

**POWHATAN COUNTY PUBLIC LIBRARY  
PUBLIC SERVICES POLICY**



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## **PATRON BEHAVIOR**

The Powhatan County Public Library supports the right of all citizens to use the library in an atmosphere that is safe and conducive to the successful completion of library business. Publicly supported library service is formulated with the First Amendment right to free expression. In order to protect all library patrons' rights of access to library facilities, to ensure the safety of users and staff, and to protect library resources and facilities from damage, the following restrictions are imposed on library access and patron behavior:

- Shoes and shirts are required to be worn at all times.
- Cell phone use is restricted to a meeting room or restroom corridor. If absolutely necessary in the course of filling out forms for employment, very quiet cell phone conversations may take place for no longer than a few minutes while using a library computer, as long as other patrons are not disturbed.
- Only service animals or animals relating to library programming are permitted in the library
- The Library is not responsible for unattended children and expects that children under fourteen will be accompanied at all times by their parent(s) or an adult responsible for them. If there are unattended children in the Library at closing time who have no way to return to their homes or who are waiting for their parent(s), or an adult responsible to pick them up, staff shall notify the police, using the Powhatan County Sheriff's non-emergency number at (804) 598-5656. Two Library staff members must remain with the children until the Sheriff's staff arrives. Library staff will not provide transportation to library patrons, nor will staff be responsible for children after hours.
- Courteous behavior towards other library patrons and staff members is expected
- Library staff is not available to page or look for patrons in the library
- Policies regarding use of Library materials and equipment apply to all patrons and must be followed.
- The children's area of the Library is designed for children, their families and their caregivers. Use of this area by adults who are not parents, teachers, guardians or caregivers may be restricted to ensure that children and their families have access to the resources provided for them.

Unacceptable behavior in the library:

- Sleeping
- Smoking or the use of e-cigarettes or other tobacco products in the building or near entryways or exits.
- Eating smelly or messy foods; Drinking from containers without lids.
- Noise or talking at a level that disturbs others.
- Running, noisy play, or fighting.
- Harassment of other library patrons or library staff members
- Verbal or physical abuse of library patrons or library staff members

- Repetitive breaking of library policies or rules for use of library spaces, materials, resources, services, facilities, or equipment
- Improper use, destruction or theft of property
- Intoxication resulting from the use of alcohol or drugs
- Use of wrong restrooms or use of restrooms for bathing
- Soliciting, peddling or Campaigning and petitioning in the Library or in and around Library entryways or exits is prohibited
- Strongly offensive body odor.

Patrons who exhibit any of the above unacceptable behaviors will be directed to cease and desist; if the behavior continues, the patron will be asked to leave the library property. Failure to leave the library when asked to do so will subject the person to possible arrest. Patrons engaging in criminal activity as defined Virginia Statutes are reported immediately to law enforcement authorities.

Amended September 12, 2018

## **CONFIDENTIALITY OF PATRON INFORMATION**

The Powhatan County Public Library maintains the confidentiality of patron registration and borrowing records and of all other information relating to an individual's use of library resources and services, including records of all transactions with the library and services provided.

This policy is in accordance with the Code of Virginia section 2.2-3705.7. The Virginia Freedom of Information Act provides an exclusion to disclosure requirements for library records which can be used to identify both (1) any library patron who has borrowed material from a library and (2) the material such patron borrowed. Accordingly, when any local, state or federal official or private citizen asks to gain access to library use records or customer files, PCPL personnel shall not reveal any personal data on library users or allow access to such records or files.

The Powhatan County Public Library supports every patron's right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, records of participation in library sponsored programs, record of library visits, and/or any data that contain information linking the patron to specific materials or services used. Each patron over the age of 18 has individual control over his or her borrower's card. Presentation of the card or appropriate identification permits access to information about the borrower's current circulation record. Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, reservation of materials), the library will not maintain a record of transactions. When no longer needed for library administration purposes, records will be expunged.

In compliance with Virginia Code 2.2-3703.1, no information will be released to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the Library Director.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.

## **COMPLAINT PROCESS**

### **POLICY**

Powhatan County Public Library is responsive to patrons who have a complaint by making every effort to address complaints or criticism in a fair and timely manner.

### **PROCEDURES**

Patron complaints may be made in person, by email, or by telephone. Complaints are handled according to their complexity. Every effort will be made to quickly resolve the complaint during the patron's first encounter with staff. However, while some issues may be resolved by any staff member the patron approaches, more complex complaints will be directed to the most senior staff member present or to the Director. Should the complaint require the attention of a staff person not immediately available, the staff member present will record the nature of the complaint, date and time, and the patron's contact information. The patron should be advised that they will be contacted as soon as is possible.

A quick resolution to a complaint may not be possible, and in this case the patron should be informed that the issue will be researched and the outcome will be reported to them. In some instances, the problem and its solution may be outside of the Library's authority to act. In such cases, the complaint will be channeled to the appropriate person or department on behalf of the patron.

A Suggestion Box is kept at the service desk to address patrons' requests and questions.

### **REQUESTS FOR RECONSIDERATION OF MATERIALS PROCEDURE**

The Library staff applies selection criteria described in the Collection Development Plan and makes an effort to provide materials that reflect the diversity of viewpoints within the community. The library does have a responsibility to its patrons to investigate concerns about its selections and will reconsider an item when requested to do so. A formal procedure is used for such reviews.

When a library patron questions the suitability or classification of a particular item in the collection, the patron is asked if they would like to submit a Request for Reconsideration. Upon receipt of a fully completed Request for Reconsideration form, staff will log the form and deliver it to the Library Director who will review the material using PCPL's Collection Development Plan and these evaluation factors:

- a. Selection criteria met by this material
- b. Reviews from journals
- c. Awards received, if any
- d. Frequency of patron use
- e. Presence in other libraries in the region

The Library Director will notify the PCPL Board of Trustees of the Request for Reconsideration. Staff with relevant collection and/or program responsibilities (for instance, the Librarian and/or the Youth Services Librarian) will be included in the review process.

The Director will inform the patron of the results of the review and PCPL’s decision regarding the reviewed material. The patron may choose to meet with the Director to discuss the decision. The patron may then choose to appeal the decision to the PCPL Board of Trustees. Appeals will be heard as part of the agenda at a regularly scheduled Board of Trustees meeting.

Amended May 11, 2020

## **LIBRARY CARD REGISTRATION**

Checkout of library materials and/or online services requires an up-to-date, valid PCPL library card. Individuals meeting the requirements listed are eligible to register for a free card. Replacement of a lost library card is subject to a small fee. Cards must be renewed annually to ensure that patron information is up to date.

For one-time computer use staff may issue a temporary pass. This visitor pass is only valid for use of our public computers and only for the day issued.

Residents, property owners, students, and persons employed in Powhatan County are eligible for a PCPL card. Residents of Chesterfield County, Amelia County, Cartersville, Goochland County, Cumberland County, and Moseley are also eligible. Adult library card applicants must present a picture identification card with a current address or a picture identification card with another form of identification showing the current address, such as utility bills or other official USPS mail. For example:

- |  |           |  |
|--|-----------|--|
| One of the following showing the current address:  | <u>OR</u> | One of the following plus a lease, insurance document, bill, or delivered mail showing the current address:                        |
| <ul style="list-style-type: none"><li>• Driver’s License</li><li>• State ID card with Photo</li><li>• Passport</li></ul> |           | <ul style="list-style-type: none"><li>• Driver’s License, State ID, or Passport with old address</li><li>• Work ID Badge</li></ul> |

Juvenile card applicants (from 5 years to under 18 years) must register with a parent or legal guardian present. The parent or legal guardian must agree to be responsible for use of the library card, payment of fines and lost/damaged materials charges. The parent or legal guardian must also show the required identification, and must have a library card of their own that is not in “barred” or “blocked” status. Forms may be completed at home or online but must still satisfy all of these requirements.

By registering for a library card, applicants are agreeing to abide by all library policies, to be responsible for library materials borrowed, to pay any charges they incur for damages or loss of the materials they borrow, to inform the library of address and contact information changes, and to notify the library promptly should their card be lost or stolen. The library is not responsible for screening materials used or borrowed by juveniles.

The replacement fee for lost cards is \$1.00. Damaged cards are replaced without charge when the damaged card is presented. Stolen cards are replaced without charge. Proper identification must be presented before a replacement card can be issued.

Amended September 14, 2022

## **BORROWING FROM THE LIBRARY**

The Powhatan County Public Library limits both the length of time items can be borrowed and the number of materials a patron can have out at any given time so that as many people as possible have an opportunity to use library materials. Reference materials do not circulate.

A maximum of 50 physical items, which can include no more than 10 DVDs, 10 Audiobooks, and 1 hot spot, may be checked out to a borrower at any given time. The length of the borrowing period varies according to the type of item checked out and is subject to change. Currently, items check out for two weeks with the exception of hot spots and kits, which check out for four weeks. Items eligible for renewal may be renewed up to three times if another person has not placed a reserve on the item. Items may be renewed by phone, in person, or online through the patron's account.

A historical record of items checked out by a patron may be activated upon request. As with all library information, this list is confidential and will not be shared with anyone else, unless the library is required to do so by law. Children under 18 may have their card history activated upon request from their parent or legal guardian.

Electronic items (e-books, e-audiobooks, etc.) are loaned through an app that can be downloaded from the library's website. These items can also be renewed and placed on hold through the app. The lending period varies according to the item itself, and when the item is due it automatically checks in. As with physical library items, the borrower must have a library card to use the electronic collection. Electronic items are limited to no more than 12 items checked out and 10 holds placed at any time per each individual borrower.

Inter-Library Loan items procured from outside PCPL through the ILL system will be loaned for the period of time designated by the lending library. Loan extensions are at the discretion of the lending library; PCPL cannot set or change Inter-Library Loan borrowing periods or extensions.

Amended September 14, 2022

## **FINES AND COLLECTIONS**

When patrons keep materials past the due date for items checked out to them, a daily fine is charged. If materials are not returned by the last day of a seven-day grace period, a fine of \$0.05

a day per item accrues from the original due day. Items returned within the grace period are not fined. Overdue item fines are capped at \$5.00 per cardholder.

The Library will attempt to notify the patron regarding an overdue item no less than three times. Once an item has been overdue for 60 days, the patron is automatically charged the cost of the item and is barred from checking out any further materials or using online materials or computers until the account is settled. If the total amount owed is \$25.00 or more, the overdue record is forwarded to a debt collection service, and a \$10.00 service charge is added to the patron account.

Borrowers will be charged for lost or damaged materials. "Damaged materials" can mean loss or damage to an item's packaging, to the item itself, or to any part of an item with multiple parts. The cost charged to the borrower is based on what the Library paid for the item. The collection service charge must still be paid if it has been charged to the patron account.

Amended September 14, 2022

## **SALE OF GIFT AND PROMOTIONAL ITEMS**

The Powhatan County Public Library and associated Friends group offer gift and promotional items for sale at the library that are exempt from state tax. The circulation desk serves as the point of sale for these items.

## **INFORMATION / REFERENCE**

Providing information is a key role of the public library and information/reference service is part of PCPL's commitment to serving the needs of the community. PCPL's goal is to meet those needs by bringing the Library's resources and patrons together.

The Library offers information/reference service to all persons, regardless of age, race, religion, color, sex, national origin, disability, social or economic status of the patron. This service is available during all hours the library is open and is provided in response to all forms of inquiry including, but not limited to, telephone, walk-in, electronic mail and mail. Questions presented by patrons in libraries have the highest priority. All inquiries are to be answered in a timely manner.

The Library's collections and resources are used to fill requests for information; for those transactions that are beyond the scope of PCPL's collection, outside resources may be used, including interlibrary loan service.

## **RESOURCES**

The mission of the Powhatan County Public Library includes providing and maintaining a well-rounded, balanced, and representative collection of materials selected to meet the cultural, informational, and recreational needs of the citizens of Powhatan County. The library is responsible for developing a collection of resource materials appropriate to the community. Library collections reflect the diversity and character of the community it serves. Collections must also enable the library to carry out its defined service role in the community.

Library materials are not marked or identified to show approval or disapproval of the contents. No book or other item is sequestered, except for the purpose of protecting it from injury or theft. Censorship of any material, whether by groups or by individuals, will be challenged by the Library Board. The Board defends the principle of the freedom to read, listen and view and recognizes that censorship is a purely individual matter. Although anyone is free to reject for himself materials of which he does not approve, an individual or group cannot exercise this right of censorship to restrict the freedom of others to read, listen and view.

## **LITERACY INSTRUCTION FOR PATRONS OF ALL AGES**

Reading, writing and using numbers are basic skills needed by a person to be an integrated and active member of society. The Powhatan County Public Library helps support activities that enable people to gain literacy skills and helps support agencies that are combating illiteracy and promoting media competence.

## **GENEALOGY AND LOCAL HISTORY**

Due to the proximity of institutions rich in archival and print materials that pertain to genealogy and local history, the Powhatan County Public Library does not provide comprehensive collections on these topics. The local materials collected contain historical and genealogical information with primary emphasis on Powhatan County and its related geographic areas, from which the county was created. Included in the collection are books, cemetery and census records, telephone directories, high school yearbooks, military and family history records. In addition to these subject specific resources, the library offers general how-to manuals, and other basic resources on beginning genealogical research.

## **MATERIALS AVAILABILITY**

Patrons may request that items currently checked out be held for them when the item is checked in. When the Library does not own materials of interest to patrons, patrons can request that the Library purchase or Interlibrary Loan (ILL) the item.

## **INTERLIBRARY LOAN (ILL)**

A maximum of five Interlibrary Loan requests can be made by one individual at a time. PCPL also lends items from its collection to other libraries through Interlibrary Loan. Books and journal articles may be loaned. DVD's, books on CD, items with a hold on them, and items that were added to the PCPL collection within the past six months are not loaned. Items are sent to other libraries for a 4-week time period, which includes shipping time. Renewals are not allowed.

## **COPYRIGHT REQUIREMENTS**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

## **EXHIBITS AND DISPLAYS**

### **POLICY**

The Powhatan County Public Library offers the public opportunities to use exhibit cases and display space when these resources are available. Individuals, groups and organizations, regardless of their beliefs or affiliations, may use this service without charge. For-profit businesses may not use exhibit space for exhibits or displays related to profit making.

Submitted applications for display are approved by the Library Director. If the director asks for assistance during the approval process, or an applicant is denied and wants a review, then the Library Board of Trustees will accept or reject the proposed exhibits or displays. All decisions are final.

Exhibits and displays should be suitable for viewing by all ages. If any of the works in the exhibit are not suitable for viewing by all ages, the artists will be asked to remove the piece(s) in question within one business day. If the artist cannot remove the piece(s), then the library will remove the artwork in question.

Exhibit cases and display space can be used for a maximum of 30 days. They are not available for use on a regular, continuous basis, e.g., the first two weeks of every month. Access to exhibit space is available only during the hours that the Library is open to the public.

Any damage to exhibit cases, display space, or other Library property resulting from an exhibit or display is the responsibility of the exhibitor. Neither the County nor the Library assumes responsibility for lost, stolen or damaged exhibits or displays. Prior to display, artists (or a specified agent acting on behalf of a group of artists) must complete the Display Application and

Liability Release form, which will hold harmless the Library Trustees, employees, and County, if loss or damage occurs while their materials are on display at the Library.

Publicity accompanying a display or exhibit must identify the responsible individual, group or organization and provide a point of contact. Exhibits and displays must not identify either the County or the Library as a sponsor. A sign will be posted. "Use of exhibit or display space at the Library does not in any way constitute an endorsement by the County or the Library of the exhibitor, the exhibit, or the exhibitor's policies or beliefs."

## **PROCEDURES**

Individuals or organizations requesting use of exhibit or display space must submit a written application form to the library. Forms are available at the library. Applicants are given a copy of this policy when they request use of the space.

Applicants requesting permission to exhibit for the first time may be asked to bring representative samples or a portfolio prior to an exhibition being scheduled. The Library Director will review the materials in a timely fashion. In case of rejection, reasons for this will be noted on the application and a copy mailed to the applicant.

The Library reserves the right to limit or cancel an exhibit at any time. Artists may display biographical information and their names and addresses, so that patrons may contact them directly. Prices may be displayed and if exhibited works are sold, the library encourages a 10% tax deductible donation of the purchase price be made to the Friends of the Library.

Cancellations of reservations to use display or exhibit space should be made as soon as possible to allow other applicants an opportunity to use the released space.

If scheduled display space is empty for 48 hours, without other notice, the reservation is considered canceled, and the space will be open to other requestors or a PCPL display.

Exhibits and displays must be installed and removed by the exhibitor. Installation may take place no sooner than the first day of the reserved time period and the exhibit must be removed by the close of business on the last day of that time period.

Display space and exhibit cases must be left clean, neat, and in the same condition as when made available for use.

## **ADULT PROGRAMS**

The Powhatan County Public Library is committed to sponsoring educational and recreational programs designed to meet the needs and interest of adult patrons. Programs that encourage reading and publicize library resources will be given special consideration.

## **EQUIPMENT USE: NON COMPUTER**

The Powhatan County Public Library provides patrons with access to non-computer equipment. Photocopiers, digital projectors, a fax machine and scanners are available for use in the library. Fax service is available up to 15 minutes before closing.

When needed, the patron may request assistance at the Circulation Desk. Photocopies are \$0.10/page for letter or legal size paper. 2 sided color copies are \$0.20 a page. Printing to the library printers from any computer is \$0.15 per page.

Amended September 12, 2018

## **COMPUTER AND INTERNET USE**

The Powhatan County Public Library provides access to a wide range of services and materials through the use of computer workstations. In order to provide fair and equitable access to computer-based resources, the library controls public use of computer equipment through staff enforcement of computer and internet policies.

The Powhatan County Public Library complies with Copyright Law (Title 17, United States Code). Unauthorized copying of computer software, whether by staff or patrons, is an infringement of that law and is not allowed on Library computers.

The Library's computers are networked, including those available for public use. Patrons may not use the network for any illegal activity such as violating the rights of third parties or in a manner inconsistent with the Library's tax-exempt status or its proper operation. Unauthorized entry into other computational, informational or communication services or other resources is not allowed. Patrons may not distribute unsolicited advertising or invade the privacy of others using Library computers.

### **PROCEDURE**

Attempts to copy software using Library computers may result in loss of access. Unlawful activities will be reported to the proper authorities. Hardware and software other than that provided by the Library may not be attached to or used with Library computers. USB storage devices are permitted to be used with the public computers, but personal USB's may not be put into Staff computers.

Powhatan County is not responsible for any damages that may occur as a result of conditions beyond our control such as computer viruses, electrical malfunctions, power surges, etc.

Staff Assistance:

Library staff provides limited assistance for basic startup procedures, but cannot offer in-depth personal instruction in the use of personal computer or software applications other than the Library's own automation software and electronic databases. Online tutorials and help programs are often available on some software applications. In general, the role of library staff

is that of helper, facilitator, guide, or coach. Unless a specific class on a specific topic has been scheduled, library staff provides basic guidance to patrons in their use of application software and the Internet. Any patron needs beyond basic assistance and guidance are more appropriately addressed by professionally provided computer education programs.

#### Charges and Supplies:

Patrons are charged for printing on the Library's paper as follows:

- Black and white & Color: \$0.15 per page

#### Use of Computer Workstations:

Computers are available for public use on a first-come, first-served basis to Powhatan County Public Library patrons with valid library cards. Patrons who are taking tests or exams will be given the opportunity for more time to complete those tests unless the library is closing.

A temporary computer card is available to those individuals who are visiting the library. Use of computer workstations is set at 45 minute sessions. If someone is waiting to use the computer, the patron must immediately stop working and relinquish the computer to the next person. If no one is waiting to use the computer, the patron may continue the session.

Patrons must send materials to be printed to the printer before the library closes or before their session ends. Patrons cannot use sounds or visuals that disrupt other library patrons. The Library provides headsets for patron convenience.

#### Public Use of the Internet:

## **POWHATAN COUNTY PUBLIC LIBRARY ACCEPTABLE INTERNET USE POLICY**

### **Internet Philosophy**

The Internet, as an information source, enables the Library to provide information beyond the confines of its own collection. It is, however, an unregulated medium. As such, it offers a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, but it also enables access to some material that may be offensive, disturbing, and/or illegal. In compliance with the Children's Internet Protection Act (CIPA), Powhatan County Public Library provides Internet workstations equipped with filtering/blocking technology. However, the library recognizes that filtering/blocking technology is not completely reliable in protecting against websites that may be offensive, controversial or illegal, and may in fact block many legitimate websites.

The Powhatan County Public Library disclaims any responsibility as to the Internet's quality, informational accuracy, authoritativeness, timeliness, legality, or usefulness for a particular purpose. The Library also assumes no responsibility for any damages, direct or indirect, arising from use of its connection to the Internet or other electronic resources.

## **Responsibilities of Internet Users**

Lawful use of the Internet is the individual's responsibility. Any illegal activity involving the Internet and/or library computers shall result in suspension or loss of library privileges. (Code of Virginia, Section 42.1-36.1). Use of Powhatan County Public Library's computer facilities constitutes an agreement to abide by all policies included in this manual. When a parent or legal guardian signs an application for a library card for their child, they have agreed to take responsibility for the Library resources that their child uses and checks out of the Library. The Powhatan County Public Library considers the Internet a Library resource. Parents are advised to supervise all of their children's Internet sessions and to read with their children "Child Safety on the Information Highway" and/or "Teen Safety on the Information Highway".

The following uses of the Internet are unacceptable:

- Sending or displaying obscene or disruptive messages, files, or images
- Using obscene language
- Changing or adding files to the computer or network
- Violating copyright laws or software license restrictions
- Using another person's library card
- Using the computer for hacking (breaking into or out of any system), spreading viruses and/or any other practice that interferes with the use of the Internet
- Harassing, insulting, or attacking others
- Damaging library computers and other equipment
- Using computer equipment and communications services for sending, receiving, viewing, or downloading illegal material via the Internet

## **Staff Assistance**

Due to limited staff resources, the Powhatan County Public Library will not always be able to provide intensive assistance to Internet users. At busy times, staff will only be able to assist a patron with getting started, and then, if possible, will return later to check on progress.

## **Time Limits**

Use of the computer is limited to 45 minutes. Any time required for printing or downloading of files is included in the 45-minute allotment. Reservations for time using an Internet accessible computer cannot be made in advance. A patron may sign up for only one session at a time. After the session is over, the patron may sign up for another block of time if no one is waiting. The library reserves the right to terminate a computer session should computer use result in disruption of library service. Patrons are expected to begin logging off a few minutes before closing time.

## **Printing**

Documents may be printed for a fee of \$0.15 per page. Be careful to print only the pages you want; mistakes and extra pages will be included in the total fee.

## **TAX FORMS**

Selected federal tax forms are available in some format at the Powhatan County Public Library. PCPL staff does not help with tax preparation, determine which forms are needed, or offer any tax advice. AARP partners with PCPL to use library facilities to provide tax assistance and tax preparation.

## **TEST PROCTORING**

### **PCPL Proctoring Service**

Proctoring is provided as a service for PCPL patrons. PCPL cannot guarantee that the student will be under continuous supervision during the testing period. The PCPL proctor is limited to handing the exam to the student; timing the exam; and logging the student into an online exam using the institution-supplied login credentials. The proctor will collect the exam from the test-taker at the appointed time. PCPL staff may return the exam via US mail with student or institution-provided stamped, addressed envelope; via fax; or email.

PCPL staff cannot proctor online exams that require the installation of special software or the modification of existing computer settings on public PC's. Students may opt to use their personal laptop, using PCPL-provided Wi-Fi. For online exams, students may use public computers with a maximum time limit of 3 hours to complete the exam.

The student is responsible for verifying with their institution that PCPL's proctoring policy is acceptable.

The student must provide their educational institution's proctoring requirements to the PCPL proctor prior to scheduling a test. The student is also responsible for making arrangements for the exam to be delivered to the PCPL proctor and to confirm receipt.

### **PCPL Proctoring Checklist for Students:**

- Review PCPL proctoring service guidelines (above)
- Verify proctoring requirements with educational institution
- Provide educational institution's proctoring requirements to PCPL proctor prior to scheduling
- Confirm receipt of exam by proctor prior to appointment
- Current PCPL card in good standing
- Photo ID

Amended December 13, 2017

## **INFORMATION SERVICES**

Information and reference service is available to children and adults at the Powhatan County Public Library. Staff assists patrons with retrieval of information from all available sources, i.e. library catalog, reference materials, electronic databases, and internet sources. Library staff also offers instruction in the use of the catalog and, as time permits, the library's electronic resources and the internet.

Parents/Caregivers are responsible for deciding what library resources are appropriate for their own children or children they bring to the library. A child's use of library materials, including the Internet, is the responsibility of the adult who brought the child to the facility.

## **YOUTH PROGRAMS**

The Library sponsors programs designed to encourage reading and use of library materials. The purpose of Youth Services programs is to make children and young adults aware of available resources. Efforts are made to draw upon resource people in the community for some library programs. Major programs may offer performers recognized statewide.

Story times, craft programs, and reading programs are regularly presented for children at the library. The library may offer special events to raise the library's profile in the library's service area.

## **TOUR AND GROUP LIBRARY VISITS**

Powhatan County Public Library welcomes groups of children of all ages. Library tours are available and are provided for Powhatan County residents, organizations, and schools. A staff member conducts tours and a story time may be included if requested. The library also provides group visits for children under adult supervision who come in a group to use the library's public space, resources and materials.

Detailed instruction on particular materials or resources is usually not included in any of these activities. Groups of children must have adult supervision while they are in the library. Tours are scheduled at least two weeks in advance. The Library may need to adjust the scheduling of the activities according to library staffing.

School visits are also available as time and staff permits. A library staff member visits the school to describe the library's services, collections, library catalog and electronic resources.

## **HOMESCHOOLED CHILDREN**

The public library serves as a school media center for children who are taught at home. Homeschool families in Powhatan County often rely heavily on the public library for books, audiovisual materials, and electronic resources. The Library does not purchase textbooks or

curriculum materials for homeschooling, just as it does not purchase these items for public or private school student use.

Although Powhatan County Public Library does not provide ongoing services or programming just for homeschoolers, they are welcome to attend the story times and other children's programs open to the public.

### **HOMEWORK ASSISTANCE**

Library staff guides young patrons and their parents/caregivers to the proper sources required to complete a homework assignment.

### **COOPERATION WITH SCHOOLS**

The Powhatan County Public Library cooperates with Powhatan County Public Schools as well as local private schools, preschools and day care centers to promote the dissemination of knowledge, encourage the love of books and reading, and promote public library use by students.

## **MEETING AND CONFERENCE ROOMS**

Educational, civic, cultural, and government groups with active local chapters and individuals with Powhatan residency may use Library meeting rooms for public meetings if they agree, in writing, to follow all rules and regulations established by the Library Board. The public meeting rooms will be available on equal terms to all residents in the community regardless of their beliefs and affiliations. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group or its programs.

### **PROCEDURE**

1. Reservations to use the meeting rooms are available for a 6-month period to all on a first-come-first-served basis. For each session, for-profit enterprises will pay \$50.00 (two day discounted total fee is \$75, three day discounted total fee is \$100). Non-profit enterprises will not be charged for room rental. Artists displaying their work in the library and wishing to schedule a formal showing are given the option to pay the lesser of either the flat fee or 10% of their earnings from works sold during the showing. Library, county or other government agencies are exempt from fees. The Library Director will be the final arbiter as to which groups are considered for-profit, non-profit or exempt.
2. Registrations may be made not more than 6 months in advance. Library, county or other government agencies are exempt from this rule. Registrations are contingent on possibility that rooms may be ceded for county government use. In this event, library and county staff will make every effort to find alternate space for the registered group.
3. Any organization, group, individual, or enterprise desiring to use the meeting rooms for the first time must complete the Registration Form for Meeting Room Use. All dates desired by the registrant within a 6-month period must be listed on the form at registration.
4. A copy of both the Meeting Room Use Rules and Regulations and the Cleanliness Checklist is given to all who register to use the rooms. The Checklist must be completed by each group after each usage and turned in at the front desk or in the Drop box immediately following reserved times.
5. The small conference room is available during library open hours only. Meetings must end 15 minutes before closing time. The large meeting room is available during and after library open hours with the proper arrangements in place with library staff.
6. If the library is closed because of weather or other unforeseen circumstances, the use of the meeting rooms is cancelled and the registrant will be notified as soon as possible.
7. Individuals may use the meeting rooms when no group has reserved the space.
8. The registrant agrees to observe the following regulations:
  - a. All programs/meetings must be open to the public.
  - b. In regard to non-profit use, no administration fee will be charged or donation taken at the programs/meetings except for fees for conference programs or educational courses sponsored by the Library, county, or other government agencies.
  - c. Registration fees by participants may not be required for attendance at programs except for those sponsored by the Library, county, other government agencies or at the discretion of for-profit groups.

- d. In regard to non-profit groups, no goods or services will be sold, nor solicitations, on the premises of the Library except by the Library, the county, or other government agencies.
  - e. All publicity must list the name of the organization sponsoring the meeting. The Library may not be named as sponsor of any event without written permission.
  - f. Neither the name nor address of the Library may be used as the official address or headquarters of any organization.
  - g. Light refreshments, but no alcoholic beverages, may be served in both rooms. The group is responsible for cleanup and proper disposal of all trash after the meeting. Failure to meet the requirements of the Cleanliness Checklist will result in a \$25 clean-up fee.
  - h. The group is responsible for setting up furniture to suit its needs and must return furniture to the position it was in prior to the meeting.
  - i. The registrant is responsible for damages to Library equipment, furniture, or facilities during the meeting and will pay for any damages.
  - j. If an event is canceled, the registrant will notify the Library as soon as possible so the room may be rescheduled for another use.
  - k. The Library is not responsible for loss of items left on the premises.
  - l. Activity and noise levels in the meeting rooms during meetings must not disrupt or disturb regular Library activities.
  - m. Smoking, the burning of candles or incense, or having an open flame is forbidden in the meeting rooms or any other part of the library.
9. Users of the meeting rooms must abide by all local, state and federal laws, ordinances and regulations, including occupancy limits (100 for large meeting room [50 with tables & chairs]; 19 for small conference room).
10. Any violation of these rules and regulations may result in an order to vacate the premises immediately and/or suspension of the privilege of using the meeting rooms.

## **STUDY AND TUTOR ROOMS**

The Powhatan County Public Library provides rooms, at no charge, for private study. Use of these spaces for PCPL programs and functions has priority. When not allocated for library program use, rooms are made available to members of the community on a first-come, first served basis.

## **FILMING OR PHOTOGRAPHY IN THE LIBRARY**

### **GENERAL POLICY STATEMENT**

Powhatan County Public Library (PCPL) has a policy to provide library services to the citizens and patrons of Powhatan County and surrounding counties. We recognize that with growing available technology, the use of video, photography and audio recording devices has also grown. Powhatan County Public Library therefore allows this use, but only to the extent that it does not disrupt patron library use, interfere with library staff providing services to patrons, and is consistent with the library's mission.

As a limited public forum, PCPL retains the right to restrict or refuse any type of recording (video, photography) that is taken without the staff or patrons' permission. The Library abides by the following American Library Association statement:

*The right to privacy – the right to read, consider and develop ideas and beliefs free from observation or unwanted surveillance by the government or others – is the bedrock foundation for intellectual freedom. It is essential to the exercise of free speech, free thought and free association (<https://www.ala.org/advocacy/privacy>).*

The Library reserves the right to prohibit any filming or photography for any reason, including, but not limited to:

- It creates a disruption to the workings of the library,
- It causes damages or alteration to library property,
- It includes unacceptable use of Powhatan County Public Library name, logo or image,
- It compromises the privacy of staff members and/or patrons, or
- It creates any safety hazard (such as blocked aisles, walkways, stairwells, doors or exits).

If these conditions are met, PCPL's permission is not required for taking photographs and/or videos in public areas of the library building so long as these recordings are for personal, noncommercial use and no tripods, lights or other specialty equipment is utilized. However, we enforce the following additional restrictions:

- No filming, photography or other recordings are allowed in "staff use only" areas or in private areas (ex. restrooms, rooms reserved for nursing, child care areas).
- If a person or agency requires the use of tripods, lights and/or other specialized equipment to make a recording for any reason, a request must be submitted to the library director no less than 14 days prior to day of use for approval.
- Persons taking photographs and videos, whether approved by the director or allowed by our policy, cannot harass, intimidate or threaten a patron or staff member either during the filming or photography activity or by whatever product results.

### **EXTERIOR PHOTOGRAPHY AND VIDEOS**

Taking photographs and videos outside of the library building and/or library grounds does not require PCPL's approval. However, this activity cannot impede or create a hardship to patrons using the library. This includes but not limited to, blocking or greatly limiting parking, blocking or not allowing patrons the use of designated handicapped accommodations (ex. ramps, designated parking places, etc.), or blocking egress in any way. Use of any public grounds may require the approval of Powhatan County.

## **COMMERCIAL AND NON-COMMERCIAL PHOTOS AND VIDEO**

The library may permit use of its facilities for commercial and non-commercial photographs or videos if the project is in accordance with the rest of this policy. It is at the discretion of the director to charge a fee to offset costs that the library may incur to provide access to the building and facilities. Permission must be obtained no less than 14 days prior to the date of the event. The director has the right to obtain a script or other written materials to review prior to approving any request. If the director anticipates that the request may disrupt the daily operation of the library or use by library patrons, arrangements will be made to use the library outside of normal operating hours. Approval is at the discretion of the director and is based on facility and staffing availability.

## **PHOTOGRAPHY AND VIDEO OF LIBRARY RESOURCES**

The library permits the taking of photographs and videos of its publicly available collections. Patrons are however solely responsible for obtaining consent or other permission when photographing or videoing materials that are copyrighted.

## **PCPL USE OF PHOTOGRAPHY, VIDEOS AND RECORDINGS**

The library may take photos, videos and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites to promote events both past, present and upcoming. The library reserves the right to document its services and the use of the library building and ground. These photographs, videos and audio recordings may be copied, displayed, televised and published (including on any library web site or social media). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken. PCPL uses a visual surveillance system solely for security uses, and these recordings are exempt from this policy.

## **LIABILITY**

Anyone involved with taking photographs or videos is solely liable for any injuries to other patrons or property that result from those activities. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photography or video or for copyrighted materials. The library takes no responsibility for obtaining these releases or permissions.

## **ADDITIONAL GUIDELINES**

No construction or alteration of the buildings or grounds is permitted at any time.

All areas involved in the filming/photographing must be returned to their normal conditions, including but not limited to replacement of furniture, signage or other materials in their original location in the library. Any modification such as these listed must have prior approval.

Applicants are required to not make any connections to the electrical system other than plugging into standard outlets. Covers from electrical panels also are not to be removed.

Amended June 8, 2022

# ACQUISITIONS

## POLICY

The Powhatan County Public Library Collection Development Plan (Plan) provides direction to Library staff concerning selection of materials – the work of creating and maintaining the material holdings that comprise the Library’s collection. It is a dynamic and responsive guide to our collection building principles intended to adapt with changing needs and interests of our community.

The Plan will:

- Focus on collection needs identified in the PCPL Strategic Plan
- Provide a balanced approach to collection management
- Set standards for the selection and weeding of the collection

## POWHATAN COUNTY PUBLIC LIBRARY (PCPL) COLLECTION DEVELOPMENT PLAN

### 1. Selection Principles

The PCPL collection will include core resources, such as classic literature, as well as items that inform or entertain in a broad and balanced range of subjects. The library provides pamphlets, periodicals, e-materials and audio-visual materials in addition to print book resources.

PCPL is responsive to community needs and interests. All staff members and the general public may recommend materials for consideration (See Materials Request Form). Purchases based on these requests will be made subject to the availability of the suggested material, budget constraints, and how well that material meets our selections criteria. Textbooks or other books needed for courses of study are not purchased unless they are also of wide appeal and are useful to our wider community.

### 2. Selection Criteria

Following PCPL collection principles and common best practices for building a public library collection, PCPL uses these criteria to consider materials for collecting:

- Currency: Is the material the most recent information on a topic, or a subject of current, popular interest?
- Authority: Is the material produced by an accredited person or agency?
- Longevity: Does the material have enduring relevance for more than a few patrons?
- Need: Does the material add to the depth and range of the collection, adding to diverse views represented?
- Fit: Is there a need in this community that the material is responsive to?

Additionally, PCPL does NOT select materials that meet the definition of “obscene” as defined in the Code of Virginia, Article 5 Chapter 18.2. PCPL endeavors to choose materials for every demographic in the community. In order to provide material for as many viewpoints as possible, PCPL may select materials that appeal to some readers but do not appeal to others. It will be up to the individual reader to choose materials from the collection that suit their particular needs.

Selection of materials for the collection is not restricted by the possibility that children or adolescents may obtain materials their parents consider inappropriate. The ultimate responsibility for selection, as for all library activities, rests with the Library Director.

### **3. General Procedures**

Selection of materials may be initiated by a report showing a collection need, a request for the material, or observation of a new material that is anticipated to be requested by the community. Materials are evaluated for purchase using common library research resources such as those approved by the Library of Virginia and the American Library Association. This includes reviews in journals such as Library Journal School Library Journal, local periodicals reviews, awards and honors lists, and popular book rankings.

The Library Director and delegated staff choose materials for purchase. Purchases are made through contracted suppliers and consortia contracts. Consortia agreements that include shared collections will include PCPL chosen materials as well as materials chosen by other consortia member libraries.

Upon receipt of ordered materials, library staff catalogs and processes them before they are released for check-out.

### **4. Gifts**

All gift materials are subject to the library's selection process before they are included in the collection. Guidelines for determining which gifts are acceptable are outlined above in the Plan. Gift materials suitable for inclusion in the library are received by the library, checked against the holdings, and forwarded to the Library Director, who makes the final decision on inclusion in the collection. Gifted materials that are not added to the collection are donated to the PCPL Friends of the Library.

## **CATALOGING AND PROCESSING**

### **POLICY**

The Powhatan County Public Library organizes the materials in library collections to provide an easy and efficient way of finding these materials for our patrons and staff. The Library's catalog of holdings is maintained in an automated database available both in libraries and on the Internet. With a few exceptions, all materials are in the catalog regardless of format. Cataloged materials include books, DVD's, audio and electronic books.

Items are cataloged using the Dewey Decimal System and according to generally accepted, worldwide standards.

Materials are purchased without accompanying cataloging and physical processing of materials is generally done in-house.

## **PROCEDURES**

### **1. Cataloging**

Library staff will use the data from previously added matching materials (Copy Cataloging) in the TLC Cataloging module and when that is not available, catalog and classify the title in-house (Original Cataloging). Tools used for cataloging include:

- AACR2
- World Cat
- LS2
- LC Subject Headings
- Dewey Decimal Classification
- Library of Congress Authority File
- MARC Coding

Gift items received for cataloging and processing are cataloged in the TLC Cataloging module.

### **2. Corrections/Repairs**

Items needing corrections are checked out to repairs, and/or given to cataloging staff. Repairs are made if possible after which the material is checked back in and returned to circulation.

### **3. Transfers**

Staff sends items that are to be transferred from one classification to another to cataloging staff. Staff checks the item out to repairs before sending it to cataloging. Staff may consult with the Director regarding reclassifying materials.

### **4. Discards**

Items to be discarded are sent to cataloging to be removed from the system. Items may be discarded for poor condition or when they are determined to no longer in line with the selection criteria. The discards are donated to the Friends of the Library.

## **WEEDING**

## **POLICY**

The weeding of materials from PCPL's collection is as important as the selecting of materials and is a regular, continuing process. Weeding, like selecting, requires careful judgment.

Weeding of an individual title is not done in isolation. A number of factors figure in the decision: the relation of the material to other materials on that subject which the library already owns; the availability of funds to purchase more satisfactory titles; the availability of the same title or a more satisfactory title; consideration of the importance the library wants to place on building historical collections; and the usefulness of the title in serving the needs of the community and in fulfilling the role of the library in the community.

Continuous review of outdated and worn-out materials maintains the quality of the collection. Weeding provides an opportunity to make the collection more usable and attractive by removing materials which are outdated or are duplicated; and materials which are worn, soiled, or mutilated.

Weeding also helps increase circulation by providing easier and more accurate access to the collection; much needed shelf space is provided by an on-going weeding process. It is also a time to evaluate the collection and make note of any gaps.

## **PROCEDURES**

Weeding is to be done under the direction of the Library Director. Materials will be examined before deleting the item record from the database and discarding the item. Discarded items may be donated to and sold by the Friends of the Library or offered at no cost to libraries outside the Powhatan County Public Library.

Great care should be taken to maintain any historical or special collections. This includes materials on or about Virginia, or by Virginia authors, especially those involving the service area of PCPL. These areas should be weeded with particular care, if at all.

Weeding is based on these criteria:

- Content: Items with outdated, obsolete or inaccurate information
- Condition: Items that are worn out, soiled or mutilated
- Use patterns: Items that are unused duplicate copies, which are no longer on standard lists or that are of an ephemeral nature
- Format: Items in a particular type of collection no longer being added to, maintained or used by patrons

These criteria are used to determine items not to be discarded:

- Research value: Do not discard any item with research potential even if it meets other guidelines
- Out-of-Print: Do not discard if there is even the slightest possibility that the item may be of use
- Local: Retain regardless of condition, date or lack of use
- Balance: Retain if the item is the only one available to balance materials in a subject area regardless of date, condition or use

Amended May 11, 2022