

FAYETTE COUNTY MEMORIAL LIBRARY

# **LIBRARY POLICIES**

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326 TEMPLE AVENUE NORTH  
FAYETTE, AL 35555

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## COLLECTION DEVELOPMENT

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### Material Selection

Fayette County Memorial Library acquires materials (books, periodicals, DVDs, electronic resources, and audiobooks) within the limitation of budget, personnel, and space. Materials are acquired in order to satisfy the informational needs of a heterogeneous community that has various views and opinions. The content in the collection must not be taken as a personal endorsement by the Fayette County Memorial Library Board of Directors or any member of the Library staff.

Materials considered for selection into the Library's collection must meet two or more of the following criteria.

- Contemporary significance or permanent value
- Demand/sustained interest
- Popularity
- Accuracy, currency, and objectivity
- Merit
- Authority and reputation of author, editor, illustrator, or publisher in the field
- Positively reviewed in at least two quality aides (e.g. Booklist, Library Journal, School Library Journal, Kirkus Reviews )
- Scarcity of information in the subject area
- Historical value
- Social significance

Types of materials not suitable for the Library's collection are

- Collectors' items
- Religious materials that proselytize rather than inform
- Endorsement of political candidates
- Materials from social, civic, or private organizations that deny membership based on race, gender, national origin, religious or sexual preference.
- Textbooks

Materials are neither excluded nor proscribed because of the race, nationality, political, social, or religious view of the author or because of individual or group prejudice within the community.

*Request for Reconsideration of Materials*

Individuals may take issue with library materials that do not support their tastes and views. The Library Director and/or Assistant Director are available to discuss concerns and identify alternative materials that may be available. If a patron's concern is not satisfied through discussion, a formal written request for reconsideration may be submitted to the Library Director.

For a request to be considered, the patron must

- Be a registered card holder of Fayette County Memorial Library
- File a completed Request for Reconsideration form
- Supply their full legal name and address. Anonymous complaints will not be considered.
- Must have read, viewed, or listened to the entire work in question.

The Director will respond, in writing, within thirty days of receipt. The response will state the action taken or state reason(s) action was not taken.

#### *Request for Purchase*

The Library is responsive to public suggestion of items and subjects to be included in the collection. Current and historical works relating to Fayette County will be given special consideration. Patrons suggesting an item or subject for inclusion in the collection should fill out the Material Suggestion Form. Completion of form does not guarantee item will be purchased.

### **Budget Allocations**

These allocations are estimates only and are expected to change based on collection and patron needs.

#### *Books*

The yearly budget for books will be divided by Youth and Adult collections. Youth collections (Easy, Junior, and Young Adult) will receive 45% of the budget. Adult collections (Fiction, Non-Fiction, and Large Print) will receive 55%.

#### *DVDs*

The yearly budget for DVDs will also be divided by Youth and Adult collections. Youth collections will receive 30%. Adult collections will receive 70%.

## **Weeding and Deselection of Materials**

The collection will be examined periodically to identify lost materials and to maintain a balanced, relevant, timely, and attractive collection.

Reasons for withdrawal from the collection are

- Poor physical condition
- Obsolete information
- Inaccurate information
- Duplicates not justified by demand
- Lacks reader interest
  - Fiction—not checked out in last four years
  - Nonfiction—not checked out in last ten years

Weeding takes place twice a year. All adult collections are weeded in September. Youth collections are weeded in March.

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## **DONATIONS, GIFTS, & MEMORIALS**

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### **Book Donations**

Fayette County Memorial Library welcomes donated books, audio books, and movies. Book donations are accepted at the sole discretion of the Library Director. Accepted donations will be added to the Library's collection or sold at FCML book sales.

All donations should be brought to the circulation desk. Books should not be deposited in book drops or left outside the building. Once donated, all items become the unconditional property of the Fayette County Memorial Library.

Donations are tax deductible. Although FCML is unable to assign a dollar value to donations, an Acknowledgement of Donation may be requested at time of donation.

We will accept:

- Hardcover and paperback books in good condition. Books must be free of mildew, mold, or dirt with no excessive spine damage, missing pages or covers. Books cannot have any water damage.
- Commercially published media (DVDs)

We cannot accept:

- Damaged books with broken bindings, missing pages, soiled, musty, moldy, smoke or water damage, or excessive writing in the text
- Clearly outdated materials (typically anything older than 10 years)
- Toys, games, puzzles, artwork
- Magazines (bound or unbound), periodicals, academic and professional journals, and newspapers
- Condensed books (Reader's Digest)
- Audio Cassettes or VHS Tapes
- Encyclopedias
- Non-commercially produced media
- Workbooks or study guides that are partially or wholly filled in
- Computer programs
- Textbooks (college, high school, etc.)

We accept certain materials within specified limits:

- Price guides and almanacs (current only)
- Medical and financial advice books (less than 2 years old)
- Travel guidebooks (less than 2 years old)
- Computer manuals (less than 2 years old)
- Test preparation guides (less than 2 years old)

### **Gifts and Non-Book Donations**

Fayette County Memorial Library encourages and welcomes gifts. The Library accepts gifts with and without stipulations for library materials, equipment, services, programs, improvement to the facility, and any other realistic library need. Gifts with stipulations are those which the donor has attached specific uses or conditions. Donors wishing to give gifts with stipulations must outline those stipulations in writing for the Library Board's consideration. It is solely the prerogative of the Library Board to accept gifts with conditions.

Gifts valued over \$1000 in real estate property, stocks, personal property, valuable art objects, antiques, old manuscripts, or historical papers with or without conditions must be accepted by the Library Board. Gifts valued at \$999 or less without conditions may be accepted by the Library Director. Gifts valued at \$100 or less without conditions may be accepted by Library staff.

Any gift with stipulations will be presented to the Library Board at their next meeting. The Board will decide whether to accept the gift with the attached stipulations or if it will be rejected.

Unconditional gifts accepted become the sole property of the Fayette County Memorial Library. Fayette County Memorial Library reserves the right to sell, give to other libraries or discard any materials that cannot be used.

Gifts are tax deductible. Although FCML is unable to assign a dollar value to gifts, an Acknowledgement of Donation may be requested at time of donation.

### **Memorials**

The library accepts monetary contributions as Memorials for books and other library materials. Specific titles can be requested or the purchase of titles can be left to the discretion of the library staff

Memorials in the Library's collection will be designated by a bookplate.

The weeding, evaluation and deselection of Memorials follows the same criteria as other library materials.

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## **CIRCULATION**

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### **Library Cards**

- When applying for a library card for the first time, patrons should fill out an application and show a photo ID.
- Library cardholders must be at least four years old. Patrons under the age of seventeen must be attached to their parent or legal guardian's account. Parents or legal guardians are responsible for all materials charged to their child's library card.
- The patron is responsible for all materials checked out to their card.
- Staff should be notified as soon as possible in the event of a lost library card or a name or address change.
- New library cards are free. Replacement cards are \$2.00 each.

### **Checking Out Materials**

### *Borrowing Rules / Limits*

- Patrons in good standing may check out up to six items at a time.
- Patrons must present library card to check out materials.
- All DVDs must be checked out on an adult card.
- All items may only be renewed twice.

### *Check-Out Periods*

Books	2 weeks, renewable twice
Audio Books	2 weeks, renewable twice
DVDs	5 days, non-renewable
Magazines	5 days, non-renewable
Newspapers	Library Use Only
Genealogy	Library Use Only

### *Reserves*

Books and audio books may be placed on reserve. Patrons must have a library card to reserve materials. Reserved materials cannot be renewed. Patrons will be called or emailed when materials are available. The Library will hold materials for three days only. After that, the materials are made available to the next patron on the reserve list or returned to the shelf.

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## **FINES & FEES**

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### **Fines**

Fayette County Memorial Library does not charge fines for overdue materials. Materials should still be returned on or before the due date. Any item not returned 14 days after its due date is considered lost, blocking accounts from check-out and subjecting patrons to lost fees. Once any item considered lost is found and returned, accounts are restored and fees erased.

As a reminder to our patrons, overdue notices are emailed as soon as an item becomes overdue. Ultimately, it is the responsibility of the patron to return overdue materials.

### **Card Fees**

Replacement Cards	\$2.00
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### **Services Fees**

Black & White Copies/Prints	\$0.25 a copy
Color Copies/Prints	\$0.50 a copy
Faxes (Sending & Receiving)	\$1.00 a page
Notary	No charge
Laminating	\$0.50 Credit Card Size \$1.00 Letter & Legal Size \$2.00 Tabloid Size
Binding	\$0.50 a document without covers \$1.00 a document with covers

### **Lost or Damaged Items**

Price of Item

## **PATRON CONDUCT**

### **Behavior Policy**

Fayette County Memorial Library is designed to be a safe and comfortable place for all members of the public to use. FCML's Behavior Policy is intended to protect the rights and safety of library patrons and staff members and to preserve and protect the library's materials, facilities, and property.

Dangerous, destructive or illegal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assault, including fighting or challenging others to fight
- Engaging in intimidating or harassing behaviors
- Making violent or threatening statements to others
- Damaging, destroying, stealing, or otherwise vandalizing Library property

The following behaviors are also prohibited:

- Using harassing, obscene, abusive, or insulting language or gestures.
- Annoying other patrons by talking, gesturing, or otherwise interfering with their ability to read, study, contemplate, or otherwise use the Library.
- Eating or drinking in the Library except in designated areas.
- Smoking inside the Library or within 20 feet of any Library entrance or window
- Possessing, consuming, exchanging, selling, or being under the influence of alcohol or illegal drugs inside or outside the library building.
- Failing to wear a shirt, top, pants, skirt, or shoes.
- Making loud or unreasonable noise, including but not limited to the use of electronic equipment or cell phones at a volume that disturbs others. Ringer volumes should be set to silent or vibrate.
- Carrying weapons of any type.

- Petitioning, soliciting, or selling merchandise or services including the distribution of flyers without the permission of the Library Director.
- Adults loitering in the children's room/area without a child.
- Refusal to follow reasonable direction from Library staff.

Engaging in any of the above behaviors may result in one or more of the following consequences, depending on the severity of the violation:

- Verbal warning
- Suspension of Library privileges
- Legal action

### **Unattended Children**

The responsibility for behavior and safety of children in the Fayette County Memorial Library rests with the parent/caregiver and not with the Library staff. Library staff cannot be responsible for children of any age who are unattended.

- Children under the age of 10 may not be left unattended in the Library. Children under the age of 10 shall at all times be attended and supervised by a responsible adult (parent, guardian, or caregiver). This includes all programming and events that children might wish to attend.
- Children ages 10 and up may use the Library unattended. However, the parent/caregiver is still responsible for the behavior and wellbeing of the child. The child is expected to follow all Library policies and may be asked to leave the Library if he/she exhibits inappropriate behavior. The Library assumes no responsibility for the whereabouts of an unattended child.
- If a child under the age of 10 is found unattended, he or she will be allowed to call or locate family members. If a parent or other adult is unreachable, staff will contact Fayette City Police to keep the child in their custody until a parent can be reached.

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## **GENEALOGY**

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The Fayette County Memorial Library acquires, collects and houses materials on local history in various formats to support the genealogical research of library users. Materials about other counties in Alabama are collected whenever finances permit.

Most of the materials in the Genealogy Room are published privately. Privately published materials are difficult to replace, therefore all materials in the Evelyn W. Robertson Genealogy Room must be used in the Genealogy Room. Selected materials have been declared to be too valuable to remain in the Genealogy Room. Please ask the library staff for those materials.

- Patrons should sign in with their name, address and family they are researching upon entering the Genealogy room.
- Briefcases, purses, large coats, food or drink are not allowed into Genealogy. Lockers are provided free for patron use.
- A spiral notebook, pencil, tablet or laptop computer without the case are the only items that may be brought into Genealogy.
- Children under the age of five (5) are NOT allowed in Genealogy even with supervision.
- Materials in Genealogy are very fragile and should be handled with care. Privately printed materials are difficult to replace if damaged or lost.
- Pages from folders, binders or packets should not be removed, even for copying. Complete material/s should be brought for copying.
- The library does not have adequate staff to do research, but the staff will be happy to help patrons become familiar with the layout of the room.
- To become better stewards of our materials security cameras are installed in Genealogy. Security tags are placed on all materials in the room.

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## **MEETING ROOMS**

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The Library has two meeting rooms. The Guthrie Smith Conference Room on the main floor of the library seats eight. The Holder Meeting Room on the second floor seats twenty-five. These meeting rooms are available, primarily, to support library programs and functions which further the goals of the library. When the meeting rooms are not used by the Library, Board of Directors, Endowment Fund Board, the Progress Club, Inc. or Progress Club, II, the rooms are available to

established not-for-profit groups during regular hours. Not-for-profit groups in Fayette County will be given preference to groups outside the County.

- Meeting rooms must be reserved at least one week in advance.
- Groups using the meeting rooms are required to set up for their meeting and return chairs to their original location after the meetings. The rooms must be left clean and orderly.
- The Library will not supply equipment or consumable supplies (pens, pencils, paper, etc.) for meetings.
- No selling, soliciting or taking of orders may occur while on library property by any member/affiliate/subsidiary of the group.
- No admission may be charged for programs held in the meeting room.
- No food and/or drink may be served in the meeting rooms without the written permission of the Library Director. If permission is given, the kitchen sink and counter should be left clean, utensils in their original place, coffee pot washed, garbage removed from building, and floors free of dropped food and debris.
- Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the library in any advertisement or publicity. Groups failing to comply with any part of this policy will be denied further use of the meeting room.

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## **COMPUTER & INTERNET USE**

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In keeping with the mission of the library to provide the broadest possible range of information in a variety of formats, the Fayette County Memorial Library provides public Internet access and public access computers.

- Patrons are required to sign in at the Circulation Desk before using a public access computer. Patrons must be in good standing to use a public access computer.
- Patrons have the ultimate responsibility in the sites accessed. The Library is not responsible for the content or accuracy of information accessed.

- If a child under the age of ten uses the computers a parent or legal guardian must be present in the computer area.
- Any restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.
- The Library does not filter content on public access computers.
- Patrons may not use the Internet and/or Library computers for the following:
  - Participating in any illegal activity that violates local, state or federal laws
  - Interfering with or altering the Library's computers, networks, or hardware or software
  - Displaying sexually explicit graphics or otherwise offensive material inappropriate for an open public environment
- Patrons may not disregard time limits on the use of a library computer while others are waiting.
- Patrons who fail to abide by the Computer & Internet Use Policy may be instructed to stop their Internet session. Violation of the Computer & Internet Use Policy may also result in the suspension of your Internet or Library privileges.

### **Staff Assistance with Computers & Internet**

- Library staff is happy to assist patrons with the use of our website and online catalog, and to offer basic instruction in the use of sites directly linked from our homepage as time permits.
- Staff cannot provide in-depth individual training and are not allowed to complete homework, job applications, legal forms, etc.
- Library staff cannot install or configure hardware or software on a patron's personal device.

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## **PATRON PRIVACY**

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It is the policy of the library not to yield any information about its patrons or what they read to anyone not listed on the patron's record. No information from any

patron's record (including names, addresses, phone numbers, work information, ages, schools, references, borrowing history, fines, services utilized, and reference questions) is to be released to the public, the press, organizations or governmental agencies, unless in response to a court order or subpoena. Any cost incurred by the library in any search of the records shall be charged to the entity demanding the search. Staff may not access any information about patrons for any purpose except that related to the transaction of library business.

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## **LOST & FOUND**

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Items found at the Fayette County Memorial Library will be kept in Lost & Found for one month. Items more than a month old become property of the Fayette County Memorial Library and will be removed and discarded, repurposed, or sold.

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## **COMMUNITY POSTINGS**

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Fayette County Memorial Library provides opportunities for community posting as part of our mission to meet the various educational, informational, cultural, and recreational needs and interests of the citizens of Fayette County. The Library provides opportunities for distribution of community information in two ways: our Informational Materials Section and our Community Bulletin Board.

### **Informational Materials**

Fayette County Memorial Library's informational materials are displayed in the front foyer. Displayed informational materials are limited to brochures and pamphlets that promote services and programs that might prove helpful to the citizens of Fayette County. These services and programs may be provided by government agencies, educational organizations, religious organizations, and other non-profit organizations.

### **Community Bulletin Board**

Fayette County Memorial Library has a community bulletin board that will display the following:

- Information from Government Agencies
- Educational Opportunities
  - Includes classes and other educational events
- Public Events

- Includes announcements of local events open to the public (concerts, festivals, art shows, Vacation Bible School, church revivals, plays, etc.)
- Information From Non-Profit Organizations
  - Includes membership recruitment, volunteer/support needs, etc.

Advertisements of businesses, products, and personal services are not allowed.

Religious and political materials are permissible only for the advertisement of services or events as provided above. Materials which have the primary effect to proselytize for a single point of view are not permitted.

Both areas designated for community information are maintained solely by the staff of Fayette County Memorial Library. All materials must be submitted to and approved by staff. Items left or posted without approval are subject to removal.

Application of the above guidelines is based on the judgement of the Library Director. Decisions made by the Library Director may be appealed to the Library Board.

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## INTERLIBRARY LOAN

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The Fayette County Memorial Library recognizes that cooperative sharing of resources enables libraries to better serve the informational needs of local patrons. In this view, Fayette County Memorial Library participates in WorldShare, a network of more than 9,000 libraries in 49 countries borrowing and lending materials with each other. Fayette County Memorial Library serves as both a borrowing and lending library.

### **Borrowing**

#### *Scope*

Any adult patron who holds a library card from FCML may make a request for an Interlibrary Loan item.

Fayette County Memorial Library will not request the following materials:

- Items published within the last year
- Titles owned by FCML
- Non-circulating materials (reference, genealogy, etc.)
- Bound periodicals (magazines)

- Audio/Visual materials
- Microform materials
- Other items as designated by the lending library

### *Requesting Materials*

- Patrons may request materials by filling out the Request for ILL form and returning it to FCML. Please include as much information as possible when requesting materials.
- Patrons are allowed a maximum of 2 requests at any time. A request is considered active from the time it is initiated until three days after the material is returned.
- Patrons owing fines of \$5.00 or more and/or lost materials may not request interlibrary loans until the fines have been reduced, a payment plan is in place, and/or the lost materials are cleared. The Library will not process ILL requests for patrons with overdue ILL materials.

### *Expenses*

- Patrons are responsible for return postage on all interlibrary loans at the time of pick-up.
- Patrons are responsible for all charges assessed by the lending library.
- Failure to pick up requested materials will result in an additional \$2 charge per item.

Failure to pay return postage will result in the revoking of interlibrary loan privileges for the patron.

### *Duration of the Loan*

Interlibrary loan materials are due on the date indicated by the lending library. Materials must be returned by their due date to avoid late charges. Renewals may be requested, but it is the sole decision of the lending library to renew an item.

## **Lending**

### *Scope*

A patron of any library participating in WorldShare may make a request for an item held at Fayette County Memorial Library.

FCML will not lend the following items:

- Items published within the last year
- Non-circulating materials (reference, genealogy, etc.)
- Bound periodicals (magazines)
- Audio/Visual materials
- Microform materials

FCML reserves the right to deny any request for any reason.

#### *Filling Requests*

All requests for interlibrary loan are handled by the Assistant Director. Approved requests will be fulfilled within 3 business days of receipt of request.

#### *Expenses*

All postage charges are the responsibility of the patron requesting materials.

#### *Duration of the Loan*

Materials sent via interlibrary loan will have a due date of one month from the date materials are shipped. Renewals on interlibrary loan items are at the sole discretion of the FCML Director or Assistant Director.

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