



# CITY OF SAN MATEO

City Hall  
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[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

Agenda Number: 4

Section Name: {{section.name}}

Account Number:

File ID: {{item.tracking\_number}}

**TO:** Library Board  
**FROM:** James Moore, City Librarian  
**PREPARED BY:** Library Department  
**MEETING DATE:** October 28, 2024  
**SUBJECT:**  
Special Collections Policy

### RECOMMENDATION:

The Board will consider for adoption an updated draft of the Special Collections Policy that includes their recommended edits from the September 23, 2024 meeting.

### BACKGROUND:

Library staff will present the Board with an updated draft of the Special Collections Policy that includes their recommended edits from the September 23, 2024 meeting.

### BUDGET IMPACT:

None.

### ENVIRONMENTAL DETERMINATION:

This item is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

### NOTICE PROVIDED

All meeting noticing requirements were met.

### ATTACHMENTS

Att 1 – Draft Special Collections Policy

### STAFF CONTACT

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