

Gloucester County
Public Library System
Policy Manual

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Gloucester County Library Board of Trustees

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Gloucester County Public Library System

Policy Manual

Introduction

The policy manual for the Gloucester County Public Library System (hereafter referred to as Gloucester County Public Library) was developed and approved by the Gloucester County Public Library Board of Trustees and the Director of Library Services. Amendments to the policy manual may be made by the Trustees and Director as needed.

Gloucester County Public Library cooperates with the Library of Virginia and regional library systems to provide quality service to the community.

In addition to these policies, the Gloucester County Public Library supports the American Library Association's Library Bill of Rights and ALA accepted interpretations, Freedom to Read Statement and its policy recommendations, Code of Ethics, Free Access to Libraries for Minors, and Freedom to View Statement. These documents may be found at the end of this manual.

Recommended procedures for implementation of these policies may be found in the Gloucester County Public Library Handbook.

Mission Statement

The Gloucester County Public Library System promotes reading, fosters lifelong learning and provides informational, educational and cultural resources.

Animals in the Library

Only animals that are part of a Library program or service animals that are leashed or harnessed are allowed in the Library. (See Code of Virginia 51.5-44 E)

Donations

Monetary Donations

Monetary donations are accepted. A donation form is available at the circulation desk and should be completed by the donor.

Other Donations

Gloucester County Public Library accepts donations of library materials and related items. These materials will be evaluated using the same criteria as purchased materials and deposition of these materials will be determined by Library staff.

Fines and Fees

Gloucester County Public Library Board of Trustees delegates responsibility for setting fines and fees to the Director of Library Services. Proposed changes will be reported to the Gloucester County Public Library Board of Trustees before implementation.

Holidays

The Gloucester County Library System will be closed on State and Federal holidays, Easter Sunday, Mother's Day, Father's Day, and other times when designated.

Internet

Electronic resources shall not be used for sending, receiving, viewing, or downloading illegal material in accordance with State and Federal law.

Parents or guardians of children 17 years or younger must assume responsibility for their child's use of the Library's Internet service by signing the *Internet Guide for Children* form, available at the circulation desk.

Liability

Gloucester County Public Library is not responsible for the loss of or damage to personal items on Library property.

Library Displays

Gloucester County Public Library displays are used to exhibit materials, services, and events. All displays must have the approval of the Director of Library Services, and approvals do not constitute endorsements.

Organizations using display areas must be non-profit, non-commercial, non-political, and non-religious. Library-sponsored displays have priority for areas used for exhibits.

Library Programs

The Gloucester County Public Library presents and sponsors a variety of events and programs for the public.

The appropriateness of a program is left to the discretion of the participants or the parents, legal guardians, or designated caregivers.

All programs must be approved by the Director of Library Services.

Meeting and Study Rooms

Gloucester County Public Library has meeting room spaces for public use. Priority for use is given to Gloucester County Public Library and the County of Gloucester.

Permission to meet on Library property does not constitute endorsement by the Library.

Additional information is available in the *Gloucester County Facilities Use Policy Manual*.

Non-Discrimination

Gloucester County Public Library does not discriminate on the basis of age, race, color, sex, religion, national origin, political affiliation, sexual orientation, or disability.

Notices and Handouts

Gloucester County Public Library will post notices, as space permits, for events in Library meeting rooms and for charitable, educational, historical, governmental, recreational groups, and associations or Section 501(c)(3) organizations located within Gloucester County, or for such institutions, associations, or organizations that regularly provide services to residents of Gloucester County.

Handouts must be approved by the Director of Library Services for placement in designated areas.

Posting notices and distribution of handouts does not indicate endorsement of the sponsoring organizations or the contents of the handouts by Gloucester County Public Library.

Overdue and Lost or Damaged Materials

Daily fines will accrue for overdue materials. Replacements fees will be charged for lost or damaged materials.

Fines and/or fees accrued by a minor are the responsibility of the adult sponsor who signed the minor's card application.

Information on outstanding patron accounts exceeding six months is sent to the Gloucester County Treasurer for collection.

Petitioning

No petitions may be presented for signatures within Gloucester County Public Library facilities, including its mobile unit. Individuals conforming to local ordinances have the right to solicit signatures for petitions outside Library buildings or the mobile unit so long as they do not hinder Library patrons or staff.

Photography/Recording

All cameras, cell phones, video-recorders, camcorders, webcams, any other electronic devices and/or equipment used for photography, picture taking or recording shall be prohibited from use at all Gloucester County Public Library locations, unless permission to use said equipment has been granted by the Director of Library Services or designee.

Revocation of Library Privileges

The Director of Library Services or designee has the authority to suspend or revoke Library privileges in accordance with the criteria set forth below and/or deemed necessary by the Director of Library Services to avoid disruption of Library operations.

Causes include:

1. Continued or repeated failure to return materials or pay fines.
2. Failure to abide by the Library's Code of Conduct.

Selection of Library Materials

Gloucester County Public Library Board of Trustees delegates to the Director of Library Services the responsibility of selecting and maintaining the Library's collection. Given the diverse backgrounds and interests of those served, items selected may not appeal to all users and should not be taken as endorsements of contents, points of view or opinions expressed of authors or creators of the materials.

Solicitation

No solicitations or political activities will be permitted on Library property.

Supervision of Children

A parent, guardian, or caregiver must be responsible for the care and supervision of their children under the age of 13 while on Library property.

Volunteers

Volunteers are accepted when their skills and abilities match the needs of the Gloucester County Public Library.