



Halifax County- South Boston Public Library System

Policy Manual

**Approved by the
Library Board of Trustees**

May 10, 2023

Updated September 12, 2023

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ART DISPLAYS

The Library allows displays of artwork at both branches.

Space for displays of artwork will be made on a first come, first displayed basis.

The display of artwork for Library programs and events will take precedence over other displays.

The Library has the right to reject any artwork that would cause a disruption to the normal operation of the Library.

All artwork displayed must meet local, state, and federal guidelines and laws on obscenity, libel, defamation of character, slander, and privacy.

Artwork must be placed and removed by the individual or group responsible for the display.

Displays shall be scheduled for a period of no longer than 60 days.

Artwork shall not be so heavy as to cause damage to walls.

Artwork displayed in the Library will not be sold in the Library.

Granting of permission to display artwork will not in any way imply the Library's endorsement of the artist or of the content of the works.

The Library assumes no responsibility for theft, loss, damage, or destruction of artwork.

CIRCULATION

Registering for a Library Card

An individual's first Library card will be provided free of charge.

There is no minimum age requirement for a person to receive a Library card.

Juvenile library account status is applied to the library accounts of all individuals under the age of 18. DVDs and video games may not be checked out on accounts with Juvenile status.

Registration may take place in-person or through the online registration form on the Library's website.

Individuals under the age of 18 must have a parent, grandparent, guardian, or custodian listed as the person responsible for materials that will be checked out on the card.

Library card registration also gives the individual privileges to use the Library's computers and internet connectivity. Adults signing library card applications for those under 18 years of age may elect to refuse these privileges for the cardholder.

Schools, assisted living facilities, government agencies, and other institutions may apply for a Library card by presenting a letter, signed by a representative of the school or other institution, to the Library staff.

The cardholder is responsible for all materials borrowed on his or her Library card.

Permission for another person to use a cardholder's Library card must be given by the cardholder and will be recorded in a note on the cardholder's Library account.

Library cards that are worn will be replaced for free.

If an individual's Library account has expired and the individual has lost his or her Library card, then the Library card will be replaced for free.

If an individual's Library account is current and his or her Library card is lost or stolen, then a replacement card may be issued for \$2.50.

It is the responsibility of the cardholder to notify the Library of his or her Library card is lost or stolen.

Library accounts with no activity for three consecutive years will be deleted, unless money is owed on the account or there are materials checked out on the account.

Checking Out and Renewing

When checking out materials, a patron may provide a Library card, a form of identification, or verify his or her address with a staff member.

No more than 50 items may be checked out at one time. This includes up to 15 DVDs.

DVDs and video games may not be checked out on Juvenile accounts.

DVDs check out for 7 days and may be renewed up to 3 times, provided that there are no holds on the item.

All other items check out for 21 days and may be renewed up to 3 times, provided that there are no holds on the item.

Magazines and newspapers do not circulate.

Materials in the Library's digital collections may have varying due dates and circulation rules that are imposed by the vendors or by purchasing consortia.

Staff may reset due dates if needed.

Renewals of materials may be done in-person, over the telephone, or online by the patron.

An item cannot be renewed if there is a hold on the item.

Borrowing privileges are suspended once a patron accumulates \$15.00 in overdue fines.

Holds

Patrons may place holds on items in-person, over the telephone, or online.

Patrons with holds will be contacted in one of four ways: telephone call, email, text, or postcard.

Items will be kept on hold for 7 days.

Checking Items In

There is a 3 day grace period on all items. If an item is not returned by the end of the grace period, then the accrual of overdue fines goes back to the original due date.

Overdues

The Library Board of Trustees, in consultation with the Library Director, establishes the level of overdue fines.

Patrons are responsible for knowing the due dates of the materials they borrow from the Library.

Patrons shall be notified of overdue items by mailed notices or emailed notices.

The first mailed overdue notice will be sent out once an item is 3 weeks overdue. A bill will be sent out once an item is 6 weeks overdue.

Patrons who return items for which they have been billed will only be charged the overdue fine.

Overdue fines are only charged for the days when the Library is open. They may be waived at the discretion of the staff.

Lost and Damaged Materials

Patrons are responsible for materials that are lost or damaged while in their possession.

Materials that are lost or damaged will be charged to the patron using a predetermined replacement cost.

Items that are damaged and paid for become the property of the patron.

Items that are lost, paid for, and then found become the property of the patron. The Library does not give refunds for lost items that have been paid for and later found.

Overdue fines associated with a lost or damaged item will be waived when the patron pay the replacement cost of the item.

Claims

A patron may claim that an item was returned or was never checked out by the patron. Staff may mark the item “claimed returned” or “claimed never checked out.”

Confidentiality

Library accounts are confidential. Parents or guardians of minors may view the minor’s Library account.

Options for Patrons Who Owe Money

Patrons owing \$15.00 or more may request to be placed on a payment plan. A payment equal to at least 5% of the total amount owed must be made each month. Three consecutive months without a payment will result in the patron being removed from the payment plan. Once the amount owed goes below \$15.00 the patron is automatically taken off of the payment plan.

Patrons may make payments using non-perishable food items, toiletry items, cat or dog food, or school supplies. Every item donated will equal \$3.00 in forgiven fines and fees. The library will ensure that the donated items are taken to the appropriate charities and agencies.

A patron who owes money for a lost or damaged item may find a copy of the exact same item at a lower price, purchase it, and donate it to the Library in lieu of paying the replacement price. The item must be in good condition.

CODE OF BEHAVIOR

Library buildings shall be safe, inviting, comfortable, pleasant places to visit.

Everyone is welcome at the Library.

The following behaviors are prohibited in both Library branches:

- Behaviors that are disruptive, that hinder the ability of Library staff to perform their jobs, that interfere with patrons' use of the Library, or that are a violation of local, state, or federal laws or ordinances.
- Bringing in beverages in containers without tops or lids.
- Bringing in meals or large food items. Small snack items, such as crackers, chips, or candy, are allowed.
- Bringing animals into the Library other than service, assistance, support, or therapy animals, animals used by law enforcement, or animals participating in a Library program or event.
- Consumption of alcohol and use of tobacco, including e-cigarettes and vaping devices.
- Lack of a shirt or footwear.
- Any violation of local, state, or federal laws.

Anyone in violation of these guidelines will be asked by Library staff to comply. If compliance is not forthcoming then the individual will be told to leave the Library for the remainder of the day. Serious or repeated violations may result in immediate expulsion from the Library, the individual being banned from entering the Library, or the involvement of law enforcement. Criminal acts which occur in the Libraries or on property surrounding the Libraries will be prosecuted to the full extent of the law.

COLLECTION DEVELOPMENT

Collection Objectives

The Library will make available a wide variety of print and non-print materials.

The collection is not archival and will be subject to weeding.

The collection will meet the needs of a broad range of people and will reflect a variety of beliefs.

Selection

Selection of materials for the collection is the responsibility of the Library Director,

Selection Criteria

Criteria for the selection of materials for the collection may include the following:

- Appropriateness and effectiveness of the format.
- Suitability of subject, style, and reading level for the intended audience.
- Reviews in both print and online resources.
- Awards, prizes, and honors received.
- Public demand.
- Date of publication or release.
- Reputation or significance of the author, or in the case of DVDs the actors, director, and producer.
- Relation to other materials in the collection.
- Cost.
- Availability of the item from the Library's vendors.

Collection Maintenance

The collection will be maintained and will be weeded in a timely manner using the following criteria:

- Date of publication.
- Accuracy of information.
- Circulation statistics.
- Last use compared to date added to the collection.
- Relevancy of subject matter.
- Public demand.
- Number of duplicate titles in the collection.
- Physical condition and appearance.

Donations

Donations of books and DVDs are accepted, with the understanding that the materials may be added to the Library's collection, sold in a book sale, or disposed of in another manner. Donated materials are subject to the same selection criteria as materials purchased by the Library.

Patron Requests

Patrons may place purchase requests for the Library to purchase certain books or DVDs. Purchase requests are subject to the Library's selection criteria for all materials and can be denied if the item requested is excessively expensive to purchase, difficult or not available to purchase, or does not meet the Library's selection criteria.

Request for Reconsideration of an Item

Current Library cardholders may request that an item be removed from the collection or relocated to another section of the collection using the following process:

- The cardholder must complete the Request for Reconsideration form and submit it to the Library.
- The Library Director will review the form, research the issue, and provide the cardholder with a written response within 30 business days of receiving the form.
- If the cardholder is not satisfied with the Library Director's response, then the decision may be appealed to a Review Committee, composed of the Library Director, the Branch Manager, and 3 members of the Library Board of Trustees.
- The Review Committee will research the issue and provide the cardholder with a written response within 60 days of receiving the appeal.
- During this process the item in question will remain in the Library's collection, in the original location.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Name _____

Address _____

Phone _____

Email _____

Library Card Number _____

Title of Item _____

Format of Item _____

Did you read, view, or listen to the entire item? _____

What are your concerns about this item? _____

Signature

Date

CONFIDENTIALITY

The Library follows all applicable local, state, and federal confidentiality laws and ordinances.

Parents or guardians may access the accounts of all minors in their care.

DISPLAY OF NON-LIBRARY MATERIALS

The Library makes space available on bulletin boards, display racks, shelves, and other areas for fliers, business cards, pamphlets, and other materials.

Materials must be approved by Library staff before being displayed. Any item not receiving prior approval will be removed and discarded.

Materials will be displayed in areas designated by Library staff and may not be of a size or quantity that they interfere with the display of other materials or of Library materials.

Materials with specific dates will be removed once the date has past. Materials without a specific date will be removed after 60 days, unless the items are of an educational and informational nature, in which case they will be removed at the discretion of Library staff.

Materials in support of political candidates or ballot measures, petitions, opinion pieces and articles, and materials which could be deemed obscene, pornographic, or disruptive to the environment of the Library, will not be accepted for posting.

The Library is not responsible for the protection and preservation of displayed materials.

The display of materials does not imply an endorsement by the Library.

FINES, FEES, AND MERCHANDISE COSTS

The Library Board of Trustees will regularly establish rates for Library fines, fees, and merchandise costs.

FOIA RIGHTS, RESPONSIBILITIES, AND FEES

The Virginia Freedom of Information Act (FOIA), located in § 2.2-3700 et seq. of the Code of Virginia (1950, as amended) (hereinafter, Va. Code), guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording --regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format -- that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

Your FOIA Rights

- You have the right to request to inspect or receive copies of public records, or both.
- You have the right to request that any charges for the requested records be estimated in advance.
- If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, you may contact the FOIA Council for a nonbinding advisory opinion.

Making a Request for records from the Halifax County-South Boston Public Library System:

- You may request records by U.S. Mail, fax, e-mail, in person, or over the phone. FOIA does not require that your request be in writing, nor do you need to specifically state that you are requesting records under FOIA.
- Your request must identify the records you are seeking with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records that you are requesting; instead, it requires that you be specific enough so that we can identify and locate the records that you are seeking.
- Your request must ask for existing records or documents. FOIA gives you a right to inspect or copy records; it does not apply to a situation where you are asking general questions about the work of the Library, nor does it require the Library to create a record that does not exist.
- You may choose to receive electronic records in any format used by the Library in the regular course of business.
- If we have questions about your request, please cooperate with staff's efforts to clarify the type of records that you are seeking, or to attempt to reach a reasonable agreement about a response to

a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

To request records from the Library, you may direct your request to the Library Director at PO Box 1729, Halifax, VA 24558, or by Phone 434-476-3357, by Fax 434-476-3359, or by e-mail at jay@halifaxlibrary.org. You may also contact the Library Director with questions you have concerning requesting records from the Library. In addition, the Freedom of Information Advisory Council is available to answer any questions you may have about FOIA. The Council may be contacted by e-mail at foiacouncil@dls.virginia.gov, or by phone at (804) 225-3056 or [toll free] 1-866-448-4100.

The Library's Responsibilities in Responding to Your Request

- The Library must respond to your request within five working days of receiving it. "Day One" is considered the day after your request is received. The five-day period does not include weekends or holidays.
- The reason behind your request for public records from the Library is irrelevant, and you do not have to state why you want the records before we respond to your request. FOIA does, however, allow the Library to require you to provide your name and legal address.
- FOIA requires that the Library make one of the following responses to your request within the five-day time period:
 - 1) We provide you with the records that you have requested in their entirety.
 - 2) We withhold all of the records that you have requested, because all of the records are subject to a specific statutory exemption. If all of the records are being withheld, we must send you a response in writing. That writing must identify the volume and subject matter of the records being withheld, and state the specific section of the Code of Virginia that allows us to withhold the records.
 - 3) We provide some of the records that you have requested, but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld, and must provide you with the remainder of the record. We must provide you with a written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld.
 - 4) We inform you in writing that the requested records cannot be found or do not exist (we do not have the records you want). However, if we know that another public body has the requested records, we must include contact information for the other public body in our response to you.
 - 5) If it is practically impossible for the Library to respond to your request within the five-day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow us seven additional working days to respond to your request, giving us a total of 12 working days to respond to your request.

- If you make a request for a very large number of records, and we feel that we cannot provide the records to you within 12 working days without disrupting our other organizational responsibilities, we may petition the court for additional time to respond to your request.

However, FOIA requires that we make a reasonable effort to reach an agreement with you concerning the production of the records before we go to court to ask for more time. Also, requests for certain records may need to be forwarded to one or more local governments that retain the requested records.

Costs

- A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in Va. Code §2.2-3704 (F).

- You may have to pay for the records that you request from the Library. FOIA allows us to charge for the actual costs of responding to FOIA requests. This would include items like staff time spent searching for the requested records, copying costs or any other costs directly related to supplying the requested records.

- The Library's fees to respond to a FOIA request are as follows:

Less than 6 pages copied and thirty minutes or less of staff time required to compile records: No fee.

If there are 6 or more pages copied: \$0.25 per page for black and white copies and \$0.75 per page for color copies in excess of 5 (no charge for first 5 pages) plus any applicable fee for staff time required in the process in excess of thirty minutes.

Unlimited pages, electronic copy only: No charge per page, but there may be an applicable fee for any staff time required in the process in excess of thirty minutes.

Staff time fee: No fee if staff time is thirty minutes or less. If staff time exceeds thirty minutes then the fee is \$6.00 per thirty minutes (\$12.00 per hour), rounded to the half hour, for all time in excess of the first thirty minutes.

Commonly used exemptions

The Code of Virginia allows any public body to withhold certain records from public disclosure, including the following:

- Personnel records (Va. Code § 2.2-3705.1 (1))

- Records subject to attorney-client privilege (Va. Code §2.2-3705.1 (2)) or attorney work product (Va. Code §2.2-3705.1 (3))
- Vendor proprietary information (Va. Code §2.2-3705.1 (6))
- Records relating to the negotiation and award of a contract, prior to a contract being awarded (Va. Code §2.2-3705.1 (12))
- Records used in closed session for Economic Development prospect/negotiations not announced by the governing body (Va. Code § 2.2-3705.1 (5))

Policy regarding the use of exemptions

- The general policy of the Library is to provide documents as requested unless (i) particular circumstances apply that would make release of the records detrimental to the interests of the Library or its employee(s); and (ii) an exemption from mandatory disclosure is allowed by state law.

FREEDOM TO READ STATEMENT

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

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish

and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

1. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions: It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author. A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous. The ideal of

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

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one. The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support. We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004. A Joint Statement by: American Library Association & Association of American Publishers. Subsequently Endorsed by: American Booksellers Association American Booksellers Foundation for Free Expression American Civil Liberties Union American Federation of Teachers AFL-CIO

Anti-Defamation League of B'nai B'rith Association of American University Presses Children's Book Council Freedom to Read Foundation International Reading Association Thomas Jefferson Center for the Protection of Free Expression National Association of College Stores National Council of Teachers of English P.E.N. – American Center People for the American Way Periodical and Book Association of America Sex Information and Educational Council of the U.S. Society of Professional Journalists Women's National Book Association YWCA of the U.S.A.

FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest possible access to film, video and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of view and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979.

Endorsed by the ALA Council January 10, 1990

INCLEMENT WEATHER

The Library Director, or in the Library Director's absence the Branch Manager, may adjust the Library's operating schedule due to inclement weather.

Adjustments to the Library's operating schedule due to inclement weather will be publicized through social media, through announcements sent to local radio and television stations, and through the use of the Library's telephone answering system.

INTERLIBRARY LOAN

The Library provides interlibrary loan service for patrons, adhering to all rules, regulations, and guidelines established by the Library of Virginia.

The Library only borrows items and does not lend items through interlibrary loan to other library systems.

Items that have been published within the most recent 12 months are not eligible to be requested through interlibrary loan.

Audiovisual items are not eligible to be requested through interlibrary loan.

There is a limit of 2 active interlibrary loan requests per patron at any one time.

Interlibrary loan requests are subject to approval by the potential lending libraries.

The patron placing the interlibrary loan request agrees to pay all fees associated with the borrowing of the item and agrees to pay the lending library any overdues fines or replacement fees if the item is returned late, damaged, or lost.

Request for an extension of the due date on an interlibrary loan item must be made at least 5 business days before the item is originally due.

The Library charges a \$2.50 shipping fee per each interlibrary loan item. The fee shall be collected at the time when the request is submitted and will be refunded to the patron if the Library is unable to fill the request.

LIBRARY BILL OF RIGHTS

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

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

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

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

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

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

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

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

LIBRARY DISPLAYS

Library staff develop displays to highlight the library's collection, increase circulation, and to inform the public about library programs and resources, as well as community programs, resources, and history.

Library display tables, end caps, and other staff designated spaces are only for Library displays.

The Library may draw upon other community resources in developing displays and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays.

Placement of materials on displays does not imply the Library's endorsement of ideas, opinions or viewpoints expressed therein.

Display topics and the materials selected for displays are both at the discretion of Library staff.

Questions or concerns about Library displays should be addressed with the Library Director in a written statement. The Library Director will review the statement and render a decision concerning the display. That decision will be final.

LOCAL HISTORY ROOM

Mission Statement

The mission of the Local History Room is to preserve information related to the history of Halifax County and the Southside region of Virginia, including the towns, cities, communities, and families of the region.

Access

Times of access to the Local History Room will be established by the Library Board of Trustees, in consultation with the Library Director and the Local History Room Coordinator.

Collection

Local History Room resources include books, online databases and resources, personal and family papers and histories, newspaper clippings, files, and other resources related to the mission of the Local History Room.

The Local History Room is not a museum or a repository for artifacts.

The Library accepts donations of resources to the Local History Room. Resources donated to the Library for the Local History Room will be considered unconditional gifts, will become the property of the Library, and will be subject to the same collection development and maintenance criteria as the rest of the Library's collection.

MEETING ROOMS

The Library has two rooms available for meetings at the South Boston Public Library. There are no meeting rooms at the Halifax Public Library.

Meeting rooms are available for use only during the South Boston Public Library's hours of operation.

Non-profits and not-for-profit organizations, as well as government departments and agencies, may use the rooms free of charge. For-profit entities may rent a room for a non-refundable fee of \$25.00 per use. For-profit entities may only rent a room for the purposes of employee meetings, employee training, or legal depositions.

All meetings must be open to the public.

Meeting rooms are not available for parties and social gatherings.

Library functions take precedence in the use and scheduling of meeting rooms.

Attendance in the meeting rooms may not exceed established capacity.

Use of the meeting rooms must not interfere with, impede, or disrupt the public's normal use of the Library.

Functions held in meeting rooms must be free of admissions charges.

The sale of merchandise or services, as well as the solicitation of donations, is not permitted in meeting rooms, except when part of a Library-sponsored function.

A completed meeting room application must be submitted by the individual responsible for reserving the meeting room. The individual must be at least 18 years old.

Minors are not allowed to be alone in meeting rooms and must have at least one adult with them at all times when using a meeting room.

Meeting rooms may not be reserved on a regular basis for more than 90 days, except for Library-sponsored functions, as well as government-related functions.

Use of a meeting room does not constitute an endorsement by the Library. Non-Library functions must not be advertised or publicized as being sponsored by or endorsed by the Library.

A projector and screen are both available if needed.

Refreshments may be served in the meeting rooms. The individual signing the meeting room application is ultimately responsible for ensuring that the meeting room is clean and in good order after being used.

PHOTOGRAPHING AND FILMING

Programs or events sponsored by the Library may be photographed or filmed by the Library's employees, individuals facilitating or performing in the program, or a Library representative. Photos, images, and videos may be used by the Library for promotional purposes. Library staff will make every effort to make individuals aware of photography and filming and will respect the wishes of anyone who does not wish to be photographed or filmed.

The Library allows photography and filming by credentialed news media photographers and journalists who are working on stories that directly involve the Library.

Casual photography and filming is permitted in Library facilities for patrons and visitors, provided that it does not interfere in any way with library operations, that it does not cause a disruption to the normal environment of the Library, that it does not break any of the rules outlined in the Library's Code of Behavior policy, and that it does not intrude upon the privacy and confidentiality of staff and patrons.

PUBLIC COMPUTER POLICY

The Library provides public computers featuring internet access and certain popular software programs.

Registered adult and teenage (13-17) patrons may use public computers by either using a guest pass or by using their library card number and PIN.

Registered patrons under the age of 13 may use public computers under the supervision of a parent, guardian, teacher, or child care provider and may use either a guest pass or their library card number and PIN.

Adults and teenagers (13-17) who do not have library cards may be issued guest passes in order to use the internet.

Minors under the age of 13 who do not have library cards may be issued guest passes only with the permission of a parent, guardian, teacher, or child care provider who is present at that time and who will provide supervision of the child's internet use.

Computer users initially sign up for a one-hour session. Extra time may be granted if no one else is waiting to use a computer.

Printing charges are established by the Library Board of Trustees.

Library patrons are prohibited from using internet computers for any illegal purpose. Patrons shall not use internet computers to access visual depictions that are obscene, pornographic, or harmful to minors.

Patrons shall not engage in any of the following activities or behaviors on internet computers: violating computer systems' security; damaging or altering software components of any network or database; unauthorized use of computer account access codes or network identification numbers; violation of software licensing agreements; violation of usage policies; violations of another user's privacy; attempting to modify or gain unauthorized access to library files, passwords or data belonging to others; harassment of other users; libeling or slandering other users; destruction of or damage to equipment, software or data belonging to the library or other users; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyrighted material. Illegal acts involving internet computers shall be prosecuted to the full extent of the law.

Filtering software is installed on internet computers.

Any violation of this policy may result in the patron's loss of computer privileges, being banned from the library, and/or the intervention of law enforcement.

PUBLIC USE OF LIBRARY TELEPHONES

Individuals may use Library telephones in cases of emergency, to arrange for transportation, or when related to a task being performed at the Library.

SOCIAL MEDIA PLATFORMS

The Library maintains a presence on several social media platforms for the purposes of promoting the Library and providing information to the public.

The Library welcomes appropriate public involvement via social media. Such involvement will be monitored and reviewed by Library staff. Comments, posts, or messages containing any of the following will be deleted, closed, or disabled, and the individual responsible will be blocked and prevented from future Library social media access:

- Obscene or racist comments or language.
- Personal attacks, insults, or threatening language.
- Potentially libelous statements.
- Plagiarism of copy-written material.
- Violations of intellectual property rights.
- Private, personal information published without consent.
- Comments unrelated to the content of the forum.
- Hyperlinks to material not pertinent to the discussion.
- Commercial promotions or spam.
- Organized political activity.
- Photos or other images that may fall into any of the above categories.

SOLICITATION

Solicitation is not permitted in either Library or on adjacent property.

Solicitation includes the attempted or actual sale or distribution of goods or services, distribution of political campaign materials, religious materials, petitions, or requests for donations that are not related to the Library.

UNATTENDED CHILDREN

Children under the age of 10 years old must be supervised by a responsible person who is at least 16 years old.

The supervision of minors using the Library is not the responsibility of Library staff.

Library staff will take all available measures to locate the parent, guardian, or caregiver or an unattended child.

If a child is left at the Library at closing time, staff will make all possible attempts to contact the child's parents or guardian. If a parent or guardian cannot be located and contacted within 10 minutes, then staff will contact law enforcement and report an abandoned child at the Library. At least 2 staff members will wait with the child at the Library until law enforcement or social services arrives.

VOLUNTEERS AND COMMUNITY SERVICE WORKERS

The Library will accept volunteer applications from individuals for the following situations:

- To help with special events, Library programs, or projects that staff have determined would benefit from the use of volunteers.
- To help an individual obtain volunteer hours that are needed to fulfill an academic requirement or a requirement for a civic club or organization. In this situation, the individual must have 20 hours or less of volunteer experience needed and must have a reasonable amount of time in which to complete the hours.

All potential volunteers must be at least 14 years old, submit a volunteer application, and be willing to submit to a criminal background check.

Schedules for volunteers will be established by staff and determined by need.

Duties for volunteers will be established by staff. Volunteers may not take part in duties involving patron or staff accounts or information, money or monetary transactions, or in any role that might pose a substantial risk of liability to the Library.

The Library does not use individuals who need volunteer hours as part of a community service agreement pertaining to a legal issue.

The Library does not maintain an on-going group of permanent volunteers.

WIRELESS INTERNET

Data going over the Library's wireless network is not secure. It is the responsibility of the user to protect any data transmitted over the Library's wireless network.

The Library assumes no responsibility for any damage that may result to user's computers from their use of the Library's wireless network.

Patrons shall not engage in any of the following activities or behaviors when using the Library's wireless network: violating computer systems' security; damaging or altering software components of any network or database; unauthorized use of computer account access codes, passwords, or personal identification numbers; violation of software licensing agreements; violation of usage policies; violations of other user's privacy; attempting to modify or gain unauthorized access to Library files, access codes, passwords, personal identification numbers, or non-public data; harassment of others; libeling or slandering others; destruction of or damage to equipment, software, or data belonging to the Library or to others; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyrighted materials.

Illegal acts using the Library's wireless internet connectivity will be prosecuted to the full extent of the law.