



*Teach a child to read
and they hold the world
at their fingertips.*

Nancy Carol Roberts Memorial Library Policy

learning access service community collaboration

Effective January 1, 2017

Adopted by Brenham City Council



Library Card and Circulation Policy

1. Purpose

- 1.1. The Nancy Carol Roberts Memorial Library (“NCRML”) welcomes and encourages the public to use the Library for information, education, enrichment and entertainment as outlined in the Nancy Carol Roberts Memorial Library Strategic Plan 2016-2026 (“Strategic Plan”). The Library Card and Circulation Policy protect the tax payers’ investment in the Library.

2. Patron Eligibility

- 2.1. The NCRML will provide library cards to any resident of the state of Texas at no charge. If they reside outside of Washington County, Texas there is a suggested donation. Please refer to the Nancy Carol Roberts Memorial Library Fee Schedule (“Fee Schedule”).
 - 2.1.1. Patrons must have a valid Texas ID or a photo ID with proof of Texas residency.
 - 2.1.2. Students of school districts situated within Washington County, Texas may obtain a library card with a student ID.
 - 2.1.3. Library cards must be signed by the patron in the Library.
 - 2.1.4. A patron may obtain a library card at the age of five (5) or older. A parent’s or legal guardian’s signature and valid Texas ID are also required until the patron reaches the age of sixteen (16).

3. Card Renewals and Replacement

- 3.1. The Library card holder’s information must be updated each year. The patron can come to the library or verify the account information over the phone to renew their membership.
- 3.2. A library card is required to checkout materials or other resources. If a patron does not have their library card with them, the Librarian may allow check out with a photo ID one time in lieu of the card.
- 3.3. There may be a charge for a replacement card. Please refer to the Fee Schedule.

4. Overdue Fees/Fines

- 4.1. There are four (4) stages of overdue fees/fines.
 - 4.1.1. Stage 1: Two (2) days overdue generates an automated call, email or text to the patron; according to their choice of contact method. The fine is a per-day/per-item charge with a one day grace period automatically extended on the first day.
 - 4.1.2. Stage 2: Fourteen (14) days overdue generates another automated call, email or text to the patron; according to their choice of contact method. The fine continues on a per-day/per-item charge until the maximum amount of a fine is reached. Library card privileges are suspended when a fine reaches the maximum amount and the materials are classified as lost.

- 4.1.3. Stage 3: Twenty-eight (28) days overdue, the Library Staff sends a postcard reminder. The fine continues on a per-day/per-item charge until the maximum amount of a fine is reached. Library card privileges are suspended when a fine reaches the maximum amount.
- 4.1.4. Stage 4: Sixty (60) days overdue, the patron may be referred to an outside collection agency.

5. TexShare

- 5.1. Nancy Carol Roberts Memorial Library is a participating library in the TexShare system. TexShare is a statewide library card that allows patrons to borrow physical materials from other Texas libraries.
 - 5.1.1. The Library will issue TexShare cards for Washington County residents only.
 - 5.1.2. A photo ID with a Washington County address is required when applying for a TexShare card.
 - 5.1.3. All TexShare applicants must be at least 18 years of age, have been issued a valid NCRML library card for a period of at least six months, and no fine balance.
 - 5.1.4. TexShare cards expire in one year and must be renewed in person at the Library.

6. Circulation Limits

- 6.1. Ten (10) items may be checked out at one time on a library card.
 - 6.1.1. Books and audios may be checked out for a three-week loan period.
 - 6.1.2. Movies may be checked out for a one-week loan period.
 - 6.1.3. If there are no reservation requests for the items, the item may be renewed either in person at the Library or by telephone up to three times.

7. Reserves

- 7.1. Any material that is checked out may be reserved for a patron. The patron may make a reservation online, by telephone or at the Service Desk. When the reserved item is ready for the patron to pick up, the Library will call, auto call, email or text according to the patron's choice of contact method. The item will be held for the patron for three days after the contact is made.

Collection Policy

1. Purpose of Collection Policy

1.1. The Collection Policy is a guideline describing how the Nancy Carol Roberts Memorial Library (“NCRML”) selects and evaluates materials that address the NCRML’s goals of expanding access to information, ideas and stories and supporting educational and learning opportunities. As the needs of NCRML’s patrons change, the Library will evaluate its Collection Policy and revise as needed.

2. Philosophy of our Collection

2.1. The *Library Bill of Rights* and the *Freedom to Read Statement* are supported by the NCRML and are integral parts of our collection development. The *Library Bill of Rights* and the *Freedom to Read Statement* are incorporated by reference into the Collection Policy.

3. Scope of Collection

3.1. The NCRML serves the public by providing a broad choice of print, non-print and digital materials. The materials are intended to inform, educate enrich and entertain patrons as outlined in the Nancy Carol Roberts Memorial Library Strategic Plan 2016-2026 (“Strategic Plan”).

4. Selection Procedures

4.1. The Librarian has the responsibility of selecting library materials. The Librarian may delegate the selection of material to qualified staff. Selectors are responsible for using professional judgement, information, available specialized library review sources and mass audience reviews for the selection of material. The public is encouraged to recommend materials that serve the interests and needs of the community.

5. Selection Criteria

5.1. All materials considered for the collection are based on the following criteria, although these criteria are not exhaustive and may be revised:

- 5.1.1. Popular interest
- 5.1.2. Contemporary significance or permanent value
- 5.1.3. Local interest
- 5.1.4. Readability
- 5.1.5. Treatment of subjects for various ages
- 5.1.6. Reputation of author or illustrator
- 5.1.7. Format or ease of use
- 5.1.8. Patron request
- 5.1.9. Cost and availability
- 5.1.10. Relationship to existing materials

6. Request for Reconsideration

6.1. Library patrons wishing to request the reconsideration of a particular material in the Library collection may submit a Request for Reconsideration of Library Material form. The request will be reviewed by the Librarian in relation to the Library's Mission Statement, the Strategic Plan and the Selection Criteria. The collection item can only be submitted for review once within a twelve-month period. The Librarian's decision may be appealed to the Nancy Carol Roberts Memorial Library Advisory Board.

7. Procedure for Review of a Request for Reconsideration

- 7.1. The request must be in writing and submitted on the form provided by the Library;
- 7.2. Include two reviews located by the Librarian if possible;
- 7.3. Be evaluated using the Mission Statement, Selection Criteria and *Library Bill of Rights*; and
- 7.4. Result in a letter sent to patron within thirty (30) days including *Library Bill of Rights*, reviews, awards or merits.

8. Continuous Review Evaluation Weeding (CREW) Process

8.1. The Library collection will be accessible, appealing, valuable and marketable. To maintain a quality collection, the Librarian has the responsibility for deselection of Library material. The Librarian may delegate this task to qualified staff. The CREW (Continuous Review Evaluation Weeding) manual, which is a best practice guide in the library service industry, shall be utilized by Library staff in evaluating material for deselection.

9. Continuous Review Evaluation Weeding (CREW) Criteria

- 9.1. All material for deselection from the collection is considered by these criteria, although these criteria are not exhaustive and may be revised:
 - 9.1.1. Out of date, copyright average
 - 9.1.2. Damaged or worn
 - 9.1.3. Space limitations
 - 9.1.4. Duplication
 - 9.1.5. Low interest
 - 9.1.6. Passed shelf life
- 9.2. Withdrawn items can be sold through the Brenham Fortnightly Club Book Drive, donated to nonprofit organizations or given away at the Librarian's sole discretion.

10. Donations

10.1 NCRML will not accept book donations in memorial or in honor of individuals, nor will the Library include name plates on specific books. Monetary donations will be accepted and a memorial book will be placed in the Library for memorials and "in honor of" donation recognition. Staff will send thank you letters for these monetary donations. Donated materials to the genealogy collection will be reviewed and evaluated for consideration to add to the collection.

Computer and Internet Usage Policy

Computers and the internet greatly expand the availability of information beyond the traditional Library collection. The computer system provides the opportunity to integrate electronic resources from information networks with the Library's other resources. The internet also enables the Library to provide information, education and recreation. However, it is an unregulated global medium for which the Library cannot guarantee the accuracy, authenticity, or appropriateness of the information discovered through this resource. This usage policy and guidelines help to identify activities and uses that support our mission and long range goals.

1. Library Patron Access, Use and Printing

- 1.1. Patrons must sign in to desktops using their library card number and password. By agreeing to the splash page, this action signifies that the patron understands and is agreeing to the City of Brenham Usage Agreement and Filtering System. The Nancy Carol Roberts Memorial Library Usage Agreement and Filtering System is incorporated by reference. See Appendix.
- 1.2. Computers located in the Children's Room and Wi-Fi devices are reserved for use by children and parents of children present in the room. This allows for appropriate parental supervision of all children under the age of 10.
- 1.3. Computer sessions are limited to one hour. Patrons may request an extension of one hour up to a maximum of three hours per day if no one else is waiting for a computer. All desktop computers will automatically shut down 10 minutes before the library closes.
- 1.4. Audio users are required to use headphones.
- 1.5. Patrons are expected to be knowledgeable in basic computer operations. Library staff may assist if time permits.
- 1.6. Only parents and legal guardians have the right and responsibility to monitor their own minor children's access to the internet and information.
- 1.7. Patrons entering personal information including financial records do so at their own risk.
- 1.8. Inappropriate use of the internet in a public environment is prohibited and may result in suspension or revocation of internet use privileges.
- 1.9. Activities which disrupt the library, violate copyright law, or damage equipment are prohibited.
- 1.10. The Nancy Carol Roberts Memorial Library is not responsible for work or information lost due to computer or system malfunction.

2. Wireless Access, Use, and Printing

- 2.1. Wireless internet access is available to all patrons. Agreeing to the City splash page signifies the user's agreement to the City of Brenham Usage Agreement.

3. Patron Wireless Devices

- 3.1. Patrons may connect to the library's Wi-Fi with their own wireless device after agreeing to the terms outlined on the City's splash page.

4. Library Wireless Devices

Nancy Carol Roberts Memorial Library offers a variety of wireless devices for in-library uses.

- 4.1. Patrons checking out a wireless device must have a valid library card. Staff will ensure all components of the device are with the wireless device at the time of checking out the device and when the device is returned. Wireless devices are for use only in the Library or on the Outdoor Patio. Check-out sessions are limited to two hours. Time may be extended for a one hour additional session if no one is waiting for the wireless device.
- 4.2. All wireless devices must be returned for check-in 15 minutes prior to the library closing.
- 4.3. Patrons use the library's wireless internet access at their own risk. The Nancy Carol Roberts Memorial Library is not responsible for work or information lost or damage that may occur from the use of the wireless internet access service.
- 4.4. Refer to the Nancy Carol Roberts Memorial Library Fee Schedule for wireless printing charges.

Confidentiality Policy

1. Purpose

1.1. The Nancy Carol Roberts Memorial Library (“NCRML”) preserves the privacy of the patrons’ circulation, registration and usage records. The Library endorses the recommendations of the American Library Association’s policy on Confidentiality of Library Records and the Library seeks to protect each library user’s right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted.

2. Removal of Library Records

2.1. Except during periods of transactions or daily library work, records will be removed when the information is no longer needed or upon expiration of any records retention policies. Applications will be destroyed after information is proofread. The City of Brenham’s Documentation Retention Policy is incorporated herein by reference.

3. State and Federal Laws and Guidelines

3.1. In compliance with state and federal laws, no patron information will be released except in response to: a ruling from the Attorney General pursuant to the Texas Public Information Act; court orders; subpoenas; or to law enforcement officers to identify suspects, victims or witnesses to a crime.

Gaming Policy

1. Purpose

- 1.1. NCRML offers an opportunity for gaming and gaming programs to make the Library more appealing to youth and teens, to encourage the use of the Library, to develop their love of books and reading, and to expose them to all of the other services of the Library. It is also available to adults to demonstrate the value of a non-traditional library service.

2. Ages

- 2.1. The Library welcomes youth ages 11-17 and adults to use the Library's gaming systems.

3. Rules of Conduct and Gaming Policy

- 3.1. Patrons wanting to use the gaming systems must read and agree to the rules and policy before using them the first time. This allows fair access and ensures proper use of the equipment.
- 3.2. The user must have a valid library card.
- 3.3. A signed gaming system agreement must be on file for each user.
- 3.4. Children under 10 may use the gaming systems if supervised by a parent or guardian or when participating in a special library program.
- 3.5. Gaming will be limited to posted library specified gaming hours only.
- 3.6. Open gaming will be limited to 1 hour per day. If no one is waiting for the game, play may be extended by another 30 minutes. Users must end play immediately at the request of the Staff or 15 minutes before closing.
- 3.7. Time limits can be suspended for organized programming and tournaments.
- 3.8. All users must first register and check out equipment at the service desk. Users are cautioned to not allow others to use items without first registering at the desk.
- 3.9. At the time of registration, the Staff will check out games, controllers or other accessories. After time is up, the Staff will check the items back in, making sure all the components of the game have been returned.
- 3.10. Patrons using a gaming system and equipment are asked to respect other patrons that are using the library and keep the volume and noise level low. Profanity is prohibited.
- 3.11. Users must quit play and check equipment back into the staff 15 minutes before closing.
- 3.12. Patrons who do not handle the equipment properly will be prohibited from play for the remainder of the day. Privileges can be suspended indefinitely if this occurs frequently.
- 3.13. Users may not bring or use games from outside the Library. User should only use games appropriate for their age.
- 3.14. Users are allowed to use their own controllers and accessories, but the Library assumes no responsibility for any damage or loss.
- 3.15. Failure to follow these rules may result in the loss of use of the library gaming system.

Internet Safety Policy

1. Introduction

- 1.1. It is the policy of the Nancy Carol Roberts Memorial Library (“NCRML”) to:
 - 1.1.1. Prevent user access over its computer network to, or the transmission of, inappropriate material via the Internet, electronic mail, or other forms of electronic communications;
 - 1.1.2. Prevent unauthorized access and other unlawful online activity;
 - 1.1.3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
 - 1.1.4. Comply with the Children’s Internet Protection Act.

2. Access to Inappropriate Material

- 2.1. To the extent practical, technology protection measures (or “Internet Filters”) shall be used to block or filter the Internet, or other forms of electronic communications, to prevent access to inappropriate information.
- 2.2. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- 2.3. Subject to Library Staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes. Any individual requesting unfiltered internet use must complete a Library Web Filtering Request for Consideration Form, to be reviewed and approved by the Librarian.

3. Inappropriate Network Usage

- 3.1. To the extent practical, steps shall be taken to promote the safety and security of users of the Library’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of electronic communications.
- 3.2. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:
 - 3.2.1 Unauthorized access, including so-called “hacking”, and other unlawful activities; and
 - 3.2.2 Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Education, Supervision and Monitoring

- 4.1. It shall be the responsibility of all members of the NCRML staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this Policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

4.2. Procedures for the disabling or otherwise of any technology protection measures shall be the responsibility of the City of Brenham's IT Supervisor or designated representatives.

5. Compliance

5.1. Failure to comply with this Library Internet Safety Policy, or misuse of the Library's networks or computers, including patrons' personal laptops and other mobile devices connected to the NCRML's Wi-Fi, may result in the loss of computer access privileges, potential loss of library privileges and possible criminal prosecution.

5.2. Any attempts to gain unauthorized access to restricted files or networks, to damage or modify Library-owned computer equipment or software or to intentionally download or save items to Library-owned computers will result in the loss of computer access privileges, potential loss of Library privileges and possible criminal prosecution.

Meeting Rooms Policy

1. Purpose of the Meeting Rooms Policy

- 1.1. Nancy Carol Roberts Memorial Library (“NCRML”) provides meeting spaces for educational, cultural, civic or charitable activities that address the six goals outlined in the Nancy Carol Roberts Memorial Library Strategic Plan 2016-2026. The meeting rooms are open to nonprofit groups and organizations whose purpose is not illegal and whose conduct is not objectionable.

2. Purpose of the Large Program Room

- 2.1. The Library offers a Large Program Room intended for groups to meet in a space with limited distractions from the Library. This room is named the Roberta Cole Johnson Program Room.

3. Use of the Roberta Cole Johnson Program (“RCJP”) Room Procedures

- 3.1. Use of the “RCJP” Room is subject to the following guidelines. These guidelines do not apply to Library programs and events.
 - 3.1.1. Library-sponsored activities are given priority for use of the “RCJP Room.
 - 3.1.2. All library sponsored meetings and programs must be free and open to the public.
 - 3.1.3. The RCJP room may not be used for social gatherings such as showers, birthday parties, or dances.
 - 3.1.4. Reservation applications may be completed online, by phone, or at the service desk and will be considered in order of receipt of a completed application. Scheduling may be done up to one year in advance of the event. All reservations will be approved by the Librarian and may be cancelled if needed. Weekend reservations are at the sole discretion of the Librarian.
 - 3.1.5. Rooms cannot be reserved by any single organization or individual on a weekly basis. A special use permit will be considered for limited exceptions.
 - 3.1.6. The RCJP room capacity is approximately 72 people as determined by the City of Brenham Fire Marshal.
 - 3.1.7. Room reservation applicants must be patrons of the NCRML and at least 18 years of age.
 - 3.1.8. While using the RCJP room, parties may not sell materials, solicit donations, or take offerings. No money can change hands. Contracts or orders may not be solicited or entered into while using the RCJP room
 - 3.1.9. The NCRML does not endorse any group’s policies or beliefs. The name “Nancy Carol Roberts Memorial Library” or “Roberta Cole Johnson Program Room” can only be used as a location designation for the program.
 - 3.1.10. The room must be clean and vacated by library close of business on weekdays and 9:30p.m. on Saturdays. If additional time is needed, it must be stated in the application and approved by the Librarian. Please refer to the Cleaning Checklist.

- 3.1.11. For meetings or programs that take place after the posted library hours, the responsible patron who reserved the room must be at the library before closing and must remain at the library throughout the entirety of the program.
- 3.1.12. The scheduled group is responsible for setting up chairs, tables and equipment prior to the meeting or program. Chairs, tables and equipment used during the program must be returned to the storage area. The room must be left in a clean and orderly condition. Refer to the cleaning checklist for cleaning requirements. The responsible patron will be billed for any janitorial fees resulting from inadequate cleaning or room damage, and will lose future library room reservation privileges.
- 3.1.13. Children's events must have at least one supervising adult for every 10 minors.
- 3.1.14. Refreshments may be served. Please report any stains or accidents immediately. Smoking is not permitted.
- 3.1.15. All RCJP room reservations will be available to be viewed by the public.

4. Purpose of the Media Room (Room A), Large Meeting Room (Room B) and Study Rooms (Rooms C and D)

- 4.1. The NCRML offers a large meeting room with technical equipment and study rooms to individuals and small group for meetings or study groups in a space with limited distractions from the Library.

5. Use of the Media Room (Room A), Large Meeting Room (Room B) and Study Rooms (Rooms C and D) Procedures

- 5.1. Use of the Large Meeting Room and Study Rooms are subject to the following guidelines. These guidelines do not apply to Library sponsored programs or events.
 - 5.1.1.1. Reservation applications may be completed online or at the service desk and will be considered in order of receipt of a completed application. Scheduling may be done 24 hours in advance. Walk-ins are welcome. Reservations are for two hour intervals. Additional time may be granted if there are no requests for the room.
 - 5.1.1.2. Any patron of NCRML age 13 years and older may reserve a room.
 - 5.1.1.3. The patron reserving a room must remain in the library at all times during its use. Any children under the age of 13 using the room must be accompanied by a guardian.
 - 5.1.1.4. The Large Meeting Room and Study Rooms must be vacated at least 15 minutes before Library closing.
 - 5.1.1.5. All functions in the Large Meeting Room and Study Rooms must be free and open to the public. The Library Staff will have unrestricted access to the rooms at all times. All doors to the Large Meeting Room and Study Rooms must remain unlocked during use.
 - 5.1.1.6. The Large Meeting Room and Study Rooms reservations will be available to be viewed by the public.

- 5.1.1.7. All meetings and programs must be free of charge. While using the meeting or study rooms, parties may not sell materials, solicit donations, or take offerings. No money can change hands. Contracts or orders may not be solicited or entered into in the meeting or study rooms
- 5.1.1.8. Rooms must be left in a clean and orderly condition. The responsible patron will be billed for any janitorial fees resulting from inadequate cleaning or room damage, and will lose future library room reservation privileges.

Patron Conduct Policy

1. Purpose

1.1. Everyone who uses the Nancy Carol Roberts Memorial Library (“NCRML”) has the right to facilities that are safe and comfortable. The Patron Conduct Policy sets a tone that supports appropriate behavior for the services provided. Persons using the Library for other than its recognized purposes may be temporarily suspended or expelled at the Librarian’s discretion.

2. Restrictions

2.1. Smoking, vapor use, smokeless tobacco, drinking, alcohol, and drug use is not allowed indoors or on the patio.

2.2. Abusive language and inappropriate behavior towards patrons or staff may result in temporary suspension or expulsion at the Librarian’s discretion. This includes but is not limited to lewd behavior, harassment, bullying, destruction of property, physical threats or aggression.

3. Cell Phone Usage

3.1. Cell phone use is allowed in the lobby, general reading and reception area. In consideration of other patrons, phone conversations must be quiet and minimal.

4. Food and Drink

4.1. Food and beverages are allowed in the lobby and during programming. Beverages must be in an enclosed container unless otherwise approved by the Librarian. Spills must be reported as soon as possible.

5. Concealed Weapons

5.1. See City of Brenham’s Policy related to Concealed Weapons

6. Service and Therapy Animals

6.1. See City of Brenham’s Policy related to Service and Therapy Animals

7. Theft

7.1. The NCRML works to protect the investment of library materials paid by taxpayers. All library material removed from the Library must be checked out through the service desk. It is considered theft to remove an item without checking it out. The police will be notified if the Staff suspects that theft was intended.

Library Services Policy

1. Purpose

1.1. Library services can play a vital role in the community. A long range goal of the Nancy Carol Roberts Memorial Library (“NCRML”) is to foster community connections and to be the place for people to gather, meet, get help with informational needs and attend programs.

2. Reference

2.1. The Library Staff may assist patrons as time allows with researching information. The Library provides online databases both from the TEXShare database sites and paid subscription sites to help patrons with reference and research needs. The Library also has a genealogy and Texana collection along with a collection of local newspaper and a microfilm machine.

3. Advice and Interpretation

3.1. The Library Staff may provide assistance and research for information as time allows but cannot give advice or interpret the meaning of information, including but not limited to, medical and legal matters.

4. Community Services

4.1. The Library Staff may refer a patron to community groups or organizations. The Library Staff welcomes any information from community groups or organizations so Staff can better direct patrons to appropriate resources.

5. Programming

5.1. The Library programming provides access to a variety of resources that enrich, enlighten, and entertain. It is free and open to the public. Programs may be geared toward a specific age group such as children, teen or adult but all age group are always welcome. Patrons are expected to abide by the Conduct Policy at all programming. Solicitation of a business is prohibited; however, businesses may leave cards and brochures at the Library. Any exceptions are subject to the approval of the Librarian.

6. Reserving Library Materials

6.1. Patrons can reserve materials from the Library collection either online, by phone or in person at the service desk. They will be notified through their chosen method of notification when the item becomes available. The material will be reserved for three business days before returning it to the shelf or passed on to the next patron in line.

7. Fax/Copy/Scan

- 7.1. Faxing services from and to the Library fax machine are available for a fee. Please refer to the Nancy Carol Roberts Memorial Library Fee Schedule.
- 7.2. Copies can be made on the Library copier. Please refer to the Nancy Carol Roberts Memorial Library Fee Schedule.
- 7.3. Scanning to an email address is free and available at the copier under the scan feature.

Unattended Children Policy

1. Purpose

1.1. The Nancy Carol Roberts Memorial Library ("NCRML") welcomes and encourages children to use its facilities and services. Responsibility for children using the Library rests with the parent, legal guardian or chaperone. Though Staff will always be concerned about the patrons, they cannot and do not assume responsibility or supervise children when left unattended.

2. Children 10 Years and Under

2.1. Children 10 years or younger must not be left alone in the Library. They must be accompanied by an adult or other responsible chaperone. They cannot be left alone in the Children's Room. Parents or legal guardians needing a computer may use the computers in the Children's Room while supervising their children.

3. Children 11 Years and Older

3.1. Children 11 years or older may use the Library unattended, subject to all policies and procedures adopted in the Patron Conduct Policy.

4. Disruptions

4.1. Disruptive children will not be allowed to interfere with library services used by others. Children who become disruptive may be temporarily suspended or expelled from the Library at the Librarian's discretion.

5. Unattended Children

5.1. If a child is left unattended, the following procedures will be enacted:

- 5.1.1. Staff will stay with the child as they try to locate the responsible person on the premises or by phone.
- 5.1.2. When this person is located, Staff will explain the policy regarding children unsupervised 10 years and under.
- 5.1.3. If the responsible person is not located or if the library is within 15 minutes of closing, the police will be notified and asked to pick up the child. Staff will remain with the child in the building until the parent or police arrive.

Volunteer Policy

1. Purpose

1.1. The Nancy Carol Roberts Memorial Library ("NCRML") welcomes and encourages the public to volunteer their time and talents to serve the Library. The Volunteer Program is designed to expand and enhance public service to the community. Volunteers may provide support service to staff, work on special projects or events, assist with computers, or assist with programming.

2. Conduct

2.1. Volunteers are expected to act in accordance with the Library policies and reflect a positive attitude toward all patrons. All transactions must be kept confidential.

3. How to Become a Volunteer

- 3.1. Complete and return a volunteer application.
- 3.2. Receive a tour, introduction to staff, and a copy of the Volunteer Policy.
- 3.3. Receive job orientation and training.
- 3.4. Sign in and out of each shift.

4. Dress

4.1. Volunteers must wear their volunteer badge while working. Appropriate dress is casual office attire which excludes shorts above the knee.

5. Health and Safety

5.1. Please notify a member of the Library Staff of any injury, whether minor or serious, that occurs while volunteering. Please notify a member of the Library Staff if any assignment is causing you physical discomfort.

Fee Schedule

Library Cards

Library Card.....	No Charge
Suggested Donation for Out of County Library Cards.....	\$10.00
Replacement Card.....	\$ 2.00

Fines

Fines Per Day Per Item.....	\$ 0.10
Maximum Fine and Account Suspended.....	\$ 5.00

Lost and Damaged Library Materials

Books, Audio, Videos, Etc.....	Cost of Item
Processing Fee for Items	\$5.00

Printing

Desktop Print.....	\$0.25
Wireless Print.....	\$0.25
Copier Print Black and White.....	\$0.10
Copier Print Color.....	\$0.25
Microfilm Print.....	\$0.25

Fax and Scan

Faxing Fees Will Be Determined By Vendor

Incoming Fax.....	\$1.00 Per Page
Scan.....	No Charge

Interlibrary Loans

Postage and Handling.....	\$3.00
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