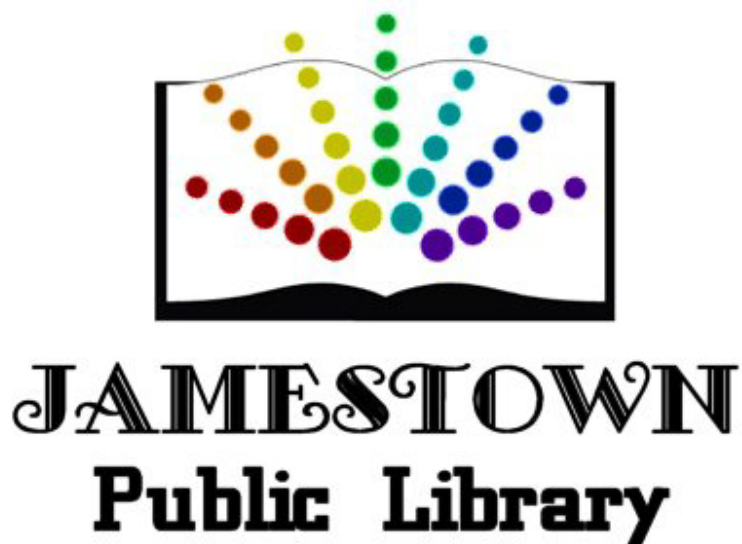


JAMESTOWN PUBLIC LIBRARY POLICIES



JAMESTOWN PUBLIC LIBRARY
200 W. MAIN STREET JAMESTOWN, NC 27282

TABLE OF CONTENTS

I.	Library Professional Ethics	2
a.	ALA Code of Ethics	2
b.	ALA Library Bill of Rights	3
II.	Patron Library Cards.....	3
a.	Who.....	3
b.	How.....	3
III.	Computer Guest Pass.....	4
IV.	Patron Privileges.....	4
V.	Loan Period	4
VI.	Fines.....	4
VII.	Replacement Fees.....	5
VIII.	Computer Use.....	5
IX.	Behavior Policy	6
X.	Safe Child Policy.....	7
XI.	Food & Drink Policy	7
XII.	Confidentiality of Records	7
XIII.	Collection Development.....	8
a.	Objectives of Selection.....	8
b.	Weeding.....	8
XIV.	Interlibrary Loans	9
XV.	Donations & Gift Policy	10
XVI.	Room Rental/Meeting Room Policy	10
a.	Guidelines for Use.....	11
b.	Reservations	12
c.	Rooms Available & Charges	13
d.	Contracts.....	13
e.	Equipment Available & Charges.....	13

I. Librarian Professional Ethics

As a public library that strives to provide a high quality of service to all community members, we follow the American Library Association Code of Ethics

(www.ala.org/advocacy/proethics/codeofethics/codeethics) and the ALA Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>).

a. Code of Ethics

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advocate private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

b. Library Bill of Rights

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all person and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

II. Patron Library Cards

a. Who:

- A Jamestown Library card is free to every Guilford County resident 16 years of age or older. A library card is available to out of county residents 16 years of age and older for an annual fee of \$35.
- Exception: A person living outside of Guilford County but working in the community may obtain a card at no cost. (Staff will note where employed.)
- Dependents and other family members may be listed as designated users of the library account. The card holder is responsible for all materials checked out by other card users. (Children's cards may be issued with the family account number.)

b. How:

- All persons applying for a library card must show proof of current address, provide a current phone number and email address (email if available). (Preferred identification: NC Driver's License.)
- Only if current address is not listed on their NC Driver's License, the patron must provide a second form showing current address. Forms that may be accepted: bill, registration card of any kind, checkbook, lease agreement, etc.

III. Computer Guest Passes

Anyone who wishes to use the library's public computers must have a library card or may apply for a free temporary Computer Guest Pass. This account is especially purposed for visitors to the community or those new to the area who do not yet have proof of address. This card is free to residents of any county or state. A guest pass limits the user to computer use only; no other library materials may be checked out, though materials may be used in the library.

IV. Patron Privileges

Each library card account is allowed 30 total items checked out at one time. A limit of 4 DVDs may be checked out at one time.

Access to the library's public computers. Patrons may check out a computer for use for one hour (or longer if the computer is not in demand).

Allowed 2 renewals of each checked out item. (Unless requested by another patron.)

Any patron with an account balance of \$3.00 or more will not be allowed to check items out, including computers. Staff does reserve the right to modify this when applicable (i.e. patron pays \$5 toward fine, etc.).

V. Loan Periods

- All books and audio recordings – 3 weeks
- DVDS, VHS, and magazines – 1 week

VI. Fines

- 10 cent a day per item for all books, audio recordings, magazines, and VHS movies.
- 25 cent a day for DVDs

The maximum overdue amount that may be owed per item is \$5.00. (Excluding magazines, which will have a maximum fine of \$1.00).

Patrons receive one grace day (business day) to return any items without overdue fines. Following the grace day, fines will be due for each day past the due date.

Items not returned after 60 days will be considered lost.

Any patron with an account balance of \$3.00 or more will not be allowed to check items out, including computers. Staff does reserve the right to modify this when applicable (i.e. patron pays \$5 toward fine, etc.).

VII. Replacement Fees

A patron with a lost book will be charged a replacement fee rather than an overdue fee. The patron will be charged the actual price of the item, if price is known. Otherwise, generic prices will be used:

- \$20 – Adult Hardback
- \$10 – Adult Paperback
- \$30 – Reference Book
- \$15 – Children’s Hardback
- \$8 – Children’s Paperback
- \$7 – DVD
- \$30 – Audio Book on CD
- \$5 – VHS and Audio Books on Cassette
- \$1 – Magazine

VIII. Computer Use

Patrons with either a library card or an active computer Guest Pass may use the library’s public computers. The first time any patron wishes to use a public computer, they must read, agree to, and click “yes”, to the *Acceptable Computer Use Agreement* for computer resources, which will be posted on the Library’s web page and accessible on all Library computer terminals when internet browser is opened on the computer.

Children ages 13 to 18 will be assumed to have parent/guardian approval to use the public computers if listed as a designated user on said account unless otherwise noted.

Children 12 and younger must have a parent/guardian with them at the library to use the public computers. The children’s computer is for ages 12 and under with a time limit of 30 minutes.

Patrons do not need a library card to access the Wi-Fi network.

IX. Behavior Policy

The library is a public space and it is our wish that our facility be a clean, comfortable, and safe place for selecting materials, reading, researching, studying, writing, and attending Library or community sponsored programs and meetings. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds.

Enforcement of rules is at the discretion of the library staff and will be conducted in a fair and reasonable manner. Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in a warning, removal from the premises, or an immediate ban based on the severity of the behavior.

The following actions are examples of conduct not allowed on Library property.

- Engaging in any activity in violation of Federal, State, local or other applicable law, or Library policy.
- Being under the influence of alcohol/illegal drugs and selling, using, or possessing alcohol/illegal drugs.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching/language, and obscene acts such as indecent exposure.
- Soliciting
- Stealing, damaging, altering, or inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones, and other equipment.
- Fighting or challenging to fight, running, pushing, shoving, or throwing things.
- Creating disruptive noises such as loud talking, screaming, or banging.
- Conduct that disrupts or interferes with the normal operation of the Library including, but not limited to:
 - Use of personal electronic equipment at a volume that disturbs others.
 - Loud voices
- Smoking, chewing, and other tobacco use in Library facilities.
- Entering the Library barefooted or without a shirt.
- Consuming food or beverages in public areas of the Library, including restrooms (except for water in closed containers as permitted by authorized library employees).
- Neglecting to provide proper supervision of children.
- Engaging in any other activities that are inconsistent with those activities normally associated with the use of public library facilities that include reading, studying, and using library materials.
- Violating the library rules for acceptable use of the internet and library public computers. A user accepts these rules before accessing the Internet through a library computer. Copies of these rules will be made available by staff upon request.

X. Safe Child Policy

Jamestown Public Library welcomes children. Parents/caregivers are responsible for their child's safety and behavior while in the Library whether the parent/caregiver is present or not. Library employees cannot function as caregivers or babysitters. The Library is not equipped—and it is not the Library's role—to provide long-or short-term childcare. The Library assumes neither responsibility nor liability for the actions, care, supervision or safety of minors.

For the safety and comfort of children, a responsible adult or an older responsible individual must accompany children under age ten when they are using the Library. This responsible individual must supervise, guide and control the behavior of their charge or charges at all times.

When a child is unattended or under-attended/ignored and

- the behavior of the child is disruptive or inappropriate (or)
- the child appears to be a danger to herself or himself or others (or)
- the child appears to be threatened by others (or)
- the child appears to be ill or upset (or)
- the child has not been met by a parent or caregiver at closing.

Library staff will attempt to contact the parent or guardian of the child. In the event that the parent or guardian cannot be located, staff will contact the Police Department. In the event of an emergency, staff will call 911.

Inappropriate Use of Children's Spaces/Youth Services: Adults are permitted in the children's areas of the libraries or in the Youth Services Department at the library when accompanied by a child or if the adult is actively reading, studying and using library materials from the children's area collections. Any adult not in compliance with this provision will be asked to use other areas of the library. If the individual does not comply with staff direction or repeatedly violates this policy, the individual may be banned from the Library.

XI. Food and Drink in the Library

As common courtesy and to protect our books, furnishings, and equipment, food and drink will not be brought into or consumed in public spaces of the library, inclusive of the library collection rooms and the main desk area. Library workers may keep water at a desk or snacks/food in the office. Water at the main desk should be kept off the desk top. Exceptions may be made for special events.

XII. Confidentiality of Records

It is a law of the State of North Carolina (N.C.G.S. Chapter 486-"Library Privacy Act") and a policy of the Jamestown Public Library that library transactions are confidential in nature, and that information identifying the names of library users and/or the nature, titles or subjects of the library materials they use will be held in confidence.

What this means to each staff member or volunteer: all library use is confidential.

Under no circumstances should a library staff member provide access to circulation records or discuss with any individual the nature or titles of books read by another individual.

XIII. Collection Development

The purpose of this policy is to set forth clearly the principles and criteria for the selection of library materials, and is intended to:

- guide the library staff in the selection of materials;
- inform the public about the principles and criteria upon which selections are based;
- guide the library board and library director when hearing challenges to materials in the library's collections.

a. Objectives of Selection

This policy clarifies the library's objectives relative to the selection of materials for its various collections. The objectives are:

- to provide a collection developed with an awareness of the needs and interests of the patrons as well as a regard for material of value, which can be introduced to the patrons (including classics, award winning books, etc.).
- to provide a broad collection for information and research with a special regard to current and relevant books in the areas of:
 - ◆ Science
 - ◆ Health and technology
 - ◆ Geography and history
 - ◆ Government and economics
 - ◆ Reference
- to provide high-demand and time-honored titles for recreational reading, listening, and viewing;
- to develop collections of special-interest materials, such as North Carolina;
- to provide materials in alternative formats as necessary to meet the needs of all library users

b. Weeding

Weeding should be done only by persons knowledgeable of the collection and of the category of book in question. Weeding decisions should meet with approval of both the staff member responsibly for the collection development in the area in question and at least one other knowledgeable staff person.

When possible, repairs should be made to damaged books, with weeding or replacing as the final option.

Weeding should be done with the recognition that books not checked out still benefit patrons who discover them on the shelves and enjoy them in house.

While weeding is necessary to maintain a balanced, current, relevant, and inviting collection, certain books should be preserved regardless of their copyright dates.

Items recommended to keep in the collection include the following:

- Items of enduring value:
 - Classics
 - Rare books
 - Award winners
 - Popular works, regardless of copyright
 - Works of historical, cultural, literary, or technological significance
- Print and non-print items with authoritative writing, publishing, or production
- Print and non-print items with enduring artistic value by illustrators, directors, or producers
- Works by local (township and state) author, illustrator, or producers
- Works with descriptions of local personalities or histories
- Items useful for special events, including activities for children and young adults

Damaged books with donation plates should be *considered* for replacement, with the donation plate placed in the new book.

Books with donation plates should be kept unless a strong reason for weeding them exists.

Items to be considered for weeding:

- Items that are irreparable and unusable due to damage, lost pages, excessive soiling, or mildew
- Works of science, health, technology, geography, government, and reference that present inaccurate and outdated information (unless these preserve a significant history)
- Once heavily circulated works no longer checked out
- Works not circulated even after their promotion

Before weeding potentially valuable books, their presentation (visible placement on shelves, efforts by staff to introduce valuable books, etc.) should be evaluated.

XIV. Interlibrary Loan (ILL)

From time to time library customers will request specific library resources not owned by the Jamestown Public Library. Whenever fiscally feasible and appropriate, the library will purchase the requested items for the library's collections. Items that are no longer available for purchase, or are not appropriate for permanent inclusion in the library's collections may be borrowed from Greensboro Public Library through the interlibrary loan system.

Jamestown Public Library makes its interlibrary loan service available with the following conditions:

1. Titles currently owned by the library cannot be borrowed through interlibrary loan.
2. Customers may borrow the same title through interlibrary loan one time only.
3. Non-print materials are not available through the interlibrary loan system.

XV. Donations and Gifts Policy

The Jamestown Public Library encourages gifts of books and other materials which will be useful to the library and which will increase the scope of its collections. The library's policy is that no materials will be added which would not be included through normal selection procedures and collection development policies. The Jamestown Public Library is pleased to accept gifts and donations with the following conditions:

1. The library reserves the right to dispose of a gift of library material without notifying the donor in whatever manner the library deems best – book sales, donations to other non-profit organizations, or recycling if necessary. **ALL GIFTS ARE CONSIDERED PERMANENT AND CANNOT BE RETURNED.**

Books donated to the library will be evaluated by the same criteria as for weeding. We currently accept all donations except for:

- Textbooks
 - Encyclopedias
 - Any materials that are dirty, damaged, moldy or stained
2. The library cannot appraise any item for tax purposes, but will acknowledge gifts with a "Gift Policy and Receipt" form, if donor requests one at the time of donation. This form will be signed by library staff. **The donor is required to furnish a count of the items. Estimates of fair market value or income tax purposes are the responsibility of the donor.**
 3. Monetary gifts may be donated through the Friends of the Library to be spent as directed by the donor and agreed to by the library. The library generally cannot accept gifts with specific stipulations, such as keeping a private library intact as a collection. The library reserves the right to integrate gifts with other materials on the same subject, so that all collections are organized and classified according to library standards for the best public services.

XVI. Room Rental/Meeting Room Policies

The Old Jamestown School Association (OJSA) along with the Jamestown Public Library, welcomes public use of its meeting facilities in keeping with its mission "...to prove the community of Jamestown with a public library, an archive of education, and a facility for ongoing education and cultural activities..."

The OJSA encourages the widest possible use of library meeting rooms by the community as long as this use does not interfere with the normal functions of the library.

The OJSA adopts the tenets of the Library bill of Rights, which states in part, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

The Room Rental/Meeting Room Policy establishes guidelines and procedures for the use of the Library's meeting facilities. The library manager, in liaison with an appointed OJSA board member is responsible for implementing this policy and for maintaining reservation lists.

a. Guidelines for Use

Rental of Library meeting rooms is open to community groups, businesses and organizations, but please note that due to the historic nature of the building, it is NOT handicap accessible.

1. Library-related functions will be given first priority.
2. The main floor library area and front portico are off limits during rentals. Renters are to be only in rooms they have rented and the public restrooms in the basement.
3. Congregating in stairwell is a fire hazard and is not permitted.
4. Use of the library's meeting rooms does not constitute endorsement by the OJSA or Jamestown Public Library of viewpoints expressed by participants. Decisions on meeting room use are subject to review by the Board.
5. The renter must be at least twenty-one (21) years of age.
6. The renter must complete and sign an Application which includes a "hold harmless" agreement with the OJSA.
7. The individual making the reservation, as well as the membership of the group as a whole, agree to comply with all applicable rules and regulations.
8. The library's meeting rooms are not available for private social functions such as weddings, birthday, or anniversary parties.
9. The library is an alcohol and tobacco free campus.
10. A group composed of minors (under eighteen years of age) must have adequate chaperones attend the meeting. These chaperones are responsible for the actions of the group.
11. The length of time needed for the meeting room should include time for setting up the meeting room and putting it back in order at the end of the meeting.
12. Attendance at meetings will be limited to the capacity of the individual meeting rooms as listed at the end of this policy.
13. The library will not be responsible for lost or damaged materials.
14. The library is a place of reading, study, and research. Loud talking or other loud sources of noise are not allowed to extend beyond the meeting room. CD players, microphones, and other electronic devices may be used, but the sound must be contained within the reserved room.
15. Use by groups with under five (5) participants or individuals (study groups, individuals needing a quiet area, etc.) will be permitted on a "first-come, first-served" basis with no

advanced reservations. There is no time limit but if another group or individual wishes to use the room the first group must give way.

16. Meeting rooms must be left as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
17. Displays may not be affixed directly to the walls of the meeting room without prior consent. Library fixtures may not be removed from the walls.
18. OJSA/library representatives may attend or observe any meeting or program at any time.
19. Beverages and light snacks are permitted. All trash resulting from the serving of refreshments must be tied up in garbage cans.
20. Programs involving the sale, advertising, promotion of commercial products or services, regardless of purpose, are prohibited except for those hosted by the OJSA and/or Jamestown Public Library.
21. For and in consideration of the use of the meeting room and library facilities, any person or group using same hereby agrees to indemnify and hold harmless the OJSA from any and all actions or suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the OJSA for any and all costs for repair of any and all damage that may be caused directly or indirectly to the room, facilities and/or equipment by such use thereof.
22. For those renting after hours, liability and personal property insurance is required. In addition, a "Library is closed; Rental in progress" sign must be placed outside and the door must be locked once the rental group is inside.
23. Failure to adhere to the rules listed can result in termination of use of rental room(s).

b. Reservations

1. Any group that includes five (5) or more individuals will be required to pay to use rental space.
2. Requests for use of a meeting room may be made online, in person, by telephone, or in writing. Requests will be honored on a first-come, first-served basis. Room reservations that are made by phone are not confirmed until the Application Form has been completed, signed, and processed.
3. The Application Form must be submitted in advance of the date requested. A copy of all completed Application Forms will be kept at the library for 12 months.
4. Payment must be submitted before any reservation is considered final. **All payments are non-fundable.** Payment implies agreement to abide by the meeting room policy.
5. Groups reserving a meeting room for the first time will be shown the meeting room, restrooms, and key return drop box.

6. Groups holding reservations are requested to notify the library of any cancellation at the earliest possible date in order to free the meeting room for other groups.

c. Rooms Available and Charges

<u>Room</u>	<u>Capacity</u>	<u>Fee</u>
Classroom (Meeting Room 1)	30	\$50.00
East Room (Meeting Room 2)	40	\$75.00
Auditorium	90	\$150.00

d. Contracts

If an organization wishes to make a written agreement for the use of meeting space for a period of up to one (1) year:

1. The room use is consistent with this Policy
2. The written agreement incorporates the rules and regulations of the Policy, and
3. The agreement has been reviewed and approved by the OJSA Chairman

e. Equipment Available and Charges

1. Subject to availability, the following audiovisual equipment may be used in the Library meeting rooms: DVD player and TV, digital projector, overhead projector, projection screen, and laptop.
2. There is a charge for the use of the equipment. Equipment should be reserved at least one week in advance of the meeting. It is recommended that the equipment be reserved at the time the room is reserved. The library cannot provide operators for the equipment. If instruction is required for equipment operation, it is suggested that a representative of the group set up an appointment with staff in advance.
3. The library does provide free Wi-Fi, listed as JPL Guest.

<u>Equipment</u>	<u>Fee</u>
DVD Player and TV Monitor	\$10.00
Overhead Projector	\$5.00
Projection Screen	\$5.00
Digital Projector	\$30.00
Laptop	\$10.00