



POLK COUNTY PATRON  
POLICY MANUAL

Adopted: 4/17/18

Polk

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# POLK COUNTY LIBRARY PROGRAM POLICY

## MISSION STATEMENT

The mission of the Polk County Library System is to improve and enrich the lives of our users through information and recreation. The Library values the citizens of Polk County and responds to their needs by providing clean and inviting buildings, well-organized and up-to-date collections, friendly professional service, and well-trained staff who are committed to the Library vision. Our vision is to be a thriving Library that is an integral part of the community.

## LIBRARY CARDS

### INTRODUCTION

Library cards issued by any of the public libraries within Polk County will be honored by all the Polk County Public Libraries provided that the borrower is in good standing with the Library system. All cards must be renewed annually; proof of address or current ID may be requested at renewal.

A library card may be invalidated or suspended by the Polk County Library at any time if the patron does not return overdue materials, does not pay outstanding fines, does not abide by other Library policies, or habitually abuses Library policies.

The applicant must sign the application acknowledging that all information is correct and that he or she accepts responsibility for all use made of the card. The applicant's signature on the application and on the library card is a promise to abide by all Library policies and to notify the Library of any change of status (name, address, etc.) or the loss or theft of the card.

### RESIDENT CARDS

Library cards are issued to residents, property owners, or employees of the Library in Polk County. Applicants for a library card are required to present 2 forms of identification; one of which must prove proof of residency or property ownership. Required proof may be in the form of any one of the following items.

- A valid driver's license with a current address.
- A state issued identity card
- Current property tax receipt. A personal property tax receipt, a real property tax receipt or a certificate of non-assessment is acceptable.
- A valid voter's registration card
- A current utility bill showing patron's name and address
- Recently cancelled mail with name and physical address.

If non-picture identification is presented, staff may also require a picture ID as additional proof.

Patrons registering for a library card will be checked against the Missouri Evergreen Library Consortium patron database. Patrons with more \$20.00 in fines, fees, or lost materials at any Missouri Evergreen Library will be required to clear the account at that Library before being issued a Polk County Library card. It is the patron's responsibility to contact their previous Library to clear accounts. Repeated or serious policy infractions that have been noted by other Missouri Evergreen Libraries may also be taken into consideration when issuing library cards.

Hotels, motels, group homes, residential treatment centers, shelters and other temporary housing are not considered to be permanent addresses. Residential Managers of such facilities may sign for one card for facility use. The individual signing for the card will assume financial responsibility for Library materials checked out on the card, including all overdue fines.

A physical address must be provided for proof of residency. Post office box will be accepted as mailing address only. A resident card becomes invalid if the cardholder moves outside the Library District unless the individual still owns property inside the county limits.

#### MINOR CARDS

If the applicant is seventeen years old or younger, the application must be signed by the parent or legal guardian who has a library card in good standing. Applicants eighteen and older are considered adults and must provide their own proof of address and sign their own application.

Cards issued to minors will allow Internet access. Parents can exempt their child from Internet by informing Library staff and signing an "opt out" form. Polk County Library does filter Internet access according to the Children's Internet Protection Act (CIPA).

#### HOMEBOUND RESIDENT CARDS

Book delivery to homebound patrons is provided for free by Friends of the Library volunteers and is available to residents of the City of Bolivar.

Bolivar residents interested in homebound book delivery can contact the Library to be placed on the homebound delivery list. The Library will forward patron contact information to the Friends of the Library volunteer. The volunteer will contact the patron and set an appointment to apply for or renew a Library card and discuss materials the patron is interested in checking-out.

Homebound library cards are kept on file at the Library so the volunteer has access to them for checking-out materials. Homebound materials are delivered and picked-up monthly based on the volunteer's schedule.

Homebound patrons are financially responsible for materials checked-out on their Library card.

Homebound patrons who wish to discontinue participation in the homebound program must notify the Library. Library cards can be changed from Homebound to Resident and picked up at the Bolivar location.

#### EDUCATOR CARDS

Educator Cards allow teachers of Polk County School Districts, upon the approval of each District's Administration, to check out Library materials for use in their classrooms. Teachers can hold these cards specifically for classroom use so they do not need to use their personal Library cards for this purpose.

Polk County teachers who do not reside in Polk County are allowed to have access to the Library's resources without paying a non-resident fee.

Educator Card applicants must provide a current photo I.D. and current proof of employment or school ID from a Polk County School District.

Most materials from the children's, young adult, and adult areas will be available for check-out. These materials include fiction and non-fiction books, DVDs, books on CD, music on CD, and back issues of magazines. Digital materials are also available.

Up to 25 items at a time can be checked-out on an Educator Card. Up to 7 DVDs may be checked-out at a time, but they will count toward the 25 item total.

The following items are not available to check-out on Educator Cards: New & High Demand items, Holiday Books from the Children's Area, current magazines, or R-rated DVDs.

All materials checked-out on an Educator Card are due 30 days from the date of check-out and may be renewed once, unless they are reserved for another patron.

Teachers will sign Educator Card applications as responsible party and will be held financially responsible for all replacement costs and processing fees associated with lost, damaged, or stolen items.

No overdue fines will apply, however due dates should be adhered to or cards can be revoked.

## STUDENT CARDS

The Polk County Library holds a reciprocal lending agreement with Southwest Baptist University (SBU) that allows current SBU students, regardless of their permanent home address, to obtain a free library card by showing their current SBU student I.D. card and photo I.D. Student cards allow the same number of check-outs as Resident cards and can be renewed annually as long as the student attends SBU.

## NON-RESIDENT CARDS

Non-Residents (residing outside of Polk County) can obtain a Polk County Library card by showing a current photo I.D. and paying the \$50 non-resident fee. This fee is in lieu of the Polk County Library tax and is due annually in order to renew the Library card.

Non-Resident cards are issued one per family and are allowed the same number of check-outs as Resident cards.

## LOST AND DAMAGED CARDS

If a patron should lose their card, they may be issued another card for a charge of \$3.00. It is the patron's responsibility to report lost cards; until the card is reported lost, the patron is responsible for all items charged.

A library card that is damaged may be replaced free of charge provided that the patron brings the damaged card to the Library to be replaced.

## MATERIALS AND THEIR CIRCULATION

### GENERAL CIRCULATION GUIDELINES

All patrons must present his or her card at the circulation desk at the time of checkout.

Items limited to in-house use such as reference books, microfilm, current issue magazines, current and back issue newspapers, reserved books, local history materials, and other so designated, do not normally circulate but may circulate at the discretion of the Director.

Library users will not be allowed to check out materials if they owe \$20.00 or more in unpaid fees or have unpaid fines or charges more than 42 days old. Materials that are more than 42 days overdue are automatically marked lost and the total replacement cost plus processing fee per item is charged to the patron's Library card.

### LENDING LIMITS, RENEWALS AND FINES SCHEDULE

Library materials schedule of limits and fines:

Material	Checkout Time Limit	Renewals If no hold	Checkout Limit per card	Late fee per day
High Demand	7 days	2	7	.15
New Books	21 days	2	25	.15
Books	21 days	2	25	.15
DVD/Blu-ray	21 days	2	7	.15
Equipment	7 days	0	2	1.00
Tablets	2 hours (in house use only)	0	1	.15 per hour

Total items checked out is limited to 25 per card.

### HOLD REQUESTS

Patrons may place up to 10 holds on materials that are owned within Polk County Library and/or within the Missouri Evergreen Library Consortium. Holds will be transferred to the patron's preferred Polk County Library location as soon as they become available.

Holds will be held for 3 business days. If the item is not picked up in that time period, the item will be removed from hold for that patron.

### OVERDUE LIBRARY MATERIALS

The Library has no obligation to remind patrons to return materials. The Library calls or sends reminder notices as a courtesy to patrons.

It is the patron's responsibility to update mailing address, email address, and phone numbers or texting information with the Library. The Library cannot be held responsible when reminders or notices are undeliverable due to incorrect addresses and phone numbers that have not been updated by the patron.

All materials are due on the due date. There is no pre-set grace period except for items due on dates the Library is closed. All such materials are due the following business day.

It is the patron's responsibility to call, log-on, or come in to renew items.

Overdue items returned in the book drop after hours but before 9:00 a.m. will be assessed a fine based on the last operating day.

Patrons may receive email, text, or phone call reminders when items are 7-days or more overdue. Patrons may receive mailed notices when items are 14 and 21-days overdue. Items that are more than 42-days overdue are automatically marked lost and costs are assessed to the patron.



## LOST AND DAMAGED ITEMS

Charges for lost items are assessed based on the original cost of purchasing the lost material. A processing fee of \$1 or \$3 is added to the cost. The processing fee is based on the cost and may be \$1 if the cost of the item was \$5 or less. The processing fee will be \$3 for items with a cost of more than \$5.

No refunds for lost materials will be issued to patrons once those items have been paid for. The item, if found, is the property of the patron.

The Library may charge for items that are damaged that are not considered normal wear and tear.

Barcodes	.50
Spine Labels	.50
DVD/Audio Case	1.00
Torn Pages, Marks, Spills, etc...	3.00 or the price of item if deemed unusable

## MINORS AND MATERIALS

The Polk County Library has adopted the American Library Association Freedom to Read and Freedom to View statements. Parents—and only parents—have the right and responsibility to restrict access of their children—and only their children—to Library resources. Parents who do not want their children to have access to certain Library services, materials, or facilities should so advise their children. Librarians and Library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between a parent and child.

## BORROWING BEYOND POLK COUNTY AND REFERENCE SERVICES

### INTERLIBRARY LOANS

Polk County Library adheres to the policies and regulations set forth by the Missouri Evergreen Consortium to allow resource sharing between participating Missouri public libraries and to the policies and regulations of WorldCat's Resource Sharing to allow resource sharing with libraries worldwide.

Interlibrary loan service is available to patrons with Polk County Library. In order to submit a request for an item, the patron's card must be a valid, unblocked card.

If the item is available from an Evergreen Library, there will be no fee associated with interlibrary loan service. A hold may be placed directly from the Library's catalog. A patron may have ten (10) Evergreen holds on their account.

However if the item is not available through the Evergreen system, the patron may request traditional interlibrary loan service through WorldCat's Resource Sharing by filling out an interlibrary loan form. While the Library will make every effort to borrow through the free courier system provided by the Missouri State Library, the patron must pay return postage and any fees charged by the lending Library at the time of receipt. In the event the patron does not pick up the material, postage fees will still be charged to the patron's card. The lending Library sets the due date of the material.

A patron can have up to ten (10) traditional interlibrary loan requests in process at any given time. Renewal of all interlibrary loan material at the discretion of the lending Library.

## INTERLIBRARY LENDING

The Polk County Library honors interlibrary loan requests from Missouri Evergreen; outside requests are handled on a case-by-case basis. Lending time for materials is set by the borrowing Library in Missouri Evergreen, but 30 days for WorldCat requests.

The Polk County Library will not lend:

- Non-circulating items including special collections, genealogy and reference
- Material that the Library has owned less than six months
- Material with local circulation restrictions

The borrowing Library is responsible for the safety of the item from the time the item leaves the Polk County Library until it is returned. If damage or loss occurs, the borrowing Library is responsible for the cost of items and the processing fee.

## REFERENCE SERVICES

The Polk County Library offers basic reference services. The Library will help patrons locate the information they need and provides basic computer help as staffing allows.

Library staff members are not allowed to offer medical, legal, or financial advice. This includes the interpretation of materials for the patron. However, the staff should make every effort to provide materials that are suitable for each patron's educational background and level of comprehension.

Staff members may assist students in locating information needed for school assignments but cannot assist the student in completing school assignments or homework.

Library staff may not advise or help with any tax question. Staff may not fill out patrons' taxes online. Staff may provide patron with forms at printing cost. Staff may also direct them to professional help or institutes.

## FAX SERVICE

Fax service is made available to Library patrons for both transmission and receipt of documents. Staff will fax materials for patrons; patrons are not allowed to use the fax machine.

Faxes sent to toll free numbers cost .15 for the confirmation page. On Non-toll free numbers, the fee is \$2.00 for first page, \$.50 for each additional page, and \$.15 for confirmation page. Any copies that have to be made before faxing, such as copying a fragile document to ensure it is not torn by the fax machine, will be added to the cost of faxing. After faxing, a confirmation sheet will print out showing that the fax has gone through.

Received faxes are \$.15 a page. Received faxes need to be picked up promptly. Library staff are not responsible for contacting patrons concerning received faxes. Received faxes that are not picked up within 7-business days of receipt will be destroyed.

## COPIES, PRINTING, AND SCANNING

Black and white copies and printing is available at all Library locations. Color copies and printing is available at Bolivar and Humansville locations

At Bolivar and Humansville, printing from the microfilm computer, patron access computers, and Wi-Fi printing requires pre-payment at the circulation desk. Printing money is added to the patron's printing account and is automatically deducted as the patron prints. Balances on the printing account can be left on the account for later use or refunded. Patrons must present their Library card at the circulation desk in order to add printing money or receive a refund.

Copying fees may be paid at the circulation desk or deducted from the patron's printing account at the circulation desk by presenting a Library card.

Printing is \$.15 for Black and White and \$.25 for color printing.

Document scanning is also available at all Library locations for free.

## PROCTOR SERVICE

The Library will proctor examinations for individuals, subject to the availability of authorized staff and resources. Examinations must occur during the hours the Library is open to the public. Examination times are scheduled by the student with an authorized proctor in coordination with Library staff.

It is the responsibility of the student taking the examination to ensure that all requirements for the examination can be met and that the examination is received by the Library before the scheduled examination time.

Subject to availability, a quiet room will be provided where the student may take the examination. The Library does not guarantee that the students will be under continuous observation during the examination.

Cost of mailing an exam back to an instructor, as well as any print cost of materials is the responsibility of the student.

## DISC RESURFACING SERVICE

The Library will resurface patron's DVDs, CDs, and Audiobooks at the rate of \$3.00 per disc per side. This service is available at the Bolivar location only.

## COMPUTER AND INTERNET USE

The Polk County Library recognizes the value of computer availability and Internet access in its mission to provide for the informational, educational, and recreational needs of its patrons. The Library strives to provide up-to-date technology to meet those needs.

The Internet is a global electronic network with no state or county control of its users or content. The Internet and its available resources contain material of a controversial nature. Library staff cannot control the availability of information or links that may change rapidly or unpredictably. Not all sources on the Internet provide accurate, complete or current information.

Parents or guardians of minors must assume responsibility for their children's use of the Internet.

## LIBRARY COMPUTERS

The Library utilizes time and print management software on its public access computers. This software helps ensure availability of computers throughout the day, and allows patrons to maintain a personal account for ease of use.

Library staff have the ability to monitor public computers from staff computers in order to safeguard equipment and other patrons.

Library computers do not allow for downloads of software or applications from outside sources. However software and files for personal use may be downloaded directly to the patron's USB (flash) drive or disc. Please notify a staff member if you believe a computer requires updates of software or applications.

Patrons who require assistance in using the computers or accessing the Internet may receive limited assistance from Library staff depending on staff availability.

Library staff will not enter patron personal information into forms or documents for patrons and cannot complete electronic tasks for patrons (i.e. word processing, e-mail set-up, employment applications, job searches, etc.)

Patrons are not allowed to turn off or shut down computers.

Two people may sit together at a computer if they do not disturb others.

All patrons have the right to privacy, however the computers are located in a public area and privacy cannot be guaranteed.

Patrons must provide their own headphones/ear buds. New ear buds, if available, may be purchased at the Library circulation desk for \$2.00.

Staff will require that patrons turn down audio when it can be heard outside of headphones/ear buds. Staff reserves the right to log-off patrons that do not comply after verbal warning.

Printing fees are prepay and must be paid at the circulation desk. Library computers will not print if copies are not paid in advance.

## PATRON ACCESS

Patrons must use their own Library card to log-on to Library computers. Parents may not use children's cards and children may not use parent's cards. Violation of this rule may result in loss of computer use privileges.

Polk County residents who possess a Polk County Library card that is in good standing may use Library computers free of charge.

Patrons must agree to the computer use agreement when signing in to the public computers:

Patron use of public access computers is limited to two hours per day. Public access computers are preprogrammed to log-off after one hour of use. The patron may log-on for the second hour if there are no other patrons waiting for a computer. Patrons may also log-on and use the remainder of their allotted two hours later in the same day.

Sessions may be extended for completion of proctored exams, student studies, or similar occurrences. The patron must be aware of the log-out time and notify staff in plenty of time to have the extension granted (at least 5 minutes before scheduled log-off time). Library staff are not responsible for loss of data due to automated computer log-off.

The Library uses filtering software in compliance with the Children’s Internet Protection Act. The Library has no liability for damages related to the operation of, or failure of, the filtering software or its intervention by users. An adult may request that the filter be turned off; however, all Library policies regarding appropriate internet use still applies.

The Library prefers that Polk County residents obtain a Library card when planning to use Library computers on a regular basis.

#### GUEST ACCESS:

Guests or Non Polk County Residents over the age of 18 may gain a computer access login number at the information desk. Pass use is limited to two hours per day. Printing is available; payable in advance.

#### ACCESS FOR MINORS

The Library uses filtering software in compliance with the Children’s Internet Protection Act. Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not eliminate that possibility.

Minors, age 17 and under, must have their own Library card to log-on to computers and may not use the cards of others including parents, guardians, and siblings.

Minors will not be given guest pass access without being accompanied by legal guardian.

As with all Library resources, the Library affirms the right and responsibility of parents/guardians, not Library Staff, to determine and monitor their minor child’s use of the Internet. The Library also provides computers without Internet access in the Children’s Department.

#### WIRELESS ACCESS

The Library attempts to make wireless access as available as possible but patrons may encounter areas in the building where wireless reception may be limited. The Library’s wireless network is not secure. The Library cannot guarantee the security of any information sent to and from a patron’s laptop or other wireless device.

Library staff can give limited assistance with connecting to the wireless network. The Library can make no guarantee that a wireless connection is always possible. The Library assumes no responsibility for the safety of equipment or for device configurations, security, or data files resulting from connection to the Library’s wireless access.

#### UNACCEPTABLE USES OF COMPUTERS

- Uses that violate the law or encourage others to violate the law.
- Uses that compromise the safety or security of minors.
- Uses that cause harm to others or damage to their property.
- Uses that jeopardize the security of the computer network or other networks on the Internet.

- Uses that attempt to circumvent log-on management software, filtering software or computer configurations.
- Transmitting of offensive or harassing messages.
- Offering for sale or use any substance, the possession or use of which, is prohibited by law.
- Viewing, transmitting or downloading pornographic material.
- Viewing, transmitting or downloading materials that encourage others to violate the law.
- Downloading or transmitting confidential, trade secret, or copyrighted materials.
- Participating in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.
- Disclosing or sharing user passwords with others.
- Impersonating another user.
- Using personal software programs on Library computers unless fully loaded on a USB device and does not require download to computer.
- Damaging or modifying Library computer equipment or software.

## CHILDREN SERVICES

### DEPARTMENTAL GOALS AND PRINCIPLES OF SERVICE

The objectives of the Children’s Area are: to introduce as many children as possible to the public Library environment in order to create lifetime readers and Library users; to provide children with access to current information and quality literature; and to provide complete and accurate answers to reference questions to all patrons of the Library. The Children’s Area is open during all Library hours.

All children under age 9 must be supervised by an adult, parent, or guardian age 18 or older at all times.

Children who cannot read are not allowed to use the catalog terminal but are encouraged to use the public computers under adult supervision.

### CHILDREN’S MATERIALS

The Children’s Areas provide juvenile materials suitable for children in a variety of formats and in sufficient number to meet the current and anticipated needs of the community.

A variety of award books, such as Show-Me Readers and Mark Twain Award Nominees, are available for checkout from the Children’s Areas, as well as classics and other notable books.

Materials specifically for children and all other materials in the Library are available to all children at all times that the Library is open. Parents or legal guardians are solely responsible for supervising or limiting their children’s access to Library materials.

Children’s materials not available locally are accessible through transfer via Missouri Evergreen or interlibrary Loan.

### EARLY LITERACY PROGRAMS

Daytime story time sessions are regularly scheduled for the general public.

Story time sessions are developed for pre-school children of different ages.

An adult must accompany and remain with children attending story time. If a child engages in disruptive behavior during the story time, the adult must remove the child from the story time session and must also remove any other children in his or her care from the session. Unaccompanied children may not stay in a story time session.

## TOURS AND CHILDREN'S GROUPS

All tours of the Library must be scheduled in advance. Children's group tours should be scheduled as far in advance as possible.

Children's groups visiting the Library in study or reading groups should call ahead if possible.

The Library reserves the right to refuse a tour because of inadequate notification or the unavailability of a time slot for a tour.

Any children's group in the Library must be attended by an adult, whether the group is attending a scheduled program or engaged in a reading or study session. At least one adult must stay with the group during story time sessions. At least two adults must stay with the group if there are sixteen or more children attending the session.

## UNATTENDED CHILDREN

Children 8 years-old and under must be accompanied by an adult (responsible party at least 18 years of age or older) at all times. Library staff are not responsible for the supervision of children left unattended by a parent or guardian.

Library staff will follow these procedures in the event a minor, age 17 or under, has visited the Library and is without transportation at the time of closing:

- Under no circumstances will Library staff transport a minor child away from the Library building.
- Staff will immediately call a parent or guardian to pick up the minor.
- If a parent or guardian has not picked-up the minor within 15 minutes of the call, local police will be contacted.
- Staff will post a sign stating "A minor child was left unattended at the Library after closing and has been turned over to the insert the name of local law enforcement agency." (This agency could be the Bolivar Police Department, Fair Play Police Department, Humansville Police Department, or Polk County Sheriff's Department depending on the branch location and time of the occurrence.)
- As soon as possible, the Library staff members involved will file an incident report with the Library Director.
- On the next business day, the Library Director will send a letter notifying the parent or guardian of this policy and the Library's hours of operation.
- Two such incidents from the same household will result in the parent/guardian being billed for staff time beyond closing.

## CONFIDENTIAL PATRON INFORMATION

It is the policy of the Polk County Library to ensure privacy of the users of its services. Any information obtained as the result of patronage with the Library will be treated as confidential and released only as authorized by this policy.

This right to privacy extends to circulation records, reference requests, database searches and all other personally identifiable uses of Library materials, facilities or services. Library records are for the sole purpose of protecting Library property and are not to be used directly or indirectly to identify the types of materials used by Library patrons. Under no circumstances shall Library staff answer to a third party about material or information used or requested by a patron.

Circulation records shall not be made available to anyone except pursuant to a court order or subpoena as may be authorized by law. Upon receipt of a court order or subpoena, the Library Director may consult with a Library designated legal counsel to determine if the order or subpoena complies with applicable law.

An individual may request information concerning their own Library records by presenting his or her Library card or photo ID. The Library does not keep a past history of items circulated unless they have a bill attached.

The following section of the Missouri Revised Statutes clearly defines the responsibility of the Library in safeguarding patron information:

*Disclosure of Library records not required--exceptions.*

*RSMo 182.817. Notwithstanding the provisions of any other law to the contrary, no Library or employee or agent of a Library shall be required to release or disclose a Library record or portion of a Library record to any person or persons except:*

*(1) In response to a written request of the person identified in that record, according to procedures and forms giving written consent as determined by the Library; or*

*(2) In response to an order issued by a court of competent jurisdiction upon a finding that the disclosure of such record is necessary to protect the public safety or to prosecute a crime.*

## PARENTAL ACCESS TO CHILDREN'S RECORDS

A parent or legal guardian must sign the Library card application for children aged seventeen (17) or younger. With this signature, the parent or legal guardian assumes responsibility for all materials, fines, and fees accumulated on the minor's card.

A parent or guardian of a minor child will be given access to the circulation records of the child if the parent or guardian is in possession of the child's Library card and is able to provide appropriate identification.

## LIBRARY BEHAVIOR POLICY

- Food and beverages may not be brought into the main Library, but may be consumed in the Library meeting room or in the lobby.
- Shirt and shoes are required in the Library.
- Loitering on Library property is prohibited.
- Disruptive conduct, including excessively loud talking, is not allowed.
- Parents and guardians are expected to stay in close proximity to their children at all times while in the Library. For example, parents and guardians are not to leave their children in the children's area while they use a computer. The Library provides one internet capable computer in the children's area for adults to use while supervising children.
- Children should not be allowed to climb shelving or other Library furnishings or fixtures.
- Parents or guardians may be asked to take excessively loud or disruptive children out of the Library.



- Willfully annoying or harassing another person is prohibited.
- The Library does not have a public telephone and will not allow public use for incoming or outgoing calls on Library telephones except in the case of an emergency.
- Furniture may not be rearranged. Only one person may sit in each chair at one time. Feet should not be placed on furniture.
- Smoking, use of tobacco products, and vaping are prohibited inside the Library, but are allowed in the designated area outside the building.
- Alcoholic beverages are not permitted on Library property.
- Patrons under the influence of drugs or alcohol are not allowed in the building.
- Sleeping for an extended period of time (more than 10 minutes) is prohibited.
- Trash both inside and outside the Library should be placed in appropriate receptacles.
- Library restrooms may not be used for bathing and grooming (shaving, washing hair, etc.), doing laundry, or loitering.
- Use of roller blades, roller skates, or skateboards is not permitted on Library property. The Library is not liable for injuries or damages incurred by skaters or skateboarders.
- Bicycling in an inappropriate fashion is not permitted on Library property.
- Bicycles should be secured in the bicycle rack provided outside the Library. The Library is not liable for injuries or damages incurred by cyclists.
- Any person who poses a health or sanitary risk or whose bodily hygiene constitutes a nuisance to other persons or damages Library property shall be required to leave the Library premises or Library property.
- Inappropriate behavior, which disturbs other Library patrons or staff, is not permitted inside or outside on Library property.
- Weapons are not allowed on Library property except as provided by RSMO 571.030.
- A person may not mutilate, deface, or remove without authorization, any part of the Library collection, building, or furnishings.
- Loud, abusive, aggressive, profane and/or threatening language or behavior toward Library staff or other patrons is not permitted.
- Willfully destroying or damaging Library property including materials, furnishings and technological equipment, fixtures, and landscaping is not permitted. This includes tampering with computer hardware and software.

#### USE OF CELL PHONES AND OTHER DEVICES

Cell phones are allowed in the Library, however they must be silenced and all calls should be taken/made outside the building or in the lobby.

Audio equipment may be used with a headset but will not be allowed if sound can be heard outside of the headset.

Patrons may use personal laptop computers in the Library and may plug them into available outlets. Cords must not pose a safety hazard.

The Library is not responsible for any damages to personal computers, tablets, smart phones, or e-readers during their use at the Library.

#### SOLICITING

Soliciting on Library property is prohibited.

No solicitation of funds for individuals or organizations, sale of items for any cause, or panhandling is permitted in the Library or on Library property.

Exceptions: Activities authorized by and on behalf of the Library. Activities authorized by and on behalf of the Friends of the Polk County Library organization.

Library patrons will not be asked by staff or outside individuals to make purchases on behalf of or contribute to any Library cause or fundraiser while visiting the Library in the normal course of operation of the Library.

Specific fundraising events may be held in the Library meeting facilities and sale of products may be advertised or displayed but no action may be taken that is not initiated by the patron.

## ACCESSIBILITY

The Polk County Library adheres to the Americans with Disabilities Act that assures equal access to employment opportunities and access to all Library facilities, services, activities, and programs. Every attempt is made to accommodate the needs of those with disabilities, and the Library welcomes input about ways the Library can more completely serve them. Questions about ADA compliance and complaints or suggestions about accessibility of Library facilities or programs should be addressed to the Library Director.

The Library can provide information for contacting the Wolfner Talking Book and Braille Library. The Wolfner Library is associated with the Missouri State Library and houses extensive resources for the blind and physically handicapped. Their services are free to Missouri residents.

## SERVICE ANIMALS

Animals are not permitted in the Library, except service animals as defined by ADA Revised Requirements (2010).

Service animals are defined as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

## LOST, UNATTENDED, AND ABANDONED ITEMS

### LOST ITEMS

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#### GENERAL, NON-PERSONALIZED ITEMS

General, non-personalized items include but are not limited to jackets, caps, children's items, ear buds, sunglasses, reading glasses, notebooks, etc. The Library maintains a lost items bin where patrons may locate personal items that have been found at the Library. Library Staff can direct patrons to this bin.

Patrons are not required to present ID to claim their property from the lost items bin. The Library reserves the right to empty the lost items bin once a month. Items that have not been claimed will be donated to local charities or properly discarded.

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## ITEMS OF VALUE

Items of value include wallets, bags, and purses that contain legal ID, cash, checks, and other such items. These items may also include jewelry, watches, electronics, and data storage devices such as USB (flash) drives and micro discs. Library staff make every effort to contact patrons who have left behind items of value, depending on the patron contact information that is readily available.

Valuable items are stored in a locked area for at least 7 business days and may be claimed by individuals who can present proper ID or proper description of the item. Lost keys of any kind will be stored in a locked area and discarded after 7 business days if not claimed. Claimants should be able to properly describe the key(s) in order to make claim.

Items of intrinsic value that are not claimed within 7 business days will be turned over to local law enforcement. Data storage devices and small electronics will be properly disposed of if not claimed within 7 business days.

## UNATTENDED AND ABANDONED ITEMS

Library staff reserve the right to collect any items appearing to be unattended on Library property. These items will be sent to the lost items bin or stored in the locked area and proper lost items procedures will be followed.

Items appearing to be abandoned on Library property will be properly discarded or turned over to local law enforcement. The Library reserves the right to immediately contact local law enforcement when any suspicious item is located on Library property (i.e. bags and back packs, boxes, electronic items, vehicles, etc.)

## LOST LIBRARY CARDS

Lost library cards may be held at the circulation desk for up to one month. The Library may hold dozens of lost library cards at any given time. Therefore, Library Staff make no effort to contact patrons with lost Library cards and do not mail them back to patrons. However, Library Staff will note on the patrons account that a lost card is being held at the circulation desk. The Library reserves the right to discard lost Library cards once a month and remove notes from patron accounts. Patrons will be responsible for paying a \$3 fee to replace lost Library cards.

## PATRON COMPLAINTS AND CONDUCT ISSUES

Any person not abiding by these or other rules and regulations adopted by the Library Board may be denied the privilege of access to the Library or its resources, by the Library director or designee. Library employees will contact law enforcement authorities if illegal activities are observed or reported or as otherwise deemed advisable. Based on the nature of the offense, warnings and other preliminary steps may be bypassed.

The Library reserves the right to evict and/or ban in accordance with this policy, any person not abiding by the published Library Program Policy, including the Code of Conduct, and any other Library policy adopted and published by the Library Board of Trustees from time to time.

## BANNING PROCESS

One verbal warning for any minor offense.

Second policy infraction on the same day results in removal of the patron from the Library premises for the day. Parent or police may be contacted, if applicable.

Third and subsequent infractions within 3 years will result in banning from the Library premises for not less than seven (7) days. Library card privileges will be revoked during the period of suspension. Parents of minors will be contacted.

Indefinite suspensions or immediate removal may result from recurring, frequent, or serious infractions of Library policies.

#### NOTIFICATION OF ACTION

Any patron who has been evicted and/or prohibited from returning to the Library shall be provided with written notification indicating the reasons for the ban, the Library policy violated, the duration of the ban and the appeals process.

An incident report is to be filed by Library staff immediately to the Library director, in addition to verbal notification of the action to the administrator or supervisor in charge.

#### IMMEDIATE AND PERMANENT EVICTION

Communication of threats, physical violence or sexual misconduct (including, but not limited to, indecent exposure, unwelcome touching or sexual harassment toward staff or Library patrons) and engaging in any illegal acts or conduct in violation of federal, state, or local law, ordinance or regulation will result in immediate and permanent eviction from the Library and the notification of law enforcement authorities.

#### APPEALS PROCESS

Any patron subjected to specific enforcement of this policy may file a written appeal to the Director. The Director will review any appeal made and provide a written response affirming, overturning, or modifying the enforcement action. Patrons objecting to the director's decision may make a written appeal to the Library Board within 10 days of receiving the Director's determination. The Library Board will review any appeal made to them at the next regularly scheduled Board meeting and provide a written response affirming, overturning, or modifying the enforcement action. Failure to appear at the scheduled hearing will result in the denial of the appeal.

#### NONCOMPLIANCE WITH EVICTION OR BAN

Any person who disregards a request by a staff member to leave the building and/or premises for a violation of Library Policy or who enters the Library or premises while banned will be considered a trespasser and will be immediately reported to local law enforcement authorities and subject to arrest and prosecution for trespassing.

#### MEETING ROOM AND PUBLIC FORUMS

##### MEETING ROOM POLICY

The Polk County Library's meeting rooms are available for use on a reservation-only basis.

Non-profit organizations, government agencies, and groups engaged in educational, civic, cultural, and intellectual activities may reserve meeting rooms for a non-refundable fee of \$5.00/per use.

Organizations or individual patrons wishing to reserve the McDaniel Meeting Room for a larger gathering requiring use of the kitchenette will be charged a \$5.00 non-refundable use fee and a \$25.00 refundable cleaning deposit. The cleaning deposit will be refunded after a Library staff member has inspected the room and determined it was left in satisfactory condition.

The scheduling of Library activities in the meeting rooms will take priority over the scheduling of meetings for outside groups or organizations. Reservations are to be made with circulation desk staff and promptly written on the current calendar of events. Meetings can be held only during the Library's open hours.

Meeting rooms are available to qualifying groups on an equitable basis. Qualifying groups can reserve room if space is available. When a group is permitted to use a Library meeting room, that does not in any way constitute an endorsement by the Library of the group's policies or beliefs, and no claim to that effect nor claim to Library sponsorship may be used, explicit or implicitly, in advertising meetings held in the Library meeting rooms. Neither the name nor address of the Library may be used as the official address or headquarters of any organization that uses a Library meeting room. The Polk County Library will make no effort to censor or amend the content of a meeting.

The Library Director may review requests for meeting room use and determine eligibility prior to granting approval. The Polk County Library Board of Trustees will be the final authority in granting or refusing permission to use the Library's meeting room. Only the Polk County Library Board of Trustees may approve appeals for exceptions to the policies stated in this document.

#### RESPONSIBILITY OF ORGANIZATION/PATRON

Smoking, alcoholic beverages, and illegal drugs are prohibited in the Library meeting rooms. Refreshments may be served inside the meeting room only; they may not be taken into the main Library.

Library staff cannot provide childcare services or facilities for supervision of the children of persons attending meetings in Library meeting rooms.

Tables and chairs will be provided in a general room arrangement. The Library will not provide special set-up or arrangements.

Each group must register at least once annually by completing a meeting room application form. The signing of this application form implies the group's intent to comply with this policy and the procedures regarding the use of the Library meeting room. Additionally, groups may be asked to provide updated information throughout the year.

The Library asks that organizations/patrons using the meeting rooms stop at the circulation desk and inform staff how many were in attendance for the meeting/activity. The Library gathers this information strictly for statistical purposes.

Groups and individuals using the Library meeting room are responsible for basic cleanup and returning the room to order. Any equipment or displays brought in for a meeting must be removed at the end of the meeting. The Library is not responsible for lost or stolen items. Damages to the premises, equipment, or furnishings as a result of meeting room use will be charged to the group responsible. Fees for excessive cleanup may also be charged. The group or organization and its members, jointly and severally, will assume and bear full responsibility for loss of, injury, or damage to any property of the Polk County Library caused or inflicted by the organization, its members, affiliated persons, guests, or invitees.

Failure to comply with this policy and the accompanying procedures for our facility may result in denial of future use of the Library meeting rooms, financial liability for damages, and/or immediate removal from the meeting rooms.

## PUBLIC FORUM AREAS

As part of its information mission and as a public service, the Library may allow for distribution of free handouts, flyers or publications provided such distribution does not negatively impact the appearance of the Library's public areas.

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## BULLETIN BOARD

The Library may allow posting of information on the Community Bulletin Board on a space available basis.

Posting of notices or distribution of materials at the Library does not indicate Library endorsement of the ideas, issues, or events promoted by those materials. The Library assumes no responsibility for any inappropriate use of posted information.

Library staff will remove outdated postings or postings known to have been on display for a month or longer. Library staff reserve the right to remove inappropriate material from the bulletin board. Inappropriate material may include but not be limited to explicit words or pictures, threatening or disturbing content, or other material as may be deemed inappropriate by the Library Director.

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## DISPLAY CASES

Patrons are encouraged to contact the Director concerning useful displays to be loaned to the Library. The Library is not responsible for any damaged, lost or stolen items loaned for the display cases.

Displays are approved at the discretion of the Director.

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## LIBRARY BUILDING AND GROUNDS

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### PUBLIC PETITION

Organizations or individuals may present public petition on Library grounds as long as sidewalks, parking spaces, driveways, and Library entrances are not obstructed in any way. Public petitioning is not allowed inside Library buildings, including lobby areas.

Public petitioning on Library grounds does not in any way constitute an endorsement by the Library of the petitioner's policies or beliefs, and no claim to that effect nor claim to Library sponsorship may be used, explicit or implicitly, in advertising petition drives held on Library grounds. Neither the name nor address of the Library may be used as the official address or headquarters of any organization.

## LIBRARY PROGRAMMING

The Polk County Library provides a wide variety of programs that promote the enjoyment of reading and provide cultural, educational, and recreational enrichment to the community.

## CONTENT

Programs will be planned to meet the interests and needs of community members and will represent the wide range of ideas and views contained in our materials collections. Presentation at the Library of any specific idea, strategy, financial plan or investment does not constitute endorsement. Organizations or business affiliations used by the Library in our promotions also do not constitute endorsement, merely acknowledgement.

The Library's staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular jobs and are not hired as outside contractors for programming.

Library programs must be non-commercial. No solicitation for business will be permitted. The sale of products at a Library program is not allowed except for the following:

- Because the Library wants to encourage reading, writing, and an appreciation for culture, writers, performers, and artists may sell their own works at Library sponsored programs.
- Programs designed specifically to raise funds for the Library.

The Library may partner with another agency or community organization when these programs are central to the Library's mission. Co-sponsored programs must include participation by Library staff to plan and develop program content, provide logistical support, or include information about Library collections relevant to programs.

In general, Library programs are free. However, a materials fee may be requested to cover the cost of materials used in the program (i.e. craft supplies); this fee will not exceed the cost of materials and will be stated upfront.

Some programs may require pre-registration. Due to limited seating for computer classes and other fixed seating programs, a \$10.00 deposit may be collected to hold a seat. The money will be refunded upon program attendance or with a one-week cancellation notice. Failure to attend will result in forfeiture of deposit.

Attendees are requested to silence electronic devices and refrain from accepting calls during programs.

Adult programs are intended for an adult audience and are typically restricted to adult participants.

## COMMENTS

The Library welcomes expressions of opinion from customers concerning programming. If a patron questions a Library program, he/she should first address the concern with a Library staff member. Patrons who wish to continue their request for review of Library programs may submit a letter to the director requesting reconsideration. Requests for review of programs will be considered in the same manner as requests for reconsideration of Library materials.

## SOCIAL MEDIA

### PURPOSE OF THE LIBRARY'S SOCIAL MEDIA SITES

The Polk County Library has established social media sites primarily in order to inform Library users about Library programs, events (including those co-sponsored with other organizations), and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials. The Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited forum for discussing Library programs, events and materials. Courts have recognized that libraries are limited purpose public forums, and as such, are only obligated to permit the public to exercise rights that are consistent with the nature of the Library and consistent with the government's intent in designating the Library as a traditional public forum. All postings related to this mission statement (as so determined by the Library in its sole discretion) are permitted except as otherwise stated in this policy.

### AGREEMENT

By joining, utilizing and/or posting on the Library's social media sites, you agree to comply with this policy, and the Polk County Library policy on Internet and Computer Use, as applicable.

### DISCLAIMER

The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site, and postings do not reflect the opinions or positions of the Polk County Library, its employees, or Board of Trustees.

### NO PRIVACY

You should have no expectation of privacy in postings on Library sponsored social media sites, and by utilizing these sites, you consent to the Library's right to access, monitor and read any postings on the sites. The Library in its sole discretion shall determine whether postings on its social media websites are public records and whether exemptions from disclosure apply.

### OWNERSHIP

By posting on the Library's social media sites, you give the Library permission to use your name, profile picture, and the content of any posting you make without compensation to you or liability on the part of the Library. This permission ends when you delete your posting.



## POSTING

Any postings inconsistent with the purpose of Library's social media site, as determined by the Library in its sole discretion, may be removed in accordance with the process set forth in this policy. Examples of postings not permitted include, but are not limited to:

- Advertisements
- Spam
- Postings which contain obscene matter
- Disparaging, harassing, abusive, profane or offensive postings
- Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence
- Potentially libelous or defamatory postings
- Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the Library or Library partners
- Postings which violate or potentially violate local, state, or federal laws, including, without limitation, intellectual property and copyright laws
- Posting which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry
- Postings which are sexually harassing, including, without limitation, epithets, slurs, negative stereotyping, sexual rumors that show hostility toward individuals based on gender, derogatory comments about individuals' body or appearance, unwelcome sexual compliments, innuendos, suggestions or jokes.
- Promote alcoholic beverages, cigarettes or other tobacco products, or any illegal product, service, or activity
- Support or opposes any labor organization or any action by, on behalf of, or against any labor organization
- Support or opposes the nomination or election of a candidate for public office, the investigation, prosecution, or recall of a public official, or the passage of a levy or bond issue.

## USE OF PHOTOGRAPHY

The Library may take pictures of events and Library activities expressly for the purpose of posting to social media sites. The Library will inform patrons, verbally or by posting signage, when photography is taking place. If a patron does not wish the Library to post photos of themselves or their minor children, the patron has that right and needs to inform Library staff not to post the pictures of themselves or of their minor children, and those pictures will not be posted.

## VIOLATIONS OF THIS POLICY

Postings which the Library in its sole discretion, deems unpermitted under this policy, may be removed in whole or in part by the Library immediately upon discovery by the Library without prior notice. The Library reserves the right to terminate accounts, ban or block users who have posted in violation of this policy on more than one occasion.

## COLLECTION DEVELOPMENT POLICY

### SELECTION

The objective of collection development for the Polk County Library is to select, organize and make accessible Library materials to meet the expressed and anticipated needs and interests of the diverse public in the Library District. As a public service agency, the Library must strive to provide the residents of Polk County with a comprehensive collection of materials in a variety of formats that record human knowledge, ideas and culture; to

organize these materials for ready access; to offer guidance and encouragement in their use; and to serve the community with reliable and easily available sources of information and reference.

Materials should be selected and services planned to satisfy residents both as individuals and as members of groups, with concern for all ages, backgrounds, interests, abilities, and levels of education. Materials and services should be held in sufficient quantity to make the Library a dependable resource for most of the people most of the time.

The Library has an obligation not only to serve its current users but also to search for materials and methods that will meet the needs of community members who have not traditionally been Library users. Cooperation with governmental, academic, and special resource centers in the area continues to be increasingly important in meeting needs of Library patrons.

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#### PRIORITIES OF SELECTION

Materials to meet informational needs, both expressed and anticipated, of patrons of all ages.

Materials to meet the recreational needs of patrons of all ages.

Materials to meet the educational needs of pre-school children, out-of-school adults, and all other patrons who are not served by an educational institution.

Materials to meet the needs of the business community.

Materials to support civic and cultural activities of individuals, groups, and organizations.

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#### SELECTION PROCESS

The Library should plan to acquire, within its budgetary limitations, all types of Library materials needed to meet its obligations. Library materials may include books, pamphlets, documents, periodicals, maps, microforms, audiovisual materials, software, on-line databases, and artifacts.

When lack of funds limits purchases, current in-print publications of lasting value, regardless of format, will be given priority over out-of-print publications. Reprints are considered current publications.

Holdings of other area libraries will be considered when selecting subject areas for intensive collection or large purchase items. Consideration will be given to both the privileges and responsibilities of cooperative acquisition plans and interlibrary loan procedures.

The number of copies of any title shall be dependent upon demand by patrons and the size of the population served. Demand is a valid factor in materials selection.

The Library will not purchase text books except in cases where no other material on a given subject exists or where the demand of the patrons is greater than can be met by the existing collections.

Materials that should not be acquired or added to the collection include literature in languages not justified by community needs, religious materials designed to be used for proselytizing, or purely propagandistic literature.

Addition of an item to the Library's collection in no way represents an endorsement of any theory, idea, or policy contained in the material.

The responsibility for selection of Library materials is delegated to the Director and, under his or her direction, to those members of the staff who are qualified by their education, training, and experience. The judgments of experts, or professionally trained staff members and of qualified reviewers provide a balance of opinion as the basis for selection. Though a variety of criteria is used for each subject, final decision is based on the value of the material to the Library and its public regardless of the personal taste of the selectors.

In selecting materials, the librarians will use as many selection and bibliographic management tools as possible, including: book selection periodicals such as Booklist and Publishers Weekly; Books in Print; Public Library Catalog; Children's Catalog; Book Review Digest; Dewey Decimal Classification; LC Subject Headings; professional journals such as American Libraries and Library Journal; databases such as OCLC; and bibliographies such as Magazines for Public Libraries, Reference Books for Small and Medium-Sized Libraries, and any other useful bibliographic reference works.

Librarians will strive to find a review of any item before considering it for purchase. However, because only a portion of all published material is ever reviewed, librarians will also consider purchase of items based on advertisements, author tours, television and radio coverage, and direct mail.

## CENSORSHIP

The Library recognizes the pluralistic nature of the community and the varied needs of Polk County citizens. The public Library does not promote particular beliefs or views. It provides a resource where the individual can examine issues freely and make his or her own decisions.

The Library recognizes that many materials are controversial and that any given item may offend some Library users. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection. The collection must contain the various positions expressed on important, complicated, or controversial subjects, including unpopular or unorthodox positions. The choice of Library materials for personal use is an individual matter; while anyone is free to reject materials of which he or she does not approve, no one has the right to exercise censorship to restrict the freedom of use and/or access to others.

The selection of adult materials will not be limited by the possibility that such materials may inadvertently come into the possession of minors. The freedom of access for minors may be restricted only by the child's own parents or legal guardians. The Library will not restrict use of any materials by any patron because of the patron's age.

The Library affirms the principles of each individual's freedom to read and view. No book or other Library material shall be removed from the collection because of a complaint except under the orders of a court of competent jurisdiction.

Each item considered for selection must be evaluated on its own merits. Works that depict an aspect of life honestly will not be excluded because of frankness of expression, vivid descriptions of sex or violence, the philosophy, politics, or religion of the author, or any other factor which might be objectionable to some Library users.

All materials will be judged as a whole rather than by isolated passages.

## GIFTS

All forms of materials may be accepted as gifts.

All gifts are used at the discretion of the Director.

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### GIFTS AND CASH BEQUESTS FOR MATERIALS

The Library will not accept donations of materials in poor condition, magazines, text books, reader's digest condensed, encyclopedias, and unsupported formats

The Library will be happy to accept monetary donations. Patron may ask for monies to be spent in a particular area. The Library Director will make every attempt to accommodate such requests.

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### LIMITATIONS OF ACCEPTANCE OF GIFTS

The Library cannot legally provide a monetary appraisal of any gift for income tax or other purposes.

The Library retains unconditional ownership of the gift and will make the final decision on the use or disposition of the gift.

The Library reserves the right to decide the conditions of display, housing, and access of gift materials.

Gift subscriptions of one year or longer will be shelved with the circulation periodical collection, providing that the periodical meets the conditions of the collection development policy.

## MEMORIALS

Any funds given for memorial purchases will be received by Director.

Funds will be spent according to giver in cooperation with Collection Development Policies.

Director must approve memorial donation if it is considered material. The Director will approve gifts based on the guidelines set out in the Collection Development Section.

Patron must inform the Director that the donation is for a memorial.

A Memorial Donations Form must be filled out.

## DISCARDING (WEEDING) MATERIAL

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### GENERAL GUIDELINES

In order to maintain an active working collection of high quality, the Library staff will periodically examine the collection for items that should be withdrawn (or weeded). Overall authority for weeding of the collection lies with the Director, who in cases of dispute serves as mediator and makes the final decisions. Whenever necessary, the Director will be consulted before an item is discarded from the collection.

Weeding will be done on a schedule of continual review of the collection on a consecutive basis. The Library uses the CREW (Continual Review, Evaluation, and Weeding) method to evaluate material for discarding. CREW: a

weeding manual for modern libraries by Jeanette Larson and the Texas State Library and Archives Commission is available for perusal at the Bolivar Library. Materials that are weeded from the collection will be disposed of in the most appropriate manner, which may include sale to the public, donation to another Library or organization, exchange with another Library, or discarding as recycled material.

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#### CRITERIA FOR WEEDING

Materials in poor physical condition will be weeded; if desirable materials must be discarded because of physical condition, the Library will replace if possible and budgetary concerns allow and the demand for the material is still good.

Superfluous or unneeded duplicate volumes will be weeded from the collection.

Materials containing information no longer useful or accurate or that are no longer of historical value will be weeded from the collection.

Weeding should not bias the collection in favor of or against any viewpoint.

Weeding will not be done solely on the basis of circulation statistics or past use, although these factors merit strong consideration in evaluating an item. A public Library must give more weight to circulation/use statistics than must a research or academic Library.

#### CHALLENGES TO LIBRARY MATERIALS

A person who has concerns about Library material or resources has the right to file a request for reconsideration form.

After receiving a Request for Reconsideration Form, the Library Director or designee will respond to the request in writing within 10 business days regarding the disposition of the request.

If the matter is not resolved to the person's satisfaction, the person has a right to appeal this decision to the Library Board of Trustees for final determination.

Librarians are expected to defend the principle of the freedom to read and view as a professional responsibility. Only rarely is it necessary to defend an individual item. Laws governing obscenity, subversive material, and other questionable matter are subject to interpretation by courts. Library materials found to meet the standards set in the selection will not be removed.

## APPENDIX A: LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## APPENDIX B: FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.



It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

## APPENDIX C: FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

## APPENDIX D: LABELING AND RATING SYSTEMS

### An Interpretation of the LIBRARY BILL OF RIGHTS

Libraries do not advocate the ideas found in their collections or in resources accessible through the Library. The presence of books and other resources in a Library does not indicate endorsement of their contents by the Library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the Library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Many organizations use or devise rating systems as a means of advising either their members or the general public regarding the organization's opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, websites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a Library violates the American Library Association's LIBRARY BILL OF RIGHTS and may be unconstitutional. If enforcement of labeling or rating systems is mandated by law, the Library should seek legal advice regarding the law's applicability to Library operations.

Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice or discourage users or restrict their access to resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward Library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see "Expurgation of Library Materials: An Interpretation of the LIBRARY BILL OF RIGHTS"). In addition, the inclusion of ratings on bibliographic records in Library catalogs is a violation of the LIBRARY BILL OF RIGHTS.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The fact that libraries do not advocate or use proscriptive labels and rating systems does not preclude them from answering questions about them. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009; July 1, 2014.