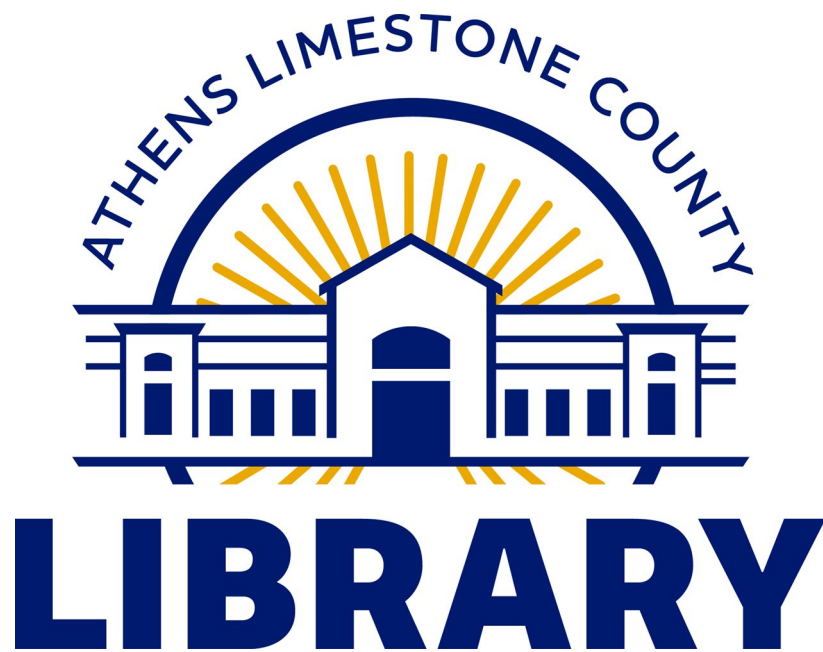


**Athens Limestone County
Public Library
Information and Policies**



603 S. Jefferson St., Athens, Alabama 35611
256-232-1233
www.ALCPL.org

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HOURS

The library will be open such hours as necessary to meet the needs to the communities it serves.

Monday

9:00 am – 6:00 pm

Tuesday

9:00 am – 6:00 pm

Wednesday

9:00 am – 5:00 pm

Thursday

9:00 am – 6:00 pm

Friday

9:00 am – 6:00 pm

Saturday

10:00 am – 2:00 pm

Sunday

CLOSED

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.

The Athens-Limestone Public Library Board of Trustees believes that censorship is a purely individual matter and declares that while anyone is free to reject for himself or herself materials which he does not approve of, he or she cannot exercise this right of censorship to restrict the freedom to read of others.

The Board defends the principles of the freedom to read and declares that whenever censorship is involved no book and/or library material shall be removed from the library save under the orders of a court of competent jurisdiction.

The Board adopts and declares that it will adhere to and support the Library Bill of Rights and the Freedom to Read statement adopted by the American Library Association.

PURPOSE AND OBJECTIVES

It is the purpose of Athens-Limestone Public Library to serve its patrons and citizens from Limestone County and Athens City from our library located on 603 S. Jefferson Street, Athens, Alabama.

The purpose of Athens-Limestone Public Library is to strengthen and expand library service to all citizens within our service area. Service is given on a fair and equitable basis to all individuals and groups. The Library recognizes that its major concerns must be positive contributions toward the development of the individual as a citizen and the removal of ignorance, intolerance, and indifference. To achieve these ends, regular and special services are provided for children, youth and adults.

Educated citizens are the resources through which society has the power to survive and flourish. For the great majority, the quickest and easiest access to books, eBooks, computers, internet access and resources, and places to meet and study is through the public library. Access to these resources, for pleasure or education, are crucial to social and educational equality.

The responsibility for the direction the library takes must necessarily belong to a regional library board appointed by the appropriating bodies. Each board member must bear the responsibility of understanding the program of library service and the plan, operation, and awareness of the translation of this program into financial operation. Each member is responsible for library objectives and policies, and for securing funds sufficient to meet the library's needs.

LIBRARY HISTORY

A vision for the kind of Public Library this community needs and deserves was conceived in the late 1960's, and a building was designed and planned to be adequate for twenty years' growth. Construction of the building was completed, and the Athens Public Library, containing 10,000 square feet and a collection of 3,000 books, opened in March 1970. At that time it served a county-wide population of 41,699. By 1990 (end of the twenty-year projected life of the building), the population had reached 54,135. In 1995, the Library served 58,099 people, and by the time the 2000 census figures were compiled, 65,676.

The Blue Ribbon Panel of 1990 conducted the first study of Library services and made recommendations for improvements. The name was also changed to "Athens-Limestone Public Library" to better reflect the people it served.

During the spring of 1994, the Library Board of Trustees discussed at length the need to develop a Long Range Plan for the Library. Beginning in May of 1995, a newly appointed committee met over a period of fourteen months. The committee developed its vision of the kind of Library it believed the people of Athens/Limestone County wanted, needed, and deserved -- and defined those actions needed to transform that vision into reality. In 1997, the first Long Range Plan, Enriching Lives, was adopted and published to provide a roadmap to achieve the reality which Library Staff, community leaders, and residents began to envision in the late nineteen sixties.

In order to provide the services and materials outlined in the Library's Mission Statement, the need for an adequate facility was becoming apparent. In 1995, when the community planning committee originally studied future needs, they estimated that a building designed to serve the community for the next twenty years needed to be 30,000 square feet. The committee recommended that immediate action be initiated for the acquisition of a new facility, adequate to serve the growing population. From the adoption of that plan in 1996, until the present, the need for a larger building has been discussed. In 2002, after collecting statistics showing current usage, staff workspace, storage needs, square footage requirements for computer workstations, shelving, and equipment, Library Staff estimated the need for a 39,000 square-foot building to meet the needs of this community through 2025.

In 2005, members of the Athens-Limestone Public Library Board of Trustees established the Library Foundation, a 501(c)3 nonprofit corporation, charged with the task of raising money for a new Library facility which would be large enough to meet future needs. In 2007, Davis Architects of Birmingham prepared a space analysis, showing a need for 42,000 sq. ft. by 2025. And, in 2009, the City of Athens purchased the former Kroger property and designated it as a future public Library. In 2010, Limestone County agreed to purchase half the building, and the City and County agreed to work together to renovate and operate the Library in the new location.

ATHENS PUBLIC LIBRARY BOARD OF TRUSTEES

(Amended, 11/10/2009)

The Athens Public Library Board of Trustees consists of five members, with three to be appointed by the City of Athens, and two to be appointed by Limestone County. Board members serve four year terms. No trustee may serve more than two consecutive terms at one time. Absence from four consecutive meetings shall be considered a vacation of the appointment, and the appropriate governing body shall be informed of the vacancy to be filled at its next regular meeting. Members of the Board of Trustees shall serve without compensation.

According to the Joint Resolution of Athens and Limestone County, adopted in June, 2001, the following applies to the first Board appointed as the library becomes independent of Wheeler Basin Regional Library, effective FY 2002.

The City of Athens shall designate one board member for a one-year term, one member for a two-year term and one member for a four-year term. Limestone County shall appoint one board member for a three-year term and one board member for a four-year term. After the first term, all appointments shall be for four-year terms. Any vacancy shall be filled by appointment of the governing body which appointed the person vacating the position.

The Library Board shall have power and authority granted by Code of Alabama, 1975, as amended, title 11-90-1, et seq., and the rules and regulations of the Alabama Public Library service.

GENERAL RESPONSIBILITIES

1. To represent the needs and desires of every segment of the community.
2. To become acquainted with various aspects of the library program.
3. To know the programs and needs of the library in relation to the community.
4. To secure adequate funds to carry on the library program.
5. To support and participate in planned public relations programs.
6. To know pertinent local and state laws and actively support library legislation.
7. To attend all board meetings and see that accurate records are kept on file at the library.
8. To report regularly to the governing officials and the general public.
9. To participate in library organizations to broaden knowledge of state and national library activities.

OPERATING GUIDELINES

Meetings

Meetings of the Athens-Limestone Public Library Board of Trustees shall be held as often as needed to conduct the necessary business of the Board. Meetings shall be held at least once a quarter. Notice to the public of upcoming meetings will comply with the state of Alabama's Open Meetings Act.

At the first meeting of each even-numbered calendar year a Chair, Vice Chair, and Secretary shall be elected for the following two years.

A quorum for the transaction of business shall consist of three Board members.

Officers

Officers of the Athens-Limestone Public Library Board shall be as follows: Chairman, Vice-Chairman, and Secretary. Terms shall be for two years.

The Chairman of the Board shall preside at all meetings, appoint all committees, authorize calls for special meetings, and generally perform the duties of a presiding officer. The Chairman shall serve as ex-officio member of all committees.

The Vice-Chairman shall preside at meetings in the absence of the Chairman.

The Secretary shall ensure that minutes of all Board meetings are recorded. Copies will be maintained in a file in the library, which is available as a public record.

Committees

Special committees may be appointed by the Chairman, such committees to serve until the completion of the work for which they were appointed.

Order of Business

The order of business at regular meetings shall be as follows:

- Call to Order
- Approval of Minutes (either read or previously received)
- Financial Report
- Reports
- Communications
- Unfinished Business
- New Business
- Adjournment

Amendments

The Bylaws may be amended by a 2/3 vote at two consecutive meetings.

OPERATION POLICIES

1. The Executive Director, Assistant Manager, and Board Chairman will be bonded in the amount of \$1,000,000 and will have the responsibility for the handling of the funds. All checks are to be signed by the Director, Board Chairman, or Executive Director.
2. Gifts of cash should be deposited in the bank account and credited to the category for which the gift was intended.
3. The library board has a definite policy for the purchasing of books and materials for individuals. It is recommended that the library buy no books or materials for any individual.
4. Staff members are invited to recommend books for purchase and to pass along recommendations coming from patrons of the library.
5. A staff member will handle Inter-library Loan requests for books that are not owned by the library.
6. Memorials in the form of funds for books present the opportunity to carry on the life interest of any individual or a group and can continue a benefit service through the years. The library recommends the encouragement of such memorials. Will bequeaths will be accepted also.

Persons desiring to contribute memorials other than books must send a written proposal to the Board for approval as to the type of memorial to be presented. The library is not a museum and rarely accepts objects other than printed or manuscript material or audio-visual material such as DVDs or unabridged books-on-CD.

7. One of the purposes of the library is the collection and preservation of printed and manuscript materials on the history of the local community and region, and the Board adopts the following points as governing policy in the acquisition of historical materials:
 - a. The library will welcome gifts of printed and manuscript materials on the history of the community and the region.
 - b. Except for temporary exhibition purposes, the library does not accept storage responsibility for historical documents or objects owned or controlled by groups or individuals.
 - c. The library does not accept as a gift any printed or manuscript items or any objects if the condition of acceptance requires permanent exhibition of the item or object, since the library believes all exhibits should be changed from time to time to maintain interest.
 - d. When materials are held at the library for temporary exhibit purposes, the library will endeavor to protect the materials, but the owner relieves the library of responsibility for loss or damage.

8. The Board sees its obligation to encourage gifts to the library. Gifts of money, books and other library materials will be accepted by the board, with the understanding that the library may do with them as it sees fit.

However, in accepting a gift, the library reserves the privilege of deciding whether it should be added to its collection - (1) It might be a duplicate of an item of which the library already has a sufficient number; (2) Outdated, interesting, but not of sufficient present reference or circulating value to the library. Every book is scrutinized with the idea contributing to the quality and balance of the collection; (3) In poor physical condition - would not justify the expense of processing; i.e., cataloging, and preparing it for circulation.

9. The Athens-Limestone Public Library will cooperate with school administrators and school librarians (or a teacher committee if there is no school librarian) to plan for services to schools. It is not the purpose of the library to supplant school libraries, but to supplement service when possible.
10. Employees are encouraged to take advantage of training opportunities. Registration fees and expenses of Staff attending library conferences and workshops will be paid for by the library, upon approval of the Director. Staff members holding offices in associations will receive first preference in attending conferences. Second preference goes to staff members who are dues-paying members of the associations, and third to other employees. Efforts are made to rotate the opportunities to attend conferences and workshops.

Whenever possible, employees will be authorized to attend meetings, conferences, or conventions of professional or technical organizations on library time. Reasonable travel time is also granted. When employees attend conferences, attendance of all applicable sessions is expected. Staff will be asked to share with other staff information and or ideas they have learned when there is need or interest.

Staff members who use personal cars in the performance of library duties connected with their positions are reimbursed at the Standard Mileage Rate allowed by IRS for business use of a vehicle. An expense report must be turned in to the Director for approval before reimbursement is made.

11. Attendance at various library meetings is encouraged. All personnel are urged to join the Alabama Library Association and other professional organizations.

The library pays annual membership dues for of the library director in the American Library Association, Alabama Library Association, and the Alabama Directors Association. The library also pays the annual membership dues to the Alabama Library Association for Board members.

POLICIES ON THE USE OF THE LIBRARY

1. The resources of the library may be used within the library by anyone with or without a Borrower's Card.
2. Materials to be circulated may be checked out for home use by any person who has a current Borrower's Card.
3. Card Types:
 - a. Borrower's Cards are issued to any resident of the City of Athens or of Limestone County upon approval of a properly completed registration application and presentation of current proof of address and photo identification.
 - i. Upon issuance of a Borrower's Card, the patron may check out 2 items. Upon safe return of the 2 items, a patron's limit will be set to their permanent patron type setting.
 - ii. No fee is charged at the first issuance of a Borrower's Card. A fee of \$3.00 is charged for the replacement of a lost card.
 - iii. If an individual is under the age of 18, his or her parent/legal guardian must also be present at the time a card is given. Both signatures are required for a card as the parent/legal guardian is responsible for all charges incurred. Proof of address and photo ID of a person ages 15-17 are acceptable in place of the parent/legal guardian's.
 - iv. There is no specific age limit on when a person can get their first Borrower's Card as long as he/she is able to write their own name. In cases where a minor might not be able to sign their name due to disability or injury, a parent's signature will suffice. Children must be present at the time the card is issued.
 - b. Non-Resident Borrower's Cards will be issued to non-residents upon approval of a properly completed registration application and presentation of current proof of address and photo identification. An annual membership payment of \$20.00 a year. These patrons are allowed to check out 25 total items.
 - c. Limited-User Cards are issued:
 - i. The Director or the Head of Circulation may, at their discretion, allow a card to be made even when the patron does not provide official photo identification if they can provide current proof of address. This card will remain limited until photo identification can be provided.
 - ii. To temporary residents of 6 months or less upon approval of a properly completed registration application, presentation of proof of permanent address, proof of current local address, photo identification and proof of current local employment. Badge ID information will also be gathered if applicable. Information must be taken at the time of registration on how long they will be here.

- iii. To temporary residents of 6 months or less who are here for reasons other than employment upon approval of a properly completed registration application, presentation of proof of permanent address, proof of current local address, and photo identification. Information must be taken at the time of registration on how long they will be here.
 - iv. This patron type may only have 2 items checked-out at any time.
- 4. A patron's card is not valid if the patron has an unpaid fine of \$5.00 or more. No materials may be checked out on this card.
- 5. The number of books issued to a patron at one time may be limited for the following reasons:
 - a. Current demand for the books or subject matter
 - b. Record of habitual overdue items or other charges on the part of the borrower
 - c. If the patron or the patron is on a payment plan
 - d. If an adult aged patron is unable to transport him or herself to the library. These patrons would be recommended to our *At Your Doorstep* Program to better suit their individual needs.
- 6. Fines:
 - a. Overdue Fines:
 - Books - \$.35 per item, per day
 - CDs - \$.35 per item, per day
 - DVDs - \$1.00 per item, per day
 - Audio-books - \$.35 per item, per day
 - Kits - \$1.00 per item, per day

Note: Overdue charges shall not exceed \$10.00 on books and \$15.00 on all other materials.

- b. Damage Fines:
 - Book Drop Charge - \$2.00 per item
 - Barcode Replacement - \$1.00 per item
 - Spine Label Replacement - \$1.00 per item
 - Cover Replacement - \$2.00 & up per item dependent on
extent of damage
 - DVD Case Replacement - \$5.00 per item
 - Kit Bag Replacement - \$3.00 per item
 - Cleaning Fee - \$2.00 and up per item
 - Audio Book Case Replacement - \$10.00 per item

Damage charges for torn pages, crayon/pen/pencil marks, water damage, etc., will be determined after examination by staff. Whenever a patron pays full replacement price, he or she may have the damaged item if desired.

Overdue fines on lost items cease when the item is reported lost or the maximum fine amount has been reached

If, after having been paid for, a lost item is found and returned to the library within 90 days in good condition, a refund for the price of the book, not including processing and late fees, will be made to the patron.

- c. The charge for replacing a lost library card is \$3.00. Patrons must complete the original registration process for their card type, in its entirety, again. If a patron owes more than \$5.00 in fines, those charges must be cleared in order for any new card to be valid.
 - d. If a patron needs to use the computer or check out materials, but does not have their library card, they may use a valid photo ID.
7. Lost Books: Lost books or other library materials must be paid for at the current replacement price. This amount does not cover the cost of reordering or processing the new copy. This is a separate charge of \$10.00 per item.

8. Loan Periods:

a. Books / Audio-books // CDs:

Are loaned for three weeks. Items may be renewed three additional times if not on reserve; the maximum loan period is twelve weeks.

EXCEPTIONS: Some reserve books are loaned for two weeks only. Only five Books-on-CD and five Playaway Audio units may be checked out on a patron's card at a time.

b. Playaway Units:

Only one of these may be checked out at a time for a period of one week. They may be renewed an additional three times for a maximum loan period of four weeks, if not on reserve.

c. DVDs:

These types of items are loaned for a period of one week and may be renewed an additional three times for a maximum loan period of four weeks, if not on reserve. Only five DVDs at a time may be borrowed on a patron's card.

/Tablets:

e. Kits:

- i. May be checked out for three weeks and may be renewed an additional three times for a maximum loan period of twelve weeks, if not on reserve. There is a limit of five kits per patron at any one

time. Advise the patron that he or she is responsible for all material checked out with the kit.

- ii. Overdue fines of \$1.00 a day will be charged when any part of the kit is left out and not returned on time
 - iii. A kit is checked out in its entirety. Individual parts of the kit (books, CDs, etc.) cannot be checked out separately.
- f. Circulating Board Games
- i. May be checked out for one week and may be renewed an additional three times for a maximum loan period of twelve weeks.
 - ii. Only 2 games may be checked out at one time per patron account.
 - iii. When a game is returned, it will be given to the head of Adult Services for verification that all pieces are present. Once it is confirmed all pieces are accounted for, the game will then be discharged from the patron account.
 - iv. Overdue fines fo \$1.00 per day will accrue until all pieces of a game are returned.
 - v. A game is checked out in its entirety. Individual parts of the game (books, CDs, etc.) cannot be checked out separately.

RESERVES AND RENEWALS

1. Books and other library materials may be reserved for patrons upon request. Only 10 items may be requested at one time, with the exception of Easy Books. Only two of these items may be held for a patron at a time. Hold materials are held for 7 days.
2. Requests may be made by using the Place Request function of the online catalog. A library card number and library pin number are required.
3. If an item is not part of the Library's collection, patrons may request that the item be purchased by the Library. No guarantees are made that purchase requests can or will be fulfilled. No more than five requests may be made per quarter. Requests for future titles may not be made more than sixty days in advance of publication.
4. Patrons are notified of the availability of their held item/s via the method selected on their Patron Registration information page in the Library's ILS system.
5. Items may be renewed either by returning the item to the library, online or by telephone. If there are no reserves on the item, it may be renewed up to threethree times. A patron's library card number is required for any renewals over the phone. Online renewals via the patron's account requires a patron's library barcode number and pin number.
6. Overdue items may be renewed if the library is contacted no later than 7 days after the original due date. Overdue items cannot be renewed online.

FAX SERVICE

The library offers a faxing service to patrons for the price of \$2.00 for the first page and a \$1.50 for each additional page up to a maximum charge of \$33.00.

Pages must be letter size, 8.5" x 11". Any copies made to fulfill this size requirement are \$.20 a page. Only one side of a page will be faxed. If the back of a page is needed, the patron is responsible for making the copies at their expense. There is no discount for sending multiple faxes. Cover sheets are available on request and are counted as a page when calculating the total charge.

No refunds will be given for faxes sent. If a patron presents the confirmation page showing that the fax was sent to the incorrect number before leaving the library building after having sent the fax, staff will resend the fax free of charge.

INTERLIBRARY LOAN POLICY

Interlibrary Loan services are an important facet of the library's plan to provide patrons with a complete range of helpful services. The Interlibrary Loan service is essential to the vitality of libraries of all sizes and types, and is a means by which a wide range of material can be made available to users. The Athens-Limestone Public Library staff will make every effort to assist patrons in using this service, but some consideration must be made to the fact that the staff is small and items to be requested should meet the following criteria:

1. A loan or copy of any material may be requested from another library
 - a. in accordance with the published lending policy of that library. The lending library will decide in each case whether a particular item can be provided.
2. Under ordinary circumstances, borrowing libraries will not supply:
 - a. Audio-Visual materials
 - b. Rare or valuable material, including manuscripts
 - c. Bulky or fragile materials
 - d. Unique material that would be difficult or impossible to replace
 - e. Material in high demand at the lending library
 - f. Material which can be copied cheaply or which is available at low price
 - g. Material for class, reserve, or other group use

Patrons should exhaust our own local library resources first. Staff assistance is available.

The staff member charged with the responsibility of interlibrary loans may determine which patron requests for interlibrary loans meet the specified criteria. If there is a conflict, the Director will mediate.

The Library allows a maximum of 4 ILL items per patron at any one time. Best sellers and high demand titles published within the current calendar year will not be requested. The library will attempt to purchase as many of these titles as the budget permits.

Staff will verify all loan requests for specific titles in OCLC. Patrons should furnish as much bibliographic data as possible in order for a request to be processed. Requests will not be accepted from patrons who have overdue materials and/or owe fines or other charges.

At the time of the initial request, a minimum of \$5.00 per item will be charged. If the item is unusually heavy a surcharge of \$1.00-\$2.00 will be due when it is picked up.

In general, if an ILL search has not located a copy of a book available for loan within one month of the date of request, the loan search will cease. The patron will be notified that the library has been unable to locate the item.

Library staff may request renewal of a book. Patrons should always request an extension of the loan period several days before the due date of the owning library. Patrons should be aware that these libraries may not be able to renew books because they may be on reserve for other patrons.

If within a short period of time, several requests for ILL for the same title are received, a recommendation will be made to the Library Director that a copy be purchased for the collection.

The borrowing library and its users must comply with the condition of loan established by the lending library.

RESTRICTED MATERIALS

- a. Restricted materials are (a) local and state historical materials, and (b) certain expensive and/or rare items.
- b. Back issues of periodicals are available for reference and research. Periodicals may not be checked out. Newspapers are kept for 6 months. Magazines are stored until the end of the current year.
- c. Patrons desiring to use these files must ask a staff member, who will find the periodicals needed.

Section is covered on page 15 and does not belong here.

BOOK SELECTION

Selection of materials for the library collections is carried out in accordance with the "Materials Selection Policy." The Board of Trustees believes that adherence to the principles set forth in this policy is our best insurance of an extensive, comprehensive collection.

See Appendix 4

GIFTS AND DONATIONS POLICY

1. Financial Gifts
 - a. Financial gifts are welcomed and accepted. Monetary gifts given by donors who wish to place restrictions on their use are accepted upon approval by the Library Director.
2. Books and Materials

- a. Gifts of books and other library materials are accepted by the library with the understanding that they are not necessarily added to the collection. If the gift, in the judgment of the staff, will add value to the library's collection, it will be cataloged and made available to library users. Otherwise, it will be sold, given to another organization, or sent to the Recycling Center. The Director, or other designated members of the staff, will decide which of the above is appropriate. When gift materials are deemed no longer useful, the Library will discard them on the same basis that it discards other materials.
3. Projects
- a. Individuals or organizations wishing to donate time and/or projects which involve physical improvements to the library building or its grounds should understand that there are several steps which must be taken before actual work can begin. These requirements will apply regardless of the reason the individual or group wishes to donate the work.
 - b. The Library Director should be consulted as to whether the project will enhance the building or grounds; and, because the library building belongs to the City of Athens, preliminary approval must also come from the Mayor's office

PROCTORING TESTS

Library Staff will proctor tests and exams by advance appointment for cardholders in good standing. Appointments should be scheduled ahead of time with library staff and will be scheduled in accordance with staff availability. Fees must be paid when the appointment is scheduled.

Level I - Those exams requiring only ID check, test return, and minimal supervision:

1. Staff Proctor -
\$20 for first hour plus \$10 for each additional hour
2. Degreed Proctor (B.S. Degree or higher) -
\$30 for first hour plus \$15 for each additional hour

Level II - Those exams which involve the monitoring of time limits, more than minimal supervision, and/or additional tasks on the part of the Proctor: Normal fees plus surcharge of \$5-\$15 per hour, depending on work involved.

SEVERE WEATHER ACTION POLICIES

In order to give staff and patrons time to find safe shelter during severe weather situations, the library will consider if closing is necessary when:

1. A Tornado Warning has been issued in any surrounding county.
2. Athens City Hall is closed due to weather concerns.

When a lightning storm is in the area, computers and other electronic equipment are to be shut down. One circulation computer may be left up if it is deemed necessary. The library equipment, patrons and staff are to be protected from lightning strikes.

The Chairman of the Board may be contacted in case of library closing due to weather concerns.

VOLUNTEERS

The Library welcomes volunteers but does not accept any liability for the health or safety of the volunteer for actions which are the volunteer's own doing. Volunteers are utilized to perform routine tasks which can be easily taught and remembered, or special projects tailored to talents the volunteer may possess. They may also be asked to assist a staff member in his/her duties or to help supervise at library programs. There is not always a task waiting for a volunteer but every attempt will be made to find a task when there is a person willing to give of his or her time and knowledge to help the library.

CHILDREN ON LIBRARY PREMISES

The Athens-Limestone Public Library encourages children of all ages to visit the Library with their parents to take advantage of the resources available for them to meet their informational, recreational, cultural, and educational needs. The responsibility for the child's health, safety, and behavior at the Library resides with the parent or guardian. Library staff is not responsible for the supervision and care of children visiting the Library. This policy applies to children of all ages who visit the library.

Any child visiting the Library age 12 and younger must be accompanied by a responsible adult. Children under the age of seven must be accompanied and directly supervised at all times by a responsible adult. For the purpose of the policy, a responsible adult is the child's parent or another caregiver aged 18 or over.

All children visiting the Library are expected to display appropriate behavior. Persistent inappropriate behavior is grounds for suspension of library privileges. Disorderly conduct, fighting, harassment or any illegal activity will result in immediate suspension from the Library.

Children in grades seven or above may visit the Library unattended, subject to the Library's Rules of Conduct and definition for appropriate behavior. Definitions for appropriate and inappropriate behavior and the procedures for handling inappropriate behavior can be found in the Library Rules of Conduct.

All children must be picked up by the Library's closing time. If the child is not picked up by closing time, City of Athens police will be notified. Two Library staff members will stay with the child until the police arrive. Under no circumstance will staff take children home. In case of a medical emergency, library staff will call 911.

COMMUNITY SERVICE WORKERS

The Library will attempt to provide duties for community service workers whenever there are persons who need to work such hours, but Athens-Limestone Public Library reserves the right to turn away such workers when there is no suitable work, or if there is any question as to the suitability of the worker for the library. In order to be allowed to work at the library, the individual should make an appointment to discuss individual needs and work out a mutually acceptable schedule. Following the initial interview, community service workers must show up on time, give advance notice of their arrival, and carry out the work assigned in an efficient and courteous manner.

SERVICE ANIMALS

The rules concerning service animals have been defined as dogs or other common domestic animals trained to perform tasks for an individual with a disability, including:

- Guiding persons who are blind or have low vision
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds
- Pulling a wheelchair or fetching items
- Assisting an individual during a seizure
- Retrieving medicine or the telephone
- Providing physical support and assistance with balance and stability
- Assisting individuals, including those with cognitive disabilities with navigation.

Note that the word ‘trained’ is important here. To qualify under ADA the animal must be trained to perform these tasks and to properly behave in public. If the animal barks, is not housetrained, or is otherwise disruptive you may restrict it from the library. The person must also make provision for cleaning up after the animal outside the library.

Specifically excluded as service animals are:

- Wild animals, including those born in captivity.
- Monkeys
- Reptiles, rabbits, amphibians, rodents
- Farm animals, including horses, ponies, pigs, & goats.
- Animals whose sole function is to provide emotional support, comfort, or companionship.

LIBRARY SPONSORED ACTIVITIES

The library sponsors library related activities for all ages and groups in the community to encourage a more effective use of library materials.

LIBRARY RULES OF CONDUCT

1. The library is a place for serious study, as well as a place for recreational reading and borrowing books. All who come into the library are expected to respect the rights of others by moving and speaking quietly.
2. Smoking and other tobacco use, food and uncovered drinks, pets (except service animals), and use of audio equipment without ear pieces are not allowed in the library.
3. Library management is not responsible for loss of personal property. The library is a public building and it is the patron's responsibility to safeguard personal property at all times.
4. Inappropriate behavior includes, but is not limited to: running, loud noise, throwing objects, climbing on furniture, needless pulling of materials from shelves and abusing machinery. Those in violation will be warned. Temporary eviction from library premises will result if inappropriate behavior continues.
5. Disorderly conduct, fighting, harassment or any illegal activity will result in immediate suspension from the Library.
6. Any child visiting the library who has not yet entered the seventh grade must be accompanied by a responsible adult. Children under the age of seven must be accompanied and directly supervised at all times by a responsible adult. For the purpose of the policy, a responsible adult is the child's parent or another caregiver age eighteen or over.
7. Children up to age eighteen should not be left at the library past closing time. It is the responsibility of the parent or guardian to be aware of regular closing times and special holiday hours or closings. If a child is left past closing time, two staff members will wait with the child until he/she is picked-up, or for a maximum of 30 minutes. If no one comes for the child within 15 minutes past closing time, staff members will call the police for assistance. Staff members should never transport children in their own cars or library vehicle.

Abusive Patron Behavior

While the Library has a strong commitment to customer service, the Library does not expect that employees accept verbal abuse from any patron. An employee may request that a supervisor intervene when a patron is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must submit a written report to their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

Violent behavior--includes the use of physical force, harassment, bullying or intimidation.

Discriminatory behavior--includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, gender, marital status, age, sexual orientation, or familial status.

Offensive behavior--may include such actions as rudeness, yelling, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior.

Library Response

Except in the case of extreme cases, such as violence, discriminatory behavior, or physical damage to the library, the Executive Director will issue a warning letter to the patron reviewing the incident and possible repercussions for repeat incidents. The letter will be mailed to the patron and a copy kept in the library. The patron will be required to sign the library's copy of the letter in acknowledgement that it was received.

The Executive Director will notify the Board of Trustees of incidents of warnings and suspension of library privileges. It is not possible to anticipate in this policy every type of response required. The patron will have the right to formally request the Board of Trustees reinstate library privileges or change library policy.

POLICY ON PHOTOCOPYING MATERIALS

The copyright law of the United States (Title 17 United States Code) governs the making of photocopies or other reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse access to the photocopier if, in its judgment, fulfillment of the order would involve violation of copyright law.

DEFINITIONS

1. User: Any individual that uses a photocopier in the Athens-Limestone Public Library.
2. User Error: A mistake made by using the photocopier incorrectly.
3. Machine Error: Blemishes, lines, toner defects, or other mistakes caused by the photocopier.

PROCEDURES AND RESPONSIBILITIES

1. Photocopies cost \$0.20 per page for black & white, and \$0.50 per page for color copies. Payment must be made for all copies made, except in the case of machine error.
2. The library is not responsible for bad photocopies due to user error.
3. Users should report any machine errors immediately after the first bad copy to the nearest staff member.

HARASSMENT POLICY

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

The Athens-Limestone Public Library sexual harassment policy accepts the principle that all employees have the right to work in an environment free from any type of harassment.

The library prohibits unwelcome sexual advances, requests of sexual favors, and other verbal or physical conduct of a sexual nature. You may not threaten or even imply that refusing or accepting sexual advances will affect another employee's job or future career. Other prohibited actions are disagreeable flirtations, advances, or propositions; verbal abuse involving sex or gender; explicit or degrading comments about another's person; negative or biased treatment of an employee based on suspected sexual preference; and displaying suggestive materials. It is best to avoid any conduct that can be considered offensive or abusive. Such activity will result in disciplinary action, including dismissal.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man.
- The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

If you feel that you have been subjected to any form of sexual harassment, report it to either the Director or Library Board. They will discuss the situation with you and walk you through the grievance procedures.

Anyone who is victim of sexual harassment has a right to file a grievance without threat of retaliation or adverse effects on his/her employment situation or status.

OTHER FORMS OF HARASSMENT

Racial harassment, as well as harassment on the basis of religion, disability, or other protected status, is prohibited not only by the Library but also by various acts of Congress, including Title VII of the Civil Rights Act of 1964 as amended. Other types of harassment are prohibited by applicable law. Violation of these acts may subject individuals to disciplinary action and may have legal consequences.

The Library encourages prompt reporting of such harassment and its prompt resolution through either informal or formal procedures. Complaints should be reported to either the Director or Library Board.

PRIVACY OF CIRCULATION RECORDS AND LIBRARY USE

The circulation records or computer use records of the Athens-Limestone Public Library are confidential regardless of source of inquiry and they shall not be made available to anyone except pursuant to such process, order or subpoena as may be authorized by law. Upon receipt of such process, order or subpoena, consultation shall be made with the legal officer of the library to determine if such process, order or subpoena is in good form and if there is a showing of good cause for its issuance. If the process, order or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released.

Any threats or unauthorized demands (i.e., those not supported by a process, order or subpoena), concerning circulation records or computer use records shall be reported to the Board of the Athens-Limestone Public legal officer.

Any problems relating to the privacy of circulation records or computer use records which are not provided for in this statement are to be referred to the Director of the Athens-Limestone Public library.

Patron use will be kept confidential. Staff will not indicate to anyone, in person or over the phone, if a patron is or has been in the library.

DISPLAY OF COMMUNITY INFORMATION

The Library Board of Trustees recognizes the need for a designated area to display community information. To meet this need, bulletin boards, countertops, and or literature display racks may be provided. Community information may be displayed only in designated areas. Public study and staff work areas may not be used to display such information. Only library related items may be displayed at the circulation desk.

Community information includes public service announcements for activities or events of a civic or governmental nature. Items announcing educational, entertainment, and recreational events may also be posted. The display of "For Sale" notices and/or advertising for strictly private business purposes is not allowed.

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author _____ Hardcover ___ Paperback ___ Other ___

Title _____

Publisher (if known) _____

Request initiated by: _____

Address: _____

City _____ State ___ Zip _____ Telephone _____

Complainant represents:

_____ Himself/Herself

_____ (Name of organization) _____

_____ (Identify other group) _____

To what in the item do you object? (Please be specific; cite pages, etc.)

What do you feel might be the result of reading or viewing this material?

For what age group would you recommend this item? _____

Is there anything good about this item? _____

Did you read or view the entire item? _____ What parts? _____

Are you aware of the judgment of this item by literary critics? _____

What do you believe is the theme of this item? _____

What would you like your library to do about this item?

_____ Do not lend it to my child

_____ Withdraw it from all library users

_____ Send it back to the staff for reevaluation

In its place, what item of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature of Complainant: _____

**COMPUTER USE AND INTERNET SAFETY POLICY
FOR
ATHENS-LIMESTONE PUBLIC LIBRARY**

Adopted May 4, 2004

Athens-Limestone Public Library provides computer workstations, many with Internet access and wireless Internet access, to assist community residents of all ages with free and equal access to information which meets their individual needs.

The Internet provides a means to access information far beyond the Library's own collections. However, the Internet is an unregulated medium. While most of the information accessed can be valuable and enlightening, the user may also find materials that are unreliable, personally offensive or illegal. Each user must take responsibility for his or her own activities while using the Internet, as well as all use by his or her minor children.

It is the policy of Athens-Limestone Public Library to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
- (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h).]

Key terms are as defined in the Children's Internet Protection Act (CIPA).*

ACCESS TO INAPPROPRIATE MATERIAL

Technology protection measures ("Internet Filters") shall be used to block or filter Internet access (as well as other forms of electronic communications) to inappropriate information.

Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Technology measures may be disabled by Staff for bona fide research or lawful purposes by those users aged 17 and older.

INAPPROPRIATE NETWORK USAGE

To the extent practical, steps shall be taken to promote the safety and security of all users, including minors, accessing the Library's online computer network when using electronic mail or other forms of direct electronic communications.

Specifically, as required by CIPA, inappropriate network usage includes:

- (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities;
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

SUPERVISION AND MONITORING

It shall be the responsibility of Library Staff to provide and maintain all computer workstations, including the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act. Staff will not monitor an individual patron’s Internet use, except for length of use and validating the identity of the user in order to ensure equal opportunity of access for everyone and compliance with all appropriate regulations. The patron, or the parent of a minor, is responsible for his or her Internet session at all times.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Library Director or other Staff designated by the Director.

The Library reserves the right to terminate an Internet session which disrupts library services or that involves user behavior which violates the Library’s policies. Parents are responsible for their minor children’s use of all Library resources and facilities. As with all other Library resources, the Library affirms the right and responsibility of parents and/or legal guardians, not Library Staff, to determine and monitor their minor children’s use of the Internet. (Minors are defined in this policy as children and young people under the age of 17 years.) Parents concerned with content their children may encounter when using the Library’s Internet access are requested to monitor their own children’s Internet use.

Library Staff, with approval of the Director and within Board adopted Policy, will develop rules and procedures necessary to ensure fair and reasonable use of computer workstations, including those with Internet access.

RULES GOVERNING USE

Computers may be used in 60 minutes time blocks with a maximum usage of 180 minutes per day. If no one is waiting when the hour is up, the time may be extended in 10 minute increments. It is the patron’s responsibility to request an extension prior to their time expiring.

Print-outs are \$.20 per page. By confirming the number of pages printed, patrons agree to pay for all print-outs.

Use of Library computers is a privilege, not a right. Due to the limited resources available for provision of computers for public use and for public access to the Internet, the Library reserves the right to limit the amount of time an individual may use workstations, as well as which files can be downloaded and in what manner. The public must comply with all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet.

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- (1) Harassment of other users. (This includes standing behind other users' computers, asking when they will be finished, or requesting staff to log a patron off a computer.)
- (2) Invading privacy of others.
- (3) Using computers solely for profit.
- (4) Gambling on the Internet.
- (5) Making unauthorized entry into other computational, informational or communication services or resources.
- (6) Damaging or destroying equipment, software, or data belonging to the Library or to other users, including adding, altering, or deleting files on Library workstation hard drives or other Library computer equipment.
- (7) Violating software license agreements.
- (8) 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.
- (9) Using the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper operation.
- (10) Wasting finite resources. (This includes printing without paying).
- (11) Accessing lewd or pornographic websites or material.
- (12) Using another patron's card.

Violations of Library Policy and/or Procedures will result in loss of computer access. Unlawful activities will be dealt with in an appropriate manner.

DISCLAIMERS

While the Library endeavors to provide access to information of the highest quality, the Library specifically disclaims any warrant as to the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose.

The Library will have no liability for direct, indirect, or consequential damages related to the use of information accessed through the Library's Internet service.

Having installed and enforced the operation of filtering software in compliance with the Children's Internet Protection Act, the Library will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by users. [Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve

text or images that they may find offensive, but does not eliminate that possibility. Filters often block access to sites that users would consider both inoffensive and useful.]

Since software and information downloaded from any sources, including the Internet, may contain computer viruses, users are advised to utilize virus checking on their home computers. The Library is not responsible for damage to users' disks or computers or for any loss of data, damage or liability that may occur from use of the Library's computers.

As with other equipment or materials, library staff may reserve certain times to provide instruction or proctor tests.

Library staff will attempt to answer basic computing questions or assist users in finding information. Library staff will not complete personal forms or provide in-depth computer instruction outside a class/lab situation.

ADOPTION

This Computer Use and Safety Policy was adopted by the Athens-Limestone Public Library Board of Trustees at a public meeting, following a public hearing held with advance notice, on May 4, 2004.

*CIPA DEFINITIONS:

“Minor” – any child or young person under the age of 17.

“Technology Protection Measure” – a specific technology that blocks or filters Internet access to visual depictions that are:

1. “Obscene” – as that term is defined in section 1460 of title 18, United States Code;
2. “Child Pornography” – as that term is defined in section 2256 of title 18, United States Code;
3. Harmful to minors.

“Harmful to Minors” – means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

“Sexual Act;” “Sexual Contact” – have meanings given such terms in section 2246 of title 18, United States Code.

**ATHENS-LIMESTONE COUNTY PUBLIC LIBRARY
MATERIALS SELECTION POLICY**

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I. INTRODUCTION

MATERIAL SELECTION POLICY AND GUIDELINES

The selection of materials for the Athens Limestone Public Library reflects the objectives and principles set forth in the American Library Association's Library Bill of Rights and Freedom to Read Statement (see Appendix I and II). To meet these objectives and conform to the principles stated in these documents, the following general policies have been adopted for selection of materials of different type, subject and intended age level. All selections follow the guidelines set by these policies. It should be emphasized that throughout, selection is approached in a positive manner (see Appendix III).

II. SELECTION BY SUBJECT

FICTION

1. The Library's collection includes novels and short stories in a variety of types. The Library selects fiction in order to satisfy a public varying greatly in education, interests, taste, and reading skill. A basic collection of standard novels, the classics, and the semi-classics of world literature is maintained.
2. Since each novel is judged on its individual merits, there is, as a rule, no attempt at completeness in the Library's holdings of authors' works.
3. Novels that are widely promoted or in continuing demand because of the popularity of the author's other works, their conversion into film, appearance on television, or the timeliness of their themes, are purchased if they will further efforts to serve a larger segment of the reading public and if they meet other selection criteria. Demand is only one criterion in the selection process.

NONFICTION

In general the library collections are:

1. general, not comprehensive in any major subject area
2. provide a breadth of subject coverage as a first emphasis followed by an attempt for depth, particularly in the more widely useful categories
3. contain a core collection of standard, essential works (as characterized by selection from Public Library Catalog, Fiction Catalog, and Children's Library Catalog)
4. are built with the interests, and needs of the community served in mind
5. are geared toward the layman rather than the specialist

LOCAL HISTORY

1. LIMESTONE COUNTY

- a. The first priority of the local history collection is books on Limestone County. The coverage is comprehensive on historical aspects and extensive on contemporary social, cultural, and economic aspects.

2. NORTH ALABAMA AND THE TENNESSEE RIVER VALLEY

- a. The main focus of this part of the collection is also historical and has less coverage on contemporary social, cultural, and economic aspects. The strength of the remainder of the local history collection is in the following descending order: Alabama-statewide coverage, Southeastern United States, and Southern states.

3. ALABAMA COLLECTION

- a. One non-circulating copy of all selected books will be acquired; duplicates for circulation will be acquired as budget allows.
- b. Fiction works written by authors from Alabama or works pertaining to the state of Alabama are also acquired for research purposes. Some are collected for archival purposes. Some consideration is given to autographed copies.
- c. The Alabama Collection is not strictly a "local author" collection. The works of local writers on Alabama and non-Alabama subjects are added or rejected in accordance with the Library's general principles of selection.
- d. The Library collects biographies of Alabamians, people who have played an important role in Alabama history, and namesakes.

GENEALOGY

1. The genealogy collection is one of the Library's many services and responsibilities. The Library may acquire those works that will be useful to a number of people. Handbooks of procedure, reliable guides to genealogical materials, general genealogical reference works, and historical material of value to the genealogical worker are provided. Emphasis is placed on Alabama and Southeastern U. S. materials and on common areas of origin. Consideration is given to major migration trends.
2. A few individual family histories are bought. Privately published individual family histories are usually added as gifts.
3. Books on heraldry and standard armories may be provided.

RELIGION

1. Standard works relating to the world's major religions, such as the Bible, the Talmud, and the Koran are provided. Important versions of the Bible and other religious texts and scriptures are also added to the collection. Costly ornamental editions of religious classics are not purchased. It is not guaranteed that the latest interpretation or translation will be added or replace current holdings.

2. Reference works which introduce, explain and interpret the scriptures and religious classics are selected with care being taken that works written from the various major religious points of view are represented where they are available and pertinent. The history of religion, theology, the beliefs and practices of the religions of the world, comparative religion, mythology, atheism, and agnosticism, and the psychology and philosophy of religion are presented by authoritative works.
3. Practical non-denominational books on church administration, preaching, worship, and Sunday School teaching may be added.
4. Books of devotion, meditation, and inspiration are selected with special emphasis on quality.
5. Donated works are evaluated for quality and accuracy prior to being added to the collection.

MEDICINE

1. The Library strives to provide the public with authoritative, up-to-date medical materials. Special regard is given to the author's credentials and manner of treating the subject. Attention is also given to the publisher, format, and type of illustration. The presence of certain illustrations would not preclude adding or weeding a work.
2. Most works collected are for use of students and the layperson. Occasionally more technical works are bought for additional depth and coverage.
3. Reference works such as medical dictionaries, encyclopedias, and handbooks are frequently added to the collection and usually updated every five years or less.
4. The medical sources are not intended to be a substitution for the advice of a physician.

LAW

1. In statute law, the Code of Alabama and the codes of some of the cities in our service area may be provided.
2. Dictionaries, encyclopedias, and phrase books which are useful in general reference work are purchased.
3. Standard texts by recognized authorities on special phases of law, e.g. corporate, criminal, domestic relations, bankruptcy, and copyright law are purchased.
4. The Library, as a rule, will not duplicate the professional law materials collected by the county law libraries.
5. Popular works explaining the law to the layperson are provided. Also, books for the general reader on jurisprudence, legal history, legal ethics, and jury duty are provided.
6. Legal form books are purchased.

SEX

1. It is the responsibility of the Library to provide, in adequate quantity, books on sex which are authoritative and up-to-date. These books will include a broad range of physiological, psychological, and moral-ethical treatments of the subject of sex. This includes works that reflect changing attitudes and departures from traditional mores. Books reflecting differing social and religious backgrounds are also provided.
2. Books are acquired which are designed for all age levels of readers and of varying levels of education. Highly specialized and clinical works written for specialists are generally outside the scope of the Library's collection, but are added occasionally to add depth to the collection.
3. Judgment of fiction is made on the total book rather than on parts that might in themselves be considered objectionable.

III. SELECTION BY TYPE OF MATERIAL

PAPERBACKS

Paperbacks are increasingly considered in selection and purchased in this format when:

1. The title is only available in paperback
2. The added value of the title to the collection is justified only at the paperback cost
3. The subject is anticipated to be of current interest only and a permanent copy is not deemed necessary
4. Duplicates are needed to satisfy demand
5. The inherent design and appeal of this format is considered especially important

GRAPHIC NOVELS

The graphic novel collection is made up of recreational reading and informational titles in book form for adult readers. These are books that are primarily pictorial, with text and dialog working together to propel the narrative. Selection is based upon reviews in literary and trade journals. Preference is given to graphic novels in hardback though paperbacks will be purchased when that is the only available format. Specific selection criteria for these materials are the same as for works of fiction.

PERIODICALS

General policies and objectives cited for book selection are applied to periodicals also. The Library strives to build a periodical collection whose scope encompasses a variety of recreational and educational interests of adults and children. A periodical is purchased or accepted as a gift, for one or more of the following reasons:

1. It reflects the interests of the community.
2. It is indexed in Readers' Guide to Periodical Literature.
3. It is needed for reference purposes.
4. It supplements the book collection.
5. It serves the staff as a book selection aid or for professional reading. This also includes magazines that give guidance to adults in working with children.

Periodicals may supplement the book collection in several ways:

1. Periodicals that provide current reporting to enhance the book collection.
2. Periodicals may present information not available in the book collection.
3. Periodicals may present points of view not otherwise found in the collection.

Other types of periodicals which contain material not found in books are:

1. "Little" literary magazines, of which representative titles are bought.
2. Magazines of local interest.

Other considerations:

1. The Library will not try to duplicate specialties of Calhoun Community College Library and Athens State University Library.
2. Accuracy in reporting is considered a very important criterion in the purchase of a periodical.

NEWSPAPERS

The newspaper collection is intended to provide news coverage at all levels from local to international. Accordingly, the Library attempts to subscribe to most local newspapers, a representative list of Alabama newspapers, and a selected list of out-of-state newspapers.

AUDIO-VISUALS

General policies and objectives cited for book selection are also applied to audio-visual resources, and additional considerations such as quality of sound, photography, color reproduction are also used as criteria where appropriate. Gifts are handled in accordance with gift policies pertaining to books.

1. DVDs
 - a. Each item in this collection is chosen for suitability in relation to content and purpose. A variety of subjects of interest to adults, teens and children are

represented; the purpose of the collection is both recreational and educational. DVDs are judged for suitability for addition to the collection based on the same guidelines as are new selections in printed fiction and nonfiction.

- b. Sponsored films, which are little more than advertisements or propaganda for special interest groups, are not acquired.
 - c. Audio-visual materials are withdrawn from the collection because of poor condition or obsolescence and newer and better materials are sought when replacements are being considered.
2. CDs, Musical and Nonmusical
- a. The Library strives to build a basic collection of recordings of musical works that represents highlights in the history of music, works that are notable examples of many and varied genres, and worthwhile performances of widely recognized musical pieces.
 - b. Selection of musical recordings for both juvenile and adult use is also based on composition, performer, recording quality, requests, and use.
 - c. Nonmusical recordings include poetry, drama, speech, the sounds of nature, and a variety of man-made sounds.
3. Audio-books, Fiction and Nonfiction
- a. Audio-books are judged for suitability for addition to the collection based on the same guidelines as are new selections in printed fiction and nonfiction.
 - b. Titles are purchased for all age groups.
 - c. Electronic books and electronic audio-books are not selected by the library, but are made available to patrons.

IV. SPECIAL AGE LEVEL CONSIDERATIONS:

CHILDREN & YOUNG ADULTS

GENERAL STATEMENT OF OBJECTIVES

The Library's objective in selecting materials for children is to build a collection that meets the informational, recreational, and cultural needs from the age of earliest word and picture awareness through the elementary school years. Materials are included that have general appeal to the majority of children, as well as materials with qualities and content that make them valuable to children with special needs, talents, limitations, or interests.

Materials for the young adult collection are selected to meet the unique needs of patrons ages twelve to eighteen. It includes fiction and general non-fiction works appropriate for the reading and educational needs of this age group. Selection criteria for young adult materials are the same as for adult materials.

The Library will provide books for the actual and potential reader in a wide range of reading levels and a large variety of interests. The Library considers readability, popular appeal and quality of writing.

BASIC SELECTION

1. The Juvenile and Young Adult collections are continuously evaluated. Materials are added, duplicated, replaced, and withdrawn as necessary to maintain the effectiveness of the collection.
2. General criteria for selection of materials include literary and artistic worth, suitability of content and vocabulary to the age of the readers, and the contribution of the material to the balance of the total collection.
3. The Library does not provide basic textbooks. It accepts as its responsibility the providing of supplemental materials of varied kinds to enrich the resources available to the individual student and teacher.

SELECTION IN SPECIFIC AREAS

1. According to Users Served
 - a. Juvenile - The Juvenile Collection serves the age group from infancy through age twelve.
 - b. Young Adults – The Young Adult Collection serves from age twelve and extended upwards to adulthood, expecting maturity levels to vary greatly between individuals.
 - c. Adults - Materials which will help adults in gaining knowledge of children's literature are considered appropriate purchases for the Children's Collection. This would include materials on reading guidance, children's literature, storytelling, authors, and artists.
2. According to Form and Nature of Material
 - a. Nonfiction
 - The collection includes a broad range of subjects and a variety of levels of difficulty and depth. Additional criteria include accuracy of facts and clarity of explanations.
 - Juvenile and Young Adult nonfiction materials are shelved adjacent to their corresponding fiction materials. Large Print nonfiction is shelved with the rest of the Nonfiction collection.
 - b. Fiction
 - A broad scope of fiction chosen includes both imaginative and realistic works. Fiction is chosen for its entertainment value, its theme, and for outstanding character portrayal and emotional appeal. A book in current demand with adequate literary quality is also valuable to the collection.
 - c. Encyclopedias and Reference Books

- Encyclopedias for children's use are essential to the reference collection. Periodically old sets are re-evaluated for timeliness and new sets are purchased if necessary and if the budget allows.
 - d. Textbooks and Readers
 - Textbooks are not bought to meet student demand but only when they provide the best coverage of a subject or when there is little or no material available in any other form.
 - The Library makes no attempt to support the school curriculum by buying reading primers. The Library considers that its responsibility here lies primarily in supplementing the reader. Trade book easy-readers and beginning reader series that have the same vocabulary and interest levels of the readers and also meet library standards of literary and artistic quality are added to the Collection.
 - e. Abridgements
 - Adaptations and abridgements are carefully evaluated and are added on their own merits.
 - f. Award Books
 - The Library buys all Newbery, Coretta Scott King and Caldecott Award and Honor books.
 - g. Periodicals
 - A select group of standard periodicals may be purchased consistent with general selection policy and the basic selection criteria for children's materials. It should be noted that the Library does not subscribe to children's periodicals that are intended to be expendable.
 - h. Audio-visuals
 - Audio-visuals for the young adult and children's collections are selected by the same guidelines set for audio-visuals in the general selection policy.
3. According to Subject
- a. Current Concerns
 - The Library makes an effort to provide materials that will promote an enlightened understanding of human, social, civil rights, and current problems. Current books which are well written and portray an honest picture of a problem or a way of life are added in spite of the use of profanity, slang, dialect, or frank language.
 - b. Sex
 - Books on human physical development and sex are carefully selected for accuracy.

V. COLLECTION MAINTENANCE

1. Duplication

The Library believes timely and adequate availability of significant materials is necessary and, therefore, it may duplicate selected titles even though they may soon be weeded.

2. Replacement

The Library does not replace all books withdrawn because of loss, damage, or wear. The need for replacement in each case is considered in relation to several factors: number of duplicate copies; existence of adequate coverage of a subject; other similar material in the collection, especially more up-to-date and better material; and demand for the specific title or subject.

VI. GIFTS

1. Books and Materials

Gifts of books and other library materials are accepted by the library with the understanding that they are not necessarily added to the collection. If the gift, in the judgment of the staff, will add value to the library's collection, it will be cataloged and made available to library users. Otherwise, it will be sold, given to another organization, or sent to the Recycling Center. The Director will decide which of the above is appropriate. (Excerpt from the Gifts and Donations Policy, Adopted 8/24/2010)

VII. RESPONSIBILITY FOR SELECTION

1. Ultimate responsibility for the selection of materials rests with the Director, who operates within the framework of policies determined by the Board of Trustees.
2. The Youth Services Librarian is responsible for selection of materials for particular area/s of service subject to approval by the Director.
3. All staff members are expected to review books and to suggest titles for inclusion or exclusion.
4. Suggestions from the public are very important and are given serious consideration.
5. The decision of the Director is requested in cases of unusual difficulty or in the interpretation of policy.

MATERIALS APPENDIX I

The Freedom to Read

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

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox and unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expressions.
5. It is not in the public interest to force readers to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

MATERIALS APPENDIX II

The following selection from the article "Not Censorship But Selection" (Asheim, Lester. *Wilson Library Bulletin*, September, 1953) is particularly relevant and describes the approach taken to selection.

The selector's approach is positive, while that of the censor is negative. This is more than a verbal quibble; it transforms the entire selection process and the steps included in it. For to the selector, the important thing is to find reasons to keep the book. Given such a guiding principle, the selector looks for values, for strengths, for virtues which will overshadow minor objections. For the censor ...the important thing is to find reasons to reject the book; his guiding principle leads him to seek out the objectionable features, the weaknesses, the possibilities for misinterpretation. The positive selector asks what the reaction of a rational intelligent adult would be to the content of the work; the censor fears for the results on the weak, the warped, the irrational. The selector says, if there is anything good in this book let us try to keep it; the censor says, if there's anything bad in this book, let us reject it. And since there is seldom a flawless work in any form, the censor's approach can destroy much that is worth saving. (The selector) does not succumb to irrelevancies-- introduced either by the prejudices of his own background or (other) pressures. He admits the right of the reader to take issue with the writer, but he is swayed by arguments only where they have relevance to the book as a whole ...The selector begins, ideally, with the presumption in favor of liberty of thought; the censor does not. The aim of the selector is to promote reading, not to inhibit it; to multiply the points of view which will find expression, not limit them; to be a channel for communication, not a bar against it.