

**POLICY MANUAL  
OF THE**



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REVISIONS REVIEWED AND ADOPTED BY THE LIBRARY BOARD OF TRUSTEES  
AUGUST 2023

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## **MISSION STATEMENT**

The mission of the Franklin County Public Library is to provide access to informational, educational, cultural and recreational materials and services in a variety of formats and technologies; to promote reading, literacy, and lifelong learning; and to protect the public's right to know by resisting censorship and providing equal access to information.



## **GENERAL POLICY STATEMENT**

This library is supported by the people of Franklin County to help in answering the information needs of individuals and organizations in the county. It serves as a repository for print and non-print materials, as a center to respond to inquiries and to locate needed information, and as a liaison furnishing access to statewide and national library resources through such media as interlibrary loan and telecommunications.

The library's assistance to county residents includes but is not restricted to the following types of services:

- The library supports educational, civic, and cultural activities of groups and organizations in the county;
- The library provides opportunities for people of all ages to educate themselves continuously;
- The library seeks to identify community information needs, to provide programs of service to meet those needs, to co-operate with all county agencies and organizations which can assist in successfully conducting such programs;
- The library provides opportunities for recreation through the use of its print and non-print collections.

Mindful of its role as an agent of the community, the Franklin County Library encourages all citizens to participate in library activities and to suggest additions to its collections or services which will improve the library's effectiveness in the community.

## **COUNTY POLICIES AND HOURS OF OPERATION**

The Franklin County Library adopts the personnel policies set forth in the “County of Franklin Employee Handbook.”

The Library, therefore, adheres to the county government’s schedule during the normal business hours of 9:00 AM—5:00 PM Monday through Friday. The Library Board of Trustees sets hours after 5:00 PM and on weekends. In case of inclement weather or other unforeseeable circumstances, i.e. the electricity goes out, the Library Administration makes the decision about remaining open after 5:00 PM and on weekends.

The Library will be closed on the Saturdays of the Memorial Day Weekend, Labor Day Weekend, and Thanksgiving Day weekend. If county offices are closed on either the Friday or Monday for the Fourth of July, Christmas, or New Years, the Library will be closed on the appropriate Saturdays as well.

## **CIRCULATION**

### **1. RESIDENCY REQUIREMENTS**

- A) Any permanent resident of Virginia may fill out an application for a borrower's card.
- B) Long term students, i.e. those who will reside in the county for a semester or longer, are considered residents.
- C) Non-residents of Virginia and children in foster care will be issued a temporary card that is valid for one year at a cost of \$5.00/year and has a limit of three (3) items out at any one time.

### **2. REGISTRATION**

- A) All potential borrowers must complete an application form and present either a photo ID with the borrower's current address or two non-picture forms of ID (social security card, utility bill, etc.), one of which shows the borrower's current address. The name supplied on the application form must be the legal name on the borrower's ID and must include the individual's full middle name. Nicknames on the application form are not acceptable.
- B) Persons under sixteen years of age must have their parent's or guardian's signature on the application form. Only the signature of the parent or guardian is acceptable. The person signing the card must have a library card in good standing (see five and five rule under Section IV). If the parent or guardian does not have a library card, he or she must register for one as well. Children under the age of five cannot register for a card. Persons aged sixteen and seventeen who do not have an ID may have a parent sign instead. Persons aged eighteen must present proper ID and sign for themselves.
- C) A limit of three (3) items is placed on a borrower's card at the day of registration, with no limits on subsequent checkouts.
- D) The first library card is free. The replacement fee for a card is two dollars (\$2.00).

- E) A patron must have only one card. Registration for the card may be completed at either the main Library or on the bookmobile. Patrons have full privileges at each location, no matter where they registered.
- F) Adults who are residents of daycare centers or are in some other form of custodial care or institution may receive their own card but must have a co-signer from the appropriate institution. The co-signer may be held responsible for any lost or damaged materials. Residents of such facilities who are capable of filling out their own registration cards do not need a co-signer. A counselor or other official from an institution may vouch for a resident's identity in lieu of an ID.

### **3. USE OF LIBRARY CARD**

- A) A patron is responsible for all materials checked on his or her card. If a card is lost or stolen, it must be reported to the Library immediately.
- B) It is assumed that a person with a card in hand is either the card's owner or has authorization to use it.
- C) At registration, patrons may authorize other members of their immediate household to use their card. Patrons without a card in hand may check out a maximum of three items if: (a) they have a valid borrower's card, or (b) they are authorized to use a family member's card.

### **4. LOSS OF BORROWING PRIVILEGES**

- A) A patron may not check out additional materials if he/she has five or more items overdue, or the patron owes at least five dollars (\$5.00) in overdue fines.
- B) A patron may not check out any additional materials if he/she has any item out (42) forty-two days overdue. At that time the item is declared "lost". Borrowing privileges will be reinstated when the patron:(1) has paid for the item in full or (2) has returned the item and paid the overdue fine.



- C) Any damage to materials amounting to a charge of \$5.00 (five dollars) or more must be paid before the patron may check out additional items.

**5. LENGTH OF CHECKOUT**

<u>ITEM</u>	<u>CIRCULATION PERIOD</u>
A) Bestsellers */ Lucky You books	14 days
B) All other books, audiobooks	28 days
C) Realia (museum passes, telescope, launchpads, activity bags, etc.)	7 days
D) DVDs, Blu-Rays and Launchpads	7 days
E) Back issues of magazines	28 days
F) Book Club kits	42 days

\*Bestsellers: Items for which the library has more reserves than copies. It also includes current test books kept at the desk.

**6. NON-CIRCULATING MATERIALS**

- A) Items catalogued local history.
- B) Current issues of magazines.
- C) Newspapers.

**7. FINES**

<b><u>ITEMS</u></b>	<b><u>PER DAY OVERDUE CHARGE</u></b>
A. Bestsellers	\$.50
B. All other books	\$.10
C. DVDs & Book Club Kits	\$.50
D. Launchpads & Realia	\$1.00

Fines are assessed from the first day an item is overdue. The maximum fine for all items is: \$6.00 except for a maximum of \$10.00 on book club kits.

**8. OVERDUE NOTIFICATION**

- A) Phase one: Computer generated overdue notices are mailed out on the following schedule: (1) first notice—item is fourteen days overdue; (2) second notice –item is twenty eight days overdue; (3) third notice—item is considered “lost” at twenty eight days overdue and a \$4.00 processing fee will be added to overdue fine.
- B) Phase two: Action to follow after three overdue notices: forty-nine days overdue; (1) computer automatically e-mails third party ‘retrieval service’; (2) retrieval service will follow procedures per agreement with the Library.

**9. RENEWALS**

- A) All items except magazines may be renewed if another patron does not have it on reserve.
- B) Items may be renewed for one loan period only.
- C) Patrons may renew items online or over the phone.

## **10.RESERVES**

- A) Patrons may reserve items at the public access terminals. They may reserve additional items at the desk.
- B) Patrons who cannot pick up an item when it is their turn but want to remain on reserve for it will be placed at the bottom of the list.
- C) Within twenty-four hours, patrons will be notified of materials on hold.
- D) The schedule for items staying on reserve is five (5) business days.
- E) If a patron does not pick up a reserve item in the allotted time, it goes to the next patron or back to the shelf.
- F) Leaving a message on an answering machine or with other family members constitutes notification.

## **11.CONFIDENTIALITY OF PATRON RECORDS**

- A) The Library will not release to any third-party information from a patron's library record. This includes items checked out and any related information, reading habits, and personal data.
- B) Inquiries by the police or any other government agencies must be accompanied by an order from a court of competent jurisdiction.

## **12.CLAIMS RETURNED**

- A) Patrons may have a maximum of two claimed returns on their records.

## **PAYMENTS/REFUNDS**

### **I. POLICIES**

- A) Staff members must write a receipt for all payments on lost or damaged items.
- B) The charge for a lost item is the price of the item plus a \$3.00 service fee. A 25¢ service fee will be charged on lost magazines.
- C) Charges for damaged items will be on a prorated basis depending on the amount of damage.
- D) If a lost item is recovered and returned within 60 days, the patron will be refunded the cost of the item but not the service charge. Refunds will be issued with the county government's next payment of accounts.
- E) Refunds will be issued to the individual named on the receipt.
- F) To be issued a refund for a recovered item, the patron must not have any lost materials on his/her card or any item out more than sixty days overdue.
- G) Overdue fines are waived on lost items for which the patron has made restitution to the Library.
- H) Checks may be written to pay for lost or damaged items, fines, copies, etc. Checks will only be accepted for the amount owed to the Library. A service fee of twenty dollars will be charged on all returned checks.

## **MATERIAL SELECTION, RETENTION, AND RECONSIDERATION**

### **I. INTRODUCTION**

Materials are selected to appeal to patrons of different ages and interests. Therefore, not everything in the library will be appropriate for all patrons. Library staff members will help parents and children locate materials, but they cannot presume to make decisions for parents as to which library materials are appropriate for their children.

### **II. SELECTION**

Principal standards considered in recommending materials for purchase are (in priority):

- A) Potential or known use by patrons (or perceived community need);
- B) Authoritativeness of author or publisher;
- C) Significance of subject matter or author;
- D) Importance to total collection development;
- E) Current and/or permanent values;
- F) Appearance of item on important bibliographies, lists, and in recognized book reviewing media;
- G) Cost benefit;
- H) Format, i.e. Audiobooks, DVD's, etc.

- I) Within the limits of its budget and its stated policies, the Franklin County Library will attempt to respond to all recommendations from county residents; however, the library has no mandate to purchase all patron requests. Esoteric items will be referred to ILL.

### **III. RETENTION**

- A) The collection will be weeded of outdated and damaged materials on a periodic basis. Weeding should be done to meet the needs of the Library, based upon the requisite guidelines. (See appendix A).
- B) The Library will retain at least one copy of a book by a Virginia author. Additional copies of the book may be weeded out as need dictates. All materials dealing with Virginia history or genealogy will be retained.

### **IV. RECONSIDERATION**

- A) The Franklin County Library subscribes to the Library Bill of Rights. (See appendix B). The Library also embodies the principles found in the Freedom to Read Statement prepared by the American Library Association and the American Book Publisher's Council.
- B) Any individual objecting to the inclusion of an item in the Library's collection may complete a form for the reconsideration of materials. (See appendix M)
- C) After the submission of the form to the Library Administration, the reconsideration process is as follows:
  - 1. The Library Administration will send a completed copy of the form to each Library Board member.
  - 2. Library Board members will review the form and material in question

3. As expediently as practical, the Board will consider the matter at its regular monthly meeting. The patron completing the form will be notified of this meeting and may address the Board.
4. The Board will vote on the matter. To remove an item from the collection requires a three-fourths majority vote.
5. If the patron who initiates the complaint is unable to attend the Board meeting, he or she will be notified of the decision by regular mail.

## **SERVICES**

### **1. POLICIES**

- A) The purpose of the library staff is to put patrons in touch with the appropriate materials for their needs. It is not the duty of the staff to do homework assignments or give lengthy training sessions on a computer.
  
- B) All patrons should receive the same level of service, no matter what their informational request.
  
- C) Library staff must not dispense opinions or advice on medical, legal, and tax issues. The staff may only address the authoritativeness of the source, i.e. year of publication, publisher, etc.
  
- D) The Library may determine in what format information will be dispensed, i.e. copies mailed, e-mailed, kept at the desk, etc.



## **SHORT TERM SPECIAL COLLECTIONS**

### **1. POLICIES**

- A) Any teacher who wants the library to set aside a collection of materials for use by his/her students must fill out the appropriate form. (See Appendix C).
- B) The designated collection will be housed at the appropriate desk and is for in-library use only.
- C) To avoid confusion with other materials, short term collection items will be identified in the appropriate manner.

## **INTERLIBRARY LOAN**

### **1. POLICIES**

- A) On interlibrary loan items the Franklin County Library must follow the policies of the lending library, including but not limited to the length of checkout, in-house use, etc.
- B) A fine of 25¢ a day per item, not to exceed five dollars per item, will be charged on all overdue items.
- C) A patron who returns an interlibrary loan item more than two calendar weeks past the due date will have his/her interlibrary privileges suspended for not less than six months.
- D) At the discretion of the Library administration, a patron's interlibrary privileges may be suspended for more than six months or revoked permanently if the patron continually abuses his/her borrowing privileges or if the abuses are of a more severe nature.
- E) If a patron needs to renew an interlibrary loan item, he/she should notify the library seven days before the due date. Overdue interlibrary loan materials will not be renewed. Interlibrary loan materials may only be renewed one time.
- F) Patrons may borrow a specific title on interlibrary loan only one time in a twelve-month period.
- G) Interlibrary loan should be used to borrow research and scholastic materials, as well as items that are out of print or not readily available otherwise. Current materials will be considered for purchase.
- H) To request an interlibrary loan, a patron must fill out the appropriate form (see Appendix G) and sign it. No requests will be taken over the phone.
- I) A patron may have out no more than five interlibrary loan items at any one time.
- J) A patron must have a library card to order interlibrary loan materials.

## **LOCAL HISTORY ROOM**

### **1. COLLECTION DEVELOPMENT**

- A) Materials for inclusion in the Mann Room shall fall within the stated purpose and guidelines of the room.
- B) Irreplaceable materials will be given priority for inclusion in the room.
- C) Any items donated for display in the room (i.e. artifacts, memorabilia, etc.) shall not be of a size and configuration that interferes with the normal operation of the room.
- D) The Library Administration will make the final decision on what materials, display items, etc. are to be included or excluded from the Mann Room.

### **2. RESTRICTIONS ON USE OF THE ROOM**

- A) No materials may be taken from the room.

### **3. PROCEDURES FOR USE OF THE ROOM**

- A) Patrons wishing to use the Mann Room must sign in at the front desk. The sign in sheet will include the patron's name, patron ID # or address and phone # for users from out of town, and the time the person entered and exited the room.
- B) Patrons must sign out when they are finished.
- C) A patron may bring his/her laptop or other type of computer into the room.
- D) The PC provided in the room is for genealogy and local history research only.

## **MEETING ROOM AND CONFERENCE ROOMS**

### **MEETING ROOM**

#### **1. ELIGIBILITY**

The Franklin County Library adheres to the American Library Association's guidelines regarding the use of its meeting room. The room is available to all non-profit civic, cultural, and educational organizations in the county with the exceptions noted under section II. Tutors through the local school system, colleges, literacy volunteers, or similar non-profit organizations may use the room for tutoring sessions even if a fee is involved.

#### **2. INELIGIBLE**

The meeting room may not be used by or for the following:

- A) Social gatherings.
- B) Profit-making organizations or any commercial purpose.

#### **3. SCHEDULING**

- A) The meeting room will be scheduled on a first come, first served basis with the exceptions noted under section IV.
- B) Groups must schedule the room at least twenty-four hours in advance of their meetings. Sign up for the room will be at the main desk.
- C) Reservations for the room cannot be made further than three months ahead of time.

- D) If an organization must cancel its use of the meeting room, it should notify the Library immediately.
- E) A group may only use the meeting room twice during a calendar month. The library administration may waive this requirement for a multi-session class. (A multi-session class is defined as one where the subject matter from the first class is absolutely essential as a building block for the next class.) Government and government sponsored programs are exempt from the twice a month restriction.
- F) The Library reserves the right to move any meeting from its large meeting room to the small, glass conference room without prior notice to the group using the facility.

#### **4. PRIORITY**

Library functions will have priority over any other use of the meeting room. Second priority will be given to other agencies and departments of the county, state, or federal government and organizations receiving funds from the county, state, or federal government.

#### **5. REGISTRATION**

- A) Before the first scheduled use of the meeting room by an organization, its appointed representative must fill out a registration slip (see Appendix H) and meet with the Library Director or their representative. The purpose of this meeting is for instructions in the lighting systems, door locking system, heating/cooling system, etc. of the room and is considered a necessity before an organization's first use of the room.
- B) At registration, each organization's representative will receive a copy of the meeting room's regulations. It is the responsibility of each organization that its members understand and obey the regulations.

- C) Approximately one year after the initial registration, the staff will contact the group's representative and update the information.

## 6. DAMAGE

- A) While using the meeting room, organizations may not engage in any activity that could be physically harmful to the facility or to any individual, i.e. lighting candles, hazardous demonstrations, etc.
- B) Organizations will assume full responsibility for any damage to the room, its contents, or any part of the Library that results from their use of the meeting room,
- C) After their meetings, organizations are responsible for leaving the meeting room neat, clean, and returned to its original set-up. A representative from the group must fill out and sign a checklist form.
- D) The Library will assume no responsibility for damage to personal items of equipment used in the meeting room by an organization.
- E) The Library will assume no responsibility for personal items left in the meeting room after an organization's meeting.
- F) Non-profit cultural, civic and educational groups may have no more than eighty (80) persons in the room at any one time. Government and government sponsored programs are exempt from this restriction.
- G) The Library reserves the right to have law enforcement officers present at any meeting.
- H) A representative from a group using the meeting room must complete and submit to the Library a 'Checklist' form after the group's meeting. (See appendix.)

## **7. EQUIPMENT**

- A) The Library has A-V (projectors, record players, etc.) and other types of equipment available for use with the meeting room. If an organization wishes to use any of this equipment during its meeting, it should make arrangements for the equipment when it schedules the meeting room.
- B) A representative from the organization should receive instructions in the use of the desired piece of equipment from the Library staff prior to the organization's meeting.
- C) A group may use its own small items of equipment, i.e. laptops, projectors for Powerpoint presentations, etc. A group may NOT bring in any large pieces of equipment or furniture, such as portable partitions.
- D) Organizations are responsible for any damage to Library equipment that they use in the meeting room.

## **8. FEES AND ACCESS**

- A) The Library does not charge a fee for the use of the meeting room.
- B) Organizations may not charge an admission fee to their meetings or other activities in the meeting room.
- C) All meetings and programs in the meeting room must be open to the public, no matter what organization sponsors the event.

## **9. HOURS OF USE**

- A) The meeting room may be scheduled for use by an organization during regular Library hours and up to one hour after closing without charge. Government and government sponsored programs are exempt from this restriction.

- B) A group meeting must inform the staff when its meeting is done.
  
- C) With the exception of government agencies and government sponsored programs, groups may not use the meeting or conference rooms past 9PM or before 8:30AM.

#### **10. REFRESHMENTS**

- A) ABSOLUTELY NO SMOKING in the meeting room or any other part of the Library.
  
- B) Light refreshments (i.e. coffee, cookies, etc.) may be served in the meeting room, but the group using the room is responsible for immediately cleaning up any spills, crumbs, etc.
  
- C) No alcoholic beverages may be served in the Library.

#### **11. PENALTIES**

A group or organization that does not adhere to the meeting room's regulations or doesn't require its members to adhere to the regulations may lose its meeting room privileges for a specified time or permanently, as directed by the Library Administration.

#### **12. ENDORSEMENTS AND SPONSORSHIP**

The fact that a group is permitted to meet at the Library does not in any way constitute a Library endorsement of the group, or its activities and beliefs.



## **CONFERENCE ROOMS**

### **1. AVAILABILITY**

Two small, glass encased conference rooms are available on the second floor for public use.

- A) The conference room containing leisure furniture will be open all the time and is to be used for quiet study and leisure reading. This room is not available to be reserved.
  
- B) The conference room with the large table will always be open for use by the general public; however, it can be reserved for small meetings by non-profit cultural, civic, and educational groups, and meetings between government agencies and their clients.
  - 1) Reservations are on a first come, first serve basis. Reservations are made at the main desk.
  - 2) The room cannot be reserved more than three months in advance.
  - 3) An organization must reserve the room at least twenty-four hours in advance of its meeting.
  - 4) A sign will be posted in the room, noting the times for which it has been reserved.

## **2. GENERAL REQUIREMENTS**

- A) No food or drinks are permitted in the conference rooms.
  
- B) No more than ten persons can attend a meeting held in the conference room. The Library Administration may waive this restriction.
  
- C) The Library does not charge a fee for the use of the conference room.
  
- D) Organizations or individuals who reserve the conference room are responsible for any damage they cause to the room.
  
- F) The rules of general conduct for the rest of the Library apply to the conference rooms as well.

## **ACCEPTABLE INTERNET USE POLICY**

### **OVERVIEW**

The Franklin County Library provides public access computers in both the children's and adult sections of the Library. Patrons using Library Internet computers are expected to act in a responsible, ethical, and legal manner. Any use of the Library's computers that violates a law or interferes with the activities of the Library or its network may result in the loss of Library and/or Internet privileges. Violations of United States, Virginia, or local laws, including (but not limited to) the following, may lead to prosecution:

USC Title 18 Chapter 110 regarding the Sexual Exploitation and Other Abuse of Children.

USC Title 18 Chapter 71 Sections 1465-1468 regarding distribution of obscene materials.

The U.S. Copyright Act.

Code of Virginia Section 42.1-36.1

Code of Virginia Title 18.2 Article 7.1 regarding computer crimes.

Those portions of the Code of Virginia in Title 18.2 regarding obscenity and related offenses.

Those portions of the Code of Virginia in Title 18.2 regarding juveniles.

### **USAGE POLICY**

1. Computer usage is on a first come, first served basis. The time limit is two hours when others are waiting. If no one is waiting, the patron may have an additional hour. Reservations and time limits will be handled by the PC management software.
2. Copies are 25 cents each. A patron must have credit on his account or make payment at the desk before making a copy. A patron may have no more than \$5.00 credit on his account at any one time. The credit is non-refundable but may be transferred to a patron's new card.

3. The laws on illegal use of the Internet sited in the 'Overview' section will be prominently posted.
4. Sign-in on a public access computer is completed by the patron in-putting his library card number and a pre-selected PIN on the screen. County residents must have a library card to use the Internet. Adult non-county residents may have full Internet access by using a guest pass. Restricted Internet access will be provided for non-resident children and adults who do not provide proper ID. All non-residents who use the Internet must sign the logbook.
5. Downloads to floppies, CD-ROMs, and other types of removable media are permissible.
6. Management software will be turned off all public PCs fifteen minutes before closing.
7. Patrons are responsible for any damage they cause to the library's computers.

## **PENALTIES**

1. Any patron caught by the staff intentionally viewing blatantly pornographic material must leave the building immediately. The patron will then have his/her computer privileges suspended for six months.
2. For a second offense, the patron will have his/her computer privileges suspended for a year.
3. For a third offense, the patron will have his/her computer privileges suspended permanently, subject to review by the Library Board.

## **PATRON CONDUCT**

### **1. POLICIES**

- A) To enter the building, a patron must have on shoes and a shirt, as per county government policy.
- B) Smoking is not permitted in any part of the library at any time. Food and drink are not permitted in the main reading room of the Library. Under certain circumstances, food and drink are permitted in the meeting room (see Meeting Room Policies).
- C) No animals are permitted in the building except for human assistance animals, i.e. seeing eye dogs, and animals that are part of a specific library sponsored program.
- D) Parents are responsible for the conduct of their small children.
- E) Patrons must remember that the Library is a public place for the use and enjoyment of everyone. Noisy, disruptive behavior cannot be tolerated in the building. Staff will take corrective measures, such as verbal warnings, when a patron's behavior becomes unacceptable.
- F) If a patron continues his/her conduct after repeated verbal warnings, or if the initial misconduct is abnormally disruptive, or if the patron is abusive to staff or other patrons, he/she will be told to leave the building. Under this condition, the patron must exit the Library immediately. Failure to do so will be considered trespassing, and the patron will be removed by the town police.
- G) The police should be called immediately if a staff member witnesses illegal activity, i.e. drug deal, lewd behavior, etc. The staff will not file a police report on an unsubstantiated patron complaint of illegal activity.

## **UNATTENDED MINORS**

- A. Children ten years of age and younger must be accompanied by and in visual contact with a parent or responsible caregiver (14 or older) at all times, in all areas of the library.

If a child ten years of age or under is found unattended, a member of the Library staff will attempt to locate the adult or responsible person. If they cannot be located in the building within thirty (30) minutes, the local police department will be contacted to pick up the child.

- B. If, thirty (30) minutes after closing, a young child has not been picked up and there has been no communication with the parent or guardian, the staff should call the police dept. for assistance.
- C. Staff must never take a child home. Moreover, staff must never transport a child except for Library sponsored field trips where prior approval has been granted by the parent or guardian.

## **COMMUNITY SERVICE WORKERS**

### **1. POLICIES**

- A) The Library accepts only community service workers that have been to court and are assigned hours by a judge in Franklin County.
  
- B) Community service workers must follow the rules and regulations outlined in the agreement they sign. (See appendix I). If a worker violates the regulations of their agreement, he/she may lose the privilege of completing the required community service hours at the Library. In this event the worker's case will be referred to the appropriate authority.
  
- C) At the completion of the required hours, the worker will receive his/her time sheet (see appendix J). A copy will be kept on file at the Library.

## **PHONES**

### **1. PATRON USE**

- A) All telephones in the Library are for staff use only.
- B) Library staff will make phone calls for patrons in emergency situations.
- C) A sign will be at each entrance instructing patrons to turn their cell phones to vibrate and to conduct cell phone conversations outside.

### **2. MESSAGES FOR PATRONS**

- A) While the staff will take messages for patrons, this practice should not be encouraged.
- B) If the number of calls or messages for a patron becomes excessive or interferes with Library function, the staff may curtail this service. Emergency calls or messages will be exempted from this rule.



## **BULLETIN BOARD**

### **1. ELIGIBILITY**

- A) The Franklin County Library adheres to the guidelines of the American Library Association in providing public bulletin board space for announcements.
- B) Public bulletin board space at the Library is reserved for announcements, fliers and other appropriate documents from government agencies, cultural, civic, and educational groups, and other non-profit organizations.
- C) Announcements, advertisements, commercial endorsements, etc. for profit-making purposes (such as flea markets, yard sales, tutoring services, babysitting or cleaning services, etc.) or other announcements by profit-making organizations (such as business hours, coming events, etc.) may not be displayed.
- D) Notices from the FCC, the state Water Control Board, and other government agencies regarding radio station licenses, water company permits, or other activities which, by law, require public notification will be kept at the front desk with a notice to this effect posted on the bulletin board, If a government announcement is required by law to be posted in plain view, it will be placed on the bulletin board, regardless of its length or the number of pages involved.

### **2. POLICIES**

- A) Announcements, fliers, etc., must be one page or a one-sided surface, such as a poster, and may not be of a size and configuration that interferes with the other items on the bulletin board.
- B) Announcements for specific events may not be placed on the bulletin board more than two weeks in advance of the event.
- C) When announcements are posted on the bulletin board, they will be dated. No announcements may stay on the bulletin board for more than two weeks. Notices,

announcements, fliers, etc. from the county, state or federal government are exempt from this restriction.

- D) All items must be approved by the staff before being placed on the bulletin board. Any notice placed on the bulletin board without approval from the Library staff will be removed, regardless of its intellectual content.

## **DISPLAY CASE**

### **1. POLICIES**

- A) The Franklin County Library has priority on the use of the display cases and may exhibit items that it deems to be in the public interest.
- B) Second priority will be given to agencies and departments of the county, state, and federal governments and organizations receiving funds from the county, state, or federal governments. Non-profit cultural, civic, and educational groups and individuals with collections of public interest can exhibit in the display cases. The display cases may not be used for any commercial purpose. An artist may place a card containing his/her name and phone number with the display but not the cost of an item.
- C) Item(s) may not be of a weight and configuration beyond what the cases can tolerate.
- D) An exhibit by an individual or an organization will be displayed for thirty days. This period may be extended with approval by the administration.
- E) The Library is not liable for any damage that may occur to exhibits displayed in the cases.
- F) An organization or individual may not display any exhibitions that are potentially physically harmful to the building or to an individual.
- G) Exhibiting items from an organization in the display case(s) does not constitute an endorsement by the Franklin County Library of that organization, its beliefs or activities.
- H) The Franklin County Library subscribes to the guidelines established by the American Library Association regarding display areas.

## **DISPLAY OF ARTWORK AND OTHER ITEMS OF CULTURAL, CIVIC, AND EDUCATIONAL INTEREST**

### **1. DEFINITION**

- A) Artwork” is defined as paintings, drawings, photographs, sculptures, handicrafts, and other items deemed suitable for display by the Library Administration. “Items of cultural, civic, and educational interest” is defined as objects that promote an understanding, appreciation, or knowledge of history, civics, government, science, or other areas of human endeavor.

### **2. POLICIES**

- A) Art. Work or other objects may be displayed for a period of thirty days, unless otherwise specified by the Library Administration.
- B) Artwork which appeals strictly to prurient interests is not suitable for display. The Library Board of Trustees will judge whether or not a particular item meets community standards. Artwork and other objects of a non-sexual nature may be rejected for display if, in the opinion of the Library Board of Trustees, the items are insensitive to community standards.
- C) A card with the artist’s name, address, and phone number may be placed with each art item; however, a price tag or other form of “for sale” designation may not be displayed with an art item or at any other location in the Library.

- D) The Library Administration will make the final decision as to where and in what manner all art works and other items will be displayed.
  
- E) Artwork and other display items may not be of a size and configuration that interferes with the normal operation of the Library.
  
- F) The Library Board of Trustees may reject any potential donation of artwork.

## **DISPLAY AND DISTRIBUTION OF PAMPHLETS, FLIERS, HANDOUTS, BOOKMARKS, AND OTHER INFORMATIONAL MATERIALS**

### **1. POLICIES**

- A) The Franklin County Library adheres to the guidelines of the American Library Association regarding the distribution of pamphlets, fliers, bookmarks, and other informational material.
- B) Material to be distributed must be produced by non-profit educational, cultural, or governmental agencies, groups or organizations. Profitmaking groups or organizations may not distribute pamphlets, fliers, handouts, bookmarks, etc. in the Library. Individuals may not disseminate personal information, opinions, advice, etc. via handouts, fliers, pamphlets, bookmarks, etc. in the Library.
- C) Items to be displayed and distributed must be of an educational, cultural, or informational nature.
- D) All items must be approved by the Library Administration before display and distribution.
- E) Pamphlets, handouts, fliers, bookmarks, etc. may be displayed and distributed only in the designated area for this purpose.
- F) Materials may not be of a size or quantity that interferes with the display and distribution of other materials.
- G) The display or distribution of pamphlets, handouts, fliers, bookmarks, etc. by an organization on Library property does not constitute an endorsement of that organization, its beliefs, or activities by the Franklin County Library.

## **GIFTS AND DONATIONS**

### **1. POLICIES**

- A) The Library reserves the right to add to its collection only those donated books and materials which meet its selection criterion. Moreover, the Library reserves the right to place any donated item in its book sale.
  
- B) The Library may reject any gift materials that are wet, moldy, or bug infested; and any gifts, including donations of money designated for a specific purpose or unsolicited magazine subscriptions, that conflict with the Library's mission or standards of service.
  
- C) The Library will decide about the placement and manner of display of any gift materials, including magazine subscriptions.
  
- D) Unless prior arrangements are made in writing with the Library Administration, all items housed at the Library become the property of the Library. The exception to this rule is short term displays, i.e. items for the display case, school projects, and other items displayed for less than two months.
  
- E) Individuals who donate new materials, items for the local history room, monetary gifts., or other items of substantial value, will receive a letter receipt. Upon request, individuals who donate used materials, i.e. boxes of old books, paperbacks, bundles of magazines, etc. will receive a form receipt. (See Appendix).

## **INCLUSION ON THE AGENDA**

### **POLICIES**

- A) Meetings of the Library Board of Trustees are open to the public, and any individual may attend as an observer.
- B) Citizens must request a spot on the agenda from the Library Administration not less than seventy-two hours before the meeting, accompanied by a brief written statement of the individual's position and what action he or she wants the Board to take.
- C) An individual must limit his or her talk or presentation to the Board to ten minutes.
- D) These requirements may be waived at the discretion of the Chairman of the Board of Trustees.
- E) (See Library Board by-laws. Appendix L)



## **SKATEBOARDING, BICYCLING, ETC., AND LOITERING**

### **1. POLICIES**

- A) Skateboarding, rollerblading, and other forms of “gravity sports” will not be permitted in the Library’s parking lot at any time.
  
- B) Loitering around the Library building after business hours and on Sundays and holidays will not be permitted.
  
- C) Bicycles are to be used as transportation to the Library only. They are not to be ridden in the parking lot for sport.

## **MOBILE MEDIA SERVICES**

### **Priorities and Guidelines**

#### **Mission statement**

The Franklin County Public Library's Mobile Media Services (Bookmobile and Library Express) deliver library services to persons who are not served or who are underserved by traditional branches because of physical, economic, social, geographic or other barriers. Mobile Media Services provides library materials and services to people of all ages.

The Bookmobile and Library Express are committed to serving as an effective extension of the Franklin County Public Library by providing library materials and timely personal services to communities, neighborhoods and individuals.

The Bookmobile is committed to promoting early childhood literacy development by providing services and age appropriate materials to daycare providers and elementary schools. The Franklin County Library also believes that school media centers are essential for supporting the curriculum needs of a school; the bookmobile will not be used to supplant those efforts. The Bookmobile provides complementary services to schools and will target schools in areas where there are economic, geographic, or other barriers to student access to the traditional library.

The Bookmobile is a branch of the Franklin County Public Library system and you can use it similarly to a fixed branch. Materials borrowed from the Bookmobile can be returned on the subsequent visit. Materials borrowed from the Bookmobile can be returned to it or any of the other branches. Likewise, materials borrowed from other branches can be returned to the Bookmobile. You can also renew materials on the Bookmobile or request specific titles that you can pick up at the next visit to your stop. The Bookmobile does not carry cash or accept riders. The Bookmobile is a wireless hot spot and provides internet service during its stops.

#### **Bookmobile Service priorities**

- Outlying communities with limited access to an established library.
- Senior/Care/Youth facilities.

- Community Events.
- Provide information to people of all ages and abilities for their recreation, education and lifelong learning
- Introduce non-users to library collections and services
- Conveniently provide popular materials in a variety of formats that will increase library use and encourage a lifelong desire to read
- Support mini-branches and pre-school outreach
- Increase visibility of the library and the Friends of the Library by generating a positive image throughout the entire community

### **Guidelines**

Stops range from 30 to 180 minutes depending on usage and need. The schedule will be arranged to provide optimum and visible service to the largest number of residents as efficiently as possible.

### **Criteria to establish, modify, or discontinue bookmobile stops**

Due to limited staffing, operating hours, and budget constraints, the bookmobile cannot visit all areas of potential need. The following criteria are typically used to select bookmobile stops.

- Bookmobile stops must be within the Franklin County Library service area.
- The stop should reflect the mission of Franklin County Public Library Mobile Media Services
- Potential stops will be evaluated and selected according to their service priority.
- Sufficient staff and resources must be available to add a stop.
- The stop must provide ample room to maneuver and park the bookmobile on a level, solid parking area.
- The stop must provide maximum accessibility and safety for customers and staff; and sufficient parking area for patrons.
- Population density and proximity of other library facilities or stops will be considered in establishing or continuing bookmobile stops.
- Maximum efficiency of bookmobile routes and travel time throughout the area served will be considered in adding new stops.
- Easily integrate into the existing schedule.
- The stop can be advertised and promoted by the Library

- Preference is given to visible locations that are community centers and/or provide other community services.
- The Bookmobile schedule will be adapted to respond to usage of service including circulation, door count, reference questions, and other library services.
- Stops are evaluated in an ongoing basis. The library reserves the right to cancel/change/move a stop at any point if it feels the arrangement is not the best use of library resources in order to allow service to other areas.

## **Library Express**

The Library Express service seeks to provide library materials to Franklin County Residents who are unable to visit the library according to the criteria below.

Library Express delivery includes the selection of materials by library staff and delivery of those materials by library employees.

## **Eligibility**

If you live in Franklin County and are restricted to your home temporarily or permanently because of illness, disability, or related issues, you may use the Franklin County Library Express service.

- To receive services, you must be a homebound resident of Franklin County and unable to visit the library due to physical disability or chronic illness.
- Residents are to be considered homebound if they have a condition (due to illness or injury) that restricts their ability to leave their place of residence, except with the aid of a supportive device such as crutches, canes, wheelchairs, and walkers, the use of special transportation, the assistance of another person or if leaving home is medically contraindicated. In most circumstances, if a resident drives he/she would not be considered homebound.
- You'll also need a library card in good standing to receive services. If you do not currently have a library card, we can sign you up for one.
- Library materials are delivered once a month, at present based on a seasonal schedule.
- There is no charge to participate, if eligible. Because we schedule pick-up of materials, there are no overdue fines. However, you are responsible for the care of library materials and for ensuring they are available at the scheduled pickup

time and location. If you lose or damage materials, you will be charged the cost of the item.

## **BOOKMOBILE**

### **1. SCHEDULING**

- A) The schedule will be strictly adhered to except for reasons beyond the control of the staff, i.e. weather, mechanical, failure, etc.
- B) The bookmobile will not run on days when county schools are closed because of weather or road conditions.
- C) The Bookmobile Driver will inform the radio stations of any changes in the schedule because of weather, mechanical failure, etc.

### **2. REGISTRATION**

- A) All patrons must register for a card in order to borrow materials from the bookmobile. (NOTE: If a patron has already registered at the main Library, he/she may use that card on the bookmobile. Conversely, a patron who registers on the bookmobile may use that card at the Library. Patrons need one and only one card to use both service outlets.)
- B) A patron is responsible for all materials checked out on his/her card.
- C) Parents must sign the registration card for children under the age of sixteen.
- D) Parents are responsible for all materials checked out on the card of a child under age sixteen; however, a teacher, program coordinator, etc. may have one card for his/her

class, group, etc. The teacher, program director is responsible for all materials checked out on the card.

- E) An institution—i.e. nursing home, day care center, etc. —that checks out books for its patrons, clients, patients, etc. will need one and only one borrower’s card for the institution. The card must be in the name of the institution, and the registration must be signed by the institution’s director, coordinator, etc.
- F) An institution is responsible for all materials checked out on behalf of its patrons, clients, patients, etc.
- G) The initial borrower’s card is free. A two-dollar fee is charged for replacement cards.

### **3. CIRCULATION**

- A) Borrowed materials are due the next time the bookmobile returns to a particular stop, approximately one month. Borrowed items automatically renew until the next month’s stop if they are not returned. No further renewals are available.
- B) Fines will be assessed on items that are not returned after the automatic renewal period. In addition, the patron will receive a phone call from the staff. Postcards will not be sent to bookmobile patrons. In the event the patron does not have a phone, a letter will be sent.
- C) A patron who has a bookmobile item sixty days overdue will lose his/her borrowing privileges on the bookmobile and may not check out items from the main Library.
- D) When a reserved bookmobile book is returned to the main library, the staff will call the patron and inform the individual of the book’s availability during the next run. If the book cannot be picked up then, it will be held at the main library for seven days. After that time, the book goes on to the next patron or back on the shelf of the appropriate agency.

- E) Patrons may return bookmobile items to the library and pay any fines there. Conversely, library materials may be returned to the bookmobile and any fines paid there.
- F) The bookmobile will not carry A-V materials on a regular basis but will fill special requests for A-V items. Videos and DVDs will check out for one week, and it is the responsibility of the patron to return them to the main library by the due date.

#### **4. GENERAL REGULATIONS**

- A) By making use of the bookmobile and its services, the patron agrees to abide by all rules and regulations set forth by the Franklin County Library Board of Trustees for the safe and efficient use of the bookmobile by all patrons.
- B) No food or drinks are permitted on the vehicle.
- C) No smoking on the bookmobile.
- D) No pets allowed on the bookmobile.
- E) Only staff members are permitted on the bookmobile when it is in motion.
- F) Only staff members are permitted in the driver's compartment.
- G) Parents must control their children at all times. Parents are financially responsible for any and all damages their children cause to the bookmobile or its contents. If a child persists in his/her behavior after being asked by a staff member to stop, then the parent will be asked to remove the child from the bookmobile.
- H) Inappropriate behavior by adults will not be tolerated either. Any adult who refuses to cease such activity will be asked to exit the bookmobile.
- I) Patrons must exit promptly at the end of the allotted time for a particular stop.

- J) If a patron cannot meet the bookmobile in person and wants the staff to pick up books at a certain spot, i. e. from the porch, the patron must notify the bookmobile staff not less than twenty-four hours ahead of time. (NOTE: The patron is responsible for any damage/loss of items left at a particular location for the bookmobile until the items are physically retrieved by the staff.)



## **LOST AND FOUND**

### **I. GENERAL REQUIREMENTS**

- A) A 'lost and found' of items left by the public in the Library will be maintained in the workroom.
  
- B) All 'found' items will be tagged with a date.
  
- C) The staff will try to contact the owner of an item if that item is identified with a name, phone number, etc.
  
- D) Articles of clothing, notebooks, toys, and other items of lesser value will be kept for thirty days and then given to Good Will, the women's shelter, or placed in the dumpster, depending on the item and its condition.
  
- E) Wallets, jewelry, car keys, documents such as birth certificates, eyeglasses, and any other items of greater value will be kept for six months and then will be deposited of in the same manner as described in paragraph (D).

## **APPENDIX & SAMPLE FORMS**

A. Collection Development Policy	A1-A2
B. Library Bill of Rights	B1
C. Special Collection Request	C1
D. Unlawful Use of Internet	D1
E. Interlibrary Loan Form	E1
F. Meeting Room Registration	F1
G. Agreement between Community Service Workers and the Franklin County Library	G1
H. Community Service Worker Time Sheet	H1
I. Receipt of Gifts and Donations	I1
J. By-laws of the Library Board of Trustees	J1-J3
K. Request for Reconsideration of Library Materials	K1
L. Meeting Room Checklist	L1
M. Closing Checklist	M1

## **COLLECTION DEVELOPMENT POLICY**

### INTRODUCTION and OVERVIEW

The intent of a collection development policy is to provide guidance in decision-making about the resources to be made available to the community in both the selection and evaluation of library materials. It is also intended to provide transparency to the community regarding the considerations that influence the development and maintenance of the collection.

The mission of the Franklin County Public Library System is to provide access to informational, educational, cultural and recreational materials and services in a variety of formats and technologies; to promote reading, literacy and lifelong learning; and to protect the public's right to know by resisting censorship and providing equal access to information. Franklin County Public Library embraces intellectual freedom therefore, materials are selected to appeal to patrons of different ages and interests, including those with content that may be considered controversial. Not everything in the library will be appropriate for all patrons. Library staff members will help parents, guardians and children locate materials, but they cannot presume to make decisions for parents and guardians as to which library materials are appropriate for their children. The presence of an item in the collection does not indicate any endorsement of its content by the Library.

SCOPE OF THE CURRENT COLLECTION (*Appendix A-Weeding Guidelines will be removed from the policy manual and replaced by the following statement*)

The existing Franklin County Public Library collection includes a wide range of materials that support the educational, cultural, professional, and recreational interests of the community. Budget and space considerations limit the depth of the collection. In order to provide expanded content, the Library provides an Inter-Library Loan service and the Library participates in the Overdrive Southwestern VA consortium.

### SELECTION

The selection of library materials is performed by both the Library Director and professional collection development staff. The following selection criteria are considered for purchased and donated materials in all formats. An item does not need to meet all criteria to be selected for acquisition.

- A) Potential or known use by patrons (or perceived community need and interest)
- B) Authoritativeness and reputation of author or publisher
- C) Significance of subject matter or author
- D) Importance to total collection development
- E) Availability and suitability of format
- F) Appearance of item on important bibliographies, lists, and in recognized book reviewing media

G) Accuracy and timeliness of content

H) Cost of material

I) Available space

J) Within the limits of its budget and its stated policies, the Franklin County Public Library will attempt to respond to all recommendations from county residents; however, the library has no mandate to purchase all patron requests.

Esoteric items will be referred to ILL.

#### RETENTION

A) The collection will be weeded of outdated and damaged materials on a periodic basis. Limited space and the goal of maintaining a dynamic collection that meets the needs and interests of the community require regular withdrawal of some items from the collection. Criteria considered to allow for the withdrawal of worn, obsolete or infrequently used materials include:

- Factual accuracy of information
- Statistical records of past circulations
- Newer edition of the material
- Space limitations
- Relevance to the community's current interests
- Condition of item
- Availability from other sources of information

When an item is designated for withdrawal, it may be replaced, donated to the Friends of the Library or approved community partners or recycled.

B) The Library will retain at least one copy of a book by a Virginia author. Additional copies of the book may be weeded out as need dictates. Materials dealing with Virginia history or genealogy will be retained. Additional copies of genealogy materials may be weeded or relocated as need dictates due to space limitations or availability of other sources of information.

C) Books with some distinguishing characteristic (i.e. an autograph) which might increase its value will be retained.

#### GIFTS AND DONATIONS

Franklin County Public Library welcomes the donation of books and other materials. The Library reserves the right to temporarily halt the acceptance of donations due to space limitations and keep, discard or provide donated materials to the Friends of the Library for their use in book sales to support library programs and services.

## RECOMMENDATIONS FOR PURCHASE

Franklin County Public Library welcomes suggestions from the community for materials to be included in the collection. All selections for purchase must meet the guidelines presented in the collection development policy and are not automatically added to the collection. Requests may be made in person in writing or through the online catalog.

## RECONSIDERATION

A) The Franklin County Library subscribes to the Library Bill of Rights. (See appendix B). The Library also embodies the principles found in the Freedom to Read Statement prepared by the American Library Association and the American Book Publisher's Council.

B) Residents of Franklin County objecting to the inclusion of an item in the Library's collection may complete a form for the reconsideration of materials. (See appendix M)

C) After the submission of the form to the Library Administration, the reconsideration process is as follows:

1. The Library Administration will distribute a completed copy of the form to each Library Board member.

2. Library Board members will review the form and material in question

3. As expediently as practical, the Board will consider the matter at its regular monthly meeting . The patron completing the form will be notified of this meeting and may address the Board.

4. The Board will vote on the matter. To remove an item from the collection requires a three-fourths majority vote.

5. If the patron who initiates the complaint is unable to attend the Board meeting, he or she will be notified of the decision by regular mail.

## **UNLAWFUL USE OF INTERNET**

**Patrons using Library Internet computers are expected to act in a responsible, ethical, and legal manner. Any use of the Library's computers that violates a law or interferes with the activities of the Library or its network may result in the loss of Library and/or Internet privileges. Violation of United States, Virginia, or local laws, including (but not limited to) the following, may lead to prosecution:**

**USC Title 18 Chapter 110 regarding the Sexual Exploitation and other Abuse of Children.**

**USC Title 18 Chapter 71 Sections 1465-1468 regarding distribution of obscene materials.**

**The U.S. Copyright Act.**

**Code of Virginia Section 42.1-36.1.**

**Code of Virginia Title 18.2 Article 7.1 regarding computer crimes.**

**Those portions of the Code of Virginia in Title 18.2 regarding obscenity and related offenses.**

**Those portions of the Code of Virginia in Title 18.2 regarding juveniles.**

## SPECIAL COLLECTIONS REQUEST

**TO THE TEACHER:**

**Please complete this form to have the Library set aside materials on a specific subject area for your class. Materials will be housed at the Library's front desk on a short-term basis. Materials will be for in-library use only.**

**REQUEST DATE -----**

**NAME-----**

**HOME PHONE-----**

**SCHOOL----- SCHOOL PHONE-----**

**SUBJECT TO BE SET ASIDE-----**

-----

**BEGINNING DATE-----**

**ENDING DATE-----**

## MEETING ROOM REGISTRATION

**ORGANIZATION** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\*\*I am an authorized representative of the organization listed above. I have received and read a copy of the regulations for the use of the meeting room as adopted by the Franklin County Library Board of Trustees. Prior to my organization's first use of the meeting room, I have received a tour of the room and an explanation of the lighting, heating, door locking system, bathroom access, kitchen facilities, etc. I understand all of the regulations and the mechanical/plumbing etc. systems associated with the meeting room. I understand that groups/organizations using the meeting room are responsible for any and all damage to the meeting room or the rest of the Library that results from their use of the room. I further understand that groups/organizations using the meeting room are responsible for their individual members knowing the meeting room regulations and adhering to them. I understand that the Library reserves the right to move my organization's meeting to a smaller conference room without prior notification. There is no charge for using the meeting room during normal business hours and for up to one hour after closing. For use outside of normal business hours and the one-hour grace period, the charge is \$10 per hour, with a \$10 minimum. Government agencies and government sponsored programs are exempt from any charges. Groups may not meet past 9PM in the evening or before 8:30AM in the morning.

**\*\*SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAME: (PRINT)** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE (h)** \_\_\_\_\_  
\_\_\_\_\_ **(w)** \_\_\_\_\_

**ALTERNATE CONTACT PERSON (PLEASE PRINT):**

**NAME** \_\_\_\_\_ **PHONE(h)** \_\_\_\_\_  
\_\_\_\_\_ **(w)** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

---

**STAFF USE ONLY:**

<b>UPDATED</b> _____	<b>INITIAL</b> _____
<b>UPDATED</b> _____	<b>INITIAL</b> _____
<b>UPDATED</b> _____	<b>INITIAL</b> _____
<b>UPDATED</b> _____	<b>INITIAL</b> _____



# COMMUNITY SERVICE WORKER AGREEMENT

## COMMUNITY SERVICE WORKERS MUST BE AT LEAST 16 TO WORK AT THE LIBRARY!

In exchange for the privilege of doing my community service hours at the Franklin County Library, I \_\_\_\_\_ will adhere to the following rules and regulations.

1. To be alcohol and drug free at all times while working in the Library.
2. To be neat and clean and observe the rudiments of personal hygiene. Furthermore, hats will not be worn in the building. T-shirts with inappropriate or offensive slogans are not acceptable. Torn jeans and slacks cannot be worn. No body piercing except ears.
3. To always be polite and courteous with the Library staff and members of the public.
4. To never use profane language.
5. To always demonstrate a good attitude towards the Library, its staff and members of the public while doing my community service work.
6. To not receive personal calls or visits while working.
7. To realize that I'm at the Library to work and to avoid distractions, including Ipods, MP3 players, CD players, etc.
8. To not take 'cigarette breaks' or use tobacco products while doing community service hours if I'm under the age of eighteen.
9. It is critically important that community service workers fill out their time sheets daily and that the hours and dates are correct. Finishing time should not be filled out until it's time to leave. If there is a problem with the time sheets, the community service worker should see a Library staff member immediately.
10. Community service workers must work three continuous hours before they take a 'break.' This 'break' will be ten minutes only, and the community service worker must check with a staff member first. If a community service worker needs more than a ten-minute break (as an example, for lunch), he or she must sign out and then sign back in when starting work again.
11. *Community service workers must begin work within 72 hours of committing to work at the Library, and they **MUST** complete at least 5 hours of work per week. If he/she doesn't call or report to work as scheduled, the library will cancel this contract with the community service worker.*

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent or guardian (if under 18) \_\_\_\_\_

Referred by \_\_\_\_\_

Hours \_\_\_\_\_ Hours to be completed by: \_\_\_\_\_

I REALIZE THAT IF I BREAK ANY OF THE RULES ABOVE OR ENGAGE IN ANY OTHER ACTIVITY THAT THE STAFF MAY DEEM INAPPROPRIATE OR DETRIMENTAL TO THE LIBRARY, I MAY LOSE MY PRIVILEGE OF DOING COMMUNITY SERVICE HOURS AT THE LIBRARY AND MY CASE MAY BE REFERRED TO THE APPROPRIATE AUTHORITY.

\_\_\_\_\_  
*Community Service Worker*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Library Representative*

\_\_\_\_\_  
*Date*

## COMMUNITY SERVICE WORKER TIME LOG

NAME: \_\_\_\_\_

COMPLETION DATE: \_\_\_\_\_

HOURS: \_\_\_\_\_

DATE	TIME IN: TIME OUT:	HOURS WORKED	HOURS REMAINING	STAFF INITIALS
DATE	TIME IN: TIME OUT:	HOURS WORKED	HOURS REMAINING	STAFF INITIALS
DATE	TIME IN: TIME OUT:	HOURS WORKED	HOURS REMAINING	STAFF INITIALS
DATE	TIME IN: TIME OUT:	HOURS WORKED	HOURS REMAINING	STAFF INITIALS
DATE	TIME IN: TIME OUT:	HOURS WORKED	HOURS REMAINING	STAFF INITIALS
DATE	TIME IN: TIME OUT:	HOURS WORKED	HOURS REMAINING	STAFF INITIALS
DATE	TIME IN: TIME OUT:	HOURS WORKED	HOURS REMAINING	STAFF INITIALS
DATE	TIME IN: TIME OUT:	HOURS WORKED	HOURS REMAINING	STAFF INITIALS
DATE	TIME IN: TIME OUT:	HOURS WORKED	HOURS REMAINING	STAFF INITIALS
DATE	TIME IN: TIME OUT:	HOURS WORKED	HOURS REMAINING	STAFF INITIALS

**RECEIPT OF GIFTS AND DONATIONS**

**DATE** \_\_\_\_\_

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THE INDIVIDUAL CITED ABOVE DONATED THE FOLLOWING ITEMS  
TO THE FRANKLIN COUNTY LIBRARY:**

**PAPERBACK BOOKS** \_\_\_\_\_

**HARDBACK BOOKS** \_\_\_\_\_

**OTHER** \_\_\_\_\_

**STAFF SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

Appendix M

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

- A requestor must have a valid Franklin County Public Library card and be a resident of Franklin County, Virginia to have their request considered.
- Only one item/title can be submitted per form and only one request form can be submitted by the same household or organization at one time. Forms containing more than one title will not be considered.
- Additional reconsideration requests cannot be submitted by the same household or organization until the Library Board responds to and resolves the initial request.

Title \_\_\_\_\_ Book \_\_\_ Periodical \_\_\_ Other \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Request initiated by (your name) \_\_\_\_\_

Your address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Franklin County Public Library Card # \_\_\_\_\_

Do you represent:

\_\_\_ Yourself

\_\_\_ An organization (name) \_\_\_\_\_

\_\_\_ Other group (name) \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

2. Did you read the entire work? \_\_\_\_\_ What parts? \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

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

6. Are you aware of judgments of this work by literary critics? \_\_\_\_\_

7. What would you like the library to do about this work? \_\_\_\_\_

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

9. If you are not asking for removal of the item but wish the material to be maintained in a different shelf location within the Library; which location in our library would be your recommendation?

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## MEETING ROOM CHECKLIST

Organization's name \_\_\_\_\_

Representative's name \_\_\_\_\_

Representative's phone# \_\_\_\_\_

Date \_\_\_\_\_

Meeting start time \_\_\_\_\_

Meeting completion time \_\_\_\_\_

\_\_\_\_\_ A-V equipment turned off.

\_\_\_\_\_ Coffee pot unplugged and cleaned.

\_\_\_\_\_ Sink cleaned.

\_\_\_\_\_ Countertop cleaned.

\_\_\_\_\_ Trash placed in trash cans.

\_\_\_\_\_ Staff notified of any spills, accidents, or maintenance problems.

\_\_\_\_\_ All personal belongings removed.

\_\_\_\_\_ Furniture returned to its original set up.

\_\_\_\_\_ Lights turned out.

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Representative's signature \_\_\_\_\_

Turn in this sheet to a staff member at the end of your meeting.

## **CLOSING CHECKLIST**

DATE \_\_\_\_\_

### **TOP FLOOR**

- \_\_\_\_\_ Count money and lock in director's desk.
- \_\_\_\_\_ Check meeting room, especially after use by a group. (Check A-V closet. Make sure coffee pot is unplugged, lights out, etc.)
- \_\_\_\_\_ Check bathrooms. (Toilets flushed, lights out.)
- \_\_\_\_\_ Check large storage room.
- \_\_\_\_\_ Check hall leading to computer room, storage room, etc.
- \_\_\_\_\_ Check Story Hour Room, including A-V closet. Turn out lights.
- \_\_\_\_\_ Log off Dynix terminals.
- \_\_\_\_\_ Walk down foyer staircase. Turn out lights.

### **BOTTOM FLOOR**

- \_\_\_\_\_ Count money and lock in director's desk.
- \_\_\_\_\_ Log off Dynix terminals.
- \_\_\_\_\_ Check bookmobile room, entrance way to basement.
- \_\_\_\_\_ Check leisure area behind biographies.
- \_\_\_\_\_ Walk through stacks.
- \_\_\_\_\_ Check bathrooms. (Toilets flushed, lights out.)
- \_\_\_\_\_ Check kitchen area. (Coffee pot unplugged. Sink and counter clean.)
- \_\_\_\_\_ Make sure patrons exit the foyer.
- \_\_\_\_\_ Unlock book drop.
- \_\_\_\_\_ Begin 'Day End.'
- \_\_\_\_\_ Turn out the lights.
- \_\_\_\_\_ ***LOCK AND CHECK ALL OUTSIDE DOORS.***

## Appendix B

### **LIBRARY BILL OF RIGHTS**

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

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

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

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

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

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

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

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

## **BY-LAWS OF THE LIBRARY BOARD OF TRUSTEES**

1. Pursuant to the requirements of the general Code of Virginia, the Board of Trustees of the Franklin County Public Library shall consist of seven members or trustees, appointed by the governing body from the citizens at large. Each Magisterial District shall be represented by one trustee on the Board, and trustees must reside within the district they represent. The term of office shall be four years. No member may serve more than two complete successive terms. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the board are regularly chosen. A member shall not receive a salary or other compensation for services as a member, but necessary expenses actually incurred shall be paid from the Library fund. A member of a Library Board may be removed for misconduct or neglect of duty by the governing body making the appointment.
2. Upon appointment, the following oath of office shall be taken by each member:

“I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Virginia and that I will faithfully and impartially discharge and perform all the duties encumbered on me as a member of the Franklin County Public Library Board of Trustees according to the best of my ability, so help me God.
3. Regular meetings shall be held on the Thursday before the second Monday of each calendar month, in the Library, or at such other time and place as the Board may determine.
4. Special meetings may be held at any time at the call of the Chairman or Secretary or at the call of any two members of the Board, provided that notice thereof be given to all members at least twenty-four hours in advance of the special meeting.
5. A quorum at any meeting shall consist of four or more members.
6. The officers of the Board shall be a Chairman, a Vice Chairman and a Secretary. Their term of office shall be for one-year coinciding with the fiscal year, and they may succeed themselves one time.
7. The duties of all officers shall be such as by custom and law devolve upon such officers in accordance with their names. The Chairman shall be, ex officio, a member of all standing committees.
8. The order of business at all regular meetings of the Board shall be as follows:
  - Roll call
  - Disposition of minutes of previous meeting
  - Financial report
  - Communications
  - Report of librarian
  - Reports of committees



- Unfinished business
- New and miscellaneous business

9. Robert's Rules of Order shall govern in the parliamentary procedure of the Board.
10. The Library Director shall be the executive director of the policies adopted by the Board. His or her duties and responsibilities will include: (a.) the direction and supervision of all staff members in the performance of their duties, and (b) the submission to this Board of regular reports and recommendations for policies and procedures.
11. Amendments to these rules may be proposed at any regular meeting but may become effective only after a favorable vote at a subsequent meeting. Any of the foregoing rules may be suspended by a unanimous vote of all the members present at any meeting and the vote on such suspensions shall be taken by yeas and nays and entered in the official record.

#### **GENERAL DUTIES OF THE LIBRARY BOARD**

- A. To hire a capable, trained librarian subject to approval by the governing body.
- B. To determine Library policies.
- C. To approve expenditures of Library funds.
- D. To receive gifts to the Library.
- E. To work actively for the improvement of all libraries by supporting library legislation in the state and nation.
- F. To become familiar with the State and Federal aid program and with state and national library standards.
- G. To attend Board meetings regularly.
- H. To become familiar with what constitutes good library service by reading, attending library meetings and visiting other libraries.
- I. To support the Library's service program in daily contacts with the public at large.

#### **GENERAL DUTIES OF THE LIBRARIAN**

- A. To administer the Library.
- B. To be technical advisor to the Board.
- C. To hire the staff for established positions according to the recommendations of the State Library Board.
- D. To direct the activities of the staff.
- E. To prepare the budget in consultation with the Board.
- F. To keep financial records of the Library.
- G. To select and purchase books, Library materials and supplies.
- H. To prepare and release all Library publicity.
- I. To stimulate growth of Library service.
- J. To keep the board informed about changes in library legislation and standards.
- K. To attend Library meetings.