

TERRELL COUNTY PUBLIC LIBRARY POLICIES

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Advisory Board on March 2, 2015

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TABLE OF CONTENTS

Mission Statement.....	3
Community Profile	3
Collection Development Policy	3
Library Card and Circulation Policy	14
Confidentiality of Patron Records	16
Patron Responsibilities and Conduct Policy	20
Personnel/Volunteer Policy	20
Safety and Security Policy	21
Library Services.....	21
Internet/Technology Use.....	22
Public Meeting Policy	24
Library Displays, Exhibits, and Bulletin Board Policies	24
Appendix I	25
Appendix II.....	26

MISSION STATEMENT

Terrell County Public Library strives to serve and improve the community with access to intellectual and recreational resources.

COMMUNITY PROFILE

The library realizes that the community is composed of persons who have different interests, educational backgrounds, and native abilities. In order to meet the variety of needs of these persons, the library must build a collection which contains books and materials suitable to such an adverse group, within the limitations of budget, space, and availability of materials.

COLLECTION DEVELOPMENT POLICY

GOALS

The guiding purpose of Terrell County Public Library is to serve all the patrons of the county by offering services, resources and facilities to meet their informational, educational and recreational needs and interests. The term "patron" encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition.

The Terrell County Public Library, a free public library for all patrons, shall strive toward the following goals.

- To assemble, preserve, and administer books and related educational, informative, and recreational material, within the framework of its budget, in order to promote an enlightened community and enrich personal lives.
- To serve the community as a center of reliable information.
- To accumulate the best in literature, fiction, thought, and children's books, for the use and benefit of the public.
- To initiate activities which will encourage the most effective use of these selected materials.
- To cooperate with educational, civic, and cultural groups and organizations whose aims are compatible with those of the library.
- To provide opportunity and encouragement for children, young people, men and women to educate themselves continuously.
- To facilitate universal, life-long education for the general reader.

PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

This Collection Development Policy shall serve the following purposes:

- To further the stated goals, objectives, and functions of the Terrell County Public Library.
- To guide librarians in the selection of materials.
- To inform the public about selection principles.

The Policy will be reviewed periodically by the library staff to insure that it remains current and useful.

RESPONSIBILITY AND AUTHORITY

The final responsibility and authority for materials selection rests with the Library Director, who operates within a frame-work of policies recommended by the Library Advisory Board and adopted by the Terrell County Commissioners Court.

The professional staff of the library will be active in materials selection, using their knowledge of the collection and needs of the community and their critical judgment of materials available.

CRITERIA FOR SELECTION OF MATERIALS

In general, these basic principles will guide the selection materials:

1. Material should possess qualities of:
 - a. Contemporary significance or permanent value
 - b. Accuracy and objectivity of approach
 - c. Authority of the author in the field
 - d. Clear presentation and readability
 - e. Social significance
2. Works of imagination should possess qualities of:
 - a. Representation of important movements, genres, trends of national culture
 - b. Vitality and originality
 - c. Artistic integrity
 - d. Effective characterization
 - e. Authenticity of historical social setting
 - f. Sustained interest

3. Specifically, materials considered for inclusion in the library's collection must meet several of the following standards:
 - a. Importance of subject matter to collection
 - b. Serious literary, artistic, political or scientific value
 - c. Permanence
 - d. Timely value
 - e. Purpose of intent of material
 - f. Accuracy of content
 - g. Authenticity of content
 - h. Historical value
 - i. Readability
 - j. Scarcity of material on subject
 - k. Reputation and significance of author, illustrator, editor, artist, performer, etc.
 - l. Popularity/high demand
 - m. Local interest
 - n. Reputation and professional standing of publisher
 - o. Price
 - p. Format

- q. Availability of material for acquisition
 - r. Physical durability
 - s. Opposing and/or alternative viewpoints.
4. In addition to the above standards, periodicals will be evaluated according to the following criteria:
 - a. Indexed in Reader's Guide to Periodical Literature
 - b. Frequency of use
 - c. Interest, as indicated by patrons requests
 - d. Reputation and quality of publication
 - e. New titles on subjects of current interest
 - f. Indexed in other Wilson Indexes.
 5. Videos are available in Digital Video Discs (DVDs) format. Entertainment DVDs will be evaluated against the above standards as well as the following additional criteria:
 - a. General audience appeal
 - b. Popularity
 - c. Must appeal to a multiple range of age levels
 - d. Definite theme
 - e. Availability
 - f. Merit (winning recognized award)
 - g. Lasting appeal
 - h. Price
 - i. Rating
 6. Education or documentary DVDs will be evaluated according to the same standards as other library materials.

USE OF SELECTION AIDS

A librarian brings to the selection process knowledge of the library's present resources and an awareness of citizen needs. Drawing on this knowledge and awareness, the librarian makes skilled use of selection aids, such as basic general lists, current general lists, special bibliographies for reference books and particular subject materials, and book reviewing journals. While book reviews are a major source of information about new books, they are not followed blindly. No one publication is relied upon exclusively and, when possible, the opinions of reviewers are compared.

PATRON REQUESTS

The library welcomes patron interest in the collection and will seriously consider all requests that specific materials be acquired. The library is under no obligation to fill any particular request if not deemed suitable to the collection.

TYPES OF MATERIALS AVAILABLE

The following types of materials may be selected according to the aforementioned Criteria for Selection:

- Books,
- Recordings; including audio books and music CDs,

- Periodicals/Serials,
- Digital Video Discs (DVD).

MAINTENANCE OF THE COLLECTION

The collection will be maintained using the CREW (Continuous Review, Evaluation, and Weeding) method. Reasons for withdrawal of materials include: poor physical condition; datedness and inaccuracy of information; lack of reader interest as evidenced by lack of use; duplicates not justified by demand; items that no longer meet the current selection criteria, and need for space for new materials.

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 as outlined below.

DONATIONS

Donations to the library are welcomed, but will be evaluated in the same way as all other materials:

- Books and other materials will be accepted on the condition that the librarian has the authority to make whatever disposition she or the library staff deems advisable.
- Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Advisory Board and the Commissioners Court.
- The library will not accept for deposit materials which are not outright gifts.
- All donations are subject to the previously stated Criteria for Selection.
- Donations will be handled, while in the collection, in exactly the same way as materials purchased with public funds.
- When donated materials are deemed no longer useful, the library will discard them on the same basis that it discards other materials.

Donation Receipt Form is in Appendix I.

CERTAIN ITEMS NOT DEEMED SUITABLE FOR COLLECTION.

These include:

Collector's items: The library does not have the resources or staff necessary for this kind of collection.

While materials of philosophy and religion are necessary and welcomed, works deemed to have as their primary purpose proselytizing converts, rather than informing the reader, will not be acquired.

Textbooks: The library will not attempt to furnish materials needed for formal courses of study offered of higher learning, or to furnish textbooks. Titles on school reading lists may

be available but not in classroom quantities. Donated textbooks may be added to collection depending on their condition, accuracy, datedness and value to the collection.

CHALLENGED MATERIALS POLICY

The presence of materials in the library must not be construed as a personal endorsement of their contents by any member of the staff, the Library Board, or the Commissioners. The library has responsibility to collect materials expressing a variety of views and opinions, many of which the persons responsible for maintaining the library may find personally unacceptable.

The library recognizes that many materials are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any assumed approval or disapproval; rather they will be made solely on the merit of the work as it relates to the library's objectives and serves the expressed or anticipated needs and interests of the community. Responsibility for the reading and viewing of minors rest with their parents and legal guardians; therefore, the overall selection of materials will not be limited by the possibility that these materials might become available to children.

REQUEST FOR RECONSIDERATION OF MATERIALS

In a pluralistic society, tastes and opinions differ; therefore, some materials the library acquires may be offensive to some patrons. In a democracy which incorporates the rights of free press and speech into its basic system of law, the minority does not have the prerogative to curtail the free access to published materials by the majority. Just as important, the majority does not have the right to curtail free access to published materials by the minority of the individual. If, however, a patron objects to material held by the library, he may submit a REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS form (see Appendix II). In no instance will material be removed on demand. All considerations of requests to remove material will be reviewed using the principles of this selection policy statement as a guide.

In order to have his request considered, the patron must:

- A. Be a registered patron of the Terrell County Public Library.
- B. File a completed REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS form (Appendix II) with the Library Director.
- C. Supply his full name and address. Anonymous complaints will not be considered.

After the completed complaint form is received, the Library Director will review the reasons for the complaint and the material in question. He/she will attempt to answer the complaint to the patron's satisfaction. If the patron is not satisfied with the Library Director's action, he may request that the material be reviewed by a Materials Review Committee. This committee will be composed of the Library Director, the Assistant

Librarian, three members of the Library Advisory Board, and a representative of Terrell County Commissioners Court. All members of the Committee except the Library Director will be appointed by the Chair of the Library Advisory Board. The decision of the Materials Review Committee shall be final.

AMERICAN LIBRARY ASSOCIATION
LIBRARY BILL OF RIGHTS
FREEDOM TO READ STATEMENT
FREE ACCESS TO LIBRARIES FOR MINORS

The library subscribes to the principles of the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Free Access to Libraries for Minors.

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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.

FREEDOM TO READ STATEMENT

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:

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.

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.

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.

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.

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.

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.

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.

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; revised January 28, 1972; January 16, 1991; July 12, 2000; and June 30, 2004.

ACCESS TO LIBRARY RESOURCES AND SERVICES FOR MINORS
AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different

stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, games, software, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections because only a court of law can determine whether or not content is constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.” Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Note

1. See *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08-1448 (2011): a) Video games qualify for First Amendment protection. Like protected books, plays, and movies, they communicate ideas through familiar literary devices and features distinctive

to the medium.. And ‘the basic principles of freedom of speech . . . do not vary’ with a new and different communication medium.”

2. See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name "Free Access to Libraries for Minors"; and July 1, 2014.

LIBRARY CARD AND CIRCULATION POLICY

OBTAINING A LIBRARY CARD AND LIBRARY USE

A Terrell County Public Library Card is free. To obtain a resident’s library card you need to be a resident of Terrell County or own property in the county. You need to bring a current photo ID (such as a driver’s license, state issued ID card, passport or military ID) and proof of residence (such as a bill with your current address, renter’s agreement, property tax record, etc.) to the library, and fill out a Family Card Application. You will need to provide a local mailing address. Minors and other family members are listed on the Family Card Application, but are not issued individual cards. A parent or guardian is responsible for their child’s books. Resident’s cards do not have expiration dates, but your library patron record needs to be kept up to date regarding changes of name or local mailing address.

If you do not meet the residency requirements, you can obtain a visitor’s card good for 3 months. You need to present a current photo ID and proof of current address (such as a driver’s license, etc.) If your photo ID does not include your current address, you can use a utility bill, or other similar document that shows your current address.

Use of public access computers and WIFI requires signing the Internet, Computer, and Electronic Information Access Agreement to abide by the Internet, Computer, and Electronic Information Access Policy and showing current photo ID.

Temporary visitors to Terrell County can use the library during normal hours and can gain access to the computers and/or WIFI by signing a temporary Internet, Computer, and Electronic Information Access Agreement to abide by the Internet, Computer, and Electronic Information Access Policy and showing a current photo ID.

Schools are free to use the library during normal hours when a teacher accompanies the class. Teachers please make prior arrangements for a class visit with the Librarian.

CIRCULATION

LOAN LIMITS

- The total number of checked out items at one time is fifteen (15), of which three (3) can be DVDs.
- A limit of 3 DVDs can be checked out per household for patrons living in Sanderson. No individual will be allowed to check out for any household other than his own. Patrons living in Terrell County, but outside Sanderson, can check out up to 5 DVDs, of which 3 can be New Releases.
- A limit of five (5) Interlibrary Loan items per patron card can ordered at a time.

LOAN PERIODS

- Books, audio books, periodicals, and music CDs are checked out for 2 weeks to Sanderson residents; and for 4 weeks to County residents outside Sanderson.
- The current magazine issue is in-library-use only. Magazines with a library barcode can be checked out.
- DVDs are checked out for 2 days to Sanderson residents, and 28 days to County residents, excluding new releases which remain 2 days only.
- Interlibrary loan items are checked out for 4 weeks or a shorter period set by the lending library.

RENEWALS

- Sanderson residents can renew items twice; County residents can renew items once.
- New Release DVDs cannot be renewed.

OVERDUE, DAMAGED, AND LOST MATERIALS FINES

- Overdue books, audio books, periodicals, and music CDs are charged at ten cents (\$0.10) a day, not to exceed \$25.00 per item.
- Overdue DVDs are assessed a fine of \$1.00 per day, not to exceed \$25.00 per item.
- A patron checking out library materials will be responsible for any damage regardless of who may have caused the damage. Damaged or lost materials must be paid for at full purchase price.
- A patron with \$15.00 or more in fines is not allowed to check out more library materials until the fines are less than \$15.00. When a patron has library material overdue for a period of one month, his library check-out privileges will be suspended until the material is returned or the price of a lost item is paid.

HOLDS

- A maximum of 5 holds for books, audio books, periodicals, and music CDs can be held per patron card; and ready holds expire in 7 days and pending holds expire in 21 days.

- A DVD is held for the current day until 1 hour before closing time.

DVD CIRCULATION POLICY

- Only adult patrons, 18 years or older, may check out DVDs. Proof of age may be required upon request. This is due to fragile condition of the discs.
- DVDs are checked out for 2 days to Sanderson residents, and 28 days to County residents, excluding new releases which remain 2 days only.
- New Release DVDs cannot be renewed.
- Overdue DVDs are assessed a fine of \$1.00 per day, not to exceed \$25.00.
- A DVD is held for the current day until 1 hour before closing time.
- DVDs are due back in the library before closing time two (2) days after they are checked out. For example, if checked out on Monday, they are due back on Wednesday. The exception is, if checked out on Friday, they are due back on Monday.
- DVDs may be placed in the “Video, CD, & DVD Return” box near the front door of the library, but it must occur before 1:00 PM of the date due; or DVDs must be returned at the circulation desk by the date due before library closing time (6:00 PM Monday through Friday, and 5:00 PM Saturday).
- A patron checking out DVDs will be responsible for any damage regardless of who may have caused the damage. Damaged or lost DVDs must be paid for at full purchase price.
- Patrons must notify the staff of any problems that occurred while using the DVDs. Do not try to repair a damaged DVD in any way.
- Neither the library nor its employees or volunteers will be responsible for any damage to a patron’s player caused by the DVD.
- Unless otherwise identified, all DVDs in the Terrell County Public Library are for home use only, and any public showing of these DVDs will be a violation of copyright law for which the patron, not the library, will be fully responsible.
- Keep DVDs in a cool, dry place and avoid storage in direct sunlight or near sources of heat.

INTERLIBRARY LOAN POLICY

- Patrons in good standing are eligible to participate in the interlibrary loan program.
- A patron in good standing returns library materials on or before the due date, and pays fines promptly.
- New patrons need to establish a record of at least six months in duration.
- A maximum of five items can be requested at one time.

CONFIDENTIALITY OF PATRON RECORDS

The freedom to read encourages responsible citizenship and open debate in the marketplace of ideas. The beneficial objectives of a free democratic society will be promoted if citizens have, and are assured that they have, the freedom to read and the opportunity to consider all types of information.

The First Amendment of the Constitution of the United States protects free speech and a free press. The Constitution of the State of Texas provides that "no law shall ever be passed curtailing the liberty of speech or of the press". A corollary of those constitutional guarantees is the corresponding freedom to read what is written, hear what is spoken, and view other forms of expression without fear of intrusion, intimidation or reprisal. The guarantee of privacy for readers, hearers and viewers will ensure this freedom.

The library is a central resource where information and differing points of view are available. Library users will be free to use the library and its materials and services without government, community, or individual interference.

This library policy is pursuant to Vernon's Annotated Civil Statutes, Article 6252-17a, referred herein as the Texas Open Records Act relating to making confidential a record that would identify a person who uses library services or materials.

POLICY

Records of this library which identify or serve to identify a person who requests, obtains, or uses library materials or services are confidential and are excepted from required disclosure under the Texas Open Records Act.

Exceptions:

Such records generally may be disclosed only if:

- A. The library determines that disclosure is reasonably necessary to the operation of the library and the records are not confidential under other state or federal law.
- B. The records are released to the person to whom the information relates; or the person to whom the information relates has given permission, in writing, for the information to be released.
- C. The records are required under a valid court order or subpoena, as provided for under the provisions of the Texas Open Records Act.

GENERAL GUIDELINES IN IMPLEMENTING THIS POLICY

Confidentiality of library records is a basic principle and ethical responsibility of librarianship. As a matter of policy or procedure, the library administrator should insure that:

- He/she consults with the library's counsel to make counsel aware of policy and agree to its interpretation.
- The library staff and library board are familiar with the confidentiality policy.
- The library staff and governing body are familiar with the library confidentiality article of the Texas Open Records Act, the ALA Policy on Confidentiality of Library Records, and the ALA Statement on Professional Ethics.
- The library adopts a written policy on confidentiality of library records.
- The staff is familiar with, and is required to follow, the "specific guidelines" set forth below.

SPECIFIC GUIDELINES IN IMPLEMENTING THIS POLICY

Library Procedures Affect Confidentiality

Law enforcement visits aside, be aware that library operating procedures have an impact on confidentiality. The following are recommendations to bring library procedures into compliance with the Texas Open Records Act, ALA's Statements on Professional Ethics and Policy on Confidentiality:

- Avoid unnecessary records. Give careful consideration before creating written records pertaining to patron's use of library materials and/or services.
- Check with your local governing body to determine record retention requirements and destroy records as soon as possible.
- If your library uses patron names on book cards, begin using numbers or blacking out the names.
- Eliminate any confidential information that may be on public view, e.g., overdue notices or filled-request notices mailed on postcards, or names of patrons with overdues posted by the circulation desk. Use reasonable care when providing patron information over the phone, e.g., titles of interlibrary loans or books on hold; confirm patron identification.

Law Enforcement Visits

Recommended steps to take when law enforcement officers visit:

- If a library employee or volunteer is approached by a law enforcement officer requesting information about a library user, he/she should immediately ask for identification and refer the officer to the library administrator or responsible officer of the institution.
- The library administrator should meet with the law enforcement officer and a library colleague in the library.
- Be cordial, and explain that libraries support the work of law enforcement agencies, and library ethical standards are not intended to be obstructionist; rather, affirm the importance of confidentiality of personally identifiable information in the context of First Amendment rights. Should an officer be persistent, state again that

information is disclosed only on the presentation of a proper court order, and that the state law and the library's governing body firmly support this policy, and terminate the interview. Explain that it is a violation of the Texas Open Records Act (a misdemeanor) for the library to disclose confidential information.

- The library administrator should provide a copy of the library's policy. Most important, the library administrator should state that personally identifiable information about library users is not available under any circumstances, except when a proper court order has been presented.
- Keep in mind that a polite but firm response is the best way to deflect attempts at persuasion, coercion or misguided appeals to patriotism. When a law enforcement officer realizes that he/she simply will not succeed by such methods, most likely he/she will abandon the effort and take the appropriate course of action by providing the required court order to obtain access to the confidential information requested.
- In response to appeals to patriotism (e.g., "a good American wants to help us"), explain that as patriotic, good citizens, library administrators and library staff value First Amendment freedoms and the corresponding privacy right of library users.
- Do not misinform a law enforcement officer. However, without a court order, no person has independent authority to compel cooperation with an investigation or to require anyone to provide information deemed to be confidential. The best thing to say to an officer who has asked for confidential information is, "I'm sorry, but the Texas Open Records Act and my library ethics prohibit me from responding to your request." Obtain the officer's name and badge number and notify your supervisor and the library's legal counsel of the incident.
- Report any threats or coercion to the library administrator and to the library's legal counsel. Repeated visits by law enforcement officers who have been informed that records will be released only upon receipt of a proper court order may constitute harassment or other grounds for legal action. In addition, the advice of legal counsel should be sought as to whether appropriate relief from such action should be requested from the court.
- Before any action, refer any subpoena received to the appropriate legal counsel for review. If there is any defect in the subpoena, including its form, the manner in which it was served upon the library, the breadth of its request for documents, or insufficient evidence that a showing of good cause has been made to the court, legal counsel will advise on the proper manner to deny the subpoena.
- Through legal counsel, require that any defects in the subpoena be corrected before the appropriate records are released. The subpoena must be limited strictly to require release of only specifically identified records or documents.
- Repeat the entire process, should the party requesting the information be required to submit a new subpoena.
- The library's legal counsel and the library's administrator should review any information which may be produced in response to such a subpoena strictly and exclude any information which is arguably not covered by a proper subpoena.
- In the event that the court rules that disclosure is required, request that the court issue an order that any information produced be kept strictly confidential and that

it be used only for the limited purpose of the particular case. Sometimes these terms may be agreed to informally by the party seeking the information, but even if such an agreement is reached, it is better practice to require that this agreement be entered as a formal order of the court.

- Develop a public information statement which may be distributed to interested members of the public, the news media, and law enforcement officers detailing the principles behind confidentiality. Such a statement should include an explanation of the chilling effect on First Amendment rights which would be caused by public access to personally identifiable information about library users.

Concluding Comments

An individual's reading habits cannot be equated with his or her character or beliefs. The First Amendment does not apply only to pre-approved or popular beliefs. The First Amendment also guarantees the right to hold and espouse unpopular beliefs and ideas. The First Amendment protects dissent. The First Amendment protects against the imposition of a state or community-approved orthodoxy as well as an enforced conformity of expression and belief. The First Amendment protects all Americans' rights to read and view information and decide for themselves their points of view and opinions.

PATRON RESPONSIBILITIES AND CONDUCT POLICY

Terrell County Public Library is open to the public during normal operating hours. Anyone using the library should show consideration and respect for other library patrons by behaving in a civil manner. Transients are allowed to use library facilities, books, and other material in the library.

In the event that an individual behaves in a manner that disturbs other patrons or staff, they will be cautioned as follows:

- First offense--verbal warning,
- Second offense--written warning,
- Third offense--asked to leave the library and privileges denied for six months.

If your cell phones rings take it outside for the length of the call.

No food, beverages, tobacco products or prohibited substances will be allowed in the library.

PERSONNEL/VOLUNTEER POLICY

1. Terrell County Public Library staff members are regular, part-time employees of Terrell County and are subject to the policies spelled out in the Terrell County Personnel Policy Manual adopted by the Commissioners Court of Terrell County, Texas on December 9, 2013.
2. The library is closed on the following days: New Years Day, Memorial Day, July 4th plus one day, Labor Day, Thanksgiving Day plus the following day, and Christmas Day plus one day.

3. The librarian and staff must provide the highest level of service through appropriate and usefully organized collections; fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
4. The librarians and staff must resist all efforts by groups or individuals to censor library materials.
5. Librarians and staff must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
6. Librarians and staff must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
7. Librarians and staff must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.
8. All volunteers will follow the same behavior as the librarian and staff.

SAFETY AND SECURITY POLICY

1. In the case of serious health or violent threat staff or patrons will dial 911.
2. In the case of a troublesome patron or visitor, staff will call Terrell County Sheriff's Dispatcher to request a Deputy to assist in escorting the troublesome person out of the building.
3. In case of fire in the library patrons and staff will exit the building and call 911.
4. Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun during a Library Advisory Board Meeting or a scheduled school event.
5. Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly during a Library Advisory Board Meeting or a scheduled school event.

LIBRARY SERVICES

Only Terrell County Public Library staff or trained volunteers operate the Xerox WorkCentre 7120 to make copies, scans, or send FAXes.

The schedule of charges is as follows:

Copies & Prints (single sided)

- Black & White (letter & legal) \$0.25 per page
- Black & White (11 x 17) \$0.50 per page
- Color illustration & Text (letter & legal) \$0.50 per page
- Color illustration & Text (11 x 17) \$1.00 per page
- 11 X 17 Full Color Poster \$2.00 per page
- 4 X 6 Photograph \$0.50 per page

Copies & Prints (single sided), continued

5 X 7 Photograph \$0.75 per page
8 X 10 Photograph \$1.00 per page

Faxes

Receiving \$0.25 per page
Sending \$1.00 per page

Scans

Scans \$0.25 per page

INTERNET/TECHNOLOGY USE

INTERNET, COMPUTER, AND ELECTRONIC INFORMATION ACCESS POLICY 7.6.2011

Introduction

The mission of the Terrell County Public Library is to promote "free and easy access to the vast array of ideas and information," ensuring "access to other collections and information sources throughout the nation and the world." It is in the context of this mission that the library provides computers for public use and access to the Internet and other electronic information resources.

Disclaimer

The Internet is a global network of computers with no central organizational structure or control. It provides a gateway to millions of local, national, and international sources of information. While the Internet generally provides access to a wealth of information that is valuable and enlightening, the user may find information that is controversial, offensive, disturbing, erroneous, or illegal. It is the responsibility of the user to determine the appropriateness, accuracy, and usefulness of the information accessed through the Internet. The provision of access to electronic information by the Library does not imply sponsorship or endorsement of the information.

As with access to other materials and services of the Library, any restriction of a minor's access to, or use of the Internet and other electronic resources is the responsibility of the minor's parents or legal guardians. Parents or guardians

concerned about their child's use of the Internet are encouraged to read and share with their children "My Rules of Online Safety." This is included in an excellent publication from the National Center for Missing and Exploited children, entitled *Child Safety on the Information Superhighway*. Parents who are concerned about their children's use of electronic resources should provide guidance to their children. In our Library **children, age 12 and under, must be accompanied by a parent or guardian before they are allowed access to the computers and the Internet.**

The library is responsible only for the information provided on its home page. Access points and links to information resources on the library's home page are selected by library staff and are checked regularly to ensure that they remain valid and consistent with roles of the library. The Library does not control information accessed through the Internet. Because the Internet is so dynamic, the Library is not responsible for changes in content of sources to which it links, or for the content of sources accessed through secondary links.

Access to the Library's WiFi Network

The library's wireless network is open to all patrons and visitors. Most WiFi equipment will be compatible. However, the library can make no guarantees as to compatibility of your equipment with the library's network. The library wifi network is encrypted and the password changes

daily, so ask for the day's password at the circulation desk. Wireless access is available all hours the library is open.

The rules contained in this policy apply to users of the library wifi network as well. Any activities deemed illegal apply to the wifi user whether or not you are on a Library-owned computer or your own computer. Any illegal activity will be prosecuted to the fullest extent of the law.

Since everyone's computer is different, you are responsible for knowing how to configure your own equipment. The Terrell County Public Library cannot be responsible for any changes you make to your computer's settings. If you need additional assistance, you may need to contact the manufacturers of your hardware or software. The Library staff will give out the name of the network and the day's password.

It is solely the responsibility of the wireless device owner/user to provide anti-virus protection, and to configure their laptop/PDA settings to provide the appropriate security settings to control access from other wireless devices within the Library and the internet itself. The Terrell County Public Library cannot and will not take responsibility for damages incurred for incorrect, insufficient or incomplete security settings; or lack of adequate or up-to-date virus protection. Wireless users assume all risks in this regard.

Printers are not available to wireless users in the library at this time.

Internet User Guidelines

Library users who access the Terrell County Public Library's Internet and other electronic services are responsible for using them in an ethical, legal, and considerate manner. Examples of prohibited usage include, but are not limited, to:

- ❖ Using the Internet workstations for any illegal purposes
- ❖ Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment
- ❖ Representing oneself as another person or using the Internet to transmit obscene, threatening, or harassing materials
- ❖ Viewing, displaying, or printing explicit graphical images in violation of *Texas*

Law: PC 43.24, Sale, Distribution, or Display of Harmful Material to Minor

- ❖ Damaging or destroying equipment, software, or data belonging to the Library or to other users, including adding, altering, or deleting files on Library workstations, hard drives, or other Library computer equipment
- ❖ Violating computer system or network integrity, including attempts to bypass network security functions, obtain passwords, or alter the configuration of Library workstations in any way
- ❖ Violating copyright laws. U.S. Copyright law (*Title 17, U.S. Code*) prohibits reproduction or distribution of copyrighted materials, except as permitted by principles of "fair use." Responsibility for any possible copyright infringement lies solely with the user. The Terrell County Public Library expressly disclaims any liability or responsibility resulting thereof.

Conditions of Use

To ensure that these Internet and electronic resources are provided fairly and equitably, the following conditions of use shall apply:

- ❖ Internet workstations will be available during the Library's normal hours of operation until fifteen minutes prior to closing
- ❖ Usage is on a first-come, first-served basis
- ❖ The Library reserves the right to set time limits for individual sessions of use so that monopolizing of Internet resources is minimized
- ❖ Internet printing charges will be the same as other Library printing and copying charges
- ❖ Users may download information from the Internet to a flash drive. However, the user is cautioned regarding computer viruses. The Library is not responsible for damage to the user's flash drive or computer, for any loss of data, damage, or liability that may occur from use of the Library's Internet services

- ❖ Users shall not attempt to upload, install, set up, run, or execute any program or software not authorized by the Library on any of the Library's computer workstations or systems. This prohibition does not, however, restrict users from uploading text documents, such as resumes, from their own disks to distant Internet sites.
- ❖ The Library reserves the right to limit or restrict Internet applications.
- ❖ The public access computers will only be available to a patron or visitor after signing a Computer User Agreement to abide by the Internet, Computer, and Electronic Information Access Policy

Confidentiality of Use

The Library reserves the right to monitor and/or report activities as needed to maintain security and usability of the Internet workstations and the systems to which they are connected. In addition, users are advised that because privacy is technically difficult to achieve, electronic transactions and files could become public.

Staff Assistance

Due to the various skill levels and time constraints of Library scheduling, Internet trained staff may not always be available for personal assistance. Library staff cannot provide in-depth training on Internet computer usage or personal computer usage. Staff may, however, be able to use professionally acquired skills to provide suggestions and tips for searching.

Sanctions

Library users who violate the Internet User Guidelines, or who refuse to comply with the Conditions of Use, are subject to Terrell County Public Library's Unruly Patrons Policy and may have their Library privileges revoked. The Librarian in Charge has the authority to terminate a user's Internet session in accordance with these sanctions. This decision may be appealed to the Director. The decision of the Director is final.

Violations of the policies described above regarding the legal and ethical use of the Library's electronic resources will be dealt with in a serious and appropriate manner. Illegal acts involving the Library's Internet and electronic resources may also be subject to prosecution by local, state, or federal authorities.

Responsibility and Authority

Final responsibility and authority for Internet and electronic information access rests with the Director of Library Services, who will operate within a framework of policies and principles adopted by the Terrell County Public Library Advisory Board. The staff will operate under the Director's delegated authority.

The Library is authorized to develop such procedures, guidelines, and rules as may be necessary to carry out these policies. Further, the Library is authorized to utilize appropriate technologies to address the implementation of these policies.

Adapted from the Irving Public Library's Internet and Electronic Information Access Policy and the Santa Fe Public Library System's Wifi policy.

Reviewed by the Terrell County Public Library Board on July 6, 2011, and recommended for adoption. Adopted by Terrell County Commissioners Court July 13, 2011.

PUBLIC MEETING POLICY

PUBLIC MEETINGS:

Terrell County Public Library does not have an enclosed meeting room for use by organizations. An organization wishing to hold a meeting at the library needs to make arrangements with the Librarian well in advance, the meeting would have to be held during normal library hours, and the number of attendees cannot be more than 12 people.

FURNITURE:

Library furniture will not be loaned out to any person or group.

LIBRARY DISPLAYS, EXHIBITS AND BULLETIN BOARD POLICIES

LIBRARY EXHIBITS:

An agreement releasing the Library from any responsibility of articles on display must be signed by exhibitor.

APPENDIX I

TERRELL COUNTY PUBLIC LIBRARY DONATION RECEIPT FORM

The Terrell County Public Library is pleased to accept gifts and/or memorial gifts from patrons. Gifts are gratefully and willingly accepted as long as no restriction is placed upon their use and disposition. Acceptance of gifts (of books and other library materials) will be determined by the library director on the basis of their suitability to the library's purposes and needs in accordance with the library's stated materials selection policy. Use of all gift materials will be determined by the library director or a designated agent. The library has the right to discard any gifts that are in poor physical condition (e.g. brittle paper, water or mildew damage, torn and/or missing pages), or are duplicates of titles in the collection. Values will not be placed on donated items for income tax purposes but receipts will be provided for items in good or better condition. If you need a list of titles given, it should be made before donation of the materials, and the list will be certified at the time of donation.

Name _____

Address _____

City, State, Zip Code _____

Telephone _____ Date _____

APPENDIX II

REQUEST FOR RECONSIDERATION
OF LIBRARY MATERIALS

Title _____

Book _____ Periodical _____ Other _____

Author _____

Publisher _____

Request initiated by _____

Address _____

City _____ State _____ Zip _____

Telephone No _____

Do you represent:

____ Yourself

____ An organization (Name) _____

____ Other Group (Name) _____

1. To what in the work do you object? (Please be specific. Cite pages.) _____

2. Did you read the entire work? _____ What parts?

3. What do you feel might be the result of reading this work? _____

4. For what age group would you recommend this work? _____

5. What do you believe is the theme of this work? _____

6. Are you aware of judgments of this works by literary critics? _____

7. What would you like your library to do about this work?

8. _____ Do not lend to a child

9. _____ Return it to the staff selection committee/department for re-evaluation

10. _____ Other. Explain. _____

11. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Signature