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# Halifax County- South Boston Public Library System

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Policy Manual

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## **ACQUISITIONS POLICY LOCAL HISTORY ROOM**

### **LOCAL HISTORY ROOM MISSION STATEMENT**

The mission of the Local History Room is to preserve information related to the history of Halifax County, its towns, communities, and families, the communities from which the original settlers of Halifax County came, and the Southside region of Virginia.

### **COLLECTION ACCESS**

Access to the Local History Room shall be available at times established by the Library Director.

### **COLLECTION SCOPE**

The focus of the collection shall include resources about the history, genealogies, and culture of Halifax County and the towns and communities in Halifax County, as well as neighboring counties and communities.

### **LOCAL HISTORY ROOM COLLECTION GUIDELINES**

Any resources under consideration for addition to the Local History Room's collection shall specifically relate to and support the mission of the Local History Room.

Resources located in the Local History Room include books and other printed materials, online databases and resources, personal and family papers and histories, newspaper clippings, files, and other resources related to the mission of the Local History Room.

Resources for the Local History Room may be acquired via purchase, donation, or bequest. Only resources for which the Local History Room can provide proper space, preservation, and protection shall be acquired.

The collection of the Local History Room is primarily composed of print, online, and digital resources. The Local History Room is not intended to be a museum or a repository for artifacts.

The Library Director and person staffing the Local History Room are responsible for selecting resources for the Local History Room.

Resources shall remain in the Local History Room's collection as long as they retain their physical integrity, the information provided by them is deemed to be useful and correct, and they continue to support the mission of the Local History Room. Resources that must be purchased on a continual basis, such as online databases and periodical subscriptions, may be discontinued depending upon available funding.

The Local History Room shall retain multiple copies of print resources if space permits. If the retention of multiple copies creates a storage issue then one copy of the resource will be retained in the Local History Room and the other copies placed in the regular collections of the libraries or withdrawn from the collection.

The library welcomes enquiries concerning potential donations and bequests. Resources donated to or given via bequest to the library for the Local History Room are considered outright and unconditional gifts and will become the property of the library. Decisions to accept any donations or bequests of resources for the Local History Room will be made by the Library Director in consultation with the Library Board of Trustees if needed.

A receipt, if requested, shall be provided for donations and bequests to the Local History Room. The Halifax County-South Boston Public Library System shall not appraise, authenticate, or in any way place a value on resources donated or bequeathed to the Local History Room.

Donations and bequests of resources to the Local History Room shall not be accepted if any special conditions are attached to them or if they will require special storage and preservation that cannot reasonably be provided by the library.

The library shall make all attempts to properly and adequately care for, store, and maintain materials in the Local History Room, keeping in mind limiting factors such as available funds and available space.



## **ART DISPLAY POLICY**

The Halifax County-South Boston Public Library System allows displays of artwork at the both branches, governed by the following guidelines:

- Space for displays of artwork shall be made available on an equitable basis with a first come, first displayed policy.
- The name and contact information for the individual or group responsible for the display must be provided to the staff.
- The display of artwork and other materials for library programs and promotions shall take precedence over other displays.
- The library reserves the right to reject any artwork that, in the judgment of the Library Director, is illegal or that would interfere with the normal operations of the library. All displays must meet existing local, state, and federal laws on obscenity, libel, defamation of character, slander, and invasion of privacy.
- All artwork must be put in place and removed by the individual or group responsible for the display.
- Displays shall be scheduled for a period of no longer than 120 days.
- Artwork shall not be of such a weight that hanging it could cause damage to the walls.
- Items exhibited will not be sold in the library.
- Granting of permission to display artwork shall not in any way imply the library's endorsement of the artist or of the content of the artwork.
- The library assumes no responsibility for theft, loss, damage, or destruction of artwork.



## **CIRCULATION POLICY**

### **REGISTERING A PERSON FOR A LIBRARY CARD**

- An individual's first library card shall be provided free of charge.
- There is no minimum age requirement to receive a card.
- The registration process is as follows:
  - I. A registration form must be filled out in order to receive a library card. A parent, grandparent, or guardian must sign as the responsible party for a person who is under the age of 16, who does not have to be present in order to be issued a library card.
  - II. A staff member shall verify that the person does not currently have an account with the library and shall also verify the person's current address.
  - III. Once the current address is verified the staff member shall enter the person's information into the automated circulation system and issue the person a wallet card, a key tag card, and a brochure summarizing library services.
  - IV. A person who wants to obtain a card on behalf of a school or institution may do so provided that the person presents a signed letter from a representative of the school or institution requesting that the card be issued.
- Library cards that are worn from use may be replaced for free. Library cards that have been lost or stolen shall be replaced at the cost of \$2.50 per card. It is the responsibility of the cardholder to notify the library in the event that a library card is lost or stolen.
- When a person notifies the library that a library card has been lost or stolen staff shall place a block on the card along with a note stating that the card was reported lost or stolen, the date reported, and the staff member's initials.
- Library cards are to be used by the person to whom they are issued. The cardholder is responsible for all items borrowed on the card. Permission for another person to use the card must be explicitly given by the cardholder and shall be recorded in the account by

staff. The person to whom permission is given to use the card must either have the card with him/her in order to borrow items or must provide proof of identification. It does not matter if the person who has permission to use the other person's card has a card with a balance, as long as the actual card being used is below the balance threshold.

- Library accounts with no activity for three consecutive years will be deleted, unless money is owed on the account and/or there are items checked out on the account. Individuals who have been deleted from the patron database but still have their library card may register for a new account and will not be charged for a new card.
- The library does not link accounts of family members.

### CHECKING ITEMS OUT AND RENEWING ITEMS

- The patron must show his/her library card or provide proof of identification in order to check items out of the library. If staff are positive of the person's identification or have an alternate means of proving identification, then the patron may still check out items.
- Staff shall inform patrons of any fines/fees on their account during the check out process.
- Limits on items include a maximum of no more than 50 items checked out at one time, up to 10 of which may be DVDs (for adults' cards).
- DVDs may not be checked out on a card that has a juvenile patron status.
- DVDs check out for a period of 7 days and may be renewed up to three times if there are no holds on the item.
- All other materials check out for a period of 21 days and may be renewed up to three times if there are no holds on the item.
- Current copies of magazines and newspapers are not available to be checked out.
- Downloadable items, such as eBooks and eAudio materials, may have varying due dates with no options for renewal and may have a varying maximum number of titles for checkout. Items without holds may usually be checked out again. These materials are not subject to overdue fines.
- Staff may reset due dates in extenuating circumstances.

- Renewals may be done in person, over the phone, or by the patron using the library's online services. In person renewals do not require that the item be present to be renewed.
- Items cannot be renewed or have due dates reset if there is a hold placed on the item.
- Borrowing privileges are suspended once a patron accumulates \$15.00 or more in fines and fees. There are several options for patrons who owe \$15.00 or more and are unable to pay the amount at one time.

### PLACING HOLDS

- Patrons may place holds on items in person, over the telephone, or by using the library's online services.
- When the item on hold becomes available, the patron shall be contacted in one of the following ways: telephone call, postcard, e-mail, or text.
- The item will be held for the patron for seven days, after which time it shall be taken off hold status. Keeping an item on hold for longer than seven days is up to the discretion of the staff.
- The maximum number of hold requests a patron may have at any one time varies by material type.

### CHECKING ITEMS IN

- Staff will scan or type in the bar codes on items using the automated circulation system in order to check the items in.
- Overdue fine are \$1.00 per day for DVDs with a maximum overdue fine of \$6.00 and .20 per day for all other items with a maximum overdue fine of \$6.00.
- There is an automatic grace period on all items before fines begin to accrue. However, if an item is not returned by the end of the grace period then the accrual of fines goes back to the original date when the item was due.



## OVERDUES

- The date due receipt the patron receives when checking out an item is the initial notification of when the item is due. Patrons are responsible for knowing the due dates on items they check out from the library.
- Patrons shall be notified of overdue items in one of the following ways: mailed overdue notice or e-mailed overdue notice.
- Courtesy reminders, sent several days before an item is due, are available to patrons who receive e-mail overdue notices.
- The first overdue notice shall be sent once an item is approximately two weeks overdue, a second overdue notice shall be sent when an item is approximately four weeks overdue, and a bill for the replacement cost of the item and a processing fee shall be sent approximately two weeks after the second overdue notice was sent.
- Patrons who return items for which they have been billed shall have the replacement cost and the processing fee waived from their accounts and will only pay the overdue fine.
- Payment of overdue fines must be made in person using cash or, for patrons with library accounts in good standing, a check.
- Staff members shall provide patrons with receipts for the overdue fines they pay, unless a patron specifically states that he/she does not want a receipt.
- Overdue fines are charged only for days when the library is open and may be waived at the discretion of staff.

## LOST AND DAMAGED ITEMS

- Items that are lost or damaged will be charged to the patron using a predetermined replacement cost plus a \$2.00 processing fee for each lost or damaged item.
- Payment for lost or damaged items must be made in person using cash or, for patrons with library cards in good standing, a check. There is a fee for bounced checks.
- Staff members shall provide patrons with receipts for the lost or damaged item they pay for, unless the patron specifically states that he/she does not want a receipt.

- Items that are damaged and paid for become the property of the patron and lost items which are paid for and then found become the property of the patron. Refunds shall not be issued for lost items that have been paid for and then found.
- Overdue fines associated with lost or damaged items shall be waived when the patron pays for the item.
- There are several options for patrons who owe for lost or damaged items and are unable to pay the amount owed at one time.

### FORGIVING FINES

- Fine forgiveness is at the discretion of staff and may take into account such concerns as weather and illness
- Staff shall make certain to include the appropriate notes in a patron's account when forgiving fines.

### CLAIMS

- A patron may claim that an item was never checked out or that he/she returned the item.
- Staff will make certain to include the appropriate notes in a patron's account when marking items as "claimed returned" or "claimed never checked out."

### CONFIDENTIALITY

- Patron records are considered confidential. Parents or guardians of minors may request information concerning the minor's account with proof of name.

### OPTIONS FOR THOSE OWING MONEY

- Patrons owing \$15.00 or more may request to be placed on a payment plan. The patron must contact the Library Director or Branch Manager to set up a payment plan. If the Library Director or Branch Manager is not immediately available staff shall allow the patron to use a computer on that day or check out one item at that time. Staff shall let the patron know that no further computer use or services shall be allowed until a payment plan is arranged and shall place a note, with date, in the patron's account.

Once the amount owed goes below \$15.00, the patron is automatically taken off the payment plan. Should the amount owed go back over the limit, the patron must contact

the Library Director in order to re-establish a payment plan.

- If a patron owes money for a lost or damaged item, the patron may find a copy of the item at a lower price than the replacement cost, purchase the item, and donate it to the library. The item must be in a condition acceptable to library standards and must be approved by the Library Director or the Branch Manager. Patrons wishing to use this method must first speak with the Library Director or the Branch Manager



## **CODE OF BEHAVIOR POLICY**

Library facilities shall be safe, inviting, comfortable, and pleasant places to visit.

Everyone is welcome at the libraries.

The following behaviors are prohibited in the libraries and on library property:

- Behaviors that are disruptive, that hinder the ability of library staff to perform their jobs, that interfere with other patrons' use of the library, or that are a violation of local, state, or federal laws or ordinances.
- Eating in the library or bringing drinks in open cups or mugs into the library.
- Bringing animals into the library other than service or assistance animals, animals used by law enforcement, or animals participating in a library program or event.
- Consumption of alcohol, intoxicants, or tobacco, including e-cigarettes/vapes, within library buildings.
- Lack of a shirt or footwear.

Anyone violating any part of this policy will be asked by staff to comply with the policy. If compliance is not forthcoming then the individual will be told to leave the library. Serious violations may result in immediate expulsion from the library, the individual being banned from returning to the library, and/or the involvement of law enforcement. Criminal acts which take place in the library or on library property will be prosecuted to the full extent of the law.



## **COLLECTION DEVELOPMENT POLICY**

### **COLLECTION OBJECTIVES**

The library shall make available a wide variety of print and non-print materials, with the following guidelines in mind:

- The collection is not archival and is continuously reviewed to make the best use of space and to remain contemporary.
- The collection shall reflect a variety of opinions on a subject.
- The collection shall meet the needs of a broad range of people while paying special attention to local concerns and interests.

### **SELECTION OF MATERIALS**

Final selection of materials is the responsibility of the Library Director, who oversees the entire process of collection development and who delegates the authority and responsibility to certain staff to select materials for the collection.

- The Library Director coordinates the entire selection process and also selects all print and non-print materials for the Halifax Public Library.
- The Branch Manager selects print and non-print materials for the South Boston Public Library.
- The staff member responsible for the Local History Room makes suggestions on materials purchases for the Local History Room.

### **CRITERIA FOR SELECTION**

The selection of materials is based on the needs of the community and is dependent on space, budget, and availability. Each item shall be considered individually.

Criteria for selection of materials may include:

1. Appropriateness and effectiveness of format.
2. Suitability of subject, style, and reading level for intended audience.
3. Attention given to critics, reviews, public opinion, and professional selection aids.

4. Present and potential relevance to community needs.
5. Date of publication or debut (DVDs).
6. Reputation and/or significance of the author, producer, publisher, or other persons affiliated with the item
7. Prizes or honors received.
8. Relation to existing collection and other materials on the subject.
9. Patron demand.
10. Cost to purchase the item.
11. Availability of the item from the library's vendors.
12. Availability of the item via the interlibrary loan process.

### PATRON REQUESTS

Patrons of the library may request specific materials to be considered for the collection. The library reserves the right to deny purchase requests.

### COLLECTION MAINTENANCE

All collections of the library should be maintained and weeded in a timely manner.

#### Weeding Guidelines:

Weeding of the collection insures that materials are useful and accessible. Collections change over time due to the changing needs of the community.

Criteria used in the weeding process may include:

- Publication date
- Accuracy of information
- Circulation statistics
- Last use vs. date added
- Subject material
- Duplicates
- Physical condition or overall appearance of the item

Items will be withdrawn according to the guidelines established for the Evergreen system.

## DONATIONS

Donations of books and other materials are accepted with the understanding that the materials might be added to the collection, sold at a book sale, or disposed of by the library. Materials acquired in this manner are subject to the standard selection criteria.

The library will provide receipts for donated items upon request.

## RECONSIDERATION GUIDELINES

Materials in the collection will not automatically be removed or relocated at the request of those who disagree with the content of the materials and/or their location in the collection. The following procedures are a guideline for reconsideration requests.

1. Staff shall explain to the person who is making a challenge the selection process of the library.
2. If that does not resolve the issue, the complainant will need to fill out a "Request for Reconsideration of Library Material" form.
3. Staff shall then inform the Library Director of the issue.
4. The challenged material will remain on the shelf, in the same location, until a decision is made.
5. The Library Director will appoint a review committee made up of a member of the staff, the Library Director, a board member, and a community representative selected by the Library Director.
6. The following steps are to be carried out by the Review Committee
  - Read, view, or listen to the material
  - Read reviews and pertinent information about the material.
  - Determine the extent to which the material meets the selection policy.
  - Write a report detailing the Review Committee's recommendation concerning the material.
  - The Library Director shall mail the complainant a copy of the Review Committee's recommendation concerning the material.



## **CONFIDENTIALITY OF LIBRARY RECORDS POLICY**

The library abides by Virginia's confidentiality laws. The library will not reveal users' personal data or circulation records without an appropriate subpoena, warrant, or other court order. The library will seek legal advice on such orders and will ask that counsel be present before any searches begin. The library will follow subpoenas and warrants strictly to ensure that only the requested information is revealed. The library will also comply with disclosure limitations contained in search warrants.

Parents or legal guardians may access the records of their children aged seventeen and under.

A cardholder may authorize another person to checkout and renew books using the cardholder's account. This permission must be granted directly by the cardholder and a note shall be entered in the account stating the name of the other person authorized to checkout and renew books on the account.





## **DISPLAY AND DISTRIBUTION OF FREE MATERIALS POLICY**

As a public service the library makes space available on bulletin boards and in certain areas for brochures, flyers, notices, posters, etc.

All materials submitted for posting must first be approved by the Library Director or the Branch Manager. Materials that are placed in the libraries without prior approval will be removed and discarded.

Materials with a specific date will be removed once the date has past. Materials without a specific date will be removed after 60 days.

The following types of materials will not be accepted for posting:

- Materials in support of a particular political candidate or ballot measure
- Petitions
- Opinion pieces or articles
- Materials proselytizing for a specific cause or point of view
- Materials featuring any text or visual representation which could be deemed obscene or pornographic

The library assumes no responsibility for the preservation or protection of posted materials.

The library reserves the right to refuse to post any materials at any time.

Posting of materials in the library does not imply an endorsement from the library.



## **INCLEMENT WEATHER POLICY**

During inclement weather the Library Director, or in his or her absence the Branch Manager, may decide to close, delay opening, or close early one or both library facilities.

All reasonable efforts will be made to notify the public when the library's schedule is changed due to inclement weather conditions or emergencies.

When schools are closed or opening late, all library programs for children, tweens, or teens scheduled for that day will be canceled.



## **INTERLIBRARY LOAN POLICY**

The library offers patrons the ability to borrow items the library does not own via the interlibrary loan process. The following guidelines and procedures apply:

- The library adheres to all rules, regulations, and guidelines concerning interlibrary loan service as recommended or adopted by the Library of Virginia.
- The library is a borrowing library and does not lend items to other libraries through the interlibrary loan service.
- Items that have been published within the most recent twelve months are not eligible to be requested via interlibrary loan.
- Interlibrary loan requests may be placed at both the Halifax Public Library and the South Boston Public Library, and the items may be picked up and returned at either location.
- There is a limit of two active interlibrary loan requests per patron.
- Interlibrary loan requests are subject to approval by the potential lending libraries and may be refused for any reason.
- The patron making the interlibrary loan request agrees to pay any and all fees associated with the borrowing of the requested item and agrees to pay the lending library any overdue fines or replacement fees if the item is returned late, damaged, or lost.
- Requests for an extension of the due date for an interlibrary loan item must be made at least five business days before the item is due.
- The Halifax County-South Boston Public Library System charges a \$2.50 shipping fee per each interlibrary loan item. This fee is collected at the time the request is submitted and will be refunded to the patron if the library is unable to obtain the requested item.



## INTERNET COMPUTER POLICY

- Patrons under the age of 16 must have a parent or guardian sign a permission form in order to use an internet computer.
- Children under the age of 12 must have a parent or guardian present when using an internet computer.
- In order to use an internet computer a patron must have either a library card or request a guest pass.
- Patrons initially sign up for a 60 minute session. Extra time may be granted if no one else is waiting to use a computer. Total time shall not exceed 3 hours in any one day, unless by discretion of staff.
- Printing is charged at the rate of \$.20 per black and white page and .75 per color page.
- Library patrons are prohibited from using internet computers for any illegal purpose. Patrons shall not use internet computers to access visual depictions that are obscene, pornographic, or harmful to minors.
- Patrons shall not engage in any of the following activities or behaviors on internet computers: violating computer systems' security; damaging or altering software components of any network or database; unauthorized use of computer account access codes or network identification numbers; violation of software licensing agreements; violation of usage policies; violations of another user's privacy; attempting to modify or gain unauthorized access to library files, passwords or data belonging to others; harassment of other users; libeling or slandering other users; destruction of or damage to equipment, software or data belonging to the library or other users; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyrighted material. Illegal acts involving internet computers shall be prosecuted to the full extent of the law.
- Filtering software is installed on internet computers.
- Any violation of this policy may result in the patron's loss of computer privileges, being banned from the library, and/or the intervention of law enforcement.

**Disclaimer:** The library assumes no liability for loss or damage to the user's data or personal equipment, or for any damage or injury arising from invasion of the user's privacy.

**Name:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

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



## **INTERNET COMPUTER USAGE AND MONIES OWED POLICY**

Patrons who owe fines or fees, regardless of the amount owed, may still use the library's internet computers.

In order to use an internet computer a patron may do one of the following:

- Sign in using the patron's library card number and PIN/password. Staff will reset the PIN/password if the patron does not remember it.
- Request a guest pass. If a patron requests a guest pass, staff will print one for the patron. There is no need to check to see if the patron has a library card or if the patron owes money.



## **LIBRARY PHOTOGRAPH AND VIDEO RECORDING POLICY**

Photographs or video recordings may be taken of you and your child/children while you are in the library or on library grounds. These photographs and video recordings shall be used for purposes of promoting the library and to show the value of the library.

These photographs and video recordings may be used in printed literature, newsletters, on our website, or on our social media sites.

If you do not want a photograph or video recording of your or your child/children to be taken or used, please notify a staff member.



## MEETING ROOM POLICY

- The library offers rooms for meetings, programs, and events, as a limited public forum. The rooms are located at the South Boston Public Library. The Halifax Public Library does not have meeting rooms.
- The rooms are available for use only during the library's normal hours of operation.
- Attendance in meeting rooms may not exceed established capacity.
- Use of the rooms is provided free of charge to non-profit and not-for-profit organizations, as well as government departments and agencies, for cultural, civic, and formal and informal educational purposes only.
- The rooms may be rented, for a \$25.00 non-refundable fee, by for-profit entities only for the purposes of employee meetings, employee training, and legal depositions.
- The sale of merchandise and/or services shall not be permitted in the rooms, with the exception of dues for the Friends of the Library, book sales by authors, or other fund-raising events, the proceeds of which will go to the benefit of the library.
- The rooms are not available for parties and social gatherings, including birthday parties, retirement parties, bridal showers, etc.
- The rooms are not available for partisan political activities such as rallies, but may be used for committee meetings, candidate forums, and "meet your elected official" style events.
- The rooms are not available for religious services but may be used to host non-partisan educational programs on religion or the history of religion.
- Library-related and library-sponsored meetings, programs and events take precedence in the scheduling of the rooms.
- Any individual, group, agency or business desiring use of the rooms must reserve the rooms in advance and must submit a completed meeting room use application to the library no later than the day of the meeting. The rooms may not be reserved on a regular basis for more than 60 days.

- The person signing the meeting room use application as the responsible party must be at least 18 years old.
- Minors may be in the rooms only if there is at least one adult, age 18 or older, present.
- All events held in the rooms must be free of any admissions charges and open to the general public.
- Use of the rooms by an individual, group, agency, or business does not constitute an endorsement of that individual, group, agency, or business, or of their purpose for using the rooms, by the library.
- Meetings, programs, and events held in the rooms which are not library-related or library-sponsored must not be advertised as such. Any advertising or promotion of the meeting, program, or event, including via social media, must clearly state that the meeting, program, or event is not library-related or library-sponsored.
- If requested, the library is able to supply a computer projector and screen. The library does not provide audio equipment.
- Refreshments may be served in the rooms. The individual, group, agency, or business using the rooms is responsible for straightening up the rooms and ensuring that they are left in clean and good order, and assumes all responsibility for any damages to library property or equipment.
- Walls in the rooms are not to have displays, posters, pictures, etc. mounted on them.





## **PUBLIC USE OF LIBRARY TELEPHONES POLICY**

Members of the public may use library telephones in cases of emergency, to arrange for transportation, or when related to a task being carried out at the library.

Library staff will dial the number for the person. Conversations shall be limited to no more than 5 minutes per person per call.

The library reserves the right to deny a person use of a library telephone if, in judgement of the staff, this privilege has been abused in the past by the person.



## **UNATTENDED CHILDREN POLICY**

Children under the age of 10 years old must be supervised by a responsible person, who must be at least 16 years old, who shall be responsible for the child's care and behavior while in the library.

The supervision of children is the responsibility of parents, guardians, and caregivers, not library staff.

Library staff shall take all necessary steps to locate the parent, guardian, or caregiver of an unattended child. Once a parent, guardian, or caregiver is located or contacted, staff shall inform the person of the library's policy regarding unattended children. If the parent, guardian, or caregiver is not at the library at that time, staff shall request that the person come to the library to supervise the child.

If the parent, guardian, or caregiver cannot be located or cannot come to the library, then staff shall let the child stay in the library and provide the child with a copy of the library's Unattended Child Policy to give to the parent, guardian, or caregiver. Under no circumstance shall staff make an unattended child leave the library.

If there is a concern about a child left at the library after closing, staff shall make attempts to contact the parent, guardian, or caregiver and shall wait with the child for a maximum of twenty minutes, after which time staff shall contact law enforcement and report an abandoned child at the library and wait with the child until law enforcement arrives.



## **VOLUNTEER POLICY**

- It is up to the discretion of the Library Director and Branch Manager to accept a person as a volunteer.
- Anyone wishing to volunteer must first fill out the Library Volunteer Application.
- Individuals must be at least 14 years old in order to volunteer.
- Volunteers' schedules and work assignments are established by the Library Director or the Branch Manager.
- The library reserves the right to refuse a volunteer application and to discontinue the use of an individual as a volunteer.



## **WIRELESS NETWORK POLICY**

- Data passing through the wireless network is not secure. It is the responsibility of the patron to protect any data transmitted using the wireless network.
- It is recommended that all users of the wireless network have current anti-virus software installed on their devices.
- Staff may only provide general assistance on connecting to the wireless network.
- The library assumes no responsibility for the damage or theft of patrons' devices, or from any damage that could result from the use of the wireless network.
- Printing is not available from the wireless network.
- Patrons shall not engage in any of the following activities or behaviors when using the wireless network: violating computer systems' security; damaging or altering software components of any network or database; unauthorized use of computer account access codes or network identification numbers; violation of software licensing agreements; violation of usage policies; violations of another user's privacy; attempting to modify or gain unauthorized access to library files, passwords or data belonging to others; harassment of other users; libeling or slandering other users; destruction of or damage to equipment, software or data belonging to the library or others users; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyrighted material. Illegal acts involving internet computers shall be prosecuted to the full extent of the law.
- The wireless network is not filtered.