

PUBLIC SERVICES POLICIES

(ACCESS POLICIES)

APPOMATTOX REGIONAL LIBRARY SYSTEM

ADOPTED BY THE APPOMATTOX REGIONAL
LIBRARY SYSTEM BOARD

TABLE OF CONTENTS

Section One: Eligibility for Use and Registration

- 1.1 Residents
- 1.2 Nonresidents
- 1.3 Institutions
- 1.4 Governments
- 1.5 Disability Access
- 1.6 Suspension of Library Privileges
- 1.7 Reinstatement of Library Privileges
- 1.8 Replacement of Library Cards
- 1.9 Applying for Library Card When Patron Possesses a Card with Another Library

Section Two: Borrowing of Materials

- 2.1 Borrowing Books and other Materials
- 2.2 Renewing or Extending Loan Periods
- 2.3 Overdue Materials
- 2.4 Lost Materials
- 2.5 Damaged Materials
- 2.6 Suspension of Borrowing Privileges
- 2.7 Reinstatement of Borrowing Privileges
- 2.8 Confidentiality of Records

Section Three: REMOVED

Section Four: Interlibrary Loan

- 4.1 Borrowing from Other Libraries
- 4.2 Lending to Other Libraries

Section Five: REMOVED

Section Six: Reference Services

- 6.1 Scope of Reference Services
- 6.2 "Book a Librarian" Service

Section Seven: Special Collections

- 7.1 Permanent Special Collections
- 7.2 Temporary Special Collections

Section Eight: Programs and Special Events

- 8.1 Library Sponsored Programs and Events
- 8.2 Other Events and Programs

Section Nine: Displays and Exhibits

- 9.1 Library Sponsored Displays and Exhibits
- 9.2 Outside Agency Sponsored Displays and Exhibits

- 9.3 Guidelines for Mounting Art Displays at ARLS
- 9.4 Display and Distribution of Free Materials

Section Ten: Discarding, Disposal, and Sales

- 10.1 Discard of Library Materials
- 10.2 Disposal of Library Materials
- 10.3 Sales of Goods and Materials

Section Eleven: Outreach Services

- 11.1 Institutions
- 11.2 Delivery Services Between System Libraries

Section Twelve: Use of Library Meeting Rooms

- 12.1 Group Use of Library Space

Section Thirteen: Rules of Conduct for Library Users

- 13.1 Appropriate Library Conduct
- 13.2 Unreasonably Disruptive Behavior
- 13.3 Highly Disturbing Behavior
- 13.4 Unattended Personal Property
- 13.5 Staff Safety Policy
- 13.6 Unattended Children
- 13.7 Smoking
- 13.8 Food and Drink

Section: Fourteen: Complaints and Chain of Authority

- 14.1 Comment Boxes
- 14.2 Website
- 14.3 By Telephone
- 14.4 In Person

Section Fifteen: Availability of Service

- 15.1 Hours of Library Building Operation
- 15.2 Holiday Closings
- 15.3 Carson Caboose
- 15.4 Emergency Weather and Other Situational Closings
- 15.5 24-Hours Web Page Access

Section Sixteen: Use of Library Computers

- 16.1 Technology Goals
- 16.2 Computer and Network Resources
- 16.3 Public Online Access
- 16.4 Responsibilities of Technology Users
- 16.5 Time Limits
- 16.6 Printing
- 16.7 Copyright
- 16.8 Social Media Policy

Section Seventeen: Public Use of Fax Transmissions

- 17.1 Location Availability
- 17.2 Cover Sheet
- 17.3 Costs
- 17.4 Incoming Faxes
- 17.5 Content Responsibility

Appendices

- A. Library Mission Statement
- B. American Library Association Bill of Rights
- C. American Library Association Freedom to Read Statement
- D. School Library Media Bill of Rights
- E. Art Display Request Form

SECTION ONE: ELIGIBILITY FOR USE AND REGISTRATION

1.1 Residents

REV 6/20/17

All residents of the City of Hopewell, Prince George County, and Dinwiddie County, regardless of age, are granted full use of all services of the Appomattox Regional Library System.

1.2 Nonresidents

REV 6/20/17

Everyone is welcome to use the services of the Appomattox Regional Library System on library property. The Administration reserves the right to determine if nonresidents may be granted extended privileges. Nonresidents are able to reserve and use the library's meeting spaces as provided in Section 12 of these policies.

1.3 Institutions

REV 6/20/17

Administration reserves the right to grant library privileges to institutions, including borrowing privileges, with the assurance that the institution follows all regulations stated in these policies or established in the library's procedures.

1.4 Governments

REV 2/28/01

The Appomattox Regional Library System serves as an informational agency to the local governments of Hopewell, Prince George County, and Dinwiddie County. All possible cooperation and service will be rendered to agencies of these governments.

1.5 Disability Access

REV 6/20/17

The Appomattox Regional Library System does not discriminate on the basis of disability in the admission or access to its programs and activities or in employment with the library.

All new facilities of the Appomattox Regional Library System shall be fully accessible to patrons and staff. The Appomattox Regional Library System will strive to maintain its current facilities to be fully accessible to all patrons and staff.

1.6 Suspension of Library Privileges

REV 6/20/17

The Appomattox Regional Library System reserves the right to withdraw or suspend the library privileges (including being present on library property) in the event that any of the public use policies are disregarded. The Appomattox Regional Library System also reserves the right to suspend the library privileges of any individual or institution which acts in an inappropriate manner that interferes with other individuals use of library services. Anyone who has privileges suspended may appeal this action to the Library Board of Trustees.

1.7 Reinstatement of Library Privileges

REV 2/28/01

The Appomattox Regional Library System reserves the right to reinstate the library privileges of an individual once the administration judges that the suspended individual will not break library rules or act in an inappropriate manner that will disturb other patrons.

1.8 Replacement of Library Cards

REV 6/20/17

Staff will replace worn or damaged cards at no charge. As a courtesy, the Appomattox Regional Library System will replace the first lost card at no charge. The library will replace subsequent lost cards at a rate of \$1.00 per card.

1.9 Applying for Library Card when Patron Possesses a Card with Another Library

REV 6/20/17

If a patron applies for an Appomattox Regional Library System library card and ARLS determines the patron owes more than \$2.00 to another library, the patron will be denied an Appomattox Regional Library System card until the patron pays the amount necessary to bring the patron's debt under \$2.00.

SECTION TWO: BORROWING OF MATERIALS

2.1 Borrowing Books and other Materials

REV 4/18/2023

Library borrowing privileges shall be granted to any individual who qualifies under sections 1.1 and 1.2 of this document and makes proper application for such privileges.

Proper application for library borrowing privileges includes providing the library with necessary personal information, promising to comply with all library rules, agreeing to pay promptly all fines and damages incurred, and agreeing to give immediate notice of any change of address. Any child under age 15 may be granted library privileges provided the parent or legal custodian of the child makes a proper application or such application is endorsed by the child's parent or legal custodian.

Circulating Items: Library items, with the exception of special equipment, circulate for a period of three weeks. Each patron may check out a total of 50 items at a time.

Reference Items: Reference items may be borrowed from an ARLS library only when a supervising reference librarian has given special permission.

2.2 Renewing or Extending Loan Periods

REV 6/12/2017

Items, unless on request for another patron, may be renewed up to three times. An item on request for another patron may not be renewed.

2.3 Overdue Materials

REV 4/18/2023

The Appomattox Regional Library does not charge overdue fines. Items checked and not returned after the original circulation period and renewals as provided in 2.1 and 2.2 will be determined to be Lost Materials as provided in 2.4. However, upon return of the circulated item, any charges for Lost Materials on a patron's account will be removed and the patron will only be subject to Damaged Material charges as provided in 2.5. Refunds of any payments made for Lost Materials as provided in 2.4.

2.4 Lost Materials

REV 4/18/2023

Circulating items move into Lost Materials status 42 days after the final return date, including the initial circulation period and any allowed renewals. The patron who loses an item is liable for the replacement cost and any fees for the item as determined by the library and such amount is added to the patron's account. The charges will be removed upon return of the item.

The library does not accept replacement copies purchased by patrons from outside vendors. If a patron pays for a lost item and the item is returned to the library within 90 days of payment, the library will refund only the cost of the lost item. The library does not refund payments more than 90 days after receipt. Administration may use outside agencies to assist in the collection of lost items and replacement costs.

2.5 Damaged Materials

REV 5/17/11

If an item is returned in damaged form by a patron and the library determines that the item must be replaced, the patron who had the item on loan when it was damaged is liable for the replacement cost of the item or missing and/or damaged parts as determined by the library.

2.6 Suspension of Borrowing Privileges

REV 4/18/2023

It shall be within the authority of the library to suspend library-borrowing privileges of library patrons in the following instances:

- Patrons who are negligent in making payment for damaged or lost materials.
- Patrons whose accumulated Lost or Damaged Material charges are in excess of \$15.00.
- Minors whose library privileges are to be suspended at the written request of the parent or legal custodian.

Any patron whose library borrowing privileges are suspended shall have the right to appeal such action to the ARLS Board of Trustees.

2.7 Reinstatement of Borrowing Privileges

REV 6/20/17

The library shall reinstate library-borrowing privileges as follows:

- For patrons whose library privileges were suspended because of lost materials, library-borrowing privileges shall be reinstated upon return of the materials in good condition and payment of outstanding ~~finer~~ or fees. If materials are not returned in good condition, the patrons must pay the damaged material charges as provided in 2.5 of these policies.
- For patrons whose accumulated fees are in excess of \$15.00, privileges shall be reinstated upon payment of these fees.

For minors whose privileges have been suspended at the request of a parent or legal custodian, privileges shall be reinstated with the written approval of the parent or legal custodian. Patrons 16 years of age or older may apply for their own library card without parental or legal guardian's permission.

2.8 Confidentiality of Records

REV 6/20/17

The following records are excluded from the provisions of the Virginia Freedom of Information Act, Va. Code Ann. § 2.2-3705(3):

3. Information contained in library records that can be used to identify both (i) any library patron who has borrowed material from a library and (ii) the material such patron borrowed.

Accordingly, when any local, state, or federal official, or a private citizen, seeks to gain access to library personal data, the following principles and procedures shall apply:

Library personnel shall not reveal any personal data on library users or allow access to such records. Library circulation records are confidential and gathered for library purposes. These records are not to be used to disclose identities of individuals in connection with materials

borrowed from any facility of the Appomattox Regional Library System. Individuals seeking personal data from library records shall be referred to the Regional Library Director.

To protect the library user against invasion of privacy, the Regional Library Director shall withhold any information to be used for non-library purposes until served with a legal process, order, or subpoena which specifically identifies the information required and the purpose of such a request.

Upon advice of legal counsel, if defects are noted in the process, order, or subpoena, there shall be insistence made to proper persons that such defects are corrected before any records are released. No records shall be released until such process, order, or subpoena is proper and in full compliance with proper legal authority, whether local, state, or federal in nature.

Any problems or conditions relating to the privacy of a library user's personal data as recorded by the Appomattox Regional Library System which is not provided for in this policy statement shall be referred to the Regional Library Director. A decision on complying with the request shall be based upon proper study of the issues, and if necessary, upon the advice and counsel of the Chairman of the ARLS Board of Trustees and/or legal counsel.

SECTION FOUR: INTERLIBRARY LOAN

Revised 3/19/19

4.1 Borrowing from Other Library Systems

The Appomattox Regional Library System recognizes the borrowing of resources through interlibrary loan enables us to better serve the informational needs of our users. When an Appomattox Regional Library System patron, in good standing, requests an item not owned by the library system, an attempt will be made to borrow the item from another library system. Normally, there is no charge for this service; however, the library administration reserves the right to pass along any charges incurred in the delivery and return of the material. Furthermore, patrons are liable for any overdue fines or replacement costs associated with items that are borrowed from other library systems. ARLS fines are \$.10 per late business day with a maximum fine of \$4.00.

Because Interlibrary Loan involves items owned by institutions other than ARLS and because of the labor the service requires, certain restrictions and limits apply to Interlibrary Loan borrowing.

- ILL requests will not be processed for cardholders whose loan privileges are suspended due to expired registration, overdue library materials, the accrual of unpaid fines and fees of \$5.00 and over, or a record of returning items late. The Library reserves the right to limit or deny ILL service when circumstances regarding user status warrant such restrictions. PPLS patrons must have an ARLS library card in order to request interlibrary loans through ARLS. Interlibrary loan items must be picked up and returned to an ARLS branch.
- ILL item identification labels wrapped around the cover should stay on the item and NOT be removed by the borrower.
- Circulation restrictions imposed by the lending library apply to ILL materials.
- A patron may not request borrowing of the same material within a two-month period. Additionally any item cannot be requested more than 5 times in total, (even by different patrons) due to copyright restrictions on fair use.
- A maximum of 5 items may be requested and/or borrowed at any given time. Only one copy of a specific title may be requested and/or borrowed at any given time. ILL materials will be returned to the lending library if not checked out three days before its ARLS due date.

ARLS complies with the ALA Interlibrary Loan Code for the United States:

http://www.ala.org/Template.cfm?Section=Interlibrary_Loan&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31579

4.2 Lending to Other Libraries

ARLS does not provide this service presently through any online utility. If another library system sends ARLS an ALA Interlibrary Loan Form, however, ARLS will honor it and mail the requested item to the requesting library. Standard accepted ILL procedure will apply. ARLS declines to send DVD items through the mail, and will not loan items that are less than six months from their publish date.

SECTION 6: REFERENCE SERVICES

6.1 Scope of Reference Services

2/18/20

The Appomattox Regional Library System strives to answer all informational questions from the public in a timely manner. The library will make reasonable effort to answer patron's questions either by showing the patron how to retrieve the information themselves or by directly providing the information as suits the situation. When necessary, the library system will make referrals and/or contact outside sources to fully satisfy the patron's informational needs. Information questions will be answered using the best resources the library can access within reason considering time of request and cost of materials, other departments such as Inter-Library Loan may be utilized in such situations. Staff provide reference services in person, by phone, or online through email and the library's social media accounts.

6.2 "Book a Librarian" Service

2/18/20

Library users who require in-depth training from a librarian to master a task may request a session from a librarian. Examples of such tasks include:

- Setting up an email account
- Filling out an online job application
- Opening an account with an ebook provider.

These are intended only as training sessions and librarians will not complete personal tasks for the patron.

SECTION SEVEN: SPECIAL COLLECTIONS

7.1 Permanent Special Collections

REV 3/2/01

The Library System may maintain special collections on a permanent basis. A special collection consists of materials that warrant being kept separate from the general collection due to local interest, value, ease of accessibility, or needing special environmental considerations.

7.2 Temporary Special Collections

REV 3/2/01

The Library System may take materials from the general collection and temporarily place them in a separate special collection. Normally, this will be done to make it convenient for patrons to access a group of materials similar in nature for a particular period of time. The Library System may also create temporary special collections for displays honoring a person(s), event, or special time of the year, and also for promoting reading, education, and library services.

SECTION EIGHT: PROGRAMS AND SPECIAL EVENTS

8.1 Library Sponsored Programs and Events

Rev. 5/21/19

The Appomattox Regional Library System will offer special programs and events throughout the year to promote reading, literacy, education, and other efforts supported by the mission of the library system. All of these programs will be open to the public and free of charge. Due to space restrictions, there may be programs and events that will require advance registration. The library system reserves the right to limit attendance at a program, either through advance registration or on a first-come-first-served basis.

8.2 Other Events and Programs

Rev. 5/21/19

The library system reserves the right to schedule programs and events sponsored by outside organizations if they are consistent with the mission of the library system. All outside groups must adhere to the policies of this document including 8.1.

SECTION NINE: DISPLAYS AND EXHIBITS

9.1 Library Sponsored Displays and Exhibits

Rev. 04/20/2021

The Appomattox Regional Library System uses special displays or exhibits throughout the year to promote reading, literacy, education, and other efforts supported by the mission of the library system.

9.2 Outside Agency Sponsored Displays and Exhibits ———Rev: 04/20/2021

The library offers display space for the exhibition of artwork, crafts, and collections of unique, interesting or historically significant items to fulfill its mission to promote intellectual freedom, life-long learning, cultural and leisure activities, and to increase public awareness of the public resources. The use of library facilities for displays and exhibits by outside organizations is subject to review by a committee assembled from staff and Board of Trustee members as assigned by the director. Material being considered for display or exhibit must be in one of the following categories:

- Material produced by, or in co-sponsorship with local, state, or federal government agencies.
- Public service information produced by an established community organization.
- Art (not for sale). Art includes two and three dimensional items which are unique creations. The request to display art must be made by the original artist, the owner of the art or an organization authorized to display the artist's work.
- Historic relics or physical objects that inform the public of the area's history or represent topics of interest to the public.

Exhibit space is made available on an equitable basis to individuals or groups with respect to artworks that best meet the standards for acceptance. Displays and exhibits must be placed and removed at the direction of a library staff member as delegated by the library director. The library director may designate a librarian to be responsible for reviewing requests to display and coordinating the installation and removal of any display. The library director will make the final determination as to whether a display is acceptable under this policy at any of the library locations. The library assumes no responsibility for lost, stolen, or damaged materials. Exhibitors shall indicate in writing that they have been advised of this policy, and that they agree to hold the Board of Trustees and staff of the Appomattox Regional Library System blameless from any claims for loss or damage to exhibits.

Outside Agency Sponsored Display/Exhibit Rules

1. All exhibits are free and open to the public.
2. Materials displayed may not be for sale during the time of their presence in the library.

3. The library reserves the right to determine the length of time a display is presented. Library use of display areas takes precedence over any other use and the library reserves the right, without notice, to cancel the use of the display area by exhibits if the director determines that the display space is needed for library purposes.
4. Library-produced or solicited displays will have priority over displays proposed by non-library groups or individuals.
5. The library reserves the right to refuse display space to exhibits that, in its opinion, do not further the mission of the library.
6. The library is not responsible for ensuring that all points of view are represented in any single display.
7. The library is not responsible for the accuracy of statements made in displays, nor does the library endorse any statements of opinion or belief that are represented.
8. All displays will meet existing state and federal laws on obscenity, libel, defamation of character, or invasion of privacy.
9. The name and contact information for the group or individual preparing the display must be a part of the display.
10. Displays must not damage library facilities.

9.3 Guidelines for Mounting Art Displays at ARLS

Rev. 04/20/2021

- Exhibitors must first submit a Display Request Form provided by the library and receive approval to exhibit works.
- Artwork must have wire hangers or other applicable hanging fixtures which will work with the library's hanging display system.
- Artists must supply their own easels or display stands for free standing art.
- All artwork is to be hung or set up, and taken down by the artist.
- Pieces to be hung should weigh no more than 15 lbs
- Ladders or stools will be provided by the Library for use in hanging or removing pieces.
- No pricing information can be displayed in the library without the express authorization of the regional library director. The director reserves the authority to authorize pricing in connection with a library program such as, but not limited to, fundraising by one of the library's Friends of the Library groups.

9.4 Display and Distribution of Free Materials

Rev. 04/20/2021

The library, as practical, will attempt to disseminate current information of popular interest not readily available in other forms through the display of free non-profit brochures, notices of non-profit meetings, and non-profit cultural activities.

Priority will be given as follows:

- Library materials.
- Information generated by Hopewell, Prince George, and Dinwiddie governmental agencies.
- Civic, cultural, and educational information.
- Non-profit organizations that work to provide programming or other assistance to the library.
- Other non-profit materials which will be displayed on a first-come, first-displayed basis as space permits.

The library will not serve as a distribution point for organizations wishing to disseminate free copies of political (advocating a partisan viewpoint), moral, religious, or commercial tracts, or newsletters.

No materials may be distributed in the library system without permission of an appropriate supervisor. Materials will be discarded as soon as they are outdated, or in the case of undated materials, at the discretion of a librarian in charge of the facility. The display of an item does not constitute an endorsement by the library system.

SECTION TEN: DISCARDING, DISPOSAL, SALES

10.1 Discard of Library Materials

REV 3/16/10

Selection of items for discard will be guided by the library's Collection Development Policy, space considerations, unneeded duplication of existing holdings, obsolescence of content, low circulation, and un-repairable damage. Exceptions may be made in cases where an item is deemed to have value from the standpoint of local or state history, ownership association, or antiquarian significance. This policy applies equally to gifts and library-procured materials.

10.2 Disposal of Library Items

REV 5/21/19

Discarded library materials and gift items may be sold or donated to nonprofit or public-interest organizations, which sponsor book sales for fundraising purposes. Organizations supporting library services and located in the region will have priority.

Discarded library materials determined to have little or no potential for sale will be discarded by the library system in an appropriate fashion and recycled whenever possible.

Disposal of newspapers and periodicals will be determined by a librarian as assigned by the Assistant Director. When possible, these materials will be recycled or given to groups which will be responsible for picking up in a timely manner.

10.3 Sales of Goods and Materials

REV 3/16/10

Sales of goods and materials by library-related groups and government departments and agencies are permitted within the limits of time and space.

SECTION ELEVEN: OUTREACH SERVICES

11.1 Institutions

Rev. 2/18/20

ARLS will work with local institutions such as nursing homes etc., to provide access to library materials for people in their charge. This may take the form of institutional library cards. Such service will be carried out under the same policies as all patrons of the library system, with one caveat: the library may drop transportation service to sites that do not have enough patronage to be cost effective.

11.2 Delivery Services Between System Libraries

Rev. 2/18/20

In order to assure full access to all library materials of the library system by citizens of Hopewell, Prince George County, and Dinwiddie County, the Appomattox Regional Library System operates a regular delivery system between system libraries. Normal operation consists of three deliveries per week between all branches and Petersburg Public Library, but the number of deliveries may be altered at any time at the discretion of the Director or Assistant Director.

SECTION TWELVE: USE OF LIBRARY MEETING ROOMS

Rev. 11/9/22

12.1 Group Use of Library Space

The Appomattox Regional Library System welcomes the public using the library's facilities and meeting rooms for meetings and events which serve the community's needs for education, economic development, information, and cultural enrichment. The library does not discriminate in making premises available for use on the basis of race, sex, color, religion, disability, ancestry, national origin, place of birth, age, or political expression. Granting the use of its facilities does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.

Library facilities may be used for meetings by clubs and nonprofit organizations and businesses to the extent that such meetings do not prohibit general availability to the public. The library reserves the right to deny application for use based on availability of space, availability of staff, frequency of use, or as further outlined in this policy.

Room Reservation Rules:

1. All programs/meetings must be open to the public. This includes use by businesses and civic organizations. Declaring a meeting to be private is not permitted.
2. No individual or organization may use library rooms for profit-making activity. Reservation requests from non-profit organizations in the community are given preference. Activities designed to lead directly to the sale of goods and services are not permitted. Mandatory sign-in is not permitted. Local businesses may use designated meeting rooms for general business meetings such as board meetings, training sessions or work related seminars. General or special meetings of area civic organizations are permitted within the restrictions stated in these rules. Businesses may use the Nonprofit Resource Room and the Nelson Worley Board Room at the Hopewell Library and the Small Room at the Prince George Library for meetings. Businesses may use the Hopewell Manufacturing Association Room at the Hopewell Library and the Large Room at the Prince George Library for meetings for public presentations and for training purposes.
3. Admission fees may not be charged for attending meetings.
4. Fundraising activities may not be conducted in the meeting rooms unless approved and sponsored by the Appomattox Regional Library System.
5. The library is unable to accommodate the use of library meeting and conference room space for events of a social or personal nature (e.g. birthdays, funerals, wedding receptions, reunions, playgroups, etc.).
6. All publicity must carry the name of the sponsoring organization as well as contact information such as an email address or telephone number. The library cannot be identified as the sponsor, nor can the publicity list the library's telephone number. Library addresses and telephone numbers must not be listed or used as the official address of an organization or group using library meeting space.
7. Publicity materials promoting an activity in the meeting or conference rooms may not be placed in and around a library location without permission of the Assistant Library Director

for displays at the Hopewell Library or the Branch Services Manager for displays at any of the branches.

8. The library assumes no responsibility for loss, damage, or liability/injury that may arise through use of the facility.
9. The library uses an online reservation system for its meeting rooms and must include the library card of the person reserving the room. The patron of the library card attached to the reservation and any organization represented shall be financially responsible for any damage to the facility, furniture, and equipment during the period of use.
10. Non-compliance with policies, regulations, or to cooperate with library staff may result in forfeiture of room privileges.
11. In rare instances where the library has an emergency need to use a reserved space, the library will make every reasonable effort to assist the group to reserve another date or library facility or meeting room.

Facilities and Scheduling a Room:

The following scheduling policies are established to ensure community access is fair and as equitable as possible.

Library meeting rooms can accommodate between 2-110 people in a variety of settings across multiple branch locations. Patrons are encouraged to contact the library before making a reservation. Library staff will assist patrons in selecting a room which suits the user's needs. Room requests must be made by a library card holder of at least 18 years of age who will be in attendance. Reservations can be made 90 days in advance. One reservation per group, organization, or patron is allowed at one time; any subsequent booking may be requested after the time of the initial meeting. Rooms may be reserved for a maximum of four hours. Unreserved rooms may be used on a first-come-first-served basis.

Guidelines for Room Use:

- The library should be notified as soon as possible of meeting cancellations.
- The library will hold a reservation for half of the time reserved. If the person or group making the reservation is late more than the allotted time that reservation will be canceled and the room will be made available for another reservation. As an example, the library will hold the room available for the first 30 minutes of a one-hour reservation.
- Users of the meeting or conference room are responsible for setting up the room according to their own needs.
- Rooms are available during hours when the library is open to the public.
- Users may not enter library buildings before the regular opening time.
- Use of library meeting or conference rooms must conclude 30 minutes before the library closes and users must restore the furniture and the room to the order in which it was found.
- A user's equipment, supplies, or personal effects may not be stored or left in the building before or after use of the room.

- Attendance at events in meeting and conference rooms will be limited to the posted capacity of the room.
- Refreshments, excluding alcoholic beverages, may be consumed in meeting rooms, conference rooms, and study rooms.
- Outside food deliveries are permitted but cannot involve library staff assistance or facilitation.
- Organizations are required to provide their own utensils and supplies and to dispose of leftovers and waste. Aromatic foods are not permitted.
- Any spills must be reported to library staff immediately.
- The library can provide equipment or related items, such as AV carts, cables, projectors, laptops, access to the WiFi, etc. as available at each library location. Equipment for public use varies between the different library locations. Users must confirm and reserve library equipment at the time of making the reservation. Computers and projection equipment belonging to users can be used in meeting rooms. Users are responsible for any troubleshooting.
- All activities and participants must adhere to the library rules of conduct and to the rules and regulations of the City of Hopewell, County of Dinwiddie, County of Prince George, including those relating to fire prevention.
- Activities in all library rooms must not disturb other users of the library, e.g., excessive noise, aromatic foods.

Administration of Policy

The director of the library is authorized to establish procedures, rules, and guidelines necessary for the administration of this policy.

The Appomattox Regional Library takes precedence in scheduling and is not subject to the guidelines of this policy. The City of Hopewell, County of Dinwiddie, and County of Prince George are allowed reasonable exceptions to the policy with director approval.

SECTION THIRTEEN: RULES OF CONDUCT FOR USING THE LIBRARY Adopted 7/17/24

13.1 Appropriate Library Conduct

The Appomattox Regional Library System (ARLS) and its staff make every effort to provide library patrons with a welcoming environment that fosters lifelong learning. The library's mission is to provide opportunities for access to information, entertainment and technology. In doing so, ARLS patrons gather individually and as groups within ARLS's locations.

ARLS is not a "quiet library". It is not a study hall where staff will quiet every laugh, sound or patron interaction. It is expected that patrons will have conversations, children will take advantage of the children's spaces, and program participants will enjoy the experience and entertainment. At the same time, every patron using an ARLS location should expect to be able to use the library space without unreasonable disruptions and without having to experience disturbing behavior of other patrons. ARLS staff will address any problems they observe or which are brought to their attention. Patrons being unreasonably disruptive will be warned once. If the behavior continues, the patron will be directed to leave the library for the day. Depending on the circumstances, a patron being unreasonably disruptive may be barred from ARLS property for up to six months.

Patrons demonstrating highly disturbing behavior will be directed to leave the property immediately. A patron demonstrating highly disturbing behavior will be barred from ARLS property for one year. The patron may return to an ARLS location only after meeting with the assistant director or with the director in the assistant director's absence. The assistant director or director will determine after the meeting if the patron will be allowed to return to ARLS property or if the patron's barring should be continued for additional time.

All patrons barred from ARLS property will receive written notice of the decision by regular mail if possible. Otherwise, the patron will be notified by hand delivery of the letter the next time the patron visits an ARLS location.

A person barred from library property may appeal the decision by requesting a meeting with the director. After meeting with the director, either in person or electronically, the director, in the director's sole discretion, may reduce or end the person's barring period.

13.2 Unreasonably Disruptive Behavior

The following are grounds for barring a patron from ARLS property after staff have warned the patron to stop disrupting the use of the library for other patrons:

1. Disorderly conduct, which means any behavior that interferes with regular use of ARLS services by a patron or ARLS staff. Disorderly conduct includes, but is not limited to, loud conversations or ongoing noises of excessive volume that interferes with other patrons or the staff using the library.
2. Use of abusive, obscene, or sexual language.
3. Consuming food in the library other than designated areas. Beverages with lids are permitted inside the library. Otherwise, beverages may only be consumed in designated 'cafe' areas.
4. Entering without shoes or shirt or removing the same while in the library.

5. Selling or soliciting money within the library. ARLS may make an exception for presenters at library or Friends of the Library sponsored events to sell books or merchandise. Exceptions will be made at the sole discretion of the library director.
6. Misuse of the restrooms including, but not limited to, bathing, shaving, changing or washing of clothes.
7. Sitting on or putting feet or legs on the tables inside the library. Patrons may not recline or lie horizontally in the library. Exceptions may be made by the presenter during a children's program or exercise program.
8. Sleeping in the library is not permitted.
9. Smoking, vaping or use of any other tobacco products inside the library. Patrons choosing to smoke may not do so immediately outside the library's entrances as this blocks the entrances and subjects library users to breathing second hand smoke.
10. Continued use of audio, cell phones, or speakers when the volume is sufficiently loud to be heard by other patrons. Patrons are expected to use headphones. ARLS will make every effort to reasonably accommodate patrons with impaired hearing.
11. Bringing any animal inside of the library other than designated service animals. Emotional support animals are not considered a designated service animal. The library may make an exception for presenters bringing animals to the library as part of a scheduled program.
12. Violating the ARLS's Internet Use Policy whether using library workstations or the library's WiFi.
13. Bringing in more than two bags. No bag may exceed 16"x16"x20". The library director may make exceptions for library staff, programs and meetings.
14. Placing or leaving personal property inside the library in a manner that blocks or impedes access by other patrons or library staff to shelves, resources or rooms.
15. Interfering, hindering or deliberately impeding patrons or staff from entering the library or moving about the library.

13.3 Highly Disturbing Behavior

The following represent highly disturbing behavior and are grounds for immediately ordering the person to leave the library. The person will not receive a warning to cease such conduct. Law enforcement will be called if necessary to remove the person from ARLS property.

1. Harassing (by physically, verbally or sexually abusive behavior) or threatening another patron or library staff.
2. Engaging in any illegal activity or behavior on library property.
3. Selling, distributing, or consuming any alcoholic beverage.
4. Being under the influence of any intoxicating beverage or controlled substance.
5. Mutilating, defacing, destroying or stealing any library property, the property of any other patron or the property of library staff. If library staff have reasonable grounds to believe library property has not been properly checked out, staff can request the patron to stay in the library so staff can assess what triggered the alarm. Refusal to allow library staff to inspect a patron's belongings along with the continued activation of the alarm system will be considered in barring the patron from the library.
6. Engaging in sexual acts or making a display of public nudity. In compliance with Section 32.1-370 of the Code of Virginia, accommodations will be made for breastfeeding in a public area.

7. Refusing to leave the library as directed to do so by library staff as a result of violating any of the library's Rules of Conduct.

13.4 Unattended Personal Property

ARLS is not responsible for unattended possessions, and urges library users to discourage crime by keeping their property with them. Staff may move items that are blocking or impeding access to shelves, resources or rooms. It is the patron's responsibility to keep track of their belongings. Staff will dispose of any found food, beverages or any prohibited items under these rules.

Items left on ARLS property due to a patron suffering a medical emergency will be stored until close of business on the third day following the incident. Staff are not responsible for identifying the owner of any stored property. It is the patron's responsibility to claim their property or to notify the library another person will be recovering the property. Other than moving the item into storage, the library takes no responsibility for the care or maintenance of found items. Items that are determined to be hazardous to the library or its property will not be stored.

Library staff may dispose of unattended items left after closing for any reason other than a medical emergency the same day.

13.5 Staff Safety Policy

REV 5/21/19

It is the policy of the Appomattox Regional Library System to seek to maintain a safe workplace, free from any threat of physical violence, emotional abuse, or any form of potentially violent intimidation. Therefore the following policies will be followed:

- Acts of violence, verbal intimidation, obscenity, vandalism, sabotage, damage to library property, or the threat of such acts are prohibited.
- All complaints, reports, or advisements will be thoroughly investigated and reported to the proper law enforcement authorities as is warranted by the circumstances.
- Library staff members are advised to report any such acts, or threats of such acts as stated above, to the supervising librarian immediately.
- Failure to comply with this policy is a direct violation of library rules and may result in the activation of disciplinary procedures up to and including termination of employment.

13.6 Unattended Children

REV 2/26/25

The Appomattox Regional Library System welcomes the use of its facilities and services by children of all ages. The library offers its services and programs in ways to make the library appealing to children, to encourage them to visit the library, and to develop a love of books, reading, and libraries.

The Appomattox Regional Library System welcomes children, but any public building such as a library may be unsafe for a child who is left unattended. Libraries and their staff are not licensed or expected to provide childcare. A child of any age left alone at the library without a responsible caregiver may become bored, fatigued, hungry, or frightened. This may lead to behavior that disrupts library services and puts the child at risk. The library therefore encourages parents to consider the safety and welfare of their

children as well as the needs of all other library users.

The Appomattox Regional Library System has adopted the following rules for the protection and well-being of the children who enjoy our libraries and to prevent unreasonable disruption of others using the library.

Rules:

1. Children age 12 and older may use the library unattended. However, they must follow the Rules of Conduct adopted by the Library Board.
2. A parent or responsible caregiver age 15 or older must supervise children under the age of 12.
3. Children age five and younger must be within sight and conversation distance of the person responsible for their safety.
4. Parents or caregivers using computers or other resources are still responsible for the behavior of their children and should remain conscious of where their children are and what they are doing.
5. Library programs designed for children under age 10 require that the child's responsible adult be present.
6. The library may bar a child from a library activity or program due to repeated inappropriate behavior.
7. Caregivers must be able to effectively supervise the children and provide contact information for a parent or guardian upon request.
8. The Library Director or designee will notify parent(s) and or guardian(s) of children who exhibit disruptive behaviors in the library.
9. The library assumes no responsibility for the care of any minors on library property. Parents are responsible for their child's behavior. The Library is not responsible for an unattended child while in the building or if they leave the Library premises.
10. Parents or caregivers are responsible for any damage or act of vandalism including the cutting, tearing, defacing, or destroying books, periodicals, equipment, furniture or the facility.
11. The library can request that a child leave the premises if the ARLS Library Code of Conduct is not followed. If a parent believes that their child is not old enough to leave the library unaccompanied, then the child should not be in the library without a parent or caregiver.
12. Any minor (under the age of 18) with mental, physical or emotional disabilities that affect decision-making skills or render supervision necessary must be accompanied by a parent, caregiver or assigned chaperone.
13. At closing time library staff will contact law enforcement regarding any child aged 13 or younger left at the library.
14. If a child wishes to leave the library, the library staff will not stop the child from

doing so.

15. Under no circumstances will library staff transport or take a minor away from the library building. Staff members are not permitted to assume responsibility for any child in the absence of an adult or assigned chaperone.

The library acknowledges that the maturity of children at different ages varies. These rules are subject to the discretion of library staff who may apply them to children other than the ages stated above if they deem necessary.

13.7 Smoking

Rev. 5/21/19

Smoking, vaping, or e-cigarettes are not permitted in any areas of the library, public or non-public.

13.8 Food and Drink

REV. 6/24/03

The consumption of food or drinks in open containers is not permitted in the public areas of libraries except in specific designated areas (if the library has one) or during appropriate library activities or public activities as covered in policy 12.1 of this document. Drinking of beverages in a container with some type of lid that prevents spillage if the container was dropped or knocked over at any time during its use is allowed in public areas.

SECTION FOURTEEN: COMPLAINTS AND CHAIN OF AUTHORITY

14.1 Comment Boxes

Rev. 3/5/01

All library locations and the bookmobile have suggestion/comment boxes. Blank forms are available at each location. All citizens are welcomed to place any suggestion or comment they wish in the boxes. All suggestions/comments will be viewed by the Regional Library Director who will either directly respond or delegate an appropriate staff member to do so. Unless the patron indicates otherwise, the suggestion/comment and reply will be posted. The patron's name will not be on the posted copy.

14.2 Website

Rev. 5/21/19

The Appomattox Regional Library System has a freely accessible website at www.arls.org. Patrons may send in reference questions, comments, or suggestions by accessing this page.

14.3 By Telephone

Rev. 5/21/19

Routine reference and other questions should be called at 804-458-6329. A patron may call directly at 804-458-6329, ext. 2005 to speak with the Regional Library Director concerning a serious complaint or comment

14.4 In-Person

Rev. 5/21/19

A patron may request to directly speak with the Regional Library Director in person concerning a serious complaint or comment. Appointments can be made by calling 804-458-6329, ext. 2005.

SECTION FIFTEEN : AVAILABILITY OF SERVICE

15.1 Hours of Library Building Operation

REV 3/5/01

The Library System makes an effort to open all library buildings as many hours as possible that can be justified by the Library System's budget. Attempts are made to have a balanced schedule of morning, afternoon, and evening hours; and weekday and weekend hours. Suggestions for changes to the hours may be submitted to the Regional Library Director as directed under Section Fourteen of this document.

15.2 Holiday Closings

REV 12/15/20

The Appomattox Regional Library System will be closed on the Holiday Closing Schedule adopted annually by the Commonwealth of Virginia and the three jurisdictions the library serves. If any local jurisdiction varies its holiday closing schedule from the schedule adopted by the Commonwealth, the library will follow the schedule adopted by the majority of the jurisdictions it serves.

The library will annually update its website and its publications to post the holiday schedule for the public.

When a holiday falls on a Saturday and the local jurisdictions take the Friday before as the official governmental holiday, the library will be closed for the governmental holiday and the Saturday on which the holiday falls.

15.3 Carson Caboose

REV 9/30/01

Public access to the Caboose located next to the Carson Depot Library is limited to the hours the Carson Library is open and/or ARLS staff is present. Special permission by the Regional Library Director may be given to representatives of the Town of Carson to open the Caboose to visitors.

All caboose visitors (except for official group tours) will be required to sign the guest register and list their address on the register. ARLS reserves the right for staff to ask for a picture ID to verify a patron's identity and address. After registering, the visitor will be given the key to enter the caboose if a staff member does not accompany them. The visitor will be informed that they must lock the caboose and return the key on completion of their visit to the caboose. If there are more than one visitor at a time, a staff member will use their judgment to coordinate who has the key and who will lock the caboose and return the key.

15.4 Emergency Weather and Other Situational Closings

REV 2/1/2010

It shall be within the authority of the Regional Library Director or his/her designee to close library facilities in the event of hazardous weather, emergency, or unusual situations. Such closings will be announced when possible and practical through broadcast media.

Deviations from the regular operating schedule of the Library System for reasons other than hazardous weather, emergency, or unusual situations must be authorized by the Appomattox Regional Library System Board of Trustees. Publicity about such closings will be posted at all library locations.

15.5 Twenty Four Hour Web Page Access

9/30/03

Whenever possible, the Appomattox Regional Library System will post closings on its website, www.arls.org

SECTION SIXTEEN: USE OF LIBRARY TECHNOLOGY

Rev. 04/20/2021

16.1 Technology Goals

The library attempts to maintain awareness about new technology and provides access to new technology when practical. The library maintains and updates its existing technology according to the needs of patrons and staff, contingent on availability of funds in the budget.

Staff reserve the right to terminate a technology program at any time if the technology is deemed unsafe, too expensive, patron behavior violates public services policy, or as other reasons arise which make continuing the program or service impractical.

16.2 Computer and Network Resources

Rev. 4/20/21

The library provides access to computer equipment, programs, databases and the Internet (collectively, the “computer resources”) for informational and educational purposes. All users of the library’s computer resources, both staff members and patrons, are expected to use these resources correctly and only for legal purposes. Computer resources may not be used for the following purposes:

- Violation of any applicable federal, state, or local laws, ordinances, rules, or regulations.
- Harassment of other persons or parties.
- Destruction of or damage to equipment, software, or data belonging to the library or other users.
- Gaining or attempting to gain unauthorized access to any computing, information, or communication devices or resources.
- Disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyright or other protected material.
- Violation of computer security or privacy.
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
- Violation of software license agreements.
- Access or transmit illegal activity, child pornography, sexually explicit material that appeals to the prurient interest or any other material that is not constitutionally protected.
- Online dissemination of obscene or harmful to minors materials, including 34 those for the specific purpose of inducing them to engage in or perform sexual acts.
- Violation of another person’s or party’s privacy. Use of computer facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating electronic communications or email exchanges, overuse of interactive network utilities, etc.)
- Any and all other matters which the library, in its sole discretion, subject to constitutional limitations, and in consideration of the best interests of the public, determines to be an unacceptable purpose.

Any staff member who observes any violation of these policies will take action to enforce compliance. In this regard, failure to comply with ARLS policies can result in suspension or cancellation of computer resources access, and/or in some cases legal proceedings.

16.3 Public Online Access

Rev. 04/20/2021

The Internet enables the Library to provide information and commentary from around the globe to users who may not otherwise have access to this resource. This resource enhances the library's existing collection in depth and in currency. Library staff will assist patrons in locating online resources that provide current, accurate information in response to the patrons' requests.

However, the Appomattox Regional Library System disclaims any responsibility as to the Internet's quality, informational accuracy, authoritativeness, or usefulness for a particular purpose. The library also assumes no responsibility for any damages, direct or indirect, arising to the patrons' electronic equipment or other property from the use of its connection to the Internet or other electronic resources. The patron is responsible for any downloads the patron makes to the patron's equipment and any information the patron shares through the internet.

16.4 Responsibilities of Technology Users

Rev. 04/20/2021

The library wishes to make the internet and all computer resources available to as many patrons as possible. Users are responsible for their own actions and for any site they may access.

Parents, guardians or caregivers of minor children assume responsibility for their children's use of the internet through the library's connection and the content accessed. The library applies a filtering system to their computers to protect against access to visual depictions that are obscene, contain child pornography, or are harmful to minors. However, access to internet sites containing "adult" content, as well as on-line communication with anonymous persons, may still be possible.

In compliance with the Children's Internet Protection Act and section 42. 1-36.1 of the Code of Virginia, the following regulations, provisions, and recommendations are provided for internet use:

1. All internet accessible computers are filtered and may be used by patrons of any age without restrictions.
2. Adult patrons (18 years and older) may request from library staff unfiltered access to the internet, without explanation.
3. A minor (17 years and younger) may request a librarian to unblock an internet site. If the librarian determines to the best of their ability that the site is not obscene, does not contain child pornography, and is not harmful to minors as defined by the Children's Internet Protection Act or Virginia law the librarian may unblock the site.
4. Computer resources may not be used for the following purposes:
 - Violation of any applicable federal, state, or local laws, ordinances, rules, or regulations.
 - Harassment of other persons or parties.

- Destruction of or damage to equipment, software, or data belonging to the library or other users.
- Gaining or attempting to gain unauthorized access to any computing, information, or communication devices or resources.
- Disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyright or other protected material.
- Violation of computer security or privacy.
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
- Violation of software license agreements.
- Access or transmit illegal activity, child pornography, sexually explicit material that appeals to the prurient interest or any other material that is not constitutionally protected.
- Online dissemination of obscene or harmful to minors materials, including those for the specific purpose of inducing them to engage in or perform sexual acts.
- Violation of another person's or party's privacy. Use of computer facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating electronic communications or email exchanges, overuse of interactive network utilities, etc.)

5. Any content on a computer that the library, in its sole discretion subject to constitutional limitations, and in consideration of the best interests of the public, determines to be an unacceptable purpose, a staff member may request the patron using the computer to cease viewing the offending computer site.

Any staff member who observes any violation of ARLS Internet policies will take action to enforce compliance. In this regard, failure to comply with ARLS policies can result in suspension or cancellation of Internet access, and/or in some cases legal proceedings.

16.5 Time Limits

Rev. 4/20/21

Due to a limited number of computers time is allotted in two hour increments. Patrons are asked to be respectful of other patrons and remove themselves after their time is complete if other patrons are waiting. If no one is waiting, patrons are allowed to request extra time on the computer, without providing an explanation. Computers automatically shut-off fifteen minutes before closing time and use of the computers cannot be extended beyond that time.

16.6 Printing

Rev. 4/20/21

Each user may print at the charge of ten cents per page for black and white, and thirty cents per page for color where available. This is the same rate charged for the photocopyers.

16.7 Copyright

Rev. 4/20/21

The Appomattox Regional Library System adheres to all of the provisions of the U.S. Copyright Law (Title 17, United States Codes Sec. 101 et seq.). Certain areas of copyright law continue to be open to interpretation; this policy represents a sincere effort on the part of the library to operate within the full intent of the law. Appropriate notices will be posted at all copy machines, and other printing access points (computers, microfilm machines, etc.) reminding patrons of the Copyright Law. Patrons who willfully disregard copyright law are in violation of the library's policy and do so at their own risk and assume all liability.

16.8 Social Media Policy

Rev. 04/20/2021

This policy governs the creation and publication of content on social media by employees of Appomattox Regional Library System. For the purposes of this policy, social media is defined as any web application, site or account created and maintained by ARLS.

Before engaging in work related social media, employees must obtain the permission of the Regional Library Director.

Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

All uses of social media must follow the same ethical standards that ARLS employees must otherwise follow.

The role and utility of social media sites will be evaluated periodically by library staff, and may be terminated at any time without notice to subscribers. The library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of these resources.

The library does not collect, maintain or otherwise use the personal information stored on any third party social media site in any way other than to communicate with users on that site, unless granted permission by users for library contact outside the site. The purpose for contact outside the site may include program promotion, volunteer opportunities, reference help, or other similar activities.

Comments, posts, and messages are welcome on ARLS social media sites. While the library recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content. All postings which contain any of the following will be removed, and the poster will be banned from posting any subsequent messages to library social media sites:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copy-written material
- Private, personal information published without consent
- Commercial promotions or spam
- Organized political or religious activity or proselytizing

In addition, ARLS reserves the right to edit or modify any postings or comments which do not further promote the library and/or its goals.

ARLS assumes no liability regarding any event or interaction that takes place by participants on library-sponsored social media. The library does not endorse or review content outside the "pages" created by ARLS staff. Participation in ARLS social media services implies agreement with all library policies.

SECTION SEVENTEEN: PUBLIC USE OF FAX TRANSMISSIONS

17.1 Location Availability

Rev. 5/21/19

Because public fax facilities are not readily available in most areas of the ARLS service region, the library system offers public fax services at all locations. The library only provides fax service to destinations in the United States.

17.2 Cover Sheet

Rev. 4/30/02

Each fax must have a cover sheet, either provided by the patron or the library.

17.3 Costs

Rev. 5/21/19

Transmissions of outgoing faxes to within the United States are as follows: \$1 for the cover sheet and \$1 for each additional page.

17.4 Incoming Faxes

Rev. 5/21/19

Service is primarily available only for outgoing faxes. If the library receives an incoming fax it will be held on the reserve shelf for no longer than seven days. The library will not contact a patron to let them know that a fax has been received. It is the responsibility of the sender to notify a patron that a fax is awaiting them at the library. There is a charge of \$0.10 per page for receiving faxes.

17.5 Content Responsibility

Rev. 4/30/02

The Appomattox Regional Library System provides fax facilities as a public service, but is not responsible for transmitted content.

APPENDICES

A. Library Mission Statement

The Appomattox Regional Library System will provide services and programs to the communities it serves through support of lifelong learning, general information, and the exchange of ideas with effective use of traditional library resources and emerging technology

B. American Library Association 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 which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996

C. American Library Association 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.

D. School Library Media Bill of Rights

Access to Resources and Services in the School Library Media Program An Interpretation of the LIBRARY BILL OF RIGHTS

The school library media program plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shape the resources and services of a school library media program, the principles of the Library Bill of Rights apply equally to all libraries, including school library media programs. Under these principles, all students have equitable access to library facilities, resources, and instructional programs.

School library media specialists assume a leadership role in promoting the principles of intellectual freedom within the school by providing resources and services that create and sustain an atmosphere of free inquiry. School library media specialists work closely with teachers to integrate instructional activities in classroom units designed to equip students to locate, evaluate, and use a broad range of ideas effectively. Intellectual freedom is fostered by educating students in the use of critical thinking skills to empower them to pursue free inquiry responsibly and independently. Through resources, programming, and educational processes, students and teachers experience the free and robust debate characteristic of a democratic society.

School library media specialists cooperate with other individuals in building collections of resources that meet the needs as well as the developmental and maturity levels of students. These collections provide resources that support the mission of the school district and are consistent with its philosophy, goals, and objectives. Resources in school library media collections are an integral component of the curriculum and represent diverse points of view on both current and historical issues. These resources include materials that support the intellectual growth, personal development, individual interests, and recreational needs of students.

While English is, by history and tradition, the customary language of the United States, the languages in use in any given community may vary. Schools serving communities in which other languages are used make efforts to accommodate the needs of students for whom English is a second language. To support these efforts, and to ensure equitable access to resources and services, the school library media program provides resources that reflect the linguistic pluralism of the community.

Members of the school community involved in the collection development process employ educational criteria to select resources unfettered by their personal, political, social, or religious views. Students and educators served by the school library media program have access to resources and services free of constraints resulting from personal, partisan, or doctrinal disapproval. School library media specialists resist efforts by individuals or groups to define what is appropriate for all students or teachers to read, view, hear, or access via electronic means.

Major barriers between students and resources include but are not limited to imposing age, grade-level, or reading-level restrictions on the use of resources; limiting the use of interlibrary loan and access to electronic information; charging fees for information in specific formats; requiring permission from parents or teachers; establishing restricted shelves or closed collections; and labeling. Policies, procedures, and rules related to the use of resources and services support free and open access to information.

It is the responsibility of the governing board to adopt policies that guarantee students access to a broad range of ideas. These include policies on collection development and procedures for the review of resources about which concerns have been raised. Such policies, developed by persons in the school community, provide for a timely and fair hearing and assure that procedures are applied equitably to all expressions of concern. It is the responsibility of school library media specialists to implement district policies and procedures in the school to ensure equitable access to resources and services for all students.

Adopted July 2, 1986, by the ALA Council; amended January 10, 1990; July 12, 2000; January 19, 2005; July 2, 2008.

E. Art Display Request Form

ART EXHIBIT APPLICATION APPOMATTOX REGIONAL LIBRARY

Thank you for your interest in exhibiting with the Appomattox Regional Library System.

Please review our Art Exhibit Policy prior to submitting this form. Applications will be evaluated by the Art Advisory Committee for selection. Submit this form along with a list of objects and representations of objects. Please attach photographs representative of the works to be exhibited. If you have any questions please contact the library.

To: Art Advisory Committee, Appomattox Regional Library System, 209 East Cawson Street,
Hopewell, VA 23860.

Artist or Organization: _____

Address: _____

Telephone: (____) _____

Email: _____

Location requested for the exhibit: _____

Please indicate your preferred display dates (choose three):

Release Agreement:

The undersigned exhibitor understands and agrees that the Appomattox Regional Library System is allowing me to display items at the Appomattox Regional Library System. All parties understand that the Appomattox Regional Library System will not assume any responsibility or obligation for any loss or damage to any item or items displayed. The displayed items are not and will not be covered under any insurance policy covering the Appomattox Regional Library System. The exhibitor understands that they are solely responsible for insurance coverage for the items being displayed and any cost resulting from insuring those items.

Exhibitor Signature: _____

Date: _____