

Bartow County Library System
Library Program Policy
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Table of Contents

Table of Contents	2
Introductory Policy Statement	5
Library Membership	6
Library Cards	6
Residents	6
Non-Residents	6
Non-Resident Workers, Teachers, Students	6
Children	6
Institutional Cards.....	7
Temp Cards.....	7
Lost Cards	7
Damaged Cards.....	7
Change of Address.....	7
Materials and Their Circulation – Loans & Renewals	9
Books That Circulate	9
New & Express Books	9
Audio-Visual Items	9
Concerning The Return of Audio-Visual Items.....	10
Periodicals.....	10
Non-Circulating Items	10
Lending Limits On Materials	11
Policy Statement on Public Library Service to Schools	11
Reserved Items (Holds)	12
Books	12
Other Items.....	12
Overdue Fines	13
Due Dates	13
Fine Schedule.....	13
Issuance of Notices/Bills	13
Collection of Fines/Fees.....	13
Lost and Damaged Materials	14
Schedule of Fees	14
Claims Returned.....	14
Concerning Theft of Library Materials	15
Article 2 of Chapter 5 of Title 20 Official Code of Georgia Annotated	15
Collection of Overdue/Stolen Materials	15
Lost or Stolen Card.....	15
Security System.....	15
Reference	16
Interlibrary Loan	16
Interlibrary Lending	16
Genealogy	17
Photocopiers/Printers	18

Proctor Fees Policy	18
Returned Checks.....	18
Open Records Fees	18
Library Phones.....	18
Cellphones	18
Consumption of Food and Beverages	19
Unattended Children	20
Infant through Age 10.....	20
Over the age of 10	20
Library Closing Time	20
Confidentiality of Library Patron Records	21
Volunteers	22
Community Service	22
Acceptable Computer Use.....	23
Computer Use Rules	24
Patron Responsibilities	24
Internet Use.....	24
Word Processing & Office Program Use	25
Children’s Computer Use	25
Teen Computer Use.....	26
GALILEO Home Use.....	26
Wireless Access Point Policy.....	26
Educational Technology Educational Technology Lab User Policy	26
Youth Services Department Use Policy	28
Youth Programming Policy.....	29
Content	29
Storytime and School-Age Programming.....	29
Infant and Toddler Programming	29
Teen/Young Adult Programming	29
Attendance and Registration	29
Adult Programming Policy.....	31
Content	31
Attendance and Registration	32
Meeting Rooms Policy	33
Policies	33
Reservations and Scheduling	34
Regulations	34
Hold Harmless Agreement.....	35
Small Group Study Rooms	35
Tutor Rooms	36
Community Bulletin Board Guidelines	37

Information Kiosk	37
Art Gallery Exhibit Policy - Cartersville Public Library	38
Purpose.....	38
Display Space	38
Selecting Exhibits	38
Applying for Exhibition	38
Installation and Removal	39
Sale of Artwork	39
Exhibit Publicity	39
Duties of the Art Gallery Committee	39
Policy Review	40
RULES OF BEHAVIOR / CONDUCT	41
Response to Policy Violations.....	44
Banning Process.....	44
Notification of Action.....	44
Immediate and Permanent Eviction	44
Appeals Process	44
Noncompliance with Eviction or Ban	45

Introductory Policy Statement

The library program policies of the Bartow County Library System contained herein reflect the circulation policies of the SIRSI Unicorn automated system which the library employs in its daily operations. Should a question or conflict arise concerning written policy, the stated policies of the SIRSI Unicorn automated system will govern the library's overall policy.

Basic services of the Bartow County Public Library System include providing fiction and nonfiction reading and research material of educational, recreational, and cultural interest to the Bartow County community as funding permits. An audiovisual collection will also be maintained following the same guidelines. Additional library services include organizing materials for ease of access and convenient use through cataloging, classification, and shelf arrangement; lending procedures; guidance to the user in using library resources; providing information service; giving assistance to cultural, civic, and educational organizations in finding and using materials; sponsoring adult and children programs promoting reading and use of library resources; collecting special materials of interest to the community; borrowing materials on interlibrary loan; extending library services to all points of the community; providing electronic resources including public access to the Internet and reference databases; providing readers advisory services and fostering literacy within the community; and maintaining an environment permitting all members of the Bartow community to utilize library services. The variety and number of library services to meet the needs and demands of our community are contingent upon available funding.

Library Membership

Library Cards

Library cards issued by any of the public libraries within Bartow County will be honored by all the libraries within the county, provided that the borrower is in good standing with the issuing library.

Residents

A resident is a person who can provide acceptable evidence of his permanent address in Bartow County. A library card will be issued to a patron with a completed application form and a driver's license or non-driver's I.D. with his current Bartow County address or two pieces of documentation from the following list. One item must show the patron's current address in Bartow County. A post office box does not prove residency.

Voter Registration Card
Checks with current address
Rental receipts or lease
County property tax receipt
Passport

Utility Bill
Senior Citizen's I.D. Card
State Photo I.D.
Current auto tag receipt

The registration of one adult member of an immediate family establishes residency for the minor children living in the same household. The adult must accompany the child during registration.

Borrowing privileges for library patrons is valid for three years at all Bartow County branches. When the card expires the patron is required to update his account information and is expected to present valid documentation confirming his residency in the county. There is no charge for the initial card or for subsequent renewals of borrowing privileges.

Non-Residents

Non-residents of the county wishing to utilize the services of the Bartow County Library System are required to pay a fee of \$25.00 each year. This fee is non-refundable and borrowing privileges are in effect for one year. A non-resident library card will be issued to a patron with a completed application form and driver's license or one of two pieces of documentation (see Library Membership, section A for acceptable documentation types). One item must show the patron's current address.

Non-Resident Workers, Teachers, Students

Non-residents of the county who work or go to school in Bartow County and wish to utilize the services of the Bartow County Library System may be given a free membership card for one year. Proof of employment or school enrollment is required in the form of paycheck stubs, letter from employer or affiliated institution, work ID or student ID card.

Children

Preschool children may be issued a limited use library card restricting checkouts to five (5) books. Children five (5) years of age and older will receive a Juvenile card. Young adults sixteen (16) years of age and older will receive an adult card.

Borrowing privileges for children's cards are in effect for three years. There is no charge for the initial card, or for subsequent renewals of borrowing privileges.

Before a child can receive a library card, they must be accompanied by a parent or legal guardian or another adult in their immediate family who resides with them and who can provide proof of identification and residence in Bartow County.

While a parent's signature is no longer required on the registration form, the parent or sibling's presence is still required in order to verify the child's I.D. and address. Extended family members (i.e. grandparents, aunts & uncles, etc.) are also permissible as long as they reside in the same household.

Institutional Cards

Institutional Cards may be issued when deemed appropriate for one year. In order to receive an institutional card, a representative of the institution must bring in a letter from their agency, on letterhead, authorizing the person to receive the card on behalf of the institution. The representative must then fill out an institutional card application.

All institutional card applications will be kept on file. The institution must also designate an individual as the contact person. One card will be issued to each institution.

Temp Cards

Temporary cards will be issued at the discretion of the librarian to individuals who are residing or working in Bartow County for one year or less and who cannot provide proof of permanent residency within the county. Patrons wishing to apply for a Temporary Card must present a valid ID. Temporary cards only provide computer access and use of tutor/study rooms but do not grant checkout privileges. Temporary cards will not be renewed; patrons wishing to continue to use the resources of the Bartow County Library System will be required to purchase a non-resident card or to present documentation proving residency in Bartow County (see Library Membership, section A for acceptable documentation types).

Lost Cards

If a patron should lose his card, he may be issued another card for a charge of \$3.00.

Damaged Cards

A membership card that has been damaged may be replaced. The damaged card must be returned to the library before a replacement will be issued. A fee of \$1.00 will be charged.

Change of Address

The library must be notified as soon as possible of any change in the patron's mailing address and/or phone number so that the patron's account may be updated. The patron's account will be

barred if mail is returned non-deliverable and will remain so until the patron updates his account information. The patron is still accountable for overdue fines, damaged or lost materials fees if he failed to update his mailing address and/or phone number and did not receive notice of overdue fines, damaged or lost materials fees.

Patrons are responsible for notifying the Library if they move out of Bartow County and need to suspend their library card.

Materials and Their Circulation – Loans & Renewals

Books That Circulate

Books circulate for three (3) weeks. They may be renewed a maximum of two (2) times if the book is not on hold for another patron.

Books may be renewed online by entering the library card number and PIN. PINs are issued in person only with the presentation of the patron's library card.

Books may also be renewed over the telephone if two conditions are met:

1. The patron reads his barcode number (found on his library card) to the staff person handling the call (in order to verify the patron's identity) and,
2. The book to be renewed has not been placed on hold by another patron and has not exceeded its renewal limit.

Renewal of overdue books does not void existing fines.

New & Express Books

New books circulate for 3 weeks. A book may be renewed a maximum of 2 times if a hold has not been placed on it by another patron. Patrons are limited to five (5) new book titles.

New books of high interest as determined by the Materials Selection Committee will be designated as Express Books and will circulate for one (1) week. An express book may be renewed a maximum of two (2) times if a hold has not been placed on it by another patron. Patrons are limited to five (5) Express book titles.

A. Deposit Items

Study Guides (e.g., the GED Handbook) and other collection items determined by the Materials Selection Committee to warrant a deposit can be charged out on a valid library card for a deposit of \$10.00 per book or \$25.00 per AV item which is refundable when the item is returned in good condition. A fine of \$1.00 per day will be deducted from the deposit refund if the item is returned past the due date.

Audio-Visual Items

1. Video Cassettes and DVDs

Video cassettes and DVDs are available to all borrowers who have a valid personal library card and who are 16 years of age or older.

Video cassettes may be charged out for three weeks, are renewable and may be reserved.

DVDs may be checked out for seven (7) days, may be reserved, but may not be renewed. No more than ~~five (5)~~ **seven (7)** DVD titles may be charged out at any one time.

A video or DVD title consists of all volumes of a movie series; for example, ***Pride and Prejudice*** is one (1) title consisting of six (6) volumes.

2. Audio Books

Audio books are available to all borrowers who have a valid personal library card. A patron may check out up to seven (7) of these individual titles at a time, which may be charged out for three (3) weeks, are renewable and may be reserved.

3. Music CDs

Music CDs are available to all borrowers who have a valid personal library card. A patron may check out up to seven (7) of these individual titles at a time, which may be charged out for three (3) weeks, are renewable and may be reserved.

4. CD-ROM's

CD ROM's are available to all borrowers who have a valid personal library card. A patron may check out up to seven (7) of these individual titles at a time, which may be charged out for seven (7) days, are non-renewable, and may not be reserved.

Concerning The Return of Audio-Visual Items

Audiovisual items should be returned via the AV drop box/chute only. AV items left in the book drop may be easily damaged; the AV drop box is designed for returning audiovisual material. A patron's borrowing privileges may be denied if audiovisual items are deposited in the book drop. If a patron returns audiovisual materials via the wrong box/chute, or vice versa, and the materials are damaged, the patron will be responsible for the cost of the items damaged.

Periodicals

Adult, Teen and Children's magazines (with the exception of the issues from the current and previous month and certain select titles) are available to all borrowers who have a valid personal library card. Periodicals may be checked out for three weeks, renewed twice and may be reserved. If a patron loses or damages an issue, he will be charged for the cost of the item. There is an additional \$2.50 service charge for each lost/damaged issue.

Non-Circulating Items

The following items do not circulate:

- Georgia Room/Special Collection Books*
- Reference Books*
- Staff/Professional Books
- Select Periodicals
- Microfilm and Microfiche Materials
- Newspapers
- Maps

*In special cases, non-circulating books may be charged out to a patron at the discretion of the

librarian(s) for a 24-hour period.

Lending Limits On Materials

Adult patrons may charge up to twenty-five (25) items on their cards.

Children with Pre-K cards have a limit of five (5) items and may check out either books or magazines. Children with Juvenile cards have a limit of twenty-five (25) items and may check out either books or magazines.

The library has neither the funding nor the depth of volumes in a given subject area to support the curriculum needs of the local school system. See State Policy Statement below.

Policy Statement on Public Library Service to Schools

The library serves students of all ages as individuals, but it cannot meet full curriculum demands of any given course of study.

Those pursuing a particular curriculum may use available library materials, but allowing special privileges and extra demands on the collection or on the library program in order to serve in lieu of a structured school library or to support a curriculum or specific ideology is not physically practical or financially feasible.*

*Adopted by State Public Library Directors by acclamation on January 25, 1985.

Reserved Items (Holds)

Books

Books which are in the library's collection may be placed on hold by patrons, whether they are available or checked out.

Patrons may request that a book be considered for purchase by the library system, but a request does not insure that the library will be able to purchase the item. All purchases will adhere to the guidelines established by the Materials Selection Policy.

Holds may be placed in person, by telephone, or via the library's online catalog. If a patron makes a phone request, he must be able to read his barcode number (found on his personal library card) to the staff person taking the request. The reading of one's barcode number over the telephone is to ensure that the individual placing the reserve request is, indeed, who they claim. This practice, in turn, protects the confidentiality of the individual patron and his record of charges.

Patrons are notified by phone or email when the item is available for them. Items will be held for five (5 days) after the patron has been notified by the library. Notification includes messages left on answering machines, e-mail, or voice mail. No exceptions.

If the book is not retrieved by the patron or if he cannot be notified within this time frame, the hold is removed and the next patron waiting for the item will be called or the item is shelved.

Other Items

All other items that circulate can be reserved, whether they are available or checked out. Items will be held five (5) days before the hold is removed and the item is shelved or passed on to the next patron with a hold on the item.

Overdue Fines

Due Dates

All items are past due one day after the due date. Failure to return the books by this date means that the fine will be assessed from the due date up to the date they were returned.

The automated system prohibits users from renewing or charging out additional items if an overdue fine of at least \$10.00 has accrued.

Fine Schedule

Books—15¢ a day up to a maximum of \$10.00 per item.

Periodicals—15¢ a day up to a maximum of \$10.00 per item.

Video Cassettes—15¢ a day up to a \$10.00 maximum.

Audio books—15¢ a day up to a \$10.00 maximum.

Music CD's—15¢ a day up to a \$10.00 maximum.

CD-ROM's— 15¢ a day up to a \$10.00 maximum.

Deposit books—\$1.00 a day up to a \$10.00 maximum.

Interlibrary loans—\$1.00 a day up to a \$10.00 maximum.

DVDs—\$1.00 a day up to \$10.00 maximum.

Issuance of Notices/Bills

After 15 days have passed from the date an item is due, a library generated overdue notice will be mailed to the patron's address on file.

Forty-five (45) days after the due date a bill will be mailed to the patron's address on file requesting immediate return of materials and payment of past due fines or payments of lost items. A copy of the Official Code of Georgia will be mailed with all bills.

Collection of Fines/Fees

The Bartow County Public Library uses a collection agency, Unique Management Services, to encourage patrons with fines and overdue items to return materials and settle the charges on their accounts. A \$10.00 collection fee is applied to each account submitted for collection. A \$5.00 processing fee is charged per item; this processing fee will be waived for items returned to the library.

Lost and Damaged Materials

Schedule of Fees

Borrowers are responsible for material and fines owed. If library material is returned from the borrower damaged, or borrower loses the item, the borrower pays the cost of damage or the cost of the item. Patron may not provide a replacement item in lieu of payment. Any outstanding fines on this item, up to \$10.00, must be paid. In addition, a \$5.00 processing fee will be applied to the patron's account. The fees for lost or damaged materials are as follows:

Damaged Materials Fees – Bartow County Library System	
AV Materials	
Replacement case – DVD/CD/VHS	2.00
Lost insert – DVD/CD/Audio book/Software	2.00
Missing disc (DVD, music CD, software, tape)	Full cost of item
Replacement case - audio book (on CD)	8.50
Replacement case – audio book (on tape)	2.00
Replacement case – software	10.50
Replacement RFID tag/barcode	1.00/each
Replacement kit bag	1.00
Replacement kit case	1.00
Books	
Water damage	Full cost of item
Bite marks	Full cost of item
Stains/writing on pages	Full cost of item
Torn pages	Full cost of item
Spine damage	Full cost of item if new; older items no charge

Patrons will not be charged for damage considered within the parameters of normal wear and tear as determined by designated library staff.

Payments will not be refunded to borrower for any item lost or damaged. However, patrons may keep the item if all fines and fees are paid. The library will hold discarded damaged materials for one year as evidence of the damage.

Claims Returned

Patrons who claim to have returned library materials which cannot be located in the library are limited to three (3) items which will be marked claims returned on their record with no charges. Additional claims returned items will be charged to the patron at recorded item cost.

Concerning Theft of Library Materials

Article 2 of Chapter 5 of Title 20 Official Code of Georgia Annotated

20-5-53. Any person who borrows from any public library any book, newspaper, magazine, manuscript, pamphlet, publication, recording, video product, microform, computer software, film, or other article or equipment necessary to its display or use belonging to or in the care of such public library under any agreement to return it and thereafter fails to return such book, magazine, newspaper, manuscript, pamphlet, publication, recording, video product, microform, computer software, film, or other article or equipment necessary to its display or use shall be given written notice, mailed to his last known address or delivered in person, to return such article or equipment within 15 days after the date of such notification. Such notice shall contain a copy of this Code section. If such person shall thereafter willfully and knowingly fail to return such article or equipment within 15 days, such person shall be guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine of not more than \$500.00 or imprisonment for not more than 30 days and shall be required to return such article or equipment or provide reimbursement for the cost of item of such article or equipment.

Collection of Overdue/Stolen Materials

Library staff will send out two notices to library users with overdue materials, one of which will include a copy of OCGA 20-4-53 regarding the theft of library materials. After library materials have been overdue for sixty-six (66) days, the Bartow County Library System will begin legal proceedings for collection of materials through Unique Management Services, Inc. Collections will not be pursued until an individual debt of \$25.00 has been accumulated. A \$10.00 collection fee is applied to each account submitted for collection. A \$5.00 processing fee is charged per item; this processing fee will be waived for items returned to the library.

Lost or Stolen Card

Patrons are responsible for notifying the Library if a card has been lost or stolen. There is a two dollar \$3.00 fee for replacing the card. Patrons are responsible for items checked out on their card if the library was not notified if a theft was discovered.

Security System

In the event that the library security system is activated, patrons will be asked to report to the circulation desk in order for staff to determine the cause of the alarm. Library staff is required to verify the contents of backpacks, briefcases, large bags, and other applicable items of the patron activating the alarm. If library materials are found, the patron is to return them to the staff member for verification that the library material has been properly charged to the patron; if it is not, the staff member will charge it at this time.

In the event that a patron refuses to cooperate and attempts to leave the building, supervisory staff will call the police.

Reference

Interlibrary Loan

The Bartow County Library System adheres to the policies and regulations set forth by the Georgia On-Line Database (GOLD), the Southeastern Library Information Network, (SOLINET) and the On-Line Computer Library Center (OCLC.)

Interlibrary loan service is available to patrons with Bartow County Library System library cardholders. In order to submit a request for an item, the patron's card must be a valid, unblocked card.

The requesting patron must pay return postage and any fees charged by the lending library at the time of receipt. In the event the patron does not pick up the material, postage fees will still be charged to the patron's card. The lending library sets forth the due date of the material. There is a \$1.00 per day late fee of overdue ILL material.

Every attempt will be made to borrow material from free lenders. However, if the patron accepts responsibility for additional charges, an attempt may be made from other lenders. The patron must pay the extra fee prior to the item being ordered. In the event that the request goes unfilled, the patron will be refunded the fee.

A patron can have up to ten interlibrary loan requests in process at any given time. Renewal of ILL materials is at the discretion of the lending library. Patrons must request renewal at least 3 days prior to the due date.

Interlibrary Lending

The Bartow County Library System honors ILL requests from GOLD or SOLINET; outside requests are handled on a case-by-case basis. Lending time for materials is 30 days.

The Bartow County Library System will not lend:

- Non-circulating items including special collections, genealogy and reference
- Audiovisual material
- Material that the library has owned less than one year
- Material with local circulation restrictions

The borrowing library is responsible for the safety of the item from the time the item leaves the Bartow County Library until it is returned. If damage or loss occurs, the borrowing library is responsible for the cost of items and the processing fee.

The Bartow County Library charges a \$10.00 overdue fee and a \$5.00 processing fee on all lost material, in addition to the item cost.

Genealogy

Library staff will demonstrate the use of equipment and genealogical reference tools, but will not conduct research for patrons.

Phone and mail requests for genealogical information will be referred to the Genealogical Society or Etowah History Center.

Photocopiers/Printers

Charges for computer printouts and photocopies include paper, print cartridge/toner and equipment maintenance. Fees are .15¢ per page; fees are non-negotiable.

Library staff will demonstrate the proper use of library photocopiers to patrons; however, patrons are responsible for making their own copies.

Proctor Fees Policy

A nonrefundable fee of \$25.00 per hour, one hour minimum, will be paid at the time of scheduling a proctoring session. Proctoring sessions may be conducted only by MLS librarians, or as authorized by the library director.

Returned Checks

A processing fee of \$20.00 will be charged and collected for checks on which payment has been refused by the payer bank because of insufficient funds or because the patron did not have an account at that bank.

Open Records Fees

Persons requesting documents through the Open Records Act will not be charged for the first fifteen minutes of supervisory time; however, any time that exceeds fifteen minutes will be charged the hourly rate of the lowest paid full-time employee capable of assisting the requestor. The charge for photocopies is 25 cents per page.

Library Phones

The library phone is for business use only; patrons will not be permitted to use the library phone. Exceptions will be made only in emergencies.

Cellphones

Talking on cellphones is not allowed in areas of the library where it would interfere with the use and provision of library services or the conduct of library business.

The areas of the libraries where cellphone use is not allowed include, but are not limited to, reading areas, service desk areas, computer work areas, and program rooms.

Consumption of Food and Beverages

The possession and/or consumption of food and beverages is permitted only in the community wing, program rooms, and vestibules.

Exceptions to the policy can be made only in advance by the Library Board and/or Library Administration.

Unattended Children

The Bartow County Library System is dedicated to providing a warm, welcoming, exciting, and safe environment for people of all ages. Sharing this environment with other people requires that all abide by the Rules of Conduct of the library system established by the Board of Trustees and posted in each library building.

The public library is not a childcare provider but a public institution where all patrons have an equal right to quality library services in a safe and relaxed environment. Children in the library always should be accompanied by a parent or assigned caregiver.

Responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. Library staff cannot be responsible for children who are unattended or are demonstrating inappropriate behavior.

Infant through Age 10

A parent/caregiver must be in the immediate vicinity of the child. The assigned caregiver must be at least 16 years old and must carry emergency contact information. An exception would be children attending a story time or other library program without a parent/caregiver in the room. However, the parent/caregiver must remain in the library building and immediately join the child at the end of the program.

If a child in this age group is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform him/her of the Rules of Conduct. If the parent/caregiver is not found in the library, law enforcement personnel will be asked to pick up the child. If a child in this age group violates the Rules of Conduct, the child and parent/caregiver will be informed of the Rules of Conduct. If inappropriate behavior continues, the family may be asked to leave the library at that time.

Over the age of 10

Children over the age of 10 may be in the library without a parent/caregiver. A youth using inappropriate behavior will be informed of the Rules of Conduct. If inappropriate behavior continues, the youth may be asked to leave the library.

Library Closing Time

Youths of all ages should arrange for transportation before arriving at the library. The library staff will contact law enforcement personnel to pick up youths left at the library after closing. When law enforcement personnel have picked up the youth, the staff will leave a note on the door notifying the parent/caregiver that law enforcement personnel have their child.

Confidentiality of Library Patron Records

In order to receive account information, a patron must present his library card, or read the library card number if calling, to verify identity.

Circulation and registration records for patrons are not public records and shall be maintained as confidential information by the Bartow County Library. No library personnel shall reveal the identity of a user or borrower to any requestor, whether verbally or through the disclosure of records containing confidential information. The only exceptions are listed below.

Georgia law, O.C.G.A. §24-9-46, specifically prohibits disclosure of circulation and similar records of a library which identify the user except (i) to members of the library staff in the ordinary course of business; (ii) upon the written consent of the user or borrower of the library materials; or (iii) upon appropriate court order or subpoena.

A parent or guardian may obtain information regarding a minor's record following library personnel's verification of the stated relationship. Any library employee who is asked to reveal patron information should inform the inquirer that patron information is confidential and protected by law. The inquirers should be referred to the library director. If the inquirer presents a court order or subpoena, that document must be referred to the library director who, prior to any disclosure, will make a determination of the legal validity of the document in consultation with the library's counsel. If the inquirer presents a search warrant and shows official law enforcement credentials, the employee should allow the official(s) to proceed, but immediately contact the library director who will consult with the library's counsel.

Volunteers

The Bartow County Library System uses volunteers to perform tasks not assigned to staff and to enhance library service to the community. Volunteers generally provide support services to staff or work on special projects.

Volunteers are not allowed to work the circulation desk.

Volunteers are selected based on their qualifications and the needs of the library at any given time. Selection of volunteers is the responsibility of the Circulation Coordinator, Branch Manager, or Youth Services Coordinator. A prospective volunteer must complete an application form and be interviewed. Application forms of volunteers who are not selected will be kept on file for a period of one year, subject to review should a suitable volunteer position become available during that time. Volunteers may be required to undergo a background check.

Volunteers will receive training in their assigned duties from a library staff member. The volunteer supervisor is the Circulation Coordinator or Branch Manager unless otherwise specified at the time of selection. A copy of the library's Volunteer Information Manual will be provided to each volunteer upon selection. This manual contains information about the library procedures that volunteers are expected to follow and answers the questions that library volunteers commonly raise.

Volunteers shall work during hours when adequate supervision is available. Work schedules and specific time commitments will be arranged individually by each volunteer and his or her supervisor.

Community Service

Persons who seek assignments in order to meet a requirement set by an outside agency for the performance of community service shall be subject to the above selection process and all other provisions of this policy.

In the event that a worker is not able to adequately perform the duties assigned to him or her, the library will make an effort to reassign the worker if another suitable position exists at the time.

Failure to arrive as scheduled will result in the termination of community service to the Bartow County Library System.

The worker is responsible for providing and updating all paperwork.

Workers are not permitted in staff areas without a staff member.

Acceptable Computer Use

The Bartow County Public Library System is committed to the mission of providing informational, educational, cultural, and recreational material to Bartow County residents. In keeping with this mission, the Library offers public electronic resources available on the Internet.

The Library has no control over the information on the Internet. Although the Internet offers access to many valuable local, national, and international sources of information, not all sources are accurate, complete, current, or appropriate for all users. The Library is not responsible for the accuracy of Internet resources and databases. The Library is not responsible for any material transmitted electronically by users of its public Internet terminals.

As an unregulated medium, it is possible to intentionally or inadvertently find material on the Internet that is deemed offensive or disturbing to some users. The library system's Internet service is equipped with filtering software designed to block access to sites that contain visual depictions and/or information which is unlawful, which may reasonably be construed as being obscene, child pornography or materials "harmful to minors" as currently defined by law, or outside the scope of the library's collection. Filtering software, however, is not 100% effective, thus users may still encounter sites they find personally offensive or be blocked from sites containing requested research information. For this reason, patrons are responsible for their own use of the Internet. Parents are strongly advised to closely supervise their children's use of the Internet. Authorized library staff may disable the filtering software, during use by an adult, to enable access for research of other lawful purposes.

The monitoring of a minor's access to the Internet is the responsibility of that person's parent or legal guardian. Several safeguards are in place to (i) prevent access by minors to inappropriate matter on the Internet; (ii) to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (iii) prevent unauthorized access, including so-called 'hacking,' and other unlawful activities by minors online; (iv) prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (v) restrict minors' access to materials that are deemed harmful to minors. Measures consist of written parental permission for unsupervised access by minors, direct supervision of the minor's Internet access by the parent or guardian, and the installation of filtering software to filter inappropriate matter and materials that may be harmful to minors.

Because of the many different Internet and electronic applications available, the Library cannot provide complete technical or training support. The Library is not responsible for loss of data, damage, or liability that may occur from customer use of the Library's computers. Provision of networked information services does not constitute any endorsement of the contents of the information by the Library.

Definitions:

- *A minor is a person under 18 years of age. O.C.G.A. §16-12-102(3)*
- *Harmful to minors is defined as per current Georgia law, O.C.G.A. §16-12-102*
- *Obscene is defined under Georgia law, O.C.G.A. §16-12-80*
- *Child pornography is defined under federal and/or state law (18 U.S.C. §2256; O.C.G.A. §16-12-100.*

Computer Use Rules

Patron Responsibilities

All patrons who wish to use the Internet shall agree to accept and govern themselves according to the rules and regulations set forth by the Bartow County Library System. Patrons who do not comply with or deliberately violate the Library's Internet and computer use policies forfeits computer privileges in the Bartow County Library System.

All patrons must present their own current, unrestricted Bartow County Library System library card to access computers.

Patrons may temporarily download or save to the hard drive of the computer; once the computer is restarted, it will be removed. Patrons may save to a cd or flash drive. Patrons may purchase a cd for \$2.00 from the front desk.

The Bartow County Public Library is not responsible for anything lost due to computer problems. This includes anything done in word processing programs or on the Internet.

Computers are available on a first-come, first-served basis. There is a time limit of 60 minutes per day. Any patron who refuses to vacate a computer after the allotted time or who uses another patron's card to access the computers will automatically forfeit their rights.

Computer generated print jobs are assessed .15¢ per printed page. Patrons are required to pay for all pages printed.

Patrons are expected to comply with all copyright and licensing agreements and computer protection laws.

Peer-to-peer (p2p) file sharing is prohibited per online Copyright Infringement Liability Limitation Act of 1998 (OCILLA).

Internet Use

Persons under the age of 18 must have written consent, witnessed by a library staff member, in order to have Internet privileges. Parents or legal guardians of a minor are responsible for supervising the minor's Internet activity. Verification of age will be required during registration for Internet use.

Any patron who is under the age of eighteen and does not have a written consent form on file will not be granted access to the Internet. A parent must sign in an underage patron and supervise all Internet use of the underage patron while in the library.

All patrons must have valid library cards to use public computers. A guest computer is provided for non-cardholders with a time limit of 30 minutes.

Patrons will not be permitted to access sexually explicit material while on the Internet. Patrons will be given one warning and will then forfeit their privileges if their actions warrant a second warning.

Current virus protection software is maintained on public access computers; however, this is not completely effective. The library is not responsible for the transmission of a virus from a library system computer.

Installation, downloading or modification of software is prohibited.

Patrons will be permitted to e-mail on the Internet. E-mail accounts will not be provided by the library.

The staff of the Bartow County Public Library may provide basic instruction to patrons on Internet use as staffing permits. The staff will show patrons where they may locate books on how to use the Internet and refer them to scheduled computer training in the Educational Technology Educational Technology Lab.

Word Processing & Office Program Use

Classes on basic computer use and Microsoft Office programs will be taught at scheduled times in the Educational Technology Educational Technology Lab. Library staff will not provide this level of assistance on an individual patron basis.

Staff will not type patrons' work.

Children's Computer Use

Computers in the juvenile department are for use only by children under the age of thirteen (13), except between the hours of 9:00 – 2:30 p.m. during school days. During that time period, parents and caregivers can use an adjacent computer provided they supervise the child or children in their care. During weekends, holidays and summer hours, the computers are only available for use by children under the age of thirteen (13).

Children under the age of ten (10) must be supervised by a parent or a caregiver over sixteen (16) years of age when using the computer.

Children under the age of ten (10) must be supervised by a parent or a caregiver over sixteen (16) years of age when using the computers.

All patrons must present their own current, unrestricted library card to access computers. Parents and their caregivers can use their library card number, while present, to log their children into the system. Unattended children cannot use a parent's or caregiver's card number. Each child needs their own, unique library card number. Parents will also need to complete a juvenile Internet usage form in order for their children to access library computer services. Children will not be able to gain access without it.

Computer use is limited to sixty (60) minutes a day. Printouts are available for a .15¢ fee per page.

Staff will start programs and assist in technical problems related to the equipment only. Children requiring assistance to operate games should be supervised and instructed by a parent or caregiver over the age of sixteen (16).

Teen Computer Use

The computers in the Teen Center are for use only by teens ages thirteen to eighteen (13-18).

All patrons must present their own current, unrestricted Bartow County Library System library card to access computers. Teens cannot use their parent's or caregiver's card numbers in order to access the computer services. Parents will also need to complete a juvenile Internet usage form to give their teen access to computer services. Teens will not be able to gain access without it.

Computer use is limited to sixty (60) minutes per day. Printouts are available for a fee of .15¢ per page.

GALILEO Home Use

The Bartow County Library System will abide by all contractual GALILEO policies in accordance with the statewide vendor contracts. Per this agreement, GALILEO access passwords are to be distributed only to registered Bartow County Library cardholders in good standing and *in person*. Passwords may not be issued over the telephone. These users are not permitted to distribute this password to anyone else either orally or in writing.

GALILEO passwords will change quarterly. The library system is not responsible for notifying patrons of the password changes; the new password must be requested in person by a valid Bartow County Library cardholder.

Wireless Access Point Policy

The library will provide an Internet access point, or "hot spot," for users with portable computers capable of receiving wireless signals. This access point will allow users to access the Internet from their laptop computers when sitting within range of the access point.

Library staff will provide general information on the settings necessary to access the Internet via this connection. If a user has problems accessing the Internet over this connection, staff will verify the library's connection is operating correctly, but cannot perform any troubleshooting on the user's personal computer.

Printing is not available to patrons using the wireless Internet connection. As part of the library's network, the wireless connection falls under the filtering system implemented by Georgia Public Library Services.

Educational Technology Educational Technology Lab User Policy

The policies for the Educational Technology Lab will be in accordance with the Bartow County Library Computer Use Policies. All addenda to and variations from the Computer Use Policies will be clearly outlined below. Any policy not specifically indicated below, should be presumed to be covered in the Computer Use Policies.

The Educational Technology Lab is under closed-circuit television surveillance.

Patrons will be permitted to use computers for up to two (2) hours per day. If there is a computer available at the end of the original two (2) hours, an additional two (2) hours may be permitted. Patrons may spend a maximum of four (4) hours per day on Educational Technology Lab computers.

Patrons must wear headphones any time a program is being used that requires sound, so as not to disturb other lab participants.

Patrons are not permitted to install or remove software from any lab computer.

Patrons are limited to educational and instructional programs while using a computer in the Educational Technology Lab. Internet use is only permitted when complimenting or sustaining these educational and instruction programs. All other types of Internet use must be performed at the public computer block located in the lower level of the library. This ensures that Educational Technology Lab computers are being used in a manner intended.

Printouts are .15¢ each. All printouts must be paid to an Educational Technology Lab staff member.

Educational Technology Lab assigned staff will be available to assist patrons as scheduling permits. Public library staff members are unavailable to assist in the Educational Technology Lab due to scheduling and logistical restrictions.

Scheduled instructional classes will take place in the Educational Technology Lab on different days and at different times. Classes supersede general lab use. All general Educational Technology Lab computer use must end thirty (30) minutes prior to the start of a class. No general computer use is permitted during classes. Educational Technology Lab computers will shut down thirty (30) minutes prior to the closing of the library.

Due to limited seating for classes in the Educational Technology Lab a \$10.00 deposit is collected to hold the seat. The money will be refunded upon arrival in class or with a one week cancellation notice. Failure to attend the class results in forfeiture of deposit.

Patrons may not enter a class once it has started so as to not disturb other patrons.

Library wireless laptops dedicated to driver's license testing require a \$25.00 deposit for use by qualified students. Staff will secure the laptop in a tutor room. The deposit will be refunded when staff returns the laptop to the Educational Technology Lab. These computers are not for use outside of designated areas.

Youth Services Department Use Policy

The Bartow County Public Library welcomes children. Library staff members are trained to help children with library materials and services. We want to provide a safe and appropriate environment for all library users. However, the library is a public building. The library does not have facilities or staffing to provide childcare and childcare is not the library's role.

Parents and caregivers are responsible for the safety, comfort and behavior of their children while in the library. Children under the age of ten (10) should be supervised by a parent or adult rather than library staff.

A parent or adult chaperone may not leave a child under age ten (10) unattended in the library. This constitutes child abandonment and the police may be called to come take charge of the children.

Any person who violates this policy while in or on library premises will be given up to two (2) warnings at the discretion of library staff; then the person will be asked to leave the premises for a day. Subsequent offenses by that person will result in the immediate ejection from the library premises and could result in a loss of library privileges for three months.

Children should be encouraged to be as quiet as possible. They will not be allowed to run or participate in disruptive games in the Library. If a child becomes loud, unruly, or their behavior is deemed inappropriate by library staff, or is determined to infringe on the ability of the other patrons to be able to use the facility, they will be asked to leave the room.

Youth Programming Policy

The Bartow County Public Library System provides youth programming designed to help fulfill the informational, recreational, cultural and educational needs of youths and their families.

Content

The library provides developmentally appropriate programming for all ages from infants to teenagers. These include storytimes, summer reading programs, infant and toddler story programs, teen and young adult programming, family programs, outreach to local schools, library visits, and special events.

Staff and volunteers working with youth design, promote, execute and evaluate programs for children of all ages, based on their developmental needs and interests, and the goals of the library.

In addition, the library draws upon other community resources and partners with community agencies, groups and individuals to develop and present public programs that are central to the library's mission. Co-sponsored programs must include either participation by Library staff to plan and develop program content, provide logistical support, or include information about Library collections relevant to the program.

Storytime and School-Age Programming

The primary objectives of storytime programming are to help the child develop a love of stories and books, to develop a desire to read, to learn to sit attentively, to encourage participation, to learn to develop independence, and to be considerate of others.

In addition, school-age programming is designed to help foster creativity, cultural enrichment and to promote books and interests of this age group.

Infant and Toddler Programming

Infant and toddler storytimes provide a place for infants and toddlers to interact with their parents and caregivers through stories, movement and music. These programs are designed to give young children a fun and dynamic introduction to books, stories and reading.

Teen/Young Adult Programming

Library programs for teens are focused on promoting teen use of the library and to foster a life-long connection to libraries. Programs focus on literature, reading, imagination, creativity, teen interests and popular culture.

Attendance and Registration

Most library-sponsored programs will be free. However, a materials fee may be requested to cover the cost of materials used in the program, e.g., craft supplies. This fee should not exceed

actual cost and will be stated upfront.

Due to limited seating for technology classes and other fixed seating programs, a \$10.00 deposit is collected to hold a seat. The money will be refunded upon program attendance or with one week's cancellation notice. Failure to attend will result in forfeiture of deposit.

Some programs may require pre-registration.

The library reserves the right to cancel a program and rescheduling is at the discretion of the library.

Adult Programming Policy

The Bartow County Library System provides a wide variety of programs that promote the enjoyment of reading and provide cultural, educational, and recreational enrichment to the community.

Content

Programs will be planned to meet the interests and needs of community members and will represent the wide range of ideas and views contained in our materials collections. Presentation at the library of any specific idea, strategy, financial plan or investment does not constitute endorsement. Organizations or business affiliations used by the library in our promotions also do not constitute endorsement, merely acknowledgement.

The library's staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to library collections, resources, exhibits and programs

In addition, the library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular jobs and are not hired as outside contractors for programming.

Library programs must be non-commercial. No solicitation for business will be permitted. The sale of products at a library program is not allowed except for the following:

1. Because the library wants to encourage reading, writing, and an appreciation for culture, writers, performers, and artists may sell their own works at the library following programs.
2. The Friends of the Library may sell items at library programs they sponsor.

The library may partner with another agency or community organization when these programs are central to the library's mission. Co-sponsored programs must include participation by library staff to plan and develop program content, provide logistical support, or include information about library collections relevant to programs.

The library welcomes expressions of opinion from customers concerning programming. If a patron questions a library program, he/she should first address the concern with a library staff

member. Patrons who wish to continue their request for review of library programs may submit the Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials.

Attendance and Registration

Most library sponsored programs will be free. However, a materials fee may be requested to cover the cost of materials used in the program, e.g., craft supplies. This fee should not exceed actual cost and will be stated upfront.

Due to limited seating for classes in the Educational Technology Lab and other fixed seating programs, a \$10.00 deposit is collected to hold a seat. The money will be refunded upon program attendance or with a one-week cancellation notice. Failure to attend will result in forfeiture of deposit.

Some programs may require pre-registration.

The library reserves the right to cancel a program, and rescheduling is at the discretion of the library.

Meeting Rooms Policy

The goal of the Bartow County Library System is to encourage library usage by providing meeting room space for the community. Because the Library is intended for the use of all members of the public, all meetings are free and open to the public. All library programs take precedence in the scheduling of meeting rooms.

Policies

The meeting room policy reflects Article 6 of the Library Bill of Rights, which states, "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." The use of meeting rooms does not imply the library's endorsement of any ideas expressed in the meeting nor of the goals, objectives, or ideals of the person or organization using library facilities.

All advertisements, announcements, press releases, flyers, etc., relating to meetings must clearly state the event is not sponsored by the Bartow County Library System. All advertising and public notices must clearly designate the organizational sponsorship. An organization or group may not use the library for its official address.

Users of a meeting room are expected to observe the rights of other library users and staff members, to use the library for its intended purposes, and to leave the meeting space in the condition it was found. Users are expected to abide by the library's Rules of Behavior/Conduct policy.

The library is not responsible for any accident, injury, loss or damage to the private property of individuals or organizations using the facility. The user/use permit holder agrees to the Hold Harmless Agreement included with the Meeting Room Application. The user/use permit holder is liable for any damage to library property that may occur during use. The user/use permit holder shall be the only person authorized to make changes in the reservation.

The Bartow County Library System provides meeting rooms for civic, cultural, educational, and public informational meetings held by community and business groups. If a question is raised about the goals or activities of any organization, group, or individual requesting use of the meeting rooms, the Library Board shall be the final authority in granting or refusing permission for the use of the rooms. All activities occurring within the meeting rooms must not be closed to any person regardless of age, gender, race, religion, national origin, disabling condition or any other legally protected category.

No member of a group utilizing library facilities will receive financial benefit from any activity held on library property. Exceptions to this guideline include fundraisers to benefit the library, sponsored by the Friends of the Bartow County Library System or other library-related groups, and the sale of books or other items by authors or artists as part of a library program.

All meetings held at the library must be free of charge. No admission, collection, or donations may be taken. Exceptions to this guideline include supply fees for courses of an educational or cultural nature to be pre-approved by the library.

Displays, posters, and literature associated with a meeting may not be placed anywhere within the Library except in the meeting room during the meeting. Displays, decorations, and other

materials are not permitted on the walls of the meeting rooms. Library fixtures may not be removed. Exits must be clear at all times. All materials must be completely removed after use of the room; the room must be left in the same condition as found.

Reservations and Scheduling

Reservations will not be accepted by telephone or email. The Application Form with all fees and deposits must be submitted at least two weeks in advance. Confirmation of room reservation will be issued per the method requested on the Application Form.

Maintenance and other fees for the use of meeting room facilities and equipment have been established by the Board of Trustees. Fees apply to all applicants except meetings of the agencies of local government funding the Library.

All equipment must be scheduled in advance. Fees are charged as specified on the fee schedule. The Library encourages groups using the audiovisual equipment in the meeting rooms to make an appointment with a staff member for a brief overview of proper equipment use. Staff is not available to run equipment during meetings.

Hours of scheduling shall include the total time involved in the meeting, from the time the organization requires the room for setting up, to the time the room is vacated. The rooms may be scheduled before or after regular library hours by special arrangement, subject to the approval of the Library Director. No meeting may be scheduled on a library holiday.

Scheduling is on a first-come, first-served basis. The library reserves the right to cancel a reservation if the meeting room is needed for library use. Whenever possible, a twenty-four (24) hour notice will be given. This right will not be exercised except in emergency situations.

Reservations must be made by an adult (18 years or older). A group composed of minors (under eighteen years of age) must have an adult chaperone attend the event and assume responsibility for the group's activities and for the care of property and facilities.

Regulations

Library staff may enter and remain in a meeting room at any time during a scheduled event.

Rulings of the local county Fire Marshall as to the capacity of people in the rooms and other matters of safety shall be observed at all meetings.

The event cannot disrupt the ability of the library to conduct its business in a normal or orderly manner because of noise or other factors which will not be permitted.

No group may assign its reservation to another group.

Any group wishing to meet upon a repeating basis must submit separate Application Forms.

There is an additional maintenance fee of \$5.00 per hour when food is served in any meeting space. Light refreshments only may be served.

The library does not provide storage space for property or supplies of groups or organizations

using meeting rooms.

Library staff will not take or deliver messages for meeting participants.

All participants must abide by the Library's Rules of Behavior/Conduct Policy.

Only those arrangements for staff assistance approved and paid for in advance will be available on the date of the event.

Children under the age of 10 (ten) accompanying an adult to an event must remain with the adult at all times.

The contact person for each meeting is responsible for ensuring that each event participant is aware of and abides by these regulations.

Future use of the meeting rooms may be restricted or denied for any violation of these regulations.

The library system is not responsible for the loss or damage of any items left in the meeting rooms. The individual who checked out the room is liable for any damage to library property that may occur during room use.

The library will not provide supplies and/or equipment. Wireless access is available in all rooms.

Hold Harmless Agreement

All meeting room users are required to sign the "Hold Harmless Agreement" which states:

The user/use permit holder agrees to hold harmless the Bartow County Library System Board of Trustees for any injury or damages to the person or property of any person in the use of said premises or incurred during users/use permit holder's use of said premises and to defend that users/use permit holder's expense, any legal action that may be brought against the Bartow County Library System Board, the City of Cartersville, Bartow County Government or its agents, officers, board members or employees for personal injury and/or property damage during the period of use.

Small Group Study Rooms

The small group study rooms are available on a first come, first served basis during regular library hours of operation.

Rooms must be checked out at the information desk. The rooms are available for checkout for up to four (4) hours. The key card must be returned to the information desk when the room is no longer in use. Failure to return the magnetic key card will result in a \$5.00 non-refundable fine.

Maximum room capacity is six (6) people.

The library system is not responsible for the loss or damage of any items left in the meeting rooms. The individual who checked out the room is liable for any damage to library property that may occur during room use.

The library will not provide supplies and/or equipment. Wireless access is available in all rooms.

All rooms are monitored by closed circuit television surveillance.

Tutor Rooms

The tutor rooms are available on a first come, first served basis during regular library hours of operation.

Rooms must be checked out at the information desk. The rooms are available for checkout for up to four (4) hours. The key card must be returned to the information desk when the room is no longer in use. Failure to return the magnetic key card will result in a \$5.00 non-refundable fine.

Maximum room capacity is 2 (two) people.

All rooms are monitored by closed-circuit television surveillance.

Community Bulletin Board Guidelines

The bulletin board and brochure stand in the community wing are available for public use; materials posted or left in other areas of the library or in the library's kiosk will be removed by library staff and thrown away.

Individuals/businesses may post one sign or one flyer advertising their services or an event; library staff reserve the right to remove additional materials left.

Advertisements must be dated; those without dates are subject to removal.

Library staff reserves the right to monitor the bulletin board and remove undated and/or out-of-date materials, excess materials, or materials whose content is inappropriate for the setting of a public library.

Periodically, all materials will be removed so that the bulletin board can be redecorated.

Information Kiosk

Information kiosks or signboards are for library promotion only. Only library affiliated programs will be posted to the kiosk.

The daily community room banner provides meeting room use detail.

Art Gallery Exhibit Policy - Cartersville Public Library

Purpose

The goals of the Art Gallery of the Cartersville-Bartow County Public Library are to present exhibits to stimulate the appreciation and knowledge of art; introduce and encourage local artists; and reach non-traditional library patrons.

Display Space

The Art Gallery space is the hallway between the main reception area and the administrative offices of the Cartersville Public Library.

Selecting Exhibits

Equal opportunity to exhibit is extended to all Bartow County artists. Exhibits will be considered in regard to artistic expression, subject, style, medium, intended audience, community relevance, genre, and ease of installation. Exhibits will consist of original art by local artists, either individuals or groups, and exhibits in support of special library programming. A community standard may be applied due to the diverse age range served by the library.

Artists will be selected at the discretion of the Gallery Committee with approval of the director. Artists under the age of twenty-one (21) must have an adult or organizational sponsor for their exhibit. Selections will be made regardless of the beliefs or affiliations of those applying. The selection may be based on current programs, community events, special themes, or other considerations of the library's operation.

Applying for Exhibition

Applications for the use of Art Gallery space are available at the Cartersville Public Library. Interested artists will complete the Art Gallery Application and Agreement to Exhibit form. This signed application and a list of items to be displayed must be submitted prior to set-up of the exhibit.

Artists will submit print or digital photographs or examples of their work to the Gallery Committee. The resulting exhibit will consist of the artist's original work and be representative of the items accepted by the Committee. If giclées or prints of the artist's work are included they should be labeled as such. Reproductions or copies of masters or of widely circulated photographs or prints are not acceptable. The Art Gallery Committee chair and the library director reserve the right to excuse pieces from display they may deem inappropriate.

The library's need for exhibit space takes precedence over public requests to use the Gallery. The library may cancel without notice the use of the Gallery should the director or Board of Trustees determine the space is needed for library purposes.

Installation and Removal

All exhibits shall be set up and removed on the assigned dates. The exhibit time shall not exceed sixty (60) days. Should the artist wish to remove the artwork before the allotted time, they must make arrangements with the Committee or library director.

The artist will coordinate with a Gallery Committee member in placing the artwork. Placement must be completed by the date assigned, and at least twenty-four (24) hours prior to a planned opening. The actual placing and removal of the exhibit will be the responsibility of the artist. Exhibits must conform to the designated space and be securely affixed to display surfaces. Artwork must be appropriately framed with hardware for hanging. No tape, labels, tacks, or adhesives may be used on walls.

Exhibitors are responsible for providing insurance coverage of items exhibited or may exhibit at their own risk. Exhibitors shall hold harmless all employees and agents of the library, City, and County from any damage to or loss of items displayed, and from any personal injury occurring on the installation or removal of items displayed, whether or not library equipment is being used at the time. The library and Committee accept no responsibility for loss or damage to exhibited items, which are placed at the owner's risk.

Sale of Artwork

Prices may not be affixed to items. The artist may provide an information sheet to library staff to be distributed upon request, which can include the artist's name, contact information, descriptions of the works, and price. The library staff are not authorized to act as agents in the sale of art displayed in the Gallery. Any sales transactions must be completed away from library property. The exhibitor is responsible for payment of all applicable sales taxes. A sold item shall not be removed from the display before the exhibit's closing date unless an acceptable replacement is provided.

Exhibit Publicity

The Gallery Committee will work with the exhibitor regarding announcements, press releases, publicity, and promotions, the extent to be determined by the Committee. The library director must review all publicity before it is released.

Duties of the Art Gallery Committee

1. Publicize the availability of the Gallery space and encourage local artists to exhibit.
2. Review exhibit applications and make recommendations to the library director.
3. Schedule exhibits so the Gallery is in continual use.
4. Meet with the artist to approve details of the exhibit, including hardware to be used on walls, easels or other display stands, and proper presentation of the art (e.g., suitable mounting or framing). Oversee actual placement.
5. Obtain the artist's biographical information and a list of the work.
6. Plan and execute art openings or artist receptions for exhibits.
7. Be sure the artist has completed and signed the Application and Agreement to Exhibit form

before the work is displayed.

Policy Review

The Library does not advocate or endorse the viewpoints of any artist or exhibit. Concerns about any exhibit should be directed in writing to the library director.

This policy may be revised without notice by action of the Library Board of Trustees.

RULES OF BEHAVIOR / CONDUCT

The Bartow County Library System strives to provide an atmosphere that is conducive to the appropriate use of library services and resources. The public is required to comply with the library system use and behavior guidelines. All users and staff have the right to a safe and comfortable environment, as well as facilities and materials which are in good condition.

BEHAVIOR OR ACTIONS WHICH ARE CONSIDERED TO BE DISRUPTIVE OR UNSAFE ARE PROHIBITED ON LIBRARY PROPERTY. THESE MAY INCLUDE:

- Cellphone use in all service areas.
- Any loud, unreasonable, repetitive or disruptive noises created by persons, sound devices and other equipment.
- Engaging in disorderly conduct, fighting or challenging a fight, or using offensive language that is likely to provoke violence.
- Running in or around the library.
- Playing on the elevator.
- Exhibiting offensive personal hygiene; bringing in large bundles or personal possessions (for example: items too large to fit under a study chair); failure to wear appropriate clothing and shoes or the failure to secure clothes with buttons, zippers or other devices. Skateshoes are not allowed inside building.
- Misusing or abusing furniture including placing your feet or legs on furniture. Feet must be on floor at all times.
- Bringing animals or pets into the library (except guide dogs for the physically impaired).
- Following a person around the library, staring at a person, or persistently asking a person questions.
- Distributing or posting printed material / literature that has not been approved by the library system.
- Soliciting money or items or services.

- Panhandling or loitering inside the library or in parking lot or on library grounds.
- Leaving children unattended who are under the age of ten (10) or who require supervision.
- Leaving a child or young adult (up to the age of 17) on library property after closing time.
- Misuse of public restrooms. Restrooms are for library patron use only. Changing clothes and bathing in restrooms are not permitted.
- Carrying weapons of any type.
- Entering non-public areas such as staff workrooms, break room, offices, and storage areas.
- Skateboarding, rollerblading, or bicycling in the parking lot, garden or around the perimeter of the library building at all times.
- Bicycles are to be parked in the bike racks provided.
- Certain acts involving computer fraud or abuse of library system network computers or display of obscene materials on computer equipment (covered under the Georgia Computer Services Protection Act and punishable by fine, imprisonment or both).
- Library materials must be properly checked. Certain materials, such as reference items, may not be removed from the library. Willful concealment and/or unauthorized removal of library property are violations of Georgia law. (O.C.G.A. 20-5-54)
- Bringing food or beverages into the library (permitted in the community wing only). Intoxication and/or use of tobacco, alcohol or illegal substances. (GA Code 16-12-2, 16-11-41)
- Damage, destruction, theft or improper use of library property or facilities, including tampering with fire alarms. (O.C.G.A 20-5-52).

The library reserves the right to inspect all bags, briefcases, backpacks, containers, books and any similar items. Patrons should return to the desk if alarm sounds when exiting the library.

The library reserves the right to require anyone violating these rules of conduct to leave the library. The library may withdraw permission to re-enter library facilities for serious or repeated misconduct.

Communication of threats, physical violence or sexual misconduct (indecent exposure, unwelcome touching, or sexual harassment toward staff or patrons) will result in permanent exclusion from the library and notification of law enforcement authorities.

Engaging in any other illegal acts or conduct in violation of federal, state or local law, ordinance or regulation will result in notification of law enforcement authorities.

Any person who disregards a request by a staff member and/or security guard to leave the building will be immediately reported to the local law enforcement agency.

Response to Policy Violations

Any person not abiding by these or other rules and regulations adopted by the Library Board may be denied the privilege of access to the library or its resources, by the library director or designee. Library employees will contact law enforcement authorities if illegal activities are observed or reported or as otherwise deemed advisable. Based on the nature of the offense, warnings and other preliminary steps may be bypassed.

The library reserves the right to evict and/or ban in accordance with this policy, any person not abiding by the published Library Program Policy, including the Code of Conduct, and any other Library policy adopted and published by the library Board of Trustees from time to time.

Banning Process

- One verbal warning for any minor offense.
- Second policy infraction on the same day results in removal of the patron from the library premises for the day. Parent may be contacted, if applicable.
- Third and subsequent infractions within 3 years will result in banning from the library premises for not less than seven (7) days. Library card privileges will be revoked during the period of suspension. Parents of minors will be contacted.
- Indefinite suspensions may result from recurring, frequent, or serious infractions of library policies.

Notification of Action

Any patron who has been evicted and/or prohibited from returning to the library shall be provided with written notification indicating the reasons for the ban, the library policy violated, the duration of the ban and the appeals process.

An incident report is to be filed by library staff immediately to the library director, in addition to verbal notification of the action to the administrator or supervisor in charge.

Immediate and Permanent Eviction

Communication of threats, physical violence or sexual misconduct (including, but not limited to, indecent exposure, unwelcome touching or sexual harassment toward staff or library patrons) and engaging in any illegal acts or conduct in violation of federal, state, or local law, ordinance or regulation will result in immediate and permanent eviction from the library and the notification of law enforcement authorities.

Appeals Process

Any patron subjected to specific enforcement of this policy may file a written appeal to the Director. The Director will review any appeal made and provide a written response affirming, overturning, or modifying the enforcement action. Patrons objecting to the director's decision may make a written appeal to the Library Board within 10 days of receiving the Director's determination. The Library Board will review any appeal made to them at the next regularly

scheduled Board meeting and provide a written response affirming, overturning, or modifying the enforcement action. Failure to appear at the scheduled hearing will result in the denial of the appeal.

Noncompliance with Eviction or Ban

Any person who disregards a request by a staff member and/or security guard to leave the building and/or premises for a violation of Library Policy or who enters the library or premises while banned will be considered a trespasser and will be immediately reported to local law enforcement authorities and subject to arrest and prosecution for trespassing.

Gifts and Donations Policy

The Bartow County Library System welcomes gifts and donations to the library system. All donations must be made with the understanding that the donated material becomes the property of the library system and that the library has the authority to make whatever disposition of the donated property it deems advisable. The library may sell the item for value and use the proceeds for any purpose appropriate to the library's mission. All gifts and donations must be unconditional, transferring ownership and all rights of ownership to the library. Gifts and donations must be made without reversionary clauses or restrictive covenants.

Books and Related Materials

Books and other materials will be evaluated by the Collection Development Committee using the same standards that are applied to materials purchased with public funds. Materials that are placed in the collection will be added to the library that receives the donation, unless that facility already has a copy of the item. No special housing will be provided as a condition of acceptance.

Gift materials that do not meet the library's standards, those that are out of date, in poor condition, duplicates of items already owned, textbooks or those in a format unsuitable for library use, may be sold, exchanged, given to other organizations or discarded. They will not be returned to the donor.

Furniture, Furnishings and Equipment

The Library Director may, in his or her discretion, accept donations of furniture and equipment to the Library System. Any items donated become the property of the Library System and may be discarded, sold or used wherever deemed most appropriate.

Art, Photographs or Collectibles

Although the Library System is not an art gallery and has limited space for exhibition, it does accept some donations of works of art, photographs or collectibles. The acceptance or rejection of donations will be at the discretion of the director. Any disputes regarding acceptance may be submitted to the Bartow County Library Board of Trustees.

Memorials

The Library System welcomes memorial gifts. These items can be in memory of a loved one or they can honor a special occasion, such as the birth of a child. The donor may adopt an item in the library collection, request that a specific item be purchased as a memorial or request that the System select something as an appropriate memorial. Requested materials will be evaluated by the Collection Development Committee using the same criteria for selection as other purchased materials. Memorial items will remain at the library to which they were donated.

Monetary Gifts

The Library System welcomes monetary gifts. To enrich the Libraries' collections and avoid unnecessary duplications, the Library Director and/or Collection Development Committee will select the materials to be purchased.

All library staff are authorized to accept donations up to \$100.00. Donations in excess of \$100.00 should only be accepted by Administrative staff. All cash donations will be acknowledged by providing the donor with a receipt at the time of the donation.

Services

Where appropriate, the Library Director is authorized to accept the donation of services to the System. These services include, but are not limited to building repair and maintenance, landscaping and lawn maintenance.

Only the Board of Trustees of the Bartow County Library System can accept donations of real estate to the System. Acceptance of property must be done in an open meeting of the Board of Trustees, at which a quorum is present, by a majority vote of the Trustees attending. The donor must transfer the property by a clear title/fee simple deed to the Bartow County Library System without any reversionary clauses or restrictive covenants. Any real estate donated to the Library System may be used in any manner deemed appropriate by the Library System and may be sold at the discretion of the Board of Trustees.

Tax Information

The Bartow County Library System is a public agency and has been recognized as a 501(c) (3) charitable organization by the Internal Revenue Service. Donations to the Library System are tax deductible. Donations of property or services will be acknowledged by the Library System, but cannot be valued by the System. Valuation of the donated property is the responsibility of the donor. The **donor** has the responsibility for obtaining information about IRS requirements regarding claiming donations on tax returns. If the IRS requires written substantiation of the donation, it is the **donor's** responsibility to request this information from the Library System.