




## **LIBRARY POLICIES AND PROCEDURES**

**REVISED AND SUPERCEDES ALL PREVIOUSLY REVISED EDITIONS  
2016**

# Fairhope Public Library Policies

Rev. 2016

	<b>FAIRHOPE PUBLIC LIBRARY</b>	<b>Effective Date</b>
		March 23, 2016
		<b>Supersedes</b>
		All previous versions
<b>LIBRARY POLICIES AND PROCEDURES</b>		

Adopted by the Board of Trustees

**(Effective: March 23, 2016)**

**DIRECTOR**  
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Martin Lanaux, Chairman

Alison Knight

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**CITY COUNCIL LIAISON**  
Diana Brewer

# *Fairhope Public Library Policies*

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## **GENERAL PURPOSE**

It is the purpose of the Fairhope Public Library to make available free access to all citizens of Fairhope, and others living within the area of Baldwin County, to carefully selected resources which will meet their needs as far as possible, with no discrimination as to race, color, creed or nationality.

Since these needs are informational, educational, cultural, social and spiritual, the Library realizes it cannot accomplish this alone, but only in cooperation with other agencies serving the welfare of the community can it come nearer to reaching its goals.

With this objective in mind, the Fairhope Public Library resolves to serve all people as completely as possible, and to select resources that meet the needs of as many people as possible, within the bounds of our budget and available space.

The responsibility for the direction of the Library and the establishment of its policies will belong to a Board of Trustees appointed by the Fairhope City Council. This Board will employ a Director to administer its policies.

## **OUR VISION**

The Library serves our community as a guide to worldwide information, a center for learning, and a source for leisure resources.

## **OUR MISSION**

Our mission is to provide access to information to contribute to the intellectual, cultural, educational, and to the recreational life of the community. The Library serves all ages, encourages the love of reading and the pursuit of knowledge, and champions democracy by fostering the free exchange of ideas.

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## **BORROWING RESPONSIBILITIES**

- The issuance of a Library card involves responsibilities as well as privileges. The privilege of free use of Library materials entails proof of eligibility and respect for circulation restrictions.
- Patron responsibilities include:
  1. Return of borrowed materials by the due date
  2. Care of materials to avoid damage
  3. Payment of repair/replacement costs for damaged or lost items

## **BORROWING PRIVILEGES**

### LIBRARY MEMBERSHIP

- Library membership is free to residents who reside in Baldwin County.
- Library membership is free to people working in Baldwin County. Proof of employment must be shown.
- The minimum age to obtain a Library card is 3 years.
- Adult cards are issued to persons 18 years of age and older. Teen cards are issued to persons 13 years old to 17 years old. Juvenile cards are issued from 3 years old to 12 years old.
- A charge of \$2.00 will be assessed for the replacement of lost or damaged cards. This fee will not be charged for a card that is damaged due to normal usage.

### REGISTRATION

- Each patron will be asked to complete a membership application form. This form requires:
  1. Full legal name
  2. Street address & Mailing address if not the same
  3. Two (2) telephone numbers: personal & alternate contact number
  4. Driver's license or state identification card
  5. Valid documents (ID: rent or car tag receipts, postmarked mail, hunting license)
  6. Date of birth
- It is the patron's responsibility to inform the Library of change of address or telephone number(s).
- Library employees should point out to patrons the importance of providing precise identification. This information enables the Library to avoid duplicate memberships and to guard against materials, overdue items, and fines being charged against the wrong membership.
- A card will not be issued until the patron has provided all essential information requested on the membership application form.
- Cards are renewed every two years after the initial one-year period.

### BORROWING

- When the membership application has been completed and identification and address verified a permanent library card will be issued. The person to whom it is issued must sign the card upon receipt. This will also allow the patron to access the computers in the Library.
- All information in patron records is for the purpose of conducting daily Library business. This information is confidential in nature and will not be given out to unauthorized individuals or for any other purpose than to carry out the normal procedures of the Library.

### SEASONAL CARDS

- Seasonal cards are for patrons that are visiting the area for a **minimum** of one month.
- Patron must show picture identification, proof of permanent residence (a driver's license with this information would suffice), and proof of current/local residence with a local contact person. Any piece of mail with patron's legal name would be sufficient for proof of address.
- Only adults are eligible for seasonal cards.
- Patrons may only borrow 5 items, regardless of type, at a time.

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- Patrons will be allowed to check out items until their departure date. This is the date that the card will be set to expire.

## COLLEGE STUDENTS

- Students enrolled at Faulkner State Community College and the University of South Alabama/Baldwin County have the privilege of using the Library as follows:
  1. Students must present their student ID cards to check out materials. Cards must be valid for the current semester.
  2. All materials must be returned on time and no later than the end of the semester. Those with outstanding materials will be refused registration at FSCC until materials are returned.
  3. ID cards will be invalid between semesters. *No materials will be checked out to FSCC and USA/BC students between semesters.*

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## **CIRCULATION**

### REGULAR LENDING

- To check out Library materials, a patron must present an unexpired Library card, which is in good standing.
- If a card is not presented, a form of photo Identification must be presented. If picture ID is presented, only three (3) items may be checked out. After three times, the patron will be asked to purchase a new Library card.
- Borrowers are limited to twenty-five (25) items per card, including a limit of:
  - a. 6 new books (3 FIC and 3 NF)
  - b. 5 audio books (limit of 3 new)
  - c. 5 children's audio books
  - d. 5 teens' audio books
  - e. 7 DVDS (per adult card)
  - f. 5 music CD's
  - g. 5 periodicals
- All materials may be checked out for a period of two (2) weeks, with the privilege of two (2) renewals, with the exception of non-circulating materials (see below), new items, and items on hold.
- Books and audios that are overdue, or on hold, may not be renewed online.
- Designated periodicals may be checked out for two (2) weeks.
- DVDs may be checked out only on an adult or teen card and may be kept for two (2) weeks, with the privilege of two (2) renewals.
- Reserved materials will be held at the front desk for five (5) days from the date of their arrival.

### SPECIAL LENDING

- One item labeled as "Circulating Reference" may be borrowed for one (1) week with no renewals.
- Certain reference materials, under special circumstances, are allowed to check out through the Reference desk specifically.
- Test Preparation books are allowed to check out through the Reference desk with a \$20 refundable deposit.

### NON-CIRCULATING MATERIALS

- The following materials do not circulate
  1. Reference and Reference Ready
  2. Special Collections
  3. Microforms
  4. Vertical File resources
  5. Current issues of periodicals (in black folders)
  6. Reference magazines
  7. Newspapers

### ALABAMA PUBLIC LIBRARY SERVICE CIRCULATION POLICY

- Circulation records and other records identifying materials borrowed by individual Library users are confidential in nature. The automated circulation system deletes these items from public records when materials are checked in.

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## LOST AND DAMAGED MATERIALS

- A patron is responsible for all materials checked out on his Library card. A patron shall notify the Library immediately if his card has been lost or stolen so that the Library may delete this number from the computer and issue a new card number.
- The current replacement price shall be charged for lost or damaged materials. If a book is out-of-print or unavailable for re-order the charge shall be:

Adult Book	<b>\$25.00</b> or original price of the book if higher + processing costs
Juvenile Book	<b>\$20.00</b> or original price of the book if higher + processing costs
Paperback book	<b>\$8.00</b> or original price of the book if higher + processing costs
DVD	<b>\$25.00</b> or original price of the video if higher + processing costs
Audio-book	<b>\$50.00</b> or original price of the item if higher + processing costs
Music CD	<b>\$20.00</b> or original price of the item if higher + processing costs

- If the patron finds and returns the lost book within 30 days, the cost will be refunded. After 30 days, the cost will not be refunded even if the book is returned. In this case the patron may keep the book if it can be replaced. If it is no longer in print and cannot be replaced, then the Library will retain the book.
- Case replacement charges:

Playaway Case	\$3.50
DVD Case (1-2)	\$2.00
DVD Case (2-4)	\$3.00
DVD Case (4-6)	\$4.00
DVD Cover Art Insert	\$2.00
Music CD Case	\$2.00
CD (audiobook) Case (1-10)	\$4.00
CD (audiobook) Case (10+)	\$5.00
CD sleeves	\$1.00
Bar Code	\$1.00
Playaway Hinge	\$1.00
Processing	\$1.00



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## **FINES, FEES**

- Library membership is free to all residents of Fairhope who live within Baldwin County.
- Library membership is free to all students who attend Faulkner Community State College (FSCC) and University of South Alabama/Baldwin County (USA) during the school terms.
- Library membership is free to all who work in Baldwin County: a pay stub must be shown when applying.
- There will be a \$2.00 replacement charge for a lost Library card.
- The Library has a copy machine and printers available for patron use. The Library charges a nominal fee (posted on each machine) for copies made on these copiers and/or printers.
- A fine of 10 cents per item per day will be levied on regular lending materials returned after their due date. This fine will not exceed \$5.00 per item (or \$25.00 per patron), provided materials are returned in good condition.
- An additional \$10.00 inconvenience fee will be charged for any returned checks. Only cash payment will be taken to pay for the balance if this occurs.
- Overdue A/V items are charged at \$ .50 per day (maximum \$5.00 per item), including DVDs, audio books, CDs, and playaways.
- Outgoing faxes are charged \$1.50 per page not including cover sheet.
- Fines for damage to items will be levied at the discretion of Library staff.
- Charges on lost materials will be the full replacement price of the item plus any overdue fines.
- Library employees keep records of all fines and periodically notify patrons of overdue materials and/or fines owed.
- After any patron is notified once, either by telephone, mail, email, or in person, he/she, and family members, may be subject to suspended borrowing privileges, until materials are returned and fines are paid.

***City of Fairhope Ordinance 818 makes it: unlawful for persons to fail or refuse to return books or other property of the Fairhope Public Library. Upon conviction, offenders may be fined up to \$500 or imprisoned at hard labor for not more than six (6) months.***

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## MATERIALS ACCESS

The Fairhope Public Library Board of Trustees reaffirms its belief in the following basic policies, which should govern the selection of and access to materials and services provided by the Library:

- The *Library Bill of Rights*, adopted by the Council of the American Library Association in 1948, amended in 1961 and 1967 and revised in 1980. <http://www.ala.org/advocacy/intfreedom/librarybill>
- The *Freedom to Read Statement*, as adopted by the Alabama Library Association in 1953. <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
- The *Statement on Labeling Rating Systems*  
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/labelingrating>

**See Appendices A, B, & C**

## LIMITED ACCESS FOR CHILDREN:

- Video checkout – restricted to adult and teen cards. An adult should supervise their teen's usage.
- Internet access – All computers are filtered in accordance with the *Children's Internet Protection Act*.  
<https://www.fcc.gov/guides/childrens-internet-protection-act>
- Library card applications for youth must be signed by parents/guardians giving permission for Internet access.

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## **INTERLIBRARY LOANS**

### FHPL PATRON INTERLIBRARY LOAN REQUESTS

- Patrons should check FHPL on-line catalog to determine that the requested material is not available at any BCLC libraries.
- Patrons should then check the website [www.worldcat.org](http://www.worldcat.org) for lending availability.
- Request forms should be filled out as completely as possible including author, title, publisher, date, and OCLC number from WorldCat and whether lenders include Alabama lending institutions.
- Fees of \$3.00 for books and \$2.00 for journal articles must accompany requests. If any further fines are assessed by the lending Library, patrons should be informed before the item is requested.
- Requests are then sent to BCLC employees for processing. Items will be mailed or sent to BCLC and forwarded to the FHPL via courier.
- FHPL employees will prepare items for check out and inform patron of arrival.
- Some materials may be designated as "In Library Use Only" and cannot be checked out.
- Renewals are at the discretion of the lending Library and must be requested from ILL employees.
- Patrons who keep ILL's overdue will incur fines of \$0.10 cents per day.
- Patrons who lose ILL materials will be billed for the replacement cost of the item plus a processing fee assessed by the lending Library.
- Patrons who incur excessive fines or lose items or fail to pick up request items may have their ILL borrowing privileges revoked or suspended.
- FHPL does not loan items published in current year, reference materials, AV items (DVD's, CD's, Playaway's, etc.), Special Collections, Microforms, hard copy periodicals, items on reserve, other heavily used items, and any other materials at FHPLs discretion. Genealogical requests must include appropriate information. (i.e., family names, dates, or places).

### INTERLIBRARY LOAN REQUESTS FROM FHPL

- Employees at BCLC process requests from outside the Baldwin County Library Co-operative (BCLC). These requests are forwarded to BCLC from borrowing libraries. Items are placed on hold/reserve, pulled from the shelf by FHPL employees and forwarded to BCLC via the daily courier.

#### To make requests:

- BCLC email for requests – [bclcill@gulftel.com](mailto:bclcill@gulftel.com)
- BCLC mailing address – P.O. Box 399, or 22251 Palmer Street, Robertsdale, AL. 36567
- BCLC telephone – 251-970-4010 or 251-937-0204

Lost Items – Borrowing Library will be billed the cost of replacement.

**Sample Request Form – Appendix I**

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## **CONFIDENTIALITY OF LIBRARY RECORDS**

- Pursuant to the Code of Alabama, 1975, Sections 41-8-9 & 41-8-10, the Circulation and Registration Records of the Library are not available to the public.
- Circulation records and other records Identifying materials borrowed by individual Library users are confidential in nature. The automated circulation system deletes these items from public records when materials are checked in.
- The only registration record kept is within the automated system. There is no separate written record kept.
- Those agencies Identified in the Code of Alabama, 1975, Section 41-8-10 may have access upon demonstrated need and approval by the Library Director.
- Any matters relating to release or publication of the registration records not provided for hereinabove are to be referred to the Library Director. The Director shall be empowered to decide any issues arising from such matters.
- Should any portion of this policy conflict with existing State Law (Code of Alabama, 1975, Sections 41-8-9 & 41-8-10), the State Law will have precedence.

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## **TEST PROCTORING**

- Testing is made by appointment only.
- Testing times at the FHPL are limited to Monday thru Friday during business hours (9am-5pm) and Library hours of operation, and are subject to employee availability.
- Tests can be received through the USPS, email, FAX, FedEx, UPS, etc.
- Fees for test are \$25.00 for up to 2 hours with an additional \$10 per hour. Fees are payable at the time of the exam.
- The student is responsible for contacting their institution to ensure that the exam and other required exam materials are sent to the proctor. Tracking test deadlines are student's responsibility.
- Students must provide a current photo ID and the information on the ID must match the credentials on the testing materials.
- Tests can be written or on-line. The FHPL IT Department Head, on a case-by-case basis, will consider modification or the addition of software for testing.
- Calculators, pencils, calendars and scratch paper will be made available if required.
- Library reserves the right to re-schedule or cancel the date of any proctor test due to inclement weather, computer malfunctions, etc. The test will be rescheduled as soon as possible.
- The Library reserves the right to refuse to proctor any individual who has failed to appear at a scheduled appointed time for testing.
- At the completion of the exam the proctor will return the exam via email, mail or fax according to instructions but will not schedule UPS or FedEx pickups.
- Library will retain copies of answer sheets for three-month period after completion of exam. The Library cannot be held responsible for exams lost in the mail.

**Sample Application Form – Appendix J**

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## **ELECTRONIC DEVICES**

- If cell phone usage is necessary, calls must be kept at a low volume. If the noise level becomes disrupting to other patrons, the user will be asked to step to the lobby or to outside of the building.
- All electronic equipment, such as computers accessing sites that generate sound, require the use of headphones and the volume must be set low enough that it cannot be heard. This applies to those patrons on personal computers, tablets, or other electronic devices in the building.
- Electrical cords for devices are permitted if they are kept out of aisles and cannot, in any manner, create a tripping hazard. The Library provides a Charging Station, located in the Periodical section, for patron use. The station comes equipped with several different cords for many devices. Also available are outlets on tables throughout the main Library.
- The Library is NOT responsible for any device left unattended. This includes devices left at the charging station, personal devices left on desks, in study rooms, etc.
- Patrons refusing to follow this policy, after appropriate reminders, will be subject to the Patron Behavior Policy and to the withholding of Library privileges as set by the Director.

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## **PATRON BEHAVIOR**

### GENERAL POLICY STATEMENT

It is the goal of the Fairhope Public Library to provide free, open and equal access to ideas and information to all members of the community. To accomplish this purpose, the Patron Behavior Policy is provide to assist employees, volunteers, and patrons in promoting safe, healthy, and barrier-free access to all resources and facilities the Library has to offer.

### DISRUPTIVE/INAPPROPRIATE BEHAVIOR

Disruptive/inappropriate behavior will not be tolerated within the Library or on Library property. Library employees will request patrons to stop any conduct that significantly interferes with the use of the Library by others. Committing or attempting to commit any illegal activity that constitutes a violation of any federal, state, or local statute or ordinance will be reported to the police. Disruptive/inappropriate behavior is defined as, but not limited to:

- Any behavior that, either consciously or unconsciously, violates or restricts the right of others to use the Library.
- Committing or attempting to commit any activity that constitutes a violation of any federal, state, or local statute or ordinance.
- Verbally or physically harassing or threatening other patrons, volunteers or employees. Harassment may include, but is not limited to: initiating unwanted conversation, impeding access to or within the building, inappropriate gestures, abusive or profane (cursing) language, or other actions that an individual reasonably perceives to be hostile, threatening, intrusive, or offensive.
- Sexual misconduct, such as: offensive touching, verbal comments or unwanted sexual advances to patrons, volunteers or employees.
- Offensive personal hygiene that disrupts Library patrons or employees.
- Leaving children or other persons in need of supervision unattended at the Library. See the Vulnerable Child policy on page 33.
- Behavior unsafe or disturbing to other patrons, volunteers or employees such as: shouting, screaming, or making other loud noises, pushing, running, shoving, or throwing things.
- Using Library materials, equipment, furniture, fixtures, or buildings in a destructive, abusive, or potentially damaging manner, in a manner likely to cause personal injury to any person or in any other manner inconsistent with the customary use thereof.
- Any use of tobacco in the building or grounds of the Library to include smoking, e-cigarettes and chewing tobacco.
- Using a cellular phone in the Library at a noise level disrespectful to staff and other patrons.
- Use of any personal electronic equipment at a volume that disturbs others.
- Soliciting, petitioning or distributing written materials or canvassing on Library premises for any purpose. Such conduct extends to any of this behavior outside of the Library premises in such a manner as to impede access to or egress from a Library facility.
- Use of Library restrooms for bathing, shaving, or washing hair.
- Failure to follow a reasonable direction of a Library employee.
- Lying down on any floor, couch, or table in the Library.
- Interfering with free passage of Library employees or Library patrons in or onto Library premises including, but not limited to, placing objects such as bicycles, skateboards, scooter, stroller, shopping carts, or backpacks in such a manner as to impede free passage in or onto the premises.
- Bringing bicycles and other means of transportation inside Library buildings, including but not limited to vestibules or covered doorways, where no bicycle rack is provide.
- Patrons shall park bicycles or other vehicles in authorized areas only. Library employees are not responsible for loss or theft of property.
- Bringing animals other than service animals inside the Library building.

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- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
- Not wearing a shirt and shoes (or other footwear) at all times in the Library.
- Bringing any food into the Library.
- Only closed drinks are allowed in the Library. ABSOLUTELY no drinks will be allowed in computer areas.
- Gambling on Library property.
- Entering "Employee Only" areas without permission.
- Adults using the Youth Services restrooms not accompanied by a child.
- Adults not accompanied by a child or teenager shall not loiter in the children's or teen's areas if the adult is not actively reading, studying, and using Library materials from those areas.
- Violating the Library's Computer and Internet Policy.
- Violating the Library's Wireless Policy.
- Violating the Library's Cell Phone Policy.
- Stealing, damaging, altering, or inappropriate use of Library property in or on Library property. This includes but is not limited to: computer hardware and software, printers, copiers, phones, and other equipment.
- Using audible devices, without headphones or with headphones, set at a volume that disturbs others.
- All bags and other articles are subject to inspection by security and other authorized personnel. The Library reserves the right to limit the size and number of items brought into the Library.

## GENERAL ENFORCEMENT PROCEDURES

Patrons who will not respect and adhere to these policies may be asked to leave the Library, have Library privileges suspended, and/or be subject to legal action.



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## **EMERGENCY GUIDELINES**

The Library has a Disaster Plan. A copy is located in each department.

Our Disaster Plan covers specific emergencies, such as hurricanes. In case of other types of severe weather or loss of power, patrons will be required to move to the lobby until the situation is assessed by Library staff.

During this time we will cease all normal Library operations and programs.

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## **VULNERABLE CHILD**

The Fairhope Public Library seeks to provide a safe, educational, and enjoyable place for children to explore the world of books and information. The Library board and Library personnel take their responsibility to provide safe access to the Library very seriously. It is important that parents or guardians fulfill their responsibility for the individual child's safety and wellbeing. The Vulnerable Child Policy has been adopted to ensure a safe and pleasant Library experience for children of all ages. The Library encourages parents to visit and enjoy the Library with their children.

### POLICY STATEMENT:

Children ages 12 and younger must not be left unattended in the Library. A responsible adult person who is 18 years of age or older must remain in the building for children between the ages of 7 and 12 years of age. Those children ages 6 and younger must have direct parental or responsible adult (person 18 years or older) supervision.

Under no circumstances will Library employees transport or take a child away from the Library building.

- Library employees are not responsible for the supervision of children left unattended by their parents. It is the responsibility of parents to ensure the appropriate behavior of their children in the Library.
- Disruptive children will be required to leave after receiving sufficient warning.
- Should it be determined that a child twelve and younger has been left unattended in the Library, the following steps will be taken during Library hours and after closing:
  - ❖ The employee will attempt to locate or call the parent/guardian.
  - ❖ If no parent/guardian can be located within one hour, or if the Library is closing, the employee will notify the police.

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## VOLUNTEERS

Volunteering for Fairhope Public Library can be a rewarding and exciting experience. Volunteer time, energy, talent, and commitment are invaluable assets to the Library. Volunteerism enhances the Library's ability to fulfill its mission and quality services to the public. Volunteer opportunities deepens the Library's relationships throughout the community by offering citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library.

### SELECTION OF VOLUNTEERS

- Volunteer applications are always available. **Sample Application Form - Appendix G.**
- If there are not suitable volunteer opportunities available, applications will be kept on file for one year.
- Volunteers will not be used to replace the work done by paid Library employees.
- Volunteers are selected based on their qualifications in relation to the needs of the Library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours.
- Volunteers should be willing to work a minimum of one (1) hour each shift. These shifts must be scheduled through a Department Head.
- Volunteers will not work at Library service desks nor perform activities that could reveal confidential patron information.
- A volunteer's preference of type of work to be performed and hours of the day/week will be considered when possible.
- Teen volunteers, 12 and older, may be accepted, as needed, in the Youth Services Department during the scheduled Summer Reading Programs. They will be under the supervision of the Teen Technician and must be able to contribute to the successful completion of these programs.

### VOLUNTEER DUTIES

- Shelf maintenance: straightening, shelf reading, shifting books, cleaning shelves, etc.
- Cleaning books, CDs and/or DVDs
- Covering books
- Affixing/removing DVD and CD labeling.
- Teaching and/or assisting with computer classes
- Disinfecting phones, computer keyboards, computer mouse, water fountains, counter tops, and tabletops
- Cleaning computer stations and surrounding area
- Special projects as assigned
- Reorganizing back issues of newspapers, discarding issues older than one week, except for the Baldwin Edition of the Mobile Press Register and the Fairhope Courier, which will be sorted, boxed, and labeled
- Various simple cleaning tasks
- Filing
- Organizing meeting room schedules and making copies of brochures
- Other duties as necessary

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.

To encourage volunteerism and to ensure a positive experience at the Library, the Library will:

- Provide an employee designated to supervise the volunteer program.
- Provide written position descriptions and procedures for all volunteer tasks.
- Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the Library.
- Where necessary, provide orientation and training to prepare the volunteers to perform their duties.
- Provide volunteer supervision in accordance with sound supervisory practices and Library policies.
- Maintain accurate volunteer demographic data, including hours worked.

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## **COMMUNITY SERVICE**

### INFORMATION FOR COMMUNITY SERVICE VOLUNTEERS

- If a person is under age 18, a parent or guardian accompanies him/her to meet the community service supervisor.
- A community service application must be filled out, including providing the Library with two (2) contact numbers to reach family or guardian(s).
- The volunteer as well as parent/guardian must sign a hold harmless and liability release form for the Library.  
**Sample Application Form – Appendix H.**
- Appropriate dress is required of the community service volunteer.  
Appropriate behavior and language is expected.
- Tardiness is not acceptable.
- Work schedules will be arranged ahead of time. Community service volunteers will not be allowed to show up whenever they want to do service.
- If you need to call and cancel your workday you must notify the community service supervisor or the Library 24 hours before day of service is scheduled.
- Community Service Volunteers must be willing to do a variety of tasks according to the discretion of the supervisor. Potential tasks include cleaning, organization of Library materials, filing, and other tasks as assigned.
- The volunteer will be supervised throughout the day of service. If the supervisor determines that the volunteer is repeatedly not completing assigned tasks or not correctly completing assigned tasks then the work sheet will not be signed verifying hours worked. If the problem persists, the service opportunity may be terminated.

# *Fairhope Public Library Policies*

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Rev. 2016

## **PUBLIC BULLETIN BOARD/TABLE USE POLICY**

### PURPOSE

The Fairhope Public Library provides a public bulletin board for the posting of community activities and events as well as public service notices of educational, cultural or community interest.

In order to best utilize the limited space available for such postings, please adhere to the following policy and procedures regarding usage of this bulletin board.

### POLICY

- Non-profit, cultural, educational, scientific, humanitarian, and community service postings for events or activities, *if approved*, will remain posted as space allows, until the event, or deadline for registration for the event has passed.
- The Library's Public Bulletin Board is not intended to advertise items, services for sale, or items relating to political campaigns, garage sales, rental properties, want ads, tear-off ads, fundraising events or requests for contributions, by commercial entities, for-profit organizations or individuals.
- The Library reserves the right to request a copy of an organization's 501(C3) for proof of non-profit status.
- All items *must be left at the Circulation Desk for approval*.
- Designated Library staff must approve all notices, posters, and brochures.
- Each notice/poster will be marked with the designated staffs' initials and date that it is posted.
- Only designated staff can post or remove notices.
- Anything attached to the walls will be discarded.
- Notices that are not date sensitive may be posted for up to two weeks, as space allows.
- Once notices are removed, they are discarded.
- Notices posted or left on tables without authorization will be removed and discarded.
- Signage larger than 8.5X11 may be reduced or not posted due to limited space.

**\*\*\*USE OF THE LIBRARY'S BULLETIN BOARD DOES NOT IMPLY ENDORSEMENT BY THE FAIRHOPE PUBLIC LIBRARY OF THE EVENTS OR SERVICES POSTED. \*\*\***

# Fairhope Public Library Policies

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Rev. 2016

## COMPUTER AND INTERNET USE

### PURPOSE

The fundamental mission of the Fairhope Public Library (hereafter called the Library) is to provide free and open access to informational, educational, recreational, and cultural resources to serve the diverse needs of Library patrons of all ages and backgrounds. The Library recognizes the vital role of technology in fulfilling that mission. The Library provides free computer access, including access to the Internet, the Library catalog, electronic databases, Microsoft Office, other software applications and games. The Library also provides free wireless access to the Internet (Wi-Fi) for users who have their own computers or equipment outfitted for wireless connectivity.

### GENERAL RULES FOR USING COMPUTERS AND WIRELESS ACCESS AT THE LIBRARY

***The following rules apply to users of all ages who are using a Library-owned computer or their own electronic device in the Library, on the Library grounds or by accessing the Library wireless network:***

The Library strives to balance the rights of users to access all types of informational resources with the rights of users and employees to work in a public setting free from disruptive sounds and visuals. The public areas of the Library are shared with Library users and employees of all ages. Individuals are expected to respect others when accessing information or images.

The Library will put forth its best effort to accommodate the needs of persons with disabilities.

Patrons who use Library computers or their own electronic devices in the Library or its grounds or who connect to the Library Wi-Fi are required to abide by the Library's Computer and Internet Use Policy as well as any additional rules and/or time limits which are posted in the Library or its website. Use of any computer, electronic device or wireless connection at the Library constitutes acceptance of the policy and related procedures.

Anyone who engages in unacceptable use, whose computer use disrupts Library service, or who violates Library policies or procedures may have their Library and/or computer privileges suspended or terminated, or may be asked to leave the Library. The Library reserves the right to terminate computer or Internet access at any time and without notice.

Computers and the Internet network at the Library may only be used for lawful purposes.

- Transmission, viewing or printing of any material in violation of any federal, state or municipal statute or regulation is prohibited. This includes, but is not limited to copyright material, threatening, obscene or pornographic material, and material protected by trade secret.
- Dissemination of obscene material or material which is harmful to minors is a misdemeanor in the state of Alabama as stated in Alabama Code 13a-12-200.3 and 13a-12-200.
- Dissemination or public display of obscene matter containing a visual depiction of a person less than 17 years of age involved in any act of sexual conduct is a Class B felony in the State of Alabama as stated in Alabama Code 13a-12-191.
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment is prohibited.
- Users will respect copyright laws and licensing agreements. Users may not copy or distribute electronic materials without the explicit permission of the copyright holder, except as permitted by the principles of fair use. Responsibility for any consequences of copyright infringement lies with the users. The Library expressly disclaims any liability or responsibility resulting from such use.

Downloading or uploading large amounts of data or streaming video may result in reduced bandwidth across the network, slowing Internet access for everyone. Users may be requested to stop downloads/uploads if circumstances warrant it.

# Fairhope Public Library Policies

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Rev. 2016

Users are cautioned that the Library's Internet connection is not secure. Users are warned that personal information included in all transactions and communications may be subject to unauthorized access by third parties. The Library will not be responsible for personal information that is compromised or for negative consequences resulting from security issues, viruses or hacking.

Wireless users are responsible for connecting their devices to the Library's wireless network and the Library cannot guarantee that a user's hardware will work with the Library's wireless connection. Library employees cannot adjust users' equipment or troubleshoot connection problems other than verifying that the Library's wireless network is running.

Tabletop electrical outlets are available in the reference area. Users may not plug into outlets where cords may create a hazard for other users. The Library is not responsible for any damages or malfunction of personal laptops or other equipment brought to the Library and users are responsible for keeping their equipment with them at all times.

Printing is available by logging on to the Library's public access computers (see Rules for Use of Library-Owned Computer Workstations).

Users are asked to keep distracting noise to a minimum:

- Users may not cluster around computers in a manner that creates an obstruction or creates noise that distracts others.
- Cell phone should be set to silent while in the Library. Cell phone conversations must not disturb employees or other users.
- Users must use their own headphones when listening to audio content on computers, and must keep the volume low enough to not disturb others.

## INFORMATION REGARDING INTERNET ACCESS

### UNACCEPTABLE USE OF INTERNET

Access to and use of the Library Internet is a privilege. Internet access should be used in a responsible and ethical manner consistent with the educational and informational purposes for which it is provided.

Unacceptable use includes, but is not limited to, the following purposeful, illegal and/or criminal activities:

- Using the Internet for any illegal or criminal purpose that violates local, state, or federal laws including, but not limited to, committing fraud, hacking, or engaging in communications which are libelous or slanderous.
- Viewing child pornography.
- Deliberately displaying obscene and or pornographic images.
- Violating copyright law or software licenses.
- Compromising the privacy of other users.
- Attempting to gain unauthorized entry to the Library's network or to cause degradation of system performance.
- Attempting to install, delete, or modify Library software.
- Attempting to download, install or run any programs on Library computers, which were not installed by Library employees.
- Disrupting the intended use of the Library ~~Internet~~ computers and Internet network.

***Inappropriate or illegal conduct will not be tolerated. It will result in forfeiture of Internet and/or Library use and possible legal prosecution.***

# *Fairhope Public Library Policies*

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## INTERNET FILTERING

The Library complies with all federal, state, and municipal laws governing the use of computers in libraries, including the guidelines established by the Children's Internet Protection Act (CIPA).

As required by CIPA, in order to remain eligible for certain federal funding, the Library has implemented commercial filtering software on all of its Internet-accessible computer terminals.

The filtering software protects against access to visual depictions of obscenity, child pornography, and in the case of persons under the age of 18 years, materials that are "harmful to minors." The Library's wireless network is filtered for adults.

Users should be aware, however, that all currently available filtering software results in a degree of both "under-blocking" (i.e., permitting access to certain material that falls within the foregoing categories) and "over-blocking" (i.e., denying access to certain constitutionally protected material that does not fall within the foregoing categories). The Library cannot and does not guarantee that the filtering software will block all obscenity, pornography, or materials that are harmful to minors. Nor can the Library guarantee that the filtering software will allow access to all sites that may have legitimate research or other value. An authorized employee may disable the blocking or filtering measure to enable access to websites for bonafide research or other lawful purposes.

As with all Library resources, the Library affirms the right and responsibility of parents/legal guardians/adult caregivers, not Library employees, to determine and monitor minor children's use of the Internet and use of Library resources and facilities.

## CHILDREN'S USE OF THE INTERNET

The Library is aware of parental and governmental concerns about child safety on the Internet. The Library and accordingly has put in place policies and procedures to ensure children have an enriching and safe online experience. The Library maintains a teen and a children's webpage on its website and has designated preschool, children's and teen computers.

Parents, guardians and caregivers are encouraged to work with their children to develop acceptable rules for Internet use. It is their responsibility to set standards and guidelines and to decide which Library resources and websites are appropriate for their children. The Library has neither the right nor the responsibility to act in place of a parent, guardian, or caregiver, and assumes no responsibility for the use of the Internet by minors.

The following suggestions for parents, guardians and caregivers are for their children's safety while accessing the Internet:

- Establish your own family rules and guidelines for Internet use.
- Teach your children never to give out their names, addresses, phone numbers or other personal, identifying or family information.
- Get to know the sites your children use by viewing them.
- Encourage discussion about all sites including those that make your children feel uncomfortable.
- Make sure your children never arrange a face-to-face or telephone meeting with another Internet user, regardless of how "nice" or "friendly" the user may seem.
- Teach your children never to respond to messages or bulletin board items that are suggestive, obscene, belligerent, threatening or make them feel uncomfortable.
- If you or your children become aware of the transmission, use or viewing of child pornography while online, immediately report it to the **National Center for Missing and Exploited Children by calling 1-800-843-5678** and if in the Library, report it to Library employees.

Parents are encouraged to read "Child Safety on the Information Highway," on the Internet at [www.safekids.com](http://www.safekids.com).



# Fairhope Public Library Policies

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## RULES FOR USE OF LIBRARY-OWNED COMPUTER WORKSTATIONS:

*The following rules apply to patrons who are using Library-owned computers:*

1. To ensure fair access for all users, the Library has installed software to manage computer reservations, time limits and printing. This system requires users to enter a valid Library card number from any Baldwin County Library or a visitor's pass number to access a computer.
2. Visitors may obtain a daily visitor's pass by showing a photo ID. Baldwin County residents who wish to access Library computers on a regular basis must obtain a Library card.
3. Any block on a user's Library card results in a denial of computer access. If access is denied, users must clear issues on their Library accounts before using a Library computer.
4. Because age-appropriate filters for the Internet are in place, users must furnish their birthdates.
5. Youth under age 18 may access the Internet with their Library card, or by obtaining a visitor's pass. Ages 12 and under requires signed permission by an adult caregiver.
6. Users may not represent themselves as another person or use another person's Library card to access Library computers. Violations may result in loss of computer privileges.
7. Library computers are available on a first come, first served basis. When all computers are in use, reservations may be made for the next available computer.
8. Users may not view obscene or pornographic sites or view images of a prurient nature. If this type of image is accessed inadvertently, please turn off the monitor and notify the Library employees immediately so that the filter can be adjusted. Deliberate access will result in loss of computer privileges.
9. The Library's computers do not allow users to retain documents or personal files on the hard drive. All files are automatically deleted whenever the computers are shut down. Users may only temporarily save files to the desktop. Users should save their data and files using CDs, USB flash drives or other personal storage media or by emailing the files to themselves. The Library is not responsible for loss of data that may occur when the computers shut down, or damage to CDs/flash-drives resulting from the information downloaded, computer malfunction, or viral infection. Users are responsible for removing their temporary files from the computer before logging out.
10. All public workstations will shut down 10 minutes before the Library closes each day.
11. Users may not download or use their own software programs on Library computers without Library employee permission.
12. Users may not unplug, remove, modify or damage computer equipment or software in any way. Users may not attempt to reconfigure the system or interfere with the current system set-up.
13. Users will be held financially responsible for any damage they do to Library hardware, software, data, furniture or equipment.
14. If a user believes that a free program will be of general benefit or use to other Library users, then a request for program installation may be submitted. The Library will evaluate the program and if it is deemed to be safe, of general benefit, and does not conflict with other programs, then that program will be added to all public access computers as time and employees permit.
15. In the interests of serving all users, the Library sets time limits on all workstations. The Library reserves the right to change the time limits at any time without notice. Time may be extended beyond the daily limit if several computers are available. Users must provide their Library card to have their time extended. Without a Library card, time may be extended once if the user shows photo ID. After that, the Library card must be shown or a new Library card obtained. Visitors must show photo ID to have daily passes issued.
16. Only employees are authorized to turn computers on and off. Users should end their computer session only and not turn off the computer when finished.
17. Computer stations are designed for one-person use. No more than one person may work at one computer at any given time in the adult computer area unless given special permission.
18. The adult area computers are designed for adult use (age 18 and older). Children and teens are encouraged to use their own designated computer areas. At no time may a person under 18 use an adult card to access computers unless the adult cardholder is sitting with him or her.

# *Fairhope Public Library Policies*

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Rev. 2016

19. Library employees cannot provide extensive instructions to individual computer users. However, employees will provide assistance to patrons with questions about programs and equipment as time and knowledge permit.
20. The Library does not offer e-mail accounts. Users may access their own web-based e-mail accounts.
21. Printing is available using the Library's print management system from the public-access computers at the cost of \$0.20/page for black and white, and \$0.50/page for color for users with Library cards. When using a visitor pass all printing costs \$0.50/page. No printing is available from laptops. Patrons must ask for employee assistance when using their own paper for printing. The Library is not responsible for unwanted pages or incorrectly formatted printouts.

## DISCLAIMER

The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The Library cannot control or monitor material which may be accessible from Internet sources, nor is the Library responsible for changes in content of the sources to which it links, or for the content of sources accessed through the secondary links.

Library patrons use the Internet at their own risk. Individual users must accept responsibility for determining which electronic resource they will access and the relative value of the content. Since the Internet is not secure, each user accepts personal and financial responsibility for information transmitted or received. In the case of minors, it is a joint responsibility of the user and the parent, guardian, or caregiver. The Library, unlike schools, does not serve in place of a parent. Library employees cannot act in place of parents by supervising children as they explore the Internet. The responsibility of what minors read or view on the Internet rests with parents, guardians, or caregivers.

Each user agrees to indemnify and hold harmless the Fairhope Public Library, the Board of Trustees, Director, Employees and the City of Fairhope from any claims resulting from his or her use of the Internet at the Library.

# Fairhope Public Library Policies

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## WIRELESS ACCESS

*The following rules apply to users of all ages who access the Library wireless network:*

Users who connect to the Library wireless network are required to abide by the Library's Computer and Internet Use Policy as well as any additional rules and/or time limits which are posted in the Library or its website. The use of the Library's wireless network constitutes acceptance of the policy and related procedures.

Anyone who engages in unacceptable use, whose computer use disrupts Library service, or who violates Library policies or procedures may have their Library and/or Internet access privileges suspended or terminated or may face legal prosecution. The Library reserves the right to terminate Internet access at any time and without notice.

The Internet network at the Library may only be used for lawful purposes.

- Transmission, viewing or printing of any material in violation of any federal, state or municipal statute or regulation is prohibited. This includes, but is not limited to copyright material, threatening, obscene or pornographic material, and material protected by trade secret.
- Dissemination of obscene material or material which is harmful to minors is a misdemeanor in the state of Alabama as stated in Alabama Code 13a-12-200.3 and 13a-12-200.5
- Dissemination or public display of obscene matter containing a visual depiction of a person less than 17 years of age involved in any act of sexual conduct is a Class B felony in the State of Alabama as stated in Alabama Code 13a-12-191.
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment is prohibited.
- Users will respect copyright laws and licensing agreements. Users may not copy or distribute electronic materials without the explicit permission of the copyright holder, except as permitted by the principles of fair use. Responsibility for any consequences of copyright infringement lies with the users. The Library expressly disclaims any liability or responsibility resulting from such use.

Downloading or uploading large amounts of data or streaming video may result in reduced bandwidth across the network, slowing Internet access for everyone. Users may be requested to stop downloads/uploads if circumstances warrant it.

Users are cautioned that the Library's Internet connection is not secure. Users are warned that personal information included in all transactions and communications may be subject to unauthorized access by third parties. The Library will not be responsible for personal information that is compromised or for negative consequences resulting from security issues, viruses or hacking.

Wireless users are responsible for connecting their devices to the Library's wireless network and the Library cannot guarantee that a user's hardware will work with the Library's wireless connection.

Library employees cannot adjust users' equipment or troubleshoot connection problems other than verifying that the Library's wireless network is running.

Printing is available by logging on to the Library's public access computers (see Rules for Use of Library-Owned Computer Workstations).

## UNACCEPTABLE USE OF INTERNET

Access to and use of the Library Internet is a privilege. Internet access should be used in a responsible and ethical manner consistent with the educational and informational purposes for which it is provided.

Unacceptable use includes, but is not limited to, the following purposeful, illegal and/or criminal activities:

- Using the Internet for any illegal or criminal purpose that violates local, state, or federal laws including, but not limited to, committing fraud, hacking, or engaging in communications which are libelous or slanderous.
- Viewing child pornography.
- Deliberately displaying obscene and or pornographic images.
- Violating copyright law or software licenses.

# *Fairhope Public Library Policies*

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- Compromising the privacy of other users.
- Attempting to gain unauthorized entry to the Library's network or to cause degradation of system performance.
- Attempting to install, delete, or modify Library software.
- Disrupting the intended use of the Library computers and Internet network.

**Inappropriate or illegal conduct will not be tolerated. It will result in forfeiture of Internet and/or Library use and possible legal prosecution.**

## INTERNET FILTERING

The Library complies with all federal, state, and municipal laws governing the use of computers in libraries, including the guidelines established by the Children's Internet Protection Act (CIPA).

As required by the Children's Internet Protection Act (CIPA), in order to remain eligible for certain federal funding, the Library has implemented commercial filtering software on all of its Internet-accessible computer terminals and on its wireless network.

The Library's wireless network is filtered for adults. Library employees are available to assist parents and their children with Internet use and help identify appropriate Internet sites, but the Library has neither the right nor the responsibility to act in place of a parent, guardian, or caregiver, and assumes no responsibility for the use of the Internet by minors. The Library cannot and does not guarantee that the filtering software will block all obscenity, pornography, or materials that are harmful to minors. Nor can the Library guarantee that the filtering software will allow access to all sites that may have legitimate research or other value. An authorized employee may disable the blocking or filtering measure to enable access to websites for bonafide research or other lawful purposes.

## DISCLAIMER

The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The Library cannot control or monitor material which may be accessible from Internet sources, nor is the Library responsible for changes in content of the sources to which it links, or for the content of sources accessed through the secondary links.

Library patrons use the Internet at their own risk. Individual users must accept responsibility for determining which electronic resource they will access and the relative value of the content. Since the Internet is not secure, each user accepts personal and financial responsibility for information transmitted or received. In the case of minors, it is a joint responsibility of the user and the parent, guardian, or caregiver. The Library, unlike schools, does not serve in place of a parent. Library employees cannot act in place of parents by supervising children as they explore the Internet. The responsibility of what minors read or view on the Internet rests with parents, guardians, or caregivers.

Each user agrees to indemnify and hold harmless the Fairhope Public Library, the Board of Trustees, Director, Employees and the City of Fairhope from any claims resulting from his or her use of the Internet at the Library.

# Fairhope Public Library Policies

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Rev. 2016

## MEETING ROOMS

### GIDDENS CONFERENCE ROOM

#### GENERAL POLICIES

*The Fairhope Public Library provides meeting rooms to the community as a Public Service.*

1. Use of the meeting rooms does not constitute an endorsement by the Library of a program or point of view expressed. No advertisements or announcements implying such an endorsement are permitted.
2. The facilities will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting the use.
3. Library programs will take precedence over all other scheduled meeting room events.
4. The Library reserves the right to change or cancel meeting room reservations when necessary, at which time reservation fees will be refunded.
5. Groups are responsible for notifying the Library of the cancellation of meetings, and in addition should notify the attendees and/or audience. Seven days' notice of cancellation is required for refund of fees.
6. All community meetings held in the Fairhope Public Library must be free and open to the public, unless the meeting serves as a fundraiser for the Library.
7. No promotion, sale of items or services are allowed in any Library meeting room except as a fundraiser for the Library or a partnership arrangement with the Library determined by the Director.
8. Organizations are responsible for their own meeting room setup, and for returning the room to its original state and order.
9. Classification Descriptions:
  - Class A: Includes non-profit (501-C3), civic, educational, and cultural organizations.  
(The Library reserves the right to request documentation proving 501-C3 status.)
  - Class B: A meeting is considered commercial :
    - ❖ If a business is "for profit";
    - ❖ If a commercial enterprise;
    - ❖ If not a "501-C3" organization.
  - Class C: Fairhope Public Library, City of Fairhope, Fairhope Single Tax Corporation, Fairhope Public Library Foundation and Friends of the Fairhope Library.
10. The rooms are not available based on the following:
  - Private functions, such as social events, fundraisers, weddings, parties, etc. (Only use for fundraisers that support the Library will be permitted.)
  - Programs not in keeping with the Library's mission, goals and objectives, or which would interfere with the Library's operation by causing excessive noise, a safety hazard, security risk, etc.
11. An official representative of the organization is required to sign a meeting room contract and pay applicable fees at that time. All contracts must be completed and signed as is.
12. The Library Director, the Board of Trustees, and the City of Fairhope will hold the individual and/or organization making the reservation, as well as the membership of the group as a whole, financially responsible for any and all damages incurred during the use of the facilities.
13. The Fairhope Public Library and staff, the Board of Trustees, and the City of Fairhope will not be held responsible for injuries or damage occurring during the use of the area.
14. The Library cannot be held responsible for loss or damage to exhibits or materials left in the meeting rooms or the personal property of those attending events in the Library.
15. Any questions on the interpretation of this policy will be referred to the Library Director.
16. Use of the Library meeting room by any group signifies the acceptance of the terms of this policy. Any exceptions are subject to the approval of the Director of the Library.

# *Fairhope Public Library Policies*

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Rev. 2016

## RESERVING THE CONFERENCE ROOM

1. Meetings will generally be scheduled during regular Library hours. If an applicant desires to schedule the room beyond Library hours, arrangements must be approved by the Director in advance. An additional charge of \$50.00 per hour will be assessed for meetings scheduled before or after regular Library hours. No meetings shall take place before 8 a.m. or extend beyond 10 p.m.
2. A Library employee and/or trustee must be present at any meeting extending beyond regular Library hours.
3. Rooms will not be available on Sundays or Library holidays.
4. A request for the use of the meeting room requires a completed contract along with the applicable fees. Requests will be honored on a first-come, first-served basis.
5. Reservations will be confirmed within 3 business days.
6. The person reserving the room must be at least 21 years of age.
7. A reservation for a group of people younger than 21, must be made by a supervising adult.
8. Groups whose members are under age 21 must be supervised and attended by an adult with a ratio of 1 adult to 8 children.
9. Children, twelve and under, cannot be left unattended in the Library while parent(s) or caregiver is attending an event.
10. Seating capacity is 180.
11. Request for A/V equipment must be made at time of reservation.
12. Groups with recurring reservations can book up to 1 year in advance with all fees paid in advance.

## MEETING ROOM RULES

1. If organizations have specific requirements for the room, they must arrive early to set up the room. Set-up, breakdown times are subject to the hourly rates.
2. Tables and chairs are available for the group to set-up.
3. Groups are responsible for returning the room to its original state of theater-style seating.
4. Materials may not be attached to the walls, doors, or glass.
5. Furniture and/or equipment from other areas of the Library may not be brought into the meeting rooms without prior permission.
6. Equipment, supplies or personal effects cannot be stored or left in the Library meeting rooms before or after the rental period.
7. Excessive sound or noise will not be permitted in the meeting rooms.
8. Meetings of groups whose members are under age 21 must be supervised and attended by an adult with a ratio of 1 adult: 8 children.
9. Children twelve and under cannot be left unattended in the Library while parent(s) or caregiver is attending an event.
10. Use of alcoholic beverages is not permitted in this room, except with the prior permission of the Fairhope Public Library Board of Trustees and proof of an ABC state license.
11. Smoking is not permitted inside the Library or within ten feet of the Library building (City Ordinance No. 1311).
12. The use of the meeting room by non-Library groups shall not be publicized in such a way as to imply Library sponsorship of the group's policies and activities.
13. Library phone numbers may not be used for announcements, publicity or contact information.
14. A fee required if food and/or beverage items are served. See Fee Schedule for the Giddens.
15. The kitchen facilities must be cleaned if used. Trash must be bagged. No food or beverage items of any kind may be left in the meeting room area.
16. Only Library employees may operate the audio-visual equipment.
17. Technical assistance required beyond the standard A/V setup or to check the compatibility of the client's equipment will be charged a \$35 per hour fee.

*These policies do not apply to events hosted or co-sponsored by the Fairhope Public Library.*



# Fairhope Public Library Policies

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Rev. 2016

## BOARD ROOM

### GENERAL POLICIES

*The Fairhope Public Library provides meeting rooms to the community as a Public Service*

1. Use of the Board Room does not constitute an endorsement by the Library of a program or point of view expressed. No advertisements or announcements implying such an endorsement are permitted.
2. The facilities will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting the use.
3. Library programs will take precedence over all other scheduled Board Room events.
4. The Library reserves the right to change or cancel meeting room reservations when necessary, at which time reservation fees will be refunded.
5. Groups are responsible for notifying the Library of the cancellation of a meeting, and in addition should notify the attendees and/or audience. Seven days' notice to the Library is required for refund of fees.
6. All community meetings held in the Fairhope Public Library must be free and open to the public, unless the meeting serves as a fundraiser for the Library.
7. No promotion, sale of items or services are allowed in any Library meeting room except as a fundraiser for the Library or a partnership arrangement with the Library determined by the Director.
8. Organizations are responsible for their own meeting room setup, and for returning the room to its original state and order.
9. Classification Descriptions:
  - Class A: Includes non-profit (501-C3), civic, educational, and cultural organizations. (The Library reserves the right to request documentation proving 501-C3 status.)
  - Class B: A meeting is considered commercial :
    - ❖ If a business is "for profit";
    - ❖ If a commercial enterprise;
    - ❖ If not a "501-C3" organization.
  - Class C: Fairhope Public Library, City of Fairhope, Fairhope Single Tax Corporation, Fairhope Public Library Foundation and Friends of the Fairhope Library.
10. Programs not in keeping with the Library's mission, goals and objectives, or which would interfere with the Library's operation, e.g., excessive noises, safety hazards, security risks, are not permitted.
11. An official representative of the organization is required to sign a meeting room contract and pay applicable fees at that time. All contracts must be completed and signed as is.
12. The Library Director, the Board of Trustees and the City of Fairhope, will hold the individual and/or organization making the reservation, as well as the membership of the group as a whole, financially responsible for any and all damages incurred during the use of the facilities.
13. The Fairhope Public Library staff and Board of Trustees will not be held responsible for injuries or damage occurring during the use of the facility.
14. The Library cannot be held responsible for loss or damage to exhibits or materials left in the meeting rooms or the personal property of those attending events in the Library.
15. Any questions on the interpretation of this policy will be referred to the Library Director.
16. Use of the Library meeting rooms by any group signifies the acceptance of the terms of this policy. Any exceptions are subject to the approval of the Library Director.

# Fairhope Public Library Policies

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## RESERVING THE BOARD ROOM

1. Meetings will generally be scheduled during regular Library hours. If an applicant desires to schedule the room beyond Library hours, arrangements must be approved by the Director in advance. An additional charge of \$50.00 per hour will be assessed for meetings scheduled before or after regular Library hours. No meetings shall take place before 8 a.m. or extend beyond 10 p.m.
2. A Library employee and/or trustee must be present at any meeting extending beyond regular Library hours.
3. Rooms will not be available on Sundays or Library holidays.
4. A request for the use of a meeting room requires a completed contract along with the applicable fees. Requests will be honored on a first-come, first-served basis.
5. Reservations will be confirmed within three business days.
6. The person reserving the room must be at least 21 years of age.
7. A reservation for a group of people younger than 21, must be made by a supervising adult.
8. Groups whose members are under age 21 must be supervised and attended by an adult with a ratio of 1 adult to 8 children.
9. Children, twelve and under, cannot be left unattended in the Library while parent(s) or caregiver is attending an event.
10. Seating capacity is 25.
11. Request for A/V equipment must be made at the time of reservation.
12. Groups with recurring reservations can book up to 1 year in advance with all fees paid in advance.

## BOARD ROOM RULES

1. If organizations have specific requirements for the room, they will have to arrive early to set-up the room. Set up and break down times are subject to the hourly rates.
2. Tables and chairs are available for the group to set-up.
3. Groups are responsible for returning the room to its original state and order.
4. Materials may not be attached to the walls, doors, or glass.
5. Furniture and/or equipment from the other areas of the Library may not be brought into the meeting rooms without prior written permission.
6. Equipment, supplies or personal effects cannot be stored or left in the Library meeting rooms before or after use.
7. Excessive noise is not permitted in the Board Room.
8. Meetings of groups whose members are under age 21 must be supervised and attended by an adult with a ratio of 1:8.
9. Children, twelve and under, cannot be left unattended in the Library while parent(s) or caregiver is attending an event.
10. Use of alcoholic beverages is not permitted in this room, except with the prior permission of the Fairhope Public Library Board of Trustees and proof of an ABC state license.
11. Smoking is not permitted inside the Library or within ten feet of the Library building (City Ordinance No. 1311).
12. The use of the meeting room by non-Library groups shall not be publicized in such a way as to imply Library sponsorship of the group's policies and activities.
13. Library phone numbers should not be used for announcements, publicity or contact information.
14. A fee is required if any food and/or beverage items are served. See the Fee Schedule.
15. Trash must be bagged. No food or beverage items of any kind may be left in the Board Room area.
16. Only Library employees may operate the audio-visual equipment.
17. Technical assistance required beyond the standard A/V setup or to check the compatibility of the client's equipment will be charged a \$35 per hour fee.

***These policies do not apply to events hosted or co-sponsored by the Fairhope Public Library.***



# Fairhope Public Library Policies

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Rev. 2016

## COMPUTER LAB

### GENERAL POLICIES

*The Fairhope Public Library Computer lab is equipped with an instructor laptop with projection capability and ten (10) Windows PCs and five (5) IMAC workstations.*

1. All groups and individuals must abide by the **Fairhope Public Library Computer and Internet Use Policy** and **Wireless Access Policy**.
2. The Computer Lab is primarily used for employees and patron training and instruction in technology.
3. Other groups may request to use the lab to conduct classes.
4. Library programs will take precedence over all other classes.
5. The Library reserves the right to change or cancel meeting room reservations when necessary, at which time reservation fees will be refunded.
6. Groups are responsible for notifying the Library of the cancellation of class and, in addition, should notify the attendees and/or audience. Seven days' notice to the Library is required for refund of fee.
7. Programs not in keeping with the Library's mission, goals and objectives, or which would interfere with the Library's operation, e.g., excessive noises, safety hazards, security risks, are not permitted.
8. No promotion, sale of items or services are allowed in any Library meeting room except as a fundraiser for the Library or a partnership arrangement with the Library determined by the Director.
9. Use of the Computer Lab does not constitute an endorsement by the Library of a program or point of view expressed or the accuracy of materials presented. No advertisements or announcements implying such an endorsement are permitted.
10. Organizations are responsible for their own meeting room setup, and for returning the room to its original state and order.
11. The facilities will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting the use.
12. Classification Descriptions:
  - Class A: Includes non-profit (501-C3), civic, educational, and cultural organizations. (The Library reserves the right to request documentation proving 501-C3 status.)
  - Class B: A meeting is considered commercial :
    - ❖ If a business is "for profit";
    - ❖ If a commercial enterprise;
    - ❖ If not a "501-C3" organization.
  - Class C: Fairhope Public Library, City of Fairhope, Fairhope Single Tax Corporation, Fairhope Public Library Foundation and Friends of the Fairhope Library.
13. An official representative of the organization is required to sign a computer lab contract and pay applicable fees at that time.
  1. The Library Director, the Board of Trustees and the City of Fairhope, will hold the individual and/or organization making the reservation, as well as the membership of the group as a whole, financially responsible for any and all damages incurred during the use of the facilities.
  2. The Fairhope Public Library staff, Board of Trustees, and the City of Fairhope will not be held responsible for injuries or damage occurring during the use of the facility.
  3. The Library cannot be held responsible for loss or damage to exhibits, materials or personal property of those attending classes in the lab.
  4. Any questions on the interpretation of this policy will be referred to the Library Director.Use of the computer lab by any group signifies the acceptance of the terms of this policy. Any exceptions are subject to the approval of the Library Director.

# Fairhope Public Library Policies

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Rev. 2016

## RESERVING THE COMPUTER LAB

Contact the Reference Department for reservations at 251-929-1464 or 990-0146

1. Classes will generally be scheduled during regular Library hours. Any request for classes outside regular Library hours will require advanced written permission from the Library Director. An additional charge of \$50.00 per hour will be assessed.  
No meetings shall take place before 8 a.m. or extend beyond 10 p.m.
2. A Library employee and/or trustee must be present at any class extending beyond regular Library hours.
3. Rooms will not be available on Sundays or Library holidays.
4. Requests for the use of the computer lab require completed contracts along with the applicable fees. Requests will be honored on a first-come, first-served basis.
5. Reservations will be confirmed within three business days.
6. The person reserving the room must be at least 21 years of age.
7. A reservation for a group of people younger than 21, must be made by a supervising adult. Groups must be supervised and attended by an adult with a ratio of 1 adult to 8 children.
8. Children, twelve and under, cannot be left unattended in the Library while parent(s) or caregiver is attending an event.
9. Seating capacity is 26. There are 15 computers in the lab.
10. The room will accommodate a maximum of 26. Requests for more than 10 chairs must be made at time of application.
11. Request for additional A/V equipment and/or software installation must be made at the time of reservation.
12. Reservations may be made up to 3 months in advance. Fees must be paid in advance.

## COMPUTER LAB RULES

All groups and individuals must abide by the **Fairhope Public Library Computer and Internet Use Policy** and **Wireless Access Policy**. (See pg. 25)

1. If organizations require more than 10 chairs, they will have to arrive early to set-up the room. Set up and break down times are subject to the hourly rates. Other than setting up extra chairs (up to a maximum of 10 extra), no rearrangement of the furnishings or equipment is allowed.
2. Chairs and/or equipment from the other areas of the Library may not be brought into the computer lab without prior written permission.
3. No materials shall be attached to the walls, door, or glass.
4. Equipment, supplies or personal effects cannot be stored or left in the Computer Lab before or after use.
5. Excessive noise is not permitted in the computer lab.
6. Meetings of groups whose members are under age 21 must be supervised and attended by an adult with a ratio of 1:8.
7. Smoking is not permitted inside the Library or within ten feet of the Library building (City Ordinance No. 1311).
8. No food or beverages are allowed in the computer lab.
9. The use of the Computer Lab by non-Library groups shall not be publicized in such a way as to imply Library sponsorship of the group's class.
10. Library telephone numbers should not be used for announcements, publicity or contact information.
11. The instructor laptop has projection capability. Only Library employees may adjust the audio/visual equipment. Any additional technical assistance will incur a \$35.00 per hour fee.
12. Non-functional, or damaged, equipment must not be used and should be reported to Reference employees immediately.
13. The PCs/MACs are preconfigured with Microsoft Office 2010/2011 respectively. Installation of additional software may be requested at time of reservation. If the request is approved, licensed copies of the software must be supplied. If the requested software conflicts with the pre-installed software it will not be installed. All installed software will become the property of the Library. A technical assistance fee of \$35/hour will be charged for software installation.

## *Fairhope Public Library Policies*

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14. The person conducting the class is responsible for collecting and paying printing fees of \$0.20 per page for black/white prints and \$0.50 per page for color prints.

***These policies do not apply to events hosted or co-sponsored by the Fairhope Public Library.***

# Fairhope Public Library Policies

Rev. 2016

## FEE SCHEDULE

### FEE SCHEDULE- GIDDENS

The Fairhope Public Library charges rental fees according to the classifications of usage defined below. Within these classifications, reservations are filled on a first-come, first-served basis.

#### Classification Descriptions:

- **Class A:** Includes non-profit (501-C3), civic, educational, and cultural organizations. (The Library reserves the right to request documentation proving 501-C3 status.)
- **Class B:** A meeting is considered commercial :
  - ❖ If a business is “for profit”;
  - ❖ If a commercial enterprise;
  - ❖ If not a “501-C3” organization.
- **Class C:** Fairhope Public Library, City of Fairhope, Fairhope Single Tax Corporation, Fairhope Public Library Foundation and Friends of the Fairhope Library.

#### Hourly Rates

Class A \$25.00

Class B \$50.00

\*Hourly rates apply to set-up and breakdown time.

Refreshment Fee: required if any food or beverage is served.

Class A \$50.00

Class B \$75.00

#### After Hours Surcharge

Class A \$50.00 per hour

Class B \$50.00 per hour

#### Technical Assistance Fee

Class A \$35.00 per hour

Class B \$35.00 per hour

### FEE SCHEDULE- BOARD ROOM

The Fairhope Public Library charges rental fees according to the classifications of usage defined below. Within these classifications, reservations are filled on a first-come, first-served basis.

#### Classification Descriptions:

- **Class A:** Includes non-profit (501-C3), civic, educational, and cultural organizations. (The Library reserves the right to request documentation proving 501-C3 status.)
- **Class B:** A meeting is considered commercial :
  - ❖ If a business is “for profit”;
  - ❖ If a commercial enterprise;
  - ❖ If not a “501-C3” organization.
- **Class C:** Fairhope Public Library, City of Fairhope, Fairhope Single Tax Corporation, Fairhope Public Library Foundation and Friends of the Fairhope Library.

#### Hourly Rates

Class A \$25.00

Class B \$50.00

\*Hourly rates apply to set-up and breakdown time.

Refreshment Fee: required if any food or beverage is served.

Class A \$50.00

Class B \$75.00

#### After Hours Surcharge

Class A \$50.00 per hour

Class B \$50.00 per hour

#### Technical Assistance Fee

Class A \$35.00 per hour

Class B \$35.00 per hour

# Fairhope Public Library Policies

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Rev. 2016

## FEE SCHEDULE- COMPUTER LAB

The Fairhope Public Library charges rental fees according to the classifications of usage defined below. Within these classifications, reservations are filled on a first-come, first-served basis.

### Classification Descriptions:

- Class A: Includes non-profit (501-C3), civic, educational, and cultural organizations.  
(The Library reserves the right to request documentation proving 501-C3 status.)
- Class B: A meeting is considered commercial :
  - ❖ If a business is “for profit”;
  - ❖ If a commercial enterprise;
  - ❖ If not a “501-C3” organization.
- Class C: Fairhope Public Library, City of Fairhope, Fairhope Single Tax Corporation, Fairhope Public Library Foundation and Friends of the Fairhope Library.

### Hourly Rates

Class A	\$30 for 2 hours or less, \$25 for each additional hour
Class B	\$150 for 2 hours or less, \$75 for each additional hour

\*Hourly rates apply to set-up and breakdown time.

### After Hours Surcharge

Class A	\$50.00 per hour
Class B	\$50.00 per hour

### Technical Assistance Fee

including software installation \*

Class A	\$35.00 per hour
Class B	\$35.00 per hour

\*Licensed software must be provided by organization and will become the property of the Library.

# Fairhope Public Library Policies

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Rev. 2016

## CONTRACT APPLICATION FOR USE OF FAIRHOPE PUBLIC LIBRARY MEETING ROOMS

We, the undersigned, hereby apply for the use of the Giddens Conference Center and/or Board Room at the Fairhope Public Library and, in connection with said application, furnish the following:

1. We wish to use: \_\_\_\_\_ Giddens Conference Center \_\_\_\_\_ Board Room
2. Date requested: \_\_\_\_\_ Hours: From \_\_\_\_\_ to \_\_\_\_\_
3. Name of organization: \_\_\_\_\_ Phone \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
5. Approximate number of persons expected (Adults & Minors) \_\_\_\_\_  
If a youth group, how many adult sponsors will be in attendance? \_\_\_\_\_  
(one adult per 8 children is required)
6. Type of activity: \_\_\_\_\_
7. Equipment Needed: Tables (#) \_\_\_\_\_ Chairs (#) \_\_\_\_\_ Podium \_\_\_\_\_ DVD Player (not available for Board Room): \_\_\_\_\_ Laptop \_\_\_\_\_ Projector Screen \_\_\_\_\_
8. Use of Food/Drinks: Yes \_\_\_\_\_ No \_\_\_\_\_ (see applicable fees)

We further stipulate that we have read and understand all the rules and regulations for the use of the Giddens Conference Center and/or Board Room at the Fairhope Public Library. By signing this application, we agree that the facility will be used in conformity with these rules and regulations. We agree to accept responsibility for any property damage to the meeting room and its contents and to see that groups have proper adult supervision. It is hereby also understood that Library activities have priority for the use of the stated meeting rooms.

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

### FAIRHOPE PUBLIC LIBRARY MEETING ROOM USAGE CANCELLATION POLICY

Payment for use of the facility will be made at least seven days prior to the event. If the fee is not received by this time, the Library reserves the right to cancel the affair. Any and all cancellations and/or date changes must be in writing and signed by the same person who signed the application and must be submitted not less than seven days prior to the event. Fee refunds will be made by check and delivered by mail.

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

# *Fairhope Public Library Policies*

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Rev. 2016

## **INDEMNITY AND HOLD HARMLESS AGREEMENT**

In consideration of the permission granted to me by the Fairhope Public Library to use the Giddens Conference Center and/or Board Room of the Fairhope Public Library, I hereby indemnify and hold harmless the City of Fairhope, the Fairhope Public Library, the Library board, Library director and their agents, servants and employees from any and all claims and causes of action that may arise from injury to me or third parties using the facilities at the Fairhope Public Library who are injured or suffer property damage that is in any way caused by my use of the Giddens Conference Center and/or Board Room of the Fairhope Public Library. This indemnity and hold harmless agreement is given to the Fairhope Public Library to protect the City of Fairhope, the Fairhope Public Library, the Library board, Library director and their agents, servants and employees from cost of defense and claims for injuries and damages that may be caused either directly or indirectly by my use of the Giddens Conference Center and/or Board Room.

Person or Company giving Indemnity: \_\_\_\_\_ Date: \_\_\_\_\_

Fees paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

**Library Use Only** Fees Paid \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Date: \_\_\_\_\_ Initials \_\_\_\_\_

# Fairhope Public Library Policies

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Rev. 2016

## CONTRACT

### FAIRHOPE PUBLIC LIBRARY COMPUTER LAB CONTRACT

I/we, the undersigned, hereby apply for the use of the Computer Lab at the Fairhope Public Library and, in connection with said application, furnish the following:

1. Date requested \_\_\_\_\_

Hours: From \_\_\_\_\_ to \_\_\_\_\_ (including room set up and break down time)

2. Name of Organization: \_\_\_\_\_ Phone \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

4. Approximate number of persons expected: Adults \_\_\_\_\_ Minors \_\_\_\_\_

If a youth group, how many adult sponsors will be in attendance? \_\_\_\_\_ (One adult per eight children is required.)

5. Type of program or class: \_\_\_\_\_

6. Lab has *ten (10) Windows 8.1 PCs and five (5) IMAC workstations* each with a chair, and one instructor's laptop (Windows 7) with projection capability.

Additional Equipment Needed: Chairs (#- maximum of 10) \_\_\_\_\_ Dry Erase Board \_\_\_\_\_

Additional technical assistance required (Fees apply: see Fee Schedule): \_\_\_\_\_

7. Request for software installation: no: \_\_\_\_ yes: \_\_\_\_

Name of software \_\_\_\_\_ # of copies to be installed: \_\_\_\_\_.

\*Only licensed copies of software or freeware may be installed. All software becomes the property of Fairhope Public Library after installation. Software must be received two weeks prior to date of class.

Reservation will not be made until contract is signed and the Library receives applicable fees.

I stipulate that I have read and understand all the rules and regulations for the use of the Computer Lab at the Fairhope Public Library. By signing this application, I agree that the facility will be used in conformity with these rules and regulations. I agree to accept total responsibility for any property damage to the Computer Lab and its contents and to see that groups have proper adult supervision. It is hereby also understood that Library activities have priority for the use of the Computer Lab.

Initial \_\_\_\_\_ Date: \_\_\_\_\_



# *Fairhope Public Library Policies*

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## **FAIRHOPE PUBLIC LIBRARY COMPUTER LAB USAGE CANCELLATION POLICY**

Fee must accompany the contract. The Library will provide confirmation or reservation within three business days. The Library reserves the right to cancel the reservation. All cancellations and/or date changes must be in writing and signed by the same person who signed the application and must be submitted not less than seven days prior to the event. Cancellation fee refunds will be made by check and delivered by mail. Seven days of notice of cancellation is required for refund of fees.

Initial \_\_\_\_\_ Date: \_\_\_\_\_

## **INDEMNITY AND HOLD HARMLESS AGREEMENT**

In consideration of the permission granted to me by the Fairhope Public Library to use Computer Lab of the Fairhope Public Library, I hereby indemnify and hold harmless the City of Fairhope, the Fairhope Public Library, the Library Board of Trustees, the Library Director and their agents, servants and employees from any and all claims and causes of action that may arise from injury to me or third parties using the facilities at the Fairhope Public Library who are injured and suffer property damage that is any way caused by my use of the Computer Lab of the Fairhope Public Library. This indemnity and hold harmless agreement is given to the Fairhope Public Library to protect the City of Fairhope, the Fairhope Public Library, the Library Director and their agents, servants and employees from the cost of defense and claims for injuries and damages that may be caused either directly or indirectly by my use of Computer Lab.

I affirm that I am authorized to bind this organization to this contract and hold harmless agreement.

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

**Library Use Only** Fees Paid\$ \_\_\_\_\_ Check No. \_\_\_\_\_ Date: \_\_\_\_\_ Initials \_\_\_\_\_

# *Fairhope Public Library Policies*

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Rev. 2016

## **COLLECTION DEVELOPMENT**

The overall purpose of the Library is to serve all of the citizens of the community by offering the services, resources and facilities to fulfill their informational, educational, and recreational needs and interests.

The Library shall strive to:

- Assemble, preserve, and administer resources within the framework of its budget and available space, in order to promote an enlightened citizenship and enrich personal lives.
- Supply a core collection to meet the community's need for basic information and standard, classic works.
- Initiate activities that will encourage the most effective use of these selected materials.
- Facilitate universal, life-long learning for the general reader
- Integrate new technologies into the collection
- Maintain local history materials unique to Fairhope.

## COMMUNITY PROFILE

The Library serves a heterogeneous community of 18,089 citizens. The largest percentage of the community is Caucasian/White (91.1%), with the percentages of other races showing decreases in recent years. According to the 2010 census, 6.2% of the population is Black, 2.8% Hispanic, and less than 1% Asian.

Educational levels of the citizens show Fairhope to have a larger percentage of college graduates than other communities in Baldwin County, and to have a larger number of citizens over 65. The median age in 2010 was 46.5 years. Fairhope has been known for several decades as a retirement community.

Religion is important to our citizens, with 38 churches in the community (37 Protestant and 1 Catholic). Church affiliated private schools have increased in number and size, most with limited, if any, Library services.

The Library realizes that the community is composed of persons who are diverse in interests, educational backgrounds, and native abilities. In order to meet the variety of needs of these persons, the Library must build a collection, which contains resources suitable to such a diverse group, within the limitations of budget, space, and availability of materials.

The Library has a number and variety of outside resources available. A major city library is within 30 minutes of our Library. Our Library also serves as the off-campus Library for FSCC & USA/Baldwin County students who attend classes on the local campus. We have access through a countywide cooperative to other public libraries in the county, and through Interlibrary Loan access to libraries throughout the state, region, and nation.

## RESPONSIBILITY AND AUTHORITY

The final responsibility and authority for materials selection rests with the Library Director, who operates within a framework of policies adopted by the Library Board of Trustees.

The employees of the Library will be active in materials selection, using their knowledge of the collection and the needs of the community, and their critical judgment of resources available.

All selectors must keep personal biases and interests out of decision-making.

All selectors must keep in mind two concepts:

- Community needs should drive selection
- Providing a balanced, sustainable collection is our priority.

# Fairhope Public Library Policies

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## NATURE OF MATERIALS

The Library collects traditional and current mediums: print, non-print and electronic. Since people communicate and learn in different ways, the Library does not limit itself to the print medium and offers access to a variety of media and resources. The Library recognizes that the technologies of sound, image and electronic databases continue to evolve and continually explores all new formats in order to offer current technology within our collection.

## CRITERIA FOR SELECTION OF MATERIALS

Materials considered for inclusion in the Library's collection will be judged on one or more of the following criteria:

- Importance of subject matter to the collection
- Serious literary, artistic, political, or scientific value
- Performance
- Timely value
- Purpose or intent of the material
- Authenticity of content
- Historical value
- Readability
- Scarcity of material on subject
- Reputation and/or significance of author, illustrator, editor, artist, performer, etc.
- Popularity/customer demand
- Local interest
- Reputation and professional standing of publisher
- Value of resource in relation to its cost
- Format
- Availability of material

Generally, materials will be selected using the following aids:

<i>Booklist</i>	<i>New York Times Book Review</i>	<i>School Library Journal</i>
<i>Horn Book</i>	<i>Wilson's Public Library Catalog, Fiction Catalog</i>	<i>Published Bibliographies</i>
<i>Publisher's Weekly</i>	<i>Video Review</i>	<i>Library Journal</i>

Additional criteria for:

### Periodicals

- Frequency of use
- Interest, as indicated by patron request
- Reputation and quality of publication
- New titles on subjects of current interests
- Availability

### Electronic Media :DVDs/Music CDs/Audio Books

- Price
- Availability/ease of access
- Usability
- Merit (winning recognized awards)
- Community interests
- Quality of content
- ease of access
- hardware requirements
- comparison of content with other available formats
- licensing requirements
- networking capabilities

# Fairhope Public Library Policies

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- customer service requirements  
\**Educational videos will be evaluated according to the same standards as other Library materials.*

The presence of materials within the Library should not be construed as a personal endorsement of their contents by any employee, the Library Board, or the City Council. The Library has a responsibility to collect resources expressing a variety of views and opinions, many of which the persons responsible for maintaining the Library may find personally unacceptable.

The Library recognizes that many materials are controversial and that any given item may offend some patrons. The Library believes that individuals have the freedom to accept or reject an item from the library's collection for their personal use. Responsibility for what children read rests with parents and/or legal guardians, not the library. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children. Selections will be made on the merits of the work in relation to the developing of the collection and the interests of the community.

Certain items are deemed not suitable for collection. These include:

- Collectors' items – The Library does not have the resources or employees necessary for this type of collection.
- Philosophical and religious materials – While materials of philosophy and religion are necessary and welcome, works deemed to have as their primary purpose proselytizing converts, rather than informing the reader, will not be acquired.
- Textbooks – The Library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools or institutions of higher learning, or to furnish textbooks – the following exception:
  - ❖ Materials furnished by FSCC for their students will be held on the reserve shelf.
  - ❖ Donated textbooks may be added to the collection depending on their condition, accuracy, datedness and value to the collection. Titles on the high school reading lists may be available but not in classroom quantities.

## PATRON REQUESTS:

The Library welcomes patron interest in the collection and will seriously consider all requests that specific materials be acquired. The Library is under no obligation to fill any particular request if not deemed suitable to the collection, and/or depending on budget appropriations. A patron who has a suggestion of a specific item to be purchased should fill out a "Suggestion for Purchase" form. See [Appendix K](#) for sample request form.

## REQUEST FOR RECONSIDERATION OF MATERIALS

*The controversial nature of materials shall not be deemed a sufficient reason for removal unless and until the material has been subjected to a full formal review as outlined as follows:*

Because tastes and opinions differ, some resources the Library acquires may be offensive to some patrons. Neither the majority nor minority have the right to curtail free access by anyone to published material. If, however, a patron objects to material held by the Library, he may submit a REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM ([Appendix J](#)).

In no instance will material be removed on demand. All considerations of request to remove materials will be reviewed using the principles of this selection policy statement as a guide.

In order to have his request considered, the patron must:

- Be a registered borrower of the Library
- File a completed form with the Library Director
- Supply his/her full name and address. Anonymous complaints will not be considered.

# Fairhope Public Library Policies

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After the complaint is received, the Library Director will review the reasons for the complaint and the material in question. He/she will attempt to answer the complaint to the patron's satisfaction.

If the patron is not satisfied with the Director's action, the patron may request that the Library Board review the material. The decision of the Library Board shall be final.

Please refer to [Appendix A](#) to review our commitment to the Library Bill of Rights.

## DONATION OF MATERIALS

The Library gratefully accepts donations of books and other materials that are in good condition and can be of value to the Library. Donations are willingly accepted as long as no restriction is placed upon their use and disposition.

Donated materials may or may not become a part of the Library's collection according to its selection policy. Disposition of donated materials, not meeting these selection criteria, shall be at the discretion of the Library Director and may not be returned to the patron.

A receipt acknowledging any donation of materials will be provided upon request. The Library does not accept responsibility for assigning a dollar value to such materials. (See [Appendix F](#))

## OTHER DONATIONS

The Library will graciously accept monetary donations, memorials, and honorariums.

The Director will send letters to patrons/friends who give monetary donations, which are tax deductible.

The Circulation Assistant will provide forms for memorials and honorariums. For book donations, it is helpful if you supply the designee's preferences, (i.e., favorite genre, author, collection, etc.)

## MAINTENANCE OF THE COLLECTION

The collection will be periodically examined for the purpose of weeding, inventory, or repair of materials to maintain a balanced, timely, and attractive collection. Reasons for withdrawal of materials are:

- Poor physical condition
- Datedness and inaccuracy of information
- Lack of reader interest as evidenced by lack of use
- Duplicates not justified by demand
- Items that do not meet the current selection criteria

### Deselection Plan:

#### Assignment of responsibility

- Adult Collection: Responsibility for weeding, evaluating and selecting materials in the Adult Collection, including Reference, is assigned to the Library Director, who may delegate some duties to the Department Heads.
- Children's Collection: Responsibility for weeding, evaluating and selecting materials in the Children's Collection is assigned to the Children's Department Head under the leadership of the Director.

#### Duration

- The plan will be in effect for five years, beginning in 2015.
- Circulation statistics will be gathered for the library collection.
- Administration will determine section to be weeded

#### Weeding process

- Area to be weeded will be "shelf read" to assure materials are in proper order and to speed the process.
- Weeding will be done according to the book, [The Crew Method Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries](#), (rev. ed.) by Belinda Boon.

# *Fairhope Public Library Policies*

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- All items that are to be discarded will be pulled from the shelf and stamped as “withdrawn.”
- Technical Services will withdraw items from the OPAC.
- Withdrawn materials will be offered for the Friends of the Library used-book sales.
- Other resources may be made available for free to patrons of the Library.
- Some titles will be dispensed to other libraries in need of increased resources.

## Evaluating Process

- Inventory should be taken on remaining items.
- Strengths and weaknesses of the section should be determined.
- Standard sources and lists should be compared to existing collection to determine gaps, weak areas, and important works missing from collection.
- Select and order replacements. Compare the weeded books that were set aside for replacement with titles in recent editions of collection bibliographies and indexes for possible newer titles.

## Selection Process

- We believe that “selection is the heart of collection development.”
- Priorities should be observed in the selection of replacement of resources. (see pgs. 36-37)
- Reviews will be read for evaluative guidance in selection: journals, dedicated subscriptions, etc. (see pgs. 36-37)
- Using priorities set in “Evaluating Process” (see above) and available lists of recommended resources, current available items should be selected for purchase.
- Selection will be patron driven.
- Special attention will be paid in adding those resources needed to meet the Standards for Public Libraries as set out by the Alabama Public Library Service.
- While price is important, the key is value.

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## **APPENDIX A Library Bill of Rights**

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

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

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

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

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

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

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

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*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.*

*A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.*

*Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific Library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.*

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## APPENDIX B Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new Idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that Idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and



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selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are safer, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.*

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The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are major channels by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.*

*Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.*

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## APPENDIX C Labeling and Rating Systems

*An Interpretation of the LIBRARY BILL OF RIGHTS*

Libraries do not advocate the ideas found in their collections or in resources accessible through the Library. The presence of books and other resources in a Library does not indicate endorsement of their contents by the Library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the Library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Many organizations use or devise rating systems as a means of advising either their members or the general public regarding the organization's opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, websites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a Library violates the American Library Association's *Library Bill of Rights* and may be unconstitutional. If enforcement of labeling or rating systems is mandated by law, the Library should seek legal advice regarding the law's applicability to Library operations.

Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice or discourage users or restrict their access to resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward Library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on employee intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed thereby, or with permission of, the copyright holder—could constitute expurgation, (see "Expurgation of Library Materials: An Interpretation of the *Library Bill of Rights*"). In addition, the inclusion of ratings on bibliographic records in Library catalogs is a violation of the *Library Bill of Rights*.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The fact that libraries do not advocate or use proscriptive labels and rating systems does not preclude them from answering questions about such items. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

*Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009; July 1, 2014.*

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## APPENDIX D ACKNOWLEDGEMENT OF DONATED MATERIALS

The Friends of the Fairhope Public Library accept gifts of new and used books, audio-visual materials, and other similar materials. Once donated, items become the property of the Friends. They will be made available for use by the Fairhope Public Library and may be added to the Library's collection within the selection policy of the Library and withdrawn when necessary.

Donated materials may also be given to other libraries or non-profit agencies, sold, traded, or discarded if they are not deemed usable.

Donated items will not be returned to the donor, and the Friends will not accept any item that is not an outright gift.

If items are being donated to obtain a tax benefit, it is recommended that the donor make an itemized list of the materials donated. The Friends will acknowledge receipt of donated items, but are unable to set a fair market or appraisal value. It is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

### **Please print the following information:**

Donor's name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Street \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

<u>Type of Material</u>	<u>Number of Items</u>
Hardback Books	_____
Paperback Books	_____
CDs	_____
DVDs	_____
Other (specify)	_____

Materials Received By: \_\_\_\_\_ Date: \_\_\_\_\_

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## APPENDIX E SUGGESTION FOR PURCHASE

Department: \_\_\_ Adult \_\_\_ Children's \_\_\_ Teens

Item: \_\_\_ Book \_\_\_ Audiobook \_\_\_ Music CD \_\_\_ DVD \_\_\_ EBook \_\_\_ EAudiobook  
\_\_\_ Magazine

Category: \_\_\_ F \_\_\_ NF Date Requested: \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

ISBN: \_\_\_\_\_

Thank you for your suggestion. You may check the ONLINE CATALOG or NEW shelf in a few weeks

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## APPENDIX F REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

1. Name of Complainant: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

4. Complainant represents: \_\_\_him/herself \_\_\_ Organization (Name) \_\_\_\_\_

Other (identify) \_\_\_\_\_

5. Objection is to: \_\_\_Book \_\_\_Audiobook \_\_\_DVD \_\_\_CD \_\_\_Playaway \_\_\_Ebook \_\_\_Magazine

Other (describe) \_\_\_\_\_

6. Author: \_\_\_\_\_ 7. Title: \_\_\_\_\_

8. Have you read/heard/seen the entire work? \_\_\_\_\_ If "no", what sections did you review?

\_\_\_\_\_

9. Are you aware of the judgment of this work by literary critics and/or review journals?

\_\_\_\_\_

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

\_\_\_\_\_

11. What is your specific objection to this material? \_\_\_\_\_

\_\_\_\_\_

12. Is there anything good about this material? \_\_\_\_\_

\_\_\_\_\_

13. What do you feel might be the result of reading/hearing/viewing it? \_\_\_\_\_

\_\_\_\_\_

14. What action would you recommend be taken regarding the use of this material? \_\_\_\_\_

\_\_\_\_\_

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15. Other comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date of Signature)

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## APPENDIX G VOLUNTEER APPLICATION

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

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Availability:

Mornings: Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thu \_\_\_ Fri \_\_\_ Sat \_\_\_

Afternoons: Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thu \_\_\_ Fri \_\_\_ Sat \_\_\_

Evenings: Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thu \_\_\_ Fri \_\_\_ Sat \_\_\_

Preferred Tasks (list on reverse side):

Volunteered at FHPL Before? Yes \_\_\_ No \_\_\_ Over 16? \_\_\_ Under 16? \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Volunteer Indemnity and Hold Harmless Agreement**

The undersigned does hereby agree to fully release, indemnify, defend and hold harmless the City of Fairhope, the Fairhope Public Library and any of their officers, officials, employees, agents and the like from and against any and all liability, loss, damage, expense of costs (including attorney's fees) arising in any way out of my volunteer activities except where such liability results from the sole negligence or willful misconduct of the City of Fairhope or the Fairhope Public Library.

*Please Note: the City of Fairhope and the Fairhope Public Library do not provide insurance coverage for volunteers.*

I further understand that I will not be paid for my services as a volunteer. I also understand that the Fairhope Library is a smoke-free, drug-free, and alcohol-free environment and I will not participate if under the influence of alcohol or illegal drugs.

I understand that all Library users have a legal right to privacy. Any and all information pertaining to anyone's use of the Fairhope Public Library will be held as strictly confidential.

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



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## **FAIRHOPE PUBLIC LIBRARY VOLUNTEERS TASK LIST**

The following is a list of tasks/activities that our volunteers/community service workers can do, after completing the updated volunteer application form and going through a short orientation:

- The volunteer supervisor will determine which tasks to assign volunteers depending on Library needs.
- Cleaning books, CDs and/or DVDs
- Shelving books (requires training)
- Cover books (requires instruction)
- Affixing/removing DVD and CD labels
- Shelf reading (requires training)
- Straightening books on shelves
- Teaching computer classes
- Cleaning computer stations and surrounding areas
- Disinfecting phones, computer keyboards, computer mouse, water fountains, counter tops, and table tops
- Dusting shelves, counters and table tops
- Re-organizing back-issues of newspapers, discarding issues older than one week, except for the two newspapers, Baldwin Edition of the Mobile Press Register and the Fairhope Courier, which both will be sorted, boxed, and labeled
- Assisting employees with simple projects
- Cleaning designated interior windows, glass front cases, and entrance door glass panes (remove fingerprints and gummy residue from displays)
- Filing
- Organizing meeting room schedules and making copies of brochures
- Designing and typing brochures, posters, and informational hand-outs
- Recording obituary data from CD

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## APPENDIX H COMMUNITY SERVICE APPLICATION

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

1<sup>st</sup> Phone #: (251) \_\_\_\_\_ 2<sup>nd</sup> Phone #: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Availability:

Mornings: Mon \_\_\_\_ Tue \_\_\_\_ Wed \_\_\_\_ Thu \_\_\_\_ Fri \_\_\_\_ Sat \_\_\_\_

Afternoons: Mon \_\_\_\_ Tue \_\_\_\_ Wed \_\_\_\_ Thu \_\_\_\_ Fri \_\_\_\_ Sat \_\_\_\_

Volunteered at FHPL Before? Yes \_\_\_\_ No \_\_\_\_

Emergency Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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## **Community Service Hold Harmless and Liability Release**

It is understood that the community service volunteer will perform solely as an individual on a voluntary basis. The community service volunteer is not an employee, contractor, or agent of the Fairhope Public Library, the Fairhope Public Library Board of Trustees, the City of Fairhope, its employees or officials or persons or agencies for whom community service is provided. It is also understood that the community service volunteer will not receive any benefits or compensation, except as specifically provided for in this agreement.

It is further understood the community service volunteer will be working under the supervision of the Fairhope Public Library employees. The community service volunteer is responsible for seeing that the work sheet given to them by the Court, County, or State is signed each day of work. The community service volunteer is responsible for their work record. The community service volunteer will perform whatever duties assigned by the Library employees. The community service volunteer will dress in an appropriate manner for his or her duties. Professional behavior, language and actions are expected each day of service or the service opportunity may be terminated. Duties repeatedly not done correctly and/or in a timely manner may result in their service opportunity being terminated. If the community service volunteer misses a scheduled date and time of service without prior notification, their service opportunity may be terminated. The undersigned also understands that the Fairhope Library is a smoke-free, drug-free, and alcohol-free environment. If the community service volunteer is found to be under the influence of alcohol or illegal drugs the service may be terminated.

It is further agreed that the undersigned does hereby compromise and forever release, acquit, discharge, indemnify, and covenant to hold harmless the Fairhope Public Library, the Fairhope Public Library Board of Trustees, the City of Fairhope, its employees and officials and any agency or person for whom community service is performed. Also from any and all actions, cause of action, claims, liability, demands, damages, costs, loss of service, medical expense and compensation, on account of, or in any way growing out of any and all known and unknown personal injuries, property damage, or other type of damage which the undersigned may herein after have, individually and/or as a parent or guardian of said community service volunteer, resulting from this Community Service Contract/Agreement and the participation of the community service volunteer in the volunteer service work at the Fairhope Public Library.

In making this agreement and signing this liability release, we do so freely and voluntarily and rely wholly upon our own judgment, belief, and knowledge and have not been influenced to any extent whatsoever by any representation or statements not contained in this agreement.

Community Service Volunteer: \_\_\_\_\_

Parent/Guardian (if under 18 years of age): \_\_\_\_\_

Fairhope Library Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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## APPENDIX I INTERLIBRARY LOAN

Please check the FHPL catalog before requesting materials. Check the website [www.worldcat.org](http://www.worldcat.org) for lending availability. Interlibrary requests may incur extra charges for books and journal articles of \$15.00 to \$50.00 if requested from outside the WorldCat network. When possible, patrons will be informed of extra charges before materials are requested. Please ask an employee for assistance if you have questions.

### INTERLIBRARY LOAN FORM

Please fill out form as completely as possible. A \$3.00 per book fee or \$2.00 for periodicals/journal articles is due at time of request.

\*Books published within the last or current year are NOT available for loan. A/V materials are NOT available for interlibrary loan.

Date Requested: \_\_\_\_\_

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date of Publication: \_\_\_\_\_

For Genealogical titles: Individual family names to be traced are required for processing:

---

Name: \_\_\_\_\_ Card Number \_\_\_\_\_

Please enter phone or email address for preferred contact info.

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

---

#### Library Use Only

Ordered \_\_\_\_\_ In \_\_\_\_\_ Date Due \_\_\_\_\_ Ret'd \_\_\_\_\_

OCLC \_\_\_\_\_ ILL \_\_\_\_\_ AL Holdings? Y N

Borrowed from \_\_\_\_\_ Special Notes \_\_\_\_\_

Request Fee Collected \_\_\_\_\_ Fees from Lending Library \_\_\_\_\_

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## APPENDIX J STUDENT APPLICATION FOR TEST PROCTORING

Please fill out as completely as possible.

Date: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

School Issuing Exam: \_\_\_\_\_

Type of Test: \_\_\_\_\_ Written \_\_\_\_\_ On-Line

Test will be sent to proctor via: \_\_\_\_\_ Mail \_\_\_\_\_ Email \_\_\_\_\_ On-line

Time limit for test \_\_\_\_\_

---

Library Use Only

Date of Appointment \_\_\_\_\_ Time \_\_\_\_\_

Exam Rec'd \_\_\_\_\_ Password Required \_\_\_\_\_

Start time \_\_\_\_\_ Finish \_\_\_\_\_

Test Returned Mail \_\_\_\_\_ Faxed \_\_\_\_\_ Email \_\_\_\_\_

Notes: \_\_\_\_\_