



SOMERSET
COUNTY LIBRARY

Explore • Learn • Dream • Become

Policy Manual

The Somerset County Library System Policy Manual establishes clearly written policies and procedures that are documented, updated, and followed to bring structure to the Library and assist in the day-to-day decision-making process. These policies are reviewed on an annual or as-needed basis by the Library Board of Trustees to suit and/or reflect the needs of the Library, customers, and community.

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Governance of Somerset County Library

The Somerset County Library System is a separate legal entity from Somerset County. The Library is governed by the Somerset County Library Board of Trustees consisting of seven trustees whose appointment must be approved by the Somerset County Commission. The rules governing the Board are set forth in their By-Laws.

The Somerset County Commission determines the level of funding provided to the Library from the County. Other funds are provided by the State of Maryland and funds generated by the Library.

The Board is responsible for the approval of general policy, long range planning, and overseeing expenditures. The Director is appointed by the Board and is responsible for management of the Library System in all its aspects. This includes library personnel, strategic planning, materials selection, public relations, budget preparation and allocation, and operational details.

Board of Trustees By-laws

Preface

A Trustee or Associate Trustee shall:

- Act as a liaison between the public and the Board of Trustees.
- Be knowledgeable regarding operations of the library.
- Consider confidential all matters pertaining to personnel and other situations of discretionary nature.
- Be involved in the continuing effort to improve library service.
- Make all comments on library operations to the Director.
- Maintain an unbiased attitude and remain flexible when considering policy changes.
- Receive copies of:
 1. Maryland Manual for Public Library Trustees
 2. Laws of Maryland Relating to Public Libraries
 3. Somerset County Library Board By-Laws

By-laws

General

1. The Board of Trustees for the Somerset County Library System shall be composed of seven (7) members appointed by the County Commissioners of Somerset County from nominees submitted, after approval of vote, by the Board of Library Trustees, in accordance with the provisions of Section 23-403 of the Annotated Code of Public General Laws of the State of Maryland.
2. Associate Trustees, not to exceed two (2), will serve on the Board as non-voting members. These Associate Trustees will be chosen to establish representation in most areas of the County and to lend perpetuity to the Board. A trustee, whose term has expired, will be replaced by an Associate Trustee who has an acceptable attendance history. Associate Trustees will serve on committees as directed by the President. The terms for Associate Trustees will be 5 years with no limit on the number of terms. Attendance requirements will be the same as requirements for full trustees. Associate Trustees do not attend Executive Sessions unless invited.
3. The Board of Library Trustees shall approve all appointments and dismissals of staff, budget and establish policies for the use of the library and its programs, all in accordance

with the provisions of Section 23-406 of the Annotated Code of Public General Laws of Maryland.

4. The Board of Library Trustees shall be responsible for approval of the budget, for all monies of the public library fund and any other monies under the control and supervision of the Board. The Board shall authorize an audit of the library accounts at the close of each fiscal year in accordance with the provisions of Section 23-405 of the Annotated Code of Public General Laws of Maryland.

5. A Trustee may be removed from the Board for malfeasance or any such activities inimical to the purpose of the Board by a unanimous vote of the other Trustees. The Board President will report the removal of a Trustee in this manner, and the reasons for doing so, to the county governing body by January 15 of the following year. The county governing body shall fill any resulting vacancy as provided in 23-403 of this subtitle.

Meetings

1. The Board shall meet bi-monthly on the second Wednesday of even numbered months.
2. The annual meeting of the Board shall be held at the time and place of the regular meeting for the month of August of each year.
3. Special meetings may be called by the President. The purpose of the meeting shall be stated in the call. Except in emergencies, one week advance notice shall be given to all Trustees.
4. Notice of all regular meetings shall be sent by the Secretary to all Board members at least four (4) days prior to the meeting date. An agenda will be included.
5. All business meetings of this Board shall be conducted according to the latest revised edition of Robert's Rules of Order.

Officers

1. The nominating committee shall be appointed by the President in June for the purpose of presenting a slate of officers to the Board of Trustees at the regular August meeting. Election of Officers for the coming year will take place at this time. The newly elected officers' terms will commence September 1.

2. The officers of the Board shall be as follows: President, Vice-President, and Treasurer. A term of office is for one year. Officers may be elected for more than one term.
3. The President shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform all the duties of a presiding officer.
4. The Vice-President shall be the presiding officer of the Board and shall perform all of the duties and functions of the President in the event of the absence of the President.
5. The Treasurer shall provide the Board with a financial report at each meeting. A staff member shall keep the accounts for the Treasurer, and the Treasurer shall report to the Board the status of the accounts. All checks will require 2 signatures by members of the Board or the Director.
6. The Treasurer of the Board shall be adequately bonded as outlined in sub-section 7, 23-404 of the Annotated Code of the General Laws of the State of Maryland.
7. A quorum for the transaction of business shall consist of four (4) members of the Board.
8. An Executive Committee, composed of the President, Vice-President and Treasurer, is empowered to meet as a body to plan agendas and make recommendations to the Board. The President will determine the necessity and time for such an Executive meeting. Minutes shall be kept.

Library Director

1. The Library Director shall be appointed by the Board in accordance with the provisions of 23-406 of the Annotated Code of the Public General Laws of the State of Maryland. The Director shall perform such duties as said laws require, those outlined in these by-laws, and those outlined in any applicable employment agreement.
2. The Director of the library shall serve as the secretary to the Board at all regular and special meetings. The secretary shall keep a true and accurate account of all proceedings of the regular Board meetings, shall issue notices of all regular Board meetings and, on authorization from the President, of all special meetings, shall have custody of the minutes and other records of the Board which shall be kept in the Somerset County

Library office; shall notify the appointing body of any vacancies on the Board, and shall perform such other duties as shall be required by the Board.

Attendance

1. Attendance at Board meetings is in accordance with the Annotated Code of Maryland, Education article 23-404, section D.
2. Any member of a Board of Library Trustees who fails to attend at least half of the scheduled meetings of the Board during any calendar year shall be considered to have resigned from the Board.
3. The President of the Board of Library Trustees shall report the member's name and nonattendance to the county governing body by January 15 of the following year.
4. The county governing body may reject the resignation if the member explains his nonattendance satisfactorily.
5. The resignation is effective from the date of the final review by the county governing body, which shall be within 10 days after it receives the report from the President of the Board of Library Trustees. The county governing body shall fill any resulting vacancy as provided in 23-403 of this subtitle. (Annotated Code 1957, art. 77, 172, 173; 1978, ch. 22 2; 1996, ch. 10, 16.)
6. The President shall remind trustees of the law if they miss a meeting.

Minutes

A copy of all regular meeting minutes shall be posted to the Library's website following approval by the Board.

Amendments

These By-Laws and any additions, thereto, may be amended at any regular meeting of the Board with at least a quorum present, by a vote of a quorum of the Board members, provided, however, that such amendment shall be stated in the call for such a meeting.

These By-Laws should be revised every two years.

Cell Phone Policy

Cell phones must be silenced in the Library. Use of cell phones by library patrons while inside the Library is prohibited. If you need to use your cell phone please go to the vestibule area of the library.

Collection Development Policy

Section I: Philosophy of Collection Development

The Somerset County Library endeavors to provide materials to effectively meet the wide range of informational and recreational needs of Somerset County citizens. This document sets forth the guidelines by which the contents of the Somerset County Library's collection are determined.

The Somerset County Library endorses [the Freedom to Read](#), [the Freedom to View](#) and [the Library Bill of Rights](#) as adopted and amended by the American Library Association Council.

In compliance with these documents, the Library serves Somerset County residents regardless of age, background, interests, abilities, origin, or education, by developing the collection with flexibility, open-mindedness, and responsiveness to the needs of all members of the community.

The Library will select, organize and make accessible materials and other resources for the interest, information, and enlightenment of all county residents, including those which:

- Encourage informal self-education;
- Aid in learning and improving job-related skills;
- Meet the informational needs of the community;
- Supplement formal study;
- Support the recreational needs of the community; and
- Give access to a wide variety of perspectives on matters of current interest.

Section 2: Responsibility for Selection

The Somerset County Board of Library Trustees delegates to the Library Director the authority to interpret and guide the application of this collection development policy. The Director may authorize other qualified staff members to apply this policy in managing collections. While it is the responsibility of the qualified librarian to select and discard materials, it is recognized that limitations of budget, space, and individual knowledge may exist. Suggestions from community members, trustees, or authorities on special subjects are welcomed. Final choices of material rest with the Director, based on the needs of the community and the collection.

Section 3: Criteria for Selection

The following general criteria will be consulted as guidelines in selecting materials for inclusion in the Library's collection:

- Relevance to informational, recreational and educational needs of the community;
- Relationship to existing material in the collection on the same topic;
- Critics' reviews;
- Public demand, including frequency of use of similar material; and
- Requests for inclusion from library patrons.

The Library acknowledges a specific interest in Somerset County, Delmarva, and Maryland history and current affairs and endeavors to serve as a repository of such materials.

Selection criteria apply equally to all formats of library materials. Books, newspapers, magazines, visual and audio recordings, and any other types of material are acquired and made accessible as they are judged suitable, meaningful, and relevant to the collection, and as budget and space permit.

Responsibility for the reading done by children rests with their parents and guardians. Previously stated selection criteria apply to all children's materials. The Library Board of Trustees and staff fully support the [Access to Library Resources and Services for Minors](#), as interpreted from the Library Bill of Rights.

Section 4: Collection Maintenance

The Somerset County Library System attempts to provide a flexible, responsive and broad collection of materials for the interests, information and enlightenment of all county residents. New materials will be added on a continuing basis in compliance with the criteria set forth in this document.

Materials will also be withdrawn regularly from the Library collection. The following criteria are consulted when considering materials for withdrawal:

- Outdated and misleading information,
- Duplicate copies in excess of current demand,
- Worn or damaged copies,
- Materials no longer in sufficient demand, and
- Space limitations.

Replacement of a lost or withdrawn item with an identical title will be determined by the existence of adequate materials in the current collection on the same topic, availability of more current information, or continued demand for the specific title.

When undamaged materials are withdrawn due to lack of use, the Library will first endeavor to make them available to other area agencies or non-profits, to library patrons, or to library-affiliated resellers.

The Library accepts gifts of books and other materials and it reserves the right to evaluate and use or dispose of such gifts in accordance with the criteria stated in this document. No conditions may be imposed relating to the gifts. In gift books, a plate giving the name of the donor and the person remembered will be mounted upon request.

The Library System cannot accept responsibility for assigning value to donations of materials for tax purposes. Such valuation must be done by a book dealer at the donor's expense if an official tax statement is required.

Section 5: Reconsideration

A patron's selection of library materials for personal use is a purely individual matter. The Library strives to provide materials representative of the broad spectrum of views inherent in a democratic society. While a person may reject materials on an individual basis, no one may exercise censorship to restrict access to those same materials by others. Library materials will not be removed from the collection when censorship is involved except under the orders of a court of competent jurisdiction.

A patron expressing disagreement with the inclusion or exclusion of a specific title in the Library's collection will receive a courteous hearing from the library director and/or Board. A copy of the Request for Reconsideration of Library Resources form (Appendix B) will be offered and explained to the patron. This form should be completed and returned to the Library Director. The Director will respond to a written request within thirty business days. If the action taken by the Director is not satisfactory, the patron may request formation of a Reconsideration Committee, per Appendix C.

Appendix A: Resolution, MARYLAND STATE BOARD OF EDUCATION

Resolution 1981-32

June 24, 1981

Re: Public Libraries

Book Selection Policy

WHEREAS, The freedom to read is essential to our democracy;

And

WHEREAS, Public libraries have a responsibility to make available to the public books and other material offering the widest diversity of knowledge and ideas, views and expressions, so that citizens may choose freely from among a broad range of conflicting ideas; and

WHEREAS, It is in the public interest for libraries to reaffirm this principle in policies and procedures for the selection of library material and for dealing with complaints and requests for the removal of material by individuals or groups; therefore be it

RESOLVED, That the State Board of Education endorses the Freedom to Read principle and requires boards of library trustees of each public library system to adopt policies that will affirm and guide the effective implementation of this principle, and be it further

RESOLVED, That the Board directs the Assistant State Superintendent for Libraries to provide assistance to libraries and to report the result to the Board by June, 1982.

Appendix B: Request for Reconsideration of Library Resources

The Somerset County Library System welcomes input from library users regarding the community's library resources. The Board of Trustees has delegated the responsibility for selection and evaluation of library resources to library staff and the Director.

Completion of this form is the first step in our process for evaluating a resource and considering your request. If you wish to request reconsideration, please return the completed form to Library Director, Somerset County Library, 11767 Beechwood Street, Princess Anne, Maryland 21853.

Name _____

Date _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Do you represent self? ____ Organization? ____ (please specify)

Resource on which you are commenting:

____ Book ____ DVD ____ Display ____ Magazine ____ Library Program ____ Audio

____ Newspaper ____ Electronic information ____ Other _____

Title _____ Author/Producer _____

1. What brought this resource to your attention?

2. Have you examined the entire resource?

3. What concerns you about the resource? (use other side or additional pages if necessary)

4. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

5. What actions are you requesting be considered?

Signature

Date

You will receive a written response regarding this request within 30 working days.

-- For Staff Use --

Received by

Date

Appendix C: Guidelines for Reconsideration Committee

UNDER THE BEST PROFESSIONAL STANDARDS, reconsideration policies ask those charged with reviewing a challenged book to set aside their personal beliefs and evaluate the work in light of the objective standards outlined in the library's materials selection policy.

- Bear in mind the principles of the freedom to read and base your decision on these broad principles rather than on defense of individual materials. The freedom to read is essential to our democracy.
- Read all materials referred to you including the full text of the material in question and read available reviews.
- Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
- The general acceptance of the materials should be checked by consulting standard evaluation aids and selection policies.
- Review library mission statement, policies, and professional guides.
- Challenged materials should not be removed from the collection while under reconsideration.
- In order to prevent a tie, the library director should recruit an odd number of members for the committee.
- While it may be prudent to state what area/role a committee member represents in the makeup of the committee (ie, teacher, librarian, community member, administration, parent, etc), the personal identification should remain anonymous to protect the objectivity of the deliberation.
- While there may be a need for public comments to be heard, the reconsideration committee meeting should be closed. Public Comments can be directed to the director or governing body.
- The committee's recommendation is to be an objective evaluation of the material within the scope of a library's collection policy.

- The report, presenting both majority and minority opinions, should be presented to the governing body with a recommendation to retain the material in its original location, to relocate the material to an advisory location, or to remove the material.
- Establish a procedure for communicating the committee's recommendation to the governing body and to the person who made the formal reconsideration request. For example, the committee communicates its decision to the director, who then communicates the decision to the person who make the challenge as well as to the library's governing board.

RECONSIDERATION COMMITTEE REPORT

Date:

Title:

Author:

Has every member of the committee read the material entirely? If not, why?

Resources consulted: (include policies, articles, reviews etc.)

Reconsideration committee recommends:

Justification and comments: (include majority and minority positions)

Signatures of Reconsideration Committee Members:

Community Events Calendar Policy

The inclusion of third-party events in a Community Events calendar prepared by the Somerset County Library is intended to assist in the promotion of activities to educate and enrich our community.

Inclusion in the calendar will be granted for educational, cultural, intellectual, or charitable events that occur in or serve the general population of Somerset County and that are submitted in a timely and organized manner.

Inclusion will not be based upon the viewpoint, beliefs, or affiliations of the organization. Inclusion in the Community Events calendar does not imply library endorsement of organizations or events.

The Library Director, or a designee, is responsible for the implementation of this policy.

Approved: February 14, 2019

Complaints Resolution Policy

Introduction

The Somerset County Library aims to provide the highest standard of service to our customers. To achieve this objective, the Library is committed to a fair, efficient and timely resolution of any complaint received.

The Library recognizes the value of customer feedback, both positive and negative, in improving services. This Complaints Resolution Policy aims to provide a structured approach to resolving complaints and disputes that is fair and equitable and that will lead to solutions that are acceptable to all parties.

This policy is primarily to address customer service issues or concerns about library policies. Internal complaints are handled through the Grievance Policy in the Employee Handbook.

How to make a complaint

Complaints about library service should be presented to the immediate supervisor, either verbally or written, within 7 days after the incident occurs. If the complaint is with the supervisor, then the complainant may present the problem directly to the Director or their designee. Likewise, if the complaint regards the Director, then the complainant may present the problem to the Library Board of Trustees.

Complaints or concerns about library policy should be presented in writing to the Director for review and presentation to the Board of Trustees.

Complaints resolution process

If the complaint is verbal, relevant staff must either resolve it immediately or request the complainant to submit a written complaint.

The Library will formally acknowledge in writing any written complaint. Our aim is to resolve most complaints within 14 days depending on the nature and complexity of the complaint. If unable to resolve the complaint within 14 days, we will provide you with a resolution timetable.

You may make a formal written complaint addressed to the Director if you are not satisfied with the progress.

If you are not satisfied with how your complaint has been resolved, you can write to the President of the Board of Trustees to pursue the matter.

Relevant staff, or the Director at the Board's behest, will communicate to the complainant any determination in relation to the complaint and any actions being taken regarding the complaint. If appropriate, the Library will make changes to prevent the situation from reoccurring.

Computer & Internet Use Policy

Information Access

The Somerset County Library System provides access to information in many formats including printed materials, audio-visual items, electronic databases and the Internet.

Responsibilities of Internet Users

Information found on the Internet is provided by millions of people and organizations from around the world. Not all information found on the Internet is accurate, up-to-date, legal or acceptable to all individuals. The library does not control information found on the Internet and cannot be held responsible for its content. Individuals who use the Internet are responsible for evaluating the validity and appropriateness of the information that they access.

Disclaimer

The Somerset County Library System adheres to the Children's Internet Protection Act. This means that public computers are equipped with filtering software and that library staff may terminate a user's computer time if the user is accessing inappropriate content, i.e. (a) obscene, (b) child pornography, or (c) harmful to minors (for computers that are accessed by minors), as defined by this federal law. However, patrons should be aware that filtering software is not perfect and user discretion is advised.

The library claims no representations or warranties to the current accuracy of this information for your particular purpose. The use of this information for yourself is at your own risk. The information provided is for your use only and cannot be sold. The Somerset County Library System will not be liable for any damages, whether direct, consequential, incidental, or on claim for attorney fees arising out of use or inability to use the information provided.

Library Home Pages and Links

The library home pages, accessed at www.somelibrary.org are designed and maintained by library staff. The library assumes responsibility only for the information provided on its

home pages. Links are not endorsements of these sites and the library assumes no responsibility for these sites.

Internet Access and Use

For computer access, patrons must have fines less than \$5 (five dollars) on their account. The library does not provide e-mail accounts; however, patrons may access their free, web-based e-mail accounts through library terminals. The use of library terminals for the transmission, dissemination and/or duplication of information is regulated by state and federal laws. All libraries must comply with these laws. Library policy forbids the access of illegal material on its terminals

Patrons cannot corrupt, alter, damage or otherwise compromise the library equipment or software. No persons may send, receive, view or download any illegal material. Word processing documents may be saved on CD writer disks available for purchase from the circulation desk.

Internet Use by Minors

As with all library materials, supervision of a child's use of the Internet is the responsibility of a parent or legal guardian. Some of the material on the Internet may be objectionable. You may see things on the Internet that you do not wish your children to view. Please provide guidance to your children in their use of the Internet. Children under the age of 8 years old must be accompanied by an adult.

Guidelines for Use of Computer Workstations:

- To use a computer terminal, patrons must use a current library card and have fines less than \$5 (five dollars) on their account.
- Guest passes are available for out of area visitors from a library staff member.
- Patrons may use computer terminals for a maximum of two hours per day.
- Only one person per computer.
- Do not move furniture, including tables and chairs.
- No food or drink.
- No cell phones.
- No loud talking or using devices (e.g., radios, MP3 players) at loud volume settings (headphones can be purchased at the circulation desk).
- Do not violate another user's privacy.
- Do not violate copyright law or software licensing agreements.
- Patrons must follow Somerset County Library System's Rules of Conduct.

- Violation of these guidelines may result in the loss of computer access. Patrons pursuing unlawful activities will be asked to leave the library.

Exhibits, Displays and Bulletin Boards Policy

Somerset County Library exhibit areas, bulletin boards and display cases are used primarily for library purposes. When designated exhibit spaces within the library are not in use for library exhibits, space may be made available for exhibits, dependent upon the availability of staff resources to preview and coordinate exhibits and library programming needs.

General Terms and Conditions of Use

- Permission to use exhibit space is at the discretion of the Library Director and/or Branch Managers and may be made available to organizations engaged in educational, cultural, intellectual or charitable activities on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- Permission may be denied to, or revoked for any exhibit whose purpose is personal, commercial and/or has the potential to cause, or causes, substantial disruptions or material interference with the functions of the library or is not in compliance with the Library Exhibit Policy.
- Permission to exhibit materials does not imply Library sponsorship, endorsement of content or responsibility for representation of all points of view. All proposed exhibits must be consistent with the requirements. The exhibitor accepts full responsibility for his/her/their exhibit including but not limited to content and/or accuracy of any statements or representations made in such materials.
- Permission to use exhibit space is conditional upon user agreement to save, hold harmless, and indemnify the Library Board and Somerset County from any claims, law suits, or judgments arising from loss, damage to property, injury to persons from or during their exhibit, and/or their exhibit material(s) or any part thereof. A signed “release” form is required.
- A completed and signed “Exhibit Request” form is required for consideration of a request to exhibit. The “Exhibit Request” must include the exhibit title, location requested, begin and end dates name, address and telephone numbers and signature of the contact person in charge of the proposed exhibit. (must be consistent with application form)
- All measures necessary to insure installation and removal of exhibits are the physical and financial responsibility of the exhibitor including but not limited to, shipping, packaging, storage, signage, labels, framing, installation and removal and equipment /supplies needed for same.
- Exhibitors agree to be responsible for and to pay for any and all damages to library property including exhibits, display/exhibit spaces, walls, floors, grounds and furniture resulting from the installation or removal of an exhibit and that any damage

or loss thereto occasioned by fire, theft, or in any manner, to the exhibit, shall be sustained by the exhibitor.

- Installation and removal of exhibits must be accomplished during library open hours and in such a manner that causes the least possible disruption or material interference with library business. Exhibit items may not be unpacked or repackaged within the library proper. Hanging order and/or arrangement is to be arranged prior to installation by the exhibitor. Items for hanging may be leaned against walls in preparation for hanging, but may not be spread out on the floor, leaned against book shelves, service desks or be placed in such a way so as to interfere with normal traffic flow. Any children accompanying individuals involved in installation/removal of an exhibit must be directly supervised by an adult not involved with the installation/removal of the exhibit
- Exhibit photos, artworks etc., must be framed, mounted or packaged and displayed in a safe and attractive manner. No heavy items may be placed over entrances or exits. Any electrical connections are to be hidden from public view as far as possible and may not be placed so as to cause or create a safety hazard.
- Labels, posters and/or signs, used to identify items or the exhibit, must be clear and legible, preferably accomplished by computer or neat calligraphy. Each exhibit must contain an informative explanation to assist the general public in discerning subject material or purpose of the exhibit. This information may be provided by explanatory labels on individual items, in poster or sign form or be contained within the exhibit itself. Exhibitors are encouraged to provide a contact phone number as part of the exhibit on label, posters or signage for members of the general public who may wish more information about the exhibit. Events associated with the exhibit or items in the exhibit that may be for sale may not be advertised with the exhibit. Exhibits that include informational brochures pertaining to the exhibit are acceptable. In addition the Library encourages the use of bibliographies and books relating to the subject matter of the exhibit as part of the exhibit.
- When space allows the Library will include the exhibit title and description information from the "Exhibit Request" form in the Library Activities Calendar as a means of notifying the public of the exhibit.
- Video taping, cameras setup on tripods, television filming or interviewing arranged or accomplished by the exhibitor is not allowed within the library proper without the express advance written permission of the Library Director and/or Branch Managers.

Gift, Donation, and Naming Rights Policy

General (Non-Capital) Donations

Monetary Gifts

The Library accepts monetary donations without conditions on their use for projects previously approved by the Library Board of Trustees. Such money is deposited in the Library Operating Account for future expenditure by the Board.

Memorials/Honoring

The Library actively encourages donations as memorials and as tributes to living individuals on special occasions. Such acts provide the Library with an opportunity to add materials or equipment which it might not otherwise be able to afford. In addition, it is felt that such donations provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

Except in rare circumstances, memorials and tributes are accepted in the form of monetary donations to Somerset County Library. The Library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the Library in accordance with its needs and selection criteria.

A bookplate will be placed in the item purchased with the memorial and tribute gift funds. The bookplate will record the honoree as well as the donor. The Library will also note those honored and the donor in the item's record. The Library will send letters to notify all parties of this gift.

In those instances where an individual wishes to donate a memorial book from his personal library, the decision to accept the gift will be based on the principles described in the Library's Collection Development Policy. If accepted, the bookplate and notification will be handled in a normal manner. If it is not accepted, the book will be returned to the donor.

Library Materials

The Library gladly accepts the donation of books and other items with the understanding that the Library may do with them as it sees fit.

Gift materials will be added to the collection if they are needed and if they meet the selection standards that are applied to all materials added to the collection. Gifts accepted for the collection become the property of the Somerset County Library. Gifts not added to the collection will be disposed of in a way that will be most advantageous to the Library.

Upon receipt of gift materials, a receipt is given to the donor acknowledging the gift items, if requested. Due to Internal Revenue Service regulations, the Library is prohibited from providing an estimate of monetary value of the donation.

Special Collections

Special collections of materials will be accepted if they meet the Library's selection criteria. The Library reserves the right to determine such issues as classification, arrangement, and shelving of gift materials. The Library will not accept special collections of materials with any donor's stipulations that these be kept together as a special collection or entity, or restricted as to use in any way. Collections will be accepted only with the understanding that they will be integrated into the general collection with the Library determining location and usage of the materials.

The Library does not accept as a gift any printed or manuscript items or any objects if the condition of acceptance requires permanent exhibition since the Library believes all exhibits should be changed periodically to maintain interest. Such gifts will be referred to a museum or historical society.

Furniture/Art Work/Equipment

Gifts of furniture, art work and equipment will be accepted only when, in the opinion of the Library Director, the proposed gift is of a type that is compatible with the Library's existing furnishings. Generally, it is recommended that donors contribute money for the purchase of such articles.

Acknowledgement of Donations

The Library will ensure that each donor receives acknowledgement and to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition for donors:

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the Library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Such acknowledgement will not take precedence or have prominence over the Library's own logo or promotional material.
- For gifts and/or donations valued at over \$500, the Library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter if the sponsor is willing.

- Acknowledgement of sponsorship may also take the following forms at the Library's discretion:
 - Sponsor's name on promotional materials.
 - Small standardized plaques may be placed on donated furniture or equipment.
 - Library bookplates.

Capital Gift Policy

1. All capital gifts and pledges of cash or convertible property made during a capital campaign will be counted toward the campaign goal, provided they are unrestricted or designated for a specific campaign purpose and are not fulfilling a previous capital campaign pledge.
2. For recognition purposes, individuals whose gifts are matched by their employers will receive additional campaign credit for the amount matched.
3. Campaign pledges will be considered to be "in arrears" after the pledge is 90 days delinquent. At such time, the library foundation will contact the donor to determine if there is intent to complete the pledge. After 180 days delinquent, the pledge will be written off.
4. Campaign pledges may be paid on a schedule established by the donor within a three year period.
5. Non-cash gifts with a value of less than \$5,000 will be counted in the campaign totals at the appraised value provided by the donor. If the gift is valued at \$5,000 or more, a qualified appraisal will be required. Acceptance of non-cash gifts valued at \$5,000 or greater will be contingent upon the approval of the board.
 - a. Acknowledgments for non-cash contributions valued at \$250 or more will describe the donation. The amount of specific detail increases with the value of the gift.
 - b. If the library disposes of the property valued at \$500 or more within two years of donation, the Business Office must file IRS form 8282 and give the donor a copy of the form.

Naming Rights Policies

Criteria for naming Branches and Interior/Exterior Spaces

A branch or significant area within the library may be named for individuals, families, or entities meeting one or more of the following criteria:

- Extraordinary service to the Somerset County Library System as a staff member
- Distinguished person who has provided extraordinary service to the library or who otherwise merits special recognition

- Donors who have made a significant financial contribution to the Library including donors who have made a significant contribution toward the construction or operational support of a new branch or major renovation, an endowment for maintenance and operating costs of a branch, or other program or activity within the Library System.

There shall be a due diligence review of each naming proposal to carefully consider the overall benefit of such naming to the library, including whether the name is and will continue to be a positive reflection on the library. Such due diligence shall include the following:

- Review of any possible conflict of interest issues affecting the library
- Evaluation of the impact on the future giving by the donor and others
- Any other factors that could reflect on the library

In order to avoid the appearance of commercial influence or conflict of interest, or any other potentially adverse consequence, additional due diligence shall be undertaken before recommending the naming opportunities that include a commercial enterprise. Naming opportunities may be assigned that include a commercial enterprise only if the proposed name is appropriate in the public setting of the library and will not detract from the library's use or reputation.

Duration of Names and Name Changes

Naming rights in honor of an individual, family, or non-commercial entity are generally expected to last for the useful life of the branch, interior/exterior space, furnishing, or program.

Naming in honor of a commercial enterprise will have a set number of years attached to the naming, which will be determined on a case-by-case basis and included in a signed gift agreement associated with the naming opportunity. The duration of a commercial enterprise name shall normally remain the same notwithstanding future changes in the commercial enterprise name; provided, however, in the event of a name change in the commercial enterprise, the library board may elect to remove the established commercial enterprise name or change the name at its sole discretion.

If a branch or area within the library is substantially renovated, or there is a significant addition to a branch, it may be renamed, subject to future renaming consistent with this policy and subject to restrictions in any gift agreements related to prior naming actions.

Removal or Change of Name

Naming recognition is provided to individuals, families and entities that exemplify the attributes of integrity and civic leadership. If an individual, family or entity, for whom a naming commitment has been made, violates these standards the library may elect to remove the individual, family or entity name from the naming opportunity. Before taking such action, the library shall undertake due diligence including consultation with counsel, as to any legal ramification that the library may have under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have legal bearing upon a proposed change in name. Any naming authorized by the library board can only be revoked by a vote of that body.

Alternatively, unforeseen circumstances may make it impossible for a donor to complete a gift after the commitment has been recognized by placing a name on a branch, interior/exterior space or major program. The board will make reasonable effort to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary for the library to remove the donor's name from the naming opportunity.

Approved June 14, 2017

Library Card & Borrowing Policy

To Get a Library Card

You may pre-register for a library card online to save time, or ask a staff member to register your information for you when you visit your nearest library branch. Before your library card is issued, you will need to visit the library and provide photo identification showing your current address. A Maryland driver's license or MVA identification with a current address will be accepted. A picture ID (work, school, bank id, etc.) may be used together with a proof of address such as mail or utility bill. Please call the library at 410-651-0852 to inquire about other acceptable forms of identification.

Children under 18 must be accompanied by a parent or legal guardian when applying for and/or picking up a card in the library. The parent or guardian must accompany the child and show photo identification for the person who will be responsible for the child's library use. If the parent or legal guardian has a library card, it must be in good standing in order to register a card for the child. Youth under age 18 must have permission of a parent or guardian in order to borrow DVD's or videos. Children are not restricted in borrowing or using library materials by the library staff.

All materials checked out on your card, or on your child's card, are your responsibility. Please report lost cards immediately. You must have a card to check out materials and access the computers from the Somerset County Library System.

Easy Access Card

An Easy Access Library Card is available to patrons who cannot provide address verification. Patrons with this type of card may use library computers, in-house laptops, and have full access to all online databases and services. Easy Access cards also allow for the checkout of up to three physical items. Up to three holds may be placed on Easy Access accounts. Easy Access Cards expire after 1 year.

Circulation Rules

Loan period - 21 DAYS for most materials.

Exceptions to this are as follows:

- Children's DVD's - 7 days
- Adult DVD's - 7 days
- Limit of 5 DVDs per adult or youth library card
- Periodicals - Current issues must be used in the Library; month-old back issues can be checked out for 21 days

Renewal

A patron may renew materials online using homepage of our website www.somelibrary.org or by phone. When calling to renew items, have the items and your library card available. You are responsible for remembering when the materials are due if you renew by phone. You may ask for a list of items that you have borrowed when you check out.

All materials may be renewed twice unless there is a reserve on them. Materials cannot be renewed sooner than 1 week before original due date; materials are renewed for 21 days from the day of renewal.

Maryland Room Reference materials are for in library use ONLY and are not allowed to be borrowed or taken from the library.

Fine and Fee Schedule

Library Cards

- Library cards are free if you live, own property, work, or attend school in Maryland.

- If you live outside of Maryland the fee for a library card is \$15
- Replacement cards cost \$1.00.

Overdue Fines

- The Library does not charge daily overdue fines.
- A fine of \$5 will be assessed for any missing artwork, booklets, or inserts.

Lost Materials

- Cost of the item plus a \$5 processing fee.
- Cases for A/V materials cost an additional \$5.

Computer Printouts & Copies

- Black and white printouts or copies are 20 cents/page.
- Color printouts or copies are 50 cents/page.
- Lamination service: \$1 per page.
- Fax (send ONLY): \$1.00 per page

Computer Storage Devices

- CD-R: \$1 each
- CD-RW: \$2 each
- Headphones: \$2.50 each

Inter-Library Loan and Reserves: Free

Meeting Room: Free for non-profits

Loitering Policy

Somerset County Library System defines loitering as: the act of entering and remaining in any area of the library (including but not limited to driveways, parking lot, steps, stoops, ramps, entrances, or other common areas) with no apparent purpose and without the apparent intent to use or examine the library facilities located in that area. Also, standing, sitting, lying anywhere on the premises in such a manner that sufficiently disturbs employees, or customers, or blocks or obstructs potential or actual traffic, obstructs use of the facilities, or inhibits employees or customers from executing their legitimate duties and activities. Long-time visiting or socializing on library premises disrupts the enjoyment of the library for other patrons and is not permitted.

Meeting Room Policy

The offering of meeting room space by the Somerset County Library is one of the many ways the Library hopes to foster greater free expression and access to ideas representing all points of view on all subjects. The Library welcomes the use of their meeting rooms within the guidelines of this policy. Priority for meeting room use will be given to library-sponsored events. After this priority, reservations for meeting room space are on a first-come, first-served basis.

Authorization for use of the meeting rooms will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the organization or individual making the reservation. Use of the rooms does not imply library endorsement of organizations.

The Library Director, or a designee, is responsible for the implementation of this policy.

Meeting Rooms

There are meeting rooms available for public events in the Crisfield and Princess Anne Libraries.

The Crisfield Library has a meeting room with a 100-person capacity and seating for 60. A kitchenette is available.

The Princess Anne Library has a meeting room with an 80-person capacity and seating for 40.

All rooms are fitted with a projector or monitor for displays of presentations. The libraries will provide a laptop if requested in advance.

Study Rooms

The Crisfield Library has two study rooms, seating up to six people each. The use of these rooms is free of charge. These rooms are reserved for individual study, tutoring or small meetings and are not to be used as on-going personal or office space. Reservations may be made in blocks of up to four hours.

When not reserved, the study rooms are free to be used on a drop-in basis.

Reservations

Reservations may be made up to one year in advance. To allow equitable access throughout the community, organizations and individuals are limited to no more than twelve reservations

on the calendar at any one time. The libraries reserve the right to deny or delay acceptance of a reservation if there is a reasonable belief that it may introduce a complication into the scheduling of library events, such as Summer Reading Program performers. The libraries may cancel a reservation in case of weather emergency and will notify groups as early as possible.

Reservations should be scheduled from the time the group will begin setup to the time the group will vacate the room. Leaving half-an-hour of leeway on either side of the meeting is recommended. Available times in both libraries are: Monday through Wednesday, 9 am to 7 pm, and Thursday through Saturday, 9 am to 5 pm. Attendees at meetings outside of regular library are restricted from entering other areas of the facilities, except as necessary to access the Princess Anne meeting room.

Meetings may be scheduled after regular library hours but must be approved by the branch manager, based on the availability of staff to remain afterhours. There is an additional \$25 fee per hour to cover staffing costs. This cost will not be waived.

Publicity for a meeting must clearly identify the sponsoring organization. Publicity cannot state that the libraries are a sponsor or co-sponsor of a meeting without permission. The libraries' phone numbers, fax numbers, and email addresses are not to be included in any publicity, and the organization may not list the address of a library as its official address regarding the meeting.

An application form requesting use of a meeting room must be filled out. The application may be found online at somelibrary.org/meeting and at the front desks of the libraries. The following must be provided in order to reserve the meeting room: contact name, organization name if applicable, phone number, address, email address, date of meeting, and time scheduled, from the start of setup until the room is vacated.

Reservations are not official until any fees have been paid.

Fees

Both rooms are available at a cost of \$25 per hour, including setup and cleanup time. The meeting room fee is waived for government agencies and 501(c)3 non-profit organizations.

Any damage to furnishings, equipment or the facility will be charged at replacement or repair cost to any group damaging the room. Future use of the room, including reservations that have already been scheduled, will be denied until fees are paid.

Cancellation

Non-profit organizations should notify the library of a meeting cancellation as soon as possible.

Other organizations or individuals must cancel seven or more days prior to the meeting in order to receive a refund of the reservation fee. Refunds of the reservation fee will be given if the library cancels the meeting due to inclement weather or emergency.

In the case of no-shows, future use of the room may be denied.

Set-Up, Use and Care of Rooms

Groups are responsible for the setup, re-arrangement, or removal of furniture from the way it was last left. The room is to be left clean. All trash must be removed from the library by the organization after the meeting.

The room must not be left unattended during the time it is reserved. Groups of children or teenagers must be supervised.

Alcoholic beverages are permitted to be served and consumed on the premises only for Library, Somerset County Library Foundation, or Friends of Somerset County Libraries functions. Alcoholic beverage service and consumption by non-profit organizations or at private functions must be granted special permission by the Board of Trustees. However, in these limited instances, proper permits and licensing must be obtained by the user. The original permits and licensing must be shown to the branch manager and permission granted one (1) week prior to the meeting/event. A library employee must also be present.

Consumption of alcohol by minors and the serving of alcohol to minors are against state law and are strictly prohibited. Consumption of alcoholic beverages outside of the library is illegal and prohibited.

Smoking and open flames are not permitted on library property.

Gambling and controlled substances are not allowed.

Organizations using the meeting room must observe the public accommodation provision of the Library which states it is unlawful “to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, handicap or disability, use of guide or support animals due to the blindness, deafness, or physical handicap or because the user is a handler or trainer of guide or support animals.”

Non-discrimination Policy

The Somerset County Library is committed to the principle of equal opportunity in employment, access, and the provision of services. The Library does not discriminate against individuals based on a person's actual or perceived status as an individual with disability or based on military or marital status, race, color, religion, sex, sexual orientation, gender identity, ancestry or national origin, age, or any other characteristic protected by federal, state or local law.

Programming Policy

The Somerset County Library offers programs that inform, educate, entertain and provide cultural enrichment to county residents. Events and classes sponsored by the library support the mission of Somerset County Library and expand the visibility of the library in the community.

In planning programs, the Library considers:

1. the Library's Strategic Plan,
2. community needs,
3. the purpose of the program,
4. the appropriateness of content to the audience, and
5. potential redundancy with other programs available in the community.

Publicity

Every effort is made to publicize the programs and events offered by the Somerset County Library through our website, social media, and traditional sources such as newspapers, newsletters, and flyers/handouts, posters.

Statistics/Evaluations

Attendance statistics, and evaluations are kept to determine the impact of the program on the audience, to help in preparing budgets, and to aid in future planning. A consistent effort is made to represent diverse cultures in programming.

Registration

The Library requires advanced registration for some programs, generally when the presenter has set a limit or when the Library is incurring a per-person cost for the program, including the acquisition of supplies. Because such programs frequently have waitlists, cancellations from persons registered for such programs require at least 24 hours advance notice. Failure to provide notice of cancellation and/or repeated failure to show up for programs may be grounds for being automatically placed on the waitlist for future programs for a period of up to 90 days.

Privacy and Confidentiality Policy

The Somerset County Library Privacy and Confidentiality Policy is based on the ethics and practices of professional librarianship, and in accordance with the American Library Association's Code of Ethics, "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."

This policy establishes guidelines for the protection of personally identifiable information contained in library records. The Library is committed to privacy and confidentiality for all library users, consistent with applicable federal, state, and local laws. Maryland state law (MD Code, GP §4-308) provides specific legal criteria under which records can be inspected, used or disclosed.

Library staff will not respond to any informal request by a third party for personally identifiable information about any library user. Personally identifiable information may be released to a law enforcement agency or officer after presentation of an order by a court of competent jurisdiction issued in proper form (a court issued subpoena or search warrant).

Library users' identifiable information will only be used in accordance with this privacy policy.

Information the Library Collects and Retains

The personal information collected is as follows and will be kept until an account is deleted, unless otherwise indicated:

- Information used to register for a library card (name, parent's or legal guardian's name if patron is under the age of 18, address, library card number, telephone number, and birthdate; email address and sex are optional);
- Name and phone number as used to register for library programs;
- Grade level and school for Student Virtual Cards and Summer Reading Programs);
- Overdue item history and related notices;
- Materials currently checked out (Once returned, all checkout history is automatically deleted, unless the user has activated reading history in the catalog); and
- Library card numbers of computer users. (This data is automatically deleted nightly.)

The Way We Use This Information

This information enables us to provide patrons with access to their library accounts, promote library services, and to maintain information necessary for operations. Personal information may be used in the following ways, but is not limited to:

- Maintaining internal records;
- Assisting patrons with their accounts;
- Notification and collection of overdue materials and lost item charges;
- Notification of outstanding holds;
- Reminders regarding registration for library programs;
- Sending of informational emails about library programs and services;
- Analyzing library usage data to improve services;
- Contacting library users for research purposes to help improve services; and
- Resolving cases of violations of library rules and regulations

Personally identifiable information will remain confidential and will not be sold, licensed, or disclosed to any third party, except those vendors working under contract with the library or as required by law.

Third Party Vendor Services

The Library works with third party vendors to provide expanded services, such as digital collections, research databases, and streaming media content. When connecting to licensed databases and content providers, the Library only releases information that authenticates users. Nevertheless, when accessing remote or third party vendor sites, there are limits to the privacy protection the Library can provide.

Third party vendors may gather and disclose your information according to their own policies, including:

- Personally identifiable information provided by users, including when you register for the site, provide feedback and suggestions, request information, or create shared content;
- Other information that could be used to identify a library user, such as IP address, search history, location based data, and/or device ID;
- Non-personally identifiable information, such as ad views, analytics, browser information (type and language), cookie data, date/time of a request, demographic data, hardware/software type, interaction data, serving domains, page views, and referring page; and
- Other data that third party services may collect as described in the vendor's privacy policy and terms of use.

For more information on these services and the specific types of data that may be gathered and disclosed by each service, please refer to their Terms of Use and Privacy Policies.

Requests for Information

Personally identifiable information may be released only to a law enforcement agency after presentation of an order by a court of competent jurisdiction issued in proper form (a court issued subpoena or search warrant).

The following requests will immediately be referred to the Library Director:

- An agency of state, federal, or local government or any individual pursuant to a valid court order, search warrant or subpoena authorized under the authority of federal, state or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power.
- A government official with a FISA (Foreign Intelligence Surveillance Act) Request.

In the event of a search warrant, which is executable immediately, the Library will comply with the search warrant and consult with legal counsel.

If the Library Director is not immediately available, the person making the request will be given the Director's contact information. Staff will collect the name and contact information of the person making the request.

Library staff shall not disclose to any other individual, corporation, institution, governmental agent or agency, except as provided in this policy, information that includes but is not limited to the following:

- the library's circulation records and their contents as pertains to individual patrons;
- the library's registration records and their contents;
- the number or character of questions asked by a patron;
- the frequency of a patron's visits to the library;
- a patron's name, address, or telephone number;
- a patron's record of computer and database usage;
- computer contents that could identify material or sources a patron consults; or
- the contents of a patron's information transaction: titles requested, information requests, personal documents being created using library's software, etc.

If a request for information is denied, the Library Director shall inform the individual, corporation, institution, governmental agent or agency making the request within ten (10) days of receipt of the request.

Library Card and PIN/Password Protection

Patrons must notify the Library immediately if their card is lost or stolen, or if they believe someone is using their card or card number without permission.

Keeping Account Information Up-to-Date

Patrons must notify the Library of any changes to personal information to keep their account information up-to-date. Library cards expire every 3 years after the date they are created or renewed, and address updates are requested once per year.

Patron Access to Account Information

The Library will not provide information from the patron database to any individual or agency other than the person or persons named on the account, except those vendors working under contract with the library, unless presented with a search warrant or subpoena.

To safeguard privacy, patrons who request information by telephone will be asked to provide card number and name. Other information such as birthdate, address, email address and telephone number may be requested.

The following exceptions to providing information from the patron database apply.

Parents and Children

The Library respects the privacy of all library users, regardless of age. Parents and legal guardians of a child under age 18 who present the child's library card or confirm their identity as the minor's parent or legal guardian by displaying valid ID may:

- obtain access to a child's library records;
- check out items, including items on hold, for their children; and
- obtain information regarding fees on their children's accounts.

Items on Hold

The Library staff treat the materials placed on hold as confidential. Patrons may choose to have another person pick up their holds by asking staff to add that person's name to their account as "approved to pick up holds."

Patrons may also authorize another person to pick up holds by providing their library card to that person.

Fees

The amount of fees that are due may be given to someone other than the cardholder on the account but titles and account history will not be disclosed. Fees may be paid by someone other than the cardholder.

Library Notification

Information provided by staff over the telephone or left on a voicemail shall be limited to notification that an item is available. Title information will not be left via voicemail. Email and text communications about holds and overdues include titles.

Security

The Library is committed to ensuring that patron information is secure. Physical, electronic, and managerial procedures are in place to safeguard and secure the information and to prevent unauthorized access or disclosure. Confidentiality extends to information sought or received, materials consulted, database search records, reference interviews, interlibrary loan records and other personally identifiable uses of library materials, facilities, or services.

Public Computer Use

The Library's PC Reservation System erases the history and temporary Internet files that accrued during your individual session. Library card numbers are captured when patrons sign into a computer. However, they are automatically deleted nightly.

Patrons are responsible for logging off at the end of a session to protect their privacy and insure that other individuals are not using a library workstation still logged on to their account.

Electronic Resources

Website

The Library does not track or permanently record any personal information about you when you visit the Library's website unless you choose to provide that information via a contact form or newsletter registration. The Library's website collects and stores only aggregate user information using Google Analytics.

The Library website does not use cookies, but some online services, such as sessions on the Library catalog using the My Account option and remote online resources, place temporary cookies for current sessions.

Links to Other Websites

The Library website contains links to other webpages. The Library does not control these other websites and is not responsible for the protection and privacy of any information that you provide. Exercise caution and look at the privacy statement applicable to the website in question.

Communication with the Library via the Website

The Library will use information submitted through contact forms only to respond to patrons' inquiries. General suggestions and comments about library services may be shared among library staff members in order to improve services.

Wi-Fi Use

Although the Library maintains the best possible security, patrons are encouraged to use secure browsing practices, whether on a public computer or on Wi-Fi. Wi-Fi traffic from device to device is prohibited – devices connected to the network cannot communicate to one another.

Social Media

The Library maintains a Facebook page which allows patrons to share opinions and information about library related materials and activities. The Library does not collect, maintain, or otherwise use the personal information stored on any third party site in any way other than to communicate with patrons. Third-party websites have their own privacy policies and patrons should proceed accordingly.

The Library reserves the right to edit or modify any postings or comments. The Library shall also be granted the right to reproduce comments, posts, and messages in other public venues (i.e., a posting on Facebook may be quoted in a newspaper or on the library website). Identifying information, other than first name, will be removed unless prior approval is granted by the user.

Other Services

This privacy and confidentiality policy does not apply to external applications or websites accessed from the library's public computers, devices, or equipment.

Patrons may choose to take advantage of library-related services via e-mail or other communication methods that send personally-identifiable information related to library use via public communication networks. The library has limited ability to protect the privacy of this information outside of its control.

Illegal Activity Prohibited and not Protected

Patrons may conduct only legal activity while using library resources, facilities, and services. Nothing in this policy prevents the library from exercising its right to enforce its Rules of Conduct, protect its facilities, networks, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The library can electronically log activity to monitor public computers and external access to its networks and reserves the right to review such logs when a violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the security of library patrons, staff, facilities, computers, and networks. This includes contacting law enforcement authorities and providing information that may identify the individual(s) suspected of a violation.

Rules of Conduct

The Somerset County Library System is for all members of the community. We are committed to providing excellent services and resources to our patrons and ensuring that everyone who uses the library has a safe, comfortable, and enjoyable experience.

These Rules of Conduct guide staff in creating and enforcing an environment that encourages all patrons to use library facilities in an appropriate and respectful manner. This policy supports staff members' actions when a person's behavior or activities are unreasonably interfering with others' enjoyment of the library.

The following behaviors and activities are not allowed:

- Behavior that is prohibited by law.
- Behavior that is unsafe.
- Activity that unreasonably interferes with others' use of the library, including solicitation, talking loudly, rowdiness in library, using cell phones, using electronic devices without headphones or at excessive volume, and using obscene or abusive language.
- Loitering. Loitering is defined as the act of entering and remaining in any area of the library property with no apparent purpose and without the apparent intent to use the library facilities or resources.
- Leaving children under the age of eight unattended.
- Eating and drinking.
- Bodily hygiene so offensive as to unreasonably interfere with others' use and enjoyment of the library.
- Not wearing shirts or shoes. Swimsuits are prohibited. Hoods must be lowered upon entering the library.
- Bringing animals, other than service animals, into the building.
- Failing to follow rules pertaining to use of materials, computer, equipment and building.

Adult patrons in the children's or teen areas who are not retrieving children's or teen materials nor are caregivers for a child or teen may be asked to relocate to other areas of the library.

Staff may ask patrons to leave if adults or children exhibit symptoms of flu or other contagious illness.

It is the intent of the Somerset County Library System that enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or local law enforcement

officers have the right to intervene to stop prohibited activities and behaviors. Failure to comply with the library's established rules and policies could result in removal from the premises and expulsion from the Library for a period of one day to one year, or in arrest or prosecution. Violations could also result in the restriction or termination of some or all library privileges, including the use of library computers and other equipment.

Consequences for Violating Rules

- Library staff has the authority to enforce Rules of Conduct and will follow the Behavioral Management Matrix in resolving incidents.
- Depending on the nature and frequency of the behavior, consequences may include loss of library privileges for a specified period of time.
- Staff may request patrons to show their library cards and other documents (driver's licenses, school ID, e.g.) for purposes of identification.

Safe Child Policy

Children under the age of 8 must be accompanied by a parent, guardian, or parent-provided reliable caregiver, at least 13 years old, to protect the child at ALL times while on library property. The library cannot assume responsibility for the safety of young children.

Children ages 8 through 10 must have a parent, guardian, or parent-provided reliable caregiver, at least 13 years old, present on library property. All patrons will be expected to display appropriate behavior, conducive to maintaining a safe and peaceful atmosphere while in the building.

Parents and caregivers, not library staff, are responsible for the actions and safety of children visiting the library.

Approved April 12, 2017; Amended August 14, 2019

Somerset County Library System Rules of Conduct

Behavior Management Matrix

Offense	Examples of Behaviors	Staff Response - 1st Offense	2nd Offense	Repeat Offences
Prohibited Behavior A. Emergency Incident	Threat of physical violence to patrons or staff Accessing illegal material on the internet (i.e.: child pornography) Other violations of law.	Call Police. Obtain Police Report. File Incident Report. Ban for one year.	Call Police. Obtain Police Report. File Incident Report. Extend ban as determined by Director.	Call Police. Obtain Police Report. File Incident Report. Extend ban as determined by Director.
Prohibited Behavior B. Serious Incident	Harassment of library patrons or staff. Unsafe and hazardous behavior.	Call Police. Obtain Police Report. File Incident Report. Ban patron 90 days.	Call Police. Obtain Police Report. File Incident Report. Ban for one year.	Call Police. Obtain Police Report. File Incident Report. Extend ban as determined by Director.
Disruptive Behavior	Violations of this policy that are not prohibited by law and do not create an immediate threat or unsafe condition, e.g., cell phone use,	Give oral warning citing policy.	Ask patron to leave the building for the day. Provide copy of policy.	Ban patron for 30 days. File Incident Report. Subsequent violations, ban

	eating or drinking, loitering.		File Incident Report.	determined by Director.
Unattended Children	Parent or guardian who is not staying with a child under the age of 8 Child under age of 10 who is left alone at the library by parent or guardian	Give oral warning. Explain policy to the parent.	Parent and child must leave the library for the day. Provide copy of policy. File Incident Report.	Ban patron 30 days. File Incident Report. Subsequent violations, ban determined by Director.
Violation of Acceptable Use Policy for the Internet	Violations of Somerset County Computer & Internet Use Policy.	Give oral warning. Provide copy & explain policy. Patron computer session is terminated.	Patron barred from computer & Internet use. File Incident Report. Director may reinstate internet access before fulfillment of 30 days.	Patron barred from computer & Internet use for a minimum of 90 days. File Incident Report. Subsequent violations, access determined by Director.

Incident reports will be filed in all situations in which a patron is compelled to leave the facility.

PARENTS AND CAREGIVERS ARE RESPONSIBLE FOR THE ACTIONS AND SAFETY OF CHILDREN VISITING THE LIBRARY - NOT LIBRARY STAFF.

Security Camera Policy

The Somerset County Library offers a welcoming, open atmosphere and provides a quiet, comfortable, and safe environment where people can enjoy the use of library facilities and collections.

Security cameras are used as needed to discourage criminal activity or violations of the Library's Rules of Conduct, to help library staff prevent or address such incidents, and, when necessary, to provide assistance to law enforcement in investigating or prosecuting criminal activity. The purpose of this policy is to establish guidelines for using security cameras and accessing recorded video and images.

Because security cameras are not constantly monitored, staff and the public should take appropriate precautions for their safety and for the security of personal property. The Somerset County Library is not responsible for loss of property or personal injury.

The Library Director, or a designee, is responsible for the implementation of this policy.

Privacy and Confidentiality

Camera placement shall be determined by the Library Director or his/her designee. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, i.e., the restrooms.

Cameras are not to be positioned to identify a person's reading, viewing or listening activities, but such information may be incidentally captured. To the extent that any recorded images include identifiable persons making use of the library's materials, services, or facilities, such record shall be treated as confidential pursuant to Maryland GP § 4-308 (Library Records). Only library staff may view real time images or screen recorded images for potential breach of confidentiality. Any inadvertent views of protected information shall be held in confidence by library staff. All requests for disclosure of recorded images containing such confidential information shall be presented to the library director or his/her designee.

In the event of a search warrant, which is executable immediately, the Library will comply with the search warrant and consult with legal counsel.

Upon receipt of a subpoena or other court order, the Library Director or Board President shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, the Library shall insist any defect be remedied before releasing records which contain patron information.

Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information, including simple use of the library. If the library receives a request from the general public to inspect security camera footage which contains patron information, the requester will be advised to file a police complaint.

Data Retention

Security camera images and archives will automatically record over themselves on an ongoing basis. Images will typically be stored for a period of two weeks.

Image records will not be retained beyond the automatic window of the security system, provided no criminal activity or policy violation has occurred.

In situations involving real or suspected criminal activity, violations of the Library's Rules of Conduct, or the banning of library patrons, stored video or still images will be archived, and they may be shared with staff at all locations as needed to prevent or address such incidents.

Social Media Policy

Purpose

The Somerset County Library endorses the use of carefully chosen social media tools as an important enhancement to communication, collaboration, and information exchange among the Somerset County Library, its users, and the general public. Social media use by libraries can provide stream-lined, cost-effective marketing and outreach, as well as foster a sense of community between the library and its users.

Policy

The mission of the Somerset County Library is to promote learning by providing materials, services, and access to information that enrich our community and excite the imagination. Social media tools provide a potentially valuable method to assist in this mission. Social media tools employed by the library will be selected to enhance or provide more cost-effective means to deliver such library functions as:

- Community outreach, marketing, and publicity
- Education of the community in the use of library resources
- Information and reference services
- Cultural and educational programming

Library social media offerings are intended to create a welcoming and inviting online space where library users will find useful and entertaining information. In some forums, users may be able to interact with library staff and other library users, as detailed in section V. below.

Procedures

- SCLS staff participation in social media sites or pages and online communities (not individual posts) shall be approved in advance by the Library Director.
- Where possible, each social media page should clearly indicate that it is maintained by the Somerset County Library and should have SCLS contact information prominently displayed.
- Where possible, each social media page/profile should include an introductory statement that clearly states the purpose and scope of the library's presence on the website.
- Where possible, social media pages should link to SCLS's official website and this social media policy.

- If user discussion is invited on library created and maintained social media sites, it shall be subject to the Public Terms of Use, see below. This shall be clearly indicated on the social media page that invites participation.
- Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and record management policies.

Staff Responsibilities

When representing the SCLS via social media, personnel shall:

- Conduct themselves at all times as representatives of SCLS, and, accordingly, adhere to all associated standards of conduct;
- Identify him or herself by name as SCLS personnel;
- Not make statements about patrons, or post, transmit or otherwise disseminate confidential information in violation of the SCLS's Privacy Policy;
- Not represent postings as official SCLS policy, unless this has been clearly approved by the Library Director;
- Not conduct political activities or private business.

SCLS personnel are prohibited from using library computers to access social media sites when this activity interferes with regular duties.

SCLS personnel shall observe and abide by all the copyright, trademark, and service mark restrictions in posting materials to electronic media.

Public Terms of Use

SCLS has no affiliation with any advertisements or other material posted by third party sites or software.

SCLS is not responsible for or liable for content posted by any subscriber in any forum, message board, or other area of social media software.

By choosing to comment on SCLS' Social Media site, public users agree to these terms: Comments are moderated by SCLS staff, and SCLS reserves the right to monitor content and to modify or remove any comments that are unlawful or off topic as determined in its sole discretion, including, but not limited to:

- Plagiarized material;
- Copyright or trademark violations;
- Off-topic comments;
- Commercial material/spam;
- Duplicate posts from the same individual;
- Comments containing sexually explicit language, images, links, or statements that ridicule, malign, disparage, or otherwise express bias against any race, religion, or protected class of individuals;
- Defamatory, abusive, obscene or potentially libelous comments;

- Personal comments about individuals, including attacks, insults, threatening language, or;
- Images, executable programs of any non-textual content.

Persons who repeatedly violate these terms may be barred from further postings.

All comments are public records, and as such are subject to public records law.

Commenters are urged to protect their privacy. Commenters should not post personally identifying information, included but not limited to: last name, school, age, phone number, address, library card number. SCLS recommends use of a generic username that is not personally identifying.

Potential Uses

Social media can be used for community outreach and engagement by:

- Demonstrating SCLS resources;
- Announcing program offerings, special events and services, and service interruptions;
- Providing a public forum to facilitate the sharing of ideas, opinions, and information about library-related subjects and issues;
- Providing reader's advisory service through staff book lists and recommendations;
- Providing quick response to information requests from the community.

Social media can be used for marketing by:

- Extending beyond traditional media sources in order to reach new users from younger demographics;
- Providing low to no cost (staff time only) publicity in a social atmosphere not unlike the word-of-mouth network so vital and successful to promotion in our community.

Social media can be used to make time-sensitive notifications related to:

- Library facilities closures;
- Changes to special events;
- Availability of government documents/forms and related deadlines.

Policy on Suspension of Privileges for Health and Safety Reasons

It is the responsibility of the Somerset County Library to maintain a healthy and clean environment for all Library users and to protect investments in library collections, equipment, and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit library facilities when such use may jeopardize the health of library staff and patrons or the cleanliness of library facilities and materials.

Communicable Diseases

Communicable diseases, for purposes of this policy, are serious diseases that are capable of being transmitted to other individuals through the air or by direct physical contact between individuals or contaminants.

The library reserves the right to exclude a person with a communicable disease from the library facilities, programs, and functions if the organization finds that such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the library.

Influenza Special Cases, Flu Pandemic or other Widespread Illnesses

In the event of any serious outbreaks of influenza or other widespread illness, as determined by the Somerset County Health Department, State of Maryland, United States Centers for Disease Control (CDC), or any other authorized public health official, the recommended or mandated protocols for such outbreak will be followed in addition to applicable library policy.

Pest Infestation

Roaches, bed bugs, or other insects constitute such a hazard to collections and to patrons. Any material that shows evidence of insect presence or damage may result in a specific library customer and/or household members having their library facility and collection access suspended. This suspension and notification will be made at the discretion of the Library Director.

Examples of situations where access may be suspended include, but are not limited to:

- Evidence that items on loan to a customer have been returned with insects that are known to be damaging to library materials, or that can result in pest infestations in library facilities, e.g. roaches, termites, and silverfish;
- Evidence that items on loan to a customer have been returned with insects that can result in pest infestations in library facilities, e.g. bed bugs, fleas, or lice; and
- Patrons or patron possessions with evidence of such insects.

Reinstatement

Any customer that has privileges suspended under the terms of this policy may request a re-evaluation of the suspension upon the ability to demonstrate that the situation that resulted in loss of privileges has been resolved.

For reinstatement requests relating to suspensions due to pest infestation, decisions will be made based upon evidence showing that the address in question has been inspected with no sign of infestation or that the residence has been treated. Confirming information may include copies of receipts for treatment, a letter from a licensed pest control company or a written statement from the owner or property manager of a multi-family rental residence. In some circumstances, proof of a change of residential address may also be accepted.

Travel Policy

The Somerset County Library encourages its employees to take advantage of local and regional library training and professional development opportunities. The Library annually budgets staff development funds to allow staff to attend job-related workshops and meetings and to travel to conduct official business.

In order to best use library resources, employees are expected to use sound judgment to minimize the cost of library travel by using the most economical means available.

Approved Travel

Committee Meetings

Library staff may ask or be asked to serve on committees of the Eastern Shore Regional Library or the Maryland State Library. Approval of a staff member's participation in such committee will serve as approval of all related travel.

Professional Development

The Director and Branch Managers will keep staff aware of professional development opportunities relevant to their positions and provide approval for travel to those opportunities. The Branch Managers will advise the Director of staff participation in such opportunities.

The Library will pay for all charges pertaining to an approved conference, meeting, or seminar, including appropriate travel, registration fees, dues, and other conference activities.

Staff members participating in such opportunities will be asked to discuss at a future staff meeting.

Travel Between Branches

Full-time employees may be assigned to work at the alternate branch one day per week and part-time employees may be assigned to work at the alternate branch one day per month. For such assignments, the alternate branch will be considered to be the employee's regularly scheduled work location.

If an employee is assigned to a different branch in excess of this policy, mileage will be paid.

For all travel between the mainland and Ewell, library purchasing cards should be used to arrange passage.

Travel Expenses

Staff Time

Approved attendance at workshops, meetings, courses, and conferences, and travel to such, will be considered as scheduled hours worked.

Professional Development Fees

The Library will pre-pay an event registration if a registration form is submitted and approved. If the requester pays for the registration fee for an approved event using their own funds, they will be reimbursed after the event. In the latter case, the requester must present a receipt for the registration fee and proof of attendance, at the discretion of the Director, to be reimbursed.

The Director may reimburse membership fees, pre- and post-training event costs, and other ancillary costs in instances where those costs will provide the Library savings on other expenses.

Mileage

When using personal vehicles for official library business, the mileage reimbursement rate will be equivalent to the standard mileage reimbursement rate for business published by the Internal Revenue Service. Mileage is paid based on increased distance travelled by the employee for approved library-related travel, according to the shortest distance to the destination. Mileage is not paid for travel to the employee's regularly scheduled work location.

For travel to meetings or trainings outside of Somerset County, mileage is paid when the Eastern Shore Regional Library (ESRL) vehicle is unavailable and employees use a personal vehicle for approved library-related travel. The ESRL vehicle should be used to travel to scheduled meetings when possible, and mileage is paid for the use of personal vehicles to meet the ESRL vehicle. When travelling locally or when the van is not available, staff will carpool.

Staff that use their own vehicle for Library business are required to have a valid driver's license and current insurance coverage.

The Library will not cover costs of tickets issued, including traffic and parking tickets.

Multi-Day Travel

Purchasing cards should be used for airline tickets, hotel reservations and payment, and car rentals. The lowest-cost method of achieving the trip's purpose should be selected, except that hotel reservations for conferences should be booked through the conference.

Purchasing cards should not be used for tolls, parking, portage, or similar expenses.

The library may reimburse all actual business-related charges, including taxis, airport buses, tolls, and parking fees.

Whenever possible, staff should apply the Library's tax exemption to all purchases.

Meals & Incidental Expenses

Meals will be reimbursed at a rate not to exceed the General Services Administration's Meals & Incidental Expenses rate, calculated in whole for the duration of the trip, as follows:

- (1) The standard rate, factored by 75% for the first and last day of travel, for each day of multi-day travel;
- (2) The breakfast rate, when an employee has to leave home on official business 2 hours or more before the start of their regularly scheduled shift;
- (3) The dinner rate, when the employee returns home 2 hours or more after the end of their regularly scheduled shift; or
- (4) The full daily M&IE rate, when conditions (2) and (3) are both met.

If a meal is included as part of a professional development event, the GSA rate for that meal will be subtracted from the maximum possible M&IE reimbursement for the trip.

The library will not reimburse for alcoholic beverages consumed during the trip.

Reimbursement

All receipts and mileage should be submitted to the Director within two weeks of the staff member's return. Expenses incurred without a receipt, except for tolls in Delmarva or when crossing the Chesapeake Bay, will not be reimbursed.

Vehicle Use Policy

Purpose

The Somerset County Library owns and operates a van. This policy is intended to direct the use and operation of any library-owned vehicle and any employee's personal vehicle being used for official library business, including transit to and from meetings and trainings. The Library Director will be responsible for directing and administering the use of any library vehicle.

Library Vehicle Use

Any vehicle owned by the Somerset County Library may only be used for official library business, including purchasing of library materials and supplies, the transportation of library property between library facilities, and the deployment of library equipment to outreach events or off-site program locations. An employee may be authorized to take a vehicle home providing it is more efficient and cost-effective to the library for the employee to take the vehicle home at the end of the day than it would be to return the vehicle to the library for storage.

Vehicle Keys

All keys to library-owned vehicles will be kept by the Library Director and will be distributed by and returned to the Library Director on each official trip. Keys may be issued to an employee for a longer term when frequent use of the vehicle is required in library operations.

Vehicle Mileage

A trip log shall be maintained and kept in the vehicle's glovebox at all times. Gross vehicle mileage at the start and end of each use of the vehicle must be recorded, as well as the purpose of the trip.

When using personal vehicles for official library business, the mileage reimbursement rate will be equivalent to the standard mileage reimbursement rate for business published by the Internal Revenue Service. Mileage is paid based on increased distance travelled by the employee for approved library-related travel, according to the shortest distance to the destination. Mileage is not paid for travel to the employee's regularly scheduled work location.

For travel to meetings or trainings outside of Somerset County, mileage is paid when the Eastern Shore Regional Library (ESRL) vehicle is unavailable and employees use a personal

vehicle for approved library-related travel. The ESRL vehicle should be used to travel to scheduled meetings when possible, and mileage is paid for the use of personal vehicles to meet the ESRL vehicle.

Vehicle Operators

Operators of any library-owned vehicle and any operators of personal vehicles used for official library business must be library employees and must have a valid, current motor vehicle license in their possession. A photocopy of the employee's license will be placed in their employee file. Employees must report any change in the status of their license, such as restrictions or suspensions, to the Library immediately.

Additionally, the Library subscribes to the State of Maryland's Driver Batch Monitoring service, which provides the Library with incident reports (tickets/accidents) of authorized library drivers.

Vehicle Operation

All vehicle operators must:

1. Inspect the vehicle for safe operating condition (brakes, lights, exhaust, tires, fuel, and visibility) prior to each use. Fuel purchases for library-owned vehicles should be made exclusively on library credit cards. The Library Director shall ensure that the vehicle is sufficiently fueled before use by employees who do not have library credit cards.
2. Record gross mileage on the vehicle at the start and end of each use of the vehicle, as well as the purpose of the trip.
3. Observe all federal, state, and local laws and regulations and posted speed limits. Employees who violate any laws or regulations are personally responsible for the payment of any fines or other penalties, including parking violations and any citations issued by automatic traffic control devices. Violations such as DWI, excess speeding of 20 mph or more, and reckless driving will result in immediate suspension of all library-related driving privileges, including allowance to use personal vehicles for official library business, and is grounds for disciplinary action.
4. Operate the vehicle in a safe, courteous, and efficient manner.
5. Wear a seat belt and ensure that each passenger wears a seat belt. No passengers are allowed in the cargo space of the van.
6. Keep the vehicle reasonably clean.

7. Lock the vehicle when unattended.
8. Immediately report any traffic accident to the local police.
9. Report any library vehicle damage or theft to the Library Director.

All vehicle operators must not:

1. Transport persons not on official library business.
2. Leave the vehicle unattended with the motor running.
3. Leave the keys in an unattended vehicle.
4. Leave valuable library property (e.g., computers) in an unattended vehicle overnight.
5. Operate the vehicle when under the influence of alcohol, drugs, or narcotics.
6. Use a cell phone while driving.
7. Leave the scene of an accident.
8. Willfully misuse or operate a library or personal vehicle in a reckless manner.

Insurance

The Library maintains insurance on library-owned vehicles, and insurance documentation is to be kept in the glove box. The owner of a personal vehicle that is used for official library business is required to keep their insurance current on that vehicle.

Accident Reporting

Any accident involving a library-owned vehicle or personal vehicle being operated during official library business must be reported immediately to the police. After an accident is reported to the police, it must then be reported to the Library Director, who will report it to the library's insurance company.

Employees may be subject to post-accident or reasonable suspicion drug or alcohol tests if such influence is suspected.

Penalties

Failure to comply with the vehicle policy may be cause for disciplinary action up to and including termination.

Volunteer/Intern Policy

Definitions

A volunteer shall be considered as any individual, 16 years or older, who assists with work done at Somerset County Library, without remuneration. Exceptions to the age requirement may be made by the Library Director.

A student intern shall be considered as any middle school, high school or college student who performs volunteer work, without remuneration, as part of an authorized school program to earn academic credit. Individual students in youth organizations, such as the Boy Scouts or Girl Scouts, are also classified as student interns.

Statement of Purpose

Somerset County Library and the Somerset County Library Foundation shall use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with their library and the services being offered.
3. Staff or support fundraising activities sponsored by the Library.

Somerset County Library shall make use of the services of interested volunteers to supplement and not replace the work done by library staff.

Recognition

Recognition is an important component of a volunteer program and is often the only way in which the Library can say "thank you" to a volunteer. Although individual, informal recognition of volunteers should be ongoing, it is important that volunteers be recognized formally as a group on a regular basis, at least annually. The Library staff and Library Board shall find ways of recognizing volunteers throughout the year.

General Provisions

Nothing in this policy shall be deemed to create a contract between the volunteer or intern and the Somerset County Library, Library Board, Library Foundation, or Somerset County. Both the volunteer and Somerset County Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Neither the Somerset County Library nor Somerset County will provide any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Prior to engaging in any volunteer activity, each volunteer will be required to submit a Library Volunteer Application form for volunteer work, and visit with a supervisory staff member.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: shelving books, returning books, processing new materials, storytelling, helping to prepare for or present programs, assisting with maintenance of the vertical files, discarding materials, maintenance of periodicals, or public relations activities.

Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours. Exceptions may be made by the Library Director.

Recruitment and Supervision of Library Volunteers

Volunteers will be sought through a variety of methods, to meet specific as well as general project needs. Recruitment shall be the responsibility of the Library Director, the Branch Managers, and/or the Library Foundation.

Volunteers will work directly with library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, any staff member may offer guidance to any of the volunteers.

When appropriate and affordable, the Library may fund the cost of training for volunteers who have made a long-term commitment to the Library. Background checks will be performed on all volunteers before the commencement of their services.

Recruitment and Supervision of Student Interns

Student interns will be sought by the Library through educational contacts in area schools and colleges. A job description will be tailored for each school program that may offer student interns. The job description must stress the value of the project for both student and Library.

The professional staff member who shapes an individual project will be responsible for the training and supervision of the student intern. Each project must be carefully planned and

approved by the Library Director before the intern is accepted. Participation in student internship programs may be terminated at any time by Somerset County Library or the student intern. All schedules will be worked out between the student intern and the supervising librarian.

A method and schedule for evaluation will be agreed upon between the supervising librarian and the organization's representative before the student intern is accepted. The supervising librarian will follow this schedule and report student progress to the representative.

Volunteer/Intern Guidelines

The following guidelines have been established to provide consistent information to volunteers and to assure that volunteers fully understand the commitment they are making:

1. A volunteer represents the Library to the community while actively serving as a volunteer.
2. A volunteer is expected to follow approved policies and procedures of the Library during the time of volunteering within library buildings and at library events elsewhere.
3. A volunteer is oriented, trained, and supervised on a continual basis concerning those policies and procedures necessary for the activities carried out.
4. Of special importance in carrying out volunteer activities is the Library Bill of Rights, adopted by the Somerset County Library Board of Trustees. Under the Library Bill of Rights, the Library must protect the confidentiality of each library user, and assure equal access and the freedom to read and inquire of each user regardless of age, religion, race national origin, background, and views. In carrying out the requirements of the Library Bill of Rights, volunteers actively working in the Library may not express their religious, political, social or other personal views to members of the public. They must protect the confidentiality of each library user. Violation of these special trusts, policies, or procedures is reason to discontinue volunteer services.
5. The Library may decide to discontinue or change a volunteer's service assignment.
6. Volunteers fill out an information form, which is used by the Library to assure that the volunteers are involved in activities appropriate to their skills, experience, and interests.

Approved April 12, 2017

Appendix A: The 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 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 ideal 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 more safe, 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.

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 the major channel 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.

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.

A Joint Statement by:

- American Library Association
- Association of American Publishers
- Subsequently endorsed by:
- American Booksellers Foundation for Free Expression

- The Association of American University Presses, Inc.
- The Children's Book Council
- Freedom to Read Foundation
- National Association of College Stores
- National Coalition Against Censorship
- National Council of Teachers of English
- The Thomas Jefferson Center for the Protection of Free Expression

Appendix B: Freedom to View Statement

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship in any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Appendix C: 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 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.
- 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.

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](#)

American Library Association Council

Approved June 30, 1972

Appendix D: Free Access to Libraries for Minors

An Interpretation of the LIBRARY BILL OF RIGHTS

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, nonprint, or digital format. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.¹ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents

and guardians. As *Libraries: An American Value* states, “We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services.” Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

See also *Access to Resources and Services in the School Library Media Program and Access to Children and Young Adults to Nonprint Materials*.

¹ See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975) "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*,. 244 F.3d 572 (7th Cir. 2001).

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; and July 2, 2008.

Appendix E: Sexism, Racism and Other “Isms” in Library Materials

An Interpretation of the LIBRARY BILL OF RIGHTS

Traditional aims of censorship efforts have been to suppress political, sexual or religious expressions. The same three subjects have also been the source of most complaints about materials in library collections. Another basis for complaints, however, has become more and more frequent. Due, perhaps, to increased awareness of the rights of minorities and increased efforts to secure those rights, libraries are being asked to remove, restrict or reconsider some materials which are allegedly derogatory to specific minorities or which supposedly perpetuate stereotypes and false images of minorities. Among the several recurring “isms” used to describe the contents of the materials objected to are “racism” and “sexism”.

Complaints that library materials convey a derogatory or false image of a minority strike the personal social consciousness and sense of responsibility of some librarians who—accordingly—comply with the requests to remove such materials. While such efforts to counteract injustices are understandable, and perhaps even commendable as reflections of deep personal commitment to the ideal of equality for all people, they are—nonetheless—in conflict with the professional responsibility of librarians to guard against encroachments upon intellectual freedom.

This responsibility has been espoused and reaffirmed by the American Library Association in many of its basic documents on intellectual freedom over the past thirty years. The most concise statement of the Association’s position appears in Article II of the LIBRARY BILL OF RIGHTS which states that “Libraries should provide books and materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed because of partisan or doctrinal disapproval”.

While the application of this philosophy may seem simple when dealing with political, religious or even sexual expressions, its full implications become somewhat difficult when dealing with ideas, such as racism or sexism, which many find abhorrent, repugnant and inhumane. But, as stated in the FREEDOM TO READ STATEMENT:

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 each individual is free to determine for himself what he wishes 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 politics or morality upon other members of a democratic society. Freedom is not freedom if it is accorded only to the accepted and the inoffensive*. We realize that 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.

Some find this creed acceptable when dealing with materials for adults but cannot extend its application to materials for children. Such reluctance is generally based on the belief that children are more susceptible than are adults. The LIBRARY BILL OF RIGHTS, however, makes no distinction between materials and services for children and adults. Its principles of free access to all materials available apply to every person, as stated in Article V, "The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views."

Some librarians deal with the problem of objectionable materials by labeling them or listing them as "racist" or "sexist". This kind of action, too, has long been opposed by the American Library Association in its STATEMENT ON LABELING, WHICH SAYS,

If materials are labeled to pacify one group, there is no excuse for refusing to label any item in the library's collection. Because authoritarians tend to suppress ideas and attempt to coerce individuals to conform to a specific ideology the American Library Association opposes such efforts which aim at closing any path to knowledge.

Others deal with the problem of objectionable materials by instituting restrictive circulation or relegating materials to closed or restricted collections. This practice, too, is in violation of the LIBRARY BILL OF RIGHTS as explained in RESTRICTED ACCESS TO LIBRARY MATERIALS which says,

Too often only "controversial" materials are the subject of such segregation, leading to the conclusion that factors other than theft and mutilation were the true considerations. The distinction is extremely difficult to make, both for the librarian and for the patron. Unrestrictive selection policies, developed with care for the principles of intellectual freedom and the LIBRARY BILL OF RIGHTS, should not be vitiated by administrative practices such as restricted circulation.

The American Library Association has made clear its position concerning the removal of library materials because of partisan or doctrinal disapproval, or because of pressures from interest groups, in yet another policy statement, the RESOLUTION ON CHALLENGED MATERIALS:

The American Library association declares as a matter of firm principle that no challenged material should be removed from any library under any legal or extralegal pressure, save

after an independent determination by a judicial officer in a court of competent jurisdiction and only after an adversary hearing, in accordance with well-established principles of law.

Intellectual freedom, in its purest sense, promotes no causes, furthers no movements, and favors no viewpoints. It only provides for free access to all ideas through which any and all sides of causes and movements may be expressed, discussed and argued. The librarian cannot let his own preference limit his degree of tolerance, for freedom is indivisible. Toleration is meaningless without toleration for the detestable.

American Library Association Council

Adopted February 2, 1973

Appendix F: Statement on Labeling

An Interpretation of the LIBRARY BILL OF RIGHTS

Because labeling violates the spirit of the LIBRARY BILL OF RIGHTS, the American Library Association opposes the technique of labeling as a means of predisposing readers against library materials for the following reasons:

1. Labeling* is an attempt to prejudice the reader, and as such, it is a censor's tool.
2. Although some find it easy and even proper, according to their ethics, to establish criteria for judging publication as objectionable, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association must oppose the establishment of such criteria.
3. Libraries do not advocate the ideas found in their collections. The presence of a magazine or book in a library does not indicate an endorsement of its contents by the library.
4. No one person should take the responsibility of labeling publications. No sizable group of persons would be likely to agree either on the types of material which should be labeled or the sources of information which should be regarded with suspicion. As a practical consideration, a librarian who labels a book or magazine might be sued for libel.
5. If materials are labeled to pacify one group, there is no excuse for refusing to label any item in the library's collection. Because authoritarians tend to suppress ideas and attempt to coerce individuals to conform to a specific ideology, the American Library Association opposes such efforts which aim at closing any path to knowledge.

*"Labeling" as it is referred to in the STATEMENT OF LABELING, is the practice of describing or designating certain library materials, by affixing a prejudicial label to them or segregating them by a prejudicial system, so as to pre-dispose readers against the materials.

American Library Association Council

Adopted July 13, 1951

Amended June 25, 1971

Appendix G: Restricted Access to Library Materials

An Interpretation of the LIBRARY BILL OF RIGHTS

Restricting access of certain titles and certain classes of library materials is a practice common to many libraries in the United States. Collections of these materials are referred to by a variety of names such as “closed shelf”, “locked case”, “adults only”, or “restricted shelf” collections.

Three reasons generally advanced to justify restricted access are:

1. It provides a refuge for materials that belong in the collection but which may be considered “objectionable” by some library patrons;
2. It provides a means for controlling distribution of materials which allegedly should not be read by those who are not “prepared” for such materials by experience, education, or age;
3. It provides a means to protect certain materials from thefts and mutilation.

Though widely used—and often practical—restricted access to library materials is frequently in opposition to the principles of intellectual freedom. While the limitation differs from direct censorship activities, such as removal of library materials or refusal to purchase certain publications, it nonetheless constitutes censorship, albeit a subtle form. As a form of censorship, restricted access violates the spirit of the LIBRARY BILL OF RIGHTS in the following ways:

1. It violates that portion of Article II which states that*.” no library materials should be proscribed*.because of partisan or doctrinal disapproval.”

The word “proscribed”, as used in Article II, means “suppressed”. Restricted access achieves de facto suppression of certain materials.

Even when a title is listed in the card catalog with a reference to its restricted shelf status, a barrier is placed between the patron and the publication. Because a majority of materials placed in restricted collections deal with controversial, unusual, or “sensitive” subjects, asking a librarian or circulation clerk for them is an embarrassment for patrons desiring the materials. Because collections are often composed of materials which some library patrons consider “objectionable”, the potential user is predisposed to thinking of the materials as “objectionable”, and is accordingly inhibited from asking for them. Although the barrier between the materials and the patron is psychological, it is nonetheless a tangible limitation on his access to information.

2. It violates Article V which states that, “The rights of an individual to the use of a library should not be denied or abridged because of his age...”

Limiting access of certain materials to adults only abridges the use of the library for minors. “Use of the library” includes use of, and access to, library materials. Such restrictions are generally instituted under the assumption that certain materials are “harmful” to minors, or in an effort to avoid controversy with parents who might think so.

The librarian would restrict the availability of materials to minors because of actual or suspected parental objection should bear in mind that he is not in loco parentis in his position as librarian. The American Library Association holds that it is the parent—and only the parent—who may restrict his children—and only his children—in reading matter.

When restricted access is implemented to protect materials from theft or mutilation, the use of the practice may be legitimate. However, segregation of materials to protect them must be administered with express attention to the rationale for restricting access. Too often only “controversial” materials are the subject of such segregation, leading to the conclusion that factors other than theft and mutilation were the true considerations. The distinction is extremely difficult to make, both for the librarian and the patron.

Selection policies, carefully developed on the basis of principles of intellectual freedom and the LIBRARY BILL OF RIGHTS, should not be vitiated by administrative practices such as restricted access.

See also FREE ACCESS TO LIBRARIES FOR MINORS

American Library Association Council

Adopted February 2, 1973

Appendix H: Reevaluating Library Collections

An Interpretation of the LIBRARY BILL OF RIGHTS

The continuous review of library collections to remove physically deteriorated or obsolete materials is one means to maintain active library collections of current interest to users. Continued reevaluation is closely related to the goals and responsibilities of libraries and is a valuable tool of collection building. This procedure, however, is sometimes used as a convenient means to remove materials thought to be too controversial or disapproved of by segments of the community. Such abuse of the reevaluation function violates the principles of intellectual freedom and is in opposition to Articles I and II of the LIBRARY BILL OF RIGHTS, which state that:

As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the author.

Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

The American Library Association opposes such “silent censorship” and recommends that libraries adopt guidelines setting forth the positive purposes and principles for reevaluation of materials in library collections.

The traditional term “weeding” implying “the removal of a noxious growth”, is purposely avoided because of the imprecise nature of the term.

American Library Association Council

Adopted February 2, 1973

Appendix I: Resolution on Challenged Materials

An Interpretation of the LIBRARY BILL OF RIGHTS

WHEREAS, The LIBRARY BILL OF RIGHTS states that no library materials should be proscribed or removed because of partisan or doctrinal disapproval, and

WHEREAS, Constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line, and

WHEREAS, Any attempt, be it legal or extra-legal, to regulate or suppress material must be closely scrutinized to the end that protected expression is not abridged in the process, and

WHEREAS, The Constitution requires a procedure designed to focus searchingly on the question before speech can be suppressed, and

WHEREAS, The dissemination of a particular work which is alleged to be unprotected should be completely undisturbed until an independent determination has been made by a judicial officer, including an adversary hearing,

THEREFORE, THE PREMISES CONSIDERED, BE IT RESOLVED, That the American Library Association declares as a matter of firm principle that no challenged library material should be removed from any library under any legal or extra-legal pressure, save after an independent determination by a judicial officer in a court of competent jurisdiction and only after an adversary hearing, in accordance with well-established principles of law.

American Library Association Council

Adopted June 25, 1971

Appendix J: Request for Reconsideration of Library Resources

The Somerset County Library System welcomes input from library users regarding the community's library resources. The Board of Trustees has delegated the responsibility for selection and evaluation of library resources to library staff and the Director.

Completion of this form is the first step in our process for evaluating a resource and considering your request. If you wish to request reconsideration, please return the completed form to Library Director, Somerset County Library, 11767 Beechwood Street, Princess Anne, Maryland 21853.

Name _____

Date _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Do you represent self? ____ Organization? ____ (please specify)

Resource on which you are commenting:

____ Book ____ DVD ____ Display ____ Magazine ____ Library Program ____ Audio

____ Newspaper ____ Electronic information ____ Other _____

Title _____ Author/Producer _____

1. What brought this resource to your attention?
2. Have you examined the entire resource?
3. What concerns you about the resource? (use other side or additional pages if necessary)

4. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?