

DAVIE COUNTY PUBLIC LIBRARY POLICIES

MISSION STATEMENT

To provide modern library resources and services necessary to satisfy the evolving personal, recreational, educational, cultural and professional information needs of the community, thus enhancing the quality of life in Davie County.

GENERAL LIBRARY OBJECTIVES

1. To assemble, preserve, maintain, and administer an organized collection of vital and relevant library materials, which taken as a whole will be an unbiased and diverse source of information representing as many viewpoints as possible.
2. To serve the community as center of reliable information, by providing timely, accurate, and useful information tools, both print and electronic, to aid community residents in their pursuit of personal and professional interests.
3. To provide an environment where inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition and expression of ideas.
4. To support the educational, civic, and cultural activities of community groups and organizations.
5. To provide opportunity and encouragement for citizens of all ages to pursue a lifelong interest in reading and education.
6. To seek continually to identify community interests and needs, to provide programs of service to meet such needs, and to cooperate with other organizations, agencies, and institutions which can provide programs or services to meet community interests and needs.
7. To provide opportunity for recreation and personal enrichment through the use of literature, music, films, and other art forms.

The Davie County Public Library endorses the *American Library Association Code of Ethics*, *The Freedom to Read*, and the *Library Bill of Rights*.

The Davie County Public Library is a department of Davie County Government. **The library operates under the personnel and financial policies as set by the Davie County Board of Commissioners.** The Library Board of Trustees sets specific library policies.

Because of the hours of service offered by the library, there are some issues not defined by county policies. Policies to cover these areas are adopted by the Library Board of Trustees and approved by the County of Davie.

PERSONNEL

- Library workweek is Saturday through Friday. A full-time employee who works on Saturday must take comp time off during that workweek. (Exempt employees may take time off in the preceding week if a new month begins during that workweek.)

HOLIDAYS

- On the day preceding New Year's Day, Good Friday, Thanksgiving, and Christmas holidays, the library will close at 5:30. The library will close Easter and Thanksgiving weekends and when Christmas holiday involves being closed on Monday or Friday. (Paid days are those defined by the county.)
- Masonic Picnic Day: The library will remain open on Masonic Picnic Day; employees earning holidays will take time off during the week of the half-day county holiday.

REGISTRATION POLICY

Library cards are free of charge to individuals who

- reside in Davie County
- reside in adjoining counties
- work in Davie County
- who own property in Davie County

Minor children of those above will be issued a card upon completion of an application which requires the signature of a parent or legal guardian.

The above individuals must present positive identification stating their local address (N. C. Driver's license or official I.D. with current address) OR proof of county property ownership (preferably a Davie County property tax receipt) and their Social Security Number.

Persons who presently reside in North Carolina, but outside area defined above, may apply for a library card and will be registered as a temporary registered user. Positive identification is required.

Temporary Registered Users

Temporary registered users are defined as those persons who will be residing less than six months within Davie County. Temporary registered users may borrow materials for the normal loan periods after providing a local reference or proof of a local address. Positive identification is required. Temporary residents may have up to 5 items checked out at any time.

CONFIDENTIALITY OF LIBRARY RECORDS POLICY

The Library shall not disclose any Library record that identifies a person as having requested or

obtained specific materials, information, or services, or as otherwise having used the Library, except as provided under the following exceptions:

1. When necessary for the reasonable operation of the library;
2. Upon written consent of the user; and/or
3. Pursuant to subpoena, court order, or where otherwise required by law (GS 125-19).

CIRCULATION OF MATERIALS POLICY

Circulation materials for the Davie County Public Library shall be selected books, periodicals, sound recordings, multi-media, DVDs, and videotapes. The borrowing privileges of the Davie County Public Library shall be:

- The borrowing privileges of the holder in good standing of a library card are limited only by the restrictions upon the specific kinds of circulating materials.
- The borrowing privileges of delinquent customers are suspended until they have returned any overdue materials AND make payment on accumulated overdue charges.
- Patron is barred from use of library card if their fines/fees exceed \$4.99.

LIBRARY MATERIALS BORROWING PROCEDURES

- Circulating library materials are checked out for 7 days for DVDs/Videos, 2 weeks for Newbooks in Mocksville and 3 weeks in Cooleemee, 3 weeks for all other materials. Materials may be renewed by phone or online one time unless the item is on hold.
- Building Use Only materials checkout for 3 days. Interlibrary loan items checkout depending on the loaning library's specifications.
- Reference materials and special collections may not be checked out.
- Overdue fines are 25¢ per day per item. The exceptions are: audiovisual equipment that are \$1.00 per day per item; building use only and interlibrary loan materials are \$10 per day.

DAMAGED MATERIALS POLICY

The charge for minor damage to library materials is \$3.00 per item. Minor damage includes slight tearing of 1-3 pages, stained covers that can be cleaned, damaged or missing plastic book jacket, barcode, book bags, and other similar damage. Damage must not be severe enough to prevent the item from circulating in order to be considered minor.

Library customers who return library materials that cannot be easily repaired or cleaned must

pay the full list price of the item borrowed plus a \$2.00 processing fee. Once paid, the library customer may keep the damaged item.

LOST CARD POLICY

Lost library cards, damaged cards, and cards on which the patron barcode can no longer be read must be replaced.

The charge to replace a lost card is \$1.00. There is no charge for replacement of damaged cards or cards on which the patron barcode can no longer be read, if the damaged card is returned at the time of replacement.

REPLACEMENT OF LOST MATERIALS POLICY

The charge to the customer for replacement of materials shall be the cost of the item as listed on the database plus a \$2.00 processing fee for each item. The charge for the loss of magazines is \$3.00 per item.

- If a material is overdue more than 180 days, it is considered lost and the patron's account is billed replacement cost.
- The county attorney may contact customers who do not respond to library notices. Accounts may be turned over to a collection agency.

COLLECTION DEVELOPMENT POLICY STATEMENT

GOALS

The Board of Trustees recognizes the pluralistic nature of the community and the varied backgrounds and needs of all citizens. The goal of the Davie County Library is to create a library environment that attracts the diverse population of the community and to provide library services, programs, and materials to meet the interests and needs of that population. The philosophy of the Davie County Library is to reach out to all members of the community, regardless of age, race, creed, gender, or political persuasion.

OBJECTIVES

All users of the Davie County Public Library should have the highest quality library service available within the constraints imposed by financial limitations. The quality of library service depends to a great extent on the availability of a well-selected, well-maintained collection, which provides library materials in adequate numbers in a variety of appropriate formats. Providing such a collection is one of the most important things the Davie County Public Library does.

DEFINITIONS

"Materials" is used for all forms of media and has the widest possible inclusion. Materials may be but are not limited to: books (hardbound and paperback), magazines and journals,

newspapers, videocassettes, DVDs, compact discs, audiocassettes, databases, and CD-ROM products.

"Selection" refers to the decision that must be made to add a given item to the collection as well as to retain one already held. "Deselection" refers to the decision to withdraw material from the collection.

"Collection development" refers to the ongoing evaluative process of assessing the materials available for purchase and in making the decisions, first, on their inclusion, and, second, on their retention if they are added.

RESPONSIBILITY FOR MATERIALS SELECTION

Final responsibility for selection lies with the Board of Library Trustees. However, the Board delegates to the Director authority to interpret and guide the application of the policy in making day-to-day selections. The Director will authorize other staff to apply this policy in building and managing collections.

DUTIES OF LIBRARY STAFF

All staff members selecting library materials will be expected to keep the objectives in mind and apply their knowledge, training, and experience in making decisions. Staff will judge materials on the basis of the entire work not on a part taken out of context.

CRITERIA OF SELECTION

No item in a library collection can be indisputably accepted or rejected by any established given guide or standard. However, certain basic principles can be applied as guidelines. All items, whether purchased or donated, must be considered for inclusion in the collection in terms of the criteria listed below. No material shall be excluded because of the race, nationality, religion, gender, sexual orientation, political or social view of either the author or of the material.

- Timeliness and permanence of the materials.
- Quality of writing, design, illustrations or production
- Authority, accuracy, and currency of information presented
- Reputation of the publisher or producer; authority and significance of the author, composer, filmmaker, etc.
- Relevance to community needs or local interest
- Potential and/or known demand for the material
- Space and budgetary considerations
- Relative importance in comparison with existing materials in the collection on the same subject
- Importance of item in providing opposing viewpoints and diversity within the collection
- Suitability of subject, style, and level for the intended audience
- Availability and suitability of format.

SELECTION TOOLS

Selection of materials is done from book reviews in professional library and popular journals and magazines, subject bibliographies, annual lists of recommended titles, publishers' catalogs, customer requests, and salesmen for specific materials. The standard selection tools used by librarians include the following: *Library Journal*, *Booklist*, *School Library Journal*, *Bulletin of the Center for Children's Books*, *Horn Book*, and *VOYA*.

USE OF LIBRARY MATERIALS

The library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to collection building and to serving the interests of Davie County citizens.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.

Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

GUIDELINES FOR SELECTION

The library acknowledges the purposes of educational programs for students of all ages provided by the educational institutions in the area. Text books and curriculum related materials for these programs are provided where the materials also serve the general public or where they provide information not otherwise available. The library is particularly cognizant of the needs of pre-school children who are unserved in a formal way for their collection interests except by the public library. Meeting their needs constitutes an educational preparation before their years in school.

The library acknowledges a particular interest in local and state history; therefore, it will take a broad view of works by and about North Carolina. However, the library is not under any obligation to add to its collections everything about North Carolina or produced by author, printers, or publishers with North Carolina connections.

MAINTAINING THE COLLECTIONS

Selection is only one aspect of collection development. Rigorous attention must be given to assessing needs for adding, replacing, and discarding materials in every collection. These responsibilities are a part of all librarians' duties.

Copies of titles must be added based on heavy use determined by demand and data on use of the copies available.

Withdrawals are required for out-of-date materials, those for which there have been no use in a given period of time, damaged items, and those lost by users. Replacement or substitution of these materials reintroduces the selection process.

In order to ensure a vital and relevant collection for the community, it is necessary to continually evaluate the usefulness of materials and resources previously added to the collection. Criteria considered in removing items from the collection include:

- Physical condition
- Duplication of material no longer in demand
- Currency of material
- Availability of newer and better materials in a field
- Popularity of the title or subject
- Depth of the library's collection on a subject

CONTROVERSIAL MATERIALS

The library has a responsibility to provide a representative collection of materials on varied subjects of interest to the community, including controversial matters. The library makes an effort to provide information that represents balanced coverage of diverse opinions so individuals can examine all sides of an issue. Materials in any format that contain frank treatments of certain situations, language, belief systems, opinions, or illustrations which may be objectionable to some individuals are included if they meet general selection criteria. This will ensure that the collection as a whole will be an unbiased and diverse source of information for the community.

RECONSIDERATION OF LIBRARY MATERIALS

The function of a public library is to serve its community by providing access to information and materials covering a wide range of topics and opinions. Library materials that meet the standards of the selection process should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner.

Whenever possible, complaints about library materials should be handled as they arise by the staff person to whom they are made. However, if the complaint is made at a public service desk, when the desk is busy, refer the complaint to your supervisor or whoever is on duty in a supervisory capacity. Staff does not have the option of removing materials from the collection or limiting their accessibility in any way without observing the procedures laid out in this policy. Complaints are referred through the normal chain of command. If the person is still not satisfied after talking to the assistant director, the assistant director will have them fill out a *Request For Reconsideration of Library Materials* form.

A committee composed of the Director, Adult Services Librarian, and Youth Services Librarian will consider the written form. A letter to the complainant will communicate the decision of

this committee. If the person is not satisfied with this response, he/she may appeal to the Library Board of Trustees. Such a request should be made in writing to the Library Director at least one week prior to a board meeting.

The item will be placed on the Trustees' agenda under new business. The Library Board of Trustees must make a formal response to the complaint hearing at their next regular scheduled meeting. The Library Board of Trustees is the final board of appeal in reference to public library materials.

The Davie County Library and Board of Trustees subscribe to the *Library Bill of Rights*, and its several interpretations, *The Freedom to Read Statement* and *The Freedom to View Statement*, all of which are appended to this document. The library recognizes the right of members of the community to voice objections to materials in the collection, but will protect the freedom of all of its patrons to choose their own information.

MATERIALS AND RESOURCES

Fiction

Classic literature, popular best sellers, and genre fiction make up the fiction collection. Its purpose is both to entertain and enrich human understanding by presenting stories in an imaginative way rather than in a factual manner. The emphasis in the collection is on American and English authors. Multiple copies are bought based on number of holds.

Nonfiction

The nonfiction collection emphasizes timely, accurate and useful informational materials to support individual, business, government, and community interests. It also emphasizes materials that are current and high-demand. Materials are available for all ages and reading levels. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with continued value and those of current, accepted authority are part of the library collection. As a new field emerges, the library attempts to respond with timely additions. While most non-fiction materials are selected for their utility, others are acquired for their capacity to enrich and entertain. Requests from library users are given high priority.

Periodicals

Periodicals are selected to supplement the book collection and to provide materials on current issues, for research and for general reading, and for the preservation of a balanced viewpoint within the collection. The library also selects newspapers of local, state and national interest, depending on the place of publication, the breadth of coverage and the degree of fulfillment of reference or recreational needs.

Easy Books

Easy books may be either educational or recreational in intent, they are distinguished by their illustrations that serve to either supplement, extend, or, in the case of wordless books supplant the text. In most instances, easy books are read aloud to the child or the child studies the pictures and creates his/her own text. Concept books, i.e. books that develop a child's understanding of colors, numbers, etc., fall into the easy book category. Board books for toddlers and Easy Readers, written with controlled vocabulary for use in practicing reading skills, are also included in this collection.

Juvenile Fiction

The Juvenile fiction collection is designed to meet the needs of the child now ready to make the transition to shorter chapter books or books with a longer text. Materials are evaluated for reading level, interest level and treatment of the subject for the age of the intended audience, as well as the developmental appropriateness of language, vocabulary, and theme. An effort is made to include all books that have won children's literary awards. Genres such as sport, animal, science fiction/fantasy, humor, and mystery are all represented.

Juvenile Nonfiction

The nonfiction collection consists of materials to meet informational, educational, and recreational reading needs of children in preschool through grade eight. Because reading levels vary from child to child, a few materials at a higher or lower reading level are included.

Young Adult Fiction and Nonfiction

The YA collection consists of materials especially selected to meet the informational, recreational, and emotional concerns of patrons in grades 7 through 12. It shall contain materials which are in demand and/or of special quality which will help this age group better understand themselves and others, broaden their viewpoints and knowledge of the world, stimulate their curiosity and expand both their reading ability and appreciation of library services. Emphasis will be on popular browsing materials, pleasure reading, topics particularly relevant to teens, and periodicals rather than on school-related materials.

Videorecordings

The library acquires and makes available DVDs and videocassettes to serve the general informational, educational and recreational needs of the community. The video collection consists of a mix of feature films including current high interest and old classics; nonfiction films including self-help, educational, how-to, travel, etc. and children's films.

Sound Recordings

Demand dictates a strong collection of unabridged audio books with an emphasis on popular fiction and popular nonfiction. New formats are added as public use demands.

MEDICAL INFORMATION CAUTION STATEMENT

The Material that the library is providing you may not be the most accurate, complete, or up-to-date that is available. There is a vast body of medical information that is being updated daily and we are unable to guarantee that what we have located for you reflects the latest developments. We are always glad to check professional medical literature, but remember that it is written for the medical profession and the technical writing may be hard to understand. We are not qualified to explain or interpret this information. To be sure that you have the most current information and to get advice on interpreting it, you should check with a qualified medical professional.

GIFT POLICY

Books and other materials will be accepted on the condition that librarians have the authority to make whatever disposition she/he deems advisable. Books and materials must be in usable condition (clean, complete, etc.). Magazines will be accepted on a limited basis.

Gifts of money, real property, and/or stock, or other property and objects will be accepted if conditions attached thereto are acceptable to the Library Board of Trustees and to the Davie County Board of Commissioners.

The library will not accept for deposit materials which are not outright gifts.

The library is not responsible for appraising donated books and other materials.

COMPUTER USE POLICY

- The computers are for use by anyone at no charge, during regular library hours.
- A person wanting to use the Internet must sign the Internet Acceptable Use Agreement. Youth under the age of 18 must have the signature of a parent/legal guardian.
- Children under the age of seven must be accompanied by an adult at the computer.
- Users must have some knowledge of how to use a computer.
- New users must have a brief orientation or bring a knowledgeable user with them. Orientation may need to be scheduled based on staff availability.
- A computer may be used for 30 minutes per day per person. Upon request, time may be extended for educational and research purposes.
- A person who has used a computer for 30 minutes may use a computer if no one needs to use it with the understanding that when someone needs the computer it will be made available.
- Children have priority for use of the computers in the children's area.
- Computers in the children's area and teen corner are restricted to youth and teens after school hours. (Parents/caretakers of children under 7 may use children's PCs.)
- The tutorial and History Room computers are restricted to research, reference, and educational use.
- Computer time may be reserved one day in advance.
- Those who are more than five minutes late for their reserved time for using a computer may lose their place to walk-in users.
- Only the scheduled user and one other person are permitted at the computer at one time.
- Users must check-in at the circulation desk before beginning their computing session and should check out when finished.
- There will be a charge of 10¢ per page for black and white, 25¢ per page for color printouts.
- Loading of software programs onto library public computers is prohibited.
- Users are expressly FORBIDDEN to copy library-owned commercial software. The library will make every effort to abide by copyright restrictions in the use of software.

VIOLATION OF THIS POLICY RESULTS IN THE LOSS OF COMPUTER PRIVILEGES

RULES GOVERNING THE USE OF THE LIBRARY

The following activities are **not allowed** in the Library. Those engaged in such activities will be warned as indicated. If the activity does not cease, those involved will be asked to leave the Library for the day. Continuing failure to follow Library rules will be grounds for denial of Library privileges for longer periods of time. The police will be called when patrons refuse to leave the Library after being asked to do so, or when people in the Library or on the Library grounds are engaging in unlawful behavior.

1. No engaging in disorderly conduct, committing a nuisance, or unreasonably disturbing or offending Library users or staff – *one warning, then out*. Serious misconduct, nuisances, disturbances or offenses to Library users or staff – *out immediately*.
2. No willful damage to Library property – *report to police; this is a crime*.
3. No abusive, loud or obscene language – *one warning, then out*.
4. No weapons – *out immediately*.
5. No children 7 or under without adult supervision. (See *Safe Child Policy*)
6. No children 15 years of age and younger left in Library building or on Library grounds at closing. (*On first occurrence, parents will be reminded of this rule; on the second occurrence, the appropriate juvenile agency will be notified.*)
7. No soliciting or selling or distributing of leaflets; no posting of notices not authorized by Library Director or designee – *one warning, then out*.
8. No rearranging or soiling of Library furniture – *one warning, then out*.
9. No animals in the Library other than service dogs – *one warning then out*.
10. No sleeping – *one warning, then out*. (Occasional dozing while in the library is allowed.)
11. No smoking – *one warning, then out*.
12. No bringing in of open food or beverage containers or consuming of food or beverages – *one warning, then out*.

Incident reports must be filled out for all security incidents or unusual happenings.

Cell Phone Policy

Cell phone ringers are to be turned off while inside the library.

Cell phones are to be used in library lobby or outside.

SAFE CHILD POLICY

POLICY STATEMENT

The Davie County Public Library welcomes children of all ages to use its materials and services. The staff encourages children to develop a love of reading and learning, but is not responsible for their care and supervision. The library is a doorway through which life-long learning takes place. It is, however, a public building that anyone can enter and leave without being observed by library staff. A young child left alone in the library could possibly be persuaded to leave with a stranger. He or she could also become ill or disoriented while left unattended. Unlike public

schools, the public library does not assume the role of surrogate parent to children. The library staff does not monitor the behavior, safety or whereabouts of people using the library.

RESPONSIBILITY

Parents or legal guardians are responsible for the care, safety and behavior of their children under the age of 18, both within the library building and on library grounds, regardless of whether or not they accompany their child(ren).

SUPERVISORY GUIDELINES FOR CHILD SAFETY

Children under the age of 12 should be accompanied by a responsible caregiver.

- For reasons of safety, children under the age of 7 should be under immediate supervision (parent, legal guardian or appointed caregiver over the age of 16) at all times while visiting the library.
- Children ages 7-11 need not be in the immediate presence of a caregiver but one should be somewhere in the building.
- During library sponsored programs the parent/caregiver must remain in the library building if given the option of leaving the programming area.

The library's RULES GOVERNING THE USE OF THE LIBRARY Policy applies to all patrons, regardless of age.

UNATTENDED CHILDREN AT CLOSING TIME

- Staff members will ask any unattended minors in the library just prior to closing how he/she is going to reach home. Staff will offer the use of the phone to call a parent/caregiver.
- If a minor under 16 years of age has no parent/caregiver with them at closing time, two staff members will wait with the minor for 15 minutes after closing time.
- If no parent/caregiver can be reached, the staff will call the local police department to ensure the minor's safety until the parent/caregiver can be located.
- If law enforcement chooses to transport the child to the police department a notice will be placed on the front door informing anyone looking for the child that he/she has been placed in the care of law enforcement officials.

ADULTS IN THE CHILDREN'S AREA

To promote the active and safe use of the library by children, adults unaccompanied by children are not to remain in the children's area of the library. Adults unaccompanied by children may enter the children's area to obtain books or other materials, and then should leave the area and go to the general area of the library. A second violation of this policy may lead to expulsion from the library. Patrons are always requested to ask library staff for assistance with any question they may have.

GUIDELINES FOR USE OF LIBRARY PIANO

USE OF THE PIANO

A. The piano may be used in the Davie County Library with the permission of the Librarian or the Board of Trustees Piano Supervisor, but persons using the piano must comply with all the rules listed herein (II) or permanently forfeit access to the piano. The current regulations for the use of the Multipurpose room must also be observed.

B. Those receiving permission for use must schedule time for use through the Library. It is recommended that they do so as far in advance as possible.

RULES FOR USE

A. Do not use any objects such as pencil, etc., on the keyboard. Only fingers should touch the keys.

B. Do not touch the piano strings.

C. Do not put hand on woodwork.

D. Avoid snapping pedals.

E. Ask permission from the librarian or assistant before moving the piano within the room.

F. Do not place ashtrays, food or beverage containers, or floral arrangements on any part of the piano.

G. Always cover the piano before leaving.

H. Long fingernails can damage the keyboard and therefore are not acceptable.

I. An individual must secure permission to use the piano to rehearse for a scheduled concert or with written request from a piano teacher. The individual will practice alone or under the supervision of an instructor.

MOVING THE PIANO

A. The piano may be moved only with the permission of the Library Board, and then at the expense of the user, the exception being the Davie County Arts Council, who must receive the permission of the Librarian, and who must bear the expense.

B. The group who wishes to have the piano moved must make such a request to the Trustees in writing, supplying all the necessary information, including who shall do the moving. Only professionals with experience moving large Grande pianos will be considered.

MAINTENANCE OF THE PIANO

A. The Library shall be responsible for and shall pay for tuning. Interest from the Piano Fund, which shall be placed in a savings account, shall be used each year for this purpose to be augmented from the Library's maintenance budget.

B. Tuning shall be done upon the advice of a three person advisory committee designated by the Board. They shall report to the Librarian.

C. Extraordinary maintenance, such as rebuilding, shall be paid for from the principal of the Piano Fund Account, only when agreed upon by a motion of this Board.

D. Insurance for the piano shall be included with the policies which already cover the library.

The Library Board realizes the impact the piano would have on the cultural development of the county and encourages organized groups such as the Arts Council, The North Carolina Symphony Chapter, and any music clubs to use it to the best advantage. The Library will cooperate in any way possible with anyone trying to organize a quality presentation of any type for the community.

Approved by: The Board of Trustees of the Davie County Public Library October 9, 1978

Approved by: The Board of Trustees of the Davie County Public Library June 28, 1984

Reviewed and Approved by: The Board of Trustees of the Davie County Public Library
July 15, 1993

Reviewed and Approved by: The Board of Trustees of the Davie County Public Library
August 17, 2000

POLICY FOR THE USE OF LIBRARY MEETING FACILITIES

GENERAL POLICY

The Davie County Public Library provides an auditorium and conference room for use by the public library and its affiliates, for county government, and for lawful public use by the citizens of Davie County as a public service. The rights of individuals or organizations to use these facilities will be made available on an equitable basis and will NOT be denied or abridged because of race, religion, age, gender, national origin, handicapping condition, beliefs, affiliations, or social and/or political views. The library conference room may be used only during the normal operating hours of the library facility; the auditorium may be used when the library is closed. The library subscribes in principle to the statements of policy on library philosophy as expressed in the LIBRARY BILL OF RIGHTS and its official interpretations as

adopted by the American Library Association, and it should be considered as an integral part of this policy.

NO ENDORSEMENT

It should be understood by all individuals, groups, and the public at large that the granting of permission to use library meeting facilities does NOT constitute an endorsement of the beliefs, viewpoints, policies, or affiliations of meeting room users by the library staff, the Board of Trustees of the Davie County Public Library, or the Board of County Commissioners of Davie County.

LIBRARY ENFORCEMENT

Responsibility for the enforcement and interpretation of this policy is delegated to the Director and/or his/her designee who may consult with the County Manager and Chairman of the County Library Board of Trustees if necessary. Complaints should be made to the Director in writing. The decisions of the County Library Board are final.

RESERVATION PERIOD

Groups and/or individuals may reserve library meeting rooms up to three (3) months in advance. Agencies of Davie County government may reserve rooms up to six months in advance.

EQUITABLE USE

Reservations for meeting rooms will be scheduled as equitably as possible on a first-come, first-served basis to ensure that all groups and individuals will have access to library meeting facilities. Library programs and activities will always receive first priority for meeting room and equipment use.

VOTING PLACE

The library auditorium is the voting place for the N. Mocksville-City precinct. The auditorium will be used for any election, including called elections. This use supersedes any other use.

REQUEST PROCEDURE AND LEGAL LIABILITY

All meeting room reservations must be submitted on a proper APPLICATION FORM at least three (3) working days in advance of the meeting date requested by an authorized adult who willingly assumes responsibility for the proper conduct of those attending the meeting, for cleaning the room at the conclusion of the meeting, and for the expense of any damages to library property. The adult who signs the APPLICATION FORM and the adult picks up the key (if a different person) are jointly and individually liable for damages sustained by the county and for violations of these regulations during the use of library meeting facilities.

CONFIRMATION REQUIRED

A completed and signed APPLICATION FORM must be on file at the library by an individual and/or group before a reservation can be accepted. Reservations received with less than three

(3) working days' notice may be authorized by the Director and/or his/her designee. Telephone inquiries are welcome, but an initial reservation must be made in Writing on the proper APPLICATION FORM and signed by an authorized adult representative. Every effort will be made by the library to provide immediate confirmation of a meeting room reservation; under no circumstances will this confirmation take more than two (2) working days. A reservation is not official until an APPLICATION FORM has been submitted and confirmation is received from the library. Once an individual or group has an approved APPLICATION FORM on file, reservations may be made as needed by telephone. Meeting room users should notify the library immediately of any cancellations. Repeated cancellations, with or without notification, may result in the loss of meeting room privileges by a group and/or an individual.

PUBLICITY PROCEDURE

All meeting room users, especially those who wish to distribute publicity for a meeting to be held at the library, must make meeting or program sponsorship clear and must provide a telephone number and address for the sponsoring agent or group in their publicity and/or advertisement. Publicity or advertising indicating library sponsorship or co-sponsorship shall not be permitted unless such status is granted in writing by the library. Neither the name nor address of the library may be used as the official address or headquarters of any individual and/or organization. The library staff is not responsible for providing information about any scheduled meeting. Any user who repeatedly fails to properly inform its target audience may have meeting room privileges denied. Before publicizing that any meeting or series of meetings will be held at the library, it is imperative that a reservation for all dates be officially confirmed by the library.

ACCESS

The Director, designated library staff member, or appropriate county official is authorized to have access to any meeting solely to determine that it is lawful and in compliance with the regulations of this policy.

BEHAVIOR GUIDELINES

The Director or designated library staff member is authorized to deny or to terminate use of the library meeting rooms to individuals or groups who violate any of the library's policies and procedures. One warning to cease such activity would normally be issued, but action to deny or to terminate the use of the meeting room may be taken without any warning. Any appeals of such action may be made to the County Library Board of Trustees. The decisions of the County Library Board are final.

NOISE RESTRICTIONS

The auditorium and conference room are in close proximity to library study and reading areas and the walls are not soundproof. Programs in any room may not disrupt the use of the library in general. In all cases, loud noise (i.e., music or singing) may not emanate beyond the walls of the meeting room. If noise interrupts other meetings or the library in general, the Director or designated library staff member will issue a warning. If an appropriate reduction in the volume

level is not made immediately by the group, then the meeting may be terminated and future use denied.

COMMON AREAS

The auditorium is adjacent to a lobby area and rest rooms, both of which are public areas and cannot be reserved. Use of lobby areas and public rest rooms must be shared with those using the library; therefore, the lobby and library entrance must remain clear to allow library users access to the library.

FIRE REGULATIONS

The maximum seating capacity allowed by order of the Fire Marshall or other county official is posted beside the entrance door. The use of tables reduces the posted room capacity. Fire exits are clearly identified and are to be used only in case of emergency. Under no circumstances should the exits be blocked by furniture or other equipment items.

NO SMOKING

Smoking is not permitted in any of the meeting rooms or any other area of the library, including restrooms.

FURNISHINGS AND EQUIPMENT

Tables and chairs are available in both meeting rooms. The tables are on casters which must be unlocked when moved. A kitchen is available in the auditorium for public use. The library has limited audiovisual equipment available. Reservations for the use of the piano or audiovisual equipment must be made separately and in addition to the meeting room reservation.

EQUIPMENT TRAINING REQUIRED

Users of library equipment are responsible for being properly trained to operate it. The library staff will be glad to provide instruction in the use of library equipment as time permits and preferably well in advance of a meeting. The authorized adult representative who signs for a meeting room is legally responsible for the proper use of library equipment.

FURNITURE AND EQUIPMENT ARRANGEMENTS

Groups using the meeting rooms are required to do their own arranging of chairs, furniture, and equipment. The library staff will assist only so far as showing where items are stored and reserving special items of equipment. Requests for extra furniture or special equipment should be made at the time of the reservation. Groups must allow sufficient time for furniture arrangements and clean up when making their booking requests. Room must be returned to original arrangement.

WEAR AND TEAR

Activities exceeding more than normal wear and tear on meeting room facilities will not be permitted. For example, craft classes utilizing paint or similar materials will not be permitted except with the permission of the Director and/or his/her designee. Groups may not affix posters, banners, etc. to meeting room walls, ceilings, or library property without permission of

the library staff. Furniture and equipment items should not be placed where they can mar meeting room walls or block fire exits. Children's birthday parties are not allowed.

CLIMATE CONTROL

The heating, ventilation, and air condition system for the auditorium is controlled by a timer. Only authorized staff may make changes in the thermostat setting.

MEAL FUNCTIONS

Light refreshments, covered dish, and catered meal functions are permitted in the auditorium; light refreshments only are permitted in the conference room. Alcoholic beverages are strictly prohibited. ON-site cooking is prohibited except to warm already prepared food. The library's ability to allow meal functions is dependent upon the maintenance of cleanliness by kitchen and meeting room users. Any spills or accidents must be reported, and a cleaning fee will be assessed if necessary. The user must furnish all plates, cups, eating utensils, etc. The kitchen and all facilities used must be left clean, all refuse must be removed, all food items must be removed, all electrical equipment must be turned off, and all furnishings and equipment must be cleaned and returned to their original locations. Failure to adhere to these regulations may result in the loss of future kitchen and/or meeting room privileges.

TELEPHONE

A telephone is provided in the auditorium kitchen for emergency use. The phone is restricted to making local calls only. A courtesy phone is provided at the circulation desk for anyone needing to make calls during library hours.

PARKING

Attendees at all meetings **MUST NOT PARK** in any restricted areas—handicapped spaces, loading zones, fire lanes in driveways, or in any other area that would impeded the free flow of vehicles.

USE BY MINORS

Individuals or groups having members under the legal age of eighteen (18) are permitted to use library meeting rooms, but the APPLICATION FORM and the ACCEPTANCE FORM for a reservation must be signed by and the keys for after library use issued to a sponsoring adult who agrees to be legally responsible according to this policy.

USE BY BUSINESSES

Use of the meeting rooms by businesses is permitted for educational and training purposes. Sale of tangible property by any nonlibrary sponsored organization using the meeting rooms is strictly prohibited, as is any activity such as swapping, bartering, auctioning, etc., which would result in financial gain for the business or corporation.

OPEN MEETINGS ENCOURAGED

Because one of the library's unique objectives is the communication of ideas and an enlightened citizenry, the library encourages all meetings to be open to the public and press.

SOCIAL USE

Use of the rooms for social events is permitted so long as all other regulations are complied with, the applicant is a county resident and the appropriate fees are paid. (See Section on Wear and Tear)

CLOSING PROCEDURE

The adult who reserves and/or signs for a meeting room must notify the library staff at the end of the meeting, provide the total number in attendance at the meeting, and wait until the room has been inspected by the library staff before leaving. The adult responsible for meetings after the library is closed must comply with all closing and locking procedures and be sure instructions on these procedures had been received from staff when key was obtained. Duplication and/or unauthorized distribution of library key is strictly prohibited. Costs to the library incurred as a result of lost keys must be paid by the individual or group responsible.

LIABILITY WAIVER

The library will not be held liable for personal injuries sustained while using meeting rooms. Also, the library is not responsible for materials, equipment, or other personal belongings left in meeting rooms by users. All materials must be removed from the meeting rooms by all users at the end of a meeting unless permission to do otherwise has been granted by the Director and/or his/her designee.

FEES

A fee of \$30 per 3-hour segment will be charged for use by for-profit organizations and any social activity sponsored by a Davie County resident.

All applicable fees must be paid in full at or before the time that the room is to be occupied.

GUIDELINES FOR POSTING COMMUNITY NOTICES ON THE LOBBY BULLETIN BOARD

Only notices from nonprofit organizations and activities may be posted. Notices for personal, family, or social activities will not be posted. Any activities that appear to proselytize for a particular point of view may not be posted. All postings must be reviewed by library staff. They will be subject to available space and appropriateness of the material, regardless of the beliefs or affiliations of the individuals or groups represented. The library may restrict the quantity of materials an individual or organization posts, as well as the length of time materials are displayed. Due to limited space, all qualified items may not be displayed. The "first come, first served" rule will apply.

*Approved by the Library Board of Trustees
December 2013*