in removal from the premises, suspension of library privileges, notification to law enforcement agencies, or permanent ban from library facilities.

Library staff reserve the right to inspect bags if the security alarm is triggered or if staff have a reasonable belief that library materials may be inside. The appropriate law enforcement agencies will be notified if there is a suspicion of illegal behavior.

Commented [SW5]: Remove 'sole' as it implies CMO could not enforce.