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3000.0 GOVERNMENTAL REGULATIONS

The Government Regulations section of the Manual is difficult to keep up to date as legislation is continually being proposed, amended, etc. Therefore, this section of the Manual is not all inclusive, yet provides an index of some of the Codes more relevant to the District in general, and libraries in particular. A complete copy of the majority of the items listed below is available for review in the Reference Department of Peninsula Center Library. All information below is available via the Internet.

Updated August 9, 1990; Revised July 10, 1997; Revised July 13, 2000; Last Reviewed May 8, 2002

3010.0 State of California Legislation

3010.1 District Organization

- A. Library Districts in Unincorporated Towns and Villages - Education Code Section 19600 - 19734
- B. District Definition Section 56036 & 56044
- C. District Reorganization Act - Government Code Section 56063 - 56073

3010.2 Election/Vacancies

- A. Uniform District Election Law -- Election Code Sections 10500 - 10556
- B. Special Districts; Method of Filling Vacancies on Elected Governing Boards; Term -- Government Code Section 1780

3010.3 Funding

- A. Maximum Property Tax Rates for Local Agencies -- Revenue & Taxation Code Sections 2201 - 2327
- B. Proposition 13 – State Constitutional Amendment, Article 13A, (Government Tax Limitation)
- C. Proposition 4 -- Constitution Code, Article 13B (Government Spending Limitation)
- D. California Library Services Act – Education Code Sections 18700 - 18767

3010.4 Miscellaneous

- A. Meetings -- Ralph M. Brown Act -- Government Code Sections 54950 - 54962
- B. Local Public Employee Organizations -- Meyers-Milias-Brown Act -- Government Code Sections 3500 - 3510
- C. Trustee Liability – Government Code Section 820.9
- D. Claims and Actions – Government Code Section 900 et seq.
- E. Conflict of Interest – California Political Reform Act

1. Conflict of Interest and Disclosure Code
 2. Statement of Economic Interests – CA Form 700
- F. Request for Copies of District Documents – Government Code Section 6253
- G. Harmful Matter – Penal Code, Part 1, Title 9, Chapter 7.6, Sections 313 – 313.5
- H. Libraries – Miscellaneous Provisions – State Education Code Sections 19900 - 19902 & 19910 - 19922

Revised August 8, 2002

3010.5 California Library Laws – published by California State Library

Below is the Introduction and Table of Contents for California Library Laws 2000 as published by California State Library. A complete booklet of California Laws 2000 as prepared by the California State Library is available at the Reference Desk at Peninsula Center Library.

Introduction

California Library Laws 2000 is a selective guide to state laws and related materials that most directly affect the everyday operations of public libraries and organizations that work with public libraries. It is intended as a convenient reference, not as a replacement for the annotated codes or for legal advice.

The guide is organized as follows. Statutes relating to library programs of statewide applicability are listed first, those of local applicability next. Miscellaneous provisions that apply to a particular type of library are appended to that library's statutes. Next are statutes which are not unique to libraries, but are commonly used to provide library services. Concluding sections cover fiscal and miscellaneous provisions affecting libraries in general. Appendixes include a list of California court decisions and Attorney General Opinions relating to libraries, and a table of statutes. There is no index as such.

Full text as in effect January 1, 2003, is provided for most of the material. For less frequently-used statutes, only the library-specific text or a brief citation is provided. Omission of matter not directly relevant to libraries, or unrepealed obsolete material, is indicated by three asterisks (***)

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Adopted July 13, 2000; Last Reviewed August 2002; Updated April 2003

3020.0 Federal Legislation

3020.1 The Museum and Library Services Act of 1996, Subtitle B – Library Services and Technology Act

3020.2 Copyright Law of the United States - Title 17 of the United States Code, Section 108, paragraphs (d) (2) and (e) (2)

3020.3 Americans with Disabilities Act

A. Americans with Disabilities Act Policy

The District complies with its responsibilities under the Americans with Disabilities Act ("ADA"). The District makes every reasonable effort to assure that no person, by reason of a disability, is excluded from the benefits of the District's services, programs, or activities.

The Director is designated to coordinate the District's efforts to comply with and carry out its responsibilities under the ADA, including investigation of any complaint communicated to the District alleging its non-compliance with the ADA. The District has adopted grievance procedures providing for prompt and equitable resolution of complaints per Policy No. 3020.3.B(Americans with Disabilities Act Grievance Procedure). The District shall provide notice to interested parties of their rights and protections afforded by ADA Title II.

To comply with the Americans with Disabilities Act, the District shall:

1. make reasonable efforts to remove access barriers except when such removal is not readily achievable and/or would impose an undue hardship on the District;
2. not discriminate against qualified individuals with disabilities in employment and will make reasonable accommodation to the known disabilities of qualified applicants and employees with disabilities;
3. review its ADA self-evaluation at least every three years and retain it for at least three years. The self-evaluation, which is available for public inspection in the office of the Director, shall include the following: a list of interested persons consulted about the self-evaluation; a description of the areas examined and any problems identified; and a description of any modifications made.

Adopted February 9, 1995; Revised August 14, 1997; Last Reviewed May 8, 2002

B. Americans with Disabilities Act Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Palos Verdes Library District.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interview or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

District Director
701 Silver Spur Road
Rolling Hills Estates, CA 90274

Within 15 calendar days after receipt of the complaint, the Director shall meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director will respond in writing and, where appropriate, in a format accessible to the complainant such as large print, Braille, or audio tape. The response will explain the position of the District and offer options for substantive resolution of the complaint.

If the response by the Director does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the Director of Finance within 15 calendar days after receipt of the response to the President of the Board of Library Trustees or his/her designee.

Within 15 calendar days after receipt of the appeal, the President of the Board of Library Trustees or his/her designee will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting, the President of the Board of Library Trustees or his/her designee will respond in writing and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Director, appeals to the President of the Board of Library Trustees or his/her designee, and responses from the Director and the President of the Board of Library Trustees or his/her designee will be kept by the Palos Verdes Library District for at least three years.

Adopted February 9, 1995; Revised August 14, 1997; Last Reviewed May 8, 2002

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