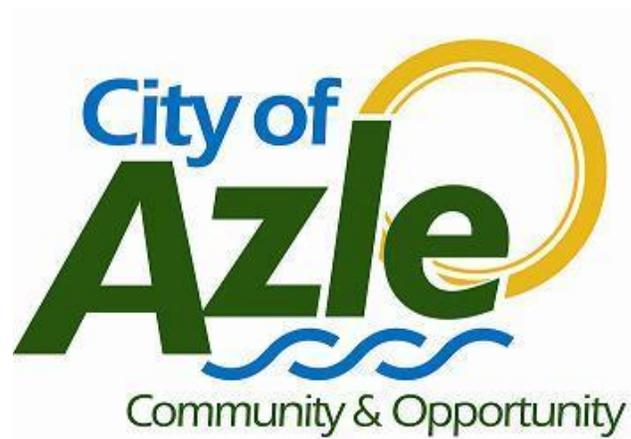


# Azle Memorial Library

## Policy Manual



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## **Mission Statement**

The mission of the Azle Memorial Library is to enhance the Azle community and the surrounding counties by facilitating knowledge, providing cultural exploration, and enriching the overall quality of life for all members of the public.

## **Policy of Public Services**

The Azle Memorial Library provides books and materials for information, entertainment, intellectual development, and enrichment of the people of the community. The library will endeavor to provide the following services and may expand or reduce these services in the future after considering time, space, funds, and participation:

1. Select, organize, and maintain a collection of books and other materials and keep that collection available for public use.
2. Provide information and assistance to the public.
3. Provide special materials and services for the handicapped and homebound, and when appropriate and possible, free direct service to homes and institutions.
4. Cooperate with other community agencies and organizations to promote events, programs and activities that better the community and offer intellectual and/or entertaining ideas, though not at the expense or prejudice of any race, religion, gender or age.
5. Secure information beyond the library's resources when requested, such as using Interlibrary Loan and the Parker County Library Association to allow access to all available materials.
6. Lend to other libraries upon request.
7. Cooperate with school or other institutional libraries.
8. Provide service during hours which best meet the needs of the community.
9. Provide general computer use and Internet access for the public. [See Library Computer and Internet Access Policy Section for more details.]
10. Use publicity to effectively promote library services to all users and potential users.

11. Provide printer, copier and fax services for a small charge.
12. Initiate programs, classes and exhibits.
13. Periodically review library services being offered.

To further meet the needs of the library patrons, Azle Memorial Library will endeavor to provide a variety of educational and entertaining programs for persons of all ages.

## **Philosophy**

The purpose of the Azle Memorial Library is to provide a place to assemble, preserve, and administer books, non-print materials and technology to serve the community of which it is a part. The library will strive to provide the materials, equipment, and assistance necessary to guide individuals in utilizing a wide variety of information sources to promote enlightened citizenship, enrich personal lives, and encourage continuous self-education for life in a rapidly changing society. Through books and related material, the library will serve the community as a center of reliable information where individuals may develop and nurture their own growth intellectually, socially, emotionally, and vocationally. The library will seek to identify community needs that, through the facility and resources available to the library, might be addressed to the benefit of the community.

## **General Library Objectives for the Facility/Library Director**

The Azle Memorial Library and the Library Director will strive to meet the following objectives:

1. provide both print and non-print media that will enrich, support, and consider the varied interests, abilities, and maturity levels of the patrons served.
2. provide instruction and guidance in the use of the materials and technology in the library.
3. provide a variety of resources for leisure reading and self-directed study.
4. create an atmosphere and provide materials which encourage patrons to study and to read.
5. make available new and varied materials and technology which are useful and interesting to all patrons.

## American Library Association

The Azle Memorial Library supports the principles of the American Library Association's (ALA) *Library Bill of Rights* and *The Freedom to Read Statement*, and the *Freedom to View Statement*. All can be found via the American Library Association website: [www.ala.org](http://www.ala.org).

## Copyright Policy

The copyright law of the United States (Title 17, U.S. Code) governs the reproductions of copyrighted materials, including print materials, non-print materials, and computer software.

The Azle Memorial Library is not responsible for the improper or illegal use of any copies of materials from its collections. It is the user's responsibility to guard against the infringement of rights that may be held by others and for clearing reproduction rights and copyright restrictions. The Azle Memorial Library does not claim to control the copyright for all pictorial and textual materials in its collections. Library staff will provide any information available for specific items that it has available to the user in this regard if a specific request is made. **The Library provides such information as a service to aid patrons in determining the appropriate use of an item, but that determination ultimately rests with the patron.** It is the patron's obligation to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing materials from the Library's collections. Patrons are reminded that these materials are provided by the Azle Memorial Library for non-profit educational, personal or scholarly purposes and that transmission or reproduction of protected items beyond that allowed by fair use requires the written permission of the copyright holders.

## Americans with Disabilities Act (ADA Compliance)

### Statement of Policy

The Azle Memorial Library complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA, as applied to cities, counties, and other local governmental entities, requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of local government services, programs, or activities.

Accordingly, the Azle Memorial Library WILL:

1. Take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

2. Make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability.
3. Operate its programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

## **How to Request Reasonable Accommodations**

Persons who need an accommodation in order to receive the benefits of an Azle Memorial Library service, program or activity should complete a “Reasonable Accommodation Request Form” or contact the Library Administration, Azle Memorial Library, 333 W. Main Street, Azle, TX, 76020,(817) 444-7216.

The following form is available upon request:

1. Reasonable Accommodation Request Form (see page 30)

## **Circulation Policy**

### **Registration**

1. Each borrower must register for his or her own individual card. Each patron is responsible for all books and materials checked on his or her card. The parent or legal guardian who signed for a child’s card (ages five to seventeen) is ultimately responsible the books and materials checked out to that child.
2. Residents and nonresidents of the City may register for a library card.
3. Individuals ages eighteen (18) and over must have two (2) forms of identification to register for a library card:
  - a. A Texas Government photo issued I.D (driver’s license, etc.) or United States Military I.D.
  - b. Proof of address (from an official document, such as: voter registration; utility or phone bill; insurance card; hunting or fishing license; rental agreement; etc.).
4. Children from ages five (5) to seventeen (17) must have a parent or legal guardian present to register for a library card. The parent or guardian must also have a library card. Parents and/or legal guardians may use their own cards to check out library material for children under the age of five (5).
5. When a child cardholder (ages five to seventeen) turns eighteen (18), they may sign

up for an adult card, following the procedures outlined for said card. The parent or legal guardian who signed for the child's card is ultimately responsible for any materials checked out, or fines/fees owed, on the child's card.

6. The initial library card is free at the time of registration. The library reserves the right to charge a fee for replacement cards.
7. A total limit of two (2) items only (to include books, video or audio material) may be checked out at the time of initial registration.
8. Registration information will be updated on an annual basis. Patrons should advise library personnel of any change in address, phone number, or email.

## **Loan Regulations**

The Library may set limits on loan regulations by regulating the number of materials a patron may borrow, the length of checkout by material and the number of times an item may be renewed. If there is a hold on an item, it may not be renewed.

A valid library card or photo ID is required for all checkouts. In the case of a minor under the age of eighteen (18) a parent or legal guardian may present his or her photo ID if the child does not have his or her library card.

Unless otherwise required by law, an adult account may only be accessed by the person who registered for the account. Unless otherwise required by law, a child's account may only be accessed by the child, or parent who is associated with the child's account. If a cardholder wishes to allow another person to access their account, they must give permission in advance. Anyone who has been granted permission to use another account must present the associated library card, or his or her own photo ID. The registered cardholder, or associated parent, is ultimately responsible for all items checked out and fees owed.

Patrons under the age of eighteen (18) are not eligible to check out videos.

## **Fees and Charges**

It is the practice of the Azle Memorial Library to accept cash, money orders or checks for payment of fines and charges. Should a check be returned to the library for insufficient funds, a service charge (set by the City of Azle) will be added to the original amount owed.

Each cardholder is responsible for the fees accrued on his or her account. The parent

or legal guardian who is associated with a child's card (ages five to seventeen) is ultimately responsible for any fines or fees accrued on the child's account. Library privileges will be suspended for all account holders, and associated account holders, until all charges and fees are paid. The waiver of fees and charges will be determined at the Library Director's discretion.

The schedule of fees and charges include the following:

1. Overdue Materials: Materials borrowed by library patrons must be returned when due. The library may assess a fine for the late return of such material.
  - a. Overdue books and audio books: \$0.10 per day, per item. Maximum \$5.00 per item.
  - b. Overdue DVD and VHS: \$1.00 per day, per item. Maximum \$5.00 per item.
  - c. Overdue Laptop: \$2.00 per hour (or portion of an hour). See Laptop Checkout Policy and Guidelines.
2. Lost and Damaged Materials: The library patron is responsible for the replacement cost of borrowed materials that are either lost or damaged, regardless of the fault of the library patron. The term "damaged" shall mean that the condition of the material is such that it is not fit to be borrowed again by other library patrons as determined by the Library Director in the Director's sole discretion. If the lost or damaged material is borrowed by a library patron under the age of 18, the cost of replacement of such material shall be the responsibility of the library patron's parent or legal guardian. A \$3.00 processing fee will be charged per item that is lost or damaged.

The library reserves the right to charge a fee for repairable damage. This fee will be based upon the extent of the damage, as determined by the Library Director.
3. Claims Never Checked Out or Returned: When a library patron claims that he or she never checked out, or has already returned, the material identified as "overdue," both the patron and the library staff will continue to look for the item. If the item has not been found and returned within 90 days, the patron will be responsible for the replacement cost of the material in accordance with the Lost or Damaged Material Policy.
4. Replacement library card fee: \$1.00
5. The Azle Memorial Library may charge other necessary fees. See the Community Room Usage Policy and the Interlibrary Loan Policy for associated fees. Fees for copying, printing, faxing, and any services not outlined above will be posted.

## **6. Holds Policy**

1. A valid library card is required to place holds.
2. Children under the age of eighteen (18) may not place holds on DVDs or VHS format materials.
3. The library may set a limit to the number of items that may be held by one borrower at a time.
4. Patrons must be in good standing with no outstanding fines or levies against the patron's card.
5. Items are reserved on a "first-come/first-served" basis.
6. Patrons will be notified when requested items are available, and items will be held for pickup a total of three (3) days.

## **TexShare Card Program**

TexShare is a cooperative program designed to improve library service to Texans. The TexShare Card Program allows registered users of participating TexShare libraries to have direct, personal access to library materials not available at their local public or academic libraries.

## **TexShare Card Registration**

Patrons are eligible for a TexShare Card on completion of the following:

1. Valid Azle Memorial Library card for at least two (2) weeks.
2. Be in good standing with no outstanding fines or levies against the borrower's card.
3. The patron must be at least eighteen (18) years of age.

Patrons are responsible for following all policies set by TexShare libraries where they are registered. The Azle Memorial Library is not responsible for fines or fees incurred by patrons who borrow materials from other libraries with their TexShare cards. TexShare cards will be valid for one year from the date of issue.

# **Collection Policy**

## **A. Selection and Acquisition**

### **Responsibility for Selection**

The responsibility for the selection of library materials rests with the Library Director.

### **Objectives of Selection**

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

1. To provide materials that will enrich and support the personal needs of the users, taking into consideration their varied interests, abilities, and learning styles.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards in a pluralistic society.
3. To provide a background of information which will enable patrons to make intelligent judgments in their daily lives.
4. To provide materials on opposing sides of controversial issues so that no one viewpoint is unduly represented.
5. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users.

### **Criteria for Selection**

Selection of books or other library material shall be made on the basis of the material's value of interest, information, and enlightenment to any members of the community. No book or library material shall be excluded because of the race, nationality, or the political or social views of the author. The Azle Memorial Library 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 except where the law has determined that the material is obscene or illegal and may be restricted from public viewing (such as child pornography).

## **Guidelines for Evaluation and Selection of Library Resources**

1. Materials should be relevant to today's world, reflecting problems, aspirations, attitudes, and ideals of society.
2. Materials should be needed and of value to the collection.
3. Materials should be representative of differing viewpoints on controversial subjects.
4. Materials should be representative of artistic, historic, and literary qualities or significance of author or producer.
5. Materials should be clear and accurate.
6. Materials should be of quality format and value, commensurate with cost and/or need.
7. Materials should not be obscene or illegal as determined by applicable law (such as child pornography).

### **Policy for Selection**

In selecting materials, the librarian will:

1. Evaluate the existing collection.
2. Assess space and budgetary concerns.
3. Examine materials for literary, artistic, political, educational, social, or scientific value.
4. Consult reputable, professionally prepared selection aids
5. Solicit and consider recommendations for acquisitions from patrons.
6. Judge gift materials by the criteria listed in the "Policy on Gifts to Azle Memorial Library."
7. Other factors to consider:
  - a. Local interest or popular demand; and
  - b. Compatibility with current resources and equipment.

## **B. Collection Maintenance**

All materials will be reviewed and evaluated at regular intervals to determine if they are to remain in the current collection. This ensures the library collection will contain materials that are factual and instructionally effective; useless materials are to be discarded. The librarian should consider space, budget, curriculum, circulation, and user needs when maintaining the collection. The Library Director will decide how to best dispose of discarded materials.

## **Criteria for Deselection**

1. Record of use- the item has not circulated for a period of time to be determined by the Library Director.
2. The subject matter is out of date, factually inaccurate, or no longer relevant to current times or has been deemed obscene or illegal by applicable law.
3. Technical Quality- non-print materials with poor visuals, faded or off color visuals; faulty or inferior sound reproductions.
4. Duplicate copies no longer needed in the collection.
5. Physical Condition- the item is torn, soiled, or worn; pages or parts are missing.
6. Some information should not be discarded even though it meets one or more of the criteria listed. An item should NOT be discarded if:
  - a. It is a work by a local author or illustrator.
  - b. It describes local history or personalities.
  - c. The work is of other significant value to the library or collection.

## **Complaint of Materials: Reporting Policy**

The Azle Memorial Library supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association. In the event that materials are questioned, the principles of intellectual freedom, the right to access materials, and the integrity of the librarian must be defended rather than the materials. If a complaint is made, the following procedures shall be followed:

- The Library Director or a Librarian on staff will inform the complainant of the selection and circulation policies, and the procedures for questioning materials.
- Request that the complainant submit a formal written complaint (see page 31 for Reasonable Accommodation Request Form) to the Library Director.
- Library Director will inform the Review Committee of the complaint.
- Keep challenged materials on the library shelves during the reconsideration process at the Library Director's discretion.

## **Review Committee**

Upon receipt of the completed complaint form, the Library Director will request a review of the challenged material by the Review Committee within twenty (20) working days.

The Review Committee shall consist of the Library Director, one (1) professional Librarian from the Azle Memorial Library Staff, and one (1) current Library Board Member. The Board Member position will be determined on a volunteer, rotating basis. The review committee takes the following steps after receiving the challenged materials:

1. Reads, views, or listens to the entire material;
2. Consults reviews and recommended lists.
3. Determines the extent to which the material meets the selection criteria;
4. Determines the extent to which the material is subject to deselection;
5. Judges material for its strength and value as a whole and not in part;
6. Makes a recommendation as to whether the material should be retained as part of the library collection; and

The Library Director will inform the complainant in writing of the decision made by the Review Committee. Challenged materials will be retained or withdrawn as mandated by the decision of the Review Committee.

## **Gifts Policy**

The Azle Memorial Library welcomes gifts of books, videos, works of art, media, other educational materials and equipment, and money for the purchase of library media materials and equipment or adding to the Library endowment.

Unless otherwise agreed to in writing by the Library Director, the library's acceptance of gifts and donated items shall unconditionally pass title of the gift or donated item to the library. The Library Director may add the gift or donated item to its collection or dispose of the gift or donated item without liability in its sole discretion.

The Library will not make a dollar evaluation of gifts. Persons who wish to retain a list of donated items should prepare that list prior to the time of the actual donation, and the list will be certified at that time.

The "Gift / Donation Receipt" (found on page 33) is to be completed with each transaction.

# Interlibrary Loan Policy

## **Borrowing Policies:**

1. Azle Memorial Library participates in the Interlibrary Loan (ILL) program that permits the library to borrow materials for its patrons from other libraries. Patrons using ILL services must have an Azle Memorial Library account and be in good standing.
2. Books and photocopies of articles from periodicals not owned by Azle Memorial Library may be requested for loan through Interlibrary Loan. Recordings, videos, microfilm, and genealogy materials may be requested but are often difficult to obtain.
3. A mandatory fee of \$3.00 will be made to help cover the cost of shipping and processing. This amount is owed by the patron once the item ships, whether or not the patron ultimately checks out the item. If an item is not available to ship from another library, the request and the \$3.00 fee will be canceled.
4. Materials borrowed from other libraries can only be borrowed for the loan period specified by the lending library. Patrons will not be granted renewals.
5. The patron is responsible for any additional charges or fines imposed by the borrowing or lending library. Such fees may include, but are not limited to, additional shipping, printing, processing, or loan fees. If a patron does not wish to borrow an item if additional charges are imposed, this must be stipulated when the request is made.
6. Fines for overdue materials, and replacement and processing fees for lost/damaged items will vary with the lending library and are the responsibility of the patron.
7. No more than three requests will be processed per patron account at one time through interlibrary loan.

All materials and documents received through Interlibrary Loan are subject to copyright law.

## **Lending Policies:**

1. Any decision to loan materials to another library through interlibrary loan is made at the discretion of the Library Director or designated staff member. The library does not loan: local history materials, non-circulating materials, audio-visual items, rare/valuable materials, or materials that cannot be mailed due to physical size or condition.
2. The loan period for materials is one month.
3. Materials are not renewable, unless permission is given by the Library Director or designated staff member.
4. The library will notify the borrowing library when unable to fill requests.

## **Computer and Internet Access Policy**

To maximize availability to this resource, and to ensure fair accessibility for all, patrons will be made familiar with this policy, which includes procedures, rules and user agreement.

In response to advances in technology and the changing needs of the community, the Azle Memorial Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of our community. It is within this context that the Azle Memorial Library offers computer and Internet access.

The Azle Memorial Library is not responsible for the information accessed through the Internet and cannot be held responsible for its content. The Internet is a worldwide community with a highly diverse user population and it is the patron's responsibility to use this resource wisely. In addition:

1. The Azle Memorial Library cannot be responsible for monitoring or protecting patrons from material that may be considered offensive. The Internet is a global entity with information which patrons may personally find controversial or inappropriate. It is up to individuals and parents/guardians to ensure there is no access to information that is inappropriate.
2. Patrons should be aware that not all sources on the Internet provide accurate, complete, or current information.

### **Staff Assistance**

Library staff cannot provide in-depth training concerning personal computer use. However, staff will assist patrons with resources available to aid in patron education and awareness.

### **Availability of Computers**

Computers and Internet access are normally available, subject to periodic maintenance, during regular library hours. Computers are available on a first come, first serve basis. Time restrictions may be imposed.

### **Patron Access**

Patrons may be required to register, or sign-in, before using library computers. Access to library computers may be blocked if a patron's library account is blocked in accordance with the circulation policy.

## Rules Governing Internet Use

By using a public computer workstation, each patron agrees to the following rules and regulations, and those already outlined above.

1. User shall assume the full responsibility of learning to use the computers and software on his or her own.
2. The user agrees to take proper care of all hardware, software, documentation and all equipment that is the property of the library. At no time will the user change or delete computer settings and programs. When there is any fault with any equipment or materials, the user will immediately report any difficulty or problem to a staff member.
3. The user agrees not to use these resources for illegal purposes, which includes (but is not limited to) viewing content that may be construed as obscene.
4. User agrees not to install software programs on the Library computers. User may only use the software applications provided by the library.
5. User agrees not to save software or data on the library's equipment. Patrons are responsible for providing their own storage medium for saving.
6. User must respect the privacy of others by: not misrepresenting themselves as another user; not attempting to modify or gain access to files, passwords, or data belonging to others.
7. User agrees to pay for all printed material.
8. User agrees to be responsible for any hardware and/or software damage as well as Internet costs related to his or her actions.

The librarian may conduct regular site checks. Misuse or abuse of computer or Internet access may result in suspension or permanent loss of computer usage and Internet access privileges.

## **Unattended Child Policy**

The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. Library staff cannot be responsible for children who are unattended or demonstrating inappropriate behavior. All children visiting the library should have the name and telephone number of someone who can assist them in an emergency.

If a child is found unattended, staff will attempt to locate the parent/caregiver and inform them, and the child, of the policy. If a child is repeatedly found unattended, the child and their parent/caregiver will be asked to leave the library.

If a parent or caregiver cannot be found at any time, unattended children will be asked to notify their emergency contact to pick them up. If transportation is not available within 30 minutes, the police or other authorities may be called to pick up the child(ren).

A parent/caregiver is defined as someone who is age eighteen (18) or older.

### **The following guidelines will be followed concerning the care and behavior of young users:**

#### **Children from birth through age eight (8):**

Must have a parent/caregiver in the immediate vicinity of the child. If a child in this age group is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform him or her of the rules. If the parent/caregiver cannot be found, or if the child is found unattended again, the police or other authorities may be called to pick up the child.

#### **Children ages nine (9) through thirteen (13):**

May use the library with a parent or caregiver (at least 18 years of age) in the building.

#### **Children ages fourteen (14) through seventeen (17):**

May use the library on their own. However, parents are still responsible for the actions of their child(ren).

#### **Closing Time:**

The Azle Memorial Library staff and City of Azle are not responsible for children left unattended when the Library is closed to the public. Library staff may call the police or other authorities for assistance if a child is left unattended outside of library hours. Under no circumstances should a staff member offer to give a child left after hours a ride home.

## Conduct Policy

Because of the obligation to provide library services to the entire community, the Azle Memorial Library may find it necessary or desirable to limit services or access to facilities in specific circumstances when an individual's demands for staff time, available materials, or space unduly impair the provision of library services to other individuals or groups.

The use of Azle Memorial Library facilities and services may be denied for due cause. Such cause includes, but is not limited to, any of the following:

1. Failure to return library materials.
2. Failure to pay fees and charges.
3. Any criminal or illegal activity on library property. All criminal activity will be reported to the Azle Police Department, or proper authorities.
4. Disregard for the unattended child policy, or conduct guidelines stated below.

Patron behaviors that disrupt normal Library activities are prohibited. Such behaviors include, but are not limited to:

1. Disturbance of other library patrons or staff.
  - a. Excessive and continued noise.
  - b. Running, jumping, climbing, etc. on library property.
2. Fighting.
3. Physical, verbal, mental or emotional abuse/harassment/assault of a staff member or member of the public.
4. Deliberate damage of Library materials, property, or facilities.
5. Littering.
6. Possession or consumption of alcohol or illegal drugs.
7. Intoxication.
8. Use of tobacco products, including, but not limited to: cigarettes, cigars, electronic vaping devices, smokeless tobacco ("dip") outside of designated smoking area (located outside by the northwest corner of the library). All tobacco products and electronic vaping devices must be kept out of sight while a patron is using the library. *Electronic vaping device* shall mean any electronically powered or battery powered device designed to simulate the smoking of tobacco, cigarettes, pipes or cigars. An electronic vaping device includes personal vaporizers, electronic cigarettes (e-cigarettes), electronic pipes (e-pipes), electronic cigars (e-

cigars) and any other type of electronic nicotine delivery system or any part thereof.

9. Sleeping.
10. Theft.
11. Shaving, laundering, bathing in restrooms.
12. Behavior of any kind dangerous to individuals, staff, or other patrons.
13. Failure to wear appropriate attire, including shirt and shoes at all times. Bathing suits and personal undergarments must be properly covered while using the Library.
14. Voyeurism, peeping, sexual activity.
15. Firearms, without a valid handgun license, and other weapons are prohibited.
16. The use of skateboards, roller blades, roller skates, and/or scooters within the facility or on the library grounds is prohibited.
17. Talking on cellular devices, or failure to turn electronic devices to “silent” or “vibrate”.
18. The solicitation of funds, goods or services, without the permission of the Library Director.

## **Health and Safety**

For the health and safety of staff members, and members of the public, patrons are asked to avoid using the Library when they have an illness that is contagious (such as the flu, pink eye, or lice). Patrons who have unprotected open wounds, contagious illnesses, or poor hygiene may be asked to leave the Library until proper precautions or measures have been taken. The Library Staff will make every effort to address these situations with courtesy and respect for the patron’s privacy.

## **Food and Beverages**

The consumption of approved food and beverages in the Library is a privilege. The Library reserves the right to temporarily prohibit any food or drink, at the discretion of the Library Director.

- Foods that are permitted in approved areas of the Library include: snack foods, such as those found in a vending machine.
- Foods that are not permitted include: fast food; meals; foods with a strong odor; etc.
- If the consumption of approved foods in the library becomes disruptive to others, either by being excessively noisy or messy, the consumer may be asked to relocate to another part of the building until they have finished eating.
- Beverages are permitted in approved areas of the Library, providing that they have a properly sealed lid that remains on at all times.
- Food/ beverages are not permitted in the Computer Lab, or while using any other Library computer. Patrons who have food/ beverages out in the Computer Lab, or while using a Library computer, will be asked to store the items out of sight, or consume the items elsewhere.
- Patrons are responsible for throwing away all trash and cleaning up all spills. Patrons may be financially responsible for any damage to Library property caused by food or drink spills.

Patrons who violate the library's conduct policy will be informed by library staff of the rules. Violators may be asked to leave the Library building and grounds. The Library reserves the right to request law enforcement assistance when dealing with conduct violations.

If a child is engaging in disruptive behavior, library staff will attempt to locate the parent/caregiver in the library and inform him or her, and the child, of the rules. If a child is asked to leave the library, his or her parent/caregiver will be asked to leave with the child. Unaccompanied children who do not have transportation, or cannot leave the library on their own will be asked to notify their emergency contact to pick them up. If transportation is not available within 30 minutes, the police or other authorities may be called to pick up the child(ren).

The Library Director may permanently revoke library privileges if excessive conduct policy violations persist. The Library Director may reinstate lost privileges when adequate evidence of corrected misbehavior is proven.

## **Personnel Policies**

All employees working in and for the Azle Memorial Library are directly responsible to the City of Azle and subject to the policies as directed in the City Personnel Policy.

## **Policy Manual Changes**

The Librarian or two members of the Library Board may propose changes to the Policy Manual. Such request for policy change will be made in writing and will be placed on the agenda and presented to the full Library Board at its next regularly scheduled meeting. Should the request meet with the majority approval of the Board and a vote reflects this approval, the requested change to the Policy and Procedure Manual will be forwarded to the City Council for approval.

## **Public Relations**

Azle Memorial Library will strive to inform the public of its objectives, services, programs and changes through the press, radio, TV, mail, etc. Such notices may include acknowledgements of the support of the library by staff, volunteers, Friends, community contributors, and Library Board. Goals of public relations activities will include, but are not limited to, talks in the community, participation in community activities, events and relationships to encourage use of the library and obtain community support for library development.

## **Public Use of the Azle Memorial Library**

**Animals:** Only service animals and animals in a program or exhibit will be allowed in the Library.

**Study Tables:** Tables and carrels, available throughout the Library, should be used quietly so as not to disturb other library patrons.

**Community Room:** See the Community Room Usage Policy.

**Study Rooms:** The purpose of the study rooms is to provide a quiet location for those wishing to study, have private meetings, or other reasonable Library related activities. Study rooms may not be used for paid services or the solicitation of funds or goods. Study rooms are available on a first-come, first-serve basis. Priority is given to Library sponsored programs. Patrons may reserve the large study room, no later than 24 hours in advance, by making a reservation with the Library Director or designated Library staff member.

**Children's Area-** The children's area is intended for use by children ages 12 years old and under, and their parent/caregiver. Older children and adults not accompanying children or browsing for materials should use other designated study and work areas in the library.

**Teen Area-** The teen area is intended for use by patrons ages 13-18. Younger children and adults not accompanying teens or browsing for materials should use other designated study and work areas in the library.

**Library Equipment and Materials-**The library equipment and materials include, but are not limited to, books, periodicals, computers, typewriter, scanners, copy machines, and other equipment.

1. Library equipment and materials are available on a first-come first-served basis. A time limit and/or waiting list may be set by the Library Director as necessary to assure the fair use of this equipment. Anyone abusing library equipment, materials, or the time limit on his or her usage may be restricted from such use.
2. Consumable supplies will be paid for by the patron or borrower. Charges will be set by the Library Director.
3. The library automation system (catalog) computers are provided to enable access to the library collection. Patrons may use these computers on a first come, first served basis. The library staff will provide instruction and answer any questions regarding their use to the best of their ability. The public use (Internet) computers are provided to promote computer literacy and to help satisfy the educational and informational need of individuals in the community. The library staff computers are not available for public use.

**Exhibits-**The Library provides for the public educational and cultural exhibits as possible within the restricted space. Exhibits must be approved by the Library Director and sponsored by the Library in order to be displayed.

**Bulletin Boards-** All items must be dated. Unsolicited brochures and notices of meetings, fundraisers, cultural activities and other community events may be posted on the community bulletin board in the library, space permitting, with the following exceptions:

Materials that are obscene, offensive, or promote illegal activity are not permitted.

## **Photo Release Statement**

By visiting the Azle Memorial Library (AML), or AML sponsored programs or events, at any location, the attendee agrees that: AML shall have the unrestricted right and license to use his or her image, likeness, name, voice, comment, or other proprietary or public rights, and that of any minor accompanying attendee, in any broadcast, telecast, photograph, video, audio sound, audiovisual, and/or other recording taken in connection with the program, event, or other transmission, distribution, public performance, or reproduction, in whole or in part, of the program or event for all purposes, worldwide, in perpetuity, and in any and all media now or hereafter known, without compensation. AML is the exclusive owner of all copyrights and other proprietary rights. The rights granted herein to AML are assignable.

## **Requests for Disclosure by Law Enforcement**

Any staff member may at some time receive a request from law enforcement officials to turn over library records that are considered confidential under library policy. Such a request may come in the form of a verbal request, a subpoena, a court order, or a search warrant. The request may come from federal, state, or local law enforcement officials for a variety of reasons, or from federal officials under the USA Patriot Act or Freedom Act. Any staff member who receives a request for disclosure of library records should follow the procedures outlined below.

### **Verbal Request or Subpoena**

Library policy requires that a court order or search warrant, issued by a court of competent jurisdiction, be presented and reviewed by legal counsel before any confidential records can be released (neither a verbal request nor a subpoena fits the definition of a court order or search warrant). Refer the official making the request to the Library Director. If the Library Director is not available, then contact the Assistant City Manager.

Instructions for managers: If the official presenting the verbal request or subpoena challenges the library's policy of requiring a court order or search warrant, refer him or her to the director. If the director is not available, advise the requesting official to follow the chain of command specified above. Even if the requesting official agrees to comply with library policy and leaves, notify the Library Director of the request immediately

### **Court Order or Search Warrant**

Refer the official making the request to the Library Director. If the Library Director is not available, then contact the Assistant City Manager.

**Instructions for managers:** Inform the official presenting the court order or search warrant that, according to library policy, the court order or search warrant is to be reviewed by the library's legal counsel, and refer the requesting official to the Library Director. If the Library Director is not available, advise the requesting official to follow the chain of command specified above.

If the requesting official refuses to honor the library's policy, presents a court order, subpoena or search warrant and demands to conduct a search of library records immediately, you have no real option but to cooperate to the extent that you are able. Notify the Library Director of the situation.

### **Request by a Federal Agent under the USA Patriot Act/Freedom Act**

The USA PATRIOT Act is a law passed in the aftermath of the September 11, 2001 terrorist attacks that gives the FBI broad powers to investigate possible terrorist activities. The law was updated in 2015 under the USA Freedom Act. A request for library records under this act would be made by an FBI agent and would most likely be in the form of a search warrant.

If you receive such a request, immediately notify the Library Director. You must not tell anyone, including other staff members, any person who is a subject of the investigation, or any person other than the Library Director, that you have received a request for documents or information under the USA Patriot or Freedom Acts. If the Library Director is not available, then contacts the Assistant City Manager.

## **Emergency Procedures**

### **Emergency Closing:**

The library may be closed due to inclement weather or any other similar reason, upon the decision of the City Manager. When a decision to close has been made, library personnel will be notified. Once notified, staff will attempt to:

- Contact any groups who may have scheduled a visit to the Library.
- Cancel Library programs.
- If possible, post a notice on the Library entrance door.
- Ask all patrons to exit the library building.

### **Bomb Threat:**

Act immediately. The person answering the phone should attempt to remember as many details as possible about the caller. The staff person in charge will call 911 for Emergency Services. Ask everyone to leave the building immediately. Do not turn off any electrical device that is currently on, and do not turn on any electrical device that is currently off, including lights, computers, printers, copiers, etc. Each department head or senior staff member is responsible for evacuating the building, including restrooms and meeting areas.

### **Criminal Activity - Theft, Exhibitionism, etc.:**

Any criminal activity occurring within the Library should be reported immediately to the staff person in charge and to the Azle Police Department (911). Do not confront the individual. A written report should be filed with the Library Director by the following day.

### **Fire Evacuation:**

Each staff member is an important part of the fire protection system. She/he should know where the fire extinguishers are located, and how to use them as directed by the Azle Fire Department.

- Fire Department Notification: A staff member shall place the call to 911.
- Building Evacuation

When the alarm sounds, the building shall be evacuated, using the nearest exits. Each Department Head or senior staff member will be responsible for clearing their area. This includes washrooms and office areas. Staff is to lead and/or assist children and physically disabled patrons. Staff should make

sure that all patrons have preceded them out of the building.

- Close all doors.
- When outside, the patrons shall go at least 100 feet away from the building, staying clear of any fire hydrants. Staff shall meet in the front parking lot of the Azle News Building (321 West Main Street).
- Re-enter the building only with the permission of the Police and/or Fire Department.

### **Power Outage:**

Emergency lighting has been provided in the building and will come on automatically. When a power outage occurs during the day, the Library will remain open unless the senior staff member on duty deems otherwise.

When a power outage occurs at night or on a dark day, preparations for closing will begin immediately.

### **Tornadoes:**

Tornado Watch: Advise patrons.

Tornado Warning: Staff should direct patrons to the safest areas within the building as designated by the Azle Fire Department. Such areas include restrooms, storage closets, and other areas without windows.

### **Gas Leaks:**

Follow procedure for fire evacuation.

### **Procedure Where First Aid or Other Medical Attention Is Required (e.g., choking, heart attacks, seizure, etc.):**

Call 911.

**AZLE MEMORIAL LIBRARY**  
**Reasonable Accommodation Request Form**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

What service, program or activity does this request concern?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date (if applicable) \_\_\_\_\_

What accommodation is requested?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For help in completing this form contact Library Administration, Azle Memorial Library, 333 W. Main Street, Azle, Texas 76020, or phone (817) 444-7114.

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

Return this form to: Library Director  
Azle Memorial Library  
333 W. Main Street  
Azle, Texas 76020

**AZLE MEMORIAL LIBRARY**  
**Request for Reconsideration of Material Form**

**Request initiated by:**

Name\_\_\_\_\_

Address\_\_\_\_\_

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

Telephone\_\_\_\_\_ Email:\_\_\_\_\_

**Complainant represents:**

\_\_\_\_Self

\_\_\_\_Organization or Group Name\_\_\_\_\_

**Material in Question:**

Format (circle one): Book / Audiobook / Movie / Magazine / Other\_\_\_\_\_

Title\_\_\_\_\_

Author/Editors/Actors\_\_\_\_\_

Call Number (located on spine of item)\_\_\_\_\_

**Please complete the following information:**

1. What are your concerns about this material? Please be specific.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(continued on back)**

2. Did you read, listen, and/or view the entire book or material?

**Yes    No**

If no, which parts did you read, listen, and/or view? \_\_\_\_\_  
\_\_\_\_\_

3. How did this material come to your attention? \_\_\_\_\_

4. What do you understand to be the general purpose for this material?  
\_\_\_\_\_  
\_\_\_\_\_

5. If the material in question is a movie, are you aware of the MPAA rating?

**Yes    No    N/A**

6. Have you read any professional reviews made about this material?

**Yes    No**

If yes, please list the reviews you have read \_\_\_\_\_  
\_\_\_\_\_

7. Have you read the Collection Policy, as outlined in the Library's Policy Manual?

**Yes    No**

8. Have you been able to discuss this material, and the Collection Policy, with the Library Director?

**Yes    No**

9. What action are you requesting the Library take regarding this material (i.e. do you think the material should be removed, reclassified to another section, etc.?)

\_\_\_\_\_  
\_\_\_\_\_

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

**Return this form to:**

Library Director, Azle Memorial Library, 333 W. Main Street, Azle, TX 76020

AZLE MEMORIAL LIBRARY  
333 W. MAIN STREET  
AZLE, TX 76020

## Gift / Donation Receipt

(Retain one copy for library files)

Material donations will be processed in accordance with the Collection Development Policy at the Library Director's discretion. The library reserves the right to accept, sell, exchange, or discard, at its discretion, any unsolicited materials sent to the library.

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

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number \_\_\_\_\_ email: \_\_\_\_\_

**Type of Donation:**

\_\_\_ Financial (amount) \$ \_\_\_\_\_ Circle one: check / cash

\_\_\_ Books

\_\_\_ Magazines

\_\_\_ Videos

\_\_\_ Audio Books

\_\_\_ Other (please describe): \_\_\_\_\_

**If donated items are used in the library would you like a book plate added in your, or someone else's name?**

\_\_\_ No

\_\_\_ Yes (Choose one and write name(s)): In Memory of: \_\_\_\_\_

In Honor of: \_\_\_\_\_

Donated by: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Library Director Signature

\_\_\_\_\_  
Staff Initials

For staff use only: \_\_\_\_\_ Trust \_\_\_\_\_ Friends \_\_\_\_\_ Other

# Azle Memorial Library

## Photo Release Statement Form

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I \_\_\_\_\_ (printed name), hereby agree to the above Photo Release Statement and give permission for the Azle Memorial Library to record and use my likeness in accordance with this policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Guardian (if under 18)