

## **CIRCULATION POLICY**

### **Applying for a Library Card**

You may become a registered borrower if you are a resident of Pleasantville, rural Marion County or a resident of a community participating in the Open Access Program. A photo ID with a current verifiable address must be presented with your library card application. Address and phone number changes should be reported immediately. Individuals under the age of 18 must have a parent or guardian present, with a valid ID, and sign the application for a library card.

### **Borrowing Privileges**

You are responsible for all materials checked out on your card. It is recommended that you do not lend your card to others. Borrowing privileges may be restricted due to overdue items or unpaid fines.

### **Loan Periods**

Regular library books, audio books, DVDs and cake pans may be checked out for a two week period. Items may be renewed if no one else is waiting for that item.

### **Check Out Limits**

Up to 4 DVDs per library card can be checked out. All other library materials may be checked out (within reason) as many items as you wish, however, you are financially responsible for those items.

### **Renewals**

Library materials may be renewed if no one else has placed a hold on the item. This may be done in person at the library, on-line, by calling or emailing the library.

### **Interlibrary Loan**

If the library does not own the book you need, you may request it to be borrowed from another library. The patron making the request is required to have a current library card and is responsible for any overdue fines or replacement costs charged by the lending library. An agreement form must be signed by patron before the inter-library loan item can be checked out.

### **Returns**

You may return borrowed materials at the circulation desk or in the outside drop box.


### **Overdue and Lost or Damaged Items/Fines and Fees**

Library materials: \$.25 per item per day

Lost items or Damaged items: Borrower is responsible for the cost of the item

### **Reserves/Holds**

If the item you want is currently checked out, you may place a hold on the item. A staff member will notify you when the requested item is available.

Board Approved on 6-8-22 

## Internet Access Policy & Computer Use

### Using Library Computers

The library's public computers are available to any user who visits the library, free of charge.

Computers are available on a first-come, first-serve basis and are not reserved in advance. The library reserves the right to limit computer time at peak hours. Thirty minute time slots may be enforced if the demand is greater than the number of computers available.

A flash drive may be used to save information from a computer. The library is not responsible for any damage to flash drives when used in library computers. Files saved to the computer's drives will be erased.

The Library makes every effort to provide a stable and effective Internet service for its customers. However, the Internet user may encounter closed or restricted databases and resources for which the library accepts no responsibilities. The Webb Shadle Public Library's Internet connection may be temporarily closed down for maintenance or due to technical difficulties beyond the Library's control.

Each user is responsible for complying with copyright law and adhering to software licensing agreements, as well as all local, state, and federal laws including, but not limited to, those concerning fraud, privacy or obscenity.


Patrons are expected to use library computers in a responsible and courteous manner. Computers are located in public areas and shared by people of all ages and backgrounds. Be considerate and respectful of other library patrons and especially mindful of children in the library. Disruptive behavior or misuse of the computer may result in suspension or loss of computer privileges. *Children under the age of 8 years old must be supervised by adults.*

Any restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. The Webb Shadle Public Library cannot act as a censor or substitute parent. It is the responsibility of the parents to provide the oversight to ensure their children's use of the Internet in a safe and appropriate manner.

Since the Internet is a global electronic network, the Webb Shadle Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet and its available resources may contain material of a controversial nature. The library is not responsible for the availability or accuracy of information accessed from remote network sites.

### Unlawful Use of Library Computers

The Library prohibits any unlawful use of the Internet by staff or patrons. Those who engage in unlawful use of the Internet may lead to the suspension or revocation of Internet access through the library.

Board Approved on 6-8-22 

## **Collection Development**

### **Purpose of the Collection:**

The Webb Shadle Public Library strives to provide books and other library materials of value and interest for information and enlightenment for all people in the community. The library attempts to maintain a collection of carefully selected representative book and non-book materials that are both of current interest and permanent value. The library will strive to provide items of interest for patrons of all ages.

### **Responsibility:**

The Library Board delegates the selection and acquisition of library materials to the Library Director and, at the discretion of the director, staff who are qualified by education and/or experience. All staff members are encouraged to recommend materials needed in particular areas of the Library, and to make note of subjects requested by patrons but not held by the library. Recommendations for the addition of materials from citizens of the community are encouraged. Serious suggestions will be considered carefully and an effort made to include worthwhile titles which are deemed appropriate. When, in the opinion of the Director, the material requested is of limited appeal, interlibrary loan will be suggested instead of purchasing the material.

### **Selection**

The following factors will be determinants in the selection of materials to be added to the Library's collections:

- An attempt will be made to maintain an appropriate balance between books of temporary, current popularity and those which are timeless and of classic value.
- The overall value of material as an individual work and its value to the collection as a whole.
- Factual accuracy and/or objectiveness of non-fiction materials
- Relationship to existing collection in the same subject field
- Local history and materials of specific interest to the Pleasantville community will be given special consideration.
- Community needs and/or requests
- Price and/or availability
- Whenever possible, objective reviews in reliable sources will be consulted before purchasing materials.

The selection of sources for the purchase of library materials shall be left to the discretion of the Library Director or to the person(s) designated to be in charge of acquisitions.

All regulations governing the purchase of materials and services shall be in compliance with policies adopted by the City of Pleasantville.



**Collection Maintenance:**

The weeding of library materials is a continual process and one that is essential to maintain a quality collection. Material no longer deemed useful in the library will be disposed of according to accepted professional practices at the discretion of the Library Director.

Specifics considered in the weeding process.

- Outdated or inaccurate information
- Any materials which is badly worn, damaged, stained, or soiled
- Materials no longer in demand
- Duplicate copies
- Space limitations

The Library Director retains the right to dispose of all duplicate or unneeded materials.

Discarded materials become surplus property and may be given to and then sold by the Friends of the Library for fund-raising purposes to benefit the library.

**Donations of Library Materials.**

The Webb Shadle Public Library accepts gifts of books and donations. Gifts are accepted by the donor with the full understanding that all gifts become the property of the library. The library reserves the right to dispense gifts in any manner that it deems appropriate. Donations which are not placed in the collection may be given to and then sold by the Friends of the Library for fund-raising purposes to benefit the library.

The library does not appraise the value of donated material for tax purposes. A receipt clarifying the number of items given may be provided upon request to the donor.

The library does accept donations to purchase books, materials, furniture, or to make improvements. In honor or memorial of individuals. The library director will work with the donor to purchase materials which are meaningful to the family and the donor. A memorial book plate will be placed in the materials in their honor. A note will be sent to the family of the individual, upon request.

**Challenges:**

The Library will not remove specific titles solely because the individuals or groups may find them objectionable. All material shall be judged as a whole. No work shall be judged for exclusion by taking single passages out of context and basing condemnation of that book on such lifted passages.

**Request for Reconsiderations of Selections**

Any person at least eighteen (18) years of age, a registered patron of the library, and a resident of the Pleasantville Public School District who objects to specific books or other library materials in the collection is requested to submit a "Material Reconsideration Form".

Material will remain in circulation during the reconsideration process.

\* This form must be completed in full, signed by the person challenging the material, and forwarded to the Library Director for review.


\* The person must have read, viewed, or listened to the material in its entirety.

Patrons who wish to initiate comments or complaints will receive copies of the:

- \* Library Bill of Rights
- \* Freedom to Read
- \* Freedom to View
- \* Collection Development Policy

The library director will go over these materials with the patron. The process of registering complaints is designed to make sure the selection was appropriate and informs the patron about the criteria used.

The patron is welcome to attend the meeting of the Library Board. The decision of the board on the material is final.

Board Approved on 6-8-22 

## Webb Shadle Public Library Material Reconsideration Form

The library board of the Webb Shadle Public Library has delegated the responsibility for evaluation of library materials to the director of the library. If there is a verbal complaint, the director will discuss the item with the person making the complaint. If further discussion is needed, then the director will consult with any other staff that might be required to handle the problem. The director will notify the patron of the reached decision. If the patron would like to pursue the matter, then a formal written complaint is needed to bring to the board. Please return this form to the Library Director.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone/Email \_\_\_\_\_

Do you represent self? \_\_\_\_\_ Organization? (Specify Name) \_\_\_\_\_

Resource on which you are commenting:

Book	_____	DVD	_____
Audio Book	_____	Library Program	_____
Magazine	_____	Newspaper	_____
Electronic Devices	_____	Other (please specify)	_____

1) Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2) What brought this resource to your attention?

3) Have you examined the entire resource?

4) What concerns you about the resource?

Signature \_\_\_\_\_ Date \_\_\_\_\_

Personnel Policy  
Webb Shadle Public Library  
Adopted: \_\_\_\_\_

Library employees are subject to the personnel practices and regulations of the City of Pleasantville as outlined in its Employee Handbook. A copy of the Employee Handbook is located at the front desk of the library. A copy is available for each library employee.

Board Approved on

A handwritten signature in dark ink, appearing to read "Mr. A. Cowd", written over a horizontal line.

12-13-22