

DAVIE COUNTY PUBLIC LIBRARY POLICIES

MISSION STATEMENT

The Davie County Public Library serves as a community commons, connecting people of Davie County to each other and the world through stories, knowledge and technology.

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 support the educational, civic, and cultural activities of community groups and organizations.
4. To provide opportunity and encouragement for citizens of all ages to pursue a lifelong interest in reading and education.
5. 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.
6. 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 Statement*, and the *Library Bill of Rights* and therefore opposes the banning of books.

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 provides guidance in an advisory capacity only.

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.)
- Employees needing time off (on a day scheduled) must make arrangements for a replacement except in emergency (immediate family or personal) situations. Employees must contact their supervisor before arrangements are made.
- There must be 2 employees in the building at all times during hours of operation. (A library page is not approved as a second person). This is for the Mocksville Branch only.

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.)

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.

A patron wishing to check out items who has a library card but does not have it present may present a valid Driver's License to do so.

Limited Accounts

Limited registered users are defined as those persons who will be residing less than six months within Davie County. Limited registered users may borrow materials for the normal loan periods after providing a local reference or proof of a local address. Limited User accounts may have up to 2 items checked out at any time. Positive identification is required for the use of this account. Rental agreement or other forms verifying living status in Davie County is acceptable to meet this status.

Internet Only Accounts

Internet Accounts are defined as those persons who do not provide both a Social Security Number and full/current address on a valid ID. Internet Account users may check out 2 items for the normal loan period with access to Internet and Online Library Resources. Internet Only Accounts may not check out Chromebook & Hotspot resources. Positive identification is required for the use of this account.

Student Access Accounts

A partnership between the Davie County Public Library, Davie County Schools and Davie County Homeschools exists to provide all students with a library account. Students can access this account online or in the library by using their student ID number. Ten (10) books or audiobooks may be checked out on the Student Access account; no overdue fines will be charged. If an item on a Student Access account is kept out for more than 180 days (6 months), the student will be charged the whole amount for the item plus a \$2.00 processing fee. The student can use a computer, laptop, or tablet with their ID number while in the library. If a student has forgotten their number or it was never given to them, library staff may look up the account by verifying biographical information. DVD's cannot be checked out on these accounts. Parents are not eligible to use student accounts. Items are checked out for 2 weeks only on this account.

Teachers in Davie County Schools also have a library account through the Student Access program with the same parameters as a student account. To check out materials, a teacher will need to present their ID badge or another valid photo ID.

Library staff can give teachers their unique library account number which can be used verbally to check out materials and to use the library's digital resources.

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, and DVDs

- 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.
- A patron is barred from use of library card if their fines/fees exceed \$4.99. Items stop generating fines at \$10.

LIBRARY MATERIALS BORROWING PROCEDURES

- Patron must have an active library account to check out or use any library resources. Patrons must check out items to their own library account. Positive identification is required for the use of this account.
- Circulating library materials are checked out for 7 days for DVDs; 2 weeks for New books in Mocksville and Cooleemee, and 3 weeks for all other materials. Materials may be renewed by phone or online one (1) time unless the item is on hold. There are no renewals on DVD's.
- Audiobooks are limited to 5 items, and can be renewed one (1) time.
- Resource sharing items from other libraries will be checked out according

to the above library parameters.

- Reference materials and special collections may not be checked out.

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 kits, 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.

Repeated damage to materials will result in patron losing ability to check out materials. This applies when a patron has two incidents of materials that need to be replaced from damage only and does not apply to minor damage of materials. Patrons may appeal decisions of losing ability to check out materials to the Davie County Public Library Board of Trustees.

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 for the replacement cost.
- The county attorney may contact customers who do not respond to library notices. Accounts may be turned over to a collection agency or submitted to the State under the Debt Setoff Clearinghouse program
- Patrons cannot receive any reimbursement once they have paid for a lost

item. They may choose to keep the item if found or return it to the library without reimbursement.

- Repeated loss of materials will result in patron losing ability to check out materials. This applies when a patron has two incidents of not returning materials and item must be replaced. Patrons may appeal decisions of losing ability to check out materials to the Davie County Public Library Board of Trustees.

COLLECTION DEVELOPMENT POLICY STATEMENT

COLLECTION DEVELOPMENT

The DCPL Collection Development office has a list, a living document, which is adjusted with regularity to match authors with the circulation statistics of the adult fiction collection. The use of the statistical history allows for the continued progression of the collection within the patron preferred authors. Therefore, with an established list of known authors whose materials will circulate, attention can be focused on exploring and finding new authors to present to the DCPL patrons.

For non-fiction materials a regular, on-going study of the collection is undertaken for the various subject headings. As with the fiction collection circulation statistics offer a history that guides the selection of new non-fiction. As topics come to the news and interests increase, materials are addressed and assessed as for selection. As community interests change and new topics become popular these are addressed for selection to the collection.

Patrons present requests for materials in both the adult fiction and adult non-fiction collections. Requests are examined under the same guidelines of all other materials to be added to the collection.

Items to be added to the DCPL Collection are subjects applicable to Davie County, North Carolina and its people.

Example: Information on snow blowers is not as needed as lawn mower repair.

Items deemed relevant to be added to the collection come from positive reviews from peer reviewed journals and reputable publishers with a history of positive and quality publications.

1. Reading/Receiving Reviews:

- Journals
- Catalogues
- Lists
- Emails from publishers
- Phone calls from publishers
- In person visits from publisher representatives
- News articles

2. Materials with established positive circulation results:

- List of popular authors with high rate of circulation
- Series continuations
- Standing order collections
 - B&T Authors
 - Center Point Subject/Topic
- Patron suggestions

3. Donations:

DCPL has a donation policy that outlines the materials accepted.

If any donated items are needed and found to meet the criteria of other materials in and for the collection they will be considered, under the same guidelines of all other materials to be added to the collection.

The DCPL Donation Policy covers print, audio and visual materials.

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, DVDs, CDs, and databases.

"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 Director. However, the Director delegates to designees 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.

SELECTION RESPONSIBILITIES 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 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 salespersons for specific materials. The standard selection tools used by librarians include, but are not limited to, 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 a 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 authors, printers, or publishers with Davie County, or 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

ACQUISITION CRITERIA and GUIDELINES for DAVIE COUNTY PUBLIC LIBRARY

Criteria: How and Means by which Decisions Are Made Concerning the Selection of Items/Materials for the DCPL Collection

Both print and non-print materials selected for addition to the Davie County Public Library (DCPL) are selected within the parameters of the *Library Bill of Rights*.

“The American Library Association affirms that all libraries are forums for information and ideas. . .” Therefore, print and non-print materials are provided, within the constraints of the budget, to and for the interest and education of the public served by DCPL. The materials provided for selection originate with many different publishers and distributors.

In order to begin selecting materials for an audience, the personality, make-up and character of the audience must be known. The first step in forming a foundation to achieve this goal is to begin with what the patterns of interests are established from the community and the DCPL patrons as expressed in the circulation statistics and requests.

Materials considered for addition to the collection need to be time relevant. A positive guide to this time line would offer to purchase new materials that fit within the parameters of the weeding policy. Therefore, materials published within the previous five (5) years are considered first. An exception would allow for the replacement purchase of items with a high rate of circulation or those

deemed or considered to be ‘classics’ and expected to be within a library collection.

Additional information

1. Adult Fiction

DCPL strives to offer a vast selection of materials based on the many subject headings available.

DCPL strives to offer a vast selection of materials from the diverse opportunities available; to include the point of view of authors of various backgrounds and understandings, experiences, locations, and perspectives.

There are some subject headings the patrons of DCPL appreciate more than others.

As an example circulation statistics indicate DCPL’s collection should include more

Large Print Cozy Mysteries than
Regular print Science Fiction/Space Opera.

As the patron base changes the number of materials within each subject heading adjusts.

2. Adult Non-Fiction

Time sensitive materials are updated on a regular basis. These include science, medical and health references. History materials are updated as per new research and new interests as well as circulation statistics, and community interests.

3. Biographies

Update due to new research

Update due to newer editions

Popular people in the news in whom DCPL patrons have an interest

New names focused on becoming historical in the news

4. Audiobooks

Selection for the audiobook collection is based on the same criteria/parameters as with the print materials except the number of items are less.

5. DVDs

Popular interest; stories/movies/TV shows

Non-Fiction DVD selection is made based on patron requests and interests as well as popular topics to include music, science, cooking, travel, history, and biography and other subject headings.

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.

The library recognizes that many materials are controversial and that any given item may offend a 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 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.

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. 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.

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.

REQUEST FOR REVIEW 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 review, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner.

Patrons with active Davie County Public Library card who wish to challenge materials in the library are welcome to submit a Request for Review of Library Materials Form, and is available on page 46 of this document. These requests are for materials that are only part of the Davie County Public Library collection.

Whenever possible, complaints about library materials should be handled as they arise by the staff person to whom they are made. Staff does not have the option of removing materials from the collection. Complaints are referred through the normal chain of command. If the person is still not satisfied after talking to the director, the director will have them fill out a *Request for Review of Library Materials* form. All areas of the form must be filled in order for the request to be reviewed by the Library Director or Board of Trustees.

A committee composed of the Director, Adult Services and Technology 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.

Once the material is reviewed by the Library Board of Trustees, the item will not be reviewed again for three (3) years' time. A Request for Review form does not mean the library will look into the item being removed from the collection. The request is a review to determine if the material does not follow the Collection Development Policy guideline.

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. Included in the category are J-series, J-Graphic and Story Collections.

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 (YA) 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.

DVDs

The library acquires and makes available DVDs to serve the general informational, educational, and recreational needs of the community. The DVD 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.

Audio 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.

EBooks

EBooks are purchased through the North Carolina Public Library Directors Association Consortium via a contract with Overdrive. Books are selected based on the consortia criteria with new and hot titles taking priority. Those titles purchased through Davie County Public Library typically will include whole series of fiction by popular authors and some hot new non-fiction titles.

MEDICAL INFORMATION CAUTION STATEMENT

The Material that the library provides 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 patrons 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 patrons have the most current information and to get advice on interpreting it, the library recommends that patrons 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.
- If a patron does not have their library card with them, they can be logged in using their ID.
- A Library card or guest card is required to log on to the public computers.
- A person wanting to use the Internet must accept the Internet Acceptable Use Agreement when prompted by the computer.
- Visitors are permitted to use public computers with the GUEST card.
- 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.
- A computer may be used for 240 minutes (4 hours) per day per person.
- A person who has used a computer for 240 minutes (4 hours) may continue to use a computer if no one else needs to use it with the understanding that when someone else needs the computer it will be made available.
- Children have priority for use of the computers in the children's area, adults not accompanying a child are not permitted in the children's computer area.
- Preferred use of the tutorial and History Room computers is for research, reference, and educational use.
- OPACs are restricted to library catalog use only.
- Only the scheduled user and one other person are permitted at the computer at one time.
- There will be a charge of 10¢ per page for black and white, 25¢ per page for color printouts.

- Users must have some knowledge of how to use a computer or may schedule a brief tutorial with a staff person for further instruction.
- A staff member may instruct a patron on how to create and/or edit a document or form, but for safety and liability purposes they cannot complete a personal document or form for a patron.
- 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.
- Users are expressly forbidden to use library computers for illegal or inappropriate activities; a patron engaging in such activities will be banned from using the library.
- Care Givers who accompany Dependent adults have the responsibility to assist their clients; assistance is not the responsibility of Library staff.
- An internet acceptable use agreement is attached to this policy as Addendum B.

VIOLATION OF THIS POLICY RESULTS IN THE LOSS OF COMPUTER PRIVILEGES

3D Printing Policy

The Monoprice Select Mini 3D Printer provides access to 3D printer software and technology that includes 3D printing for a fee (**please see 3D Printing Request Form for pricing details attached as Addendum C**), and reservation times for customers to 3D print on their own.

These are staff-mediated services and are available on a first-come, first-served basis. The Davie County Public Library reserves the right to refuse creation and/or production of any content at any time at the discretion of Library staff.

3D Printing and 3D File Production

Examples of specific content that will not be created or produced includes, but is not limited to:

1. Content or objects that are illegal or harmful to minors

2. Content or objects that may be construed as having intent to harm.
3. Content or objects that may infringe upon the intellectual property rights of a third party.
4. Objects that are perishable.

By submitting content or objects, the customer agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials. The Davie County Public Library is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3D printer.

Refunds are not permitted.

Customers will be notified when their print job has been completed, and all files will be deleted from the system at that time. Projects which are not picked up within seven (7) calendar days following notification will not be retained.

3D Printer Reservations

Patrons who wish to 3D print their files themselves will be required to successfully complete an orientation on 3D printing. Once they have been certified, they will be able to reserve a 3-hour block to print their item using the 3D printing reservation request form.

Patrons must be present while their item prints in order to catch printing errors and perform machine maintenance as needed. If a customer's file will take longer than 3 hours to print, we recommend they submit their item for printing by staff.

If a patron is unsure how long it will take to print their file, they should consult with DCPL staff before reserving the printer.

Only patrons who successfully complete 3D printing orientation can bring in their own filament for printing. Filament must be PLA and 1.75 mm in diameter.

All customers will be limited to one print per week. A print is 4.7" x 4.7" x 4.7" (12 x 12 x 12 cm).

Fax Policy

The library's fax numbers are as follows:

- a. Mocksville: 336-751-1370
- b. Cooleemee: 336-284-2805

2. All faxing of documents will be performed by library staff.

3. Fax transmissions will cost \$1.50 for the first page and 50¢ for each additional page. These basic charges are for calls placed within the United States only. If a document has 2 printed sides, each side will count as a page, pages will have to be photocopied first at a charge of 10 ¢ each.

4. International transmissions are not permitted.

5. Incoming faxes will cost 10¢ per page. Incoming faxes will be filed in the received faxes box in alphabetical order by receiver's last name and will be held for 24 hours and then shredded. Patrons expecting a fax must call the library to see if their fax has been received.

6. Documents must be in a condition acceptable by the fax equipment. Paper to be faxed must be letter or legal size. Proper copy is the patron's responsibility.

7. All payments must be prepaid in cash before faxing out. Faxes sent to the Library must be paid for at the time of pick up.

8. The Library requires a fax cover sheet for all outgoing transmittals, these are available at the front desk. Charges are not incurred for the cover sheet.

9. A call placed to a busy signal will be resubmitted up to a maximum of 3 times at no additional charge. If the fax cannot be transmitted, prepaid fees will be refunded in full.

10. The library is not responsible for successful transmission of outgoing or incoming faxes, nor is the library responsible for any damage, loss of data or consequential damage arising out of the use of this service.

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.* (See pages 23 – 25 for definition of Patron Disruptive Behavior Policy) This includes serious misconduct, nuisances, disturbances or offenses such as intimidation through verbal, physical, and psychological actions that prevent/disrupt the library staff’s ability to perform daily duties, tasks, and assignments or patrons from enjoying the library – *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 children 7 or under without adult supervision. (See *Safe Child Policy*)
5. No children 16 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.*)
6. No soliciting or selling or distributing of leaflets; no posting of notices not authorized by Library Director or designee – *one warning, then out.*
7. No rearranging or soiling of Library furniture – *one warning, then out.*
8. No animals in the Library other than service dogs – *one warning then out.*
9. No sleeping – *one warning, then out.* (Occasional dozing while in the library is allowed.)
10. No smoking of any kind, which includes vapes and e-cigarettes, is permitted inside or within 50 feet outside of the building – *one warning, then out.*

- 11.No neglecting personal hygiene to an extent that interferes with the ability of library customers or staff to use and/or enjoy the facility
- 12.The library director or designee must approve any outside materials to be left in the library for posting or display. Any materials left without such approval will be discarded. Individuals who choose to leave inappropriate or unapproved materials in the library are subject to being banned from the library property.
- 13.No items or possessions are to be left at the circulation desk or any other parts of the library to be picked up by another individual. For matters of safety and liability, the library staff cannot be responsible for watching possessions or ensuring that outside material is picked up.
- 14.For the safety of staff and patrons, the library's telephones will not be used by anyone but library staff. Children or adults with disabilities needing to use a phone to call for a ride may do so under the supervision of a staff member. 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.

Patron Disruptive Behavior Policy

The Disruptive Behavior Policy purpose:

- to protect the rights and safety of all library users
- to protect the rights and safety of staff members
- to preserve and protect the library's materials, facilities, and property

Everyone is welcome at the Davie County Public Library. Resources are made available to all in an atmosphere of respect for knowledge, one another, community property, and resources.

The library will uphold all state, federal, local laws, and ordinances with regard to public behavior. Assistance from local law enforcement will be requested as needed.

To maintain the Library as a place where the community feels welcome, please observe:

DISORDERLY CONDUCT

Library users should refrain from disrupting library services of other visitors & staff. The following actions and forms of conduct are not permitted:

- using abusive, indecent, profane, loud/disruptive, vulgar language, gestures, or displays of vulgarity
 - harassment and/or ill-treatment of any library employee, volunteer, library user, or representative will not be tolerated. Examples include, but are not limited to, aggressive behavior, sexual advances, inappropriate conversations, stalking behavior, threats, etc.
 - challenging to or initiating a fight, shoving, pushing, running, throwing things
 - excessive public displays of affection
 - engaging in sexual misconduct, such as voyeurism, exhibitionism, exposure
 - violating others privacy in a public restroom
 - using restrooms for bathing, shampooing, shaving, or washing clothes
 - littering or defacing library materials, equipment, and/or property
 - leaving personal items unattended such as backpacks, luggage, purses, etc.
- The library assumes no responsibility for lost/stolen items.

DRINKS/FOOD

Alcoholic drinks are prohibited; non-alcoholic covered drinks are permitted at tables. Food items are only permitted during staff held events or during the use of the Multi-Purpose Room.

HYGIENE

Appropriate tops, bottoms, and footwear are required; wet clothing and disruptive attire are not permitted; shirts must be buttoned.

MONOPOLIZING LIBRARY SPACE

Blocking or impeding access to equipment, materials, and/or facilities by sleeping, dozing, napping, and/or lying down are not permitted.

PROPERTY

Do not: attempt to steal/deface/destroy/damage library materials, furnishings, facilities, or other's property; enter unauthorized workspaces; bring in items that take up excess space; leave packages/backpacks/luggage unattended; rearrange library furniture/equipment without approval.

SERVICE ANIMALS

Under the Americans with Disabilities Act, dogs recognized as service animals may accompany people with disabilities in all areas of the library. Service animals must

be harnessed, leashed, or tethered, or the individual must maintain control of the animal through voice, signal, or other effective controls. A person will be asked to remove the service animal if it is out of control and the handler does not take effective action to control it, or if it is not housebroken.

SMOKING/VAPING/TOBACCO PRODUCTS/ILLEGAL DRUGS

All libraries are tobacco-free. No tobacco products can be used in buildings, parking lots, or anywhere on library property. Prohibited: using tobacco, electronic cigarettes, being under the influence of alcohol/illegal drugs and/or selling, using, or possessing alcohol/illegal drugs.

SOLICITATION

Solicitation of any kind, including asking for money, is not permitted. Distribution or posting of notices in unauthorized areas is not permitted.

TRANSPORTATION

Skateboards, bicycles, scooters, and rollerblades are not allowed on library sidewalks or in the building. Skateboards, scooters, and rollerblades may not be used on parking lots and driveways.

RESTRICTED AREAS

Unauthorized entry into staff areas, closed or restricted areas is strictly prohibited. If a patron needs to speak to someone in these areas, they must make a request for the staff member to come to the patron outside of these restricted areas.

TRESPASSING

Trespassing in restricted outside areas during closing hours, presence in the Library without permission of authorized staff outside operating hours, and/or sleeping and camping on library grounds is not permitted.

VIOLATION(S) OF THE DAVIE COUNTY PUBLIC LIBRARY ARE SUBJECT TO THE FOLLOWING:

The library follows the Three (3) Strike Rule for violations of Policies and will first educate the individual and then give a warning if behavior continues.

FIRST OFFENSE: EDUCATE

SECOND OFFENSE: WARN

THIRD OFFENSE: BAN; POLICE CALLED, LIBRARY PRIVILEGES SUSPENDED ONE MONTH

SUBSEQUENT OFFENSE: LIBRARY PRIVILEGES PERMANANTLY SUSPENDED

If library privileges are suspended and the suspension is ignored, prosecution for public trespass is likely.

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. 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.

The library's SAFE CHILD POLICY applies to dependent adults with caregivers.

UNATTENDED CHILDREN AT CLOSING TIME

- Staff members will ask any unattended minors under the age of 16 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 has no parent/caregiver with them at closing time, two staff members will wait with the minor for up to 15 minutes after closing time.
- If no parent/caregiver can be reached, the staff will call Davie County Health and Human Services and the local police department to ensure the minor's safety until the parent/caregiver can be located.
- If the child is placed into care by Davie County Health and Human Services and/ or the police department a notice will be placed on the front door informing anyone looking for the child to contact 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 designee, 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 hands on woodwork.
- D. Avoid snapping pedals.
- E. Ask permission from the librarian or staff before moving the piano within the room.
- F. Do not place food or beverage containers, or floral arrangements on any part of the piano.
- G. Always cover the piano before leaving.
- H. 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 Director or designee, and then at the expense of the user.

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

MAINTENANCE OF THE PIANO

- A. The Library shall be responsible for scheduling and paying 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. 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 the Library Board of Trustees.
- C. Insurance for the piano shall be included with the policies which already cover the library.

The Library Board of Trustees 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
August 17, 2000, July 15, 1993, June 28, 1984 and October 9, 1978

POLICY FOR THE USE OF LIBRARY MEETING FACILITIES

GENERAL POLICY

The Davie County Public Library provides a Multipurpose room 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 Multipurpose 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 Library Director who may consult with the County Manager and Chairman of the Davie County Public Library Board of Trustees if necessary. Complaints should be made to the Library Director in writing. In an event that a patron

appeals a decision by the Library Director, they may make an appeal to the Davie County Public Library Board of Trustees to hear their case. The Board of Trustees will then vote to appeal or support the Director's decision. The decisions of the Davie County Public Library Board of Trustees 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 Multipurpose Room is the voting place for the N. Mocksville-City precinct. The Multipurpose Room 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 (attached to this policy as Addendum A) 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 who 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 Multipurpose Room 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 Multipurpose Room 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 Multipurpose Room 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. Rooms must be returned to their 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. If items are affixed all tape, and items used for hanging must be removed. 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 Multipurpose Room 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 Multipurpose Room; 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.

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 impede 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 non-library 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 meetings 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 meetings sponsored by a Davie County resident. A fee of \$10 will be charged for every hour thereafter. Not for profit agencies showing proof of a valid 501c-3 status are exempt from the fee, but MUST show proof of exemption when applying for room use.

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 meetings will not be posted. Any posting requiring a fee for service advertised are prohibited. 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

Circulation and Fee Policies

Any resident of Davie County and adjacent counties may receive a library card. Applicants should fill out an application form and present a photo ID with their correct address. By signing the application form, the applicant agrees to abide by all library policies. The signature of a parent/guardian is required for juveniles under the age of 18.

The first library card is free, replacement cards cost \$1.00 each.

All items in the new book circulating collection may be checked out for two weeks. All other books and audiobooks may be checked out for 21 days. DVDs check out for 7 days.

Renewals may be done once in person, by telephone or through the library online catalog. Items on hold for another patron cannot be renewed.

Patron cards are blocked from further activity at a \$5.00 threshold, at which point patrons must pay down their debt before they can use the card again for check outs or computer use.

Photocopies may be made for ten cents per page. Pages printed from the personal computers cost ten cents per black and white page and twenty-five cents per color page.

Volunteer Policy

Rationale

The Volunteer Program of the Davie County Public Library creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community; serves as a method for area residents to become familiar with the library; supplements the efforts of paid library staff.

Definition

A volunteer is a person who performs tasks for the Davie County Public Library without wages, benefits, or compensation (including travel expenses) of any kind. Volunteers do not replace paid staff, but enhance and extend their services. The Volunteer application must be completed (a copy is attached as Addendum D) with a parent or legal guardian signature if the person applying is under 18 years of age.

Examples:

- Individuals desiring to assist the library in its service to the public.
- Individuals performing under Community Service Orders
- Students required to perform community service as an educational requirement.
- Work programs provided by community health and social service agencies

Policy

- Volunteers are recognized as contributors to the accomplishment of the mission of the Davie County Public Library.
- The Library shall take steps to ensure the liability coverage has been obtained.
- Each volunteer shall be made aware of the Library's rules and expectations.
- Volunteers shall not replace paid staff.
- Each volunteer shall perform duties in the Library in the presence of at least one paid staff member or one member of the Board.
- In the event of an opening for paid position, volunteers who apply for the position shall be treated and evaluated on the same basis as all other external applicants. The Library does not hire persons under 18 years of age

with the exception of 2 page positions for rising juniors or seniors in High school.

- Volunteers must be covered by their own vehicle insurance where their volunteer activity involves the use of a vehicle and are liable for their own parking tickets or fines related to driving offenses.
- Volunteers will not be covered by the library for workers' compensation or automobile coverage.
- Volunteers are responsible for maintaining the confidentiality of ALL library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.
- The library will, upon request, provide letters of reference for the volunteer, if deemed appropriate.
- The minimum age requirement for a volunteer is 14 years old. Written parental permission is needed to permit minors to volunteer.
- All personal information about a volunteer is for internal use only and is confidential.
- Volunteers will not be expected to perform any task that staff would not do.
- Volunteers will not conduct any monetary transactions.
- Discrimination, sexual harassment or racist attitudes and actions will not be tolerated.
- Volunteers will not have access to staff facilities (i.e. staff computers)
- Volunteers are expected to use appropriate, professional language.
- Volunteers are prohibited from being under the influence of alcohol or/and using, possessing, selling or otherwise being involved with illegal substances.
- Volunteers need to present a positive image to the public. It is expected that volunteers' dress and appearance will be appropriate for a public environment. Jeans and t-shirts are okay. Shorts, sweatpants, political advertisement, inappropriate/ironic pictures or clothing that exposes skin in an inappropriate manner will not be permitted.
- A volunteer shall not take any action that would result in the volunteer's financial benefit. Volunteers may not ask for or receive, directly or indirectly, any monies or gifts from library patrons, either for themselves or any member of their household or for the library. Volunteers may not promote a business to other volunteers, patrons or staff.

- All volunteers are required to submit to a background check before they can start service to the Library as per county requirements.

Procedures

- Senior staff or Board identifies opportunities for volunteer placements.
- All volunteers are registered by completing an application form.
- The relevant department head will conduct an interview and recommend action.
- Volunteers will receive regular feedback on their contribution to the organization.
- Volunteers will be assigned tasks commensurate with their skills and interests.
- A staff member will provide the following orientation:
 - • Tour of the building
 - • Introductions to library staff members
 - • Review the volunteer policy
 - • Review job duties and expectations
 - • Confirm work dates, times, and projected duration of your participation

Sample Tasks That May Be Performed By Volunteers

- Shelving and circulation desk activities
- Shelf reading
- Special projects with a determined time frame (e.g. fund raisers, book sales)
- Administrative functions including photocopying, folding mail outs, displays, crafts, etc.
- Assist staff with programming activities

Addendum A



Agreement for Use of Multi-Purpose Room

(Please note time reserved includes set-up & clean-up)

Standard fee for MP Room is \$30/3-hours plus \$10/hr. thereafter

Non Profit Organizations are exempt.

GROUP OR EVENT _____

PERSON MAKING RESERVATION _____ **PHOTO ID (photocopy)** _____

TELEPHONE _____ **EMAIL** _____

TYPE OF PATRON (GROUP/INDIVIDUAL) *

_____ Department of County Government; any federal, state or city government agency

_____ Nonprofit organization

_____ For profit organization

_____ Social Meetings

Date	Times	# of Patrons	Key Out	Key In	Room checked

TO BE SIGNED BY PERSON IN CHARGE OF ACTIVITY

I affirm that I am the person in charge of the above scheduled meeting. I have read and understand the provisions of the POLICY FOR USE OF LIBRARY MEETING FACILITIES, THE GUIDELINES FOR THE DAVIE COUNTY LIBRARY PIANO, AND THE PUBLIC LIBRARY'S DISRUPTIVE BEHAVIOR POLICY, and agree that all meeting attendees will comply with the policies and regulations in their entirety. Policies include **"Absolutely no alcoholic beverages allowed; no loud music during Library normal operating hours."**

At the completion of the reserved time, I agree to:

- **Clean all used areas including the public restrooms; bring cleaning supplies with you; see checklist.**
- **Remove all trash (dumpster is located behind the facility).**
- **Return all chairs, tables, and equipment to original positions: tables against the side and back walls, chairs stacked no more than 10 high against the wall or 20 per cart (see photograph in kitchen). If signs or decorations are hung ensure all materials including adhesives such as tape are removed.**
- **Properly secure the building and return any borrowed facility keys to the circulation desk or in the book drop, along with signed completed checklist.**
- **Report the total number who attended the activity and the time of departure. Room should be locked whenever group activity is completed.**

Should any damage occur during the reserved time, I am responsible to arrange payment for such damage. The Library will determine the reasonable amount required for replacement/repair of damages or cleaning service required.

NOTE: All evening activities should be completed by 10:00 pm.

PLEASE BE CONSIDERATE OF THOSE WHO USE THE FACILITY FOLLOWING YOUR EVENT

*** EFFECTIVE IMMEDIATELY UNTIL FURTHER NOTICE: Due to COVID-19, the MPR Room Capacity and events policies will change according to guidelines and procedures recommended by the local Health Officials and the CDC.**

PLEASE SEE REVERSE SIDE



MULTIPURPOSE ROOM RULES

Below you will find the library rules and policies that must be adhered to for those who wish to reserve the Multipurpose Room here at the Davie County Public Library. We thank you for your continued patronage and support.

PROHIBITED USES

1. Alcohol and tobacco use of any kind are not permitted.
2. Loud music is not permitted.
3. Activities likely to disturb regular library functions are not permitted
4. Smoking, vaping, or open flame of any kind is not permitted in the library.
5. Per the library's mission statement, we do not allow social events of any kind for anyone under the age of 18, except events held by the educational institutions and organizations.
6. Minors are welcome to *attend* events that are being held for an individual over the age of 18.
7. If your event is during library hours, please be mindful of the noise level of your event so as not to disturb other patrons.
8. Political rallies, campaign events or fundraisers are not permitted; *however, political groups can meet for organizational, committee, planning, etc., purposes, and per NCGS 163-99 for precinct meetings and county/district conventions.*
9. Events for commercial purposes, including; sale of products/services; promotion of products/services for sale at a later time; and solicitation of business opportunities for the presenter or presenting entity are not permitted. *However, authors, artists, performers, and other presenters participating in events sponsored by the library or by library-affiliated groups may sell their literary, musical, or artistic work during the event.*

APPLICATIONS

10. Reservations may be made up to 3 months in advance of an event.
11. An individual/group/entity may hold up to 3 reservations at a time.
12. Reservation times must include all set-up and clean-up. We do not allow early access to the multipurpose room for decorating, cooking, set-up, etc. we will not accept/allow items to be delivered here prior to an event (such as floral arrangements, balloons, food, etc.) or to be left here after the event. All related décor, food, materials, etc. must be brought at the time of the event and taken with you when the event is finished.
13. A 24 hour notice of cancellation is required in order to receive a refund.
14. Nonprofit organizations must bring their 501 (c) (3) form to waive rental fees.
15. Every person making a reservation will need to leave a photocopy of their driver's license or ID.
16. A request for a reservation is subject to denial/cancellation at the library's discretion.

FEES

17. The room use fee is \$30 (minimum) and covers 3 hours of use. For each additional hour, the fee is an additional \$10/hour (this includes half hours).
18. ALL fees must be paid in full and the room-use agreement signed by the responsible party no less than 7 days prior to the event. Failure to do so will result in the event being cancelled.
19. A request for a reservation is not confirmed until the complete fee is paid, agreement signed, copy of photo ID and proof of nonprofit status (as applicable) supplied.
20. Entities with Non-Profit status who can provide proof of said status are exempt from paying the \$30 fee. All other organizations, excluding county government, are required to pay the fee. The Director will make the final decision if there is a question as to whether a fee is to be paid.
21. There is a \$50 fee for lost keys (either the room key or the bar key).
22. Should any damage occur during the reserved time, responsible person will have to arrange payment required. The library will determine the reasonable amount needed for replacement/repair of damages or cleaning services.

RULES AND REGULATIONS

23. The Multipurpose Room must be cleaned after use. This includes vacuuming the carpet, wiping down table/countertops/chairs, cleaning the kitchen I fused (all appliances, mopping the floor, etc.) ensuring the public restroom is left clean (for after-hours events), and all trash bagged and taken outside to the dumpster. After the event, you must return the tables and chairs to the position they were in prior to the start of your event. Tables need to be stacked along the side/back walls and not blocking any door exits, chairs should be stacked along the wall not more than 10 chairs per stack unless on the rolling racks then 25 chairs per rack, please see the diagram in the kitchen.
24. If your event is after-hours, you will receive a key to the multipurpose room door. Keys must be picked up during open hours. If you do not pick up the key, please do not contact county emergency services. Signing this document means that you a key **MUST** be picked up before your event if the event is **NOT** during regular business hours. There will be **NO** response from the emergency services and you will forfeit the use of the room and any refund of your fee if you fail to pick up the key. This key must be returned immediately following the event.

If the library is closed, please place your key and completed checklist in the envelope we provide you, seal it and put it in our after-hours book drop box.

Do not take the key home with you. If you have used the push bar key to open the front library doors for your event, please be sure to lock those doors at the end of your event and return the push bar key to its spot hanging in the kitchen.

25. Groups will not be permitted to post any signs or materials on library property.
26. Meetings must be free and open to the public/media.
27. Multipurpose Room is intended for meetings and educational purposes, not for activities that will cause undue wear on the room or equipment.

Please initial that you have read these rules _____ Date _____

LIBRARY HOURS

Monday-Thursday: 9am-8:30pm

Friday: 9am-5:30pm

Saturday: 9am-3pm

Sunday: 2pm-5pm

If your event begins before/after regular library operating hours it is your responsibility to pick up a key to the Multi-Purpose Room/front door and after use checklist. If you do not pick up the key before your event DO NOT contact county emergency services (911). They will not respond and you forfeit the right to use the building for your event as well as the fee. It is your responsibility to pick the key before your event during the hours the library is open.

Keys can be picked up during normal library operating hours, no more than 24-48 hours before your event.

Staff: As you complete this form verify that all information is complete and make sure to give the photocopy of the agreement, MPR Checklist and the MPR rules to the person making the reservation.

Signature _____

Date _____

Staff _____

Fee paid _____

Receipt _____

Date _____

Staff _____

In reference to DCPL Policies, Addendum A, p. 33, revised 7/2019:
Davie County Public Library Trustees approved that, until further notice, the fourth item under TYPE OF PATRON, be amended to read "Social Meetings", rather than "Social Activities". This motion passed.
11/18/2020.



Addendum B

Davie County Public Library Internet Acceptable Use Agreement

The DCPL is pleased to offer our patron's access to the Internet. Such access is compatible with the Library's mission to protect intellectual freedom, promote literacy, encourage lifelong learning and provide information services.

The Internet allows users admittance to vast networks of information, resources and ideas beyond other Library media. Although the Library provides access, the DCPL cannot control, limit or guarantee the information available on the Internet. Internet does provide information that is reliable and current, but at times it may be inaccurate, out-of-date, or inaccessible. Users should be warned that material may contain items that are illegal, inaccurate, defamatory, offensive and/or disturbing to some individuals.

The DCPL provides the benefits of Internet access as an expanding information source. However, the nature of the Internet is not without some risks. Users access the Internet at their own discretion.

Rules/Restriction/Warnings

Internet use is managed consistent with the Library's Computer Use Policy and Rules Governing the Use of the Library Policy.

The following are not allowed:

- any activity contrary to state, federal or local law, or injurious to the Library
- obscene language or disruptive messages, files or images
- violation of copyright laws or software license restrictions

Violation of this agreement may result in denial of access and appropriate legal action.

User Agreement

As a user of the Library's access to the Internet, I understand and will abide by the Acceptable Use Agreement. I hereby agree to comply with the above stated regulations. I waive my right to any claim against the Library, its employees, trustees, officers and agents arising from the use of the internet.

PRINT NAME _____

SIGNATURE _____ DATE _____

Davie County Public Library
Internet Acceptable Use Agreement
Parental Permission Agreement

The DCPL is pleased to offer our patrons' access to the Internet. Such access is compatible with the Library's mission to protect intellectual freedom, promote literacy, encourage lifelong learning and provide information services.

The Internet allows users admittance to vast networks of information, resources and ideas beyond other Library media. Although the Library provides access, the DCPL cannot control, limit or guarantee the information available on the Internet. Internet does provide information that is reliable and current, but at times it may be inaccurate, out-of-date, or inaccessible. Users should be warned that material may contain items that are illegal, inaccurate, defamatory, offensive and/or disturbing to some individuals.

The DCPL provides the benefits of Internet access as an expanding information source. However, the nature of the Internet is not without some risks. Users access the Internet at their own discretion. ***Ultimately, as with all Library materials, a minor's access to the Internet is the responsibility of the parent/guardian.***

Rules/Restriction/Warnings

Internet use is managed consistent with the Library's Computer Use Policy and Rules Governing the Use of the Library Policy.

The following are not allowed:

- any activity contrary to state, federal or local law, or injurious to the Library
- obscene language or disruptive messages, files or images
- violation of copyright laws or software license restrictions

Violation of this agreement may result in denial of access and appropriate legal action.

As the parent or legal guardian of the minor youth signing below, I understand the Acceptable Use Agreement. Although some material on the Internet may be objectionable, I accept responsibility for the following:

- My youth, age 13 – 17, may use the Internet independently.
- I or another adult will accompany my child, age 7 – 12, and will remain in the library while my child uses the internet.
- I or another adult will remain at the computer with my child, under the age of seven.

I waive my right to any claim against the Library, its employees, trustees, officers and agents arising from the use of the Internet.

Parent print & sign _____

Print youth's name _____

Youth's age _____ Birth date _____

Date _____

Addendum C



Davie County Public Library 3D Printing Procedures & Request Form

All files will be deleted from the 3D printer's computers after they have been printed.

The library will try to print quality objects from submitted files, but we cannot guarantee that the file will print the way you want. If you need your item to be exact, please use a commercial printer.

Failed prints happen for various reasons. We will stop the print job if, in our judgement, it is not going to be a successful print.

Please check this list before submitting your file for printing:

Your library account is in good standing.

File must be submitted in .STL format.

Item does not exceed 4.7" x 4.7" by 4.7"

Only one print item may be submitted per week (unless for educational purposes and cleared by the Reference Librarian).

We will not print items that take more than 8 hours to print.

You must clean your own rafts and supports.

Color choices will vary depending on supply. You may ask for available colors when you submit your request. Only one color can be printed for each item.



Addendum D

**Davie County Public Library
Volunteer Information Form**

I am interested in becoming a volunteer at the _____
branch of the Davie County Public Library. I have read and agree to abide by the
Volunteer Policy of the library. I have the following special interest, skills, or am
interested in performing the following tasks for the library.

I certify that I have never been convicted of a felony.

Signature _____ Date _____

Printed Name _____

Address _____

Phone _____

Children under the age of 18 but above 14 must have a parent or guardian
signature:

Child's name: _____ Age _____

Parent/Guardian Printed name: _____

Parent/Guardian Signature: _____

DCPL FAX Policy

1. The library's fax numbers are as follows
Mocksville: 336-751-1370
Cooleemee: 336-936-5650
2. All faxing documents will be performed by library staff
3. Fax transmissions will cost \$1.50 for the first page, and 50¢ for each additional page. These charges are for calls placed within the United States only. If a document has 2 printed sides, each side will count as a page, [ages will have to be photocopied first at a charge of 10¢ per page.
4. International transmissions are not permitted.
5. Incoming Faxes will cost 10¢ per page. Incoming faxes will be received by email notification, and held for 24 hours and then automatically deleted from file. Patrons expecting a fax may call the library to verify their fax has been received.
6. Documents must be in a condition acceptable by the fax equipment. Paper to be faxed must be letter or legal size. Proper copy is the patron's responsibility.
7. All payments must be prepaid before papers are faxed. Faxes sent to the library must be paid for at the time of pickup.
8. The library requires a fax cover sheet for all outgoing transmittals. Charges are not incurred for the cover sheet. Cover sheets are available at the front desk.
9. A call placed to a busy signal will be resubmitted up to a maximum of 3 times at no additional charge. If the fax cannot be transmitted, prepaid fees will be refunded in full.
10. The library is not responsible for successful transmission of outgoing or incoming faxes, nor is the library responsible for any damages, loss of data or consequential damage arising out of the use of this service.