



Messages and Communications

Speaker Won Pat <speaker@judiwonpat.com>  
To: Guam Legislature Clerks Office <clerks@guamlegislature.org>

Mon, Oct 27, 2014 at 9:53 AM

10/27/2014 10/22/2014 Department of Chamorro Affairs Reporting requirements for Boards and Commissions pursuant to P.L. 31-233 regarding the October 16, 2014 for the Guam Public Library System. 32-14-2186

----- Forwarded message -----

From: June M. Aflague <june.aflague@gpls.guam.gov>  
Date: Mon, Oct 27, 2014 at 8:50 AM  
Subject: OFFICIAL TRANSMITTAL TO SPEAKER'S OFFICE OF THE GUAM PUBLIC LIBRARY SYSTEM REPORTING REQUIREMENT  
To: Speaker Won Pat <speaker@judiwonpat.com>  
Cc: Sandra Stanley <Sandra.Stanley@guamppls.guam.gov>, teresita.kennimer@guamppls.guam.gov, Rowena Morales <rowena.morales@guamppls.guam.gov>

To: Office of Speaker Judith T. Won Pat

Hafa adai,

Attached is the official transmittal of the Guam Public Library System Board reporting requirement for October 16, 2014. Next meeting scheduled was originally for November 6, 2014 but due to lack of quorum, the meeting has been moved to November 13, 2014.

Please acknowledge receipt of this email.

Thank you.

32-14-2184  
Office of the Speaker  
Judith T. Won Pat, Ed.D

Date: 10-27-14  
Time: 9:53am  
Received By:

2014 OCT 27 AM 10:03

June M Aflague  
Administrative Assistant  
Guam Public Library System  
254 Martyr Street, Hagatna, GU 96910  
june.aflague@gpls.guam.gov  
Ph: 671-475-4755/54  
Fax: 671-477-9777


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2186

Ufisinan I Etmås Ge'helo'Gi Liheslaturan Guåhan  
Office of Speaker Judith T. Won Pat Ed.D.  
Kumiten Idukasion yan Laibirihan Publeko  
Committee on Education and Public Libraries & Women's Affairs

155 Hesler Place, Suite 201, Hagatna, Guam 96910  
Tel: (671) 472-3586 Fax: (671) 472-3589

**2 attachments**

 **COVER LETTER TO SPEAKERS OFFICE.pdf**  
260K

 **BOARD PACKET MEETING 10-16-14.pdf**  
3304K

32-GL-14  
2184



DIPATTAMENTON I KAOHAO GUINAHAN CHAMORRO  
DEPARTMENT OF CHAMORRO AFFAIRS



Honorable Edward J. B. Calvo  
Governor of Guam

Joseph Artero-Cameron  
President, DCA

Raymond S. Tenorio  
Lieutenant Governor of Guam



October 22, 2014



The Honorable Judith T. Won Pat  
Speaker, 32<sup>nd</sup> Guam Legislature  
155 Hesler Place  
Hagåtña, Guam 96910

(via email: [speaker@judiwonpat.com](mailto:speaker@judiwonpat.com))



**Re: Reporting Requirements – October 2014**

Dear Speaker Won Pat:

Attached are the reporting requirements for Boards and Commissions pursuant to Public Law No. 31-233 regarding the October 16, 2014 meeting of the Guam Public Library System.

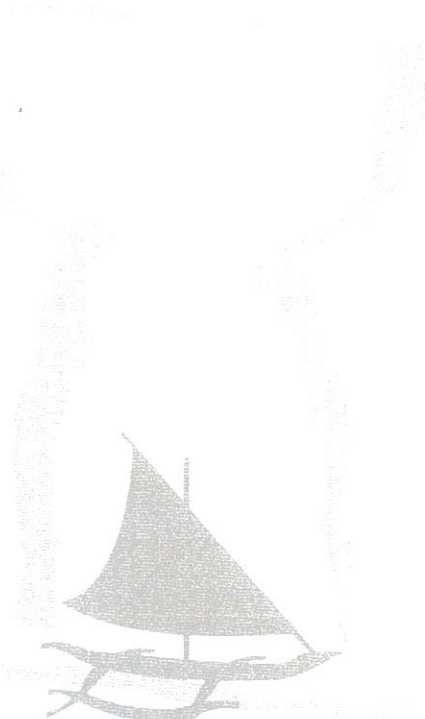
Should you have any questions, please do not hesitate to contact June M. Aflague, Administrative Assistant at 475-4755 or via email at [june.aflague@gpls.guam.gov](mailto:june.aflague@gpls.guam.gov).

Sincerely,

Joseph Artero-Cameron  
President



Attachments



"Department of Chamorro Affairs is an Equal Opportunity Provider and Employer"



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



**The Guam Public Library System Board**  
**Regular Board Meeting - October 16, 2014**  
**3:30 p.m.**

**Agenda**

**I. Call to Order**

1. Roll Call

**II. Approval of Minutes – Meeting of October 2, 2014**

**III. Reports**

1. Administrative Officer-updates
2. Library Tech. Supervisor Report-updates

**IV. Old Business**

1. FY2015 Budget
2. Library Extension- Capitol Improvement Project
3. Library Programs
4. Status of “State of Emergency” Request
5. FY2015 Budget

**V. New Business**

1. Painting of Building – Hagatna main library
2. Homeless Issue – Research National Standard Policies
3. Territorial Librarian Position
4. Library Fee Structure
5. Library Board Manual
6. Designation of Library Board Tenures

**VI. Open Discussion**

**VII. Announcements**

*Next meeting* \_\_\_\_\_, *at* \_\_\_\_\_ *p.m.*

**VIII. Adjournment**

**Guam Public Library System**  
**Regular Board Meeting**  
**October 2, 2014**  
**3:30 pm**

**Minutes of Meeting**

- I. **Call Meeting to Order.** The meeting was held at the Nieves M. Flores Memorial Library in Hagatna, Guam, and was called to order by Debra S. Duenas, on October 2, 2014 at 3:50pm.
1. **Introduction of Board Members**
  2. **Roll Call**
- Present:** Ms. Debra Duenas; Mr. Krishman Seerengan; Ms. Denise Reyes; Mr. Kyle Mandapat; Mr. Joseph Cameron, President of DCA; Sandra M. Stanley, Administrative Officer; Teresita LG Kennimer, Library Technician Supervisor; Frankie Aflague, Program Coordinator; and June M. Aflague, Administrative Assistant.
- II. **Nomination/Election of Officers.** Motion made by Ms. Denise Reyes nominating Debra Duenas as chairperson and Kyle Mandapat second nomination. With that vote of acclamation.
- Chairperson,** Ms. Debra Duenas opens the floor to nomination for vice chair. Mr. Mandapat nominates Mr. Krishman with Ms. Denise Reyes to second the nomination. Mr. Kris accepts nomination with unanimous decision. Last election of officers for Treasurer Ms. Denis nominates Kyle Mandapat with him accepting.
- III. **Reports:** Ms. Sandra M. Stanley, Administrative Officer and Teresita LG Kennimer, Library Technician Supervisor distributed to all board members and reported as follows:
- FY2015 Budget. Budget ceiling per Public Law 32-181, department was authorized for \$1,221,589.00. Not funded in the budget were all the vacant positions such as Library Technicians, Custodians and Secretary. Ms. Stanley advised re-iterated that there is no recruitment allowed and that we currently short staffed.
  - Memo regarding the department's State of Emergency. Ms. Stanley is hoping that GPLS can use the Capital Improvement Project (DOI) funding to repair and replace the air conditioning unit here at Hagatna branch. Mr. Cameron updated in the meeting that the memo is currently being reviewed with Legal Office at the Governor's office.
  - Capital Improvement Project (DOI) Library Extension Change Order
  - Capital Improvement Project (DOI) budget
  - Library Programs
  - Reporting requirements for board meetings and the Open Government Law. Mr. Cameron advised that Board members must go through process of government per Public Law. Mr. Cameron said he will be working with Sandra to provide training and the schedule for Ms. Reyes & Mr. Mandapat, the remaining two board members left to attend the twenty-minute training

- IV. **Open Discussion:** Mr. Cameron recommends to the board the monthly board meetings should be held no more than one hour. He recommends that the board have sub committees so that such sub committees can breakout into working sessions with chairpersons overseeing each committee and to bring in stakeholders and the general public.

Chairperson suggests to meet two times a month so board can get caught up with pressing matters along with recommendation in recruiting a finance person for the board.

Mr. Seerengan, agreed with the idea of the subcommittee's as he mentioned of attending a conference over the summer with the American Library Association as they too had they're own breakout sessions with subcommittees.

Chairperson, asks everyone for acknowledgement of all documents received in this meeting and that it will be tabled for discussion at the next board meeting. All acknowledge.

- V. **New Business:** New business to be discussed at next meeting.

- Aircon and structural Projects
- Homeless Issue. What is the national standard policy in dealing with this issue
- Fee Structure
- Library Director/Territorial Librarian.

Per Mr. Cameron, GPLS must recruit for a librarian which is a classified position. He says he knows of several people who would be interested in applying with a degree in library science.

Ms. Sandra advised the board that the official title is Territorial Librarian per the Department of Administration, Human Resources Division.

Chairperson said the position is dated 1982, which needs serious updating. She has been researching and has found the national salary to be at \$90,000.00. Would like to know how this position fits into the hay study recently being implemented. She recommends that it's good for continuity to keep this position a classified position.

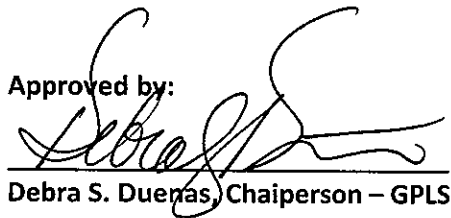
- American with Disability Act (ADA)  
Chairperson inquires if we are complying with ADA requirement with the CIP project/library extension, and Mr. Cameron assures her that we are complying.

- VI. **Announcements:** Mr. Cameron talked about his meeting with the Institute of Museum and Library Science (IMLS) most recently about funding library and museum programs. He talked about the upcoming museum and about library archives and that it was a very successful and productive meeting. Per Public Law, that archives belong to the Guam Museum. Yet instead of letting the archives go to an unfunded division that it remain at the library, keeping the integrity of those archives. The archives will always be at the Guam Public Library.

Chairperson and Vice Chair both said they have had the opportunity of speaking with IMLS and they as well are anxious for GPLS to get a library director in place as soon as possible.

- VII. **Next Meeting.** Next meeting on Thursday, October 16, 2014, 3:30pm at the GPLS Conference Room.
- VIII. **Adjournment.** A motion was made to adjourn the meeting by Chairperson; seconded by Mr. Kyle Mandapat, none opposed, meeting was adjourned at approximately at 4:41pm.

Approved by:



Debra S. Duenas, Chairperson – GPLS

10-16-14

Date



June M. Aflague, Recording Secretary – GPLS

10-16-14

Date

Guam Public Library System  
Report submitted to the Board  
Tuesday, October 16, 2014  
3:30 p.m.

Provided by Sandra M Stanley, Administrative Officer

1. Position Description for Territorial Librarian as approved by Civil Service Commission on July 1980.
2. Public Law 27-13 “An Act to add a new Subsection (d) to Section 3122 of Title 5, Guam Code Annotated, Relative to Minimum Qualifications for Director of the Guam Public Library System.” ***Signed into law on April 26, 2003.***
3. Public Law 28-50 “...To allow for a Master of Education Degree in Library Science to fulfill the educational requirements & require managerial experience or equivalent education for the Library Director Position, ...” ***Signed into law on June 30, 2005.***
4. 5 GCA, Chapter 3, Article 1 The Executive, Section 3122 Guam Public Library
5. Public Law 24-89 - ...Relative to discontinuing the use of the term Territory of Guam’ in official Government Acts, Titles and Documents, and to discontinue the use of the term Territorial’ in Government Titles. ***Signed into law on October 7, 1997.***

Old Business:

State of Emergency was signed by Governor Calvo on Friday, October 10, 2014 and currently Department of Public Works is contacting vendors to submit their Bid after performing an on-site assessment.

Other Matter(s):

1. Ms. Omaira Brunal-Perry will be speaking on the following topic:
  - a. The need to recruit a ***“Territorial Archivist”*** to be incorporated in GPLS
  - b. The need to recruit a ***“Territorial Librarian”*** for GPLS



## TERRITORIAL LIBRARIAN

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the Territorial Public Library System and the Museum.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Administers the programs and activities of the public libraries and the museum.

Determines and plans objectives and goals to meet island-wide needs for library services, develops programs, policies and plans.

Provides guidance to subordinate staff in such professional areas as the standards of library services, collection, book selection, and references.

Reviews, develops, recommends and adopts library policies, regulations and procedures.

Establishes library services in institutions and outlying areas or in communities without services as approved by the Board.

Formulates and justifies budget estimates and administers approved program budget; prepares state Plans for Federal funding in accordance with the Library Services and Construction Act; submits yearly projects and expenditures report to federal and local governments.

Administers policies for personnel, training and safety.

Prepares correspondence and other reports.

Participates in Board and Advisory Council meetings.

Develops and maintains working relations with governmental agencies, community organizations and groups and legislative and advisory bodies.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of library science and library administration.

Knowledge of the principles and practices of public administration.

Ability to administer an island-wide public library system and the museum.

Ability to analyze and evaluate operational effectiveness and initiate and recommend changes in the library system to improve effectiveness.

Ability to make work decisions in accordance with program guidelines.

Ability to interpret and apply pertinent program guidelines.

Ability to work effectively with the public and employees.

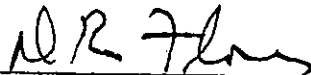
Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Four years of progressively responsible experience in professional library work and two years of supervisory work; and graduation from a recognized college or university with a Bachelor's degree in library science or related field; or
- (b) Any equivalent combination of experience and training beyond the Bachelor's degree, which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980

Pay Grade L5 \$55,303.00 PER ANNUM

  
\_\_\_\_\_  
DAVID R. FLORES, Executive Director  
Civil Service Commission



Office of the Governor of Guam

Adelup, Guam 96932

TEL: (671) 472-8931 • FAX: (671) 477-4826 • EMAIL: gov@guam.gu

Felix Perez Camacho  
Governor

Kaleo Scott Moylan  
Lieutenant Governor

APR 29 2003

Office of the People's Speaker  
Vicente (Doc) C. Pangelinan

APR 30 2003

The Honorable Vicente C. Pangelinan  
Speaker  
Mina 'Bente Siete Na Liheslaturan Guåhan  
Twenty-Seventh Guam Legislature  
155 Hesler Street  
Hagåtña, Guam 96910

TIME: 3:09 ( ) AM ( ) PM  
RECEIVED BY:

Dear Speaker Pangelinan:

Transmitted herewith is Bill No. 33 (COR), "AN ACT TO ADD A NEW SUBSECTION (d) TO § 3122 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO MINIMUM QUALIFICATIONS FOR DIRECTOR OF THE GUAM LIBRARY SYSTEM," which I have signed into law on April 26, 2003 as Public Law 27-13.

Sincerely,

FELIX P. CAMACHO  
I Maga'Lahen Guåhan  
Governor of Guam

Attachment: copy attached of signed bill

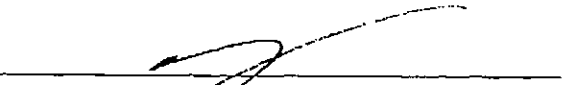
cc: The Honorable Tina Rose Muña-Barnes  
Senator and Legislative Secretary

Document No. 03-02169/1c

I MINA'BENTE SIETE NA LIHESLATURAN GUÅHAN  
2003 (FIRST) Regular Session

CERTIFICATION OF PASSAGE OF AN ACT TO I MAGA'LAHEN GUÅHAN


This is to certify that Bill No. 33 (COR), "AN ACT TO ADD A NEW SUBSECTION (d) TO §3122 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO MINIMUM QUALIFICATIONS FOR DIRECTOR OF THE GUAM LIBRARY SYSTEM," was on the 11<sup>th</sup> day of April, 2003, duly and regularly passed.

  
vicente (ben) c. pangelinan  
Speaker

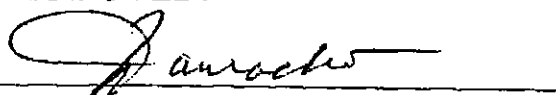
Attested:

  
Tina Rose Muña-Barnes  
Senator and Legislative Secretary

-----  
This Act was received by *I Maga'lahaen Guahan* this 15 day of April, 2003, at 5:30 o'clock  
P.M.

  
Assistant Staff Officer  
*Maga'lahi's Office*

APPROVED:

  
FELIX P. CAMACHO  
*I Maga'lahaen Guahan*

Date: April 26, 2003

Public Law No. 27-13

**MINA'BENTE SIETE NA LIHESLATURAN GUÅHAN**  
**2003 (FIRST) Regular Session**

**Bill No. 33 (COR)**

As amended on the Floor.

Introduced by:

L. A. Leon Guerrero  
C. Fernandez  
F. B. Aguon, Jr.  
J. M.S. Brown  
F. R. Cunliffe  
Mark Forbes  
L. F. Kasperbauer  
R. Klitzkie  
J. A. Lujan  
T. R. Muña-Barnes  
J. M. Quinata  
v. c. pangelinan  
R. J. Respicio  
Toni D. Sanford  
Ray Tenorio

**AN ACT TO ADD A NEW SUBSECTION (d) TO §3122 OF  
TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO  
MINIMUM QUALIFICATIONS FOR DIRECTOR OF THE  
GUAM LIBRARY SYSTEM.**

1 **BE IT ENACTED BY THE PEOPLE OF GUAM:**

2 **Section 1. Legislative Intent.** In our community, every one of all  
3 ages must develop information literary skills if they are to prosper in the  
4 new global information economy. Libraries and Librarians are critical to  
5 this effort. Librarians are key partners in enhancing, teaching and learning  
6 and have valuable expertise in how to build information-literate  
7 communities. Librarians are the ultimate search engine. They know how

1 to find the best information whether it is in a book, video, a pamphlet or  
2 on a website. Teaching others how to find and evaluate information is a  
3 unique skill that Librarians bring to a society suffering information  
4 overload. Our community must address the new challenge of information  
5 literacy. To achieve these goals, it is essential that the Director of the Guam  
6 Public Library be a qualified Librarian. Therefore, it is the intent of *I*  
7 *Mina'Bente Siete Na Liheslaturan Guåhan* to mandate minimum  
8 qualifications for the Director of the Guam Public Library.

9 **Section 2. A new subsection (d) is hereby added to §3112 of Title 5,**  
10 **Guam Code Annotated, to read:**

11 **“(d) (1) Qualifications for Director.** The Director must have  
12 earned a Master’s Degree in Library Science or Library and  
13 Information Science (MLS or MLIS) from an institution accredited by  
14 the American Library Association (ALA), have a minimum of five (5)  
15 years progressively responsible Library supervisory experience in  
16 which the minimum of three (3) years of Library experience must be  
17 post degree. The Director must have extensive knowledge of a full  
18 range of Library services; strong customer service orientation; ability  
19 to work independently and in collaboration with others; strong  
20 information technology skills; competent in fiscal management and  
21 budgeting; experience with integrated Library automation systems;  
22 effective oral and written communication skills; ability to work some  
23 evenings and weekends; flexibility and ability to adapt to a changing  
24 environment; demonstrate the ability and/or interest in working in a  
25 multiethnic and multicultural environment.

1           **(2) Primary Job Duties.** The Guam Public Library Board shall  
2 develop and the Guam Civil Service Commission shall approve  
3 primary job duties and responsibilities for the Director of the Guam  
4 Public Library using the standards from the American Library  
5 Association. Such duties and responsibilities shall be in place within  
6 three (3) months of enactment of this Act."

7           **Section 3. Severability.** *If* any provision of this Law or its  
8 application to any person or circumstance is found to be invalid or contrary  
9 to law, such invalidity shall *not* affect other provisions or applications of  
10 this Law which can be given effect without the invalid provisions or  
11 application, and to this end the provisions of this Law are severable.

C

C

C



I MINA'BENTE OCHO NA LIHESLATURAN GUÅHAN  
2005 (FIRST) Regular Session

**Bill No. 137 (EC)**

As substituted by the Committee on  
Education and Community Development,  
and amended.

Introduced by:

L. F. Kasperbauer  
Mark Forbes  
R. Klitzkie  
F. B. Aguon, Jr.  
J. M.S. Brown  
Edward J.B. Calvo  
B. J.F. Cruz  
Mike Cruz  
L. A. Leon Guerrero  
J. A. Lujan  
A. B. Palacios  
R. J. Respicio  
Ray Tenorio  
A. R. Unpingco  
J. T. Won Pat

**AN ACT TO AMEND §§80106, 80107, 80109 & 80117, TO ADD  
NEW §§80124 & 80125, AND TO REPEAL AND RE-ENACT  
SUBSECTION (d) OF §3122, ALL OF TITLE 5, GUAM CODE  
ANNOTATED, RELATIVE TO PROVIDING BROAD  
COMMUNITY-BASED REPRESENTATION ON THE  
BOARD OF DIRECTORS OF THE GUAM PUBLIC  
LIBRARY SYSTEM, TO ALLOW FOR A MASTER OF  
EDUCATION DEGREE IN LIBRARY SCIENCE TO FULFILL  
THE EDUCATIONAL REQUIREMENTS & REQUIRE  
MANAGERIAL EXPERIENCE OR EQUIVALENT  
EDUCATION FOR THE LIBRARY DIRECTOR POSITION,  
TO ALLOW FOR VOLUNTEERISM AND FUNDRAISING,  
TO PROVIDE A MEANS OF BUDGETING FOR THE**

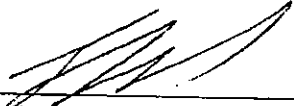
I MINA'BENTE OCHO NA LIHESLATURAN GUÅHAN  
2005 (FIRST) Regular Session

CERTIFICATION OF PASSAGE OF AN ACT TO I MAGA'LAHEN GUÅHAN

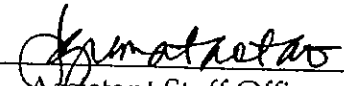
This is to certify that Substitute Bill No. 137 (EC), "AN ACT TO AMEND §§80106, 80107, 80109 & 80117, TO ADD NEW §§80124 & 80125, AND TO REPEAL AND RE-ENACT SUBSECTION (d) OF §3122, ALL OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO PROVIDING BROAD COMMUNITY-BASED REPRESENTATION ON THE BOARD OF DIRECTORS OF THE GUAM PUBLIC LIBRARY SYSTEM, TO ALLOW FOR A MASTER OF EDUCATION DEGREE IN LIBRARY SCIENCE TO FULFILL THE EDUCATIONAL REQUIREMENTS & REQUIRE MANAGERIAL EXPERIENCE OR EQUIVALENT EDUCATION FOR THE LIBRARY DIRECTOR POSITION, TO ALLOW FOR VOLUNTEERISM AND FUNDRAISING, TO PROVIDE A MEANS OF BUDGETING FOR THE BRANCH LIBRARIES AND TO REQUIRE ADHERENCE TO THE OPEN-GOVERNMENT LAW," was on the 17<sup>th</sup> day of June, 2005, duly and regularly passed.

  
Mark Forbes  
Speaker

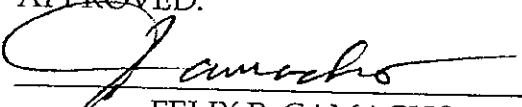
Attested:

  
Edward J.B. Calvo  
Senator and Secretary of the Legislature

-----  
This Act was received by *I Maga'lahaen Guåhan* this 20 day of June, 2005,  
at 4:50 o'clock P.M.

  
Assistant Staff Officer  
*Maga'lahaen's Office*

APPROVED:

  
FELIX P. CAMACHO  
*I Maga'lahaen Guåhan*

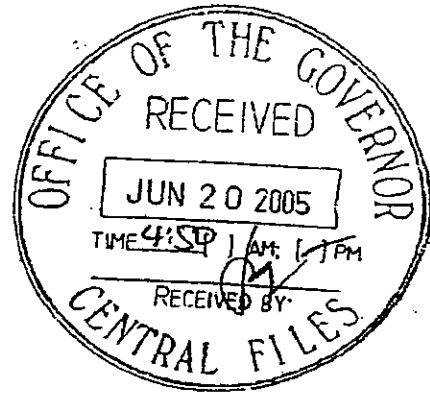
Date: 6/30/05  
Public Law No. 28-50



**MINA' BENTE OCHO NA LIHESLATURAN GUÅHAN**  
TWENTY-EIGHTH GUAM LEGISLATURE  
155 Hessler Place, Hagåtña, Guam 96910

June 20, 2005

The Honorable Felix P. Camacho  
*I Maga'lahaen Guåhan*  
*Ufisinan I Maga'lahi*  
Hagåtña, Guam 96910



Dear *Maga'lahi* Camacho:

Transmitted herewith are Bill Nos. 97(EC) & 103(LS); and Substitute Bill Nos. 41(EC), 46(EC), 59(EC), 61(EC), 69(EC), 77(EC), 87(LS), 100(EC), 112(EC), 119(EC), 122(EC), 128(EC) and 137(EC) which were passed by *I Mina' Bente Ocho Na Liheslaturan Guåhan* on June 17, 2005.

Sincerely,

EDWARD J.B. CALVO  
Senator and Secretary of the Legislature

Enclosures (15)



Office of the Governor of Guam

P.O. Box 2950 Hagåtña, Guam 96932
TEL: (671) 472-8931 • FAX: (671) 477-4826 • EMAIL: governor@mail.gov.gu

Felix Perez Camacho
Governor
Kaleo Scott Moylan
Lieutenant Governor

22 JUL 2005

Senator Edward J.B. Calvo
SECRETARY OF THE LEGISLATURE
ACKNOWLEDGEMENT RECEIPT
Rcv'd by: Nikole
Print Name & Initial
Time: 11:05 Date: 7-25-05

The Honorable Mark Forbes
Speaker
Mina' Bente Ocho Na Liheslaturan Guåhan
155 Hessler Street
Hagåtña, Guam 96910

Dear Mr. Speaker:

Transmitted herewith is Bill No. 137 (EC), "AN ACT TO AMEND §§80106, 80107, 80109 & 80117, TO ADD NEW §§80124 & 80125, AND TO REPEAL AND RE-ENACT SUBSECTION (d) OF §3122, ALL OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO PROVIDING BROAD COMMUNITY-BASED REPRESENTATION ON THE BOARD OF DIRECTORS OF THE GUAM PUBLIC LIBRARY SYSTEM, TO ALLOW FOR A MASTER OF EDUCATION DEGREE IN LIBRARY SCIENCE TO FULFILL THE EDUCATIONAL REQUIREMENTS & REQUIRE MANAGERIAL EXPERIENCE OR EQUIVALENT EDUCATION FOR THE LIBRARY DIRECTOR POSITION, TO ALLOW FOR VOLUNTEERISM AND FUNDRAISING, TO PROVIDE A MEANS OF BUDGETING FOR THE BRANCH LIBRARIES AND TO REQUIRE ADHERENCE TO THE OPEN-GOVERNMENT LAW" which I signed into law on June 30, 2005, as Public Law 28-50.

Sinseru yan Magåhet,

[Handwritten signature of Felix P. Camacho]

FELIX P. CAMACHO
I Maga'låhen Guåhan
Governor of Guam

Attachment: copy attached of signed bill

cc: The Honorable Eddie Baza Calvo
Senator and Legislative Secretary

Office of the Speaker
MARK FORBES

Date: 7/25/05
Time: 8:00 AM
Rec'd by: [Signature]
Print Name: [Signature]
28-05-0311

0312

**BRANCH LIBRARIES AND TO REQUIRE ADHERENCE TO  
THE OPEN-GOVERNMENT LAW.**

1 **BE IT ENACTED BY THE PEOPLE OF GUAM:**

2 **Section 1. Short Title.** This Act shall be known as the "*Guam*  
3 *Community-Based Library Act*".

4 **Section 2.** Section 80106 of Chapter 80 of Title 5, Guam Code Annotated  
5 is hereby *amended* to read:

6 "§80106. **Library Board Members.** The Board shall be composed  
7 of seven (7) members, to be appointed by *I Maga'lahi* with the advice  
8 and consent of *I Liheslaturan Guåhan*. Of the appointed members, one (1)  
9 member shall be a full-time student, in compliance with 4 GCA §2105.1;  
10 at least one (1) shall be employed as a librarian throughout the term of  
11 appointment; at least one (1) shall be a classroom teacher throughout the  
12 term of appointment; at least one (1) shall be employed in the field of  
13 Information Technology throughout the term of appointment; at least  
14 one (1) shall be a business owner or a senior manager employed with a  
15 private business throughout the term of appointment."

16 **Section 3. Length of Terms.** Section 80107 of 5 GCA is hereby  
17 *amended* to read:

18 "§80107. **Library Board Tenure.** Except for the student member,  
19 the members of the Board shall serve for a term of three (3) years,  
20 commencing with the date of appointment, and until their successors  
21 are appointed and qualified; provided, that of the members first  
22 appointed, two (2) shall serve for two (2) years and two (2) shall serve

1 for one (1) year, as designated by *I Maga'lahi*. The term of the student  
2 member shall be for one (1) year."

3 **Section 4.** Item (d) of Section 3122 of Chapter 3 of Title 5 Guam  
4 Code Annotated, is hereby *repealed and re-enacted* to read:

5 "(d) (1) **Qualifications for Director.** The Director must:

6 (a) have earned a Master's Degree in Library Science (MLS),  
7 a Master's degree in Library and Information Science (MLIS), or a  
8 Masters degree in Education with concentration on Library  
9 Science from a United States accredited college or university or  
10 from a college or university accredited by the American Library  
11 Association (ALA); and

12 (b) have a minimum of four (4) years general managerial  
13 experience *or* have earned Bachelor's or Master's degree in  
14 Business Administration, Commerce, Business Information  
15 Systems, Public Administration or a related field from a United  
16 States Accredited College or University.

17 (2) **Primary Job Duties.** The Director shall administer the day-to-  
18 day operations of the Guam Public Library System, implement board  
19 policy and perform other duties as assigned by the Board."

20 **Section 5. Fundraising Authorized.** Section 80117 of Chapter 80 of 5  
21 GCA is hereby *amended* to read:

22 "§80117. **Gifts to the Library and Fundraising.** The Board shall  
23 have authority to solicit for and accept on behalf of, and in the name of,  
24 the government of Guam from any government or agency thereof, or  
25 any person, advisory services, grants-in-aids, gifts, donations of money

1 and other property for the benefit of the Library System, or the Guam  
2 Archives; provided, that any grants-in-aid, gifts, donations or other  
3 form of assistance involving an obligation on the part of the Library  
4 System or the Guam Archives or the government of Guam shall require  
5 the approval of *I Maga'lahi*. The Guam Public Library system may, upon  
6 approval of the Board, engage in fundraising activities for the benefit of  
7 the Public Libraries. The Board shall submit an annual report on such  
8 fundraising activities to *I Maga'lahi* and *I Liheslatura*."

9 **Section 6. Use of Volunteers Authorized.** A new Section 80124 is  
10 hereby *added* to Chapter 80 of 5 GCA to read:

11 "§80124. **Friends of the Library Volunteers.** The Board may  
12 institute a program within the Guam Public Library System to be  
13 entitled, 'Friends of the Library'. The Board shall make necessary rules  
14 and regulations for the employment and use of said volunteers within  
15 the System. The Board may obtain liability insurance coverage for said  
16 volunteers. Title 4 GCA §2112 shall apply to volunteers hereunder."

17 **Section 7. Separate Budgeting for Branch Libraries.** A new Section  
18 80125 is hereby *added* to Chapter 80 of 5 GCA to read:

19 "§80125. **Separate Budget for Branch Libraries.** The Board shall  
20 submit a separate budget to *I Liheslatura* annually for the operations of  
21 each branch library. The budget shall include sufficient funding for  
22 personnel, utilities, books, periodicals, computers, internet access, etc.  
23 necessary to operate a branch for *not less than* twenty (20) hours per  
24 week. The Board may transfer funds within each branch library budget

1 among object categories, however, such transfers of funds shall not  
2 impede a branch's operating for the minimum hours prescribed herein."

3 **Section 8. Open Government Requisite.** Section 80109 of 5 GCA is  
4 hereby *amended* to read:

5 "§80109. **Board Meetings.** Meetings of the Board shall be open to  
6 the public and held at a regular time and place each month. Special  
7 meetings may be called by the Chairperson. All meetings shall be  
8 subject to the provisions of 5 GCA Chapter 8, *'The Open Government*  
9 *Law'.*"

10 **Section 9. Effective Date.** Section 2 of this Act shall take effect thirty  
11 (30) days following the enactment hereof, or upon appointment of members  
12 required to meet the conditions of Section 2 of this Act, whichever is sooner.  
13 If any of the Board members currently serving on the Board, who have been  
14 confirmed by *I Liheslatura*, are re-appointed by *I Maga'lahi* prior to the  
15 enactment hereof, such members may serve out their remaining terms  
16 without legislative confirmation. All other sections of this Act shall take effect  
17 upon enactment.



**CHAPTER 3**  
**DEPARTMENTS OF THE GOVERNMENT**

NOTE: A number of the newer agencies were created by laws found within the portions of the Government Code containing substantive provisions governing those agencies. In order to make this Chapter genuinely useful, and to make it a true indication of all of the Departments of the government regarded as such, the Compiler has placed within this Chapter both those sections placed in the § 5100 series of the Government Code and those other sections creating departments, even though the sections were originally placed elsewhere. The Compiler has used as a guide as to the appropriate departments of the government, those departments whose directors are listed in 4 GCA, § 6206B, Departments of the Government of Guam.

- Article 1. The Executive.
- Article 2. Judiciary.

**ARTICLE 1**  
**THE EXECUTIVE**

- § 3101. Department of Administration.
- § 3101.1. Public Transportation Services.
- § 3102. Department of Law.
- § 3103. Guam Police Department. [Repealed.]
- § 3104. [Repealed.]
- § 3105. Guam Fire Department.
- § 3106. Department of Public Works.
- § 3107. Department of Education.
- § 3108. Department of Agriculture.
- § 3109. Department of Land Management.
- § 3110. Department of Commerce. [Repealed.]
- § 3111. Department of Public Health and Social Services.
- § 3112. Department of Labor.
- § 3113. Department of Corrections.
- § 3114. Department of Revenue and Taxation.
- § 3115. Department of Parks and Recreation.
- § 3116. Guam Community College.
- § 3117. Department of Youth Affairs.
- § 3118. Department of Military Affairs.
- § 3119. Council on the Arts & Humanities.
- § 3120. Agency for Human Resources Development.

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- § 3121. Guam Behavioral Health and Wellness Center.
- § 3122. Guam Public Library.
- § 3123. Public Utility Agency. [Repealed.]
- § 3124. Civil Service Commission.
- § 3125. Civil Defense.
- § 3126. Vocational Rehabilitation.
- § 3127. Customs and Quarantine Agency.
- § 3128. Guam Museum.
- § 3129. Komitea Para Tiyan.
- § 3130. Annual Public Hearing Requirements on Fee Schedules.
- § 3131. Better Customer Service Policy – “Move to the Front of the Line”.

**§ 3101. Department of Administration.**

There is within the Executive Branch of the government of Guam a Department of Administration. The Director of Administration is the head of the Department of Administration. The Director of Administration is appointed by *I Maga'lahi* (the Governor) with the advice and consent of *I Liheslatura* (the Legislature). Except for private parking facilities, and for parking facilities maintained and operated by the A. B. Won Pat International Airport Authority Guam, DOA shall have exclusive franchise within the government of Guam for the collection of fees for the furnishing of public parking within Guam. It is the duty of the Director of Administration to support an adequate public educational system as required by Section 29(b) of the Organic Act, as amended.

SOURCE: GC § 5100, amended by P.L. 10-9. Repealed and re-enacted by P.L. 26-76:24. Amended by P.L. 28-045:9, effective, Oct. 1, 2005 in accordance with P.L.28-045:23.

**§ 3101.1. Public Transportation Services.**

There is, within the Department of Administration, a Division of Public Transportation Services. The Director of Administration shall be the only government official to provide and contract for public transportation on Guam's roads and highways.

(a) Any individual, business or organization providing public transportation services pursuant to a contract with the Division of Public Transportation Services of the Department of Administration shall:

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(1) Ensure that each of its employees, e.g. driver, dispatcher, or transport care attendant, who works directly with the public complete, within six (6) months after it executes said contract, a minimum of sixteen (16) hours of passenger assistance training. Said training shall ensure that the employee possesses a general knowledge and understanding of working with public, to include the proper treatment of customers, including children, senior citizens, disabled persons and others users of the public transportation;

(2) Ensure that each of its employees who work directly with the public complete a passenger assistance training course every year following the initial training mandated by subsection (1) hereof, of no less than four (4) hours of training on the proper provision of services, changes in relevant law, changes in applicable technology and the like.

(3) Ensure that no employee who has not completed the training required by subsections (1) and (2) hereof works directly with the public.

(4) Provide the Director of Administration with a police clearance for each employee who works directly with the public.

(5) Bear the cost of providing the training required by this section.

(b) The Director of Administration shall incorporate the training and certification required by subsection (a) hereof in all bids and contracts regarding transportation services. Non-compliance by a contractor with said requirements shall be grounds for the termination of such a contract.

(c) The Director of Administration and the University of Guam and the Guam Community College shall cooperate to create the training programs required by subsection (a) hereof. The University or College shall provide a written certificate to persons who complete said programs, their respective employers and the Director of Administration.

(d) The Director of Administration, through the Division of Public Transportation Services, shall ensure compliance with this

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section and shall annually assess the contractor's compliance herewith. The Director shall report on said compliance and shall transmit said report to the contractor, *I Maga'lahaen Guåhan* and *I Liheslaturan Guåhan* no later than January 30th of each year.

SOURCE: Added by P.L. 29-019:VI:59 (Sept. 29, 2007)

**§ 3102. Department of Law.**

There is within the Executive Branch of the government of Guam, the Office of the Attorney General. The Attorney General is head of the Office of the Attorney General and Chief Legal Officer of the government of Guam.

SOURCE: GC § 5101. Repealed and reenacted by P.L. 13-117:1 (Dec. 27, 1975) and P.L. 16-072:10 (Mar. 5, 1982). Amended by P.L. 29-019:VI:51 (Sept. 29, 2007).

COMMENT: P.L. 16-72:10 amended this section by splitting from the Department of Law an Office of the Territorial Prosecutor. However, § 20 provided that

“if any provision of this Act . . . is held invalid and the invalidity substantially affects other provisions or applications of the Act, then the provisions of this Act shall not be severable and the entire Act shall expire by operation of law. Provisions of existing statutes repealed or amended by this Act shall then be automatically revived.”

A substantial provision of the Act, §1 providing for the term of the Prosecutor and limiting the Governor's power of removal, was declared invalid, thus nullifying the whole act and reverting the law to its previous condition. *Territorial Prosecutor for the Territory of Guam, People of the Territory of Guam, Petitioners, v. Superior Court of Guam, Respondent, Peter M. Perez, et al., Real Parties in Interest*, D.C. Civ. App. 82-0215, D.C. Guam, App. Div. May 26, 1983.

**§ 3103. Guam Police Department.**

**[Repealed.]**

SOURCE: GC § 5102 as amended by P.L. 10-91; P.L. 17-78:1; P.L. 18-13:1. Qualifications of Police Chief removed from this section and placed in 10 GCA § 77109 as part of the new chapter governing the Guam Police Department. Change made by P.L. 24-23:3. Repealed by P.L. 24-23:3.

COMMENT: P.L. 17-78 split the Fire Department from the old Department of Public Safety, leaving the new Guam Police Department. P.L. 18-13 specified qualifications for the Chief of Police. The substantive law governing the Guam Police Department is found in Titles 8, 9, and 10 of this Code.

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NOTE: § 3103.1- § 3103.3 and §3103.4 added by P.L. 24-240 and P.L. 24-241, respectively, re-codified as § 77201- § 77203 and § 77301, Articles 2 and 3, respectively, Chapter 77, Title 10 GCA.

**§ 3104. Reinstatement of Chief of Police and Fire Chief to Classified Position.**

[Repealed].

SOURCE: GC § 5102.1 added by P.L. 18-13:2. Amended by P.L. 28-150:V:43 (Sept. 30, 2006). Repealed by P.L. 30-202:6 (Nov. 30, 2010).

**§ 3105. Guam Fire Department.**

There is within the Executive Branch of the government of Guam a Guam Fire Department. The Fire Chief is the head of the Department. The Fire Chief is appointed by the Governor with the advice and consent of the Legislature. The Fire Chief shall meet the following qualifications:

(a) (1) Must have a bachelor's degree in Fire Science or Public Administration or closely related field or discipline at an accredited institution; and

(2) Have at least ten years of experience in fire control including control and extinguishment of fires and fire prevention, of which two years must be served in a position equivalent to Battalion Chief or higher; or

(b) (1) Must have an associate's degree in Fire Science or closely related field or discipline at an accredited institution; and

(2) Have at least 15 years experience in fire control, including control and extinguishment of fires and fire prevention, of which four years must be served in a position equivalent to Battalion Chief or higher.

SOURCE: GC § 5115 added by P.L. 17-78:2. Amended by P.L. 23-43:2 (10/05/95).

COMMENT: P.L. 17-78 created the Guam Fire Department. The substantive law governing the Guam Fire Department is found in 10 GCA Chapter 72.

**§ 3106. Department of Public Works.**

There is within the Executive Branch of the government of Guam a Department of Public Works. The Director of Public Works is the head of the Department of Public Works. The Director of Public Works is

appointed by the Governor with the advice and consent of the Legislature.

SOURCE: GC § 5104 amended by P.L. 10-91.

**§ 3107. Department of Education.**

There is within the Executive Branch of the government of Guam a Department of Education. It is the mission of the Department of Education and the duty of all public officials of the Executive Branch of the government of Guam to provide an adequate public educational system as required by Section 29(b) of the Organic Act, as amended, and to that end provide an adequate public education for all public school students as those terms are defined at 1 GCA § 715; and to effectuate an increase in the percentage of the students at Level 3, which demonstrates solid academic performance as measured by SAT 10, by at least five percent (5%) each grade level per year until the Guam Education Policy Board's adopted goal of ninety percent (90%) at Level 3 in ten (10) years is reached.

SOURCE: GC § 5105 amended by P.L. 13-8:1. Amended by P.L. 28-045:10.

NOTE: The Legislature re-created the elected Board of Education by P.L. 22-42, the first election for which took place on November 8, 1994. In P.L. 22-42, the Legislature amended 17 GCA § 3102 and added § 3102.1 relative to the selection and qualifications of the Director of Education. The Director, following the passage of P.L. 22-42, but before the elected board takes office, is now selected by the Board without the approval of either the Governor or the Legislature. This section was repealed by implication. See AG Opinion LEG 94-0541 (07/15/94).

2009 NOTE: P.L. 28-045:10 (June 6, 2005) changed the name of the Department of Education to the Guam Public School System. The passage of P.L. 30-050:2 (July 14, 2009) reverted the name to the Department of Education.

CROSS REFERENCE: 17 GCA § 3101, which provides that the DOE is within the government of Guam.

**§ 3108. Department of Agriculture.**

There is within the Executive Branch of the government of Guam a Department of Agriculture. The Director of Agriculture is the head of the Department of Agriculture. The Director of Agriculture is appointed by the Governor with the advice and consent of the Legislature.

SOURCE: GC § 5106 amended by P.L. 10-91.

**§ 3109. Department of Land Management.**

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There is within the Executive Branch of the government of Guam a Department of Land Management. The Director of Land Management is head of the Department of Land Management. The Director of Land Management is appointed by the Governor with the advice and consent of the Legislature.

SOURCE: GC § 5107 amended by P.L. 10-91.

**§ 3110. Department of Commerce.**

[Repealed.]

SOURCE: GC § 5108 amended by P.L. 10-91. Repealed by P.L. 26-76:32 and functions transferred elsewhere.

NOTE: GC § 5109, Department of Labor and Personnel, was repealed by P.L. 9-239. The functions of this department were taken over by either the Department of Labor or the Department of Administration.

**§ 3111. Department of Public Health and Social Services.**

There is, within the Executive Branch of the government of Guam, a Department of Public Health and Social Services, the head of which is the Director. The Director of the Department of Public Health and Social Services is appointed by *I Maga'lahi* [the Governor] with the advice and consent of *I Liheslatura* [the Legislature]. The Director shall meet the following minimum qualifications:

(a) Shall have graduated from a recognized college or university with a Master's Degree in Health Administration, healthcare service management, human service or a health related field, and five (5) years of experience in the management and administration of a human service, social service, or healthcare service organization of which three (3) years shall have been experienced as an administrator or director in human service, social service, or healthcare service organization; or

(b) Shall have graduated from a recognized college or university with a Master's Degree in Business Administration or Public Administration, and five (5) years of experience in health administration, human service, social service or healthcare service organization of which three (3) years must have been experienced as an administrator or director in a public health setting, human service, social service or healthcare service organization; or

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(c) Shall have graduated from a recognized college or university with a Bachelor's Degree in Business Administration, Public Administration, Health Administration, healthcare service management, human service or health related field, and eight (8) years of experience in health administration or healthcare related field, of which five (5) years shall have been experienced as an administrator or director in a public health, human service, social service or healthcare service organization.

**SOURCE:** GC § 5110 amended by P.L. 10-91. Amended by P.L. 27-09:2. Amended by P.L. 29-078:2 (May 9, 2008).

**CROSS-REFERENCE:** P.L. 27-09:3 (Apr. 28, 2003) states that: "Any new appointment of a Director after enactment of this Act shall be in compliance with the provisions of this Act."

**2013 NOTE:** Numbers and/or letters were added to adhere to the Compiler's alpha-numeric scheme in accordance to 1 GCA § 1606.

**§ 3112. Department of Labor.**

There is within the Executive Branch of the government of Guam a Department of Labor. The Director of Labor is the head of the Department of Labor. The Director of Labor is appointed by the Governor with the advice and consent of the Legislature.

**SOURCE:** GC § 5111 amended by P.L. 10-91.

**§ 3113. Department of Corrections.**

There is within the Executive Branch of the government of Guam a Department of Corrections. The Director of Corrections is the head of the Department of Corrections. The Director of Corrections is appointed by the Governor with the advice and consent of the Legislature.

**SOURCE:** GC § 5112 amended by P.L. 10-91. The substantive law governing the Department of Corrections is found in 9 GCA Chapter 90.

**§ 3114. Department of Revenue and Taxation.**

There is within the Executive Branch of the government of Guam a Department of Revenue and Taxation. The Director of Revenue and Taxation is the head of the Department of Revenue and Taxation. The Director of Revenue and Taxation is appointed by the Governor with the advice and consent of the Legislature.

**SOURCE:** GC § 5113 amended by P.L. 10-91.



**§ 3115. Department of Parks and Recreation.**

There is within the Executive Branch of the government of Guam a Department of Parks and Recreation. The Director of Parks and Recreation is head of said department, and is appointed by the Parks and Recreation Commission pursuant to § 26006 (a) of this Code with the consent of the Governor and the Legislature.

SOURCE: GC § 5114 added by P.L. 12-209; amended by P.L. 15-145:24.

**§ 3116. Guam Community College.**

There is within the Executive Branch of the government of Guam a community college to be known as the Guam Community College. The President of the Community College is the head of the institution. The President is appointed by the Board of Trustees of the Community College.

SOURCE: GC § 5116 added by P.L. 14-77:1.

CROSS-REFERENCES: See 17 GCA § 31110 (enacted by P.L. 17-17:2, amended by P.L. 18-12) for method of appointment of the President and change of name from Provost to President.

**§ 3117. Department of Youth Affairs.**

There is within the Executive Branch of the government of Guam a Department of Youth Affairs. The head of the department shall be the Director who shall be appointed by the Council on Youth Affairs with the approval of the Governor and with the advice and consent of the Legislature.

SOURCE: GC § 5120 added by P.L. 14-110:2.

**§ 3118. Department of Military Affairs.**

(See 10 GCA § 63100 for the creation of the Department of Military Affairs.)

**§ 3119. Council on the Arts and Humanities.**

There is within the Executive Branch of the government of Guam the Guam Council on the Arts and Humanities. The chief administrative officer of the Council shall be the Director who shall be appointed by the governing board with the approval of the Governor and with the advice and consent of the Legislature.

SOURCE: GC § 5123 added by P.L. 16-122:2.

**§ 3120. Agency for Human Resources Development.**

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There is hereby established within the government of Guam an Agency for Human Resources Development. The Director of the Agency for Human Resources Development is the head of the agency. The Director is appointed by the Governor with the advice and consent of the Legislature.

SOURCE: GC § 44100 added by P.L. 17-81:1.

**§ 3121. Guam Behavioral Health and Wellness Center.**

(See 10 GCA § 85103, added by P.L. 17-021:2, for the creation of the Guam Behavioral Health and Wellness Center.)

**2013 NOTE:** Pursuant to P.L. 32-024:2 (May 6, 2013), which renamed the Department of Mental Health and Substance Abuse (DMHSA) to the Guam Behavioral Health and Wellness Center, all references to DMHSA were altered to the Guam Behavioral Health and Wellness Center.

**§ 3122. Guam Public Library System.**

(a) There is within the government of Guam a Guam Public Library System, herein referred to as the Library System, which shall be a separate agency of the government of Guam. The title of all Library System's property is and shall continue to be in the government of Guam. All references made to the term "Library" in this Section, and Sections within Chapter 80 of Title 5 of the Guam Code Annotated, shall mean the Library System.

(b) The Library System shall be under the general cognizance of the Guam Public Library Board, hereinafter referred to as the Board, which shall have the authority, power and responsibility for the administration and operation of the Guam Public Library System.

(c) The Board shall appoint a Director who shall perform such executive functions in connection with the operation of the Library System as may be designated by the Board, and who shall serve as executive secretary of the Board without additional compensation. The Director shall, with the concurrence of the Board, appoint a Deputy Director who shall be in the unclassified service and who shall be a librarian, as defined by the Library System's minimum knowledge, abilities and skills qualifications for a librarian position.

(d) (1) Qualifications for Director. The Director must:

(A) have earned a Master's Degree in Library Science (MLS), a Master's degree in Library and Information Science

(MLIS), or a Master's degree in Education with concentration on Library Science from a United States accredited college or university or from a college or university accredited by the American Library Association (ALA); and

(B) have a minimum of four (4) years general managerial experience or have earned Bachelor's or Master's degree in Business Administration, Commerce, Business Information Systems, Public Administration or a related field from a United States Accredited College or University.

(2) Primary Job Duties. The Director shall administer the day-to-day operations of the Guam Public Library System, implement board policy and perform other duties as assigned by the Board.

SOURCE: Subsection (a) - GC § 42000; subsection (b) -GC § 42003; subsection (c) - GC § 42012. Entire section repealed/reenacted by P.L. 24-41:2. Repealed and reenacted by P.L. 24-041. Subsection (d) added by P.L. 27-013:2, repealed and reenacted by P.L. 28-050:4 (June 30, 2005).

**§ 3123. Public Utility Agency.**

**[Repealed.]**

SOURCE: GC § 21200 amended by P.L. 16-59:1. The substantive law governing PUAG is found in 5 GCA Chapter 56. Repealed by P.L. 23-119:2.

**§ 3124. Civil Service Commission.**

(For creation of the Civil Service Commission, see 4 GCA § 4401 amended by P.L. 16-23.)

**§ 3125. Civil Defense.**

(For creation of the Civil Defense agency, see 10 GCA § 65103, ¶ 1 (formerly GC § 8503, ¶ 1)).

**§ 3126. Vocational Rehabilitation.**

(For creation of the Department of Vocational Rehabilitation, see 17 GCA § 41102 repealed /reenacted by P.L. 18-32:1 (04/24/86).)

NOTE: Creation of the Guam Environmental Protection Agency, which is not a true department of the government, but is more akin to an autonomous agency, is found in 10 GCA Chapter 45. Creation of the Bureau of Planning and Bureau of Budget and Management Research is found in Chapter 1 of this Title. Those two bureaus are not separate agencies, but are placed within the Office of the Governor.

**§ 3127. Customs and Quarantine Agency.**

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There is hereby established within the government of Guam, the Customs and Quarantine Agency (the Agency). The Director of the Agency, who is the head of the Agency, shall be appointed by the Governor with the advice and consent of the Legislature. The senior ranking classified Customs & Quarantine Officer within the Agency shall act as the Deputy Director of the Agency with all the powers of such a deputy but without additional compensation. The compensation of the Director of the Agency and of such Director's personal secretary shall be set by the Director of Administration.

**SOURCE:** Added by P.L. 22-112:2 (04/11/94). Amended by P.L. 23-3:1 (03/30/95).

**NOTE:** Effective January 1, 2006, references to the "Civil Service Commission" were amended to "Director of Administration" pursuant to P.L. 28-68:IV:45 (Sept. 30, 2005).

**COMMENT:** The amendment made to this section changed the words, "senior classified employee" to "senior ranking classified Customs & Quarantine Officer" to make sure that the Deputy Director was always such an Officer and not, by reason of time in service, another employee of the agency who was not a sworn officer.

**§ 3128. Guam Museum.**

(For the creation of the Guam Museum as a separate agency, see 5 GCA § 83102.)

**§ 3129. Komitea Para Tiyan.**

(a) Legislative History. The Komitea Para Tiyan, as agent for the Governor of Guam under Executive Order 95-02, and on behalf of the people of Guam, has issued official notice to the United States Navy, to the Federal government and to all other concerned individuals and authorities that the Komitea Para Tiyan shall continue to assume the authority, duties and responsibilities as 'caretaker' of Naval Air Station, Guam ("NAS") during the interim period and until such time as all requirements are successfully accomplished for the issuance of title to the government of Guam to the property and parcels comprising NAS.

(b) Personnel. The Komitea Para Tiyan may hire personnel to perform the functions that are necessary for the effective performance of the responsibilities and obligations of caretaker.

(c) Komitea Para Tiyan Authorized to Charge Rents and Fees. The Komitea Para Tiyan is designated the responsibility of developing and recommending the planning activities in the reuse of NAS or the various

use or potential uses of the facilities within NAS for the maximum benefit of the people of Guam. The Komitea Para Tiyan is authorized to identify and adopt the types of fees, charges and assessments for use of NAS facilities, and is exempt from the provisions of the Administrative Adjudication Law. All money collected or proceeds received from lease fees, service fees or rentals of equipment and facilities within NAS, with the exception of those facilities and fees currently being administered by the Department of Education, shall be promptly accounted for and deposited into the 'Komitea Para Tiyan Fund' of the government of Guam. There is created within the government of Guam, a 'Komitea Para Tiyan Fund' which is to be maintained separate and apart from other funds. All money collected and deposited into Komitea Para Tiyan Fund shall be used exclusively by the Komitea Para Tiyan, and the Komitea Para Tiyan is authorized to expend, as authorized and appropriated by *I Liheslaturan Guåhan*, such funds for the operations, maintenance of NAS grounds and facilities, and for the payment of utility expenses incurred by the common areas of Tiyan, but not for utility expenses incurred by any department or agency.

For the purpose of this Section, 'common areas of Tiyan' are those areas within the confines of Naval Air Station ('NAS') that have not been allocated or designated for use by any agency or department of the government of Guam. The Director of the Department of Administration shall submit a quarterly financial statement detailing the status of the Komitea Para Tiyan Fund to the Speaker of *I Liheslaturan Guåhan*. Any amount remaining in the Komitea Para Tiyan Fund at the end of each fiscal year shall be transferred to the Tiyan Trust Fund as outlined in § 68982 of Article 12 of Chapter 68, Division 2 of Title 21 of the Guam Code Annotated.

**SOURCE:** Added by P.L. 24-59:IV:1 as § 3128. Recodified as § 3129 by the Compiler as § 3128 was previously codified. Amended by P.L. 25-003:IV:3 as § 3128.

**2009 NOTE:** P.L. 28-045:10 (June 6, 2005) changed the name of the Department of Education to the Guam Public School System. The passage of P.L. 30-050:2 (July 14, 2009) reverted the name to the Department of Education.

**§ 3130. Annual Public Hearing Requirements on Fee Schedules.**

All departments and agencies of the government of Guam that administer and collect fees for government services shall conduct a public hearing on existing fee schedules to receive and ascertain public

5 GCA GOVERNMENT OPERATIONS  
CH 3 DEPARTMENTS OF THE GOVERNMENT

opinion thereon within sixty (60) days of enactment of this Act. Beginning in 2008, all such departments and agencies shall conduct such hearings on an annual basis prior to April 1 of each year and shall regularly adjust existing fees, pursuant to the Administrative Adjudication Act, or implement new fees for the purpose of cost recovery.

SOURCE: Added by P.L. 29-002:V:IX:2 (May 18, 2007).

2013 NOTE: This section was originally codified as 5 GCA 3111 by P.L. 29-002:V:IX:2. Recodified by the Compiler to this section pursuant to 1 GCA § 1606.

**§ 3131. Better Customer Service Policy – “Move to the Front of the Line”.**

All agencies, public corporations and instrumentalities of the government of Guam shall ensure that individuals with mobility disabilities, or are fifty-five (55) years of age or older, or veterans are allowed to move to the front of the line for customer service requests and remittance of payments, and treated on a first come – first served basis. This Section does not apply where patrons of an agency are scheduled by appointment. Nothing herein is intended to prevent an agency, public corporation or instrumentality from creating separate service lines to accommodate patrons with mobility disabilities, or are fifty-five (55) years of age or older, or veterans. The provisions of this Section shall not affect the policies, priorities and protocols for rendering triage/treatment of patients for medical care.

SOURCE: Added by P.L. 30-171:1 (July 16, 2010), effective sixty (60) from date of enactment. Amended by P.L. 31-269:2 (Dec. 26, 2012).

2013 NOTE: This section was originally codified as 5 GCA 3132 by P.L. 30-171:1. Recodified by the Compiler to this section pursuant to 1 GCA § 1606.

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**ARTICLE 2**  
**JUDICIARY**

**§ 3201. Courts of Guam.**

5 GCA GOVERNMENT OPERATIONS  
CH 3 DEPARTMENTS OF THE GOVERNMENT

The courts of Guam shall be constituted as provided in the Title 7,  
Guam Code Annotated.

SOURCE: GC § 29000.

NOTE: The Code of Civil Procedure is now codified as Title 7 of the Guam Code  
Annotated.

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C





CARL T.C. GUTIERREZ  
GOVERNOR OF GUAM

OCT 07 1997

Refer to  
Legislative Secretary

The Honorable Antonio R. Unpingco  
Speaker  
Twenty-Fourth Guam Legislature  
Guam Legislature Temporary Building  
155 Hesler Street  
Agana, Guam 96910

|                                     |                    |
|-------------------------------------|--------------------|
| OFFICE OF THE LEGISLATIVE SECRETARY |                    |
| ACKNOWLEDGMENT RECEIPT              |                    |
| Received By                         | <u>[Signature]</u> |
| Time                                | <u>3:20pm</u>      |
| Date                                | <u>10-7-97</u>     |

Dear Speaker Unpingco:

Enclosed please find a copy of Bill No. 320 (COR), "AN ACT TO ADD A NEW §420 TO TITLE 1 OF THE GUAM CODE ANNOTATED, RELATIVE TO DISCONTINUING THE USE OF THE TERM 'TERRITORY OF GUAM' IN OFFICIAL GOVERNMENT ACTS, TITLES AND DOCUMENTS, AND TO DISCONTINUE THE USE OF THE TERM 'TERRITORIAL' IN GOVERNMENT TITLES.", which I have signed into law today as **Public Law No. 24-89**.

This legislation deletes the term "territory" from the names of government agencies, and from formal use by the government of Guam in referring to our island and our government.

The Organic Act of Guam specifies that the legal name of our island is "Guam". Specifically, §2 of the Organic Act states:

"The territory ceded to the United States in accordance with the provisions of the Treaty of Peace between the United States and Spain, signed at Paris, December 10, 1898, and proclaimed April 11, 1899, and known as the island of Guam in the Marianas Islands, shall continue to be known as **Guam**."

Our island, under law, is designated as "Guam", not "Territory of Guam". Although Guam's current experience is as a territory under the laws of the United States, the most recent status election by the people of Guam, now 10 years ago, determined that the status chosen as the immediate future

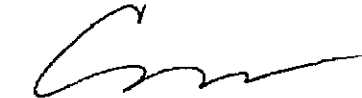
Doc. No. 00471

|                       |                    |
|-----------------------|--------------------|
| Office of the Speaker |                    |
| ANTONIO R. UNPINGCO   |                    |
| Date:                 | <u>10-7-97</u>     |
| Time:                 | <u>1:40pm</u>      |
| Rec'd by:             | <u>[Signature]</u> |
| Print Name:           | <u>[Signature]</u> |

desire of the people of Guam is commonwealth. We are trying to obtain closure on this goal.

Deleting the term "territory" from the names of government agencies and from official references, other than when referring to the current status itself, refocuses our efforts and attention towards progress in improving our status, rather than emphasizing our limitations.

Very truly yours,



Carl T. C. Gutierrez  
Governor of Guam

Attachment

cc: The Honorable Joanne M. S. Brown  
Legislative Secretary

**00471**

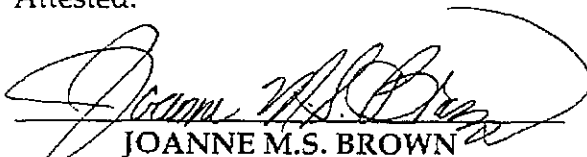
TWENTY-FOURTH GUAM LEGISLATURE  
1997 (FIRST) Regular Session

CERTIFICATION OF PASSAGE OF AN ACT TO THE GOVERNOR


This is to certify that Bill No. 320 (COR), "AN ACT TO ADD A NEW §420 TO TITLE 1 OF THE GUAM CODE ANNOTATED, RELATIVE TO DISCONTINUING THE USE OF THE TERM "TERRITORY OF GUAM" IN OFFICIAL GOVERNMENT ACTS, TITLES AND DOCUMENTS, AND TO DISCONTINUE THE USE OF THE TERM "TERRITORIAL" IN GOVERNMENT TITLES," was on the 15th day of September, 1997, duly and regularly passed.

  
\_\_\_\_\_  
ANTHONY C. BLAZ  
Acting Speaker


Attested:

  
\_\_\_\_\_  
JOANNE M.S. BROWN  
Senator and Legislative Secretary

-----  
This Act was received by the Governor this 26<sup>th</sup> day of September, 1997, at  
4:00 o'clock P.M.

  
\_\_\_\_\_  
Assistant Staff Officer  
Governor's Office

APPROVED:

  
\_\_\_\_\_  
CARL T. C. GUTIERREZ  
Governor of Guam

Date: 10-7-97

Public Law No. 24-89

TWENTY-FOURTH GUAM LEGISLATURE  
1997 (FIRST) Regular Session

Bill No. 320 (COR)  
As amended on the Floor.

Introduced by:

Mark Forbes  
A. C. Lamorena, V  
L. F. Kasperbauer  
T. C. Ada  
F. B. Aguon, Jr.  
E. Barrett-Anderson  
A. C. Blaz  
J. M.S. Brown  
Felix P. Camacho  
Francisco P. Camacho  
M. C. Charfauros  
E. J. Cruz  
W. B.S.M. Flores  
C. A. Leon Guerrero  
L. Leon Guerrero  
V. C. Pangelinan  
J. C. Salas  
A. L.G. Santos  
F. E. Santos  
A. R. Unpingco  
J. Won Pat-Borja

AN ACT TO ADD A NEW §420 TO TITLE 1 OF THE  
GUAM CODE ANNOTATED, RELATIVE TO  
DISCONTINUING THE USE OF THE TERM  
"TERRITORY OF GUAM" IN OFFICIAL  
GOVERNMENT ACTS, TITLES AND  
DOCUMENTS, AND TO DISCONTINUE THE USE  
OF THE TERM "TERRITORIAL" IN  
GOVERNMENT TITLES.

1 BE IT ENACTED BY THE PEOPLE OF THE TERRITORY OF GUAM:

2 Section 1. A new §420 is hereby added to Title 1 of the Guam Code

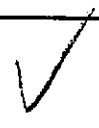
3 Annotated to read as follows:

4 "Section 420. Affirmation of Self-Respect and Prohibition of  
5 Use of the Term "Territory" in All Official Uses Within the  
6 Government of Guam. In the interests of promoting self-respect and in  
7 recognition of the necessarily perjorative, diminishing and colonial  
8 aspects of the term 'territory' within the context of American law, the  
9 term 'territory of Guam' or its derivatives, such as 'territorial,' shall not  
10 be used in direct titular association with the Island, people, or  
11 government of Guam or for the purposes of direct self-description, in  
12 any government document or otherwise as part of any government title.  
13 This Section is intended to prohibit, among other things, official  
14 government use of the term 'territory of Guam' in any statute,  
15 resolution, official government act or document. In replacement, the  
16 designation 'Guam' shall be used. Further, the term 'territorial,' as is  
17 used in the titles of various government agencies, councils, boards and  
18 instrumentalities is prohibited, to be replaced with the term 'Guam.'  
19 This Section is not intended to ban the use of the terms 'territory' or  
20 'unincorporated territory' in documents or publications describing  
21 Guam or the political status of Guam, but rather to discontinue the self-  
22 perpetuation of this unworthy status in official titles associated with  
23 Guam. In such cases where existing statutes contain the term 'territory  
24 of Guam,' on the effective date of this Act, all such statutory references,  
25 notwithstanding any other provision of law, are amended to replace the

1 term 'territory of Guam' with the term 'Guam,' which shall be  
2 understood to have the same meaning and effect with respect to  
3 construction and effect of the statutes so amended. On the effective date  
4 of this Act, all government instrumentalities, agencies, councils or  
5 boards containing the term 'territorial' in their titles shall be amending  
6 notwithstanding any other provision of law in such manner as to  
7 remove the term 'territorial' from the title and replace such term with  
8 the term 'Guam.'

24-8,

**24th Guam Legislature**  
**Committee on Rules, Government Reform and Federal Affairs**  
*Senator Mark Forbes, Chairman*



**SEP 15 1997**

Speaker Antonio R. Unpingco  
Twenty-fourth Guam Legislature  
155 Hesler Street  
Agana, Guam 96910

Dear Mr. Speaker:

The Committee on Rules, Government Reform and Federal Affairs, to which Bill No. 320 was referred, wishes to report its findings and recommendations **TO DO PASS BILL NO. 320** "An act to add a new Section 420 to 1 GCA to discontinue the use of the term "Territory of Guam" in official government acts, titles and documents, and to discontinue the use of the term "Territorial" in government titles."

The voting record is as follows:

|                           |          |
|---------------------------|----------|
| TO PASS                   | <u>8</u> |
| NOT TO PASS               | <u>/</u> |
| ABSTAIN                   | <u>/</u> |
| TO PLACE IN INACTIVE FILE | <u>/</u> |

Copies of the Committee Report and other pertinent documents are attached.

Thank you and si Yu'os ma'ase for your attention to this matter.

  
MARK FORBES

Attachments



**24th Guam Legislature**  
**Committee on Rules, Government**  
**Reform and Federal Affairs**  
*Senator Mark Forbes, Chairman*

---

MEMORANDUM

TO: Committee Members

FR: Chairman *[Signature]*

SUBJECT: Committee Report- Bill No. 320 "An act to add a new Section 420 to 1 GCA to discontinue the use of the term "Territory of Guam" in official government acts, titles and documents, and to discontinue the use of the term "Territorial" in government titles."

Transmitted herewith for your information and action is the report on Bill No. 320 from the Committee on Rules, Government Reform and Federal Affairs.

This memorandum is accompanied by the following:

1. Committee Voting Sheet
2. Committee Report
3. Bill No. 320
4. Public Hearing Sign-in Sheet
5. Fiscal Note/Fiscal Note Waiver
6. Notice of Public Hearing

Please take the appropriate action on the attached voting sheet. Your attention and cooperation in this matter is greatly appreciated.

Should you have any questions regarding the report or accompanying documents, please do not hesitate to contact me.

Thank you and si Yu'os ma'ase.

**MARK FORBES**

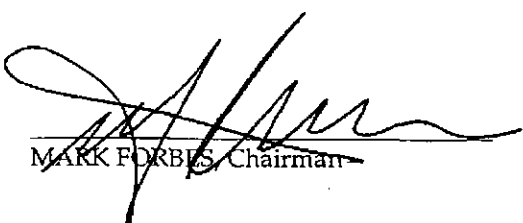
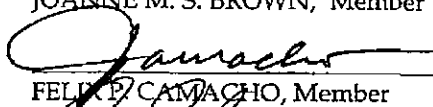


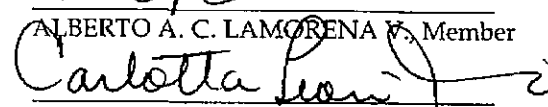
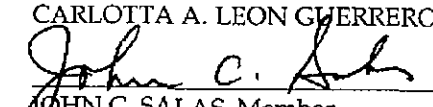

Attachments



Committee on Rules, Government Reform and Federal Affairs  
Twenty Fourth Guam Legislature

Voting Record

Bill No. 320 "An act to add a new Section 420 to 1 GCA to discontinue the use of the term "Territory of Guam" in official government acts, titles and documents, and to discontinue the use of the term "Territorial" in government titles."

|   | <u>TO<br/>PASS</u> | <u>NOT TO<br/>PASS</u> | <u>ABSTAIN</u> | <u>INACTIVE<br/>FILE</u> |
|---|--------------------|------------------------|----------------|--------------------------|
| <br>MARK FORBES, Chairman               | ✓                  |                        |                |                          |
| ANTHONY C. BLAZ, Vice-Chairman  |                    |                        |                |                          |
| ELIZABETH BARRETT-ANDERSON, Member  |                    |                        |                |                          |
| JOANNE M. S. BROWN, Member  |                    |                        |                |                          |
| <br>FELIX P. CAMACHO, Member           | ✓                  |                        |                |                          |
| <br>EDUARDO J. CRUZ, M.D., Member     | ✓                  |                        |                |                          |
| <br>LAWRENCE E. KASPERBAUER, Member   | X                  |                        |                |                          |
| ALBERTO A. C. LAMORENA V., Member   |                    |                        |                |                          |
| <br>CARLOTTA A. LEON GUERRERO, Member | ✓                  |                        |                |                          |
| <br>JOHN C. SALAS, Member             | ✓                  |                        |                |                          |
| <br>MARK C. CHARFAUROS, Member        | X                  |                        |                |                          |
| FRANCIS E. SANTOS, Member   |                    |                        |                |                          |
| ANTONIO R. UNPINGCO, Member   |                    |                        |                |                          |

**TWENTY-FOURTH GUAM LEGISLATURE**

**COMMITTEE ON RULES,  
GOVERNMENT REFORM & FEDERAL AFFAIRS  
SENATOR MARK FORBES, CHAIRMAN**

**Committee Report**

**On**

**Bill No. 320**

**"An act to add a new Section 420 to 1 GCA to discontinue the use of the term "Territory of Guam" in official government acts, titles and documents, and to discontinue the use of the term "Territorial" in government titles."**

## I. OVERVIEW

On September 8, 1997 the Committee on Rules, Government Reform and Federal Affairs conducted a public hearing on Bill No. 320 "An act to add a new Section 420 to 1 GCA to discontinue the use of the term "Territory of Guam" in official government acts, titles and documents, and to discontinue the use of the term "Territorial" in government titles." The hearing took place at 5:00 P.M. in the Public Hearing Room of the Guam Legislative Building. Public Notice was given through announcements in the September 7 and 8, 1997 issues of the Pacific Daily News.

Senators in attendance were:

- Senator Mark Forbes, Chairman
- Senator Felix Camacho, Member
- Senator Edwardo Cruz, Member
- Senator Lawrence Kasperbauer, Member
- Senator John Salas, Member
- Speaker Antonio Unpingco, Member
- Senator Frank Aguon
- Senator Ben Pangelinan

## II. SUMMARY OF TESTIMONY

No individuals appeared before the Committee to testify on the bill. The floor was then open to comments from senators.

Senator Mark Forbes, the author of Bill No. 320, summarized the intent of the bill. Senator Forbes explained that since the inception of Guam's quest for self-determination and change in political status much time and effort has been spent to persuade the United States government that Guam is ready for a maturation in its political status. Senator Forbes said that the message we have often sent to the United States government is that the status quo is fundamentally abhorrent and an insult to the dignity of the people of our island. The irony of this is that the message to change this status has been written on official letterhead that reads "Territory of Guam." Senator Forbes stated that as small as this step to eliminate the words "territory" or "territorial" from government documents may be; we must first change the lexicon in order to begin to elevate our mindset. If we want to change our status we must cease to use terminology that was handed to us. Guam does not have to use the name given in the Organic Act and we as a people do not have to continue to use this type of terminology that reinforces our present political status. Senator Forbes concluded by saying, "The first step toward freedom is to think free."

Senator Frank Aguon stated that he was highly in favor of the bill. He agreed that though this may seem a small action, the impact would be tremendous.

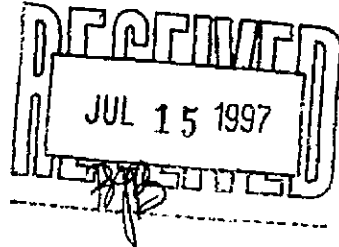
Senator Edwardo Cruz and Senator John Salas also stated their support of the bill.

## III. FINDINGS AND RECOMMENDATIONS

Accordingly, the Committee on Rules, Government Reform and Federal Affairs, to which Bill No. 320 was referred, does hereby submit its findings and recommendations to the Twenty-fourth Guam Legislature **TO DO PASS BILL NO. 320** "An act to add a new Section 420 to 1 GCA to discontinue the use of the term "Territory of Guam" in official government acts, titles and documents, and to discontinue the use of the term "Territorial" in government titles."

**24th Guam Legislature**  
**Committee on Rules, Government**  
**Reform and Federal Affairs**

*Senator Mark Forbes, Chairman*



**JUL 14 1997**

**MEMORANDUM**

**TO:** Chairman  
Committee on Rules, Government Reform and Federal Affairs

**FROM:** Chairman ~~Mark Forbes~~  
Committee on Rules, Government Reform and Federal Affairs

**SUBJECT:** Referral- Bill No. 320

The above Bill is referred to your Committee as the principal committee. It is recommended you schedule a public hearing at your earliest convenience.

Thank you for your attention to this matter.

**MARK FORBES**

Attachment



FISCAL NOTE
BUREAU OF BUDGET AND MANAGEMENT RESEARCH

Bill No. 320 (COR) Date Received - 09/05/97
Amendatory Bill: YES NO X Date Reviewed - 09/10/97
Department/Agency Affected: All Departments/Agencies
Department/Agency Head: All Department/Agency Heads
Total FY appropriation to Date: N/A

Bill Title (preamble): AN ACT TO ADD A NEW SECTION 420 TO 1GCA TO DISCONTINUE THE USE OF THE TERM "TERRITORY OF GUAM" IN OFFICIAL GOVERNMENT ACTS, TITLES AND DOCUMENTS, AND TO DISCONTINUE THE USE OF THE TERM "TERRITORIAL" IN GOVERNMENT.

Change in Law: Adds new §420 to 1GCA

Bill's Impact on Present Program Funding:

Increase Decrease Reallocation No Change X
Bill is for: Operations Capital Improvement Other X

FINANCIAL/PROGRAM IMPACT
ESTIMATED SINGLE-YEAR FUND REQUIREMENTS (Per Bill)

Table with 4 columns: PROGRAM CATEGORY, GENERAL FUND, OTHER, TOTAL. Row 1: N/A, blank, blank, \$ 1/

ESTIMATED MULTI-YEAR FUND REQUIREMENTS (Per Bill)

Table with 7 columns: FUND, 1st, 2nd, 3rd, 4th, 5th, TOTAL. Rows: GEN. FUND, OTHER, TOTAL (1/)

Funds Adequate To Cover Intent Of Bill? YES/NO - If No, Add'l Amount Required: No funds appropriated.
Agency/Person/Date Contacted: Not applicable.

ESTIMATED POTENTIAL MULTI-YEAR REVENUES

Table with 7 columns: FUND, 1st, 2nd, 3rd, 4th, 5th, TOTAL. Rows: GEN. FUND, OTHER, TOTAL

ANALYST: William P. Tattinong DATE: 9/15/97
DIRECTOR: Joseph E. Rivera, Acting DATE: SEP 15 1997

FOOTNOTE: 1/ See Attached.

**COMMENTS TO BILL 320 (COR)**

As proposed in the Bill, the Bureau anticipates a financial impact to the Government of Guam with respect to printing and other costs to amend all statutory and related references like that on the Great Seal of Guam. This impact however, cannot be determined at this time. Additionally, any minimal costs such as the printing of new letterheads could be absorbed within the respective departments and agencies operating budgets.





## TERRITORIAL ARCHIVIST

NATURE OF WORK IN THIS CLASS:

Administers the territorial archival program.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Establishes and operates a territorial archival depository which provides for the preservation, arrangement, repair, rehabilitation, duplication, reproduction, description and exhibition of permanent public records or other documentary material transferred to, or acquired by the territorial archives.

Consults with departmental officials as to their need for and use of archival records and records management service.

Negotiates for, acquires and receives public records of permanent value including public records of the territory.

Reviews and approves all department and agency records retention schedules to identify and insure the preservation of those records having permanent value.

Prepares inventories, indices, catalogs, and other findings, aids or guides to facilitate the use of the archives.

Accepts documents, including motion picture, films, still pictures and sound recordings, that are appropriate for preservation by the territory as guidance of its organization, function, policies, decisions, procedures and transactions.

Analyzes, develops, and coordinates the standards and procedures for records making and current records keeping; insures the maintenance and security of records.

Initiates action to recover state or territorial records removed without authorization.

Institutes and maintains a training and information program in all phases of the management of current records for all Government of Guam departments and agencies.

Makes continuing surveys of paperwork management practices; recommends improvements in current records management practices including the use of space, equipment, and supplies.



Initiates programs for improving the management of correspondence forms, reports, and directives as integral parts of the overall records management program.

Establishes standards for the preparation of records retention schedules providing for the retention of territorial records of permanent value and for the prompt and orderly disposition of records no longer possessing administrative, legal, or historical value to warrant their retention.

Receives records retention schedules from Government of Guam departments and agencies and submits them to the Attorney General for review and approval.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures pertaining to the management, preservation, storage, and collection of records.

Ability to administer a territorial archival program.

Ability to develop new standards and procedures and to recommend changes or improvements in the archival system.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Four years of experience in records management, archival, or historical work, including one year of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in public or business administration or closely related field; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980  
Pay Grade N Step 1: \$31,064 - Step 10: \$46,596

  
\_\_\_\_\_  
DAVID R. FLORES, Executive Director  
Civil Service Commission



Barrigada Branch Library  
"Weekly Statistics"

| BRANCH: Barrigada  | Mon, Sept 29 | Tues, Sept 30 | Wed, Oct 1 | Thurs, Oct 2 | Fri Oct 3 | Sat Oct 4 | TOTAL |
|--|--------------|---------------|------------|--------------|-----------|-----------|-------|
| Attendance   | 55           | 121           | 109        | 144          | 60        | 205       | 694   |
| Circulation  | 0            | 104           | 47         | 64           | 12        | 109       | 336   |
| Registration   | 1            | 2             | 2          | 1            | 0         | 0         | 6     |
| Reference Info/Research                                    | 3            | 0             | 9          | 3            | 3         | 1         | 19    |
| Computer Usage   | 7            | 30            | 24         | 28           | 23        | 21        | 133   |
| Programs   |              |               |            |              |           |           |       |
| After School Drop-In                                       | 12           | 14            | 4          | 17           | 5         | -         | 52    |
| Toddler Story Time   | -            | -             | 10         | -            | -         | -         | 10    |
| Infant & Toddler Time (DOE/EIS)                            | -            | -             | -          | -            | -         | -         | -     |
| Day Care Facilities "Story Time"                           | -            | -             | -          | -            | -         | -         | -     |
| Library Tours  | -            | -             | -          | -            | -         | -         | -     |
| Saturday Story Hour  | -            | -             | -          | -            | -         | 10        | 10    |
| Library Annual Events                                      | -            | -             | -          | -            | -         | -         | -     |
| School Library Visits                                      | -            | -             | -          | -            | -         | -         | -     |
| Outreach Events  | -            | -             | -          | -            | -         | -         | -     |
| Workshop/Conference  | -            | -             | -          | -            | -         | -         | -     |
| Ma'amko Computer Class                                     | -            | -             | -          | -            | -         | -         | -     |
| St. Dominics Senior Home Care                              | -            | -             | -          | -            | -         | -         | -     |
| Karidat Independent Adult Group (Catholic Social Services) | -            | -             | -          | -            | -         | -         | -     |
| TOTAL  | 12           | 14            | 14         | 17           | 5         | 10        | 72    |

| BRANCH: Barrigada  | Mon, Oct 6 | Tues, Oct 7 | Wed, Oct 8 | Thurs, Oct 9 | Fri Oct 10 | Sat Oct 11 | TOTAL |
|--|------------|-------------|------------|--------------|------------|------------|-------|
| Attendance   | 119        | 105         | 124        | 205          | 99         | 154        | 701   |
| Circulation  | 2          | 13          | 79         | 50           | -          | 147        | 381   |
| Registration   | 36         | 2           | -          | 3            | -          | 2          | 7     |
| Reference Info/Research                                    | -          | -           | 1          | 5            | 1          | 1          | 21    |
| Computer Usage   | -          | -           | 124        | 36           | 33         | 41         | 270   |
| Programs   |            |             |            |              |            |            |       |
| After School Drop-In                                       | 10         | 10          | 2          | 16           | -          | -          | 28    |
| Toddler Story Time   | -          | -           | 12         | -            | -          | -          | 12    |
| Infant & Toddler Time (DOE/EIS)                            | -          | -           | -          | -            | -          | -          | 0     |
| Day Care Facilities "Story Time"                           | -          | -           | -          | -            | -          | -          | 0     |
| Library Tours  | -          | -           | -          | -            | -          | -          | 0     |
| Saturday Story Hour  | -          | -           | -          | -            | -          | 28         | 28    |
| Library Annual Events                                      | -          | -           | -          | -            | -          | -          | 0     |
| School Library Visits                                      | -          | -           | -          | -            | -          | -          | -     |
| Outreach Events  | -          | -           | -          | -            | -          | -          | 0     |
| Workshop/Conference  | -          | -           | -          | -            | -          | -          | 0     |
| Ma'amko Computer Class                                     | -          | -           | -          | -            | -          | -          | 0     |
| St. Dominics Senior Home Care                              | -          | -           | -          | -            | -          | -          | 0     |
| Karidat Independent Adult Group (Catholic Social Services) | -          | -           | -          | -            | -          | -          | 0     |
| TOTAL  | 10         | 10          | 14         | 16           | -          | 28         | 68    |

Merizo and Yona Branch Library  
Mondays and Wednesdays

| BRANCH: MERIZO   | Mon, Sept 29 | Wed, Oct 1 | TOTAL    | Mon, Oct 6 | Wed, Oct 8 | TOTAL    | Mon, Oct 13 | Wed, Oct 15 | TOTAL    |
|--|--------------|------------|----------|------------|------------|----------|-------------|-------------|----------|
| Attendance   | 28           | 6          | 34       | 3          | 3          | 3        | 6           | 21          | 27       |
| Circulation  | 32           | 12         | 44       | -          | -          | -        | -           | 12          | 12       |
| Registration   | -            | -          | -        | -          | -          | -        | -           | -           | -        |
| Reference Info/Research                                    | -            | -          | -        | -          | -          | -        | -           | -           | -        |
| Computer Usage   | -            | -          | -        | -          | -          | -        | -           | 5           | 5        |
| <b>Programs</b>  |              |            |          |            |            |          |             |             |          |
| After School Drop-In                                       | 0            | 0          | 0        | 0          | 0          | 0        | 0           | 0           | 0        |
| Toddler Story Time   | 0            | 0          | 0        | 0          | 0          | 0        | 0           | 0           | 0        |
| Infant & Toddler Time (DOE/EIS)                            | 0            | 0          | 0        | 0          | 0          | 0        | 0           | 0           | 0        |
| Day Care Facilities "Story Time"                           | 0            | 0          | 0        | 0          | 0          | 0        | 0           | 0           | 0        |
| Library Tours  | 0            | 0          | 0        | 0          | 0          | 0        | 0           | 0           | 0        |
| Saturday Story Hour  | 0            | 0          | 0        | 0          | 0          | 0        | 0           | 0           | 0        |
| Library Annual Events                                      | 0            | 0          | 0        | 0          | 0          | 0        | 0           | 0           | 0        |
| Outreach Events  | 0            | 0          | 0        | 0          | 0          | 0        | 0           | 0           | 0        |
| Workshop/Conference  | 0            | 0          | 0        | 0          | 0          | 0        | 0           | 0           | 0        |
| Ma'amko Computer Class                                     | 0            | 0          | 0        | 0          | 0          | 0        | 0           | 0           | 0        |
| St. Dominics Senior Home Care                              | 0            | 0          | 0        | 0          | 0          | 0        | 0           | 0           | 0        |
| Karidat Independent Adult Group (Catholic Social Services) | 0            | 0          | 0        | 0          | 0          | 0        | 0           | 0           | 0        |
| <b>TOTAL</b>   | <b>0</b>     | <b>0</b>   | <b>0</b> | <b>0</b>   | <b>0</b>   | <b>0</b> | <b>0</b>    | <b>0</b>    | <b>0</b> |

| BRANCH: YONA   | Mon, Sept 29 | Wed, Oct 1 | TOTAL    | Mon, Oct 6 | Wed, Oct 8 | TOTAL    | Mon, Oct 13 | Wed, Oct 15 | TOTAL    |
|--|--------------|------------|----------|------------|------------|----------|-------------|-------------|----------|
| Attendance   | 49           | 51         | 100      | 53         | 53         | 53       | 78          | 29          | 107      |
| Circulation  | -            | 24         | 24       | 12         | 12         | 12       | -           | 12          | 12       |
| Registration   | -            | -          | -        | 1          | 1          | 1        | 2           | -           | 2        |
| Reference Info/Research                                    | 6            | 9          | 15       | 4          | 4          | 4        | 2           | 2           | 4        |
| Computer Usage   | 14           | 8          | 22       | 13         | 13         | 13       | 23          | 19          | 42       |
| <b>Programs</b>  |              |            |          |            |            |          |             |             |          |
| After School Drop-In                                       | -            | -          | -        | -          | -          | -        | 17          | -           | 17       |
| Toddler Story Time   | 2            | 2          | 4        | 4          | 4          | 4        | 11          | -           | 11       |
| Infant & Toddler Time (DOE/EIS)                            | -            | -          | -        | -          | -          | -        | -           | -           | -        |
| Day Care Facilities "Story Time"                           | -            | -          | -        | -          | -          | -        | -           | -           | -        |
| Library Tours  | -            | -          | -        | -          | -          | -        | -           | -           | -        |
| Saturday Story Hour  | -            | -          | -        | -          | -          | -        | -           | -           | -        |
| Library Annual Events                                      | -            | -          | -        | -          | -          | -        | -           | -           | -        |
| Outreach Events  | -            | -          | -        | -          | -          | -        | -           | -           | -        |
| Workshop/Conference  | -            | -          | -        | -          | -          | -        | -           | -           | -        |
| Ma'amko Computer Class                                     | -            | -          | -        | -          | -          | -        | -           | -           | -        |
| St. Dominics Senior Home Care                              | -            | -          | -        | -          | -          | -        | -           | -           | -        |
| Karidat Independent Adult Group (Catholic Social Services) | -            | -          | -        | -          | -          | -        | -           | -           | -        |
| <b>TOTAL</b>   | <b>2</b>     | <b>2</b>   | <b>4</b> | <b>4</b>   | <b>4</b>   | <b>4</b> | <b>4</b>    | <b>4</b>    | <b>4</b> |

Dededo and Agat Branch Library  
Tuesdays and Thursdays

| BRANCH: DEDEDO   | Tues Sept 30 | Thurs Oct 2 | TOTAL | Tues Oct 7 | Thurs Oct 9 | TOTAL | Tues Oct 14 | Thurs Oct 16 | TOTAL |
|--|--------------|-------------|-------|------------|-------------|-------|-------------|--------------|-------|
| Attendance   | 59           | 69          | 128   | 66         | 84          | 150   | 79          |              |       |
| Circulation  | 28           | 60          | 88    | 13         | 58          | 71    | 43          |              |       |
| Registration   | 1            | 2           | 3     | 2          | 5           | 7     | 4           |              |       |
| Reference Info/Research                                    | 7            | -           | 7     | 1          | 5           | 6     | 14          |              |       |
| Computer Usage   | 31           | 29          | 60    | 39         | 44          | 83    | 42          |              |       |
| Programs   |              |             | TOTAL |            |             | TOTAL |             |              | TOTAL |
| After School Drop-In                                       | -            | -           | -     | 5          | 8           | 13    | 14          |              |       |
| Toddler Story Time   | 2            | -           | 2     | 2          | -           | 2     | 16          |              |       |
| Infant & Toddler Time (DOE/EIS)                            | -            | -           | -     | -          | -           | -     | -           |              |       |
| Day Care Facilities "Story Time"                           | -            | -           | -     | -          | -           | -     | -           |              |       |
| Library Tours  | -            | 47          | 47    | -          | -           | -     | -           |              |       |
| Saturday Story Hour  | -            | -           | -     | -          | -           | -     | -           |              |       |
| School Library Visits                                      | -            | -           | -     | -          | -           | -     | -           |              |       |
| Library Annual Events                                      | -            | -           | -     | -          | -           | -     | -           |              |       |
| Outreach Events  | -            | -           | -     | -          | -           | -     | -           |              |       |
| Workshop/Conference  | -            | -           | -     | -          | -           | -     | -           |              |       |
| Ma'amko Computer Class                                     | -            | -           | -     | -          | -           | -     | -           |              |       |
| St. Dominics Senior Home Care                              | -            | -           | -     | -          | -           | -     | -           |              |       |
| Karadat Independent Adult Group (Catholic Social Services) | -            | -           | -     | -          | -           | -     | -           |              |       |
| TOTAL  | 2            | 47          | 49    | 7          | 8           | 15    |             |              |       |

| BRANCH: AGAT   | Tues Sept 30 | Thurs Oct 2 | TOTAL | Tues Oct 7 | Thurs Oct 9 | TOTAL | Tues Oct 14 | Thurs Oct 16 | TOTAL |
|--|--------------|-------------|-------|------------|-------------|-------|-------------|--------------|-------|
| Attendance   | 113          | 75          | 188   | 70         | 167         | 237   | 94          |              | 94    |
| Circulation  | 13           | 14          | 27    | 12         | 36          | 48    | 40          |              | 40    |
| Registration   | 6            | 2           | 8     | 8          | -           | 8     | 1           |              | 1     |
| Reference Info/Research                                    | -            | -           | -     | -          | -           | -     | -           |              | -     |
| Computer Usage   | 17           | 13          | 30    | 7          | 6           | 13    | 6           |              | 6     |
| Programs   |              |             | TOTAL |            |             | TOTAL |             |              | TOTAL |
| After School Drop-In                                       | -            | 6           | 6     | -          | -           | -     | -           |              | -     |
| Toddler Story Time   | -            | 2           | 2     | -          | 2           | 2     | -           |              | -     |
| Infant & Toddler Time (DOE/EIS)                            | -            | -           | -     | -          | -           | -     | -           |              | -     |
| Day Care Facilities "Story Time"                           | -            | -           | -     | -          | -           | -     | -           |              | -     |
| Library Tours  | -            | -           | -     | -          | -           | -     | -           |              | -     |
| School Library Visits                                      | 18           | 23          | 41    | -          | -           | -     | -           |              | -     |
| Saturday Story Hour  | -            | -           | -     | -          | -           | -     | -           |              | -     |
| Library Annual Events                                      | -            | -           | -     | -          | -           | -     | -           |              | -     |
| Outreach Events  | -            | -           | -     | -          | -           | -     | -           |              | -     |
| Workshop/Conference  | -            | -           | -     | -          | -           | -     | -           |              | -     |
| Ma'amko Computer Class                                     | -            | -           | -     | -          | -           | -     | -           |              | -     |
| St. Dominics Senior Home Care                              | -            | -           | -     | -          | -           | -     | -           |              | -     |
| Karadat Independent Adult Group (Catholic Social Services) | -            | -           | -     | -          | -           | -     | -           |              | -     |
| TOTAL  | 18           | 23          | 41    | 2          | 2           | 2     |             |              |       |

Guam Public Library System  
Branch Libraries and Bookmobile Library Hours  
Effective Wednesday October 8, 2014

Branch Libraries

Days / Hours

- Nieves M. Flores Memorial Library  
Main Branch, Hagatna  
\*475-4751/2  
**Closed due to A/C Down  
Temporary Operation in Barrigada Branch**
- Merizo Branch Library  
\*828-5008  
Monday & Wednesday 8:00 a.m. - 5:00 p.m.
- Agat Branch Library  
\*565-5006  
Tuesday & Thursday 8:00 a.m. - 5:00 p.m.
- Yona Branch Library  
\*789-5010  
Monday & Wednesday 8:00 a.m. - 5:00 p.m.
- Barrigada Branch Library  
\*734-5006  
Monday - Saturday 9:00 a.m. - 6:00 p.m.
- Dededo Branch Library  
\*632-5503  
Tuesday & Thursday 8:00 a.m. - 5:00 p.m.
- Bookmobile  
**Not in Service due to Mechanical Problems.**

For information please call or email:  
**Main Branch Library at 475-4751/52; Email: [gpls@guamppls.guam.gov](mailto:gpls@guamppls.guam.gov);**  
**<http://gpls.guam.gov>**





OFFICE OF THE GOVERNOR  
HAGÁTÑA, GUAM 96910  
U.S.A.

EXECUTIVE ORDER NO. 2014-15

**RELATIVE TO DECLARING A STATE OF EMERGENCY AT THE  
GUAM PUBLIC LIBRARY SYTEM, HAGÁTÑA MAIN LIBRARY**

**WHEREAS**, the Guam Public Library System is a public library; and

**WHEREAS**, the Guam Public Library System has consistently been experiencing problems with its main air conditioner at the *Nieves M. Flores Memorial Library*, which is its main library in Hagåtña; and

**WHEREAS**, because the air conditioner is non-functioning and does not provide adequate cool air, and because the windows of the building itself are designed in such a way as to not allow them to open fully for ventilation, it is unbearable and unhealthy to expose library patrons and employees to the environment at the Hagåtña Main Library, thus forcing the closure of the library; and

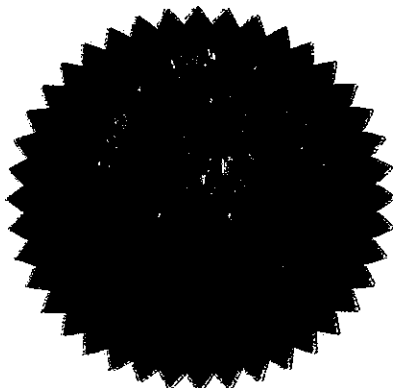
**WHEREAS**, the failure of the Hagåtña Main Library of the Guam Public Library System to have a functioning air conditioner unit creates an immediate threat to the health, safety, and welfare of library patrons and employees, as well as an immediate threat of damage to Library and government property, including books and other irreplaceable materials such as original Legislative documents, newspapers, photographs, films, and other culturally significant collections.



NOW, THEREFORE I, EDDIE BAZA CALVO, *I Maga'låhen Guåhan*, Governor of Guam, by virtue of the authority vested in by the Organic Act of Guam, do hereby ORDER:

1. **Declaration of a State of Emergency.** A state of emergency exists at the Guam Public Library System Hagåtña Main Library;
2. **Authorization for Emergency Procurement.** Emergency procurement may be resorted to for the purpose of immediately procuring a brand new air conditioning unit for the Guam Public Library System Hagåtña Main Library;
3. **Documentation of Expenses.** The Guam Public Library System is hereby instructed to keep appropriate documentation of all emergency expenses for inspection by the Executive and Legislative Branches, including the Public Auditor; and
4. **Purpose of Emergency Procurement.** Emergency procurement may be used for the procurement of goods and services responding to this emergency and will continue for thirty (30) days after the date of this Executive Order as provided in § 5215 of Title 5, Guam Code Annotated. Emergency procurement is not being used, and shall not be used, solely for the purpose of avoidance of the Procurement Law of Guam.

**SIGNED AND PROMULGATED** at Hagåtña, Guam this 10th day of October, 2014.



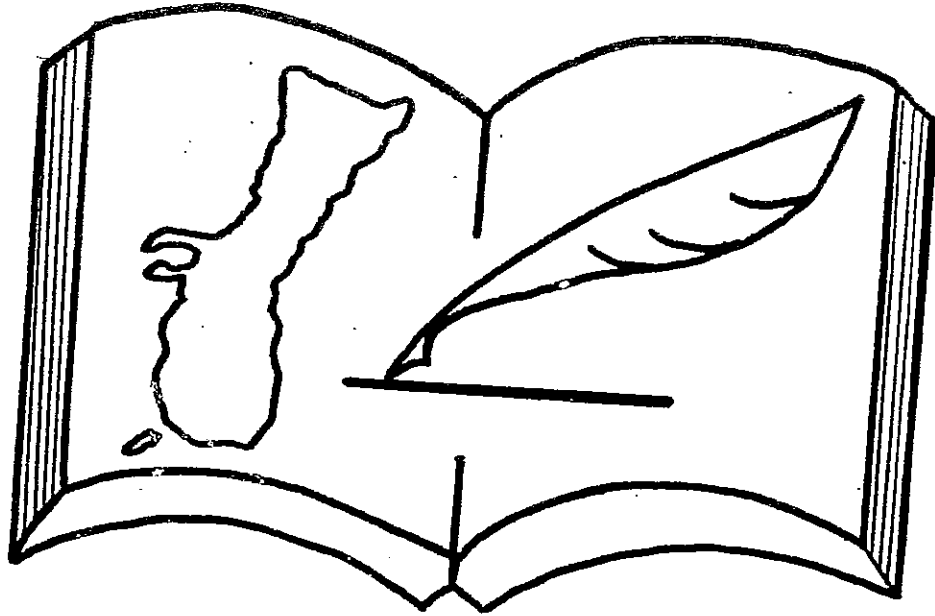
  
\_\_\_\_\_  
**EDDIE BAZA CALVO**

*I Maga'låhen Guåhan*  
Governor of Guam

*Scott Sims*

*Scott Sims*

**NIEVES M. FLORES MEMORIAL LIBRARY**



**GUAM LIBRARY**

**BOARD**

**MANUAL**

*Guam  
Public  
Library  
Handbook*

□ *Volunteer  
Policy.*

NIEVES M. FLORES MEMORIAL LIBRARIES

|                                  |  |  |                         |
|----------------------------------|--|--|-------------------------|
| Agana Library<br>&<br>Bookmobile | 472-6417<br>472-8264<br>477-6913<br>472-1389<br>565-2661 | <i>Circulation</i><br><i>Reference</i><br><i>Office</i><br><i>Office</i> | <i>Ft.</i><br><i>47</i> |
| Agat Branch Library              |  |  |                         |
| Barrigada Branch Library         | 734-3497   |  |                         |
| Dededo Branch Library            | 632-5503   |  |                         |
| Merizo Branch Library            | 828-8240   |  |                         |
| Guam Museum                      | 477-8320   |  |                         |

Mailing Address:

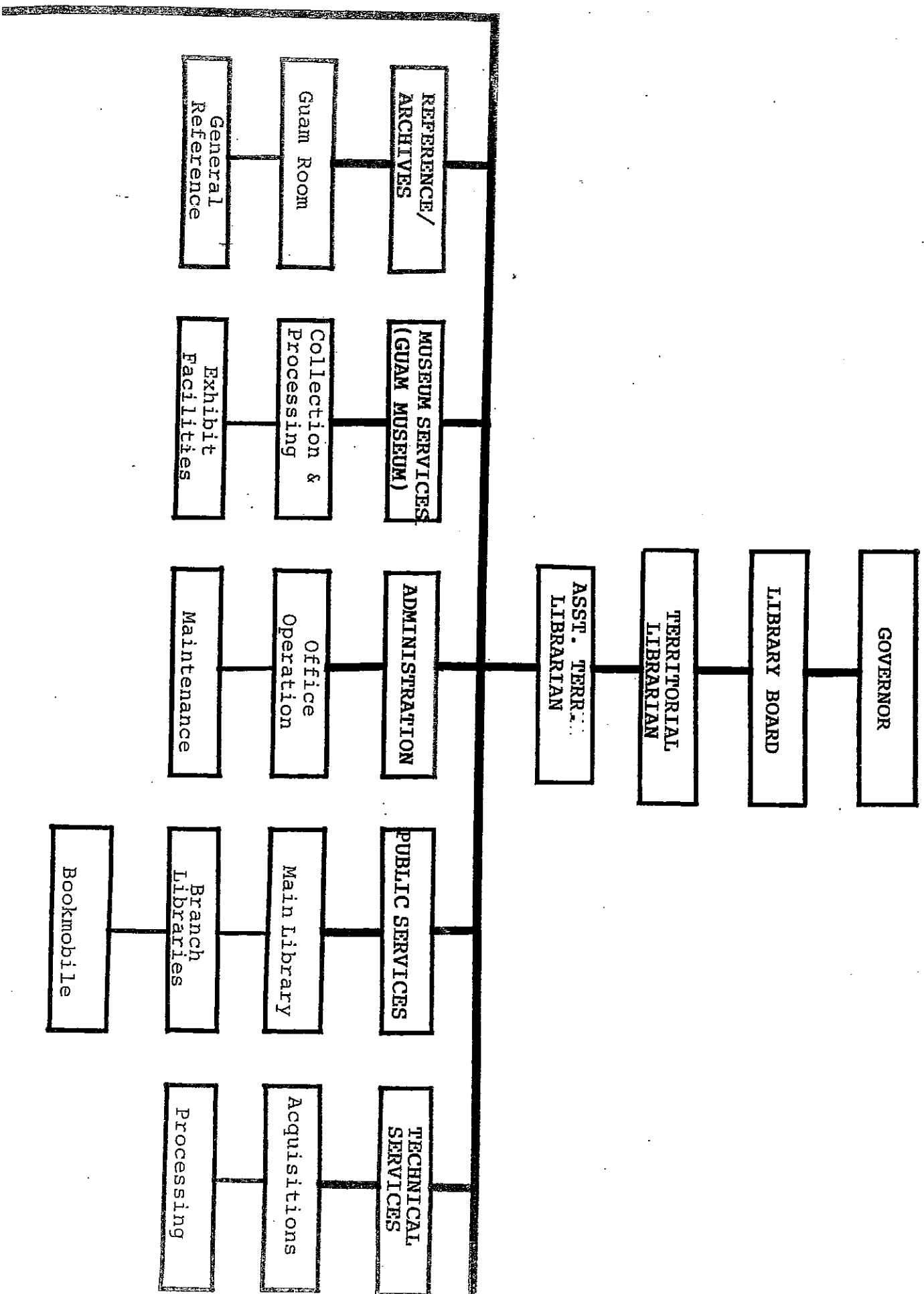
254 Martyr Street  
Agana, Guam 96910

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NIEVES M. FLORES MEMORIAL LIBRARY  
 ORGANIZATIONAL CHART



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TERRITORIAL LIBRARIAN

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

**THE LIBRARY BOARD**

## THE GOOD BOARD

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

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

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

## LIBRARY BOARD

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### A GOOD LIBRARY BOARD MEMBER HAS:

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

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

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

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

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

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

An open mind to new ideas for improved library service.

### A GOOD LIBRARY BOARD HAS:

A diversity of interests, occupations and community elements.

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

Acquaintances and contacts with community leaders and organizations.

Knowledge of library trends and standards.

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

## LIBRARY BOARD

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

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

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

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

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

### **SELECTION**

Qualities that should be sought in prospective Board members include:

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

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

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

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

#### APPOINTMENT

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

#### REAPPOINTMENT

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

## LIBRARY BOARD

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### ORIENTATION FOR THE BOARD MEMBER

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

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

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

### BYLAWS

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

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



**RESPONSIBILITIES OF THE BOARD AND LIBRARIAN**

## RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

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

### PERSONNEL

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

RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

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PERSONNEL

BOARD

LIBRARIAN

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

## RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

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### POLICY MAKING

#### BOARD

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

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

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

#### LIBRARIAN

Participates in the compositions of the long-range plan.

Recommends needed policies to the Board.

Administers the library in accordance with adopted policies.

Interprets policies to staff and public.

### BOARD MANUAL

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

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

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

## RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

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### BUDGETING

#### BOARD

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

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

#### LIBRARIAN

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

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

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

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

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

## RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

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

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

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

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

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

RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

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PUBLIC RELATIONS

BOARD

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

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

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

Participates, when asked in formal public relations activities.

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

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

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

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

LIBRARIAN

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

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

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

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

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

**BOARD ACTIVITIES AND RESOURCES**



## MEETINGS

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

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

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

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

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

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

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

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

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

## BOARD ACTIVITIES

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

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

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

### Library Organizations:

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

## BOARD ACTIVITIES

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

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

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

## LIBRARY CHECKLIST

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

BOARD CHECKLIST

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

BUDGET CHECKLIST

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

BUILDING CHECKLIST

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

STAFF CHECKLIST

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



## BOOKS AND MATERIALS CHECKLIST

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

## LIBRARY SERVICES CHECKLIST

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

YES NO

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

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

**LAWS, POLICIES AND PROCEDURES**

BYLAWS FOR THE GUAM PUBLIC LIBRARY

BOARD OF TRUSTEES

**Article I - Name and Authorization**

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

**Article II - Meetings**

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

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

**Article III - Officers**

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

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

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

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

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

#### Article IV - Committees

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

#### Article V - Quorum

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

#### Article VI - Territorial Librarian

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

#### Article VII - Order of Business

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

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

#### Article VIII - Amendments

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

NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

RULES AND REGULATIONS

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

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

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



## BOOK SELECTION POLICY

### POLICIES AND OBJECTIVES

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

### LIBRARY AIMS

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

### RESPONSIBILITY FOR MATERIALS SELECTION

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

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

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

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

#### CRITERIA FOR SELECTION

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

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

#### SCOPE OF THE COLLECTION

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

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

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

CITIZEN'S REQUEST FORM FOR PURCHASE OF MATERIALS

AUTHOR \_\_\_\_\_

TITLE \_\_\_\_\_

EDITION OR SERIES \_\_\_\_\_

VOLUMES \_\_\_\_\_

PLACE OR PUBLISHER \_\_\_\_\_

YEAR \_\_\_\_\_

PRICE \_\_\_\_\_

RECOMMENDED BY \_\_\_\_\_

REVIEWED IN \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

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

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

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

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

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

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

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

Complaint represents:

\_\_\_\_\_ Himself

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

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

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

## POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

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

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

## POLICY ON GIFTS

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

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

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

## MAINTAINING THE COLLECTION POLICY

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

## POLICY ON ADEQUATE LIBRARY SERVICE

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

NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

SERVICES

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

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

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

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



NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

INTERLIBRARY COOPERATION POLICY  
OF THE PUBLIC LIBRARY SYSTEM

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

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

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

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

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

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

It will make available statistical records on these collections.

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

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

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

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

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

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

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

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

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

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

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

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

NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

DISPOSITION OF OVERDUE MATERIALS

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

NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

USE OF THE BOARD CONFERENCE ROOM

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

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

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

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

Conditions and Limitations

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

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

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

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

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

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

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

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

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

CONTACT PERSON:

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

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

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

SIGNATURE OF APPLICANT:

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

Please leave this application with the Librarian.

NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

POLICY ON USE AND DUPLICATION OF PHOTOGRAPHS

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

CHARGES FOR DUPLICATION OF PHOTOGRAPHS

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

## NATIONAL LIBRARY LAWS

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

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

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

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

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

Title III Grants under Title III shall be used to:

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



Title IV Grants under IV shall be used to:

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

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

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

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

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

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

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

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

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

## LIBRARY BILL OF RIGHTS

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

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

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

## RESTRICTED ACCESS TO LIBRARY MATERIALS

### An Interpretation of the LIBRARY BILL OF RIGHTS

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

Three reasons generally advanced to justify restricted access are:

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

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

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

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

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

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

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

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

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

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

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

RESOLUTION ON CHALLENGED MATERIALS

An Interpretation of the LIBRARY BILL OF RIGHTS

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

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

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

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

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

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

**THE GUAM MUSEUM**

NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

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

**RULES AND REGULATIONS**

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

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



## GUAM MUSEUM POLICY OBJECTIVES

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

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

NIEVES M. FLORES MEMORIAL LIBRARY  
GOVERNMENT OF GUAM

MUSEUM TEMPORARY ACQUISITION

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

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

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

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

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

The owner agrees to have collection insured against theft.

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

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

**THE GUAM ARCHIVES**

## GUAM ARCHIVES

### Archives of the Territory of Guam:

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

### Objectives and Purposes:

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

### Duties:

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

### Receipts for Material Received:

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

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

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

### Documents Found Outside Guam:

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

### Records of Termination of Functions of Dependency:

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

General Provisions:

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

Definitions:

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

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

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

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

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



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



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

**HOW TO GET A LIBRARY CARD**

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

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

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

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

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

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

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

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

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

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

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

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



## LOAN PERIODS, LIMITS, FINES AND CHARGES

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

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

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

- Updated 2007Jun15

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



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Library Cards



Application procedure

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

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

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

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

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

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

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

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

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

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