



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.

The policies within this manual were approved by the Somerset County Library Board of Trustees on April 9, 2014. Any subsequent approvals to changes will be noted on individual policies.

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Governance of Somerset County Library

Somerset County Library 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.

Somerset County Library 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 through Board channels.

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 Somerset County 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.
 - a. Associate Trustees, not to exceed two (2), who are approved by the County Commissioners of Somerset County, 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 Members will be 5 years with no limit on the number of terms. Attendance requirements will be the same as requirements for full trustees.
2. 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.
3. 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.

Meetings

4. The Board shall meet bi-monthly on the second Wednesday of even numbered months.
5. The annual meeting of the Board shall be held at the time and place of the regular meeting for the month of February of each year.
6. Special meetings may be called by the President. The purpose of the meeting shall be stated in the call. Except in emergencies, one day advance notice shall be given to all Trustees.
7. Notice of all regular meetings shall be mailed by the Secretary to all Board members at least seven (7) days prior to the meeting date. An agenda will be included.
8. All business meetings of this Board shall be conducted according to the latest revised edition of Robert's Rules of Order.

Officers

9. The nominating committee shall be appointed by the President in October for the purpose of presenting a slate of officers to the Board of Trustees at the regular December meeting. Election of Officers for the coming year will take place at this time. The newly elected officers' terms will commence January 1.
10. 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 but the President shall be limited to two terms.
11. 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.
12. 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.
13. The Treasurer shall sign all checks, excluding payroll, on the accounts under the control and supervision of the Board and 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 of the following 3 signatures; Treasurer, Director, President.
14. 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.
15. A quorum for the transaction of business shall consist of four (4) members of the Board.
 - a. 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

16. 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.
17. 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

18. Attendance at Board meetings is in accordance with the Annotated Code of Maryland, Education article 23-404, section D.

- (1) 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.
- (2) The chairman 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.
- (3) The county governing body may reject the resignation if the member explains his nonattendance satisfactorily.
- (4) 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 chairman 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.)
- (5) The President shall remind trustees, by letter, of the law if they miss a meeting.

Minutes

19. A copy of all regular meeting minutes shall be sent to the Commissioners of Somerset County following approval by the Board.

Amendments

20. 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.

21. By-Laws should be revised every two years.

Revised 7/1/92

Revised 5/14/97

Revised 7/9/97

Revised 11/7/97

Revised 12/9/97

Revised 9/12/07

Revised 12/12/07

Revised 3/12/08

Reviewed 2/12/14

Collection Development Policy

Resolution MARYLAND STATE BOARD OF EDUCATION

June 24, 1981

Resolution 1981-32

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.

Section I: Philosophy of Collection Development

The residents of Somerset County support the Somerset County Library System with their tax payments and their patronage. The Library endeavors to provide materials and services to meet the recreational, informational and education needs of Somerset County citizens effectively, courteously and equally. This document sets forth the guidelines by which the contents of the Somerset County Library System's collection are determined.

The Somerset County Board of Library Trustees and the staff of the Somerset County Library System endorse the Freedom to Read, the Freedom to View and the Library Bill of Rights as adopted, amended and interpreted by the American Library Association Council.

The Library sets the following goals for service in compliance with these documents:

- To serve Somerset County residents regardless of age, background, interests, abilities, origin or education and,
- To develop the Library collection with flexibility, open-mindedness, and responsiveness to the community's changing needs.

The Library will select, organize and make accessible materials and other resources for the interest, information and enlightenment of all county residents. Those items which the Library is unable to provide through its collection will be requested through the network services of the Eastern Shore Regional Library or other libraries.

See Appendices:

Appendix A: Freedom to Read

Appendix B: Freedom to View

Appendix C: Library Bill of Rights

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 building location 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 materials, however, must rest with the Director, based on the needs of the community and the collection.

Section 3: Criteria for Selection

When making decisions to acquire or discard library materials no item can be indisputably accepted or rejected by any one established standard. 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' and staff's reviews
- Authority and competence of the author
- Clarity and accuracy of presentation
- Public demand
- Suitability of style and reading level for the intended audience

The Library may be restricted by limited demand, budget, or space from providing materials on every topic. However, the purposes, resources and loan services of the Eastern Shore Regional Library and the State Library Resource Center are recognized and will be called upon to supply to local patrons those items beyond Library scope and budget.

The Library acknowledges an interest in Somerset County history and attempts to provide a limited collection of such materials. In addition, the educational, cultural, commercial and civic enterprises of individual communities will not be ignored when considering materials for inclusion in the Library collection.

The Somerset County Library System recognizes its special role in the community libraries to serve as both public libraries and school media centers. While the school system retains primary responsibility for the needs of the school audience, the public library will attempt to provide supplementary materials to assist students and teachers in their endeavors. Provision of such materials is also the policy in the county's non-school based library branches.

Selection criteria apply equally to all formats of library materials. Books, newspapers, paperbacks, magazines, pamphlets, films, recordings, and any new types of materials 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 Free Access to Libraries for Minors as interpreted from the Library Bill of Rights.

See Appendices:

Appendix D: Free Access to Libraries for Minors

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

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 are added on a continuing basis in compliance with the criteria set forth in this document. Materials initially considered not to fit the selection criteria, may later be reconsidered and included in the collection.

Also, materials are withdrawn regularly from the Library collection. The following criteria are consulted when considering materials for withdrawal:

- Severely outdated and misleading information
- Duplicate copies in excess of current demand
- Worn or damaged copies
- Materials no longer in sufficient demand
- Space limitations (*Revised Dec. 13, 2006 at Board of Trustees Meeting*)

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

Undamaged materials withdrawn from the Library collection will be sold at sales as designated by the Board of Library Trustees or will be donated to other agencies (e.g., Somerset County Headstart).

The Library accepts with appreciation, gifts of books and other library materials, but 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. Magazines entered in the name of the Library and arriving free without prior arrangement are generally discarded as received. 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.

See Appendices:

Appendix F: State on Labeling

Appendix G: Restricted Access to Library Materials

Appendix H: Reevaluating Library Collections

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 library staff or Board members. A copy of this document will be offered and explained to the patron. The opportunity to speak with the Library Director will also be offered. If the patron wishes reconsideration of the material based on the interpretation of the collection development policy, a Request for Reconsideration form will be given to the patron. This form should be completed and returned to the Library Director. The Director will respond to a written request within ten business days. If the action taken by the Director is not satisfactory, the patron may request reconsideration by the Board of Library Trustees.

See Appendices:

Appendix I: Resolution on Challenged Materials

Appendix J: Request for Reconsideration Form

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.

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 floppy disc on “A” drive or 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.

Exhibit/Display Proposal Form

Exhibits must be scheduled through the Library Director and/or Branch Managers. Exhibits may be shown subject to the time, place, and manner determined by the Library. Library sponsored exhibits shall receive first priority. Exhibits shall be shown on a space available basis. Commercial exhibits are not accepted and no exhibit may advertise materials for sale. Price information may not be displayed or be provided by staff. Displays may be exhibited for no longer than four weeks. No exhibit shall interfere with the operation of the Library or pose a physical hazard to Library patrons or staff.

Name of Organization: _____

Address of Organization: _____

Phone Number of Organization: _____

Fax Number: _____

Name of Contact Person: _____

Daytime Phone No: _____

Position of Contact Person (with Organization): _____

Address of Contact Person: (If different than organization)

Nature of Organization: _____

Date: _____

Somerset County Library Exhibit/Display Application Form

Please print this form to fill it out. You may mail it to us, submit it in person, or fax it to us. Alternatively, you may copy, paste, edit and e-mail it to the Library Director at gsheldon@somelibrary.org.

EXHIBITOR: Name: _____

Contact person, if group: _____

Address: _____

Telephone: _____ day _____ evening

May we give this information to the public, if asked: Y or N (circle one)

EXHIBIT:

Title: _____

Medium: _____

Space Requirements: _____

Number of pieces: _____

OTHER INFORMATION:

Dates you would like exhibit to run: _____ to _____

Do you have information for publicity or ready-made publicity?

Y or N

If yes, please attach.

Do you need to schedule the conference room for an event coinciding with your exhibit?

Y or N

If yes, please see our librarian and schedule that separately.

WAIVER OF INSURANCE:

I have read and agree to abide by the Exhibit Policy of Somerset County Library.

I hereby do not hold Somerset County Library liable for any damages, injuries, theft, etc. while said artist/exhibitor is displaying his/her works at the Library.

Signature of Artist/Exhibitor _____

Date: _____

Signature of Librarian _____

Gift, Donation, and Naming Rights Policies

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 the 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.
 - 5.1. 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.
 - 5.2. 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 Policy

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 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.

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.

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

- Overdue materials are fined at a rate of 10 cents per item per day up to a maximum of the cost of each item.
- 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.

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

Library Card Application – Adult

Please Review these policies before completing the application:

- Photo identification with current address is required. 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 a utility bill.
- All materials checked out on your 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.

Please Print:

Mr/Ms/Mrs _____ First _____ MI _____ Last _____ Jr/Sr _____

Date of Birth: _____/_____/_____

Street/Route/Box#/Apt# _____

City/State/Zip _____

Home Phone _____ Work Phone _____

Email Address _____

Which Library Branch do you use the most? _____Crisfield _____Ewell _____Princess Anne
Please help us provide better library service by answering the following questions:

Age Group: _____18-34 _____35-54 _____55-64 _____65+

Education: _____0-11th _____Completed HS _____College Graduate _____Post Graduate

Student at: _____Salisbury University _____UMES _____Wor-Wic _____Other

Applicant's Identification:

MD driver's license or other identification. Students may show school ID. This must be shown to a staff member.

I am applying for the privilege of using the library. I agree to comply with the rules and regulations concerning the use of the library. A complete policy manual can be found online at www.somelibrary.org

Signature

Date

Library Card Application – Youth

Please Review these policies before completing the application:

- Children under 18 must be accompanied by parent or legal guardian when applying for and/or picking up a card in the library. The parent or guardian must accompany the child to 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 to register a card for the child.
- Youth under 18 must have the permission of a parent or guardian in order to borrow DVD's
- 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.

Please Print:

Child's First Name _____ MI ____ Last Name _____ Jr/Sr ____

____ Male ____ Female Date of Birth: ____/____/____

Email Address _____

Name of Parent/Guardian:

Mr/Ms/Mrs ____ First _____ MI ____ Last _____ Jr/Sr ____

Street/Route/Box#/Apt# _____

City/State/Zip _____

Home Phone _____ Work Phone _____

Which Library Branch do you use the most? ____ Crisfield ____ Ewell ____ Princess Anne

Please help us provide better library service by answering the following questions:

Age Group: ____0-4 ____5-9 ____10-13 ____14-17

Grade: ____K-5th ____6th-9th ____10th-12th

Parent/Guardian's Identification:

MD driver's license or other identification. Students may show school ID. This must be shown to a staff member.

I am applying for the privilege of using the library. I agree to comply with the rules and regulations concerning the use of the library and I accept responsibility for my child's actions regarding this privilege.

Signature of Parent/Guardian

Date

DVD Permission: ____ (Yes) ____ (No) The Library Board of Trustees approved a policy which allows children under age 18 to check out DVDs only if their parent/guardian has signed permission. Please sign below if you want your child to be able to check out DVDs.

Signature of Parent/Guardian

Date

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 library welcomes the use of its meeting room by non-profit groups for civic, educational, community and cultural activities. All meetings must be open to attendance by the general public. Library programs have first priority in scheduling the meeting room.

Use of the meeting room is free. No admission fee may be charged, nor a collection be taken, unless the taking of such fee or collection has been approved by the Board of Library Trustees or Library Director prior to the event.

All public notices, flyers, news releases and announcements about meetings must make clear who the sponsoring body is and must not create an impression that the program or meeting is a library sponsored event.

The Somerset County Library System, its Board of Trustees and employees assume no responsibility for the actions, opinions, or expressed points of view of the organizations that sponsor or host meetings or the individuals who attend meetings and events on library premises.

Any adult over 18 years of age may reserve the room. Reservations are confirmed by completing an application form. Reservation requests must be approved by library staff. Reservations may be made in up to six months in advance, for non-library functions.

The applicant is responsible for leaving the room in the same condition in which it was found. The person is financially responsible for any damage to the room, furniture, carpeting or equipment. Refreshments and use of kitchen facilities are allowed. Food trash must be bagged and deposited in the trash can in kitchenette.

All organizations or individuals reserving the library space assume complete responsibility for the general safety of their groups and the general library public during meetings. Failure to do so shall be cause for future denial of meeting room privileges.

Laptop, projector, DVD player/monitor and projection cart are standard equipment.

Regulations

- Literature and/or equipment may not be stored at the library.
- The library is not responsible for lost or stolen items.
- The legal meeting capacity of the room is 80 people. The legal banquet capacity of the room is 40 people. Set-up of the room is not provided.
- No animals allowed, except guide dogs or other animals that provide assistive services for persons who are differently abled.
- No alcohol and no smoking allowed.

Future use of the meeting room may be denied to any group failing to comply with these regulations.

To schedule a time for a meeting, call 410-651-0852. If you have any questions or need additional help please contact the Princess Anne Library Branch Manager at 410-651-0852, ext. 113.

Programming Policy

Somerset County Library offers programs that support our patrons in their home lives, their learning, and their leisure activities. In planning programs, the Library considers:

1. The Library's Long-Range-Plan
2. Regional needs
3. Purpose of the program
4. Quality of the presentation
5. Appropriateness of content to the audience
6. Other programs available in the community

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.

Quality programs form an integral part of library service. Therefore, Somerset County Library will provide staff, materials, and training to maintain quality programming.

In addition to program time for the presenter, there may be other staff requirements. Programs with anticipated large attendance may require additional staff or volunteer help to assist with the program. It is important that ample staff be available to provide assistance to library audiences before, during, and after the program.

Tours are given at the request of a group or individual. Tours may be considered a program if there is preparation of materials and information involved.

Programs Offered

Pre-School Storytime most often Preschool Storytime consists of 8-10 week series in Fall/Winter (October through December) and Winter/Spring (February through April) plus weekly storytimes in summer for the public or individually at the request of the community group.

Elementary School Programs include those programs presented in conjunction with a public or private school.

Elementary Programs may be scheduled more frequently in summer and during other school vacations. These guidelines include programs presented to the public, to groups, and to schools. The programs may take place in the library or in the community.

Teen Programs include both programs scheduled for the public and those presented in conjunction with schools. Again the programs may take place in the library or in the community.

Summer Reading Programs are presented in conjunction with the Summer Reading calendar and are based on the annual theme as selected by Maryland Division of Library Services.

Adult Programs include both programs scheduled for the public and those presented in conjunction with other community organizations. These programs may take place in the library or elsewhere in the community.

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, flyers/handouts, posters, etc.

Privacy of Patron Records Policy

Confidentiality

The information that Somerset County Library requires a person to provide in order for that person to become eligible to borrow books and other materials, as well as information identifying the individual borrowing particular books or materials, are "confidential" in nature. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public. This restriction shall include the press and any agency of State, Federal, or local government. The release of statistical information is permitted provided no individual is identified in the information released.

Procedure for Access

Library staff shall observe the following procedures:

On receipt of any legal process, order or subpoena, the Library staff member in charge will immediately consult with the Library Director or President of the Board of Trustees. All

requests shall be referred to the Library Director for appropriate disposition. The Library Director will consult with the County Attorney to consider appropriate action. Until the legality of such process, order or subpoena has been affirmatively shown to the satisfaction of the County Attorney, the Library will resist its issuance or enforcement until any such defect has been cured.

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.

Rules of Conduct

- Respect other library users
- Respect library staff
- Respect library facilities, including materials, computer, equipment and resources
- Children under the age of eight must be accompanied at all times by a parent, caregiver, or someone over the age of 16
- Protect your personal property; the library is not responsible for lost or stolen property
- Library staff have the authority to enforce Rules of Conduct
- Unacceptable behaviors include but are not limited to:
 - Behaving in a violent or threatening manner
 - Creating a public disturbance, e.g. talking loudly, rowdiness in library, using electronic devices without headphones, or volume of headphones is too high
 - Using obscene or abusive language
 - Bringing in animals, other than guide dogs, in the building
 - Using cell phones (cell phones are allowed in the lobby of the library)
 - Eating and drinking
 - Leaving children under the age of eight unattended
 - Moving library furniture, including tables and chairs
 - Engaging in any activity or behavior that violates local ordinances or is illegal under state or federal law, e.g., smoking in building, panhandling, possession of firearms or weapons, assault, etc.
 - No loitering. [See Loitering Policy](#) (page 28).
 - Sleeping in the library or on library property
 - Stealing or defacing library materials or property
 - Not wearing shirts or shoes
 - Offending others with body odor or personal hygiene
 - Failing to follow rules pertaining to use of materials, computer, equipment and building

Rules for Computer Use

- Only one person per computer
- Adhere to the Internet Use policy
- 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

Consequences for Violating Rules

- Library staff have the authority to enforce Rules of Conduct
- Depending on the nature and frequency of the behavior, consequences may include loss of library privileges for a specified period of time
- Staff may call upon law enforcement
- Staff may request patrons to show their library cards and other documents (driver's licenses, school ID, e.g.) for purposes of identifications

Safe Child Policy

Children under the age of 8 must be accompanied by a responsible person (age 16 or older) at ALL times while in the library AND on the grounds. The library cannot assume responsibility for the safety of young children.

Children ages 8 through 10 must have a responsible person (age 16 or older) present inside the library AND on the grounds. All patrons will be expected to display appropriate behavior, conducive to maintaining a safe and peaceful atmosphere while in the building.

Children too sick to attend school or day care are too sick to attend the library. Staff may ask patrons to leave if adults or children exhibit symptoms of flu or other severe illness.

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

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

- A. When representing the SCLS via social media, personnel shall:
 - 1. Conduct themselves at all times as representatives of SCLS, and, accordingly, adhere to all associated standards of conduct;
 - 2. Identify him or herself by name as SCLS personnel;
 - 3. Not make statements about patrons, or post, transmit or otherwise disseminate confidential information in violation of the SCLS's Privacy Policy;
 - 4. Not represent postings as official SCLS policy, unless this has been clearly approved by the Library Director;
 - 5. Not conduct political activities or private business.
- B. SCLS personnel are prohibited from using library computers to access social media sites when this activity interferes with regular duties.
- C. 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

- A. SCLS has no affiliation with any advertisements or other material posted by third party sites or software.
- B. 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.
 - 1. 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:
 - a. Plagiarized material;
 - b. Copyright or trademark violations;
 - c. Off-topic comments;
 - d. Commercial material/spam;
 - e. Duplicate posts from the same individual;
 - f. 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;
 - g. Defamatory, abusive, obscene or potentially libelous comments;
 - h. Personal comments about individuals, including attacks, insults, threatening language, or;
 - i. Images, executable programs of any non-textual content.
 - 2. Persons who repeatedly violate these terms may be barred from further postings.
 - 3. 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

- A. Social media can be used for community outreach and engagement by:
 - 1. Demonstrating SCLS resources;
 - 2. Announcing program offerings, special events and services, and service interruptions;
 - 3. Providing a public forum to facilitate the sharing of ideas, opinions, and information about library-related subjects and issues;
 - 4. Providing reader's advisory service through staff book lists and recommendations;
 - 5. Providing quick response to information requests from the community.
- B. Social media can be used for marketing by:
 - 1. Extending beyond traditional media sources in order to reach new users from younger demographics;
 - 2. 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.
- C. Social media can be used to make time-sensitive notifications related to:
 - 1. Library facilities closures;
 - 2. Changes to special events;
 - 3. Availability of government documents/forms and related deadlines.

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 Boy Scouts working on advanced awards are also classified as student interns.

Statement of Purpose

Somerset County Library 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, 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 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 (newspaper announcement, in-library publicity, requests through volunteer coordination organizations), to meet specific as well as general project needs. Recruitment shall be the responsibility of the Library Director and/or Branch Managers.

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, staff members 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. There will be no formal evaluation process for volunteers.

PLEASE NOTE: All volunteers working with children will either be supervised at all times by a library employee OR have had a background check performed (at their own expense).

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. A representative of the school or college will usually be involved in developing the job description and outline of the project.

The professional staff member who shapes an individual project will be responsible for the training and supervision of the student intern. Interns can be very valuable to the Library, but the Library must also offer a genuine educational opportunity. Because much staff time will be required, each project must be carefully planned and approved by the Library Director before the intern is accepted. Participation in student internship programs shall be considered a privilege which may be revoked 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 and should not conflict with school schedules.

A method and schedule for evaluation will be agreed upon between the supervising librarian and the school or college 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. In light of the time and expense involved in training and supervising volunteers, the Library may decide to discontinue or change a volunteer's service assignment, which it determines is not beneficial.
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.

Orientation for Volunteers

1. Introduction of the person doing orientation and introduce volunteers.
2. Review volunteer policy, Library Bill of rights, and confidentiality.
3. Discuss specific job description and parameters of the job.
4. Inform volunteers of dress code.
5. Inform volunteers about breaks.
6. Discuss with volunteers the seriousness of the Library Bill of Rights, confidentiality, policies and procedures, and what constitutes dismissal.

- Examples of cause for dismissal:
 - a. Giving out a patron's address or phone number to another person.
 - b. Not letting a person check out a book of their choice (it does not matter what the volunteer thinks about the book).
 - c. Discussing with anyone what someone else has checked out.
 - d. Violating Library policies.
 - e. Hand out volunteer badge.

Be sure volunteer has filled out Volunteer Information Form, has been given Library Bill of Rights, and has been given the procedures for the job they are to do.

Rights and Responsibilities of Staff Working with Volunteers

1. To provide an accurate job description.
2. To prepare professional staff.
3. To prepare all participants through an orientation.
4. To offer a well-planned program of training and supervision.
5. To be ready to place the volunteer.
6. To treat volunteers as co-workers with acceptance and trust.
7. To avoid confusing jargon.
8. To give the volunteer a significant task.
9. To continue to inform the volunteer.
10. To give the volunteer proper recognition.
11. To evaluate with the volunteer.
12. To provide opportunities for the volunteer's personal growth.
13. To demonstrate appreciation for the volunteer's efforts.

Somerset County Library Volunteer Application

I. Personal Information

Date:

Name:

Date of Birth:

Address:

City:

State:

Zip:

Telephone (home):

Telephone (cell):

Email Address:

II. Employment Information

Current Employer:

Position/Title:

Duties include:

Other Employment Experience (briefly describe):

III. Education Information

High School: ___Diploma ___GED

Current school attending (if any):

Grade:

Circle highest level of education completed:

1 2 3 4 5 6 7 8 9 10 11 12 Undergraduate Post-Graduate
Doctorate

IV. Volunteer Information

Have you ever volunteered before? ___Yes ___No If so, where?

Brief description of duties:

Please note the skills, abilities, or interests below that are applicable to you:

- ___ Shelf read books
- ___ Book displays
- ___ Gardening/landscaping
- ___ Saturday children’s story time
- ___ Programs (adults/children’s)
- ___ Technology Trainer (basic computer skills, specialty class – Digital Photography, etc.)
- ___ Job Skills Trainer (resume writing skills, interview techniques)
- ___ Other, please specify: _____

Experience with computers or electronic resources, please list:

Other special interests, skills, or hobbies:

Other organizations for which you currently volunteer:

Physical limitations? (Please list):

V. Schedule

- | | |
|---------------|------------|
| ___ Monday | Time _____ |
| ___ Tuesday | Time _____ |
| ___ Wednesday | Time _____ |
| ___ Thursday | Time _____ |
| ___ Friday | Time _____ |
| ___ Saturday | Time _____ |

VI. Background Information

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?

___Yes ___No If so, please list:

VII. Emergency Contact Information

Person to contact in case of an emergency:

Name:

Relationship:

Telephone (home):

Telephone (cell):

Name:

Telephone (home):

Telephone (cell):

VIII. Liability and Confidentiality Waiver

I, _____, do hereby agree to indemnify and hold harmless the Somerset County Library System from any and all claims or causes of action that may arise out of performance of my assigned duties. I waive any right of action I have against the Somerset County Library System in consideration of my participation as a volunteer.

I also understand that in my capacity as a Somerset County Library System volunteer, I may come into contact with confidential information. I agree to protect this information to the best of my abilities as a volunteer and not to divulge it during or after my service as a volunteer has ended.

Printed Name: _____ **Date:** _____

Signature: _____

Corbin Memorial Library
4 East Main Street
Crisfield, MD 21817
410-968-0955

Princess Anne Library
11767 Beechwood Street
Princess Anne, MD 21853
410-651-0852

Visit us online: www.somelibrary.org

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)

1. Resource on which you are commenting:

____ Book ____ DVD ____ Display

____ Magazine ____ Library Program ____ Audio Recording

____ Newspaper ____ Electronic information

____ Other _____

Title _____

Author/Producer _____

URL _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

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

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