Library policies

You can find some our frequently-consulted policies and procedures here. If you wish to see additional policies or require more information, please contact the Chief Librarian at chieflibrarian@nvcl.ca.

Animals in the library

The library recognizes the need, at times, to have specially trained animals to assist those with disabilities. It also recognizes the need to minimize the potential health and safety risks to the public and employees that may result from the presence of animals at the library.

Guiding principles

These guidelines are informed by the Guide Dog and Service Dog Act.

Scope

These guidelines apply to everyone using the library building.

Definitions

Service animals are animals that are individually trained to perform tasks for people with disabilities — such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets, and include therapy animals (e.g. therapy dogs).

Guidelines

To balance customer needs with health and safety concerns, only service animals may visit the library. Service animals must be restrained, be fully under their handler’s control at all times, and shall not unreasonably interfere with the health and safety of other library users.

A staff member attempting to ascertain whether an animal is a service animal shall not ask about the nature of a person's disability, but may ask for proof of the service animal's status (e.g. government certificate, doctor's note). Any concern about potential misrepresentation should be brought to the attention of a supervisor.

Staff may exercise discretion in enforcing these guidelines for customers with non-service animals who are engaging in brief transactions ONLY (e.g. picking up a hold or returning materials), provided:

- The non-service animal is restrained (e.g. leashed or in a cage or pet carrier) and fully under their handler's control at all times
- The non-service animal is not causing a disturbance (e.g. barking)

Book donations

City Library is not accepting any material donations (books, DVDs, etc.) at this time. Please do not put any donated materials through the book drop.

Organizations accepting book donations

Last updated: October 2026.

- BC SPCA North Vancouver Thrift Store, 1523 Pemberton Ave.
- Good Stuff Connection, 154 W. 3rd St.
- Lookout Shelter, 705 W. 2nd St.
- Lynn Valley Services Society, 940 Lynn Valley Road
- Salvation Army Thrift Store, 241 Lonsdale Ave.

North Shore book donation bin locations

Last updated: October 2026.

- North Shore Recycling Centre, 30 Riverside Drive
- Mr. Lube, 1790 Marine Drive
- Capilano Custom Interiors, 1311 Pemberton Avenue

- DNV Firehall #2, 468 Mountain Highway
- Canlan Ice Sport, 2411 Mount Seymour Parkway
- North Shore Bottle Depot, 235 Donaghy Ave.

Collection development

This policy guides decision making around the selection and deselection of materials for North Vancouver City Library.

Guiding principles

North Vancouver City Library adheres to the CFLA Statement on Intellectual Freedom and Libraries. Access to all expressions of knowledge, opinion and creativity is a fundamental right, subject only to the Constitution and the law, and is essential to the health and development of a modern democratic society and for the community as a whole.

Selection, procurement, curation, and availability of materials in the library are governed by professional standards and considerations and must not be influenced by political, moral, or religious viewpoints. The Library does not censor materials in any way.

The library makes available a wide range of materials representing significant points of view, including those which express controversial or unpopular ideas. Inclusion of materials in the library's collections does not imply endorsement of their contents by the library.

Scope

All library staff are responsible to apply these guidelines in the selection, organization and management of library collections, and in communication with members of the community,

Library collections include all materials acquired or licensed by the Library for public use, including print, audio visual and digital content as well as items such as games, kits, and technology.

Guidelines

The goal of collection development and management at North Vancouver City Library is to maintain a broad collection that serves the needs of the community, as informed by the library's mission, vision and strategic directions.

Selection criteria

The selection of library materials is based on the following criteria:

- Popularity, awards, demand, current trends, relevance and interest to the community
- Literary and artistic merit: quality of writing, design, illustrations or production
- Authority or reputation of author, originator, creator or publisher
- Currency, contemporary significance (i.e. timeliness) or permanent value
- Availability
- Price
- Accuracy
- Availability of space and shelving and maintenance considerations
- Relation to existing collections and other material on the subject
- Representation of diversity: addresses the diverse experiences and identities within the community
- Suitability of subject and style for intended audience
- Canadian, Indigenous, and local authorship, content or relevance
- Copyright, public performance rights, access rights and licensing requirements

Materials need not meet all criteria to be included in the library's collections.

In general, the library does not procure textbooks or curriculum-related works unless they are useful as an introduction to a subject.

The library selects materials in English, French and the five most commonly spoken home languages as recorded in the Census. Items in additional languages may be included in other collections where budget, availability and demand merit.

The library will evaluate new material types and formats for possible inclusion in its collections taking into account the budget, community need, notable trends, impact on existing resources and suitability for library use.

Deselection

Deselection is a vital part of maintaining a relevant library collection. The goal is to balance demand for current resources with the long-term information needs of library users.

Decisions to withdraw materials from the collection are based on the following criteria:

- Frequency of circulation
- Timeliness and accuracy of content
- Physical condition
- Importance to the body of literature or subject area
- Local interest
- Shelving space
- Availability of other copies (e.g. through InterLibrary Loan)

The library may retire existing items or material formats from its collections to responsibly accommodate trends in demand or changes in technology.

Withdrawn materials are sold in biannual books sales, donated to local charities and non-profit agencies or processed for recycling.

Reconsideration

The Library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material.

If a library customer feels that an item in the library’s collection falls outside of the selection criteria or reflects content inappropriate to this policy, they may complete a “Request for Reconsideration of

Library Materials” form.

The Chief Librarian or their delegate will review the request in light of the criteria outlined in this policy. A written response will be sent to the originators of the request upon the completion of a formal review.

If a library customer believes the Chief Librarian’s decision is not consistent with this policy, they may request the Library Board review the decision. The Board will limit its review to verifying that the correct process was followed and the defined factors were considered.

Access to collections

The ultimate responsibility for the choice and use of materials made available through the library rests with the individual. The Library will not restrict assess to material for any person, except where required by law.

Children are entitled to full access and borrowing privileges, except where limited by law. Parents and legal guardians are responsible for monitoring and limiting the use of library materials by their children.

Collections are arranged to minimize barriers to access and to facilitate browsing and discovery. The Library may exercise judgement in the location of any collection material in order to protect items deemed susceptible to theft or damage.

Exceptions

None.

Related materials

- Request for reconsideration of library materials
- Purchase request

Internet use

Acceptable use

- The computers are located in a public area shared by users of all ages, backgrounds and sensibilities. Please consider other library users when accessing internet sites from this public station. Library staff may intervene to handle complaints of inappropriate or legally prohibited material on internet sites
- Respect the privacy of other users
- Refrain from disruptive behaviour that may disturb other users.
- Use only your own library card and not another individual’s library card or multiple library cards
- Users may not alter or damage library equipment, software or data files; users may not install or run other software on library equipment
- Users may not seek access to any unauthorized areas on the library’s network, nor computers of other users
- Users must not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users
- Users should not represent themselves as another user
- Users may not distribute unsolicited advertising or maliciously spread computer viruses.
- Failure to cooperate with staff and other users in following these guidelines may result in temporary or permanent loss of internet and other library privileges

Internet disclaimer

- The library assumes no responsibility for the accuracy, timeliness or appropriateness of materials accessed over the internet. Parents or guardians are responsible for what their children might access on the internet
- The use of our computers for illegal, actionable or criminal purposes or to seek access to unauthorized areas is prohibited. Infringement of copyright and software licensing agreements is prohibited
- The library cannot guarantee security and confidentiality of any public internet transaction, particularly online banking or credit card transactions. These are undertaken at a user’s own

risk

- The library assumes no responsibility for any direct or indirect loss, damage or fees incurred through the use of its internet connection

Public internet

City Library provides access to a range of information resources, including those available on the internet. This service is part of our mission to be a gateway to knowledge, providing access to popular materials and lifelong learning beyond the confines of our physical building.

While the internet offers access to a wealth of material that is enriching to individuals of all ages, it also enables access to some materials that may be objectionable or illegal. The library strives to balance the rights of users to access a wide range of information with the rights of users to work in a safe public environment free from harassment.

Guidelines

- The library supports users' rights to have access to all expressions of knowledge, creativity, and intellectual activity in accordance with the Canadian Library Association's Statement on Intellectual Freedom.
- The Library complies with the Canadian Copyright Act, the Criminal Code of Canada, the Charter of Rights and Freedoms and other legislation governing all citizens.
- Customers of all ages have free, unfiltered access to internet computers in the library.
- Parents and guardians are responsible for what their children read and view on the internet. As an aid, the library provides a commercial web content filter for computers in the children's area. These filters block much of the material that may be considered inappropriate for children.
- The library protects the privacy and ensures confidentiality of legitimate users. Both staff and customers are asked to respect the privacy of others and not to interfere with their computer use. The library does not monitor any personal information or websites visited.
- The library strives for best practices in providing security for our equipment and network, and takes protective measures against non-standard and known malware sites, recognizing that this

may restrict access to such sites. Only websites connecting through standard ports 80, 8080, 8000, 443 and 143 are supported. This covers most standard http, https and email sites.

- The library promotes a safe computer environment free from harassment and disruptive behaviour or activity.

This policy is reviewed annually by the library board. Customers using City Library's public internet stations must accept the above conditions and agree to the acceptable use disclaimer.

Meeting room rentals

Purpose

In alignment with its commitment to intellectual freedom and its role as a community gathering place, North Vancouver City Library makes its public meeting rooms available for community use when they are not required for library purposes, provided such use does not unduly disrupt routine library operations.

Scope

These guidelines apply to everyone renting space in the library.

Guidelines

Priority for library use

The library's meeting rooms are primarily for public service, such as programs, activities and meetings that are coordinated, produced or hosted by the library or presented by the library in partnership with other community agencies.

When rooms are not required for use by the library, they may be made available to the public for rental.

Regulations

The Chief Librarian shall establish reasonable regulations for the efficient utilization of the meeting

rooms. Regulations may address availability of meeting rooms, hours, fees, bookings, permitted activities and other conditions of use.

Regulations must be reviewed and consented to by anyone wishing to rent a library meeting room. Failure to abide by regulations may result in the refusal or cancellation of a booking.

Rental rates

Rental rates are approved by the Library Board and reviewed annually.

Discounted rental rates are available to not-for-profit entities, provided no fees are charged to attendees. When a not-for-profit entity charges an admission fee or requires a donation for entry, the regular private room rental rate will be applied.

Rental fees may be waived for partner organizations. Criteria for such waivers shall be established by the Chief Librarian.

Content and uses

The library does not limit rental of meeting rooms based on subject matter, content of the meeting, or beliefs and affiliations of the meeting’s sponsors.

Acceptance for rental of meeting rooms does not imply North Vancouver City Library endorsement, support or co-sponsorship of the activities, beliefs or viewpoints of the users or groups renting the meeting rooms.

No group using the meeting rooms may engage in any unlawful or illegal behavior under any law of the Province or the Country including those specified in the Criminal Code and under human rights legislation.

If, in the opinion of the Chief Librarian, the use of a room by any group significantly interferes with library operations or presents physical risk to library users, staff or property, then the Chief Librarian shall have sole discretion to refuse or cancel such a booking.

The library may bump or cancel a booking at the Chief Librarian’s sole discretion.

The library may limit the number of bookings by any one person or organization.

Noise management

The City Library building is a state-of-the-art facility offering resources, programs and services for a variety of groups and interests. While we cannot guarantee a completely noise-free environment, we take the library as a community resource seriously and recognize the need to ensure a safe, enjoyable and balanced facility for all.

Our 50-seat silent study is dedicated for quiet, individual use. Please refrain from conversations and audible phone use. Headphones must be used with all devices and the sound must be inaudible to others. Headphones are available to borrow from the second floor info desk.

Protection of privacy policy

Last update: May 5, 2025

The purpose of this policy is to affirm the commitment of North Vancouver City Library (“the Library”) to protecting personal privacy, and to establish the authority and responsibilities for the collection, use and disclosure of personal information, in accordance with the B.C. Freedom of Information and Protection of Privacy Act (FOIPPA).

Guiding principles

All library customers and employees have the right to privacy with respect to the collection, use and disclosure of their personal information, as provided for in FOIPPA.

The Library will only collect, use or disclose personal information about individuals in accordance with FOIPPA.

The Library deeply values the trust and confidence of customers and employees and makes every reasonable effort to ensure that personal information about their use of the library or employment with the library remains confidential.

Scope

This policy applies to the North Vancouver City Library Board of trustees, staff, volunteers and contractors.

This policy applies to all personal information held by the Library including both customer and employee data, and both physical and electronic data.

Definitions

For the purposes of this policy, the following definitions from FOIPPA are used:

“**contact information**” means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;

“**personal information**” means recorded information about an identifiable individual other than contact information;

“**service provider**” means a person retained under a contract to provide services for a public body.

Policy

In order to administer, operate and provide library services, the Library is required to collect, use and disclose personal information regarding its employees and customers.

Purposes for which personal information is collected

The Library only collects personal information as permitted by FOIPPA.

The purposes for which the Library collects personal information is for the proper administration, operation, provision, planning and evaluation of library services and programs, and for purposes consistent with this.

Collection of personal information

The Library will only collect personal information in accordance with FOIPPA.

Personal information about an individual will be collected directly from that individual, unless another method of collection is explicitly authorized by FOIPPA.

Individuals will be informed of the reasons for collecting personal information and the legal authority for doing so at the time it is collected. The Library will also provide contact information for the Library's Privacy Officer, to whom questions about the collection can be directed.

The Library maintains a Personal Information Directory that lists where and what personal information is collected by the library [in development].

Use of personal information

Personal information will only be used for the stated purpose it was collected, or for a purpose that has a reasonable and direct connection to its original collection.

The Library will only use personal information for a different purpose when explicit consent is given for the new purpose or the use is authorized under FOIPPA or otherwise required by law.

Access, accuracy, and correction

The Library will take reasonable steps to ensure that the personal information it holds is accurate, complete and up-to-date.

Individuals have a right to request access to their own personal information held by the Library. Requests for access to recorded personal information should be made in writing to the Library's Privacy Officer and should provide enough detail to enable a library employee to find the personal information requested.

Individuals also have a right to request that their personal information held by the Library be corrected if they believe it is incorrect. Requests for correction should be made in writing to the Library's Privacy Officer.

The Library may require verification of identity in order to provide access to or update personal information in library records.

Disclosure of personal information

The Library does not rent or sell personal information.

The Library will not disclose personal information about customers or employees to third parties except in accordance with the exceptions permitted under FOIPPA including as set out below, or with an individual's consent.

Emergency situations

The Library may disclose personal information if the Chief Librarian determines that compelling circumstances exist that affect a person's health or safety, or to facilitate contact with the next of kin or a friend of an individual who is injured, ill, or deceased.

Law enforcement

Personal information may be disclosed to comply with a valid subpoena, warrant or order, or to respond to a specific written request from a law enforcement agency to assist in a specific investigation, or as otherwise required by law.

Service providers

The Library ensures that any service providers using personal information to deliver services on behalf of the Library (such as account notifications for customers or online access to benefits programs for employees) treat personal information in compliance with FOIPPA.

Protection of personal information

The Library uses reasonable security measures to protect personal information that it holds against risks such as unauthorized access, collection, use, disclosure or disposal. These measures may include administrative, physical, technological, operational and contractual safeguards that are appropriate to the nature and format of the personal information.

Retention of personal information

The Library does not retain personal information longer than is necessary for the administration, operation, provision, planning and evaluation of library services, unless a longer period is required by law.

Generally, the Library keeps personal information only for the length of time necessary to fulfill the purposes for which it was collected.

The Library will retain personal information that is used to make a decision that affects an individual for at least one year so that the individual has an opportunity to access it.

The Library manages the disposition (disposal, permanent retention or archival transfer) of personal information in accordance with the Library's records management policy [in development].

Personal information is securely destroyed when it is no longer needed.

Video surveillance

The City of North Vancouver (CNV) has cameras inside and outside the library building which record activity. Video footage is kept for 14 days. Footage is not actively monitored and is only available to view by the CNV's Chief Administrative Officer and Director of Human Resources in response to security incidents that threaten the safety of people or property. Footage may be disclosed to law enforcement in response to a valid subpoena, warrant or court order.

Children/minors

Minors have the same rights as adults concerning access, correction and consent to disclosure of their personal information under FOIPPA.

In alignment with Section 76 of the BC Child, Family and Community Service Act, the Library assumes that children aged 12 and older are generally capable of exercising their own rights for policy purposes.

The Library may treat a request on an individual basis where a child, parent or guardian does not believe the guideline age is appropriate in their circumstances.

Persons unable to exercise rights

In certain circumstances, individuals may not be capable of exercising their rights to access, correct or consent to disclosure of personal information. Individuals are generally considered not capable of

exercising these rights when they:

- Do not understand what personal information is
- Cannot give instructions about their personal information

In such circumstances, the Chief Librarian may permit a parent or guardian to exercise these rights on the individual's behalf.

Privacy management program purpose and scope

The Library will maintain a privacy management program in accordance with FOIPPA that incorporates measures to prevent, mitigate and respond to breaches of privacy.

The privacy management program's purpose is to:

- Establish roles and responsibilities for protection of privacy
- Develop, implement and maintain privacy policies and procedures
- Ensure all library staff receive suitable and timely privacy training
- Investigate and resolve privacy complaints, unauthorized disclosures and breaches
- Mitigate risk to the organization and ensure compliance, including through privacy impact assessments (PIAs) and information sharing agreements (ISAs)

Complaint, unauthorized disclosure, or privacy breach

The Library will review and resolve all privacy complaints in accordance with the procedures and best practices prescribed by FOIPPA.

The Library will review and resolve unauthorized disclosure or privacy breaches in accordance with the privacy complaint/breach procedure and best practices prescribed by the Office of the Information and Privacy Commissioner for British Columbia.

Responsibilities

All library trustees, staff, volunteers and contractors are responsible to:

- Adhere to this policy and privacy procedures
- Report privacy complaints, unauthorized disclosures or privacy breaches to the Privacy Officer
- Participate in ongoing training, as required

Resources

The Freedom of Information and Protection of Privacy Act (FOIPPA) and its Regulations can be accessed from the Office of the Information and Privacy Commissioner's website: https://www.oipc.bc.ca/about/legislation.

The website of the FOIPPA Policy and Procedures Manual is the authoritative source on FOIPPA and the guidelines that govern the legislation: https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual

Related policies and documents

- Privacy management program
- FAQs for customers
- FAQs for staff
- Personal information bank directory [in development]
- Records management policy [in development]

Privacy officer contact

For questions or concerns about this policy or how the Library treats personal information, contact the Library's privacy officer:

Deb Hutchison Koep, Chief Librarian & Privacy Officer

North Vancouver City Library

120 14th St. West

North Vancouver, BC, V7M 1N9

Email: privacy@nvcl.ca

Persons who are not satisfied with how a complaint was handled by the library have the right to complain to the Information and Privacy Commissioner:

Office of the Information and Privacy Commissioner for British Columbia

PO Box 9038, Stn. Prov. Govt.

Victoria, BC, V8W 9A4

Phone Toll-Free: contact Service BC (Vancouver: 604-660-2421; Elsewhere in BC: 1-800-663-7867) and request a transfer to 250-387-5629.

Email: info@oipc.bc.ca

Website: https://oipc.bc.ca

Public programming

This policy guides decision making around the development, planning and delivery of programs offered by North Vancouver City Library.

Guiding principles

Programming is a core service that furthers North Vancouver City Library's mission to support learning for all ages, facilitate community in its many forms and connect community members of all ages to experiences, ideas and one another.

The library adheres to the CFLA Statement on Intellectual Freedom and Libraries and upholds community members' right to access a diversity of ideas and viewpoints. The library is committed to providing free and equitable access to a wide range of programming.

The library strives to create welcoming and inclusive programs that serve people of all ages, backgrounds, and abilities, and reflect our diverse community.

Expression of viewpoints in library programs does not imply endorsement of those views by the library.

Scope

This policy applies to the development, planning, selection and delivery of library programs that take place at the library or at off-site locations.

Guidelines

North Vancouver City Library offers programs for community members at all stages of life that:

- Support education and lifelong learning
- Promote literacy, including reading, digital and information literacies
- Respond to the current and emerging interests of the community
- Increase interest in and attract new users to the library
- Encourage the use of library collections and resources
- Provide opportunities for community members to connect with one another, library staff and community resources

Community-centred

Library programs are responsive to the current and emerging needs and interests of the community. Library staff are responsible to be aware of local, national, and international current events that may be of interest to or have an impact on community members.

Accessibility

All library programs are free to attend and open to the public. Registration for programs may be required and the number of attendees may be limited when necessary. The library may also limit attendees based on age. Wherever possible, programs include accommodations to ensure they are accessible to users with diverse abilities.

Equity, diversity and inclusion

The library strives to provide programs that reflect the diversity of our community and amplify the voices of people marginalized on the basis of sexual orientation, gender identity, racialization, abilities and other discriminatory grounds.

Territorial acknowledgement

The library recognizes that program activities take place on the traditional, ancestral and unceded territories of the Coast Salish Peoples including the territories of the Sḵwx̱wú7mesh (Squamish) and s?l?ílw?ta?? (Tsleil-Waututh) Nations. Staff acknowledge territory at the beginning of library programs, and work to amplify Indigenous creators and reflect Indigenous ways of knowing and being in library programs.

Strategic alignment

Library staff use library strategic priorities as a lens to guide the selection of library programs.

Partnerships

City Library staff work with community partners to augment programming options and showcase community services. Library staff are responsible to select programs and partners based on alignment with the library’s strategic priorities, values and organizational capacity.

Non-partisan

The library plays an important role in furthering civic engagement by offering programs that encourage democratic participation and political awareness — such as voter information sessions or all-candidate meetings. Library programs are non-partisan and do not endorse any candidate, political

party or other political organization or their viewpoints.

Sales & solicitation

Library programs are not to be used to sell goods or services, recruit investors or solicit donations. Authors participating in literary programs may seek permission from the library to sell their works during their program.

Offsite programs

Library programs may take place outside of the library premises as part of community events or outreach activities. Programs that occur outside of the library premises must adhere to this policy.

Evaluation

Programs will regularly be evaluated based on their alignment with community needs and interests, library strategic priorities as well as organizational capacity and operational considerations.

Exceptions

None.

Related materials

- Program proposal form

Protection of privacy policy FAQs

These FAQs are intended to be read with the library's protection of privacy policy (see above).

Q: Who is the library’s privacy officer?

A: The Chief Librarian serves as the library’s Privacy Officer and can be contacted at privacy@nvcl.ca

Q: What is personal information?

A: Personal information is defined by the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)* as information about an identifiable person. Examples of personal information include name, birth date, personal or home phone number, address or email, IP address (a computer's address), identification numbers and borrowing choices. FOIPPA's definition of personal information ***does not include*** work contact information, which is information that would allow a person to be contacted at a place of business, such as name, title, business address, business phone number and business email address.

Q: What personal information does the library collect from customers?

A: Examples of personal information the library collects from customers include:

- Personal or home phone number
- Personal or home phone number
- Home and email addresses
- Date of birth
- Items checked out, items on hold, inter-library loans, etc.
- Overdue items (until returned)
- Fee history (for lost or damaged items)
- Library event and programs registration
- Questions or feedback sent to the library

Q: What is a customer’s personal information used for?

A: Specific purposes for which the Library may use a customer’s personal information include:

- Providing access to library materials, services and programs
- Communication about account activity or issues (overdue items, holds ready for pickup)
- Distribution of information about programs and events
- Planning, evaluating and improving services
- Room bookings and rentals
- Collection of fines, fees and debts
- Security of library customers, employees and property
- Other limited circumstances provided for in FOIPPA

Q: Who can access a customer’s personal information?

A: A customer’s personal information is considered confidential. Personal information in library accounts may be accessed by:

- Library staff performing their job duties
- Customers, with verification of identity
- Another person with a customer's library card number and personal information (for example, if given to another person or lost by/stolen from you)
  Library members should keep their library card and PIN private, and report lost or stolen cards immediately to prevent unwanted access to accounts

- A library service provider, as necessary for the purposes for which the personal information was collected

Q: When will the Library disclose a customer’s personal information to others?

A: The Library will not disclose personal information except in accordance with the exceptions permitted under FOIPPA, including:

- When a person explicitly consents to the disclosure
- When there are compelling circumstances that affect a person's health or safety
- To facilitate contact with the next of kin or a friend of an individual who is injured, ill, or deceased
- To comply with a subpoena, warrant, or other court order; or to respond to a specific, written request from a law enforcement agency to assist in a specific investigation; or as otherwise required by law.

Unattended children

For the safety of all, children younger than 10 should be accompanied by a responsible adult.

Children 10 and older are welcome to visit the library on their own. However, parents should be aware that staff are not able to watch the children.

If you are looking for a safe place to leave your child for several hours and need information about activities and daycare programs, please speak to the person at the information desk.