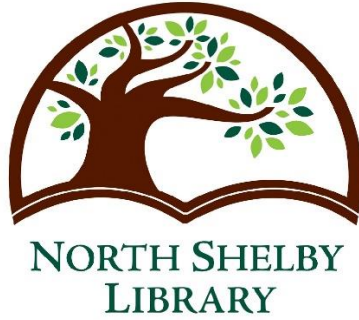




**NORTH SHELBY  
LIBRARY**

**POLICY MANUAL OF THE NORTH SHELBY LIBRARY**

**OCTOBER 2024**



## **LIBRARY POLICIES**

Effective October 2024; Rev. 02/27/2025

### **DIRECTOR**

Michelyn Reid

### **BOARD OF TRUSTEES**

Paul Garris, President

Kasandra Stevens, Vice-President

Andy Martin, Treasurer

Rebecca Johnson, Secretary

Sam Gaston, Member at Large

Policy Manual of the Board of Trustees  
of North Shelby Library  
in Shelby County, Alabama

Effective 2/23/2022; Rev. 02/27/2025

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## Section 1: General Information

### 1.01 Who We Are:

The North Shelby Library District was created in 1988 by an act of the state legislature and a majority vote of the residents of the District to provide library services to an area of Shelby County which had no library and no municipality to support one. The Library operates as a 501(c)(3) non-profit corporation under the laws of the state and the direction of a five-member Board. Board members are elected for staggered; four-year terms by the residents of the District in September of even numbered years and receive no compensation for their service.

The population of the District is approximately 50,000 people. The size of our facility is based on state library standards for libraries serving populations of that size. The Library's fiscal year runs from October 1 to September 30. Assessment notices are mailed in October to the approximately 24,000 property owners in the District and payment is due by December 31.

The Library has one branch, Mt Laurel Library. Located in the Town of Mt Laurel community, the branch has been operating since 2010. The building was constructed in 2014 with funds raised by the Friends of the Mt Laurel Library on land donated by EBSCO Development after being housed in a storefront for several years.

As Mt Laurel Library is a branch of North Shelby Library, all instances of "North Shelby Library" or "the Library" in this document should be taken to include Mt Laurel Library unless otherwise specified.

### 1.02 Mission Statement:

The mission of the North Shelby Library is to serve all citizens in the North Shelby District by offering library services, resources, and facilities to fulfill their educational, information, cultural and recreational needs and/or interests. The term "citizens" includes all individuals and/or groups.

## 1.03 By-Laws of North Shelby Library District

### ARTICLE I: Establishment and Funding

#### **SECTION 1. State Law Creating the Library.**

The North Shelby Library District, a Public Corporation, is a Public Corporation established pursuant to the provisions of Act 258 of the 1988 Regular Session of the Alabama Legislature, Act 358 of the 2000 Regular Session of the Alabama Legislature, and Act 122 of the 2024 Regular Session of the Alabama Legislature.

#### **SECTION 2. Principal Registered Office.**

The address of the registered office of the corporation in Alabama shall be 5521 Cahaba Valley Road, Birmingham, Alabama 35242. The corporation may establish such other offices within Shelby County as the Board of Trustees may designate, or as the business of the corporation may require. The address of the registered office may be changed by action of the Board of Trustees.

#### **SECTION 3. Funding of the Library.**

The Library shall be funded from the proceeds of an annual service charge levied on property owners within geographical boundaries of the Library District as authorized by Acts of the Alabama Legislature and elections by the voters living within the geographical boundaries of the Library District.

#### **SECTION 4. Policies and Mission Statement.**

The mission of the North Shelby Library is to serve all citizens in the North Shelby District by offering library services, resources, and facilities to fulfill their educational, information, cultural and recreational needs and/or interest. The North Shelby Library is a place for information and ideas to be explored and that the following basic policies should guide their service.

1. Books and other library resources should be provided for interest, information, and enlightenment of all people of the community the library serves. Material should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting multiple points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should fulfill their responsibility to provide information and enlightenment.
4. A person's right to use the library should not be denied or abridged because of origin, background, or views.
5. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
6. Any expenditures of Library funds – either directly or indirectly – to the American Library Association (ALA) or the Alabama Library Association (ALLA) must be specifically approved by the North Shelby Library Board at a public meeting following advance public notice.

ARTICLE II: Board of Trustees

**SECTION 1. Powers, Number, Qualification, Term, Quorum and Vacancies.**

- (a) The property, affairs, and business of the corporation shall be managed, and its corporate powers exercised, by its Board of Trustees.
- (b) The number of Trustees shall be five (5) and, except as hereinafter provided, such number of Trustees shall be elected by the members of the Shelby County legislative delegation representing the geographic area of the library district or any portion thereof. The election of the members of the library board shall be certified in writing by the Shelby County Legislative Delegation in a document filed with the Judge of Probate of Shelby County.
- (c) No person shall be elected to said Board unless that person is a qualified elector residing within the boundaries of the district. One member of the board shall be an owner of a commercial property in the district.
- (d) Each member of the library board shall be elected for a term of four (4) years.
- (e) In the event of a vacancy on the Library Board, it shall be filled in the same manner as described in above paragraph (b), and such election shall be for the unexpired term of the member creating vacancy. Candidates must be qualified as described in paragraph (c) above. Notification of the vacancy will be by public notice.
- (f) A majority of the elected members of the Board of Trustees (three of five) then acting shall constitute a quorum for the transaction of business, but if at any meeting of the Board there shall be less than a quorum for the transaction of business, those present may adjourn the meeting, without further notice, until a quorum shall have been convened.
- (g) Members of the Library Board shall not be entitled to any compensation for their services, but they shall be entitled to reimbursement for all reasonable expenses incurred by them in the performance of their official duties.
- (h) Trustees will conform to the requirements of the Code of Alabama (1975) regarding any conflicts of interest and will further follow the Conflict of Interest Policy attached hereto as Appendix A.

**SECTION 2. Meetings of the Board**

- (a) Meetings of the Board of Trustees, regular or special, may be held within or outside the State of Alabama.
- (b) Except as otherwise designated, regular meetings of the Board will be held at least four (4) times per year at the registered address of the Library.
- (c) The regular annual meeting of the Board of Trustees shall be held on the first Thursday after October 15<sup>th</sup> at 4:00 p.m. at the registered address of the Library.
- (d) Other regular meetings of the Board or any committee designated thereby shall be held on such date and at such time and place as may be specified by telegraphic, written, electronic, or oral notice duly served on, sent, mailed, or otherwise communicated to each trustee, not less than 48 hours before such regular meeting.

(e) Special meetings may be held upon the call of any Trustee. Notice of any special meetings shall be given at least 48 hours previously thereto by written notice delivered personally or sent electronically with a personal acknowledgement from the Trustee of receipt of the electronic notice. Any trustee may waive notice at any meeting.

(f) Regular meetings of the Board of Trustees are open to the public in accordance with laws of the State of Alabama. At the regular meeting of the Board of Trustees, the meeting will be conducted in accordance with the agenda prepared prior to each meeting.

(g) Members of the Library Board shall not be entitled to any compensation for their services, but they shall be entitled to reimbursement for all reasonable expenses incurred by them in the performance of their official duties.

(h) Trustees will conform to the requirements of the Code of Alabama (1975) regarding any conflicts of interest and will further follow the Conflict of Interest Policy attached hereto as Appendix A.

**SECTION 3. Election of Board President, Vice President, Secretary and Treasurer.**

At its annual meeting the Board shall elect one of its members to serve as President for a period of one (1) year. The President is empowered to preside over all Board meetings and sign resolutions as directed by the Board. The President shall be elected by a majority of the total number of Board members present at the time of the election. The Board shall also elect a Vice President to preside at meetings, in the absence of the President, a Secretary to keep all records, correspondence, and meeting minutes and a Treasurer to keep financial records of the Library District in order and secured at the Library Districts Offices. The Secretary shall keep complete and correct minutes of the proceedings of the Board of Trustees and committees of the Board of Trustees.

**SECTION 4. Committees of the Board.**

The Board of Trustees, by resolution passed by a majority of the Board, may designate one or more committees, each committee to consist of one or more of the Trustees of the corporation. The Board may designate one or more Trustees as alternate members of any committee, who may replace any absent or disqualified member at any meeting of the committee. Any such committee, to the extent provided by the resolution, shall have and may exercise the powers of the Board of Trustees in the management of the business and affairs of the corporation, and may authorize the seal of the corporation to be affixed to all papers which may require it; provided, however, further that no such committee shall have the power of authority in reference to amending the by-laws of the corporation.

ARTICLE III: Managers

**SECTION 1. Managers of the Corporation.**

The Board of Trustees shall appoint a Library Director and a Business Manager. The Library Director may be assigned additional managerial roles/duties as the Trustees may see fit.

**SECTION 2. The Library Director.**

The Library Director shall have general charge of and control over the operations of the Library, shall be responsible for planning and directing all operational and related activities of the Library. The Library Director shall be responsible for initiating and directing those actions essential to its growth and development of the North Shelby Library. The Library Director shall carry into effect the resolutions and other directives of the Board, and shall perform such other duties as may be assigned by the Board of Trustees.

**SECTION 3. The Library Business Manager.**

(A) Powers relating to capital acquisitions or divestment and borrowing or lending of funds are reserved to the Board of Trustees.

(B) The Library Business Manager shall Be appointed by the Board of Trustees and shall report to the Library Director.

**SECTION 4. Term and Removal of Managers of the Corporation.**

All Managers shall serve at the pleasure of the Board of Trustees. Any officer may be removed by the Board of Trustees whenever, in its judgment, the best interests of the corporation will be served thereby, either with or without cause. Election or appointment of a manager shall not of itself create contract rights.

ARTICLE IV: General

**SECTION 1. Fiscal Year.**

The fiscal year of the corporation shall begin on the 1<sup>st</sup> day of October in each year and shall end on the 30<sup>th</sup> day of September next following.

**SECTION 2. Corporate Seal.**

The corporate seal of the corporation shall have inscribed thereon the name of the corporation, "North Shelby County Library District", the words "A public corporation" and the words "State of Alabama".

**SECTION 3. Robert's Rule of Order.**

All meetings of the Board of Trustees and of committees of the Board of Trustees shall be conducted in accordance with procedures stated in Robert's Rules of Order (published originally under the copyright of Henry M. Robert, III, Trustee for Robert's Rules Association) as such rules exist on the date of any such meeting.

**SECTION 4. Amendments of By-Laws.**

By-Laws may be amended by vote of a majority of the total number of Trustees, acting in a regular meeting of the Board. Complete and current records pertaining to such amendments shall be kept and maintained by the Secretary/Treasurer.

**SECTION 5. Non-Discrimination Policy.**

The North Shelby Library is an equal-opportunity employer, and does not discriminate according to race, creed, gender, religion, age, or sexual orientation.

DATE OF ADOPTION OF THESE BY-LAWS September 19, 2024

signed original on file in District Offices

Kasandra Stevens, President Board of Trustees

## 1.03a: By-Laws Appendix A: Conflict of Interest Policy

### ARTICLE I: Purpose

The purpose of the conflict of interest policy is to protect the North Shelby Library District, Inc.'s. (Organization) tax-exemption status interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Trustee of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### ARTICLE II: Definitions

#### 1. Interested Person

Any Trustee, or any Director or principal officer Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### 2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through personal, business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, or membership in, or as a member of a board, of any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the Board of Trustees decides that a conflict of interest or appearance of conflict of interest exists.

### ARTICLE III: Procedures

#### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Trustees.

#### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Trustees shall decide if a conflict of interest or appearance of conflict of interest exists.

### **3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest or appearance of conflict of interest.
- b. The President of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest, actual or apparent.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested Trustees whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

### **4. Violations of the Conflicts of Interest Policy**

**A. 1.** If the Board has reasonable cause to believe a Trustee has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

**2.** If, after hearing the Trustee's response and after making further investigation as warranted by the circumstances, the Board or committee determines the Trustee failed to disclose an actual or possible conflict of interest, or voted on an arrangement or transaction in which the Trustee had a conflict of interest or appearance of one, it shall take the following corrective action:

(a) In the event of a failure to disclose an actual or possible conflict of interest the Board may void any transactions or arrangements involving the conflict of interest.

(b) In the event that a deciding vote for an arrangement or transaction was cast by a Trustee in violation of the Conflicts of Interest Policy all such arrangements or transactions are void.

Such voiding of an arrangement or transaction may result in damages, costs, fees, expenses, or other liabilities to be incurred by the North Shelby Library District, Inc. Such damages, costs, fees, expenses, or any other liabilities caused by voidance as a result of a violation of the Conflicts of Interest Policy will be borne solely and individually by the Trustees found to have violated the Conflicts of Interest Policy.

**B. 1.** If the Board has reasonable cause to believe an interested person other than a Trustee has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

**2.** If, after hearing the interested person, other than a Trustee's response and after making further investigation as warranted by the circumstances, the Board or committee determines the interested

person other than a Trustee failed to disclose an actual or possible conflict of interest it shall take corrective action.

#### ARTICLE IV: Records of Proceedings

The minutes of the Board shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present or apparent, and the governing Board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### ARTICLE V: Annual Statements

Each Trustee and Director shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- e. Has no Conflicts of Interest that have not been disclosed to the Board.

#### ARTICLE VI: Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### ARTICLE VII: Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing Board of its responsibility for ensuring periodic reviews are conducted.

### 1.03b: By-Laws Appendix B: Trustee Calendar

This calendar will be given to every Trustee at the annual meeting.

Trustee meetings shall be held in the following months to review the following:

October	1 <sup>st</sup> Thursday after October 15 at 6 p.m. Annual Meeting.
November	Director reports on Oct. APLS Directors Meeting.
January	Review Fiscal Year District billings and formally adopt FY Capital Budget. Revise operating budget if billings vary from projections. File Form 990 or extension to IRS
February	Annual Review/Approval of Long-Range Plan In 5th year (2024, 2029, 2034) review goals and objectives, assign specific tasks to Committee, Director, or staff, if necessary, with completion dates.
March	Annual Review Disaster Recovery Plan. Director reports on Feb. APLS Directors meeting. State Ethics forms due.
May	Director reports on April APLS Directors Meeting. IRS Conflict of Interest forms delivered to Director
June	Election forms due in Columbiana July 15 every even year
July	Approve Long Range Plan in 2024, 2029, 2034
August	Review State Aid rule changes, if any. Director reports on July APLS Directors meeting
September	Approve annual operating budget for next FY.

#### 1.04 Long-Range Plan

The Library maintains a long-range plan with the Alabama Public Library Service. This plan is reviewed each year and updated as necessary in response to the needs of the Library and our patrons. The current long-range plan is available on the North Shelby Library website (<https://northshelbylibrary.org/>).

## Section 2: Library Services

The Library provides services that meet the goals outlined by the Library's mission statement and long-range plan. Services are provided with a strong commitment to quality customer service and patron confidentiality.

### Reference and Research Assistance

The Library provides assistance in finding answers to specific questions as well as support for in-depth research. Staff assists patrons in using the Library collection and online informational resources.

### Access to Popular Materials

The Library provides a collection that reflects current popular culture and the leisure interests of the community. Staff creates displays, facilitates discussions and engages in conversations that lead patrons to resources reflecting their personal tastes.

### Technology

The Library provides the community with a technology hub for content creation, communication and productivity. Access to the Internet is an integral component of that technology hub. Wireless access to the Internet is available to Library users via Library-owned devices and personal devices.

Staff assists patrons in learning and improving computer skills and Internet navigation and guides them in locating, accessing and evaluating information and services online.

### Programming

The Library offers programs to meet the informational needs, educational pursuits and leisure interests of the library community. Programs are provided in-house, digitally, virtually, and outside the Library for diverse audiences.

### Educational Support

The Library provides educational support to the community by assisting local teachers, home school facilitators and area students. Library staff identifies useful resources for teaching and learning and guides patrons to useful educational materials and resources.

### Literary Support

The Library provides the essential building blocks for reading success and helps develop literacy skills. Library staff assists patrons in identifying materials and services that support new readers.

### Interlibrary Loan

The Library responds to requests for non-locally owned items by participating in an interlibrary loan system. Staff process loan requests and arranges for materials to be delivered to the patron's home library.

### Library as a Gathering Place

The Library supports being a place for community members to gather. The Library buildings provide gathering places where individuals and groups can read, learn, create, and collaborate.

## 2.01 Library Program Policy

### Library Program Policy – updated 8/29/2024

North Shelby Library District programs are events, displays, or exhibits that promote the use of library materials, services, and/or offers the community informational, entertaining, or cultural experiences.

Programs are planned for the interest and enlightenment of the residents of our district as well as to increase and diversify the visibility of the library within the community. Programs are intended to serve groups of people, not individuals. The Library strives to offer a variety of programs that reflect the interests of our growing and diverse population and as such, programs will not be canceled because of the ideas or topics of the program or the views expressed by the participants or speakers.

Library programs shall generally be voluntary, free, and open to the public. However, nominal materials fees may be charged for certain types of Library initiated programs. The Library's philosophy of open access to information extends to programming. The Library does not discriminate on the basis of race, color, religion, sex, national origin, age, or any other characteristics protected by local, state, and federal law. However, some library programs may be restricted by age to ensure the content is age-appropriate and appealing to the intended audience. Please refer to standards and content guidelines in Collection Development Policy for assistance in determining age-appropriateness.

Library programs must be non-commercial in nature. Although a professional expert may present a program, the information should always be generic in nature. Library programs must have a special entertainment, informational, or cultural value to the community. Library programs may address religious themes to educate or inform, not to promote or observe a religion. No individual or organization shall use a library-initiated program at the Library to advertise or recruit members or customers. Programs are not used for commercial, religious, or partisan purposes or for the solicitation of business.

Programs initiated by the Friends of the Library groups are usually designed for library fund-raising and may include an admission fee or be for members only. Programs put on by paying renters of the library meeting rooms are not considered public or library-initiated programs and are not subject to the library programming policy.

Library programs are primarily funded through the Library's budget. Staff members in charge of programming are designated a budget by the Director of Library Services. Additional program funding may come from the Friends of the Library groups, unsolicited donations, or from sponsorships.

Sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Sponsorship is defined as the Library working with another agency, presenter, or business to provide a program as defined above for Library patrons. Priority sponsorship is given to local government agencies. Agencies, businesses, or organizations that participate in sponsoring a program receive acknowledgement on the library website, in local publications, and on social media. Staff members in charge of programming reserve the right to accept or deny potential program collaborations based on the needs of the Library.

Program presenters are chosen for their expertise and performance experience. While due diligence is practiced when booking programs, the Library and its employees will not be liable for the content of any program presented by a third party. Professional performers or presenters will be permitted to sell their creative products (CDs, books, etc.) following the completion of their program.

Timely and adequate public announcement shall be made of all programs. Organizations or individuals partnering with the Library must coordinate marketing efforts with the Library. Press releases, public notifications, and marketing publicities must be approved by the staff member in charge of the program.

Registration may be required for planning purposes and when space is limited. When registration is required it must be handled by the library unless other arrangements are made with the staff members in charge of programming. Program participants' personal information is confidential and will not be shared with program presenters who are not library staff members.

Program evaluation forms may be distributed to the participants of select programs so that staff may know what has been successful and receive ideas for new programs from patrons. Recurring programs such as storytimes, book discussions, and regularly scheduled programs with repeat attendees may receive a program evaluation annually.

The Library will endeavor to offer an equitable number of programs throughout the community for a variety of demographics and interests. However, factors such as staffing levels, program space, budget concerns, and other demands upon the staff will influence the number and types of programs able to be offered. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

Library programs may be held online and require participants to download software to their personal computer or device. The library is not responsible for loss of data or damage to the participant's personal equipment that may result from use of this software. Library staff will make every effort to prevent disruptive intrusions; however, the Library is not responsible for actions of others which are outside of its control.

Library programs are recorded only with the permission of the presenters. Participants will be notified if a program is to be recorded and given the opportunity to opt out of participation. Photos may be taken by staff during programs for promotional use. Individuals in images will not be identified by name or with identifying information without written approval from the subject or their parent or legal guardian.

Responsibility for programming at the Library rests with the Director of Library Services, with some selections subject to review and approval by the Board of Trustees. The Director may delegate the authority for program management to staff members who program for their departments and/or branches. These staff members keep the Director informed of the status of all programs, and the Board of Trustees may review any programs for compliance with library policies.

The Library welcomes expressions of opinion from any library patron concerning programming. If a patron questions a library program, they may first address the concern with a Library staff member. Patrons who wish to continue their request for review of Library programs must follow the procedure outlined below.

## Displays

The North Shelby Library District will offer displays of library materials and/or resources that appeal to a range of ages, interests, and informational needs of the community. Consideration will be given to the age and intended audience of the display. For example, displays of children's books in the children's department; displays of books for adults in the adult department. Displays will be determined based on the suitability of the subject and style for the intended audience.

Displays of materials and resources in the library are intended to illustrate the width and breadth of available content in the library. The library will not display materials that violate applicable laws or library policies

The Board of Trustees holds the final approval for the display of library materials and/or resources, but the Director of Library Services and librarians may choose display topics for the area of the collection they are responsible for. Additionally, employees throughout the library share day-to-day responsibilities of keeping displays filled. Library staff uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest or relation to current events
- Availability of display space
- Holidays, celebrations, and nationally recognized days/months of recognition
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, and programs
- The North Shelby Library District may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays.
- Content and topics prohibited by the Collection Development policy for safeguarding minors may not be featured in programs in the Children's or Teen's Departments
- Content and topics related to subjects requiring parental discretion in the Collection Development policy for safeguarding minors may not be featured in programs or displays in the Children's or Teen's Departments

## Reader's Advisory

Reader's Advisory is the act of a library employee assisting a patron to find materials that they are interested in. This can be done through displays, book lists, or through conversation with a patron. Under the guidance of the Library Director, all staff share responsibility for providing this integral library service by virtue of their employment.

When directly assisting a patron with reader's advisory, the staff member will ask lots of questions to help discern what might be a good recommendation.

Consideration will be given but not limited to:

- Patron's age and status of restricted or unrestricted library card for minors
- Reading level
- Stated interests and/or requested topics
- Type of material
- Stated limitations (no romance books, only nonfiction, large print or audio book only, no graphic violence, etc.)

Library staff will present the patron with options that meet the patron's requests and comply with all policies for adults and minors based on restricted or unrestricted library cards. However, staff cannot have read every book in the library or be able to discern every nuance of a patron's likes and dislikes. It is up to the patron to choose what, if any, materials to check out for themselves or for their minor children. Final selection lies with the patron or the patron's guardian if that patron is a minor.

Items provided to patrons through readers' advisory does not constitute an endorsement by the North Shelby Library District or library staff of the content or views expressed in said items.

### Procedures for handling a statement of concern regarding library-initiated programs

1. To receive consideration by the Library, all concerns regarding library-initiated programs must be made by fully completing this form. This includes concerns brought up by members of the Board or staff.
2. The library-initiated program about which a concern has been made will not be canceled, nor be restricted in any way, before final action is taken by the Board of Trustees on the complaint, unless the Director of Library Services finds substantive justification for the program to be delayed or canceled until further investigation can be completed.
3. Within two (2) business days of the filing of the written statement, the applicable staff member will confer with the Director, then send a written response to the patron, explaining in detail their decision regarding the statement of concern. The patron concern and the Director's response will be forwarded to the Board of Trustees. The response will also inform the patron that they may appeal the decision within ten (10) business days.
4. The Board of Trustees will review the appeal at their next scheduled board meeting and take final action on it. In making its decision regarding the concern, the Board of Trustees will employ all of the Criteria for Selection of Library-Initiated Programs listed above, along with the any other relevant laws or policies.

5. The patron will be notified in writing of the Library Board's decision in the matter.

## Section 3: Library Collections

### 3.01 Collection Development Policy

#### Responsibility for Selection

Although the North Shelby Library Board of Trustees is legally responsible for the operation of the library, the responsibility for the selection of library materials is delegated to the Director of Library Services who authorizes collection development staff members who are library professionals and are knowledgeable in their areas of selection to purchase for their departments. Decisions made by the Director of Library Services must be fully compliant with the NSL Policy Manual and may be reviewed by the Board of Trustees to determine compliance with NSL policies.

#### Selection Process

Most of the materials selection process is done online through vendor sites. These vendors provide thorough product descriptions which can include cover art, reviews, excerpts, release dates, and sales, print run, or box office figures, all of which facilitate the selection process. Additional materials are selected from review journals, print and online catalogs, awards lists, best seller lists, and promotional mailers. The Library also accepts patron requests which are considered based on the criteria for selection found below. Librarians are encouraged to evaluate vendor-recommended materials in light of the unique needs of the North Shelby Library and the community served.

In general, selection is an ongoing process which includes the following steps:

1. Evaluate the existing collection and assess needs;
2. Consult reputable, professionally prepared selection aids and vendor sites;
3. Keep abreast of high interest titles reviewed in popular media as well as best seller and awards lists;
4. Solicit and consider recommendations for acquisitions from patrons;
5. Judge gift materials by the criteria listed in the "Policy on Gifts to North Shelby Library" accepting or rejecting them on the basis of those criteria;
6. Remove obsolete materials from the collection [see "Collection Maintenance /Weeding Policy"].

#### Examples of Sources Used during the Selection Process

The staff members in charge of collection development use a variety of resources to assist them in selection. These include:

- Professional journals (e.g. School Library Journal, Booklist, Publisher's Weekly, Kirkus)
- Popular media (e.g. People Magazine, Oprah's Book Club, Book Riot website)
- Best seller lists (e.g. New York Times, USA Today, Amazon)
- Vendor catalogs/selection lists (e.g. Baker & Taylor, Ingram, Midwest Tape, Overdrive)
- Award lists (e.g. National Book Awards, Pulitzers)
- Social reviewing sites (e.g. Goodreads, Common Sense Media, YouTube, TikTok)
- Patron requests and usage statistics

## Objectives of Selection

To assure that the library is a place where information, ideas and resources are available to all patrons the following selection objectives are adopted:

- To provide materials that will enrich and support the personal needs of the users, taking into consideration their varied interests, abilities, and learning styles;
- To provide materials that will stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards in a pluralistic society;
- To provide a background of information which will enable patrons to make intelligent judgments in their daily lives;
- To provide materials on opposing sides of controversial issues so that no one viewpoint is unduly represented.
- To place principle above opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the users.
- To benefit the community by supplying classic, enduring, and quality works in addition to new materials
- To uniquely represent the community of patrons by curating a collection based on their preferences and uses

## Criteria for Selection

The public library is the institution in our society that attempts to provide a diversity of viewpoints on a wide range of topics of interest including political, social, and religious ones – no matter how controversial or objectionable those ideas may be to some people. Selection of books or other library materials shall be made based on their value of interest, information, and enlightenment of all people of the community. No book or library material shall be excluded because of the race, nationality, religion, sexuality, or the political or social views of the author. A balanced collection reflects a diversity of materials, not an equality of numbers. Materials are chosen representing different points of view, limited by our selection criteria, applicable policies, budget, and space available in our facilities. The Board of Trustees will uphold the principle that censorship is largely an individual matter and declares that while anyone is free to reject for oneself books which do not meet with the individual's approval, one cannot exercise this right of censorship to restrict the freedom to read of others. Determinations of age-appropriateness do not constitute censorship, and the policies related to content provided to minors do not constitute censorship. The Board of Trustees will fully comply with NSL Policies.

## Selecting Materials for Minors

The staff in charge of selecting materials for minors follow the guidelines outlined below in addition to guidelines provided to other selectors. Selectors for books provided to minors must consider age, developmental appropriateness, and quality of content when acquiring materials and deciding where to place said materials in the collection. The decision must fully comply with NSL Policies and may be subject to review by the Board of Trustees. Selectors use their professional training, read reviews and publisher descriptions, and follow the guidelines listed below when considering purchases. Selectors review ordered books when they arrive before being processed. Library staff also spot check materials

to determine if items meet library policies and are shelved in the correct department/location. Materials found out of compliance with library policies must be removed or reshelved in appropriate areas.

North Shelby Library District will not purchase or shelve materials which would meet the legal definitions of obscene nor shelve materials "harmful to minors" in areas designated for minors. North Shelby Library District will also fully comply with the standards and definitions delineated in the NSL Collection Development Policy. Materials that have been purchased in the past that do not comply with NSL policies must be relocated or removed by librarians. The definitions of "Harmful to Minors," "Obscene," and "Sexual Conduct" as stated in Alabama Code Title 13A. Criminal Code § 13A-12-200.1 are:

(11) HARMFUL TO MINORS. The term means:

a. The average person, applying contemporary community standards, would find that the material, taken as a

whole, appeals to the prurient interest of minors; and

b. The material depicts or describes sexual conduct, breast nudity or genital nudity, in a way which is patently

offensive to prevailing standards in the adult community with respect to what is suitable for minors; and

c. A reasonable person would find that the material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

(17) OBSCENE. The term means that:

a. The average person, applying contemporary community standards, would find that the material, taken as a

whole, appeals to the prurient interest; and

b. The material depicts or describes, in a patently offensive way, sexual conduct, actual or simulated, normal or

perverted; and

c. A reasonable person would find that the material, taken as a whole, lacks serious literary, artistic, political or scientific value.

(22) SEXUAL CONDUCT. The term means:

a. Any act of sexual intercourse, masturbation, urination, defecation, lewd exhibition of the genitals, sadomasochistic abuse, bestiality, or the fondling of the sex organs of animals; or

b. Any other physical contact with a person's unclothed genitals, pubic area, buttocks, or the breast or breasts of a female, whether alone or between members of the same or opposite sex or between a human and an animal, in an act of sexual stimulation, gratification or perversion.

Materials with content that includes depictions of sexually explicit conduct will not be purchased for or located in the Children's Department (generally ages birth – 12) or Teen Department (generally ages 13-17). Age-appropriate materials regarding religion, history, biology, or human anatomy may not be construed to be against this rule, however these may be subject to review by the Review Committee and Board of Trustees and may be moved if determined to be suitable for a different audience. This policy recognized two categories of materials for children: sexually explicit materials, which are not permitted, and "parental guidance" materials which are not required to be removed, but must be shelved in a separate section of the Children's Department.

Materials for children that contain nudity, or a discussion of sexuality must be shelved in a separate area of the Children's Department to be accessible only with parental guidance, even if the text is regarding religion, history, biology, human anatomy, or human sexuality. The term and phrase "Human Sexuality" and "discussion of sexuality" include topics related to sexual orientation, gender identity, consent, and sexual ethics. Librarians may not direct children (birth to 12 years) to these selections without parental consent. Materials that do not contain sexually explicit material but do require parental guidance must be separated from the selection of other children's books but may remain in the Children's Department. Materials containing sexually explicit material in violation of NSL Policy may not remain in the Children's Department and must be removed or reshelved in a different department.

The following may constitute sexually explicit content and/or parental guidance content for the Children's Department:

- The use of words describing a sex act
- Descriptions of sexual abuse, sexual assault, and consent
- Nudity, even nonsexual, displaying a person's unclothed genitals, pubic area, or breast(s)
- Sexual education materials which are medically correct but have not been placed in a separate area for parental discretion
- Topics related to sexual orientation, gender identity, consent, and sexual ethics that are not placed in a separate area for parental discretion

The above list is not exhaustive and is subject to library policy, and review committee decisions.

The following may constitute sexually explicit content for the Teen Department:

- Detailed scenes of sexual touching over clothing
- Detailed discussions of sexual acts or the use of words describing a sex act
- Detailed or explicit descriptions of sexual abuse, sexual assault, and consent
- Nudity displaying a person's unclothed genitals, pubic area, or breast(s)
- Sexual content, nudity, or sex acts depicted in images, graphics, or illustrations in content or cover art

The above list is not exhaustive and is subject to NSL Library policy, and review committee decisions. The above criteria for the Children's and Teen Departments apply to all material and resources offered in the department. Patrons residing in the North Shelby Library District who are in good standing with the Library and are concerned that specific material is in violation of the above policy may contact the

Library Director and/or the Board of Trustees and will be provided with materials to submit a Reconsideration Request.

### Safeguarding of Minors

The North Shelby Library District makes every effort to provide a safe place for patrons of all ages and has policies for Unattended Children and Patron Behavior in place to ensure every patron's visit to the library meets their needs. Additional policies safeguarding minors include the Internet Acceptable Use Policy and the Privacy Policy. The North Shelby Library District fully complies with NSL Library Policy to ensure that selections are age-appropriate for minors.

The North Shelby Library District will offer a restricted Juvenile library card for patrons under 18 years of age. This card will be issued to all juvenile patrons at the request of their parent or legal guardian.

#### Restricted Juvenile Library Cards:

- The Juvenile Library card will only be authorized to check out materials from the Children's and Teen departments of the library and will not be authorized to check out materials from the adult department.
- The library card functions by alerting librarians and staff that the holder is a juvenile. Librarians and staff will then ensure that no materials from adult (18+) collections are released to the minor.
- If a parent is concerned that adult materials have been checked out on a Juvenile card, they may contact the Library Director for more information.
- The "restricted access" juvenile applies only to physical and eBook materials which are the property of North Shelby Library. Holds and materials requested from other libraries are not reviewed by library staff.

A parent or legal guardian wishing to provide unrestricted access may request an all-departments juvenile card for their minor child.

#### All-Departments (Unrestricted) Juvenile Library Cards:

- The Juvenile will have unrestricted access to all North Shelby Library and Mt. Laurel Library materials and may check out or access any items without parental permission.
- Librarians will not be held responsible for any materials provided to minors with an unrestricted library card.
- Access may be revoked by parents or legal guardians, which would convert the card back to a restricted juvenile card.

#### Requirements for converting or requesting a new Restricted Juvenile Card to All-Departments:

- The parent or legal guardian must come to the library and present photo ID as the parent or legal guardian of the minor child.

- The parent or legal guardian must complete an application and sign an authorization form giving permission to their minor child to check out materials from any library department, including the adult department.
- The parent or legal guardian must also be a library-card holder at North Shelby Library, either as a resident or through a paid membership.
- In cases where multiple parties have custody of the minor, the party with primary custody is required to sign the authorization form. If the party with primary custody does not sign the form, the minor will be issued a restricted Juvenile card.

All juvenile library cards will be subject to the Standard Registration Rules outlined in section 4 (4.01) of the NSL Policy Manual.

The parent or legal guardian of any minors issued juvenile cards will also be required to sign a waiver acknowledging that the “restricted access” juvenile applies only to physical and eBook materials provided by North Shelby Library. The Harrison Regional Library does not recognize “restricted access” cards and other libraries in the system may or may not allow juveniles to check out materials from all sections of the library including the adult sections.

Parental guidance is recommended for parents or legal guardians wishing to restrict access at other libraries in the system. While some eBook platforms are completely restricted for juvenile cards, other platforms offer “kid’s mode”, which filters for age appropriate material. Parents and legal guardians wishing to give unrestricted access to eBooks must sign an authorization form as described above. Parents and legal guardians who wish to restrict access to e-materials may still need to offer some parental guidance, depending on the policies of each unique eBook platform. Librarians and staff may provide information about the procedures for the various platforms available, if assistance is needed.

The Library is unable to act in loco parentis. Responsibility for the choice of library material for minors rests with their parent(s) or legal guardian. Conversely, the library and staff will not act in loco parentis, circumventing parental authority, by facilitating or recommending resources that parents have indicated (by choosing the restricted access juvenile card) their minor child(ren) should not have access to. Patrons will not be stigmatized by their usage of or preference not to use materials provided by the library for themselves or their minor children. Librarians may not check out material from the adult section to minors unless they have an “unrestricted” Juvenile card. At North Shelby Library, the departments are physically separate as well as having distinctive spine labels. At Mt Laurel Library, materials have distinctive labels and are shelved separately but each department is within reach of the other departments. All books are shelved on open shelves.

### Library Departments

- Children’s (generally ages birth-12)
- Pre-Teen/Young Teen (Generally ages 12-14)
- Teen (generally ages 13-17)
- Adult (18+; including Young Adult (generally 18-25))

North Shelby Library District will not purchase or shelve materials which would meet the legal definitions of obscene nor shelve materials “harmful to minors” in areas designated for minors and will relocate or remove any books or materials that violate the NSL Policy Manual, or the standards listed in

this Collection Development Policy. The District may purchase or acquire any materials requested by adults regardless of the advertised target audience if the material meets other selection standards for adults. These items will be labeled as adult, shelved in the adult sections of the libraries, and will not be marketed, suggested, or recommended to minors.

The Teen Department will be separated by Pre-Teen/Young Teen and Teen Collections based the age group recommended by the book publisher so that patrons may more easily determine which materials are recommended for different ages. The Pre-Teen/Young Teen books will be available in a designated portion of the teen section, and they will have a spine label indicating the applicable age group. The juvenile card does not prevent young teens from selecting books in all portions of the Teen Department, but it may be a useful tool for parents and juveniles seeking age-appropriate materials.

Patrons residing in the North Shelby Library District who are in good standing with the library and current on District Assessments may request materials be withdrawn or reconsidered through the process described in the Reconsideration Procedures section.

### Guidelines for Evaluation and Selection of Library Resources

- Reputation and qualifications of the creator(s), publisher(s), or producer(s)
- Community needs, interests, and demand
- Present and potential relevance to community needs
- Relevant to establishing a well-rounded and educated background on a variety of subjects, past and present
- Representative of differing viewpoints on controversial subjects
- Clear and accurate with the scope of text or audiovisual presentation appropriate to the needs of the users
- Quality format and value, commensurate with cost and/or need
- Authenticity of voice
- Representative of diverse points of view
- Judgment of the work as a whole
- Compliance with Collection Development policy

### Types of Materials Not Generally Purchased by the Library

- Textbooks or curriculum materials
- Workbooks or journals
- Collector's Editions
- Non-fiction books published more than 5 years ago or that are no longer factually accurate
- Out of print materials
- Items not available through library vendors

Items requested by patrons that fit into these categories or that cannot be purchased due to budget constraints or other considerations will be requested for the patron through ILL (interlibrary loan).

### Policy for Gifts to North Shelby Library

The North Shelby Library welcomes gifts of books, periodical subscriptions, works of art, media, other educational materials and equipment, and money for the purchase of library media materials and equipment.

Materials and equipment are accepted with the understanding that the item(s) meet(s) the standards in the library's Collection Development Policy.

Gifts are irrevocable; those weeded from or not added to the collection may be disposed of as the Director of Library Services deems appropriate.

The Director of Library Services under the guidance of the Board of Trustees reserves the right to determine appropriate use, housing, and maintenance of gifts or to delegate that determination to the appropriate staff member.

The Library will not appraise gifts. A donor may request a receipt for the number of items donated.

North Shelby Library hereby states it is currently in good standing with the Internal Revenue Service as a charitable organization under 501(c)(3) of the Internal Revenue Code and contributions to the North Shelby Library are deductible charitable contributions to the donor. We have also received sales tax exemption from the State of Alabama Department of Revenue.

Donors will be supplied with an appropriate statement regarding any monetary donation which is tax deductible.

### Collection Maintenance/ Weeding Policy for North Shelby Library

Both print and non-print materials should be reviewed and evaluated at regular intervals to determine if they are to remain in the current collection. This final step in the selection process ensures the library collection will contain materials that are factual, undamaged, and in-demand. Staff members in charge of collections should consider space, budget, and user needs when deciding how much and how often to weed. Staff members also actively search for replacement items for dated materials. Staff members should prioritize objective measures such as Record of Use or Physical Condition over subjective measures such as relevance or reliability.

Depending on the condition, materials withdrawn from the collections may be offered for sale through the Friends of the Library groups. Donations and other items not added to the collection may also be included in these sales. Damaged or factually inaccurate materials may be disposed of.

### Suggested Criteria for Weeding

Record of use- the item has not circulated for an appropriate amount of time for its collection, generally 1-5 years.

Technical Quality- non-print materials with poor visuals, faded or off-color visuals, faulty or inferior sound reproductions.

Dispensability- duplicate copies no longer needed in the collection.

Physical Condition- the item is torn, soiled, or worn; pages or parts are missing.

Poor Purchases- materials purchased that were not quality items and/or items not appropriate.

Compliance- the material's presence in the department does not jeopardize compliance with library policy

Dewey Decimal Balance- the item is unneeded to balance the collection.

Careful consideration should be practiced in weeding an item that:

- is a work of historical significance in the field of literature.
- has unusual illustrations or the illustrations are by a well-known artist.
- is a work by a local author or illustrator.
- describes local history or personalities.
- is a memorial gift.
- has a strong record of use by the community

However, North Shelby Library is not an archive or research library, and no items are kept indefinitely when they meet criteria for weeding.

#### Reconsideration Procedures

The North Shelby Library complies with all relevant federal, state, and local laws, including but not limited to the First Amendment contained in the Bill of Rights of the Constitution of the United States, or final judgments or rulings by a court of competent jurisdiction. However, patrons residing in the North Shelby Library District who are in good standing with the library and current on District Assessments may request materials be withdrawn or reconsidered and should be afforded every opportunity to express their concerns. Concerns from patrons may be directed to the Director of Library Services and/or the Library Review Committee.

Materials reflecting diverse viewpoints and opinions are included in the collection through the library's commitment to provide a broad base of information upon which individuals can formulate intelligent, well-researched decisions. An item in the collection will not be removed at the request of anyone who disagrees with the content or format unless it can be proved that it is in violation of the North Shelby Library collection development policy. A work is evaluated as a whole, not by excerpts taken out of context. Both the work itself and the location of the item in the library may be reviewed.

If a complaint is made, the following procedures shall be followed:

1. If possible, the patron should be referred immediately to the department head or Director of Library Services. The department head or director should then have a discussion with the patron about the material in question informing the patron of the selection policies and the procedures for questioning materials.
2. The Staff or Director of Library services will notify the patron that if they wish to pursue the complaint further, they may submit a request for reconsideration form to the Director of Library Services. The patron will be provided with a written copy of the collection development policy (3.01), the and a copy of the reconsideration form (3.01a).
3. Staff should inform the Director of Library Services when a form is given out.

4. Each request form will be limited to a single title. Multiple requests may be submitted by the same patron, but the Review Committee will determine which material will be reviewed first and will generally conduct only one review at a time. If multiple requests are submitted for the same material, or a material already reviewed, the documentation of the final decision will be sent to each individual requesting review. At that time, the individual may accept the decision as it stands or appeal the decision to the Board of Trustees. The Review Committee will only review the same book once every 3 years, then appeals on the review may go to the Board of Trustees for the remainder of the 3-year period. A maximum of four book complaints is allowed per resident per 12 months.
5. The challenged materials will remain in circulation during the reconsideration process, unless they have been shown to be in violation of NSL Library policies related to minors. In that case the book will be temporarily removed or relocated to the adult section pending a final decision. The library will not purchase additional copies until the library review policy is completed.
6. Upon receipt of the completed complaint form, the Director of Library Services will respond to the patron within 2 business days to confirm receipt and will forward the form within 2 business days to the Review Committee.
7. The Review Committee will commence review of the challenged material within fifteen business days.
8. The Review Committee, facilitated by the committee Chair, will meet once all members have been able to review the material in its entirety, not more than 45 days after receipt of the request.
9. The Director informs the patron and the Board of Trustees of the decision made by the Review Committee within 2 business days of the decision.
10. The patron may make a written appeal to the Board of Trustees at least 14 days in advance of a scheduled Board meeting.
11. The decision of the Board of Trustees is final.
12. Reconsideration committee decisions are reported to appropriate agencies and archived in Board Meeting Documents.

#### Review Committee

The Review Committee is appointed and approved by the Board of Trustees. The Review Committee consists of two board members and up to five at-large members. The committee Chair serves as the facilitator. The Director of Library services may advise the committee but is not a committee member and does not vote. Committee members may be removed or replaced by a majority vote of the Board of Trustees. A numerical majority of committee members must, for the entirety of their service, be residential or commercial dues-paying members in the North Shelby Library District. All members must be in good standing with the library and current on District Assessments. In the instance a member's residential or commercial status changes or status standing on District Assessments changes, they must notify the Board and may be removed by a vote of the Board if necessary to maintain a dues-paying majority.

The Review Committee responsibilities include:

- Reading, viewing, or listening to the material in its entirety

- Meeting with the other members of the Review Committee and determining the extent to which the material supports the collection development policy
- Meeting with the other members of the Review Committee and determining the material's compliance with NSL library policies

At the conclusion of their meeting, the Review Committee will make one of the following decisions:

- Retain the material as is
- Move to a different collection in the library
- Withdraw from circulation

3.01a Collection Development Policy Appendix A: Request for Reconsideration Form  
*Reconsideration of  
Library Resources*

The Board of Trustees of the North Shelby Library has established reconsideration procedures to address concerns about library resources. Completion of this form is the first step in those procedures.

If you wish to request reconsideration of library resources, please return the completed form to Director of Library Services, North Shelby Library, 5521 Cahaba Valley Road, Birmingham, AL 35242. All requests will be forwarded to the book review committee within 2 business days.

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

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

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

Resource on which you are commenting:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Book        | <input type="checkbox"/> Audio                         |
| <input type="checkbox"/> DVD/Blu-Ray | <input type="checkbox"/> Newspaper                     |
| <input type="checkbox"/> Game        | <input type="checkbox"/> Digital                       |
| <input type="checkbox"/> Magazine    | <input type="checkbox"/> Other (please specify): _____ |

Location of the resource:

\_\_\_\_\_

Did the staff or Director of Library Services provide you with a printed copy of the Collection Development Policy?

Yes \_\_\_ No \_\_\_

Did the library staff or Director of Library Services notify you of the Reconsideration Request forms and offer to provide you with one when you presented your complaint? Yes \_\_\_ No \_\_\_

Have you examined (read/heard/seen) the material in its entirety? \_\_\_ Yes \_\_\_ No

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher/Producer \_\_\_\_\_

What brought this resource to your attention? \_\_\_\_\_

\_\_\_\_\_

What concerns you about the resource? **Please cite specific passages, pages, etc.** (use other side or additional pages if necessary)

Are there resources you recommend that provide additional information and/or other viewpoints on this topic?

How is the material contrary to the collection development policy?

Please attach any professional reviews of the material.

3.01b Collection Development Policy Appendix B: Review  
Committee *North Shelby Library Review Committee*  
*Instructions*

**Guidelines**

Under the best professional standards, reconsideration policies ask those charged with reviewing a challenged book or other resource to set aside their personal beliefs and evaluate the work considering the objective standards outlined in the library's collection development policy. Listed below are some best practices for Reconsideration Committee members:

- Bear in mind the principles of the freedom to read and base your decision on these broad principles rather than in defense of individual materials.
- Bear in mind that determinations of age-appropriateness do not violate the freedom to read
- The North Shelby Library District complies with the First Amendment, Bill of Rights, and other applicable federal, state, and local laws
- Requests for clarification on policies or codes may be submitted to the Board of Trustees by the chair of the Book Review Committee
- Read or view all materials referred to you including the full text of the material in question, available reviews, and notices of awards, if applicable.
- Review the library mission statement, collection development policies, and reconsideration policies.
- The general acceptance of the materials should be checked by consulting standard evaluation aids and your institution's selection policies.
- Challenged materials should not be removed from the collection while under reconsideration unless they are shown to be in violation of NSL Library Policies in which case they may not be shelved in the Children's or Teen departments until after a final decision is made.
- Passages or parts of the work in question should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
- The committee's decision is to be an objective evaluation of the material within the scope of the library's collection development policy.
- Compliance with NSL Library Policies for materials available to minors is mandatory. If the book is not in compliance, it must be relocated and is subject to being removed by the Review Committee process.

## Review Committee Discussion Guide

Review Committee members should read, view, or listen to the contested material in its entirety then meet with other members of the Committee at the designated time to determine if the material should be retained, moved, or withdrawn. This guide is designed to help in that discussion.

**Title:**

**Author:**

**Purpose/theme:**

### **Does the work meet one or more selection criteria from the Collection Development Policy?**

- Reputation and qualifications of the creator(s), publisher(s), or producer(s)
- Community needs, interests, and demand
- Classic, enduring, and quality works that should be available to the community
- Present and potential relevance to community needs
- Relevant to today's world, reflecting problems, aspirations, attitudes, and ideals of society
- Representative of differing viewpoints on controversial subjects from both past and present
- Clear and accurate with the scope of text or audiovisual presentation appropriate to the needs of the users
- Quality format and value, commensurate with cost and/or need
- Authenticity of voice
- Representative of diverse points of view
- Judgment of the work as a whole
- In compliance with applicable policies in the content and location of the material

### **Reviews and lists**

The Library will supply reviews of this material and the name of selection lists it appeared on.

Review committee members can also check for additional sources. Please be able to discuss:

- The source of the review or list
- Whether the review was favorable or unfavorable
- Any biases the review or list might contain

### **Decision**

At the conclusion of their meeting, the Review Committee will vote by secret ballot to make one of the following decisions:

- Retain the material
- Move to a different collection in the library
- Withdraw from circulation

## Section 4: Circulation

### 4.01 Countywide Circulation Policy (HRL)

*Revised March 3, 2022*

#### **I. Standard Registration Rules**

1. Library cards are initially available to all Shelby County residents free of charge. An application must be completed for every person wishing to obtain a card and use Shelby County Public Libraries' services. One card per person.
2. All applications must be completed and all cards issued at a Shelby County Library during normal operating hours.
3. All applicants and responsible parties must be present for a card to be issued.
4. Identification and proof of residence are required for all patrons before a card can be issued. A photo ID such as driver's license, non-driver's id, passport, student ID, military ID, or work badge is preferred. A patron without a photo ID must provide two (2) alternate forms of identification such as social security card, insurance card, credit card, etc. Patrons providing a PO Box as a mailing address must also provide proof of their physical street address.
5. Applications for minors who are younger than 18 must have a parent or legal guardian's signature. The adult who signs for the minor will be held liable for any and all charges or damages associated with the minor's card. Upon the minor's 18<sup>th</sup> birthday all present fines and fees will be assumed by the signing responsible party and all future fines will be the responsibility of the applicant.
6. If the parent/guardian signing for a minor's card, has a card that is not in good standing, then a card cannot be issued to the minor until the issues on the adult's card have been cleared.
7. If a minor has a card that is not in good standing and the parent/guardian who signed the minor's application wishes to apply for an adult card, then the charges on the minor's card must be paid before the parent/guardian may be issued a card.
8. The use of VIP library cards is at the discretion of each individual library. Cards with VIP patron codes must only be assigned by the library director at each library and only for patrons of their library.
9. Students who attend school within Shelby County may obtain a card free of charge for one year if they present verification of enrollment and proof of current and permanent residence.
10. Non-resident adults, 18 years and older, who are working for business located in Shelby County are eligible to receive a free library card for one year with proof of employment such as a paycheck stub and/or employer ID card or badge.
11. Non-resident cards can be issued to adults, 18 years and older, for an annual \$30 registration fee. Non-resident adults wishing only to gain access to databases or digital collections may apply for an electronic resources card for an annual \$10 registration fee.
12. The library also offers cards to adults, 18 years and older, who are residing within impermanent and/or transient housing situations. Temporary 6-month cards can be given to those who are staying in temporary housing with proof either through rent payments or letter from their host.

A temporary card may also be issued to those residing in transient housing such as a shelter, group home, center, institution, or organization with a letter from the administration of the organization.

13. If an individual's library card is lost or stolen, then the patron must report the loss immediately. The patron is responsible for all activity relating to the lost card until the library has been notified and the card made invalid.
14. Replacement cards can be issued for old, damaged, unreadable, stolen, or lost cards. All items must be returned, holds cancelled, all fines/fees paid, and lost or claimed items must be resolved on the current card before a new card can be issued. A card which has been replaced is no longer valid and should be destroyed if later found.
15. Stolen cards will be replaced free of charge. If the card is old, damaged, or unreadable, then the patron may apply for a new card free of charge if the old card(s) is attached to the application. When an individual's library card is lost, the patron may apply for a new replacement card and pay a nonrefundable fee of \$3.
16. The length of terms for library cards is dependent on the Patron Registration Code. Each can be renewed upon expiration after any charges have been resolved, identification and contact information has been verified, and any registration fees paid.

#### **Patron Registration Codes**

**Adult 3 Years**

Shelby County resident who is 18 years or over. Expires every 3 years.

**Juvenile 3 Years**

Shelby County resident who is a minor (under age 18). Juvenile cards require adult parent/guardian's signature. The signed adult is responsible for any charges associated with minor's card. Expires every 3 years.

**VIP 3 years**

Examples: City/County/State officials, board/friends of the library/guild/staff members. Assigned only by library directors. Expire every 3 years. No late fines.

**Books-By-Mail 3 years**

Home bound individuals. Expires every 3 years. No late fines.

**Student 1 Year**

Student cards issued to students with enrollment verification and proof of current and permanent residence. Expires every year.

**Electronic Resources 1 Year \$5 library / \$5 HRL**

Non-resident adults 18 years or older who only wish access databases/digital collections. Annual \$10 fee. Expires every year. Cannot checkout any items.

**Non-Resident 1 Year \$15 library/ \$15 HRL**

Adult who is 18 years or older who does not live in Shelby County. Annual \$30 fee. Expires every year.

**Non-Resident (In-County Employee) 1 Year**

Adult who is 18 years or older who does not live but works within Shelby County. Expires every year.

**Temporary 6 months**

Adults, 18 years and older, who are residing within impermanent and/or transient housing situations. Must provide proof either through rent payments or letter from their host or the administration of the organization at which they are residing. Expires in 6 months. Restricted to 5 non-print and 15 print items.

## **II. Standard Loan Rules**

1. Patrons must present their own unexpired library card in good standing to check out library materials. Good standing is defined as: Non-permanently stopped cards with complete data and without long overdue items, without excessive fines/fees (\$10 & more), and without noted problems restricting library privileges.
2. Materials are loaned by the library with the understanding that the borrower will return them in the same condition and by the due date established by the library.
3. Patrons are responsible for materials checked out on their library cards. The parent/guardian is responsible for materials checked out on the juvenile's card.
4. Books borrowed through out-of-county interlibrary loan will be dealt with as determined by the interlibrary loan policy.
5. The ability to place a hold or renew an item is dependent on the owning library's policy.
6. Most items auto-renew to the limit of the renewals set by the owning library. As a courtesy, Patrons are notified of renewals via text or email. Items that have holds are not auto-renewed. Auto-renewal will not happen if the patron has a block or blocks on their card due to fines, lost items, expired registration, or other reasons. Patrons are responsible for overdue fines if an item that is not auto-renewed is returned late. Failure to receive notifications or does not absolve the patron from the overdue fines for an item. Therefore, patrons are encouraged to keep their contact information up-to-date.
7. Holdable items can be reserved at any Shelby County library, through the online catalog at <http://catalog.shelbycounty-al.org/polaris> and/or through the mobile PAC at <http://catalog.shelbycounty-al.org/mobile>
8. Renewable items can be renewed at any Shelby County library, by calling the telephone renewal line at 205.669.3928, through the online catalog at <http://catalog.shelbycounty-al.org/polaris> and/or through the mobile PAC at <http://catalog.shelbycounty-al.org/mobile>
9. Most items can be returned to any Shelby County public library without penalty unless restricted by the owning library.
9. Media materials circulate and are fined according to the policies set at the owning library. Acceptable return policies of these items are determined by the owning library.
10. Shelby County Public Libraries' materials must be returned to a Shelby County Public Library.

## **III. Fines, Fees, and Charges**

1. If materials are returned damaged or with pieces missing, the owning library can choose to charge for the repair and/or retrieval of missing pieces or the complete replacement costs of the

item. The owning library shall have the discretion to determine if materials returned are in the same condition as when they were checked out.

2. If materials are returned later than the due date specified at checkout, overdue fines will accrue daily but will not be applied to the patron's account until the item is returned, renewed, or deemed lost.
3. Materials which are long overdue and for which the patron has been issued a bill are considered by the library to be lost and the patron is responsible for paying for the replacement cost of the item. As a courtesy, the library issues a reminder for almost overdue items and three overdue notices prior to charging the patron's account with the replacement cost of an item. Failure to receive overdue notifications or bills does not absolve the patron from the overdue fines or replacement costs for an item. Therefore, patrons are encouraged to keep their contact information up-to-date.
4. Other fines, fees, or charges may be assessed and applied according to the issuing library's policy.
5. Fines and other outstanding charges will be brought to the patron's attention at the checkout desk.
6. Only the owning library can waive fines.
7. Fines not associated with lost or damaged items collected cumulatively in amounts lower than \$25 will be retained at the library collecting the fine. When collecting cumulative fine amounts of \$25 or more the entire amount should be routed to the owning library along with a copy of the printed receipt.
8. Undisputed payments for lost materials may be made at any library without first contacting the owning library. The library handling an undisputed payment must issue a receipt verifying payment of the material. All payments for lost or damaged materials must be routed to the owning library - regardless of the amount along with a copy of the receipt.
9. Disputes in payments for overdue, lost, or damaged materials must be resolved at the owning library. Replacement copies in lieu of replacement costs for lost items should only be offered and accepted by the owning library.
10. If a patron finds and returns the materials for which they have paid the replacement costs, the owning library will reimburse the patron as defined by the owning library's local replacement policy. Each library must issue a receipt for lost material payments. Reimbursement of payments for lost materials will only be made upon presentation of a valid receipt issued in the last 30 days.

#### **IV. Suspension of Privileges**

1. Borrowing privileges will be suspended after a patron has accrued a total of \$10 worth of fines/fees or have more than \$10 worth of items deemed lost on their library account. The account will be cleared and privileges reinstated upon the return of lost items and/or fines paid.
2. An associated adult card will be blocked and borrowing privileges suspended when the juvenile card for which an adult has signed accrues \$10 or has more than \$10 worth of items deemed lost. Both accounts will be cleared and privileges reinstated upon the return of lost items and/or fines/fees paid.

3. Borrowing privileges can be suspended for unacceptable behavior including but not limited to physical abuse of facilities or resources, physical or verbal abuse of staff or other patrons, stealing, vandalism, computer agreement violations, and/or any criminal activities on library property.
4. If an individual has committed illegal activity in one library, the library card will be suspended and the individual can be banned from the property. The director will notify the system libraries and a vote will determine if the ban will be countywide. Appeals will be directed to the Harrison Regional Library Board which shall be the final authority in the matter.

## **V. Confidentiality of Patrons Records**

All information retained in patron records is for the purpose of conducting daily library business. This information is confidential in nature and cannot be given out to unauthorized individuals or for any other purpose than to carry out normal procedures of the library.

Any requests for patron records or circulation records generated by the integrated library system must be presented to the director of the Harrison Regional Library. The Board of the Harrison Regional Library in consultation with the County's attorney will determine the process in which information is released or information is refused. Any request for information may be refused. Any request for information must be accompanied by a subpoena signed by a judge.

## 4.02 North Shelby Library-Specific Policies for the Countywide Circulation Policy

*Revised July 2021*

**Mt Laurel Library is a branch of North Shelby Library and, as such, also follows these policies.**

### II. Standard Loan Rules

5. The ability to place a hold or renew an item is dependent on the owning library's policy.

Holds:

- a. New adult fiction and non-fiction books, new movies, video games, and hotspots can be held but must be picked up at the owning library.
- b. Puzzles and board games cannot be held.
- c. Holds for special collection items such as kits or passes are determined on a case-by-case basis and indicated on the item label, patron use agreements, and/or advertising.
- d. Most other circulating items can be placed on hold and can be sent to other libraries in Shelby County for patron pick-up. This includes books and media in any format.
- e. In order to pick up a hold, the person checking it out must have the library card or driver's license of the person it was requested for. Alternately, circulation staff may take permission over the phone after verifying the person's identity.

Renewals:

- a. New adult fiction and non-fiction books and new movies are not renewable.
- b. Video games and hotspots are not renewable.
- c. Renewals for special collection items such as kits or passes are determined on a case-by-case basis and indicated on the item label, patron use agreements, and/or advertising.
- d. All other books, older DVDs & Blu-rays, audiobooks, and music CDs are able to be renewed three times if there are no holds on them.
- e. If there are no more renewals left, then the items must be turned in and cannot be checked out on the same library card again until the next business day.

9. Media materials circulate and are fined according to the policies set at the owning library.

Acceptable return policies of these items are determined by the owning library.

- a. Movies in any format can be returned to any Shelby County public library without penalty.
- b. Audiobooks and music CDs can be returned to any Shelby County public library without penalty.
- c. Hotspots, board games, puzzles, and special collection items must be returned to the library the item originated from. These items must be returned inside and handed to an employee at the circulation desk.
- d. There is no limit on the number of books, movies in any format, audiobooks, or music CDs that can be checked out on a card.
- e. There is a limit of three video games per library card.
- f. There is a limit of one hotspot per family/address.
- g. There is a limit of one Citizen Science kit per family/address.

- h. Other special collection items have the limits as indicated on the item label, patron use agreements, and/or advertising.

**III. Fines, Fees, and Charges**

- 4. Other fines, fees, or charges may be assessed and applied according to the issuing library's policy.

Fines:

- a. New books, movies in any format, and video games..... \$1.00/day
- b. Hotspots ..... \$2.00/day
- c. Telescopes ..... \$5.00/day
- d. Other science kits ..... \$2.00/day
- e. All other books, board games, puzzles, & audiobooks ..... \$0.10/day
- f. Other special collection items range from \$0.10-\$5.00 per day as indicated on their label.

- 9. Disputes in payments for overdue, lost, or damaged materials must be resolved at the owning library. Replacement copies in lieu of replacement costs for lost items should only be offered and accepted by the owning library.

North Shelby Library and Mt Laurel Library do not accept replacement copies of lost materials in lieu of replacement costs.

## Section 5: Technology

### 5.01 Acceptable Online Use Policy (HRL)

*Adopted 4/16/15*

The Public Libraries of Shelby County System provides public access to the Internet to assist Public Libraries of Shelby County patrons meet the basic information needs, facilitate life-long learning, and supply sources of information in all fields of knowledge. The Internet provides access to information far beyond the library's resources. The Internet is a gateway to a diversity of information on a multitude of topics from all countries and cultures around the world. While most of the information accessed can be valuable and enlightening, the user may also find materials that are unreliable, personally offensive, or illegal under U.S. Law.

The Public Libraries of Shelby County System follows and strictly enforces Alabama State Law 13A-12-200.3 that specifically prohibits the dissemination or display of obscene matter. Examples of prohibited use includes, but is not limited to: Attempt to view or download child pornography or inappropriate or obscene material in e-mail transmissions, via websites, or on thumb drives. Additional examples are provided on page seven (7) of this policy.

Public Libraries of Shelby County System complies with requirements of the Children's Internet Protection Act (CIPA). Technology protection measures are used on all public access computers connected to the Public Libraries of Shelby County wide area network. A filtering service is used to prevent access by minor children to inappropriate materials as defined by the Children's Internet Protection Act (CIPA).

Technology protection measures may be disabled, as necessary, for bona fide research or other lawful purposes by library computer users over the age of 18. Requests to by-pass the library's filtering system will be reviewed by the Director of the Public Libraries of Shelby County System on a case by case basis to determine that the unfiltered access that is requested will not violate federal or Alabama State laws. Only the Mildred B. Harrison Regional Library Director shall have the authority to approve any requests to by-pass these technology protection measures. The decision of the Mildred B. Harrison Regional Library Director shall be final for all requests.

#### **Internet Safety Policy**

As part of this document an Internet Safety Policy is included to protect children under the age of 18 while using public access computers connected to the Internet and World Wide Web in the Public Libraries of Shelby County System. This policy is strictly enforced by the Public Libraries of Shelby County System. This policy addresses the following areas of concern:

##### **1. Access by minors to inappropriate matter on the Internet and World Wide Web**

- Minor Children under the age of 18 must be a library cardholder and have the written permission of their parents or legal guardians to use the Public Libraries of Shelby County computers connected to the Internet.
- Children under the age of 8 must be accompanied by a responsible adult.

- Public Libraries of Shelby County System makes use of a filtering service on all library computers with Internet access to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography or (3) harmful to minors. The term “harmful to minors” is defined by the Communications Act of 1934 as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Children and teens under the age of 18 are not allowed an opportunity to by-pass the Public Libraries of Shelby County System’s filtering service for any reason.
- Public Libraries of Shelby County System maintains a special web site for children and teens.
- Public Libraries of Shelby County System provides training on safe and effective Internet use and disseminates information to library patrons on Child Internet Safety.
- Public Libraries of Shelby County System encourages library staff to guide children and teens under the age of 18 away from materials that may be inappropriate as defined by U.S., state, and local laws.

**2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.**

To address the issue of the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication the Public Libraries of Shelby County System provides training and also urges minors and their parents to keep in mind the following safety guidelines:

- It is not acceptable for a minor to receive any material that is deemed harmful to minors under the Children’s Internet Protection Act (CIPA) through a web site, email, chat room or other direct electronic communication.
- Children and teens are instructed never to arrange a fact-to-face meeting with someone via the computer without parents’ or legal guardians’ approval.
- Children and teens are instructed never to respond to messages that are suggestive, obscene, threatening or make one uncomfortable.
- Children and teens are cautioned to remember that people online may not be who they say they are.
- Children and teens are cautioned to remember that everything one reads may not be true.
- Public Libraries of Shelby County System staff instruct parents and legal guardians to report any incident of the transmission of child pornography to local law enforcement and the National Center for Missing and Exploited Children at 1-800-843-5648 or <https://report.cybertip.org>.

- Public Libraries of Shelby County System staff is required to report any incident of the transmission of child pornography to the Mildred B. Harrison Regional Library System Director. The Director is required to report any incidents to local law enforcement and the National Center for Missing and Exploited Children.

### **3. Unauthorized access including “hacking” and other unlawful activities by minors online**

To address the issue of unauthorized access, including “hacking”, and other unlawful activities by minors online, minors, their parents and all other library users are hereby advised that use of the library’s computers for hacking or any other unlawful activity is strictly prohibited. Violators will lose computer privileges and will be prosecuted to the full extent of the law.

### **4. Unauthorized disclosure, use and dissemination of personal information regarding minors**

To address the issue of the unauthorized disclosure, use and dissemination of personal identification information regarding minors the Public Libraries of Shelby County System provides training programs and also urges minors and their parents to keep in mind the following safety guidelines:

- Children and teens are instructed never to give out identifying information such as home address, school name, or telephone number.
- Children and teens are instructed to let parents or guardians decide whether personal information should be revealed.
- Parents and guardians are encouraged to talk to their children about the dangers of disclosing personal information.
- Children and teens are instructed never to arrange a fact to face meeting with someone via the computer without parents or approval
- Children and teens are cautioned that people online may not be who they say they are.
- Any personal information gathered by the Public Libraries of Shelby County System for library card applications and entered into the Public Libraries of Shelby County System’s computerized data base will not be shared and will remain strictly confidential.

### **5. Technology Protection Measures designed to restrict minors’ access to materials harmful to minors.**

Minor children under the age of 18 must have the written permission of their parents or legal guardians to use the Public Libraries of Shelby County public access computers. The Public Libraries of Shelby County System has technology protection measures in place in compliance with the Children’s Internet Protection Act (CIPA) that blocks or filters Internet access to web sites that have been determined to contain materials harmful to minors. Under no circumstances will a child under the age of 18 be allowed to circumvent the filtering mechanism in place. The only instance in which the technology protection measures may be disabled is to enable adult access to information that would be blocked by the filtering service. In order to receive unfiltered access adults must request access for bona fide research or other lawful purposes. The Library Director has the authority to decide if an adult’s request for unfiltered access shall be allowed. Only under these circumstances will the Director of the Mildred B. Harrison Regional Library disable the technology protection measures temporarily on specific computers for a

specified session for an approved reason. Children under the age of 18 are not allowed to request that technology protection measures be disabled and will not receive approval.

### **Kid's Rules for Online Safety**

The following is a handout about online safety that is given to parents and children when applying for a library card:

1. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school with my parents' permission.
2. I will tell my parents right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting I will be sure that it is in a public place and bring my mother or father along.
4. I will never send a person my picture or anything else without first checking with my parents.
5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away.
6. I will not send any mean or bullying messages to classmates. If a classmate sends a mean or bullying message to me I will tell my parents immediately.
7. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
8. I will not give out my Internet password to anyone (even my best friends).
9. I will be a good online citizen and not do anything that hurts other people or is against the law.

### **Rules Governing Use of Public Access Computers**

Due to the limited resources available for provision of public access to the Internet, the Public Libraries of Shelby County System may set limits on the use of files of still or moving images or sound or on downloading files in any medium. The Library also reserves the right to limit the amount of time an individual patron can devote to a single session. The public must comply with all applicable federal, state, and local laws, including laws governing the transmission and dissemination of information while accessing the Internet.

### **Examples of Unacceptable Use**

Unacceptable use includes but is not limited to the following:

Patrons may not:

- Use the Public Libraries of Shelby County System network to make unauthorized entry into other computational, information or communication services or resources.
- Distribute unsolicited advertising;
- Invade the privacy of others;
- Participate in cyber bullying;

- Make any attempt to damage computer equipment or software;
- Engage in any activity that is harassing or defamatory either in person or online;
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties or in a manner inconsistent with the Library's tax-exempt status or its proper operation;
- Attempt to view or download child pornography or inappropriate or obscene material in e-mail transmissions, via websites, or on thumb drives;
- Damage or destroy equipment, software, data belonging to the Public Libraries of Shelby County System or to other users including adding, altering, or deleting files on workstations hard drives or other Public Libraries of Shelby County System computer equipment;
- Make unauthorized copies of copyright protected material;
- Violate software license agreements;
- Violate computer system or network integrity including attempts to by-pass network security functions, obtain passwords or alter the configuration of Public Libraries of Shelby County System workstations in any way.
- Participate in illegal gambling on the Internet; and
- Waste finite resources including printing copies with paying.

**Violations may result in loss of access. Unlawful activities will be dealt with in an appropriate manner and may involve contacting local law enforcement.**

### **Patrons' Security**

Patrons should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, the Public Libraries of Shelby County System will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Public Libraries of Shelby County System.

### **Compliance**

The patron's access to the Public Libraries of Shelby County System's computer network and Internet is a privilege, not a right. A patron violates this policy by his or her own actions or by failing to report any violations by other users that come to their attention. Further, a patron violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet. Failure to comply with this policy and its procedures will result in the forfeiture of the user's right to access these computers.

The Public Libraries of Shelby County System reserves the right to take appropriate action to insure compliance with this policy.

The Public Libraries of Shelby County System reserves the right to determine what constitutes inappropriate behavior. The Public Libraries of Shelby County System reserves the right to terminate the Internet access privilege of any person abusing these policies.

Use of the Public Libraries of Shelby County System's Internet computers will be on a first-come, first-served basis. No appointments will be taken. The Internet computers, however, may be reserved by library staff for library programs or training sessions.

## 5.02 Social Media Policy

The Library uses social software tools as a limited public forum to share ideas, opinions, and information about Library-related subjects and issues for educational, cultural, civic, and recreational purposes. Social software is defined as any web application, site or account offered by the Library that facilitates the sharing of opinions and information about Library related subjects and issues including blogs, listservs, websites, social network pages like Facebook and Twitter, and patron ratings and lists of Library materials.

### *What You Can Expect of Us*

Library staff exercises editorial control on our social media platforms to create a safe and welcoming environment, and to support our aim to create online communities around the Library and its services. We moderate comments and the Library reserves the right to remove content that is unlawful, is off topic, or otherwise does not comply with our expectations below. We strive to keep our Library communities like our Library locations: safe and welcoming.

Postings by users do not indicate Library endorsement of the ideas, issues, links, or commentary posted. Additionally, endorsement is not implied via “following,” “friending,” or otherwise linking to other online entities.

### *What We Expect of You*

- When you choose to share comments, lists, or other information in the Library’s social software, you agree to do so with responsibility and respect for the Library’s communities and purpose.
- Always communicate with respect. Be considerate of others. Obscene, harassing, or abusive language is not tolerated.
- Act legally and ethically. Acting or attempting to act in violation of state, federal, or local law, ordinance, or regulation, or Library policy, is prohibited.
- Protect your privacy. Do not post personally identifying information. Young people under age 18, especially, should not post information such as last name, school, age, phone number, address.

The Library reserves the right to remove posts that include:

- Copyright violations
- Off topic comments
- Commercial material/spam
- Duplicated posts from the same individual
- Obscene language
- Specific and imminent threats
- Libelous comments
- Images

By choosing to comment on the Library’s social software you agree to these expectations. Violation of the Social Media Expectations may result in warnings or exclusions from our social software tools.

### 5.03 3D Printer Policy

The Library's 3D printer is available to the public to make three dimensional objects in plastic using a design that is uploaded from a digital file. There is a small fee that covers staff time and materials.

Patrons are not permitted to use the Library's 3D printer to create objects which are:

- Prohibited by local, state, or federal law.
- Usable weapons or parts of weapons.
- Unsafe, harmful, dangerous or pose a threat to the well-being of others.
- In violation of the terms of use of the manufacturer of the 3D printer.
- Obscene, sexually explicit, or inappropriate for the library environment.
- In violation of a person's intellectual property rights, e.g. the printer may not be used to reproduce objects which are protected by a copyright, patent, or trademark.

The Library reserves the right to review and approve all materials before printing. The Library recognizes that an original design is the property of the designer and we will not duplicate that design for someone else. Designs will be examined to ensure compliance with policies and capability of production.

The Library does not guarantee that any 3D model will print successfully. If it is the fault of the equipment or staff, the patron will not be billed. Staff will make 2 attempts to print a file. If there is a noticeable problem with the design or production, the patron will be informed of the problem and the changes needed before the design can be printed. Library staff will not modify your file; it will be printed exactly as it is submitted except for scaling in certain circumstances.

The Library cannot guarantee that a print job will be completed within a particular time frame. The Library cannot guarantee and is not liable for the final appearance of 3D printed objects. The Library is not liable for any damages, human injury, and/or costs in the event of a failure of a 3D printed object. If a 3D printed object is not picked up after 14 days, it becomes the Library's property.

The Library reserves all rights to:

- Refuse any 3D print request.
- Stop printing a request due to time or printer capabilities
- Set a limit as to the maximum amount of time a print job may take.
- Charge users for print requests.
- Limit the number of print requests.
- Limit access to and determine priority of 3D printing services.
- Changes these rules at any time.

### 5.04 Lending Agreements

The Library lends some items that require an agreement to be filled out and signed before they can be checked out. Signed agreements are kept on file at the circulation desk. The agreements for these items can be found in the 5.04 Appendices.

## 5.03a Printer Policy Appendix A: 3D Print Agreement

### **North Shelby Library 3D Printer Policy**

The Library's 3D printer is available to the public to make three dimensional objects in plastic using a design that is uploaded from a digital file. There is a small fee that covers staff time and materials. Patrons are not permitted to use the Library's 3D printer to create objects which are:

- Prohibited by local, state or federal law.
- Usable weapons or parts of weapons.
- Unsafe, harmful, dangerous or pose a threat to the well-being of others.
- In violation of the terms of use of the manufacturer of the 3D printer.
- Obscene, sexually explicit or inappropriate for the library environment.
- In violation of a person's intellectual property rights, e.g. the printer may not be used to reproduce objects which are protected by a copyright, patent or trademark.

The Library reserves the right to review and approve all materials before printing. The Library recognizes that an original design is the property of the designer and we will not duplicate that design for someone else. Designs will be examined to ensure compliance with policies and capability of production.

The Library does not guarantee that any 3D model will print successfully. If it is the fault of the equipment or staff, the patron will not be billed. Staff will make 2 attempts to print a file. If there is a noticeable problem with the design or production, the patron will be informed of the problem and the changes needed before the design can be printed. Library staff will not modify your file; we print exactly as you submit it to us.

The Library cannot guarantee that a print job will be completed within a particular time frame. The Library cannot guarantee and is not liable for the final appearance of 3D printed objects. The Library is not liable for any damages, human injury, and/or costs in the event of a failure of a 3D printed object. If a 3D printed object is not picked up after 14 days, it becomes the Library's property.

The Library reserves all rights to:

- Refuse any 3D print request.
- Stop printing a request due to time or printer capabilities
- Set a limit as to the maximum amount of time a print job may take.
- Charge users for print requests.
- Limit the number of print requests.
- Limit access to and determine priority of 3D printing services.
- Changes these rules at any time.

## 5.04a Lending Agreements Appendix A: Hotspot Lending Guidelines & Agreements

The library lends some items that require an agreement to be filled out and signed before they can be checked out. Signed agreements are kept on file at the circulation desk. The agreements for these items can be found in the 5.04 Appendices.



# Mobile HotSpot Agreement

## Lending Guidelines

**Eligibility:** Patrons must be 19+ with a valid North Shelby or Mt Laurel Registered Library Card. The card must be in good standing (i.e. fines below \$10.00, no lost items on account) with a valid photo ID

**Loan Period:** 7 days

**Returns:** Mobile Hotspots must be returned to the Circulation Desk at the library it was checked out from. Returning a hotspot in the book drop or to another library will result in a fine.

**Borrowing Limit:** 1 per household

**Renewals:** None

**Holds:** Yes

**Late Charges:** \$2.00/day

**Lost/Damaged Replacement fees:** Mobile HotSpot device (including any missing parts, such as the SIM card, battery, or battery case): \$200.00

**Charger:** \$10.00 (all or part)

**Case:** \$14.00

**Overdue Mobile HotSpots** will be deactivated within 24 hours of due date.

**Library patrons who check out a Mobile HotSpot must first sign an agreement to the following:**

- I will immediately inspect the Mobile HotSpot upon checking it out and agree that it is in good condition and all parts are in the box.
- I understand that this Mobile Hotspot will access a filtered network
- I agree not to use the Internet in any way that violates federal, state or municipal laws
- I agree to return the Mobile HotSpot to the Circulation Desk at the library I checked it out from by the time due and personally turn it in to a library staff member.
- I agree to accept full financial responsibility for failure to return the Mobile HotSpot and the accompanying equipment and any damage incurred to the HotSpot through abuse or misuse while it is in my care. Replacement cost of the HotSpot and accompanying equipment is \$200.00.
- Special PRIVACY ALERT for Mobile HotSpot users: the library disclaims all liability for loss of confidential information of damages resulting from that loss and accepts no responsibility for breach of privacy. We recommend that no personal information be entered at any time using a library Mobile HotSpot.

Library Mobile HotSpot privileges will be revoked if a borrower violates any part of this agreement or other library policies. In addition, if a patron has a current balance of over \$10.00 or seriously delinquent materials, the patron will be prohibited from Library Mobile HotSpot use.

I have read all of the statements listed above and I agree to abide by these terms and conditions of use.

Date: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Library Card #: \_\_\_\_\_

Patron's Printed Name: \_\_\_\_\_

Patron's Signature: \_\_\_\_\_

## Telescope Borrowing Agreement

Patron Name: \_\_\_\_\_ Library Card #: \_\_\_\_\_

### Borrower's Agreement:

- I understand that the telescope may be checked out by a member of the Library who is 18 years or older, in good standing and a cardholder for a minimum of 6 months. (Patron must present a valid State Driver's License or government issued I.D.)
- RETURN: I understand that the telescope must be returned directly to a staff member at the circulation desk.
- TRANSPORT: I understand that the telescope must be transported in a vehicle and secured with a seatbelt.
- LOAN PERIOD: I understand that the loan period is 1 week with 1 renewal if there are no holds. **LATE FEES ARE \$5.00 PER DAY.** If the telescope is not returned within two weeks of its due date, I will be charged the full replacement costs below.
- LIABILITY: I accept full responsibility for the telescope and accessories while checked out to me, including:
  - I am liable for repair costs if the telescope is returned damaged.
  - I am liable for replacement costs (outlined below) if the telescope is lost or stolen while checked out to me.
  - Any costs incurred will be added to my library record, will constitute a debt owed to the Library and must be paid in full.

<b>REPLACEMENT COSTS</b>	Telescope w/finder, lens, eyepiece, etc.	\$322
<b>(Approx. Total \$424)</b>	Pouch	\$10
	Red Flashlight	\$10
	Laminated User Guide	\$14
	Audubon Constellation Guide	\$12
	Clear bookbag	\$10
	2 "50 Things to See" books	\$17/each
	Double sided Planisphere	\$12

- Children under age 18 must be supervised by an adult while using the telescope.

**CAUTION! DO NOT LOOK AT THE SUN WHILE USING THE TELESCOPE; DOING THIS CAN BLIND THE USER. THE LIBRARY IS NOT RESPONSIBLE FOR ANY DAMAGES A PATRON INFLECTS UPON ONESELF OR THE TELESCOPE.**

Borrower Initial Here: \_\_\_\_\_

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State ID Number: \_\_\_\_\_ Telescope Barcode: 31726 \_\_\_\_\_

Sponsored by



Staff Initials & Date:

Out		In	
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## Section 6: Maintaining Public Library Environment

### 6.01 Patron Behavior Policy

The North Shelby Library Board of Trustees has adopted the Patron Behavior Policy to provide a safe, comfortable, and welcoming environment for everyone, including patrons and staff. This policy applies to the use of Library facilities at the North Shelby and Mt Laurel Libraries, resources, and services in any form, including but not limited to in-person, phone and virtual, as well as the participation in Library-sponsored activities on or away from Library property.

As a community for the sharing of information to all persons, Library users are expected to conduct themselves in a manner that is courteous, respectful, and cooperative at all times. Any Library user whose behavior, in the opinion of Library staff, is disrespectful to others, disruptive, inhibits access to or the delivery of services or resources to others, or otherwise violates this policy or local, state or federal laws may be asked to immediately discontinue such behavior, to leave Library property, have Library privileges suspended, be subject to legal action, and/or be subject to reporting to the Pelham Police Department with or without warning or notice.

Examples of unacceptable activities and behaviors include, but are not limited to:

#### Lack of respect for others

- Demonstrating disruptive, disturbing, or potentially unsafe behavior or actions, including but not limited to:
  - Talking or laughing loudly, yelling, screaming, or engaging in other noisy or boisterous activities
  - Running, jumping, or throwing things
  - Hitting, pushing, shoving, challenging to fight or provoking violence
  - Interfering with the free movement of and use of the Library by others, or with Library staff members' performance of their duties
- Harassing any person in the Library, including but not limited to:
  - Staring, following, stalking, or lurking
  - Initiating repeated unwanted personal and/or embarrassing questions or communication
  - Threatening, taunting, or inflicting physical, verbal, or written abuse
- Using obscene, derogatory, abusive, insulting, threatening, humiliating or otherwise offensive language, gestures or acts toward others
- Engaging in public displays of physical affection or in lewd behavior including, but not limited to, petting, indecent exposure, or sexual acts
- Refusing to vacate the building at closing time or upon Library staff request

- Using personal or Library devices for entertainment, conversation, or other activities at a volume that disturbs other patrons
- Soliciting, surveying, petitioning, campaigning, selling of any kind, distributing materials, posting flyers, or otherwise engaging in activities for promotion or profit without specific authorization from Library staff
- Displaying material which is inconsistent with the Library's Internet Access and Use Policy or otherwise inappropriate for the surroundings, including potential passersby
- Entering a Library facility without footwear and a covering of the upper and lower body, such as shoes, shirt, and pants
- Offensive odor of the body or personal property to a degree that constitutes a nuisance to others
- Obstructing or blocking access to the Library or any part of the Library facility or grounds, including bringing oversized items that may be a hazard, take up an excessive amount of space, or impede Library use
- Using a Library facility for childcare purposes; leaving children under the age of 11 unaccompanied or unsupervised by a responsible caregiver, or otherwise violating the Library's Unattended Children Policy
- Smoking, chewing or otherwise using tobacco products or e-cigarettes
- Using photographic, video, audio, or other recording devices to document other patrons without prior authorization or approval from the subject

#### Misuse of property

- Entering or attempting to enter non-public areas
- Consuming food and/or beverages outside of designated areas
- Monopolizing Library furniture, equipment, materials, or other property that prevents others from using them for an unreasonably extended period of time
- Sleeping, loitering, or remaining on Library property in a manner inconsistent with the Library's intended use
- Unauthorized use of another person's Library card for any purpose
- Carrying or displaying a weapon or other item of a type or in a manner deemed by Library staff to be threatening or potentially dangerous to others
- Using sports equipment, including but not limited to skateboards, roller skates, scooters, or bicycles on Library property except as appropriately used for transportation to a Library facility
- Misusing public restrooms, including shaving, bathing, washing clothes, soliciting, meeting, loitering, using drugs or engaging in sexual acts
- Bringing animals into Library facilities, with the exceptions of service animals or animals which are part of a Library-sponsored activity

- Damaging, destroying, relocating, stealing, altering, or attempting to alter, or otherwise improperly using any property of the Library, patrons, or staff
- Taking Library materials or other property outside Library facilities without following established loan procedures or other authorization
- Leaving personal property unattended on Library property
- Defecating and/or urinating on Library property, other than in a toilet in a restroom

Other

- Any acts or conduct in violation of federal, state, or local laws, ordinances, or regulations, including but not limited to littering, theft, vandalism, sexual misconduct or possession of illegal weapons or substances
- Possessing, consuming, or exhibiting signs of being under the influence of alcohol or controlled substances
- Failure to follow Library policies and/or procedures
- Failure to follow the reasonable direction of Library staff regarding potential policy violations, emergency situations, or other Library business

Exceptions to the policy may be made at the discretion of the Director of Library Services, a Department Head, a Branch Manager, or their representative.

Notwithstanding the foregoing or any other policy or provision of policy, Library employees may report to appropriate management, law enforcement, public health, or other authority any circumstance, behavior or conduct that, in their reasonable judgment, may constitute a threat, danger or risk to themselves, the public, any individual on Library property or to property.

**Appeals Process**

Patrons receiving a written notice of suspension of Library privileges due to a violation of the Patron Behavioral Policy may within ten (10) days appeal the ruling by written petition to the Director of Library Services. If not satisfied by the Director’s response to the appeal, the patron may appeal the decision by a written petition to the Library Board of Trustees within ten (10) days of receiving the Director’s response.

**6.02 Unattended Children Policy – Rev 7/17/23**

The North Shelby Library and its branch, the Mt Laurel Library, welcome patrons of all ages to use its public facilities in a manner consistent with the Patron Behavior Policy.

Children left unattended may become anxious, restless, or disruptive, and they may encounter situations or hazards that put them at risk. Their safety is a serious concern for the Library Board of Trustees and employees. Library employees cannot monitor each child’s location, safety or behavior, and the Library has neither the staff nor legal authority to supervise children in the library. Library employees cannot accept caregiving responsibilities for patrons of any age.

Parents and/or legal guardians are fully responsible for their minor children/charges at all times and are expected to comply at all times with Library policies. Any patron whose behavior is disruptive or otherwise violates the Library's Code of Conduct is subject to reporting to the Pelham Police Department at North Shelby or the Shelby County Sheriff at Mt Laurel with or without warning or notice.

Children from birth through 5<sup>th</sup> grade must be accompanied by a parent, legal guardian, or responsible caregiver. In this instance, "Responsible Caregiver" is an individual designated by the parent or legal guardian who is responsible for monitoring or caring for a child or vulnerable adult and who must be at least 18 years old. The Library assumes that an adult with a child is either a parent, legal guardian, or parent-assigned responsible caregiver and staff will not question their decisions unless a child is in immediate physical danger.

The responsible caregiver accepts full responsibility for the child's behavior and safety, including staying in the immediate vicinity of and in visual contact with the child. The only exception to this policy would be for children in grades K through 5 who are attending specified programs in one of the Library's programming rooms. The parent, legal guardian, or responsible caregiver may wait for their child outside of the programming room as long as they remain on the library's premises and return to pick their child up immediately after the program ends.

Notwithstanding the foregoing or any other policy or provision of policy, Library employees may report to appropriate management, law enforcement, public health, or other authority any circumstance, behavior or conduct that may, in their reasonable judgment, constitute a threat, danger or risk to themselves, the public, any individual on Library property or to property. The Pelham Police (non-emergency number 205-620-6550) will be asked to assume responsibility for any child left alone at the North Shelby Library at closing time. The Shelby County Sheriff's Office (non-emergency number 205-670-6000) will be asked to assume responsibility for any child left alone at the Mt Laurel Library at closing time

In regards to checking out material, the Library is not responsible for the choice of library materials for children's use. The responsibility for the choice of library material for children rests with their parents or legal guardians.

## TEENS

The North Shelby Library Teen Department and its programming are designed for young adults who are in or entering grades 6 through 12 (typically ages 11-18). The Library recognizes that many young adults are responsible enough to be in the library without adult supervision. As such, these teens are treated as adult customers by the Library and are supervised minimally even during scheduled programs. Teens may come and go as they please during programs without asking permission or advising librarians of their intended whereabouts. Parents, legal guardians, or responsible caregivers are not required to stay in the building during teen programs.

In the event that teens are engaging in behavior that is disturbing or harmful to others or the operation of the library, the problem may be discussed with them at the time. If the behavior persists, the teen may be asked to leave.

Parents, legal guardians, and responsible caregivers should be aware of the library's closing times and make arrangements for their teen to have a ride. At closing time or in the event of an emergency (closing for weather or a power outage), staff will assist young adults in calling a parent, legal guardian, or responsible caregiver to pick them up. The Pelham Police (non-emergency number 205-620-6550) will be asked to assume responsibility for the teen if they are not picked up when the staff leaves at North Shelby Library. The Shelby County Sheriff's Office (non-emergency number 205-670-6000) will be asked to assume responsibility for the teen if they are not picked up when the staff leaves Mt Laurel Library.

In regards to checking out material, the Library is not responsible for the choice of library materials for teen use. The responsibility for the choice of library material for minors rests with their parents or legal guardians.

### 6.03 Animal Policy

The presence of animals in the library can pose a risk to the health and safety of library patrons and staff. To prevent damage to library facilities and property and possible injury to library users and staff, animals are not permitted in North Shelby Library or our branch, Mt Laurel Library, with the following exceptions:

1. Animals that are part of a library sponsored program or exhibit as determined by the Library Director or designee.
2. Service animals in accordance with the Americans with Disabilities Act of 1990 and accompanying regulations.
  - The ADA defines a service animal "as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability." (Q1, *Frequently Asked Questions about Service Animals and the ADA*, [https://www.ada.gov/regs2010/service\\_animal\\_qa.html](https://www.ada.gov/regs2010/service_animal_qa.html))
  - A service animal must be under the control of its handler. A harness, leash, or other tether should be used unless it would interfere with the work of the service animal. (Q27, *Frequently Asked Questions about Service Animals and the ADA*, [https://www.ada.gov/regs2010/service\\_animal\\_qa.html](https://www.ada.gov/regs2010/service_animal_qa.html))
  - The Library may request that a service animal be removed from the facility and deny further access to the animal if it is a) out of control b) is not housebroken or c) poses a direct threat to the health and safety of others. The staff will be happy to assist the patron without the animal present. (Q23 & Q25, *Frequently Asked Questions about Service Animals and the ADA*, [https://www.ada.gov/regs2010/service\\_animal\\_qa.html](https://www.ada.gov/regs2010/service_animal_qa.html))
3. Service animals in training are allowed for training purposes. Under the Alabama Code (Section 21-7-4(c)(1)): The trainer of a service animal, while engaged in the training of the animal, has the same rights and privileges with respect to access to areas of public accommodation and the same liability for damage as is provided for an individual with a disability who is accompanied by a service animal.  
(<http://alisondb.legislature.state.al.us/alison/CodeOfAlabama/1975/Coatoc.htm>)

Patrons and staff can refer to the full U.S. Department of Justice *Frequently Asked Questions on Service Animals and the ADA* at: [https://www.ada.gov/regs2010/service\\_animal\\_ga.html](https://www.ada.gov/regs2010/service_animal_ga.html)

Patrons and staff can refer to the full Code of Alabama concerning the *Right of a person with a disability to be accompanied by service animal; liability for damages; violations* (Title 21, Section 21-7-4) at: <http://alisondb.legislature.state.al.us/alison/CodeOfAlabama/1975/Coatoc.htm>

#### 6.04 Group Visits/Tours

The Library welcomes groups of all types for tours or group training in library resources. Prearranging school and group visits is necessary to provide meaningful use of the Library and its resources. It allows Library staff to prepare for group needs and to ensure that the visit will not conflict with other events or group visits. Coordination of planning between the Library and school and group leaders will result in the best possible experience for patrons. Book your tour using the link on our website (<https://northshelbylibrary.org/>).

- Schools and groups of seven or more individuals who wish to have a tour or training on general or specific library resources must prearrange visits to the Library at least one week in advance.
- During school or group visits, one adult must accompany each group of seven children. Adults must remain with their groups during the visit and assist in monitoring the group for proper library behavior.
- Because there is a high demand for school and group visits, the Library may not be able to provide regularly scheduled visits for specific groups or schools.
- Teachers or group leaders are asked to notify the Library if their group will not be keeping its scheduled appointment.

#### 6.05 Smoke Free Facility

The Library is designated as a totally smoke free area. This prohibition includes vaping. Patrons and staff should smoke outside in the designated smoking areas.

In 2003, Alabama joined the effort to protect workers and visitors from the harms of secondhand smoke in public places by passing the Clean Indoor Air Act (CIAA). The act prohibits persons from smoking in a public place or at a public meeting; requests employers adopt a smoking policy, provide smoke-free areas in places of employment; and prescribes penalties for violations. Public places include: Public areas of libraries.

#### 6.06 Food at the Library

The Library is a communal space and a community space.

- Non-alcoholic beverages in lidded, capped or pop-top containers may be consumed anywhere in the Library.
- Food is permitted to be eaten at tables throughout the library except around library computers.
- No open plates of food are permitted except in Library programming or for events in the meeting rooms.

- Patrons are expected to clean up after themselves, discard trash in appropriate containers, and notify staff immediately of any spills.
- Love your library, leave no trace.

The Library is aware that reaction of individuals to food allergies may result in serious medical conditions and reminds all persons with food allergies that:

- From time to time, food is served during library programs.
- If a library program includes food, it will be noted in the event description.
- Food packaging will be available for individuals to inspect for allergens.
- Persons with food allergies are responsible for monitoring food served by the library.
- Responsibility for monitoring minors rests with the parent/guardian/caregiver.
- Some library programs will require an allergy waiver be signed before patrons can participate.

## Section 7: Confidentiality

### 7.01 Privacy Policy

In accordance with state law, employees of the North Shelby Library and Mt Laurel Library shall maintain confidentiality concerning library use by any individual patron, including registration and circulation records of that patron and information concerning the use of the libraries by that patron. Consequently, employees should not make registration and circulation records open for inspection except as provided by [Section 41-8-10](#) of the [Code of Alabama, 1975](#). Employees may permit inspection of registration and circulation records of a minor child to the parent of the minor child. Any comment or release of information to the public should be made only upon approval from the Director.

This Privacy Statement was last revised on May 3, 2021. We may change this Privacy Statement at any time and for any reason.

If we make a significant change to our Privacy Statement, we will post a notice on the homepage of our web site for a period of time after the change is made.

### 7.02 Requesting Patron Records or Circulation Records

Any requests for patron records or circulation records generated by the integrated library system must be presented to the director of the Harrison Regional Library. The Board of the Harrison Regional Library in consultation with the Shelby County's attorney will determine the process in which information is released or information is refused. Any request for information may be refused. Any request for information must be accompanied by a subpoena signed by a judge.

### 7.03 Media Relations Policy

#### Library Spokesperson

In order to provide the most current and consistent information about the library, all contact with news media will be carried out through the Director of Library Services or Board President, although at times individuals occupying such positions may refer the media to specific staff members. The Board President is the spokesperson for the Library Board of Trustees. All inquiries from reporters or other media persons should be reported immediately to the Director of Library Services.

When asked by the public for information related to library business or policy, staff should respond in accordance with library guidelines regarding such requests and, in the case of doubt, should consult with the Director of Library Services.

Employees who represent the library as media spokespersons should avoid speculation on any topic and refrain from offering personal opinions about library policies or programs, even when asked to do so by a reporter.

Questions from the public regarding the general operations or direction of the library should be referred to the Director of Library Services. Inquiries related to the underlying principles of a policy that are open to interpretation from a political, constitutional, and/or legal perspective should be referred to the Director of Library Services who may refer questions to the Board of Trustees. Examples of such policies include but are not limited to those covering Internet Access, Filtering, Intellectual Freedom, and Meeting Room issues.

Inquiries regarding the library budget should be referred to the Director, Business Manager, and/or Board of Trustees.

### Newsgathering in the Library

Members of the media who wish to conduct newsgathering in the library in any manner disruptive to, or interfering with, the operation of the library or its use by other customers or be inconsistent with its mission, must make themselves known to either the Director of Library Services, or to the staff member in charge of the building in the Director's absence. Examples of behavior that can be disruptive, or interfere with, the operation of the library or its use by other customers or be inconsistent with the library's mission, include (but are not limited to) interviewing at other than normal conversational voice level, photographing, video recording, or audio recording customers or staff. (See **Photography or recording by members of the public or media** below.) Staff members witnessing members of the media engaged in such activity must inform them of the policy and ask that they request and gain permission from the Director of Library Services before further conducting newsgathering in the library. This policy does not apply to a member of the media in his or her capacity as a customer using the library's resources.

### Photography and Video or Audio Recording in The Library

#### *Photography or recording by the library*

Library staff has the right to photograph, film, and record library events and customers for promotional use. Visitors to the library, or participants in any library event being captured on film or by photograph, will be advised in advance, verbally or through signage, that their participation in the event acts as consent to being photographed, filmed, or recorded, unless they otherwise clearly indicate to the contrary to library staff. To ensure the privacy of all individuals, their images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian.

The above policy applies only to open, public events. Closed events such as class visits would require releases and/or permissions from the supervisor of the visiting organization.

#### *Photography or recording by members of the public or the media*

While the library is a public place, it is considered a "limited public forum" under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would be disruptive to, or interfere with, the other customers or staff or be inconsistent with the library's mission.

Subject to the preceding paragraph: photography and video or audio recording by visitors to the library are generally permitted if it is strictly for personal use. Photography and video or audio recording for commercial purposes are permitted only if the activity has been expressly approved by the Director. In order to ensure that such activity would not be disruptive to, or interfere with, the library staff or customers, or be inconsistent with the library's mission, all individuals proposing to engage in such commercial activities must request approval in writing and in advance.

All requests to use a library facility as a setting for photography, video or audio recording are to be referred to the Director of Library Services, who has the responsibility and authority to evaluate the requests and to monitor the recording. Requests will be evaluated in terms of their impact on library operations and services. The Director will seek approval and make

arrangements with specific library departments and personnel in advance of the approved photography or recording.

In order to protect the rights of individual customers and to prevent disruptions, or interference with, staff or customers, or conduct inconsistent with the library's mission, photographing and video or audio recording on library property are restricted as follows:

1. Under no circumstances may the public or members of the media take photographs or record video or audio without the express permission of any library customer who would be included within the composition. In the case of minors, permission must come from the parent or legal guardian.
2. Media are subject to the provisions of the Code of Conduct policy and may not disturb the normal operations of the library.
3. In the event of a critical incident or emergency requiring police or fire response, public and media access may be limited to allow emergency personnel to ensure safety and security.
4. The terms above apply to the media as well as to amateur photographers and audio/video creators.

## Section 8: Hours

### 8.01 Regular Operating Hours

	<u>North Shelby Library</u>	<u>Mt Laurel Library</u>
Monday and Thursday	10 am – 8 pm	10 am – 7 pm
Tuesday, Wednesday, and Friday	10 am – 6 pm	10 am – 6 pm
Saturday	10 am – 4 pm	10 am – 2 pm
Sunday	1 pm – 5 pm	CLOSED

Library book drops will remain open 24 hours except in extreme circumstances.

### 8.02 Holidays

The Library is closed on the following days:

New Year's Day	January 1
Martin Luther King, Jr, Day	3 <sup>rd</sup> Monday in January
Easter Sunday	Date varies
Sunday before Memorial Day	Sunday before the last Monday in May
Memorial Day	Last Monday in May
Independence Day	July 4 ( <i>if on a Sunday or Monday, the Library is closed both Sunday and Monday</i> )
Sunday before Labor Day	Sunday before the 1 <sup>st</sup> Monday in September
Labor Day	1 <sup>st</sup> Monday in September
Thanksgiving	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	4 <sup>th</sup> Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Day after Christmas	December 26
New Year's Eve	December 31

### 8.03 Summer Hours

During the summer, at the discretion of the Board of Trustees, the North Shelby Library is closed on Sunday. The beginning and ending dates for the summer Sunday closing are determined by the Board and posted on the Library's website and front door.

### 8.04 Emergency Closures

If emergency conditions arise, the Director of Library Services may elect to close the Library and inform the Board of Trustees of this decision. During emergencies, the Director must use best judgement whether or not to close after assessing the situation. The public shall be notified using the Library's website and through social media platforms. Signs will be posted on the library doors if feasible.

## Section 9: Helping the Library

### 9.01 Friends of the Library

The purpose of this policy is to affirm that the North Shelby Library Board of Trustees encourages the creation of Friends of the Library groups whose sole goal is the support of the mission of the Library.

The Board of Trustees supports and recognizes the non-profit and charitable nature of Friends of the Library groups, which operate with independent boards and bylaws.

As supporters of the North Shelby Library mission, Friends of the Library groups will abide by the policies and procedures of the Library and have stated objectives that seek to:

- Increase public interest and awareness in the Library.
- Provide support for and awareness of library programs.
- Welcome all members of the community to join the group.
- Advocate on behalf of the Library.

Under this policy, North Shelby Library will work with Friends groups whose assets are only used to directly support and benefit the mission of North Shelby Library or its branch, Mt Laurel Library.

North Shelby Library will provide de minimis administrative services and space as available for Friends activities. Donated or withdrawn library materials in good condition not used by the Library will be given to the Friends of the Library groups. This will result in reciprocal charitable support to the libraries from the Friends of the Library.

Fund-raising efforts by Friends' groups will be jointly approved by the local group and affiliated community library and all funds raised shall be used to enhance library programs, services, and support.

North Shelby Library will designate and make available library staff liaisons to each Friends group for the purpose of open and ongoing communication, with additional opportunities to interact with library leadership and the Board of Trustees.

The Director of Library Services will regularly review, assess, and report on the contributions of the Friends of the Library groups to the Board of Trustees.

The Board of Trustees will regularly recognize the work of the Friends groups and express its appreciation.

### 9.02 Volunteers

Volunteers extend and enhance library services in our communities. The volunteer program exists to support the work of North Shelby Library by providing an opportunity for citizens to volunteer and make positive contributions to their quality of life and their community.

Volunteers provide assistance and support to the Libraries, and are not intended to replace existing staff.

- Volunteers are defined as community members who give time and talent to the Library without compensation or remuneration.

- Staff are defined as paid employees.
- Staff liaisons are defined as staff assigned to work with volunteers.

#### Roles and responsibilities

- North Shelby Library staff will administer and coordinate Library volunteer program.
- Staff liaisons will provide training, clear work direction, opportunities for personal growth, and supervision on a regular basis.
- All staff will support and recognize the work of volunteers.
- Volunteers will be representing the Library with a commitment to excellent customer service, respect, and shall abide by the Libraries' policies and values.
- Volunteers will wear nametags identifying them as volunteers during their shifts.
- If approached by a patron, volunteers will direct non-directional questions to library staff.
- Volunteers and staff will work in partnership with each other showing mutual cooperation, respect, understanding, and acceptance of each other's role.
- Library staff will regularly review, assess, and report on the contributions of volunteers to the Board of Trustees.

The Board of Trustees will regularly recognize the work of volunteers and express its appreciation.

### 9.03 Donations

North Shelby Library welcomes and encourages donations. The purpose of this policy is to provide guidance to those who wish to support the libraries through a financial or other donation.

- Donations are welcomed and valued expressions of individual support for the libraries.
- Donations enhance the library's services and programs.
- Planned gifts contribute to the legacy and sustain the mission of North Shelby Library.

The Director of Library Services, or designee, has the authority and responsibility to accept donations that have a clear benefit and relevance to the Library's initiatives.

Significant donations will be reported to the Board of Trustees who will thank the donor.

The Library does not establish or verify the value of donated items. All donated items are outright gifts to the Library.

Library supporters are encouraged to make financial donations to the North Shelby Library or to the individual Friends of the Library groups.

The Board of Trustees encourages library supporters to consider planned giving opportunities.

The Collection Development Policy is the basis for staff decisions about adding materials to the collection. The decision to accept the donation of materials is made by designated staff. Donated items become the property of the North Shelby Library, which has the final decision on retention, location, and disposition.

The donor of the gift may qualify for a charitable deduction for federal income tax purposes under Section 170 of the Internal Revenue Code; however, the Library does not establish or verify the value of donated items. Donors are referred to their tax consultant for any questions.

The [Collection Development Policy](#) (3.01) gives further guidance on donations of materials.

#### 9.04 Gifts, Gratuities, & Favors

Employees should not solicit, accept, or agree to accept any gifts, money, loans, gratuities, discounts, favors, hospitality, or services from patrons or from vendors known to be seeking business with the library. Since employees receive compensation from the Library for the services or performances they provide, monetary gifts or stipends from Library business associates or patrons should be viewed as a goodwill gesture to the Library and should be turned over to the Library, not kept by the employee performing the service on behalf of the Library. Gifts other than money (e.g., food or other material gift) should also be given to the Library and not the individual.

Gratuities or gifts normally acceptable include the following:

- Occasional gift or award valued at \$25.00 or less
- Food items placed in a common area for staff to share
- Inexpensive promotional or marketing items
- Vendor samples to be used in the workplace
- Floral arrangements to be placed in a common area
- Courtesy admission to an educational or informational event
- Meals, beverages, and refreshments at a business function or training event
- Business meal at a meeting with a current vendor
- Prize from a drawing at a work-related event
- Gifts exchanged between coworkers as friends, or among a group of employees, as long as no employee feels required to participate or contribute.

This list is not intended to cover every potential situation; potential conflicts of interest should be reviewed with the supervisor.

## Section 10: Public Materials in the Library Facilities

### 10.01 Advertising

Advertising material shall not be permitted in the Library except for cultural, educational and Library sponsored events. Advertising for non-profit organizations that are not political or religious in nature shall be approved on a case-by-case basis and as space allows. All approved advertising materials are placed on bulletin board. Dated materials will be removed after the event. All materials will be removed after 30 days or when space is needed. The display of any advertising shall be at the discretion of the Director of Library Services.

### 10.02 Distribution of Non-Library Materials

All requests for the distribution of material should be referred to the Director of Library Services. Each item is approved or disapproved on a case-by-case basis. Materials left for distribution or posting without authorization from the Library will be discarded.

Literature of a purely partisan nature will not be distributed or posted. However, political campaign literature, when the material contains information about the candidates and is primarily intended to neutrally inform the voters, may be passively distributed (i.e. sample ballots, Shelby County Board of Registrars, League of Women Voters, etc.). All campaign literature must be submitted to the Director of Library Services for approval prior to distribution. The organization or publisher submitting said literature is solely responsible for its contents.

Literature of a purely commercial nature will not be distributed or posted. Community newspapers or magazines (material produced by for-profit organizations but distributed free of charge, with or without advertising) that contain news and feature articles relevant to the community are accepted for distribution. The organization or publisher submitting said literature is solely responsible for its contents.

All material will be disposed of when the information is no longer current or at the discretion of the Director of Library Services. Items provided as handouts or for posting will be available for periods no longer than four weeks except in special circumstances.

Due to limited space, the Library reserves the right to limit the time allowed for a display and the quantity distributed by any one person or group. When space is limited, preference is given first to the Library, then to local area organizations and then to others.

No solicitations, petitions, or non-Library-related materials will be placed on, kept at, or distributed from the circulation desk or any area of the Library not designated by the Director of Library Services. Petitioners may not use the Library as their base of operations and may not solicit signatures on Library property.

Other than the Friends of the Library, in no case will the Library sell material or collect money on behalf of another agency or organization. The Director of Library Services may approve the collection of non-monetary donations for local non-profit organizations on a case-by-case basis.

The Library is not responsible for any items that are lost, damaged or stolen while being distributed on Library property. The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.

The Library does not advocate or endorse the viewpoints of the organization or publisher submitting literature. Materials distributed in the Library solely reflect the views of the distributor.

Final authority for all materials distributed on Library property rests with the Director of Library Services.

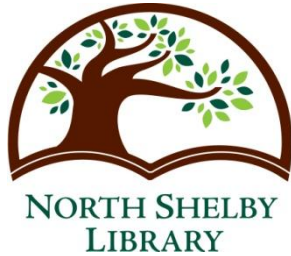
### 10.03 Displays and Exhibits

The Library welcomes displays of general interest to the community as well as materials having a direct relationship to the purpose of the Library.

All materials displayed in the Library shall be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damage or loss suffered on its premises, nor for the cost of insurance coverage. A signed statement releasing the Library from all responsibility shall be required of each exhibitor. Release forms are available from the Library (10.03a).

Placements of exhibits must be mutually agreeable to both the Director and the exhibitor and should not interfere with the normal operation of the Library.

10.03a Displays and Exhibits Appendix A: Library Exhibit Release Form



Library Exhibit Release Form

I, the undersigned, hereby lend the following works of art or other materials to the North Shelby Library for exhibit purposes only.

In consideration of the privilege of exhibiting, I hereby release the Library, its Board, and staff from any and all liability for injury or loss, damage, destruction, vandalism, or theft of any items that may occur while they are on display in the library or during installation or removal of the exhibit.

I also understand that it is my responsibility to set up and take down the exhibit at the agreed upon times. Any materials not removed within seven (7) days of the end of the exhibition may be removed and stored by the Library.

Dates of exhibition: \_\_\_\_\_

Description of materials loaned (a separate sheet may be attached if more room is needed):

Name: \_\_\_\_\_ Signature & Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Director of Library Services Signature & Date: \_\_\_\_\_

North Shelby Library \* 5521 Cahaba Valley Road \* Birmingham, AL 35242 \* 205-439-5500  
Mt Laurel Library, a branch of North Shelby Library \* 111 Olmsted Street \* Birmingham, AL 35242 \* 205-991-1660

#### 10.04 Signs and Public Notice Policy

Signs and public notices to be posted in the Library or placed in designated areas for distribution should relate to the Library's educational, cultural, and civic goals in responding to the interests of the community.

Use of the Library's facilities and grounds for signs and public notices is a privilege subject to approval of the Director of Library Services.

Some of the guidelines for display of signs and public notices are:

- Materials will be displayed for a maximum of 30 days.
- Library materials will always take priority over all other displays.
- No signs for outside organizations can be put on the Library's grounds except for temporary directional signage for events happening at the Library that day.
- No sign or materials promoting political or religious positions will be displayed or distributed.
- Individuals and organizations shall not be permitted to solicit funds from the Library public by display in posters or receptacles which request donations, or attempt to sell commercial products or services except at bazaars sponsored by the Friends of the Library. However, posters announcing bazaars or programs sponsored by local organizations may be displayed, provided they are of reasonable size, are neat in their appearance, and space is available.
- The Library assumes no responsibility for the preservation, possible damage, or theft of any item displayed. All items displayed in the Library are done so at the owner's risk.
- Dated materials will be removed after the event.

## Section 11: Meeting Rooms, Classroom, & Conference Room

### 11.01 Priority

Use of the Meeting Rooms, Classroom, & Conference Room will be prioritized as follows:

1. Library-sponsored meetings or programs, including meetings of the Board of Trustees.
2. Meetings of the Friends of the North Shelby Library, Friends of the Mt Laurel Library, and other Library-related groups.
3. Meetings or programs of groups/organizations that have been using the room on a regularly scheduled basis for a long period of time (i.e. the Evening Star Quilt Guild, SAR, AGITC, Extension Services, Monday Mixers, Mt Laurel Garden Club, etc.).
4. Applicants for meeting room rental including private events and meetings or programs of nonprofit & for-profit entities.

### 11.02 Use Limitations/Restrictions

The North Shelby Library has a meeting room, a classroom, and conference room available for persons and organizations. The Mt Laurel Library has a meeting room and reading room available for persons and organizations.

Events for business or private use are charged full price. Civic use of the rooms, as determined by the Director of Library Services, will be given a reduced rate. Any for-profit use of the rooms, other than by the Library or affiliated Friends groups, must pay the full rate. Due to tax laws, political organizations must pay the full rate.

- Renters must be over 18 and fill out a Rental Agreement.
- Renters must follow capacity guidelines found in the Rental Agreement.
- All after hours events must end (including clean up) by 11 p.m.

### 11.03 Space Applications

The Library has separate applications for our large meeting spaces and our conference/reading rooms which must be filled out and approved prior to using our spaces. Applications (11.03a), (11.03b), (11.03c) can be found on our websites (<https://northshelbylibrary.org/> or <https://mtlaurellibrary.org/>).



## Application for Meeting Space

*Rooms are not reserved until this form has been returned and any applicable deposit paid.*

**Organization/Individual** \_\_\_\_\_

**Address** \_\_\_\_\_  
Street City/State Zip Code

**Contact Person** \_\_\_\_\_  
Please print

**Telephone No.** \_\_\_\_\_ **Email** \_\_\_\_\_

**Purpose of gathering:** \_\_\_\_\_

**Is your organization a Nonprofit?** No \_\_\_ Yes \_\_\_ EIN# \_\_\_\_\_

**Is this a political organization?** Yes \_\_\_ No \_\_\_

Meeting Date:	
Set-up Begins:	
Meeting Begins:	
Meeting Ends:	
Clean Up Ends:	
<b>*Rental MUST include setup and clean up time*</b>	
Total Number of Hours:	
Room Using:	_____ Meeting Room (1 <sup>st</sup> floor) _____ Classroom (2 <sup>nd</sup> floor)
Expected attendance:	
Rate: <i>(see page 2)</i>	
Total Amount Due:	
Total Amount of <b>Non-Refundable</b> Deposit (25% of Rental Fee):	
Deposit Payment Method and Date:	
Balance Due:	

## ROOM RENTAL INFORMATION & AGREEMENT

North Shelby Library provides meeting space for individuals, nonprofits, business organizations, and government organizations. The rooms are available for rental 7 days a week during the library's business hours. Library programming has first priority for room use. Evenings are also available, but have a higher rate for use. **Please note, due to tax regulations political organizations MUST pay the full rental price regardless of their non-profit status.**

### Classroom Seating Capacity

Theater Style	Classroom Style with Tables	All 15 Round Tables for Social Events	Primarily Standing
N/A	45 seats	N/A	N/A

### Meeting Room Seating Capacity

Theater Style	Classroom Style with Tables	All 15 Round Tables for Social Events	Primarily Standing
Up to 140 seats	75 seats	120 seats	150 People

### Rates – During Library Hours

Rental Type	Rate	Rate per Day (8 hrs.)	Projector, Screen, and Wi-Fi Access	Tables and Chairs
<b>Business/Private Events</b>	\$50.00/hr (2 hr. min)	\$350.00	Included	Included
<b>Civic Events</b>	Free for first 4 hrs; \$25.00/hr after	n/a	Included	Included
<b>HOA Meetings</b>	\$25.00 Flat Rate	n/a	Included	Included

### Rates – After Library Hours

Rental Type	Friday, Saturday, Sunday 2pm-11pm	Projector, Screen, and Wi-Fi Access	Tables and Chairs
Private Event	\$500.00	Included	Included
Rental of Entire Library	[Time Varies] \$2,000.00 + Cost for Professional Cleaning Crew and Cost of Off-Duty Police Officer	Included	Included

## **Projector & Screen / Flat Screen Display**

- North Shelby Library provides a ceiling mounted projector and automated screen in both spaces. The 1<sup>st</sup> floor meeting room also has microphones and a DVD player. Renters are responsible for scheduling time to review A/V equipment use with library staff ahead of room reservation. Failure to do so may result in renter unable to successfully use provided equipment.
- The renting organization/individual may use its own Audio/Visual Equipment. Users are responsible for set up, tear down and technical support.
- Renter must provide their own computer/tablet.

## **Rental Terms and Payment**

- The library accepts cash, VISA, MasterCard, and checks as payment. American Express and Discover may be used via Square.
- All room rentals must be finalized and paid-in-full one business day before the scheduled reservation date.
- A **25% non-refundable deposit** is required at the time the room reservation is made. If the deposit is not received, the room is subject to rebooking.

## **Cancellation Policies**

Adequate cancellation notice is considered to be 5 days in advance of the reservation date.

When there is adequate notice, the renting organization will be refunded their reservation payment (if it has already been made) minus the 25% non-refundable deposit. When there is NOT adequate notice, the renting organization will be charged the full room fee.

If a cancellation is due to a regional or national disaster, including extreme weather conditions, the renting organization will receive a full refund.

## Requirements and Regulations

**The following are prohibited (unless prior permission is obtained):**

- Fire - if you are using liquid fuel for chafing dishes, please check with North Shelby Library first. Candles are strictly forbidden.
- Do not use tape, tacks, nails or anything that will mark the walls. Marring, marking, or damaging the walls in any way WILL result in a repair costs being charged to the tenant.
- Use of generators.
- Use of grills.
- Use of space outside of the meeting room - excluding public restrooms.
- Smoke machines

### Meeting Space Use

Anything that could potentially damage the meeting room in any way, particularly, but not limited to, walls, carpet, doors, counters, equipment, and so forth is prohibited.

- If after hours, ensure that the bathrooms are in working order with no water left running.
- All personal items must be removed at the end of your rental period. No exceptions unless otherwise arranged with NSL personnel.
- Once meeting is completed, please dispose of all trash in the North Shelby Library dumpster located in the Loading Dock area at the end of the driveway.
- Failure to comply with these rules or return meeting space to examples below may result in additional fees.
- Renter should use side driveway for loading in and out. Renters are NOT to block or park in front traffic circle.





## **CONDITIONS FOR RENTAL**

The following rules govern use of meeting space at North Shelby Library (NSL). Renting individuals or organizations agree to abide by these rules as a condition of use. Violations may result in revocation of conference room privileges and/or additional fees.

- **The NSL meeting facilities are equipped with tables and chairs that may be re-arranged to renters' needs. All round tables must be returned to the table closet, rectangular tables and chairs may be left out in the room. *Renting individuals or organizations are entirely responsible for their own set up.***
- **The renting organization is responsible for returning the room to the same condition it was in prior to the renting organization's event. All round tables must be returned to table closet. Rectangular tables and folding chairs do not need to be returned to their respective storage areas. This includes removing all items and food that were brought into the room and proper disposal of trash.**
- **Food and non-alcoholic beverages are permissible. Renting organizations/individuals must arrange for delivery of their own catering orders and are responsible for all set up, clean up, and food trash removal to the NSL dumpster.**
- **The meeting room is located on the first floor of the library. The classroom is on the second floor and is accessible via a ramp and outside door.**
- **NSL requests that each renting organization designate one person to handle all communications and transactions with NSL.**
- **NSL reserves the right to assess a fee if the meeting facility or its equipment sustains damaged or is not otherwise returned to its original condition. Fees are invoiced based on time and materials subject to a 1-hour minimum charge of \$50.00 per hour.**

## **Meeting Room Indemnification**

North Shelby Library will not be liable for any damage or injury to Tenant, or any person, or to any property, occurring on premises, or in common areas, unless such damage is the legal result of negligence or willful misconduct of North Shelby Library, its agents, or employees. Tenant agrees to hold North Shelby Library harmless from any claims for damages, no matter how caused, except for injury or damages caused by negligence or willful misconduct of North Shelby Library, its agents, or employees.

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Organization Contact Signature

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Date

## Section 12: Public Information Requests

Code of Alabama 1975: Section 36-12-40: Rights of citizens to inspect and copy public writings; exceptions.

Every citizen has a right to inspect and take a copy of any public writing of this state, except as otherwise expressly provided by statute. Provided however, registration and circulation records and information concerning the use of the public, public school or college and university libraries of this state shall be exempted from this section. Provided further, any parent of a minor child shall have the right to inspect the registration and circulation records of any school or public library that pertain to his or her child. Notwithstanding the foregoing, records concerning security plans, procedures, assessments, measures, or systems, and any other records relating to, or having an impact upon, the security or safety of persons, structures, facilities, or other infrastructures, including without limitation information concerning critical infrastructure (as defined at 42 U.S.C. §5195c(e) as amended) and critical energy infrastructure information (as defined at 18 C.F.R. §388.113(c)(1) as amended) the public disclosure of which could reasonably be expected to be detrimental to the public safety or welfare, and records the disclosure of which would otherwise be detrimental to the best interests of the public shall be exempted from this section. Any public officer who receives a request for records that may appear to relate to critical infrastructure or critical energy infrastructure information, shall notify the owner of such infrastructure in writing of the request and provide the owner an opportunity to comment on the request and on the threats to public safety or welfare that could reasonably be expected from public disclosure on the records.

(Code 1923, §2695; Code 1940, T. 41, §145; Acts 1983, No. 83-565, p. 866, §3; Act 2004-487, p. 906, §1.)

Any requests for patron records or circulation records generated by the integrated library system must be presented to the director of the Harrison Regional Library. The Board of the Harrison Regional Library in consultation with the Shelby County's attorney will determine the process in which information is released or information is refused. Any request for information may be refused. Any request for information must be accompanied by a subpoena signed by a judge. All requests must be in writing.

Certain types of information maintained by the Library are exempt from inspection and copying. However, the following documents or categories of records are maintained and available for public viewing and will be disclosed upon request:

- Monthly financial statements
- Budget levy resolutions
- Operating budget
- Annual audits
- Minutes of the Board of Trustees that have been approved and minutes of closed meetings that have been released
- Library resolutions and policies
- Annual reports to the Alabama Public Library Service
- A map of the Library District

## Section 13: Exceptions and Changes to Policies

Exceptions to the policy manual are at the discretion of the Board of Trustees.

### 13.01 Review of Current Policies

Every North Shelby Library policy document will be reviewed in detail at least once every four years. The Director of Library Services will oversee the process including requesting staff comments, assigning editing duties, submitting recommendations for changes to the Board of Trustees, and ensuring the reviews are completed in a timely and efficient manner.

### 13.02 New Policies

Proposals for new policies shall be evaluated by the Board and Director of Library Services to determine if they should be created. New policies will be processed in the same manner as stated above for detailed reviews.

### 13.03 Interim Review

Between scheduled reviews the Director of Library Services may make interim revisions to policies as needed for the following reasons:

- Typographical or cross reference corrections.
- Title changes to positions or organizational units.
- Updates to Harrison Regional Library system policies.
- Updates to policies dealing with the operation of the Library such as circulation periods or fines.