

DADEVILLE PUBLIC LIBRARY POLICIES

The Dadeville Public Library was formed for the purpose of providing library service to all residents of the community. This includes appropriate library service hours and necessary trained staff for their educational, cultural and recreational resources.

Library Membership

Anyone residing in the community can obtain membership by providing one current picture ID and two proofs of address. A telephone number is required where the patron can be reached. (I.e. home, business, relative, etc.) There is no fee for membership. Temporary membership is allowed for visitors. Temporary members must show the required ID as stated above and are limited to two library items at a time. Another DPL [DPL – Dadeville Public Library] patron in good standing can vouch for said visitor or allow the visitor to check out under their account. Said patron will be responsible for all items checked out by visitor. All minors under the age of 18 must have a parent/guardian signature. The parent/guardian must supply the ID required. Computer use registration is separate from library membership and requires only one current picture ID and a signed Public Internet/Computer Use Rules and Procedures Permission/Agreement Form. All minors must have parental/guardian written permission in person. The Dadeville Public recognizes anyone under the age of 18 as a minor. Parental supervision is highly advised for all juveniles using Internet accessible computers (see additional rules and forms). All information retained in patron records is for the purpose of conducting daily library business. This information is confidential in nature and is not given out to unauthorized individuals.

New Membership

All new members are allowed to check out 2 items for the first visit. After the first 2 items have been returned on time and undamaged, the patron will have full access to check out 10 items per card.

Acceptable forms of Identification for library membership:

The Dadeville Public Library requires one current picture I.D. and two proofs of address for library membership. All information retained in patron records is for the purpose of conducting daily library business. This information is confidential in nature and is not given out to unauthorized individuals.

Picture ID's:

- valid driver's license (check expiration date) will suffice as picture and one address ID if address is current
- Military I.D.
- Student/school I.D.
- work I.D
- passport

Proof of address ID's:

- current utility bill: phone (land line only), water, gas, electric, cable)
- voter registration card
- fishing/hunting license
- vehicle registration
- property tax receipt
- current lease agreement (housing)
- Note: Sometimes as a last resort we will accept a copy of a current blank check with account #'s covered and/or bank statements. Also, husband/wife may use the same I.D.

****Important: All identification must be current and/or valid. We cannot under any circumstances accept Social Security cards, debit/credit cards, and/or bank cards. This is for patron/library protection.

Library policy requires that you have your library card with you when visiting the library. If your library card is lost or stolen the patron is responsible for the replacement cost (\$2.00) of a new card. Library cards should not be loaned out to others for usage. The library reserves the right to deny check-outs to anyone that is not the registered patron library card holder.

Responsibilities of Borrowers

It is the responsibility of all patrons to:

- a) return all materials borrowed on time to the library in good condition
- b) pay for all lost or damaged items – We have been entrusted by the public with thousands of dollars of resources, therefore the safety of the materials becomes the responsibility of the person checking them out.
- c) obey all rules and policies set forth by the Library and the Library Board
- d) give immediate notice of any change of address, name, or telephone number
- e) have library card available upon check-out
- f) not loan out their library card to anyone [exceptions: a child/children may use their parents' library card]

Failure to comply or misuse of any polices set forth can result in loss of library privileges or exclusion from the library permanently.

Confidentiality of Library Records

The circulation, computer and registration records of the Dadeville Public Library are confidential as required by the Code of Alabama, 1975, Sections 41-8-9 and 41-8-10. Two forms of ID, with current mailing address are required for library membership and/or computer privileges. Minors under 18 must have a parent/ guardian permission. Individuals may inspect their own records, and the parent/guardian of a minor may inspect his/her records. Dadeville Public Library patrons are to give immediate notice to the library of any changes of address, phone, or name.

Circulation records will not be made available to any other individual, or any state agency, local or federal government without an appropriate court order or subpoena from a court of competent jurisdiction as authorized by law.

Upon receipt of a court order or subpoena, the Director shall consult with legal counsel to determine if the court order or subpoena complies with applicable law. If the order or subpoena is not appropriate or does not apply, then relief through a protective order may be sought. Legal counsel for the Library and the Director shall seek judicial relief if they consider it appropriate to do so.

Matters concerning release or publication of circulation or registration records not provided for as above are to be referred to the Director. The Director shall make decisions for such matters. Should any portion of this policy conflict with existing state or federal law, then the existing law will have precedence. Section 41-8-9

As used in Section 41-8-10, the term “registration records” includes any information which a library requires a patron to provide in order to become eligible to borrow books and/or other library materials or public computer use, and the term “circulation records” includes all information which identifies the patrons utilizing particular books and any other library material or information in any medium or format.
(Acts 1983, No. 83-565, p. 866, & sect; 1.)

It is recognized that public library use by an individual should be of confidential nature. Any other provision of general, special or local law, rule or regulation to the contrary notwithstanding, the registration and circulation records and information concerning the use of the public library of this state shall be confidential. Registration and circulation records shall not be open for inspection by or otherwise available to, any agency or individual except for the following entities: (a) the library which manages the records; (b) the state Public Library for a library under its jurisdiction when it is necessary to assure the proper operations of such library. Aggregate statistics shown from registration and circulation records, with all personal identification removed, may be released or used by a library for research and planning purposes. Provided, however, any parent/guardian of a minor shall have the right to inspect the records that pertain to his/her child. (Acts 1983, No. 83-565, p. 866, & sect; 2.)

Library Operational Hours

Monday / Tuesday	9 – 5
Wednesday	10 – 6
Thursday / Friday	9 – 5
Saturday	9 – 12
Sunday	Closed

Hours are subject to change upon public notice.

Circulation Policies

Loan Periods:

Materials are loaned for the following periods:

- a) up to 10 books per patron for two weeks book drop is available for book returns after library hours located outside the building)
- b) up to 5 books on CD per patron for two weeks (these must be brought inside to the circulation desk)
- c) up to 3 videos/DVDs for 5 days per patron (these must be brought inside to the circulation desk)
- d) interlibrary loans – must follow the guidelines from the borrowing library
- e) and ILLs [inter-library loans] cannot be renewed
- f) All patrons requesting Inter-library loans will be responsible for any fees incurred due to late, lost or damaged books (materials). Also, if the patron does not pick-up the ILL or doesn't want it once it has been requested, they will be charged the return postage fee. Until this is paid in full and both the lending library and DPL are compensated the patron will be placed on restriction status and will be unable to check out any library materials until all fees and/or postage is paid in full.
- g) **10 items total - no more than 10 items per patron account**
- h) all library materials must be properly checked out (personal items are subject to
- i) inspection to ensure compliance)

Renewals:

Renewals of DPL materials are permitted if the material is not on the request list for another patron. This can be done either in person, telephone or email. Materials on hold for another patron cannot be renewed.

Reference and/or genealogy materials may not circulate. Books that are in high demand (i.e. best sellers, school assignments, holiday books, etc.,) may be placed on “temporary reference” when resources on a particular subject are limited.

All materials should be returned to the circulation desk during the operating hours of the library. There is a **book return** provided for books only after hours. All books on CD and DVDs must be brought in to the circulation desk to avoid damage.

Overdue Library Materials

Patrons with overdue library materials will be unable to check out additional materials until all overdue materials are returned in good condition. If materials have been lost or damaged, the patron is responsible for the replacement price plus a processing fee of \$5.00. If the overdue material has not been returned after receiving two notices, the patron will be billed for the purchase price plus the processing fee of the material and that patron will be placed on

restriction. When materials are returned or paid for, the restriction is removed. Parents/Guardians are responsible for minors.

When there is a consistency of library materials being overdue, a patron may only be allowed one item at a time. This is left up to the discrepancy of the Director. The DPL does borrow books and materials from other libraries, and if they are overdue, damaged, or lost DPL is responsible for payment of those fines incurred by the lending library of that borrowed library material. DPL will forward that cost on to the patron. The “one book at a time policy” will be enforced for that particular patron until satisfactory trust can be obtained.

Collection Development

The primary goal of the library’s collection development and management plan is to provide materials for all ages and to meet the changing needs and interests of the community. The library recognizes that the needs and interests of its users can be educational, information, cultural, recreational, personal or other. The selection process is based upon awareness of the needs and interests of the individuals in this community and evaluation of the collection’s strengths and weaknesses. This selection process is also influenced by budget, space considerations, and the accessibility of additional information sources such as the Internet and inter-library loans from other libraries. In order to build and maintain a diverse collection these criteria apply to both purchased and donated materials. The same principles of selection and access are also applied to non-book and electronic formats.

Book Selection Tools:

Reviewing sources for current library materials

<i>Booklist</i>	Chicago: American Library Association 1905 – present
<i>Forecast</i>	New Jersey: Baker & Taylor, Inc.
<i>Library Journal</i>	New York: Bowker 1876 – present
<i>Reference Sources</i>	for small and medium-sized libraries 5 th edition American Library Association

Maintenance of the Collection:

The collection will be periodically examined for the purpose of weeding to maintain a balanced, timely, and attractive collection. Reasons for withdrawal of materials includes: poor physical condition; datedness; inaccuracy of information; lack of reader interest, as evidenced by lack of use; duplicates not justified by demand; and items that do not meet the current selection criteria. The controversial nature of materials shall not be deemed a sufficient reason for removal, unless and until, the material has been subjected to a full formal review outlined in the next section.

Reconsiderations:

The choice of library materials by users is an individual matter. While an individual may personally reject an individual book or group of materials, he or she may not exercise censorship to restrict access to the materials by others. Recognizing that a diversity of materials may result in some request for reconsideration, the following procedure has been established.

1. The person requesting the reconsideration must be a registered/active member of the library. Anonymous complaints will not be considered.
2. The person requesting the reconsideration will be referred to the Library Director. The Director will explain the library's selection policy.
3. If the person is not satisfied, he or she may request a review by the Library Board. The person requesting the review will fill out a *Request for Reconsideration* form provided by the library.
4. Upon receipt by the library of the *Request for Reconsideration* form, the book (or record, video, etc.) will be placed on reserve in the Library for review by the public.
5. The *Request for Reconsideration* form will be given to the chairperson of the Library Board, who will convene a public meeting of the board to consider the matter as soon as is practical.
6. In order to conduct a fair and orderly meeting, the board chairperson will preside over the hearing, which will be conducted as follows:

- *Opposing viewpoints will be allotted an equal number of speakers.

- *Those representing opposing viewpoints will speak alternately for a specifically allotted time.

- *An impartial timekeeper will monitor the length of the speeches.

- *No one may speak a second time until each has spoken once.

- *On entering the meeting, the speakers will sign a list indicating their intention to speak.

- *Only those signed up to speak may do so.

- *After all views have been heard, the Chairman will adjourn the meeting.

7. The board chairperson will convene a second meeting, at which the board will take all viewpoints under consideration and reach a decision. This decision will be conveyed in writing to the library Director and to the person initiating the request for reconsideration. The decision will be considered final.
8. During the process of reconsideration, questioned material will remain in the collection until an official decision is made.

Public Internet/Computer Use Rules and Procedures

Dadeville Public Library offers access to the Internet via computers available to all users of the Library. Internet access is intended as a means of enhancing reference and research resource available at the Library. Internet/computer use is separate from Library membership.

The Internet is a global entity with a highly diverse user population. Library patrons use it at their own risk. Although the Dadeville Public Library does use some filtering, the library has no control over the information accessed through the Internet and assumes no responsibility for its content or for any damages, direct or indirect, arising from its use. As with other Library materials, parents and guardians of minor children must assume responsibility for their children's use of the Internet through the Library's connection. Parental supervision is highly advised for all juveniles using public access computers. **The Dadeville Public Library assumes no responsibility.**

Public Internet/Computer Use Rules & Procedures

To maximize computer availability and to ensure fair accessibility, the following rules shall apply:

All computer users must read the Internet/Computer Use Rules, sign the Use Rules & Procedures Form and present a valid picture I.D. Computer patrons use the Internet at their own risk.

Although some filtering is used, the Dadeville Public Library has no control over the information accessed through the Internet and assumes no responsibility for its content or for any damages, direct or indirect, arising from its use. The computer workstations and Internet are intended as a means of enhancing reference and research resources stated in the Library's Policies. Some filtering is used for security to the patron, the library and the library's computers.

Any child under the age of 18 must have parental/guardian permission **(in person)** and both child and parent/guardian **must read and sign rules and forms**. Parent/guardian must show a valid picture I.D. Although there is some degree of filtering used at DPL, parental supervision is highly advised for all juveniles using public access computers. As with all library materials, parents and guardians of minor children must assume responsibility for their children's use of the computers and Internet. **The Dadeville Public Library assumes no responsibility.**

Computer users must sign in and sign out at the front desk for each visit. There is a **one hour** time limit per patron per day. Only library staff will make exceptions.

All copies are 25¢ a page. Please ask for assistance if you are not clear on printing procedures. **You must pay for all copies you make including mistakes.**

Internet Access is intended as a means of enhancing reference and research resources. There will be occasions when no one will be available to assist with computer usage. A basic understanding of the Internet and the computer is essential in order to maximize your computer usage.

Important: These computers are not personal computers therefore; limitations have been set according to library policy.

The following actions will not be permitted when accessing the Internet at the Dadeville Public Library:

- harassing or insulting others via the Internet
- violating copyright laws
- downloading, displaying or sending obscene/offensive messages or images
- using obscene language
- using other software on the Library's computers
- alter or attach equipment to the Library's hardware or computers (excluding flash drives)
- chat rooms
- video chatting
- abuse time limits
- use computers without proper I.D. and signed Use Rules & Procedures forms
- not signing in and out at the circulation desk
- not paying for copies
- abuse of computer in any way (i.e., equipment, keyboard, mouse, monitor, hard drive)
- young children occupying themselves with the library's computers, keyboard, mouse
- Computer users and/or family members (share the same household address) cannot use the computer or Internet provided by DPL if they have overdue library materials or fees and fines not paid for in full

The computer workstations are automatically shut down every day at **4:45 PM** and **11:45 AM** on Saturday.

Wi-Fi

Library visitors may use devices with wireless capability. However the same public computer rules apply for what can be accessed and viewed in the library.

The following actions will not be permitted when accessing the Internet at the Dadeville Public Library:

- Harassing or insulting others via the Internet
- Violating copyright laws
- Downloading, displaying, or sending obscene/offensive messages or images
- Using obscene language
- Chat Rooms
- Video Chatting

Refusal and/or failure to use the Internet appropriately and responsibly as defined in this policy and in the Dadeville Public Library's Internet/Computer Use Rules and Procedures will result in the patron's loss of Internet/computer privileges. Harassment of library staff regarding these or any other library policy set forth will not be tolerated.

The Library staff shall develop and establish procedures in accordance with this policy for the use of Internet access terminals. Such procedures may include but are not limited to: time limits, scheduling procedures, staff assistance, privacy for users, and penalties for misuse. Procedures may be revised as needed.

Displays & Exhibits

The Dadeville Public Library welcomes non-commercial displays and other materials of general interest to the community. However, it is the policy of the library not to advertise commercial endeavors, unless specifically related to the goals of the library. Political advertisement may be offered, solely for informational purposes to the public, but in no way reflects an endorsement by the library.

All permanent or semi-permanent exhibits in the library must be approved by the Library Board. Temporary displays may be scheduled at the discretion of the Director.

All display materials in the library will be given reasonable care and protection within the limits of the general operation of the library, but the library and the Library Board do not assume responsibility for damage or loss suffered on the premises, nor the costs of insurance coverage. Such costs, losses, damages, etc. are understood to be the responsibility of the organization or individual providing the display or exhibit. A signed statement of insurance coverage should be provided when the display is established; if it is uninsured, a statement releasing the library from responsibility shall be provided. (Form available)

Placement of the exhibits must be mutually agreeable to both the Director and the exhibitor, and should in no way interfere with normal operation of the library.

No decorations allowed within the library with an exception of a small plant for the circulation desk area and must be approved in advance. Decorations may be allowed with the lobby area with these restrictions:

- Tape, nails, or anything that would mar the walls, furnishings, or building may not be used.
- Food may not be used as decoration.
- Decorations may not obstruct the normal flow of library business.
- Decorating may not be done during regular library hours.
- A schedule time should be arranged with the Director of the library.
- Any existing hardware may be used to place wreaths on the outside of the building.

Telephone

The telephone is for library use only. If a situation is deemed an emergency, then a staff member will assist with all telephone calls. All cell phones should be turned off before entering the library.

Fax/Copier

The Library does offer a facsimile and copy service to the public for a fee. Fees are subject to change.

Library Campus

The library campus, including parking areas and grounds, is tobacco-free.

Code of Conduct in the Library

The Dadeville Public Library will maintain an atmosphere conducive to the appropriate use of the library's services and facilities. The library board has established rules defining appropriate behavior for those who use the library.

Use of the library is intended to be for reading, research and studying. Other use is not permitted.

The following actions are prohibited but not limited to on Library property:

- ** running and/or jumping inside the building
- ** selling and/or soliciting
- ** distributing or posting materials/literature that have not been approved by the library
- ** soliciting for money, items, or services
- ** possessing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs
- ** smoking or other uses of tobacco
- ** eating or drinking
- ** sleeping or putting one's head on the table
- ** cell phone use
- ** not wearing shoes or shirt
- ** exposure of undergarments
- ** bringing animals or pets into the library except assistance animals as defined by Federal and State law
- ** any loud, unreasonable, and/or disturbing noises created by persons or mechanical or electronic devices
- ** refusing to obey directives of library staff
- ** offensive bodily hygiene that is offensive and constitutes a nuisance to others
- ** entering unauthorized areas of the building
- ** intentionally damaging, destroying, or stealing any library property or any patron's or employee's property
- ** taking library materials into restrooms
- ** monopolize library equipment, materials, facilities, outlets or spaces
- ** removing library materials from the premises without authorization through established lending procedures

- ** rearrange/disarrange furniture or equipment
- ** playing cards or games (gambling)
- ** violating the Unattended Children Policy
- ** misuse of restrooms – restrooms are for library patrons only – no clothes changing or bathing allowed – no graffiti
- ** visiting the library while sick- Anyone who is too sick to attend work, school or daycare, is too sick to visit the library. Staff will ask you to leave if you or your child exhibit symptoms of flu or other illness.
- ** bringing in of bedrolls, blankets, frame backpacks, or suitcases
- ** packaged or unpackaged food and/or drink
- ** weapons of any type
- ** engaging in disorderly conduct, fighting or challenging to fight, or using offensive words likely to provoke violence (Problem behavior, disorderly conduct, is described as behavior, which either consciously or unconsciously violates or restricts the rights of others to use the library and/or the violation of any policies set forth for the smooth/fair operation of the library. Any activity or conduct that is in violation of Federal, State, or local law is strictly prohibited on library premises.)
- ** using obscene or abusive acts and/or language (this includes pictures and/or writing on clothing and gestures)
- ** harassment of other patrons or library staff

Failure to comply with this Code of Conduct may result in exclusion from the Library permanently. Law enforcement may be contacted which may result in an arrest and/or prosecution.

Handling a problem patron or situation

The Dadeville Public Library staff will deal with problem patrons with courtesy, tact, calmness and common sense. A staff member who observes someone causing a disturbance, engaging in criminal behavior and/or violating library policies should take the following action:

1. Approach the individual in question and explain the library policy or behavior that is being violated.
2. If a staff member judges a disturbance too serious to handle alone, they will call for backup from co-workers, the regional staff, or police.

If an individual does not stop the improper behavior or violation of library policies after being asked, a staff member should call the police.

- a) tell the police you are calling from the library – give the address
- b) give them your name
- c) describe briefly the incident
- d) record the officer's name and the time

When the police arrive, the staff should answer any questions for the police; and as soon as the incident is over, the Director and staff should document the incident.

Volunteers

Volunteers can provide invaluable support to a library and its staff, when each role is clearly understood. Volunteers must be a minimum of fourteen years of age. Volunteer hours must be on a schedule convenient to both parties. Volunteer applicants should be screened to insure that they would actually contribute to the smooth operation of the library. Volunteers are to report to the Director and any and all decisions are left up to the discretion of the library's Director.

Unattended Children Policy

The Library encourages children to visit the library with a parent/guardian. **Children should never be left unattended.** A child's safety, health, and behavior while in the Library are the responsibility of the parent or guardian.

Library staff members have many duties and cannot supervise children.

Children who patronize the Library should be encouraged to learn appropriate use of the Library's resources and to respect other patrons and staff. A child will be treated with the same respect as any person.

1. Children are not to be left without a parent or other responsible adult present at all times while in the library.
2. Library staff will not be responsible for any child in the Library or for keeping an unattended child within the Library building. DPL will not assume responsibility for the safety of a child.
3. Under no circumstances will a library employee provide transportation for a child.
4. In case of an emergency involving an unattended child, the staff will call 911 for help and report to the authorities that the child's parent/guardian is not present.
5. When, in the judgment of the Library staff, a child is required by his/her parent or guardian to remain at the library on regular basis in lieu of day care, school, etc., the appropriate authorities will be notified and the Library Board will take action.
6. Parents/guardians are encouraged to supervise/guide their children in their library material selections and/or computer usage.
7. The discipline of children that is disruptive/loud/abusive is not acceptable. The parent/guardian and the child or children will be asked to leave.

Gifts

The Library gratefully accepts gift books and other materials that are in good condition and that may be of value to the collection. Disposition of such gifts shall be at the discretion of the Library Director. Patrons are advised that their gift materials to the library are tax deductible (gift receipts available at the circulation desk). Although the library acknowledges gifts for tax purposes, it cannot be responsible for assessing monetary value of gifts. Gifts of money, real property, and/or stock will be accepted, if conditions attached thereto are acceptable to the Library Board and the Director. Also personal property, art, etc., will be accepted at the discretion of the Library Board and the Director.