



## LIBRARY POLICIES & PROCEDURES

### 1. Collection Development

The Leeds Jane Culbreth Library Collection Development Policy provides a framework for the growth and development of collections in support of providing free and equitable access to cultural and educational experiences and celebrates ideas, promote creativity, connect people, and enrich lives.

It is the Library's goal to provide a diverse collection with library materials that reflect a wide range of views, expressions, opinions and interests. Specific acquisitions may include items that may be unorthodox or unpopular with the majority or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

Leeds Jane Culbreth Library and Jefferson County Library Cooperative provides access to materials in a number of formats (print, media and electronic). Library patrons make their own choices as to what they will use based on individual interests and concerns. Leeds Jane Culbreth Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or guardian.

#### 1.1 Criteria for Selection

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable:

- Public demand, interest or need
- Contemporary significance, popular interest or permanent value
- Attention of critics and reviewers
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness or material
- Statement of challenging, original, or alternative point of view
- Authenticity of historical, regional or social setting
- Accessibility for multiple users of electronic formats

### **1.1a Additional Criteria for Selection of Items For Users Under 18**

In compliance with the APLS Administrative Code, The Leeds Jane Culbreth Library will ensure that items that are sexually explicit, obscene, or otherwise inappropriate for patrons less than 18 are not selected for the part of the library's collection corresponding to their age. To ensure this is the case, books eligible for selection will go through a rigorous selection process that meets approval of the Board.

### **1.2 Responsibility for Selection**

Responsibility for the initial selection of library resources rests with the Library's professional staff, based on the criteria cited above. Designated staff members are responsible for specific areas of the collection, under the overall direction of the Director. The responsibility for selection ultimately rests with the Library Director operating within the framework of policies determined by the Board.

### **1.3 Suggestions for Additions to the Collection**

To assure the acquisition of resources desired by Library users, customer suggestions are always considered for their addition to the collection. Customers can request that specific items be purchased by filling out a Recommendation for Purchase form at Leeds Jane Culbreth Library.

### **1.4 Collection Maintenance, Replacement and Weeding**

Leeds Jane Culbreth Library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection.

Withdrawn books are donated to the Friends of the Library for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be disposed of at the discretion of the Friends of the Library.

## **2. Potential Problems or Challenges in the Collection**

Leeds Jane Culbreth Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Library materials will not be marked or identified to show approval or disapproval of their contents, and while materials will be put in the appropriately marked areas, no library material will be sequestered except to protect it from damage or theft.

### **2.1 Challenging Materials**

Although materials are carefully selected, differences of opinion regarding suitable materials will surface. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern about Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Leeds Jane Culbreth Library Board.

## 2.2 Additional Policy for Patrons Under 18

In compliance with the APLS Administrative Code and for the safety and security of all our users, new and expired cards for patrons under 18 must have explicit permission from their parents or legal guardians to check out items at the Leeds Jane Culbreth Library.

### 3. Meeting Room

The meeting room within Leeds Jane Culbreth Library is available to individuals or organized non-profit groups in the Library service area. Exceptions may be made by the Board if it deems extenuating circumstances are involved. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

General Guidelines:

- The room may be reserved no more than sixty days in advance.
- It is understood that library programming will have first priority in room use.
- There will be no charge for use of the meeting room by non-profit organizations or groups.
- No admission may be charged by the group.
- Refreshments may be served and shall be provided by the group. No smoking is allowed.
- The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.
- The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.
- The Library Board, Library Director, and library employees do not assume any liability for groups or individuals attending a meeting in the Library.

### 4. Unattended Child Policy

The Leeds Jane Culbreth Library welcomes all children to use our facilities and services. However, responsibility for children using the library rests with the parent/guardian or assigned chaperone - not with library personnel. Staff members are concerned when parents leave their young children alone or in the care of an older sibling or friend. Young children left unattended, even for a few minutes, can become frightened. An older child left in charge can be easily burdened by this responsibility. Sometimes children stay at the library for many hours or wait here after school until a parent picks them up. Often, they become bored and restless, which leads to disruptive behavior, and interferes with the legitimate library business of other patrons and staff.

Staff members cannot be placed in a position of supervising children who are too young to be unattended, or whose behavior indicates that they have stayed at the library for too long a time. For the safety and protection of youth, and for the benefit of all, the Leeds Jane Culbreth Library Board has developed the following rules:

- The library assumes no responsibility for an unattended child. Parents should not view the library as an alternative to daycare. Unlike a daycare facility, the library is not a closed environment. Staff members cannot monitor everyone who enters, and all adult patrons are free to use any public area within the library.
- For the sake of safety, children 12 years of age and younger are not allowed to be left unattended in the library for any period of time. Parents/guardian should be advised that if their children misbehave, the guardian will be called. If a parent/guardian cannot be located, the authorities will be notified, and the child will be handed over to the proper authorities. Parents

should further realize that, even in their absence, they are legally responsible for their children's behavior. Proper authorities/police will be called if the children are disruptive and/or left unattended for extended periods of time.

## **5. Patron Conduct Policy**

The Leeds Jane Culbreth Library has adopted this policy stating the right to maintain its facilities in a clean, pleasant, and safe manner. Every individual has the right to use the library undisturbed and every library employee has the right to work without undue interference. All library users and employees should be free of any threat of harm, invasions of property, or gross indignity. To guarantee these rights for all persons, the following rules of conduct apply to behavior on the premises of Library property. No person shall engage in any conduct, which disturbs or interferes with patrons or employees of the Library, including but not restricted to the following:

- Annoy, harass, threaten, or cajole another person (physical, sexual, or verbal abuse of other library users or of library staff).
- Behave in a disorderly, loud, or boisterous manner.
- Allow children to run wild or unsupervised, disturbing others in the library.
- Behave in lewd (coarse or vulgar) public affection, including petting, kissing, necking, or sexual activity.
- Interfere with free passage.
- Drink alcoholic beverages or abuse drugs on library grounds or be in a state of intoxication in any manner that causes public disturbance.
- Deface or destroy library property, including restrooms or parking lots.
- Display or attempt to use any firearm, knife, or other weapon.
- Hack into computers, tamper with electronic equipment, systems, or websites, or set off any alarms.
- Display or view nude pictures, pornographic, or violently graphic, or hate-based materials.
- Eat, drink, smoke (except in designated areas), sell or use drugs in the library or on its grounds.
- Loiter or sleep in the library or on its grounds.
- Solicit funds or panhandle in the library or on its grounds
- Interfere with patrons' use of the library through poor personal hygiene or offensive body odor.
- Bring animals or vehicles into the library, except as required by persons with disabilities requiring a guide dog. Verification may be required.
- In order to not disturb others, headphones must be used to play audio, video, TV, or compact disk equipment.
- Campaign, petition, interview or survey library patrons or staff in a manner which is disruptive to library activities.
- Violate any City or County Ordinance or State Statute on library property or grounds.

The supervisor in charge or the Director first warns anyone violating these rules at the time of the offense, if possible. If the conduct continues, the offender will be ordered to leave the premises. In situations of serious, threatening, or willfully malicious behavior, the staff may expel the offender(s) without a warning at the discretion of the staff. Failure to observe these rules may lead to revocation of library privileges, including the right to visit the building and grounds for a period of time

designated by the Director and relevant to the severity of the infraction. Repeat offenders or persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing.

## **6. Computer Use Requirements**

All patrons who wish to use temporary passes to use the public computers must be willing to put their name on a signup sheet and show ID in order to make use of them. If patron comes in more than once a day they only have to show ID the first time. Exceptions can be made on a case by case basis by either the Director or the most senior staff in the building, though should be done sparingly. Sign in sheets will be kept and disposed of according to the rules set out by the Alabama Department of Archives and History's Records Disposition Authority for the Alabama Public Library Service.

## **7. Emergency / Disaster Relief**

In the event of emergency, it is the primary responsibility of the library employees present to do whatever is necessary to ensure the safety of the library patrons and the remainder of the staff. The secondary responsibility of the library staff is to minimize the damaging effect of the emergency to property only if it poses no threat to anyone's personal safety.

General guidelines:

1. KEEP CALM.
2. Quickly gather as much information as possible in a reasonably short period of time, such as the nature and location of the emergency.
3. Evacuate the area if the threat of danger is imminent.
4. Summon the appropriate emergency agency (police, fire or ambulance) by calling 911 and stand available to direct them to the source of the problem.
5. Contact the Director.
6. Senior supervisory personnel should interview all staff and patrons involved or witness to the incident. Employees should fill out Incident Reports to be given to the Director.