



Round Top Family Library

Policies and Procedures Summary

The following is a summary of key provisions of the Library's policies and procedures. The full document with all policy and procedure provisions is available for public review at the front desk of the Library.

I. Mission Statement

The Round Top Family Library is a rural, non-profit organization funded and operated cost effectively and efficiently through private donations, events, volunteers, a committed volunteer board, city funding, grants, and community partnerships. As a lending institution for children, families, and adults living in North Fayette County, the Library has the additional purpose of serving diverse community segments, and visitors, in non-traditional ways. Innovative programs and community projects are available in this community center for learning and enrichment. Here, patrons and individuals of varied backgrounds are accommodated in a warm and inviting atmosphere where they may meet and connect to each other, and to the world.

II. Who May Use the Library

The library will serve all residents and visitors of the community and surrounding region. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

The Round Top Family Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age six must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program unless permission is granted otherwise by staff in charge.

III. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Examples of unacceptable behavior include:

1. Abandonment/leaving of young children unattended
2. Abuse/vandalism of library facilities, equipment or material
3. Behavior or language that is offensive to others
4. Bringing pets into the library ("working" dogs are allowed)
5. Chewing tobacco or smoking
6. Drinking of alcoholic beverages outside of a pre-approved events; drinking within library buildings near electronic equipment
7. Eating within library buildings, except as served during library events
8. Entering library without shirt or shoes
9. Excessive noise/noise which disturbs others
10. Harassment/physical, sexual, or verbal abuse, in any form, of other library users or library staff
11. Intoxication or behavior influenced by narcotics
12. Illegal activities within the library or on library grounds
13. Loitering
14. Obscene language or activity
15. Rollerblading, skating or skateboarding
16. Spitting
17. Soliciting
18. Use of cell phones (phones should be set to silent mode)-except in library foyer
19. Using library computer equipment for purposes other than those permitted under the Computer Resources Access and Internet Safety Policy, or performing any act that damages or disables computer hardware or software

IV. Alcohol, Drug and Firearms

Alcohol:

Alcohol will be served/consumed on Library property only under the following circumstances:

- During Library-sponsored events, only with the knowledge and previous consent of the Library Board
- During private events, only as disclosed on the facilities usage agreement and approved by the Library Director or Board President

Alcohol is not to be stored on Library property, except in advance of, and shortly thereafter, events as described above.

Patrons, Library staff, board members or volunteers who appear to be intoxicated may be asked to leave the Library premises.

Library staff, board members or volunteers found to be consuming alcohol outside of approved events will be asked to leave the premises and may be subject to follow-up disciplinary action by the Library Executive Committee.

Drugs:

Illegal drugs are not to be brought on Library property at any time. Patrons who are in possession of illegal drugs or who appear to be under the influence of drugs may be asked to leave the premises.

Library staff, board members or volunteers found to be in possession of illegal drugs will be asked to leave the premises and may be subject to follow-up disciplinary action by the Library Executive Committee or law enforcement.

Library staff, board members or volunteers using prescription drugs under a doctor's supervision are expected to utilize judgement and ensure they do not come on to Library property if their behavior or demeanor are impaired to a level that puts patrons, staff or volunteers at risk or discomfort.

Firearms:

The board of the Round Top Family Library prohibits the carrying of weapons openly in the library.

V. Responsibility for children

If a parent or guardian drops a child off for a scheduled program and the Library accepts responsibility for the child being here, we will not let the child leave the Library unaccompanied to return home or to meet their parents. The parent will be requested to return and pick up the child. If the parent does not arrive, a Library staff member will ensure a safe return of the child.

If a parent or guardian leaves a child unaccompanied at the library or on the library grounds, and there is no scheduled program, the Library cannot accept responsibility for the child or for their return home.

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning, the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

VI. Suspension of Library Privileges

Patrons who break the library rules and have been dealt with according to proper library procedures or who participate in illegal behavior may have their library privileges suspended.

Patrons who have had the Library privileges suspended may not have access to the Library facility, property or services.

The length of suspension:

1. for a breach of library rules will be no less than one month
2. for repeated breaches of library rules will be no less than three months
3. for abusing staff or patrons, damaging or destroying library property or any illegal behavior will be no less than six months

Notice of suspension where the patron's name and address are known will be issued by mail from the Library Director. The notice will specify the reason, the length of the suspension and the appeal process. One copy of the notice will be kept on file, another sent to the police. Staff will be informed of the suspension.

All appeals to suspension must be directed in writing to the Library Board. The Board will reply in writing. All decisions of the Board are final.

The patron will be notified by mail regarding reinstatement of Library privileges. Staff will be informed.

VII. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available library services.

VIII. Circulation Policy

1. Registration

All borrowers must be registered and must have a valid patron card to borrow library materials. Registration is free and open to all ages and residency is not required. Patrons must fill out an application form to register for a new library card.

Applicants under 13 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued.

2. Lost or forgotten cards

If a patron loses his/her library card, he should notify the library and request a replacement. A donation to replace the lost card would be appreciated.

3. Loan periods

- a. 2 weeks for books, cassettes, DVDs, audio books, and compact discs.
- b. Generally, reference books do not circulate.
- c. Interlibrary loans are due the date indicated by the lending library and the Round Top Family library.
- d. Books may be renewed twice.

A patron can borrow six items at a time.

4. Reserves

Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by email or telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

5. Fines and charges

There is a \$0.10 per day fine for overdue materials with a maximum of \$10.00. A first notice is sent after the material is due. If the material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

6. Damaged materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. Depending on the rent value, the Director will determine whether patrons are required to pay for replacing the item, with the Board of Directors help if needed.

7. Confidentiality

Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized.

The Round Top Family Library adheres strictly to the protection of the confidentiality of its users.

IX. Programming Policy

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story times, fine arts for all ages, films and activities on no-school days, summer library program for children, community speakers, health related activities, and book or author discussion groups for adults.

X. Playground and Outdoor Area

This is an unsupervised playground. Parents/guardians are responsible for the supervision and well-being of your own children. The Round Top Family Library and the Town of Round Top are not responsible for their safety. Please care for your own young people.

1. The Round Top family Library's written Code of Conduct policy applies to this playground. Children or adults who fail to observe that policy may be asked to leave the grounds.
2. No unsupervised children under age six years.
3. Older children must take special care with younger children.
4. No running, throwing, or rough play.
5. No climbing of trees or hanging from tree limbs. The large old oak trees near the Rummel Haus are especially precious. Children should not walk on the roots or climb the trunks.
6. No walking in the flower beds.
7. No wading in the water fountain or climbing on the large rocks surrounding the fountain.
8. Playground is closed when wet.
9. Children or adults who commit vandalism; repeatedly use language that is inappropriate for minors, or repeatedly fail to play constructively or risk the well-being of, or hurt others, may lose all playground privileges.
10. Obey direct requests of Round Top Family Library staff or trustees.
11. Share and take turns.
12. This is a playground for children. Those over age fourteen must defer to younger children
13. Be nice!

XI. Outdoor Parties

Basic party held at playground area. Kids need to stay in that area.

Plastic chairs or table from library activity building may be used and returned where found at end of party. Hosts are responsible for trash.

Use of computers and library materials by party attendees are off limits while party is in session.

Restroom and water available as needed in library with adult supervision.

Follow rules on sign at playground area.

XII. Equipment Use Policy

Computers are available to patrons on a first-come, first-served basis. Instructions for operating hardware are displayed near the computer. There is no charge for use of the computer; staff is available for general assistance in using the computer. However, the staff is not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

A printer is available. Printer paper will cost \$0.25 per sheet and must be paid for at the conclusion of the session.

A photocopy machine is available to patrons who wish to copy materials at the rate of \$0.25 per page.

A fax machine is available for public use with the help of a staff member. There is no set charge for sending a fax, but a donation is appreciated.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

XIII. Internet Use Policy

The Round Top Family Library is providing access to the internet as a means to enhance the information and learning opportunities for the citizens and visitors of the library's service area. The Library Board has established the Internet Use Policy to ensure appropriate and effective use of this resource.

1. Users

Access to the internet is available to all patrons and guests; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's internet service; prior to being granted access to the internet, anyone under 18 years of age, along with a parent or guardian, must sign the Internet Use Agreement. All users must sign the log-in chart and check out a computer prior to beginning their session.

2. Expectations

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of internet use privileges.

3. Warnings

The internet is a decentralized, unmediated global network; the Round Top Family Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

4. Guidelines

Users may use the internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs. Users may use the internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals.

Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.

Users will respect the rights and privacy of others by not accessing private files.

Users agree not to incur any costs for the library through their use of the internet service.

Users shall not create and/or distribute computer viruses over the internet.

Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.

5. Termination or Prohibition of User Access

Staff members are authorized to terminate any user's access session, or to prohibit a user from subsequent access sessions according to the terms of the Round Top Library Code of Conduct, given cause to believe that the user has failed to comply with the internet Acceptable Use Policy and/or Rules.

Internet users whose access session has been terminated or will be given information concerning the process to protest the action and/or request that internet access privileges be reinstated.

6. Copyright

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 (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyrighted infringement lies with the user, the Round Top Family Library Association expressly disclaims any liability or responsibility resulting from such use.

XIV. Wi-Fi Service

The Round Top Family Library allows for personal computer equipment to access the internet via a wireless network throughout the entire building and property.

Persons utilizing the wireless connection agree to comply with all provisions of the current Round Top Family Library internet policy which is incorporated by reference herein.

The Library's wireless connection is unencrypted and unfiltered. Use of the wireless connection is done at the patron's own risk. By using this connection, patrons acknowledge that security efforts and hacking are an inherent risk associated with any wireless service. For that reason, patrons expressly agree that they knowingly assume such risk, and further agree to hold the Library harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into the patron's computer.

The Library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless internet connection. Any damage done to the patron's equipment or self from viruses, identity theft, spyware, plug-ins, or other internet-borne programs is the sole responsibility of the patron, and the patron indemnifies and holds harmless the Library from any such damage.

The Library accepts no responsibility regarding the ability of patron-owned equipment to connect to the wireless network. Library staff will not change settings on patron equipment.

Unauthorized downloading of copyrighted material(s) is strictly forbidden and will result in suspension or revocation of Library privileges and may result in a formal notification to the appropriate local law enforcement office.

XV. Displays and Exhibits Policy

As an educational and cultural institution, the Round Top Family Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

XVI. Gifts and Donations

Gifts to the library will be encouraged with the understanding that only materials which will be useful in the collection can be accepted. Used library materials will be accepted to be used in the library collection or book sale with proceeds to benefit the Round Top Family Library.

XVII. Revision of Library Policies

The preceding statements of Round Top Family Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.