



POLICY MANUAL

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NWRLS is a department of the Bay County Board of County Commissioners

Adopted by the Bay County Board of County Commissioners August 19, 2014

General Statement of Policy

The purpose of the *Art and Artifact Acceptance Policy* is to define the criteria used when considering whether to accept art and artifacts offered to the Library, describe the process for acceptance, and to define the Library's responsibility for items accepted as donations.

Gifts of Art and Decorative Objects to the Library

A proposed gift will be reviewed by an art selection committee consisting of one Library Advisory Committee member, one Library staff member appointed by the Library Director and two representatives from arts organizations from the local arts community as selected by the Library Advisory Committee. The art selection committee will convene on an as needed basis and will be called by the Library Director. If the piece is substantial in size or requires installation or special care, a representative from the appropriate Facilities Department will be consulted.

The proposed gift will be evaluated based on the following criteria:

- a) Art works acquired by the Library should be of sufficient artistic merit to warrant inclusion in the Library collection. This usually requires that the art works be unique pieces created by an artist of established reputation or recognized potential.
- b) Art works should be compatible with the character of the Library and appropriate for a public Library setting.
- c) Art works must be durable, sound, non-hazardous, and maintainable in terms of the nature of the materials.
- d) An exception to the criteria listed above could be made in the case of works which are specifically time-based or of a temporary nature when it is understood that their installation would be of limited duration.

Gifts of Artifacts

- a) Artifacts should be relevant to the Library, the community, or its environs.
- b) Consideration will be made for size and condition of the artifact.
- c) Documentation or provenance should be included in the transfer of ownership.

Appraisals

If the donor wants to have the gift appraised for income tax purposes, it will be their responsibility to have the item appraised and the cost of such appraisal will be at the donor's expense.

Acceptance of a gift which has been appraised by a disinterested third party does not imply endorsement of the appraisal by the Library.

Acknowledgements

The Library shall acknowledge all gifts to the donor and will send other acknowledgments to third parties as the donor deems appropriate.

Record Keeping

The Library shall maintain a file on each gift to include all correspondence and agreements relating to the gift as well as its current disposition.

Terms of Ownership

Gifts must be unconditional, transferring ownership and all the rights of ownership to the Library. Gifts are accepted only with the understanding that the Library has the right to determine use, retention, location, and other considerations relating to the use or disposition of the gift.

If a gift is expected to require maintenance or periodic refurbishment or restoration, the donor may be asked to provide an endowment sufficient to maintain the piece. If the Library ever transfers ownership of the piece itself to another party, the endowment shall remain with the Library and shall be used in a manner appropriate to the Library's mission.

The Library shall be held harmless in the event of any damage to or loss of the piece.

The donor shall attest in the Terms of Acceptance with the Library the transfer of ownership of the gift to the Library and recognize the conditions set forth in this policy.

Adopted May 1, 2007; revised August 19, 2014

**Bay County Public Library
Northwest Regional Library System
Art and Artifact Acceptance Policy**

Terms of Acceptance

The donation of the item(s) identified below is unconditional and all the rights of ownership are transferred to the Library designated.

By accepting the donation, the Library has the right to determine use, retention, location, and other considerations relating to the use or disposition of the item.

If the item donated requires maintenance or periodic refurbishment or restoration, the donor will provide an endowment sufficient to maintain the piece. If the Library ever transfers ownership of the piece itself to another party, the endowment shall remain with the Library and shall be used in a manner appropriate to the Library's mission.

The Library shall be held harmless in the event of any damage to or loss of the item.

Description of donation:

Special information concerning the item, endowment, or donor which would be useful in cataloging this item: History of donated item, such as the original owner; where, when, and for what purpose the item was used; how, when, and from where did you acquire the item; any other information that might be useful in documenting its historical significance or care.

I hereby relinquish all claims, now or in the future, to the donated item and transfer legal title to the Library without restriction. It is further understood that neither I nor my heirs have claim to this property in the future.

I have read the Art and Artifact Acceptance Policy and the terms are acceptable to me.

Please print

Donor name _____

Address _____

Signature of Owner

Signature of Library Staff

Date

Date

General Statement of Policy

The *Collection Development and Management Policy* provides information for staff and customers on the selection and maintenance of materials offered by the Northwest Regional Library System. The following guidelines are used by staff in order to maintain a collection that meets the needs of the local community and supports the Library's mission.

Mission Statement

The mission of the Northwest Regional Library System is to connect the people of our diverse community with the information they seek for school, work and play.

Guiding Principles and Intellectual Freedom

The Northwest Regional Library System collections contain materials which examine ideas and issues of infinite variety, including those that may be controversial. The Library endorses the Library Bill of Rights (see Appendix A) and strongly believes that every individual has the right to both seek and receive information from all points of view without restriction. The Public Library has a responsibility to collect materials representing diverse points of view in order to meet the wide ranging information needs of the community. The Northwest Regional Library System does not promote particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. It is the position of the Library that the customer, parents or legal guardians have the responsibility for selecting materials which are appropriate for themselves or their children. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Responsibility for Collection Management

Ultimate responsibility for the condition and content of collections in all Libraries rests with the Library Director who operates within the framework of the policies adopted by the Bay County Board of County Commissioners, the governing body for the Northwest Regional Library System. Actual selection and de-selection of materials for the collections of all NWRLS Libraries is the duty of staff designated by the Director.

Selection Criteria

The Library collections provide as wide a selection of materials as possible within the constraints of budgets and space. Customers and staff members are encouraged to submit purchase recommendations which are given priority consideration. Library cardholders may suggest a title for purchase by submitting the form on the Library website, http://www.nwrls.com/suggest_a_title.html.

Criteria to be considered for materials in the collection:

- a) Popular interest (patron requests are given priority consideration)
- b) Author reputation and/or authority in the field; reputation of the publisher
- c) Positive reviews in various popular and professional periodicals
- d) Relationship to the existing collection
- e) Timeliness, currency, and enduring value of content
- f) Contemporary significance, attention from critics, reviewers, and the public
- g) Historical significance
- h) Quantity (having sufficient copies of high-interest materials)
- i) Suitability of format, subject, style, and level for the intended audience
- j) Works of local, state, and regional interest
- k) Availability of material in other Libraries in the community or via interlibrary loan
- l) Availability of more suitable material

- m) Durability of the format
- n) Price and availability for purchase

An item need not meet all of these criteria to be selected.

Donations and Gifts

NWRLS welcomes non-returnable donated materials at all locations. Gift items are reviewed using the same criteria as those purchased and must be in good enough condition to make their processing economically feasible. Once donated, gift items become the property of the Library and can be added to the Library collection, sold, donated, or discarded.

Donations that are added to the collection are typically placed in the branch where they were donated, unless a more suitable location is determined. Gift materials are only accepted if there are no stipulations by the donor as to the disposition.

Library staff can provide a receipt showing the number and types of materials donated, for tax purposes, but cannot provide the value of donated items.

Monetary contributions for the purpose of purchasing books or other materials are accepted. Donors may specify a general subject category, format and age group for which materials are to be purchased. These materials may be designated as tributes or memorials. The *Tribute and Memorial Gift Form* can be found on the Library's website, http://www.nwrls.com/donation_form_fillable.pdf.

Art and Artifacts

Occasionally members of the community wish to donate works of art or other artifacts. Guidelines for these types of donations are covered under the *Art and Artifact Acceptance Policy*.

Evaluation of Collections

In order to maintain a quality selection of materials, the collection must be continuously evaluated in terms of use, age, condition, timeliness, and subject area coverage. Regular review of the collection helps staff identify materials that should be removed and helps identify gaps in the collection where additional or updated materials should be added. It is the responsibility of designated Library staff to periodically evaluate current holdings to determine if the collections meet selection criteria.

The specific purposes of the System's collection maintenance plan are:

- a) to remove outdated, obsolete, and inaccurate information
- b) to maintain organized and balanced collections that reflect community interests and needs and that support the System's mission of service
- c) to present a neat, well-managed collection to the Library's public by removing worn and damaged materials
- d) to make efficient use of space so that the public can quickly find current, authoritative information
- e) to reduce unnecessary duplication
- f) to ensure quality and integrity rather than mere quantity
- g) to gain familiarity with the collection to facilitate future selection decisions

Criteria for De-selection

“Weeding” is the practice of removing items from the collection due to lack of use, poor condition, or because the information contained within is outdated or superseded by more current material. Weeding is necessary to maintain a relevant collection and to make room for new materials. Library staff involved in the evaluation of the collection must review titles with the following in mind:

- a) physical condition and appearance
- b) timeliness; reliability of the information
- c) use (circulation reports determine usage patterns)
- d) availability (through a member Library or interlibrary loan)
- e) age
- f) relevance to community needs and interests
- g) whether the title is part of a series where other volumes are currently in the collection

Following these basic guidelines, materials that are likely to be withdrawn include:

- a) books that are outdated or contain incorrect information
- b) materials no longer relevant to a community’s needs or interests
- c) damaged or worn materials that can be readily replaced with new editions or more current, equivalent material
- d) superseded editions not considered to be classics
- e) duplicate materials of low demand that are not needed in another location
- f) materials that have not circulated in two years

Reconsideration of Library Materials

Comments from members of the community about the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by this *Collection Development and Management Policy* when making additions to or deleting items from the collection.

Patrons who wish staff to reconsider the decision to add (or not add) an item to the collection will be asked to put their request in writing by completing and signing a *Request for Reconsideration of Library Materials* form which may be obtained from any Library location. Upon receipt of a formal, written request, the Director will appoint an ad hoc review committee from the Library staff. A member of the Library Advisory Committee is also asked to serve on the review committee. Review committee members will make written recommendations to the Director who then will make a decision regarding the disposition of the material. The Director will communicate this decision and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date.

In the event that the person who initiated the request is not satisfied with the decision of the Director, an appeal to the Library Advisory Committee may be requested in writing to the Library Director. The LAC reserves the right to limit the length of the presentation and public comment. The LAC will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures. On the basis of this determination, the LAC may vote to uphold or override the decision of the Director. The decision of the LAC is final.

Items under review will remain in the collection until the reconsideration process has been completed.

Special Collections

Genealogy and Local History Collections

The Jane Patton Genealogy and Local History Room at the Bay County Public Library and the Alfred I. DuPont Florida History – Genealogy Center at the Corinne Costin Gibson Memorial/Port St. Joe Library

house genealogical and local history materials. The primary purpose of these collections is to preserve materials that document local history and to make these materials available to researchers and the general public. These items are for reference use only and may not be borrowed.

Due to their archival purpose, items in these collections are added and removed based on criteria which is different than the criteria for the regular circulating collection. Materials will not be removed due to age and are seldom removed due to lack of use. Items in poor condition are repaired and preserved for use.

Space is fixed and limited for these collections so materials are added only if they fit within the scope of the collection, add depth to the collection, and otherwise adhere to this policy. Items which duplicate what is already available in the collection are not added. Gifts of books, memorabilia, photographs or other materials are accepted if they meet selection criteria and there is a need for the items in either collection. Anyone considering a donation is encouraged to contact the Library.

The Bay County Public Library and Corinne Costin Gibson Memorial/Port St. Joe Library reserve the right to dispose of materials in accordance with the Donations and Gifts section of this policy.

Bay County Law Library

Created in 1969 by Laws of Florida, Chapter 69-835, the Bay County Law Library's charge is to provide a central, adequate Law Library for the use of county officials, judges, officers of the several courts of Bay County, and the citizens of Bay County. The Law Library is operated and governed by the Bay County Law Library Board. The Law Library collection is housed at the Bay County Public Library. The Law Librarian makes decisions regarding the selection and removal of materials in the Law Library collection.

Local Authors

Authors and/or illustrators who reside in Bay, Gulf, and Liberty Counties are invited to donate a single copy of their work to their local Library branch to be considered for inclusion on the Local Author Shelf. These titles are not catalogued, but will be available for the public to check out. If the local Library has a designated Local Author Shelf the item will be housed there, if the Library does not have a designated area the book will be shelved with the Bay County Public Library Local Author collection.

Adopted September 15, 1993; revised May 1, 2007; August 19, 2014

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

General Statement of Policy

The Northwest Regional Library System (NWRLS) provides computers with Microsoft Office software and Internet access to the public in order to support its mission of “connecting the people of our diverse community with the information they seek.” Computer, Internet, and Wireless Internet access is available in all Library locations and is provided to all Library users at no charge.

The NWRLS does not filter Internet sites and does not restrict access except in accordance with State and Federal laws. Patrons under 16 years of age must have the permission of a parent or legal guardian to use an Internet computer. Parents or guardians who allow minors to use the Library and Internet without their supervision are responsible for their children’s decisions.

Internet users should be aware that not all sources on the Internet provide accurate, complete or current information. The Library is not responsible for the accuracy, currency or appropriateness of material found online. Public Library computers are not private or secure. Users are strongly cautioned against providing personal information. The Library is not responsible for any online transactions submitted by public computer users.

Providing Internet access does not constitute any endorsement of Internet resources by the NWRLS or Bay County. The NWRLS or Bay County shall have no liability for any direct and/or indirect damages relating from the use of computers or information accessed on the Internet from Library computers.

Regulations for Computer & Internet Use

- a) Anyone age 16 or older may use a public Library computer when workstations are available.
- b) Patrons under 16 years of age must have the permission of a parent or legal guardian to use an Internet computer.
- c) Library staff can assist with computer use as time allows. Library staff cannot complete forms or applications for patrons.
- d) Due to high demand for computer access, the length of computer sessions is limited. Exceptions may be made for test-taking, job applications and research purposes.
- e) Patrons should see a staff member prior to the start of their session to request special accommodations.
- f) Most locations use an automated system to manage computer use. Time on these computers is monitored by software and a computer session will be ended automatically. Patrons must save their work on a USB or compatible storage device prior to the end of their session otherwise their work will be lost. The Library is not responsible for lost information because of computer shut down or for any malfunction that may occur in the use of a storage device.
- g) Printing is available from all public access computers. Printing costs vary by type of print. Black/white printouts are 10¢; color printouts are 20¢ where available. Patrons are responsible to pay for all printouts.
- h) The Libraries’ computers are designed for use by a single person. A maximum of two persons may sit/work together on one computer, except in special cases.

Misuse

Misuse of Library computers is prohibited and may result in loss of computer privileges, loss of Library privileges and/or prosecution. Misuse includes but is not limited to:

- a) Failing to follow Library procedures for computer use by refusing to comply with time limits, refusing to pay for printouts, or refusing to end a computer session when requested.
- b) Mishandling, damaging, attempting to damage, or tampering with computer equipment, software, or settings.
- c) Hacking into the Library computer system or any other computer system.
- d) Engaging in any activity that is deliberately disruptive or creates an intimidating or hostile environment.
- e) Viewing material that violates federal, state or local laws or regulations, including laws regarding accessing, viewing and distributing obscenity or child pornography. Obscenity is legally defined as material that predominantly appeals to the prurient interest in sex and depicts or describes, in a patently offensive manner, sexual conduct and that lacks serious literary, artistic, political, or scientific value. WARNING: the Libraries of the Northwest Regional Library system are public places. Displaying sexually suggestive objects or pictures may be a violation of State and Federal Obscenity laws (Florida Statutes 847.001, 847.0133, 847.0135; Title 18, United States Code, Section 2252).
- f) Violating copyright laws or the policies of the individual websites that you view. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user, the Library expressly disclaims any liability or responsibility resulting from such use.

Any patron who feels another customer is in violation of this policy should notify a staff member immediately.

Adopted May 1, 2007; revised August 19, 2014

Confidentiality of Library Records Policy

General Statement of Policy

Per Florida Statute 257.261 all registration and circulation records, except statistical reports of registration and circulation, are confidential information. It is the obligation of the Library to protect the user's right to privacy. In order to protect patron privacy regarding materials sought or checked out or confirming personal information contained in the patron's record, no account information or lists of items borrowed will be provided to the account owner without a valid Library card number or photo ID. Staff may require further account information in order to verify identity.

Library cardholders may allow another person to act as their agent in borrowing materials by loaning their card for this explicit use. Staff considers possession of a Library card permission to use it for borrowing materials but will not disclose information concerning a patron's account to anyone other than the account owner without consent. The circulation records of minors are also confidential. Staff may only provide the parent or guardian named in the record with the list of items borrowed on their child's card for the purpose of collecting fines or recovering overdue Library materials.

A proper judicial order is required for law enforcement to have access to registration and circulation records except as allowed by F.S. 257.261(3)(b)(4).

Adopted 1/20/93, revised August 19, 2014

Florida Statutes, 257.261 Library registration and circulation records.—

(1) All registration and circulation records of every public Library, except statistical reports of registration and circulation, are confidential and exempt from the provisions of s. 119.07(1) and from s. 24(a) of Art. I of the State Constitution.

(2) As used in this section, the term "registration records" includes any information that a Library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes all information that identifies the patrons who borrow particular books and other materials.

(3)(a) Except in accordance with a proper judicial order, a person may not make known in any manner any information contained in records made confidential and exempt by this section, except as otherwise provided in this section.

(b) A Library or any business operating jointly with the Library may, only for the purpose of collecting fines or recovering overdue books, documents, films, or other items or materials owned or otherwise belonging to the Library, disclose information made confidential and exempt by this section to the following:

1. The Library patron named in the records;
2. In the case of a Library patron less than 16 years of age, the parent or guardian of that patron named in the records;
3. Any entity that collects fines on behalf of a Library, unless the patron is less than 16 years of age, in which case only information identifying the patron's parent or guardian may be released;
4. Municipal or county law enforcement officials, unless the patron is 16 years of age, in which case only information identifying the patron's parent or guardian may be released; or
5. Judicial officials.

(4) Any person who violates this section commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

History.—s. 1, ch. 78-81; s. 1, ch. 89-18; s. 1, ch. 96-220; s. 112, ch. 96-406; s. 1, ch. 2003-13; s. 6, ch. 2003-126.

General Statement of Policy

In order to protect all Library users' rights of access to Library facilities, to ensure the safety of patrons and staff, and to protect Library resources and facilities from damage, the Library imposes the following reasonable restrictions on the manner of Library access and behavior.

Regulations

1. Any behavior that is disruptive to Library use is prohibited. This includes, but is not limited to:
 - a) Noise or talking which disturbs others;
 - b) Running and noisy playing;
 - c) Use of wheeled recreational devices such as skateboards;
 - d) Use of threatening or vulgar language;
 - e) Personal hygiene or behavior that creates a hazard to the health and/or safety of Library customers or interferes with Library personnel or public use of Library resources;
 - f) Harassment; and verbal, visual, or physical abuse of other Library patrons or staff;
 - g) Fighting;
 - h) Improper use, destruction, theft or attempted theft of property;
 - i) Being under the influence of, in possession of, selling or distributing any alcoholic beverage or other controlled substance as defined by Florida Statutes;
 - j) Soliciting, peddling or vending;
 - k) Loitering in a way that creates a reasonable concern for the safety of persons or property as set forth in Florida Statutes 856.021;
 - l) Not wearing shoes and a shirt at all times while on Library property;
 - m) Bringing animals or pets into the Library, with the exception of service animals and animals present as part of a Library program;
 - n) Smoking, including electronic devices, or use of tobacco products;
 - o) Failing to comply with the NWRLS *Computer & Internet Use Policy*;
 - p) Refusing or ignoring a staff member request.
2. Parents or other adults accompanying minor children are responsible for those children in the Library. The Library is not responsible for unattended children. Preschoolers must be accompanied by a parent or guardian (responsible party), except during preschool storytimes.
3. All customers are required to leave the Library at closing unless attending an authorized after-hours program.
4. Eating and drinking are allowed only in designated areas of the Library.
5. Patrons engaging in criminal activity as defined by Florida Statutes are reported immediately to law enforcement authorities.

Visitors who are in violation of the *Code of Conduct* may be asked to leave the Library, may have their Library privileges suspended or revoked, or may face prosecution.

Adopted August 19, 2014

General Statement of Policy

Interlibrary Loan (ILL) provides access to materials from Libraries outside of the Northwest Regional Library System (NWRLS) via a nationwide network of Libraries. ILL requests are accepted for most items not currently owned by NWRLS.

Interlibrary Loan Guidelines

- a) NWRLS Library card holders with accounts in good standing (see *Material Borrowing Policy*) can request items via ILL.
- b) Customers may have up to five (5) active requests at one time.
- c) Items owned by NWRLS Libraries cannot be requested via ILL unless the item is overdue for more than three months and is presumed lost.
- d) New books (primarily those less than 6 months old), complete issues of magazines, audio-visual materials, and current textbooks cannot be requested via ILL.
- e) Genealogy, local history, and reference materials are often not available via ILL.
- f) ILL materials cannot be renewed.
- g) The fee for late return of ILL materials is 25¢ per day, per item. Customers will be charged replacement fees for any lost or damaged ILL items.
- h) Interlibrary Loans may take 2 to 6 weeks to arrive. Library staff will contact customers when the items are available to pick up.
- i) The NWRLS does not charge for Interlibrary Loan Services. However, some items are only available for a fee and other items can only be copied/scanned for a charge. If a lending Library charges, Library staff will contact the customer before the request is submitted.
- j) After a request is submitted, the customer will be contacted:
 - if there is a question about the request,
 - if the item is not available, or
 - when the item is available to pick up.
- k) Interlibrary Loan materials must be returned to a staff member inside the Library. Book drops may not be used to return Interlibrary Loans.

Interlibrary Loan requests can be made via the NWRLS Interlibrary Loan online form or by contacting any NWRLS location.

Adopted 4/15/92; revised August 19, 2014

General Statement of Policy

The issuance of Library cards allows the Library to track use of materials and communicate with customers regarding requested materials, overdue items, or other Library business.

Regulations

- a) All residents or non-resident property owners in Bay, Gulf and Liberty Counties are entitled to a free Northwest Regional Library System card. Employees of a county or municipality that funds the Library are also eligible for a free card. All other Non-Residents may obtain a full-service Library card for an annual fee of \$15.00.
- b) There are four types of Library cards: Resident, Fee, Online (OBR) and Computer User Only. Online (OBR) cards allow immediate access to most Library databases available via the Library website, but do not allow customers to borrow Library materials. Computer User Only cards are issued at no charge and provide access to Library computers and online databases, but do not allow customers to borrow Library materials.
- c) All Library cards are valid for one year and are renewable after verification of current address and contact information with a Library staff member. Annual verification helps keep the Library database accurate and allows for more efficient communication with Library customers.
- d) A photo ID and proof of address is required to obtain a full-service Library card.
 - Acceptable photo IDs include a Driver's License or State ID from any state, or a Military ID. If the ID includes an address within Bay, Gulf or Liberty County, no other proof of address is required.
 - Acceptable forms of proof of address include: a utility bill, checkbook, lease agreement, hunting license or postmarked piece of mail. We cannot accept a P.O. Box or shelter address.
- e) Only a photo ID is required to acquire a Computer User Only card.
- f) Adults must register for their own Library card.
- g) Anyone aged 16 or older may register for their own Library card and is responsible for any fines or fees accrued.
- h) Children aged 15 or younger must have a parent or guardian register them for a Library card. The parent or guardian who registers for the card is responsible for any fines or fees accrued on the card. Children do not need to be present at the time the parent/guardian applies for the card.
- i) The parent or guardian who registers a child for a Library card will determine whether internet access is allowed.
- j) Anyone aged 16 or older must be given the opportunity to register (or pre-register) to vote. This is required by law (Florida Voter Registration Act, ss. 97.058 *Florida Statutes*) since public Libraries are considered voter registration agencies.
- k) The Library must be informed immediately if a Library card is lost or stolen to prevent usage and fines and fees accrued as a result of unauthorized use.
- l) There will be a \$2.00 charge to replace lost Library cards.

Adopted August 19, 2014

General Statement of Policy

A core service of the Library is to lend materials to patrons in order to help them meet their educational and recreational needs. The *Material Borrowing Policy* provides rules for patrons who wish to borrow materials, sets limits to ensure the most efficient use of limited Library resources, and details the Library's efforts to safeguard the collection and encourage the prompt return of materials so that others may benefit from their use. These regulations also serve to protect patron privacy as required by Florida Statute 257.261 (see *Confidentiality of Library Records* policy). Circulating Law Library materials at the Bay County Public Library have different loan periods and guidelines for use which are detailed in a separate policy.

Regulations

- a) In order to protect patron privacy and minimize unauthorized use, customers must have either their Library card or a photo ID in order to borrow materials. Staff may require further account information to verify identity. Library cards are preferred since they assure a faster checkout, reduce the possibility of data entry errors and allow patrons to use self-checkout machines where available.
- b) Circulating items may be borrowed from any NWRLS location and may be returned to any NWRLS location.
- c) Library materials designated as "Reference" or "In-Library use only" may not be borrowed.
- d) In order to borrow materials a customer's Library account must be in good standing. Good standing means:
 - A balance on the account of no more than \$5.00
 - A balance on a linked account, such as a minor child, of no more than \$5.00
 - No more than four (4) items overdue on the account or a linked account
 - No "Long Overdue" items
 - The account is not expired (accounts must be renewed every 12 months)
 - The account has not been manually blocked
- e) The Library may negotiate a payment plan to allow use of a card when blocked due to fines or fees above \$5.00. Patrons using a payment plan must pay a minimum of \$1.00 prior to checkout. The balance on the account must be under \$50.00 to borrow materials.
- f) There is a checkout limit of 20 items per card. Some locations have material type limitations (such as 4 DVDs) due to the limited number of materials available.
- g) The loan period for all circulating items owned or licensed by the Library is three (3) weeks. This includes eBooks and downloadable audio books accessible via the Library's website as well as physical materials. Interlibrary Loan materials are borrowed from other Library systems and the loan period for these items varies depending on the requirements of the owning Library.
- h) Items not on request for another patron may be renewed for one additional three (3) week period, except for Interlibrary Loan materials which cannot be renewed.
- i) Items owned by the Library but not currently available may be placed on hold. The Library will notify the patron when the item becomes available and it will be held at the selected Library for three (3) days. There is a limit of 10 holds per patron.
- j) Hold items can only be checked out on the card of the patron who placed the hold.
- k) Overdue fines are charged to encourage the prompt return of Library materials. Fines are \$.10 per day, per item with a maximum of \$5.00 per item for all materials except Interlibrary Loans. Fines for overdue Interlibrary Loans are \$.25 per day with no maximum. If an item owned by NWRLS is not returned or is returned damaged the cost of the item is billed to the patron account. Charges for lost or damaged Interlibrary Loan materials are determined by the owning Library.

- l) All items borrowed and all associated fines and fees are the responsibility of the account owner or, in the case of a minor, the parent or guardian who sponsored the account.
- m) If a card is lost or stolen it is the responsibility of the account owner to notify the Library as soon as possible to prevent unauthorized usage.
- n) There will be a \$2.00 charge to replace lost or stolen Library cards. There will not be a charge to replace cards which have been damaged due to normal wear.

Homebound or Proxy Borrowing

- a) Library cardholders may allow another person to act as their agent in borrowing materials by loaning their card for this explicit use. Staff considers possession of a Library card permission to use it for borrowing materials but will not disclose information concerning a patron's account to anyone other than the account owner without consent.
- b) The account owner's Library card must be present to borrow materials.
- c) Holds can only be picked up by another person if a note is included in the account owner's record granting permission.

Adopted August 19, 2014

General Statement of Policy

The Northwest Regional Library System maintains meeting space in as many Library facilities as possible. Priority in the use of Library meeting rooms will be given to Library sponsored events and programs. When not required for Library use meeting rooms may be made available to City, County, State, or Federal Government agencies or community groups for non-commercial purposes.

Meeting Room Use Guidelines

- a) Library meeting rooms are available at no charge to government agencies and nonprofit organizations for up to four (4) hours of use. For-profit businesses pay a fee of \$20 for up to four (4) hours of use. All groups, except government agencies, pay a fee of \$40 per reservation period exceeding four (4) hours. If the reservation period covers multiple days, the cost is \$40 per day.
- b) A security deposit of \$200 is required if food and/or beverages other than water are served. Alcohol is not permitted.
- c) Use of meeting room space shall be reserved and is subject to submittal of a *Meeting Room Application and Rental Agreement* which is available at any Northwest Regional Library System location or via the Library's website, www.nwrls.com. Applications must be submitted to the Library where the requested meeting room resides, at least three business days prior to the event. Payment (if applicable) must be made by cash or check at the time of submittal of the application. A meeting room is not considered reserved until the application is received, paid for (if applicable), approved, and confirmed by the Library.
- d) In order to ensure the Library has access to the meeting room when needed for Library programs and to make meeting rooms available to as many groups as possible, reservations for meeting room use will not be accepted more than two months in advance and there is a 12 use per year limit per group. Exceptions are made for organizations that are affiliated with or sponsored by the Library and/or Board of County Commissioners, or as approved by the Bay County Manager, Library Director or designee.
- e) Activities in the Library's meeting rooms must be open to the general public, with the exception of certain City, County, State, or Federal Government meetings which are closed by operation of law.
- f) No admission fee, fund solicitation, or direct sales are permitted. Products or services may not be advertised, solicited, or sold in Library meeting rooms or on Library property. However, exceptions may be made by the Bay County Manager, Library Director or designee for Library programs or government or charitable sponsored events.
- g) Library meeting rooms will be available to groups on equal terms regardless of the beliefs or affiliation of those requesting their use. The Library does not necessarily endorse or accept the purpose, views, or policies of groups using Library facilities. Any announcement or publicity implying such endorsement is prohibited.
- h) Meeting space occupancy may not exceed that set forth by the Fire Marshall.
- i) While the Library will at all times protect the First Amendment rights of all persons as provided in the United States Constitution, restraint must be used to insure that normal Library uses are not disrupted. Noise making devices which disrupt meetings or presentations or other normal Library uses are prohibited on Library property. Any violation of this policy may result in the event being immediately cancelled and may cause the offending party to lose any rights to use the Library facilities in the future.

- j) Library facilities must be used for Library purposes or for the purposes described in the Meeting Room application. Persons who violate these policies may be asked to vacate and leave Library property in order to minimize disruption of other Library patrons and their use of Library facilities.
- k) The Library reserves the right to refuse use of the meeting room if the anticipated meeting is likely to be unreasonably disruptive to regular Library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or is in any other way inconsistent with the terms and conditions of this policy or the *Customer Code of Conduct*.
- l) The person reserving the facility must be at least 18 years of age. Photo identification is required to reserve the Library meeting room. Damage to Library property will be the responsibility of the client using the room.
- m) Meeting Rooms may be used only during normal open hours of the Library, except as approved by the Bay County Manager, Library Director or designee. Any costs incurred as a result of the Library being open beyond normal operating hours is the responsibility of the group requesting use of the meeting room and must be paid in advance.
- n) Clients needing to cancel a reservation should notify the Library at the earliest possible opportunity so that the room may be made available to another group. Failure to do so may result in the loss of meeting room privileges.
- o) The Library and Bay County Board of County Commissioners do not assume liability for injury or damage to personal property which occurs as a result of actions of the client or participants at a scheduled event.

Meeting Room Setup & Breakdown Requirements

- a) The user (client) is responsible for setup and breakdown of room configurations.
- b) Some Libraries have projection equipment which may be used by the client. The client is responsible for set up, operation, and breakdown of their own equipment and equipment provided by the Library.
- c) Set up and breakdown times for all events must be included in the requested hours.
- d) Materials may not be affixed to the walls, ceilings, doors, windows, or projection screen.
- e) It is the responsibility of the user to insure that all deliveries, preparation, and cleanup are completed in accordance with procedures established by the Library, and that Library staff and services are not impacted or involved. It also is the user's responsibility to insure that all event attendees, including the host, guests, entertainment and catering staff have cleared the building by the agreed-upon time.
- f) Event equipment must be picked up as soon as possible after the event is completed. Arrangements are the responsibility of the client. The Library will not be responsible for equipment or items left after the event. The Library will not store equipment or materials for groups using the meeting room.
- g) The event space used by the client must be left in its original condition, and the furniture returned to its original position. The client will be held responsible for any damage or failure to restore the space and clean the area. Any such damage to the Library building, furnishings, equipment, or materials during the hours of the event will be assessed and charged to the client named on the agreement and will be due and payable before the client may be granted use of the facilities in the future.

Adopted May 1, 2007; revised August 19, 2014

General Statement of Policy

Many Libraries in the Northwest Regional Library System have community bulletin boards and/or space for handouts of public interest. These community posting areas are used to share information about local club and organizational meetings and events, and other information of interest to the general public.

Posting and Handout Guidelines

Information requested for posting should be left at a public service desk and will be forwarded to the appropriate staff member for approval. Notices of items for sale, business cards, and political commentary are not accepted. All information must be approved by Library staff before posting.

Library staff reserves the right to refuse to post material or remove posted material that is outdated, commercial in nature, or when sufficient space is not available.

Adopted August 19, 2014