

Arab Public Library

Policies

*Revised and adopted by Arab Library Board of Trustees

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I Materials

I-A Collection Development

The Arab Public Library (APL) collects materials in a variety of formats to support the library's mission of serving the educational ~~and~~, recreational and cultural needs of the community as a whole, including minors. Materials are selected in an effort to maintain a well-balanced, up-to-date, attractive, and useful collection of materials to meet the diverse needs of the community. Librarians shall follow accepted professional standards and practices when selecting (and deselecting) materials.

Selection Criteria

All physical materials, purchased or donated, are subject to the following criteria:

- Current and anticipated needs and interests of the public
- Physical condition and durability/quality of production
- Cost and availability
- Reviews in professional journals
- Relation to existing collection and other materials on the subject
- Suitability and availability of the format
- Space and budgetary constraints

Material selections will not be excluded based on the origin, background or views of the creator, potential of the content to incite controversy, or potential of material to be accessible to minors. The library adheres to the standards of the Library Bill of Rights and the Freedom to Read statement of the American Library Association (See Appendix A and B)

Selection Criteria for Minors (Under age 18)

All physical materials, purchased or otherwise acquired for minors, are subject to the same criteria as the Arab Public Library's selection criteria with the addition of this criterion:

- Publisher recommendations for age-appropriateness

The library shall not knowingly purchase or otherwise acquire materials containing obscenity, sexually explicit or other materials deemed inappropriate for children or youth under the age of 18. Age-appropriate materials regarding religion, history, biology, or human anatomy should not be construed to be against this rule. (See Appendix C for definitions)

Library sections designated for minors under the age of 18 shall remain free of material containing obscenity, sexually explicit or other materials deemed inappropriate for children or youth. Age-appropriate materials regarding religion, history, biology, or human anatomy should not be construed to be against this rule.

Electronic materials, such as eBooks and electronic audio books are not selected by the staff of Arab Public Library, but are made available to patrons.

Deselection (weeding)

To maintain a relevant, useful, and appealing collection, the Library will remove materials regularly in accordance with professional standards and practices (See Section I-E Deselection/Weeding).

Patron Requests

Patrons may complete an Order Request Form found at the circulation desk for materials they wish the library to purchase for the collection. Library staff will follow the Collection Development Policy when considering the request.

Reconsideration Policy

We believe patrons deserve to have their concerns heard. If a patron wishes the Library to reconsider the inclusion of a material, a Reconsideration Form must be filled out completely and returned to the Library Director. The patron needs to have checked out the materials from the Arab Public Library and have reviewed in its entirety. Materials will not be removed from the collection while a request for reconsideration is being evaluated. The patron must be a resident of the City of Arab, and a registered Arab Public Library card holder to submit a Reconsideration Form. Anonymous complaints will not be investigated.

Upon receipt of a completed Reconsideration Form, a review committee consisting of the Library Director, a staff member and a member of the Library board will meet to review the form and to re-evaluate the material in question. The committee will provide a written decision within 30 days of the meeting. The Board's decision is final. Please note that a completed Reconsideration Form will be included in the Board's minutes, which will be a public document.

Limitations: A limit of three (3) Reconsideration Forms per household will be accepted in any given calendar year. After a decision has been reached on a specific resource, the Board will not accept any further reconsiderations on that resource for five (5) years.

I Materials

I-B Gifts/Donations

Books and other materials will be accepted on the condition that the librarian has the authority to make whatever disposition deemed advisable.

Donations Accepted:

- New or gently used hardcover and paperback books
- Media materials (DVD, CD, audiobooks) in good condition
- Magazines, no older than one year.

Any donated materials selected for addition to the library's collection will be held to the selection criteria policy (section I-A). All other materials will be donated to the Friends of the Arab Public Library bookstore.

The Library cannot use the following materials:

- Cassette tapes
- VHS tapes
- Encyclopedias
- Books that show excessive damage, including water damage, mold and dust
- Books that have obvious insect damage, including spider webs
- Books that smell strongly of cigarette smoke or pets
- Used books, textbooks or materials with highlighting, handwriting or scribbling (except author signed books) **Donations are tax deductible**

Upon the patron's request, Library staff will provide a form acknowledging the donation. A letter will be sent that may be used for tax purposes. The library staff will not determine the value of the donation. It is up to the patron to assign a value for tax purposes.

Gifts of money or monetary value will be accepted if conditions attached thereto are acceptable to the Library Board and City Council.

The library will not accept for deposit materials that are not outright gifts.

I Materials

I-C Magazines

The library will keep current and previous year of magazines that are indexed in our system.

Donations will be accepted as long as they meet the above criteria.

Gift magazine subscriptions will be accepted as long as they follow the libraries mission.

I Materials

I-D Newspapers

We receive: Advertiser Glean

Arab Tribune

Sand Mountain Reporter

USA Today

Back issues of the Arab Tribune are kept as long as there is storage space available. All other newspapers are discarded after one month.

I Materials

I-E Deselection /Weeding

Weeding policy established to read as follows: At least 3% of the collection be withdrawn annually as is recommended by the Standards for Alabama Public Libraries. Every year the Director will review and evaluate for removal of our collection based on the following guidelines:

1. Content
 - a. Outdated and obsolete
 - b. Unused sets
2. Appearance
 - a. Worn out
 - b. Poorly bound
 - c. Damaged
3. Unused materials
 - a. Items not circulated for three to five years
 - b. Duplicates
4. Memorial books
 - a. Swap plate to newer material
 - b. Remove old plate from book before discarding
5. Reference
 - a. Outdated and obsolete
6. Special Collections
 - a. Replaced of undated

(Guidelines taken from CREW Manual)

I Materials

I-F Reconsideration Policy

We believe patrons deserve to have their concerns heard. If a patron wishes the Library to reconsider the inclusion of a material, a Request for Reconsideration Form must be filled out completely and returned to the Library Director. The patron needs to have checked out the materials from the Arab Public Library and have reviewed in its entirety. Materials will not be removed from the collection while a request for reconsideration is being evaluated. You must be a resident of the City of Arab, and a registered Arab Public Library card holder to submit a Request for Reconsideration Form. Anonymous complaints will not be investigated.

Upon receipt of a completed Request for Reconsideration Form, a review committee consisting of the Library Director, a staff member and no less than 2 members of the Library board will meet to review the form and to re-evaluate the material in question. The committee will provide a written decision within 30 days of the meeting. The Board's decision is final. Please note that a completed Reconsideration Form will be included in the Board's minutes, which will be a public document.

Limitations: A limit of three (3) Reconsideration Forms per household will be accepted in any given calendar year. After a decision has been reached on a specific resource, the Board will not accept any further reconsiderations on that resource for five (5) years.

For Sample Reconsideration form, see A-1.

I Materials

I-G Surplus Library Materials, Furniture, Equipment

It is the policy of the Arab Public Library to dispose of library materials, furniture and equipment that is no longer functional or useful. When an item no longer has value to the library, it will be removed from inventory and discarded based on the following procedures:

- Books and other materials discarded from the collection will be donated to the Friends of the Arab Public Library for disposal through their regular book sales, or recycled if necessary.
- Computer equipment will be removed from the library inventory and recycled or surplused through Arab City regulations.
- Any items not described above, will be removed from the inventory and either surplused or discarded through Arab City regulations.

I Materials

I-H Electronic Materials

1. (eBooks and Electronic Audio Books)

Arab Public Library is a consortium member of Camellia Net, an Overdrive consortium, made up of approximately 127 libraries across the State of Alabama.

Electronic materials are not selected by Arab Public Library staff, but are made available to the patrons.

The Camellia consortium has a selection committee that adheres to the selection policy put into place by the consortium.

2. Other Electronic Resources

Arab Public Library makes available other electronic resources to its patrons. No content is selected by the Arab Public Library staff, but is made available to the patrons.

To obtain access to electronic materials, patrons must have a library card in good standing.

I Materials

I-I Expenditures to American Library Association

Any expenditure of public funds to the American Library Association must be approved by the Library Board in an open, public meeting following advance public notice.

II Services

II-A Borrowing Privileges:

1. Eligibility:

To receive a library card:

1. Driver's License/Photo ID
2. Proof of Residence (Utility bill, bank statement, etc.)

Nonresidents of Marshall County must pay a one-time fee of \$5.00 per family. Exceptions may be given for those who live within 10 miles of the county line. A library card will not be issued to anyone outside the state of Alabama.

Borrowing Privileges for Minors (Under 18)

To obtain a library card, minors under the age of 18 must have a parent or guardian present with his/her library card. In addition, the parent or guardian must agree to permit the minor to have access to the entire library's collection. The parent/guardian is responsible for any materials that the minor uses or checks out. If the parent/guardian denies permission for access to the entire library's collection, a card will not be issued.

Arab Public Library must not deny service to anyone on the basis of age, race, sex or creed. Exercising discretion in the location of sexually explicit material or other material deemed by the public library board to be inappropriate for children or youth does not constitute a denial of service on the basis of age. Taking age into account when recommending, displaying, or otherwise actively promoting library materials does not constitute a denial of service on the basis of age.

Since fifteen minutes are required to obtain a library card, patrons must come to the circulation desk at least fifteen minutes before closing to obtain a card or replacement card.

Replacement library cards: \$2.00

New Card: Limit 3 items (Ex.: 3 books or 2 books + 1 DVD or 1book, 1 audio, 1 DVD)

Subsequent checkouts- 10 items per card

Audio's (5 per card)

DVD's- 5 per card

2. Responsibility of borrowers:

All library patrons are responsible for any materials they use or check out. Materials must be returned in the same shape in which they were borrowed or pay a fee for damage. All borrowers must agree to pay for materials lost or for those which can no longer be used.

For minors under age 18, the parent/guardian is responsible for any materials used or checked out.

3. Library patron records are confidential and will not be shared. (unless court ordered)

II Services

II-B Circulation

The following policies are necessary for accurate tracking of library materials and to insure fair access for all patrons. There are, though, situations when staff can use judgment when enforcing policy. If there is a question about enforcement, the Director or staff member in charge should be consulted.

1. Length of loans:
 - a. Books, audios and DVD's 2 weeks
2. Loan Periods
 - a. All library materials are loaned for a two (2) week period except for the following:

Non-circulating materials (in-library use only)

- i. reference materials
 - ii. current issues of periodicals
 - iii. newspapers
 - iv. microfilm
 - v. toys and puzzles
3. New Card: Limit 3 items (Ex.: 3 books or 2 books + 1 DVD or 1book, 1 audio, 1 DVD)
Subsequent checkouts- 10 items per card
Audio's (5 per card)
DVD's- 5 per card
4. Number of items loaned: 10 per patron per library card
5. Number of items loans per topic: 3 items

6. Renewals:

New books, new audios and new DVD's cannot be renewed. All other materials may be rechecked one time only, in person, online or by telephone. More renewals may be made at the discretion of the staff or Director, if necessary. If items are overdue at time of renewal, patron must pay a late fee at time of renewal. If the maximum number of check outs have been reached, patron must return the item. The item can be rechecked after a three-day waiting period.

7. Reserves:

Patrons may reserve up to three (3) items at a time. Items on reserve will be held at the circulation desk for up to 3 business days after patron has been notified. If the 3rd business day passes, the item will be removed from the reserve shelf for that patron and given to the next patron waiting or placed back on the main shelf.

8. Lost or damaged materials:

Lost books must be paid for at original cost. Damaged materials that cannot be returned to the shelf are considered lost. Damaged books that can be returned to the shelf will be assessed by staff for up to half the cost of item.

9. Interlibrary Loan:

Any patron with a library card in good standing may request materials not available in this library and that are not published in the current year. Two weeks is the average time to receive these materials. Only four (4) requests may be made at a time per patron. These materials must be returned in satisfactory condition and on time for return to the lending library. Postage charge, \$5.00 per item.

II Services

II-C Fines and Fees

Overdues: Per Day Late

Books	\$.10
Audios	\$.25
Play-Away Audio	\$1.00
DVD's	\$1.00
Interlibrary Loan	\$.25

(Per day, not counting days we are closed)

New Library Card: First card is Free for Marshall County residents (\$5.00 outside Marshall County)

Lost/Replace:	Book	Price of book
	Audio	Price of audio
	Play-Away Audio	Price of Play-Away Audio
	DVD	Price of DVD

Copies:	B/W	\$.25
	Color	\$.50

Faxes:	First Page	\$2.00
	Each additional	\$1.00

Interlibrary Loan Postage \$5.00 per item

*** THESE FEES ARE APPROVED BY ARAB LIBRARY BOARD OF TRUSTEES JANUARY 2024

II Services

II-D Overdue Library Materials

Arab Public Library circulates library materials to eligible borrowers and seeks the return of all overdue materials borrowed from the Library.

1. The procedure for obtaining the return of overdue materials will apply to those materials that are overdue as of January 22, 2008.
2. All library materials, except for New Books/Audios are automatically renewed for 2 weeks after due date.
3. A telephone call will be made or email sent to the delinquent patron when an item becomes 7 days overdue, informing the patron of the overdue status.
4. The first overdue notice (informal letter) will be emailed to the delinquent patron when an item becomes 14 days overdue, informing the patron of the overdue status.
5. If no response is received within 45 days, a bill will be sent via email or mail to the patron requesting payment for item(s).
6. No library materials will be borrowed or renewed for any Library patron identified as being delinquent in returning borrowed Library materials, nor shall a new Library card be issued to a patron being identified as delinquent until all accrued fines and fees have been paid. If overdue materials are identified by the patron as lost, current replacement value of the materials and a processing fee of \$3.00 must be paid by the patron.
7. Fees and fines for overdue and lost materials:
 - a) **Print Materials**
 - The overdue fine for books will be \$.10 per day beginning with the time the library closes on the date the item is due. The maximum fine will be \$5.00 per book checked out on an adult card-and \$3.00 per book checked out on a children's card.

- b) **Reference Materials**

- Reference materials are occasionally loaned based on patron need and the public use of the material is recorded at the time of the loan. Reference materials are loaned only with approval of the Library director. The overdue fine will be \$5.00 per day, per item, with a maximum fine of \$50.00 or the replacement cost of the item if lost.

c. Non-print Materials and Equipment

- Overdue fines will be charged for the late and/or improper return of non-print materials as follows:
 1. DVD's: \$1.00 per day. The maximum fine for each item is \$10.00
 2. Playaway Audios: \$1.00 per day. The maximum fine for each item is \$20.00
 3. Audios CD's: \$.25 per day. The maximum fine for each item is \$5.00

d. Charges for Lost or Damaged Materials

Library materials reported lost or damaged beyond repair by the borrower will require a payment of the current replacement value of the item and a processing fee of \$3.00. Damaged item will be given to patron, once paid for. If the item is found and returned to the library within one year, in satisfactory condition with the receipt received at time of payment, the price paid for the item minus the processing fee will be refunded to the borrower. Overdue fines are not charged on lost or damaged items.

e. "Claims Returned"

Patrons may state that they have returned materials which the circulation system reports as still checked out.

If a patron has 3 "claims returned" items on their record, the staff will not accept a future "claims returned" (the 4th claim will not be accepted). The patron will then have to pay for or find items supposedly returned which exceed these limits. "Claims returned" will not be taken for equipment.

Exceptions may be made about these limits after a system failure or other problem situations.

f. **“Claims Not Damaged”**

Patrons are notified when damage is so extensive that the library charges for repair or must discard the item. Sometimes in these serious damage cases the patron claims that they have NOT damaged the materials while in their possession. A “claims not damaged” note is place in a record when a patron denies responsibility. “Claims not damaged” will not be accepted on equipment.

g. **“Claims Not Checked Out”**

Patrons sometimes state that they never checked out certain items which are showing on their library cards.

“Claims not checked out” is considered “per instances” and only 3 instances will be allowed. The 4th instance will not be accepted.

II Services

II-E Technology -Computer Use

Computer users must have an Arab Public Library card and be in good standing. Visitors who wish to use a computer **MUST** present a valid picture ID.

In order to use the computers available to the public at the Arab Public Library, the patron must read and accept the guidelines. These are on computer screen after logging in.

Use of the computers is a privilege and inappropriate use will result in a cancellation of this privilege. All users of electronic information resources are expected to use these items in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow these policies and regulations.

Responsible and ethical use of such resources include the following:

1. Using Internet resources for educational, informational and recreational purposes only. These computer terminals are not to be used for illegal or criminal purposes.
2. Respecting the privacy of others by not misrepresenting oneself as another user, by not seeking unauthorized access to any computer system or damaging or altering software components of any network or database.
3. Respecting the privacy of others using terminals at Arab Public Library by not interfering with their use.
4. NO tampering with or changing hardware or software.
5. Time limits: Time limits are controlled by a time management software. You may renew usage time if at least one (1) computer is not in use and available.
6. Patrons must be willing to pay for all copies.

Illegal acts involving Library computing resources may also be subject to prosecution by local, state or federal authorities.

II Services

II-F Technology- Internet Access/Child Internet Protection Act Policy

The Arab Public Library complies with the Child Internet Protection Act (CIPA) [Pub.L.No.106-554and47USC254(h)].

Children under the age of 18 must have parental permission to use the Internet. The Arab Public Library assumes no responsibility for the use of Internet by children. The Library uses a content blocker to filter material on the Internet. It is set to block pornography. However, it is not possible for library staff to control specific information children or young adults may find on the Internet. Therefore, parents are expected to monitor and supervise their children's use of the Internet.

Parents are required to sign an Internet Consent Form before children under the age of 18 are allowed to access the Internet. The signature on this form is legally bonding and indicates the party has read the terms and conditions of the Arab Public Library Internet Use Policy and understands their significance.

The misuse or abuse of the Internet access computer will result in suspension of Internet access privileges. Persons using this equipment agree not to make any changes to the setup or configuration of the software or hardware.

Library staff will assist patron with Internet use as time permits, but may not be familiar with every application that a person might wish to use. Library staff will not assist in financial transactions/matters. Reference staff is always available to assist patrons in locating books about the Internet. **We cannot provide complete technical support.**

Rules:

1. Terminals may not be used for profit making activities.
2. Computer users shall avoid the sending, receiving and displaying of text or graphics that may be reasonably construed as obscene and offensive by library staff.
3. Computer users shall obey the laws and regulations of computer application to copyright, licensed software and data.
4. No more than TWO people at each work station.
5. The computer station is a QUIET area. No running, ~~erying~~ cell phone calls or loud talk, please.

The Director has the right to change or add to this policy as it applies to the Arab Public Library, subject to Board approval.

II Services

II-F(A) Technology-Wireless Internet Access

Arab Public Library will provide free Internet access for users with any wireless device 24 hours per day. This will allow users to access the Internet from their device when sitting in range of the wireless signal.

Library staff will provide general information on the settings necessary to access the Internet via these connections, but are not responsible for any changes made to a patron's device settings and cannot guarantee their hardware will work with our wireless connection.

If a user has problems accessing the Internet over these connections, staff will verify the Library's connections are working but cannot assist in making changes to the user's network settings or perform any troubleshooting on the user's device.

As with most public wireless 'hotspots', the Library's wireless connection is not secure. Any information being sent or received could potentially be intercepted by another wireless user. Cautious and informed wireless users should choose not to transmit their credit card information, passwords and any other sensitive personal information while using any wireless 'hotspot'. Please take appropriate precautions when using this service.

The Library will not be responsible for any information that is compromised, or for any damage caused to patron's device due to electrical surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their devices.

Printers are not available via the wireless connection. If a patron needs to print, they will need to email the file to a publicly accessible email. Patron can then use a public computer to access the file. Patrons may also email files directly to the designated library email to be printed by staff.

Use of wireless internet is governed by our Computer Use/Internet Policy. All users are expected to use the Library's wireless access in a legal and responsible manner, consistent with the educational and informational purpose for which it is provided. Users may not violate federal, state or local laws, including the transmission or receiving of child pornography or harmful material, fraud or downloading copyrighted material.

II Services

II-G Displays

Displays, Exhibits, Bulletin Board:

All items to be displayed and posted on the community bulletin board must be approved by the Director. Ordinarily, any community event can have bulletin board space, providing the poster is not too large.

Signs, posters, displays and decorations may be put up as long as they are removed promptly after the program or vent is over.

NO political or religious materials.

NO business ads.

Any materials displayed or otherwise actively promoted to children or youth must receive advance approval.

II Services

II-H Assistance

The use of the library and its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public. Such demands may include those made by students, puzzle contestants and others whose demands for staff time, available materials or space would inhibit attention and service to other individuals or groups.

We point out materials to genealogists and give them only general reference help. In response to letters requesting genealogy information, inquiring party may be referred to the Historical Society Genealogy Group.

It is the staff's major aim to direct students toward material, not to do their work for them. If patrons need assistance, help will be provided in using the online catalog and available indexes. We are always willing to assist patrons in finding titles or in tracking down subjects if their search is unproductive.

The library enables handicapped and wheel-chaired persons full use of our facilities.

All collections within Arab Public Library are open to patrons of all ages. Parents will be responsible for regulating the reading of their children.

II Services

II-I Meeting Room Policy

Scheduling the Special Collections Room

1. Groups must be limited to 25 or less.
2. Meetings must be held between the hours of 10:00am and 5:00 pm. On Monday meetings may be scheduled until 7:00 pm.
3. The library and its affiliated organizations have first priority. Other non-profit community groups and organizations may reserve it on a first come, first serve basis.
4. The room is not available for private parties. All meetings must be open to the public.
5. No admission may be charged for any event, nor may collections be taken, funds solicited or any direct sales made, with the exception of library or Friends events.
6. Reservations must be made for specific hours and groups must leave promptly at the allotted time.
7. Loud talk or any use of the room which disturbs in any way the library or its users is prohibited.
8. No refreshments may be served, unless approved by Library Director. A non-refundable \$75.00 cleaning fee will be charged.
9. No smoking.

Setting up/Closing the Special Collections Room

1. The table and chair arrangement accommodate 25 persons. It may not be re-arranged to fit the group's needs.
2. The thermostat is not to be adjusted. It is set at the most comfortable and energy efficient level.
3. Library equipment may be used, but groups are responsible for setting up and operating the equipment.
4. Room must be returned to original condition.
5. All groups must fill out a meeting room report. Forms will be provided.

II Services

II-J Service Hours

Library services will be provided during the hours that best meet the needs of the community.

Current hours:

Sunday	Closed
Monday	10:00- 8:00
Tuesday	10:00- 6:00
Wednesday	10:00- 6:00
Thursday	Closed
Friday	10:00- 6:00
Saturday	9:00- 3:00

II Services

II-K Exam Proctoring Policy

The Library may proctor exams for any student, subject to availability of authorized staff. A minimum of one-week advance notice is required before any test will be proctored. In addition, all test taking requirements must be received from the issuing educational institution before any tests are taken. If you would like to arrange for the Library to proctor an exam, please call 256-586-3366.

The Library charges \$2.00 for the first page and \$1.00 for each additional page for any items to be faxed.

III Behavior

III-A General

The library is a place where users can study, research, browse, read, participate in programs, and use computers in a welcoming, respectful, and non-threatening environment. Library users are expected to respect the rights of others who require a quiet environment.

- Problem behavior is any behavior that is disruptive to library use. Persons exhibiting loud and distracting behavior will be given a verbal warning. Continued disruption will result in being asked to leave the library and a behavior complaint form will be placed on file. (See Behavior Complaint Form, A-2)
- Persons desiring a very quiet place will be directed toward the special collection room. Moderate quiet will be maintained in the rest of the library as well.
- In the event a patron acts in an abusive or threatening manner, police will be called to intervene.
- The library is not responsible for lost/stolen property of patrons. Do not leave property unattended.
- Any illegal activity, including but not limited to, substance abuse, possession of unauthorized weapons, sexual misconduct, theft, property damage will result in police being called and being banned from the library.
- Parents are responsible for the behavior and supervision of their children, which includes a minor child's computer use and selection/checkout of materials. Children age 12 or older may use the library alone, as long as good behavior is exhibited, and they are not left after library closing hours.
- Shirts and shoes must be worn at all times.
- Food and beverages are not permitted in the library unless under special circumstances.
- Patrons may not use bicycles, skateboards, scooters, roller skates or similar equipment in the library building. Public entrances and parking spaces must not be blocked by use or placement of such equipment. Designated bicycle racks are located at the south side of the building.

- Smoking or tobacco use, including e-cigarettes/vape pens, is not allowed.

III Behavior

III-B Safe-Child Policy

Parents and Guardians:

We are glad to have you and your child as library users. We hope the wide variety of materials and services that we provide will meet your library needs.

Children under age 12 must be accompanied by a responsible adult (age 18 or older) at ALL times while in the library. Responsible adult must be present inside the library.

All patrons will be expected to display appropriate behavior, conducive to maintaining a peaceful atmosphere while in the building.

PARENTS AND CAREGIVERS, NOT THE LIBRARY STAFF, ARE RESPONSIBLE FOR THE ACTIONS AND SAFETY OF CHILDREN VISITING THE LIBRARY, WHICH INCLUDES THE USE OF INTERNET AND MATERIALS SELECTION AND CHECKOUT.

III Behavior

III-C Safe-Child Procedures

1. Thirty minutes before closing, remind patrons of closing time.
2. Ask unattended children if they need to call home for a ride or try to get parent's name and phone number. If parents are contacted, inform them that they have twenty minutes to pick up their child.
3. Never give a child a ride home
4. The first time a child is left when the library closes, two staff members will stay with the child until the parents pick them up, or fifteen minutes after closing, whichever comes first. If parents do not show up within 15 minutes, the police will be called and child left in their care. The second time a child is left after closing, the police will be contacted immediately.

III-D Disruptive Child Procedure

For Attended Children 12 and under:

1. Children under the age of 12 must have a parent/caregiver present at all times. If an attended child is being disruptive (prolonged noise making, running up and down aisles; damaging library property; bothering other library patrons), library staff may remind the child that they should be quiet (should not run around, etc.) in a library. Staff members are to use their discretion in such situations. If the behavior continues, library staff will attempt to locate the child's parent or caregiver. If the parent or caregiver is located in the library, staff will explain that the child's behavior is disrupting the other patrons and will ask the parent or caregiver to deal with the problem. If the parent or caregiver refuses or is unable to control the child, they may be asked to remove the child from the library until the problem is resolved. IF after all steps are taken, the problem cannot be resolved, the police may be called to deal with the situation.

For Older Minors over age 12:

If an older child is disruptive, the child should be informed that he/she is behaving inappropriately and asked to behave in a more appropriate manner. If the disruptive behavior continues, library staff will:

1. Ask the child to leave the library. Library staff members are to use discretion in such situation. (Is the child old enough to leave on his/her own; does he/she live within walking distance; is it light or dark out; etc.)
2. Attempt to locate a parent/caregiver to deal with the problem. If a parent/caregiver cannot be located within the library and the disruption is sufficiently sever, the police may be called to deal with the situation.

III Behavior

III-E Emergency Procedures

The library has a fire-alarm system. In the event of a fire signal, patrons will be asked to exit immediately, using all three exits, while another staff member makes sure the fire has been reported, or if the alarm has gone off for another reason.

During temporary blackouts, patrons can remain in the library, unless at night, or we receive word that it will be extended. (There are emergency lights)

When a tornado warning is issued and alarm sirens sound, patrons are asked to leave and are directed to the First Baptist Church or the Arab Senior Center for shelter. The library is closed and will re-open when storm has passed.

The library is a warming/cooling center during regular business hours.

III Behavior

III-F Volunteers

The Library uses volunteers on a regular basis. Volunteers are assigned their own job which they perform. The Director or another member of the staff trains each new volunteer. There is an annual brunch to honor the volunteers.

The library would like to encourage volunteers over 16 years of age to help with library operations including cleaning and reshelving books and cleaning shelves.

To become a volunteer, the patron should request a volunteer application form from the circulation desk and turn into the Director. The director will then review the application and determine if there is need for the volunteer at the time of the request.

The Director has the right to dismiss a library volunteer at any time.

The Arab Friends of the Library is another volunteer opportunity. The Bookstore hours are Wednesdays 10-4 and Saturdays 10-1:30. Meetings are held the 3rd Wednesday of each month at 9 am.

III Behavior

III-G Cell Phone Policy

Cell phones must be silenced in the Library. Use of cell phones by library patrons while inside the Library is prohibited. Patrons may be asked to take their calls into the foyer area.

IV Complaints

IV A-1 and A-2 Patron Complaints

There are two types of patron complaints:

Materials (A-1) Request for Reconsideration of Materials Form

Services (A-2) Service Complaint Form

At the first sign of a problem, a staff member will provide the proper form (either library materials or services) to the patron. Patron will be encouraged to complete the form and return it to the Director for consideration of the complaint. After reconsideration procedure, the Director will contact the patron for a satisfactory conclusion. (Samples of forms are included in this policy manual)

See also Section I-F Reconsideration Policy

IV-B Behavior Complaints

These are defined as complaints by staff members of inappropriate behavior of patrons. Anytime a patron is asked to leave the library or is barred from using any library equipment, the staff is required to fill out a form describing the situation and return the form to the Director.

(Sample form is included in this policy manual)

IV Patron Complaints

A-1 Materials

Arab Public Library

Request for Reconsideration of Material Form

The trustees of Arab Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return a completed form to the library director.

Library Director
Arab Public Library
325 2nd St NW
Arab, AL 35016

Date: _____

Name: _____

Address: _____

City: _____ State/Zip _____

Phone: _____ Email: _____

Do you represent self? an organization? Name of Organization _____

1. Resource on which you are commenting:

- Book (e-book) Magazine Digital Resource Newspaper
 Movie Audio Recording Game Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you fully examined the resource, entirely? If not, what sections did you review?

4. What is objectionable about the material and how do you expect it to affect users of the library? (Please be specific. Cite page numbers, etc. to be reviewed)

5. Is there an alternative resource you suggest that provides similar information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

Signature: _____ Date: _____

IV-Patron Complaints

A-2 Service Complaint

Arab Public Library
Service Complaint Form

1. Describe service or operation about which you have a complaint, i.e. nature of complaint and time it occurred. If this complaint is about a book, please complete the Request for Reconsideration of Materials Form.

2. A. Was any library employee involved in the operation about which this complaint is made?

Yes

No

B. If so, please identify: _____

C. Describe the employee's actions, which created the need for the complaint, i.e. actions or words or failure to act.

D. Was a verbal complaint made at the time it occurred?

Yes

No

3. What do you suggest should be done to satisfy your complaint?

Signature _____ Date _____

Address _____ Phone# _____

V Library Board Meeting

The Board of Trustees of Arab Public Library meets four (4) times per year. The meeting is held at 5:00 pm on the 4th Tuesday in the months of January, April, July, and October. Meeting dates and times are subject to change due to scheduling conflicts and the availability of a quorum. When necessary a meeting may be held over Zoom. If this is the case, a link will be provided upon request.

The public is welcome to attend the Board Meetings. Please note, this is a meeting conducted in the public, not a public meeting. The public may sit in on the meeting but no participation in the meeting will be allowed, with the exception of public comment which takes place at the end of the Agenda.

Public Comment

In order to speak during public comment, a request must be made to be added to the agenda at least one (1) weeks prior to the scheduled board meeting. The request should be emailed to the Library Director. This will ensure time for the changes to be added and delivered to the participating parties. You must be a resident of Arab and a registered patron of the Arab Public Library to be added to Public Comment.

After regular agenda items have been addressed, Public Comment will be recognized by the Board Chair. Please state your name and address (group affiliation, if applicable). Speaker will be given a maximum of 5 minutes. The board will listen to comments and may ask questions for clarification. Please note, this is a time for listening and not debate. If there is a need for a response from the Board, it will be scheduled for a later date to give the board time to deliberate the issue or seek more information.

Appendix A

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 which 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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. *Libraries should advocate for, educate about, and protect people's privacy safeguarding all library use data, including personally identifiable information.

*The Arab Public Library recognizes and honors that Alabama law (AL Code § 41-8-10 (2022)) states that "any parent of a minor child shall have the right to inspect the registration and circulation records of any school or public library that pertain to his or her child."

Appendix B

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters' values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Appendix C

Definitions

Sexually Explicit- material that visually shows or depicts actual or simulated conduct that includes sexual intercourse, masturbation, breast nudity, genital nudity, sadomasochistic abuse, sexual excitement, or other act of apparent sexual stimulation or gratification (as defined in Ala.Code 1975 § 13A-12-190)

Obscene-a. When used to describe any matter that contains a visual reproduction of breast nudity, the term shall include all of the following:

1. Applying contemporary local community standards, on the whole, appeals to the prurient interest.

2. Is patently offensive.

3. On the whole, lacks serious literary, artistic, political, or scientific value.

b. When used to describe matter that is a depiction of an act of sado-masochistic abuse, sexual intercourse, sexual excitement, masturbation, genital nudity, or other sexual conduct, the term means matter containing a visual reproduction that itself lacks serious literary, artistic, political, or scientific value. (as defined in Ala.Code 1975 § 13A-12-190)