



**It is the mission of the Demopolis Public Library to provide materials and services that help meet the individual, educational, and professional needs of the community. The library will serve the community as a stimulating space to exchange ideas and encourage lifelong learning.**

#### **I. Goals of the Demopolis Public Library**

- A. To assemble, preserve and administer, in organized collections, books and related educational and recreational materials in order to promote, through guidance and stimulation the communication of ideas, and enlightened citizenship and enrich personal lives.
- B. To serve Demopolis as a center of reliable information.
- C. To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition of ideas.
- D. To support educational, civic, and cultural activities of groups and organizations.
- E. To provide opportunities and encouragement of children, young people, men, and women to educate themselves continuously.
- F. To seek to identify the community needs of Demopolis, and to cooperate with other organizations, or services to meet community needs.
- G. To provide opportunity for recreation through the use of literature, music, films, and other art forms.

## **II. Governing Structure**

### **A. Trustees**

1. The Demopolis Public Library Board is established by Alabama State Code §11-90-1 through §11-90-4 and works under those same statutes and the Demopolis Public Library Policy Manual.

The Demopolis Public Library Board is composed of five members appointed by the City Council. Each member is appointed for a four- year term. The chairman of the board shall be chosen from the appointed members and shall have no less than 12 month's experience on the board prior to being appointed. The chairman shall serve a 2-year term and may be reappointed with consent. No stipulations on the length of a chairman's term shall be set.

2. Qualifications: Interest in the library, in the community, and in the library's relationship to the community; readiness to devote time and effort to carrying out the duties of trusteeship; recognition of the library's importance as a center of information, of community culture, recreation, and continuing education; close acquaintance with social and economic conditions, and with groups within the community; ability to work well with others; Initiative and ability to establish policies for successful operation of the library and impartial service to all its patrons; Courage to plan creatively, to carry out plans effectively, and to withstand pressures and prejudices, and devotion to the library, its welfare and progress.

### **B. Responsibilities and Duties of Trustees:**

1. Employ a competent and qualified librarian.
2. Determine and adopt written policies to govern the operations and programs of the library.
3. Determine the purposes of the library and secure adequate funds to carry on the library's program.
4. Know the program and needs of the library in relation to the community; keep abreast of standards and library trends.
5. Assist in the preparation of the annual budget and present it to the City Council.
6. Know local and state laws; actively support library legislation in the state and nation.

7. Establish among library policies those dealing with book and material selection.
8. Attend all board meetings and see that accurate records are kept on file at the library.
9. Be aware that if three board meetings in a row are missed dismissal and replacement may be requested.
10. Be aware of the services of the state library extension agency.
11. Report regularly to the governing officials and the general public.
12. Evaluate the service and the staff.

### **III. Personnel**

#### **A. The Demopolis Public Library employees shall be subject to the City of Demopolis Personnel Policy Manual.**

#### **B. Job Descriptions**

1. Library Director
2. Assistant Library Director
3. Circulation Manager
4. Children's Librarian
5. Library Assistant
6. Library Page
7. Custodian

#### **C. Library Staff Guidelines**

1. Staff must request all leave 24 hours in advance except in case of emergencies, sudden illness, or accidents
2. Personal phone calls shall be as brief as possible, not to exceed 3 minutes. Excessive personal phone calls either into or out shall be cause for reprimand.
3. Staff's cell phones should be stored with other personal belongings and should be turned off or on the silent setting.
4. No personal long distance phone calls are permitted. This is misuse of library funds. No directory assistance charges are permitted unless approved by the director.
5. Staff and interns only are allowed behind the circulation desk.
6. Staff are subject to the unattended children section of the Rules and Regulations for Conduct. Children under 12 must be supervised by a responsible adult – not a staff member.
7. Staff should not have food or drink on the counters at the circulation desk.
8. Staff should not play music in public areas of the library unless connected with some approved program or event.

#### **D. Library Staff Dress Code Guidelines**

An employee's appearance reflects the library image to the public. Staff will wear clean and well-maintained attire appropriate to the type of work they do. Shoes are required, must also be well-maintained, and must be worn at all times. Good grooming is required. In compliance with this policy, the following are examples of unacceptable attire:

1. torn, unhemmed, patched/faded clothing
2. halter tops, tube tops, muscle shirts, or low cut blouses
3. strapless sun dresses
4. shirts/dresses with straps less than two inches
5. short shorts or dresses (aim for walking length, or no more than 4 – 6 inches above the knee)
6. shirts with slogans or large lettering advertising (unless it is a library shirt promoting library programs)
7. T-shirts (unless it's a library shirt promoting library programs)
8. sweat suits/warm-up suits, sweat pants, and sweat shirts
9. athletic shorts
10. short shirts; shirts should cover your mid-section when reaching for books or shelving books, etc.

Acceptable dress is at all times under the director's and the board's discretion. If an employee reports to work improperly dressed, the director will communicate to the employee the appropriate attire and may instruct the employee to return home to change. The employee will not be compensated during such time away from work, and repeated violations of this policy will result in disciplinary action. On occasion the director may authorize exceptions to the dress code; Halloween and Summer Reading Program events are examples.

Because of varied work assignments and working conditions, it is not practical to establish specific and absolute criteria as to what is or is not appropriate dress. Some activities, such as cleaning days, outside activities, or craft projects, may call for variations in the dress code.

Approved by the Board of Trustees

August 27, 2012

## **IV. Collection**

The Demopolis Public Library acquires and makes available materials which inform, educate, entertain, and enrich persons as individuals and as members of society. Since no library can possibly acquire all print and non-print materials, every library must employ a policy of selectivity in acquisitions. The Library provides, within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value, timely materials on current issues, and items of popular interest. Within the framework of these broad objectives, selection is based on community needs, both those expressed and those inferred from study of community demographics and evidence of areas of interest. Consideration of age and appropriateness is given to reference and circulating materials for children and young adults.

### **A. Principles and criteria for the selection of materials for the general collection**

1. Print and non-print materials will be chosen for values of interest, information, and enlightenment of the diverse population of Demopolis and Marengo County. In no case will library materials be excluded because of the race or nationality or the social, political, or religious view of the authors.
2. The library will provide print and non-print resources presenting all points of view concerning the problems and issues of our time. No library materials will be removed from the library because of partisan or doctrinal disapproval.
3. Tools used in selection of adult and juvenile materials include professional journals, trade journals, subject bibliographies, publishers' promotional materials and review from reputable sources. Purchase suggestions from patrons are welcome and are given serious consideration.
4. For a well-rounded Children's collection, materials are selected based on local demand, professional and popular media reviews, and public and library staff recommendations while maintaining a collection suitable to the child's age and maturity level. All materials recommended, displayed, or promoted to children have been thoroughly vetted through our material selection process. The Demopolis Public Library follows the obscenity laws set forth by the state of Alabama. However, it is ultimately the parent's or guardian's responsibility to censor their child's library materials.

### **B. Selection Criteria for Minors**

For a well-rounded Children's collection, materials are selected based on local demand, professional and popular media reviews, and public and library

staff recommendations while maintaining a collection suitable to the child's age and maturity level. The Demopolis Public Library refrains from purchasing or otherwise acquiring materials advertised for consumers under the age of 18 if they contain obscenity, sexually explicit content, or other material deemed inappropriate for children or youth. Obscenity is defined as material that, as a whole, appeals to the prurient interest of the average person, depicts or describes sexual conduct in a patently offensive way, and lacks serious literary, artistic, political, or scientific value. Materials related to religion, history, biology, or human anatomy that are deemed age appropriate and serve educational or informational purposes are not subject to this policy. Such materials undergo evaluation based on their relevance to the library's collection development goals and the needs of our patrons.

### **C. Physical Location and Relocation Policy**

1. The 1<sup>st</sup> floor of the library contains Adult Non-fiction, Young Adult Non-fiction, Large Print Fiction, Biographies, DVDs for adults, and patron computers for adults (a person 18 or older). A patron must have a Tier 3 library card to check out materials from this library section.
2. The Mezzanine of the library contains Adult Fiction and Adult Audiobooks. A patron must have a Tier 3 library card to check out materials from this section.
3. The 2<sup>nd</sup> floor of the library contains materials for Children, Teens, and Young Adults. The printed material is placed within that space according to age, reading ability, and content appropriateness. There is a section for beginning readers (Readers section), picture books (Easy section), Juvenile Fiction, Young Adult Fiction, and Juvenile Non-fiction. Books classified as Readers, Easy, and Juvenile Fiction are for ages 5 – 12, while Young Adult is for 13 and older. The Young Adult books are in a completely separate section on the Children's floor. Library sections designated for minors will remain free of materials containing obscenity, sexually explicit content, or other materials deemed inappropriate by the Library Board. Materials containing obscenity, sexually explicit, or content otherwise inappropriate for minors will NOT be placed in the children's or young adult section. Materials related to religion, history, biology, or human anatomy that are deemed age appropriate and serve educational or informational purposes are not subject to this policy. The Demopolis Public Library reserves the right to remove or relocate materials from the young adult section if routine collection maintenance or if the Director determines that such materials have been classified/cataloged inappropriately. Children's DVDs are also on this floor. Items displayed on the 2<sup>nd</sup> floor will be based on library events and

programming, historical or regional significance, current events, and the interest of the patrons or public. If a patron finds a display objectionable, they may complete the form "Request for Reconsideration of Library Display."

*This form can be found in the at the back of the Policy Manual.*

#### **D. Audio visual Materials**

1. Audiobooks shall be subject to the same criteria for selection as stated in IV. Collection – Section A.
2. Videos/DVDs will be purchased as funds allow in the area of classic movies, family oriented movies, educational films, and movies with local significance.
3. New formats shall be considered for the collection when, by industry report, national survey results and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar consideration will influence the decision to delete a format from the Library's collection.

#### **E. Demopolis History Collection**

1. The overall scope of the Demopolis History Collection (DHC) will include the history of Demopolis and her people.
2. Certain subjects within the DHC necessitate a more regional outlook, such as historic homes, historic church buildings, historic school buildings, and regional waterways and bridges.
3. The Demopolis Public Library will strive to make the DHC accessible to the greatest number of people using the latest technology.
4. The DHC is limited to those materials which can be preserved through encapsulation or other similar method. Pamphlets and lengthy documents will be indexed in the DHC, but barcoded and stored in a vertical file.

#### **F. Scope and Limits of the Collection**

1. Materials that are no longer useful in the light of principles and criteria of selection of the library will be systematically weeded from the collection and made available for sale to the public.
2. Alabama books weeded from the collection will be given to the Alabama Public Library Service or other interested libraries.



## **G. Copyright and Censorship**

Censorship will be challenged by the Library in the maintenance of our responsibility to provide public information and enlightenment.

The Library will cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

The rights of any individual to use this Library will not be denied or abridged because of age, race, religion, national origins, or social or political views.

The Demopolis Public Library subscribes to the Freedom to Read Statement which interprets the Library Bill of Rights with these propositions:

1. We will make available to everyone who needs or desires them the widest possible diversity of views and modes of expression, including those which are strange, unorthodox or unpopular.
2. We need not endorse every idea contained in the materials we produce and make available.
3. We regard as irrelevant to the acceptance and distribution of any creative work the personal history or political affiliation of the author or others responsible for it or its publication.
4. With every available legal means, we will challenge laws or governmental action restricting or prohibiting the publication of certain materials or limiting free access to such materials.
5. We oppose labeling any work of literature or art, or any persons responsible for its creation, as subversive, dangerous, or otherwise undesirable.
6. We, as guardians of intellectual freedom, oppose and will resist every encroachment upon that freedom by individuals or groups, private or official.
7. Both as citizens and professionals, we will strive by all legitimate means open to us to be relieved of the threat of personal, economic, and legal reprisals resulting from our support and defense of the principles of intellectual freedom.

*From the Intellectual Freedom Statement*

## **H. Expansion of Resources**

The Library will keep itself informed of other publicly available resources of books and other materials in the area to avoid unnecessary duplications.

The Library will assist patrons in finding information beyond its own resources when necessary. The Library will collect sources for possible referrals including agencies, institutions, organizations, and individuals in and beyond the community.

The Library will also borrow materials from other libraries for patrons. The materials available to borrow are subject to the requirements of the lending libraries. Please see the Interlibrary Loan policy (p. 29) for more information.

The library will lend to other libraries materials which are requested for patrons with serious interest and which are not available in the borrowing library. Patrons of the Demopolis Public Library have a priority in the use of its materials.

## **I. Reconsideration of Library Materials**

The Demopolis Public Library selects a wide variety of library materials that satisfy the diverse interests of our community. The reconsideration policy sets forth a procedure by which individuals can seek the removal or reclassification of materials owned by the Demopolis Public Library. The principles of the Collection Development Policy will guide requests for the reconsideration of materials. No materials will be removed from the collection because of an objection to it without following the procedure described in the reconsideration policy.

### **General Requests for Reconsideration**

1. A library card holding Marengo County resident may request that the library reconsider removing or reclassifying library materials by completing a Request for Reconsideration Form, available at the Demopolis Public Library.
2. To initiate a review of the item in question, the Request for Reconsideration must be mailed to the library at *Demopolis Public Library Att.: Director 211 E. Washington St. Demopolis, AL 36732*, or delivered in person.
3. The director will receive the request and forward it to members of the Demopolis Public Library's Board of Trustees.
4. Once the review has been completed, a letter explaining the decision and its reasons will be sent to the person who submitted the Reconsideration Form.

*The Reconsideration Form is at the end of the Policy Manual.*

## **J. Gifts**

The Demopolis Public Library accepts gifts of books, audio visual materials, and other materials with the exception of the followings items:

- Records and archives of civic and community organizations
- School yearbooks
- Items in poor condition – yellowing, moldy, musty, marked in, or damaged
- Items which would require additional security
- Items over ten year's old that do not have a significant historical value

Gift material will be accepted with the understanding that the materials may be added to the collection, sold, exchanged, given to other libraries, or discarded.

Gifts of materials for the collection are subject to the same principals and standards of selection as outlined in IV. *Collection – Items A-G*. Gift items that are deemed acceptable will be added to the collection in normal sequence because separate collections limit the use by the public and complicate the location of materials. The Library cannot guarantee that any gift will be kept permanently.

Once accepted, donations are final and the exclusive property of the Demopolis Public Library and are, therefore, subject to all Library rules, regulations and procedures. At the request of the donor, gift items will be acknowledged using the Library's Gift Form. The Library cannot appraise gifts for tax purposes.

Gifts of money, real property and/or stock will be acceptable to the board. Those making monetary donations may wish to recommend how their contribution(s) are to be used. The Demopolis Public Library will comply with such requests whenever possible. However, the Demopolis Public Library reserves the right to commit donations to services and projects in keeping with its priorities. Monetary donations will be acknowledged in writing.

## **V. Internet Use Policy**

In meeting the needs of the citizens of Marengo County and the City of Demopolis, the Demopolis Public Library offers Internet access to our library customers. Our goal in providing Internet resources is to enhance our collection in size and depth with information that may not be otherwise available or as up-to-date. In our role to provide current, high demand materials, it is our goal to build a collection that is reflective of the community and its needs. Therefore, the library may limit access to Internet functions which it determines to be inconsistent with its mission and goals.

It is the Demopolis Public Library's policy to comply with the requirements of the Children's Internet Protection Act (CIPA) and the June 23, 2003 United States Supreme Court decision relating thereto. In doing so, the library understands that required technology protection measures (filtering software) may not be fully effective in blocking intended sites and may inadvertently block unintended sites.

To assure that customers of all ages are able to access Internet sites that have been mistakenly blocked, the library will provide a method by which they can request that such sites be unlocked and will unblock sites in a timely manner. For Adult patrons 18 and older, the library will disable the filter for the purpose of "bona fide research or other lawful purpose." Patrons must ask at the desk to have the filter removed.

Patrons are requested to exercise appropriate discretion in viewing materials. The library will not guarantee privacy for individuals using library public access computers to search the Internet and computer screens may be visible to people of all ages, backgrounds, and sensibilities.

Internet computers will not be used by anyone, including minors, for illegal activity, to access illegal materials, or to access materials that by local community standards would be obscene (see Alabama State Code Article 5 13 A-8-102.) Internet use will be managed in a manner consistent with the Library's Rules of Conduct which have been adopted and are posted in the Library. Failure to follow these guidelines, resulting in illegal or unethical use of the Internet, will result in revocation of a user's right to use this resource.

The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Internet. The Library is not responsible for damage to user's personal items or computers or for any loss of data, damage or liability that may occur from the use of the Library's computers.

Library staff are willing to help patrons. The levels of personal computer use and Internet experience will vary from person to person. Because of library scheduling, Internet and PC trained staff may not always be available. Staff may assist a patron, but cannot provide in-depth training. In order to use our computers most efficiently, PC

management software is installed on our patron workstations. This software will require all users to log in with a library card.

Adult patrons will have a one - hour session per day and child patrons will have one thirty - minute session per day.

#### **A. Internet Access by Minors**

Patrons 18 and under are required to have a filter on the computer while using the Internet. Even with the filter in place, parents and guardians, not the library or its staff, are responsible for the Internet information selected or accessed by their children. The filtering software will block many specific sites that may be offensive to some users, but may not block all materials that may be offensive to all users. Parents concerned about their child's use of the electronic resources must accept responsibility for determining content and establishing guidelines for their child's use that are consistent with personal and individual family values and boundaries. The library cannot assure their children's safety and security when using electronic mail, chat rooms, and other forms of direct electronic communication; cannot protect against their children's unauthorized access, including "hacking," and other unlawful online activities; and cannot protect against unauthorized disclosure, use, and dissemination of personal identification information regarding their children if their children provide it while using the Internet. Children who use the Internet without parental guidance may encounter material that is beyond their maturity level or otherwise unsuitable. The Library strongly encourages parents to discuss the use of the Internet with their children, to determine its most appropriate use.

As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and or accessed by their child/children.

#### **B. Guidelines for Accessing the Internet**

- 1.** You must have a library card to access the computers and internet. Only one card is issued per patron. Patrons may not use another patron's card to access the computers or internet.
- 2.** Only children 17 years or younger will be allowed to use the computers and access the internet on the children's floor.
- 3.** Adults and young adults ages 18 years and older are allowed to use the computers and access the internet on the first floor.
- 4.** Internet computers will not be used for illegal activity, to access illegal materials, or

to access materials that by local community standards would be obscene.

**5.** Installation, downloading, or modification of software is prohibited.

**6.** Users will respect Copyright laws and licensing agreements.

**7.** Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.

**8.** Users will respect the privacy of other users, and will refrain from attempting to view or read material being used by others. The Demopolis Public library prohibits unauthorized disclosure, use, or dissemination of personal information regarding library users, including minors.

**9.** The librarian in charge may establish the number of access sessions available per day, per user; such limitations will be dependent on facility-specific demand in order to provide access for a variety of users.

**10.** Users must end their session and leave the terminal when asked to do so by authorized library staff, even if they have not completed their access session.

**11.** The Demopolis Public Library network prohibits the use of chat rooms.

**12.** A patron may save or download information to a flash drive or email it to themselves. Flash drives, if available, may be purchased at the Circulation Desk.

**13.** Patrons must pay for pages before they print them. Library staff will add money to their library account. Prints are \$.25 per page. A patron may ask a librarian for assistance when printing.

**14.** Misuse of the computer, of established guidelines and/or Internet use policies will result in the loss of a patron's computer privileges.

### **C. Wireless Internet Policy**

Demopolis Public Library will provide free Internet access points or for users with portable computers or devices capable of receiving wireless signals, during normal library business hours. These access points will allow users to access the Internet from their laptop computers when sitting within range of the access points.

Library staff will provide general information on the settings necessary to access the Internet via these connections, but are not responsible for any changes you make to your computer's settings and cannot guarantee your hardware will work with our

wireless connection.

If a user has problems accessing the Internet over these connections, staff will verify the Library's connections are up and running, but they cannot assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer. Please refer to your owner's manual or other support services offered by your device manufacturer.

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

The Library will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices.

Printers are not available via the wireless connection at this time. You may also save your work to a flash drive or email files to yourself, then login to a wired library workstation and send jobs to the public printer.

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

## **D. INTERNET USE REGULATIONS**

The Demopolis Public Library provides internet access on computers for public use. The internet is filtered in order to comply with the Children's Internet Protection Act. The following are prohibited:

1. Use of chat.
2. Viewing obscene materials, child pornography, material that appeals to a prurient or unhealthy interest in or depicts or describes patently offensive way, violence, nudity, sex, death or bodily functions, or material that has been designated as for "adults" only.
3. Material that promotes or advocates illegal activities.
4. Gambling.

As no filter is 100% effective, Patrons must immediately leave any site that is prohibited should it be accessed and report it to a librarian. The librarian will then shut down that computer and report it to our IT provider. Adult users aged 18 and older may request that the filter be disabled for the purpose of "bona fide research or other lawful purpose. This request is subject to staff discretion and supervision. The prohibitions remain in effect.

The Demopolis Public Library (including the Library Board of Trustees or staff) is not responsible for the content of material that is retrieved through the Internet, or for any actions that may occur as a result of such actions. We are not responsible for the content that is printed through our printers. Patrons are responsible for retrieving their own prints from the copiers and printers at the time they are printed.

### **Termination or Prohibition of User Access**

When library employees believe that the user has failed to comply with the Internet Acceptable Use Policy and /or the Rules of Conduct, they are authorized to terminate any user's access session or to prohibit a user from subsequent access sessions for up to two weeks from the date of informing the user of that action. After a hearing before the Demopolis Public Library Board of Trustees, a library patron may be permanently barred from Internet access from the library.

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



Approved January 26, 1998  
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Revised August 26, 2024  
Demopolis Public Library Board of Trustees

## **VI. SERVICES**

The Demopolis Public Library is organized and maintained with one basic objective in mind - that of providing service to the people of Demopolis and Marengo County.

In order for the Demopolis Public Library to be an integral part of the Demopolis and County Community, a periodic study will be made in order to know people and groups thoroughly. Library staff members are to participate in the life of the Demopolis Community and to assume responsibilities in its organizations.

Resources and services of the Demopolis Public Library are available to all citizens of Marengo County and surrounding areas.

The Demopolis Public Library will not order books for citizens to purchase for private use. The Library will assist in the finding of educational and hard-to-locate materials.

### **A. LIBRARY HOURS**

Monday 9-5:00  
Tuesday 9-5:00  
Wednesday 9-5:00  
Thursday 9-5:00  
Friday 9-5:00  
Saturday CLOSED  
Sunday CLOSED

### **B. CURRENT SERVICES**

1. A circulating collection of materials for all ages in various formats.
2. A non-circulating collection of materials for reference and research.
3. Renewal of materials by telephone.
4. Book drop for returning books after library hours.
5. The library staff will make every effort to reserve a particular book for a patron.
6. A paperback book swap collection.
7. Reference service: the library will locate materials or information from our collection or through interlibrary loan.
8. Interlibrary loan.
9. Reader's advisory service.
10. Internet computers and wireless internet access.
11. Educational and office productivity software.
12. Electronic databases.
13. Adult programming.
14. Children's programming.
15. Photocopies.

16. Tours of the library.
17. Friends of the library group.
18. Meeting rooms.
19. Web site.

### **C. Equipment Policy**

Equipment will be defined as the following items:

- Radio/Cassette/CD player
- Screen
- TV
- DVD player
- LCD Projector
- Laptop
- Destination Teach Monitor & Computer
- Whiteboard/Easel
- Folding Chairs
- Sound System with 3 wireless microphones

The equipment listed above is for library and city use only. Equipment will be checked out to city employees for use at city functions. The equipment may be requested for use during meetings held in the library on a first-come first-serve basis. Individuals or organizations will be responsible for the operation and maintenance of the equipment during its use.

### **D. COPY / PRINT SERVICES** (Revised 1.2.2024)

1. Black and white copies on letter (8.5 x 11) - .25 per copy
2. Black and white copies on legal (8.5 x 14) or ledger (11 x 17) - .75 per copy
3. Two sided black and white copies on letter - .50 per page
4. Two sided black and white copies on legal or ledger – 1.50 per page
5. Color copies on letter - .75 per copy
6. Color copies on legal or ledger – 1.50 per page
7. Two sided color copies on letter – 1.50 per page
8. Two sided color copies on legal or ledger – 3.00 per page
9. Black and white copies printed from the computer - .25 per page
10. Color copies printed from the computer - .75 per page

## E. MEETING ROOM POLICY

The Demopolis Public Library meeting rooms are intended primarily for Library meetings, programs, exhibits, and events. When not needed for these purposes, the rooms are available free of charge to non-profit groups and organizations. Permission to use Library meeting rooms is revocable and does not imply that the Library endorses the aims, policies, views, or activities of the group or organization using the room. Anyone using the Library's meeting rooms must abide by the terms of this policy and all policies set forth in the Library Policy Manual.

Permission to meet in the Library does not constitute an endorsement of an individual's or groups beliefs. Signs shall be posted at the entrance to each meeting room at which a non-Library sponsored program is being held which states that "THIS PROGRAM CONTENT IS NEITHER SPONSORED, NOR ENDORSED, NOR APPROVED BY THE DEMOPOLIS PUBLIC LIBRARY OR DEMOPOLIS CITY GOVERNMENT."

1. It is recognized that the primary purpose of the library meeting space is to serve the needs of library sponsored programs and services, and such functions shall always have priority.
2. Library meeting space is not available for purely social gatherings, political or religious meetings, commercial ventures, or other programs that by their nature are not appropriate for the library's facilities. Groups may not charge admission or request donations for attendance or participation.
3. The Conference Room, First Floor Meeting Room, and a small office space downstairs are the only meeting spaces the library offers for organizations within the community. The meeting rooms are only available when the Library is open. All meetings must end 15 minutes before the Library closes.
4. Written application for use of the Conference Room (2nd floor) or the Meeting Room (1<sup>st</sup> floor) must be specified at the time of the reservation. The small meeting room downstairs is open on a first come - first serve basis. While tentative (i.e. "penciled in") reservations may be made by telephone, no space is considered reserved until a group or representative has completed and signed the library reservation form, the Director has signed the form, and copies of the form are on file at the Circulation Desk.
5. Groups that wish to make application for a **series** of meetings need fill out only one application form in advance of the first meeting, accompanied by a schedule for meeting dates, times, and other requested information. Reservations will not be made for more than a year in advance.

6. Under most circumstances, a group may not reserve a meeting room more than one time a month. The Library will determine any exceptions based on the space available, the time and day requested, and the interval between meetings.
7. The meeting rooms are only available when the Library is open. All meetings must end 15 minutes before the Library closes.
8. When an organization finds it necessary to cancel a reservation, the library should be notified **72 hours** in advance.
9. Groups wishing to use the library's folding chairs are responsible for the setting up and taking down chairs. Folding chairs must be folded and returned to the chair dolly.
10. Programs may not disrupt the use of the Library. Persons attending meetings are subject to all rules and regulations of the library.
11. Meeting groups of individuals under eighteen years of age must have an adult sponsor in attendance at their meeting.
12. light refreshments, i.e. coffee, juice, cookies, etc. may be served with the permission of the Library Director. The library does not supply table cloths, napkins, paper cups, etc. **No alcoholic beverages are allowed.** Library facilities must be left in a clean and orderly condition. Users must pay the cost for repair of any damages to facilities or equipment. **The individual signing the application shall be regarded as responsible for any such damage.**
13. Groups using meeting rooms are expected to conduct their proceedings in a quiet, orderly manner. Groups using the room are responsible for reasonable care of the room and will be held responsible for any damage and the general condition of the room following use.
14. The Library is not responsible for items left in its facilities. Storage space is not available
15. Library Administration is the final authority in granting or refusing permission for the use of the meeting facilities.
16. Use of the meeting rooms may be terminated at any time if the conduct of the group or any member of the group is disruptive or harmful to the facility, library materials, furnishings, or other individuals. Failure to observe these rules may be the basis for denial of all future use of the library meeting rooms by the group, organization, or individuals.

ORGANIZATIONS MAY NOT USE THE LIBRARY AS THEIR MAILING ADDRESS.

Organizations may not state or imply that the library is sponsoring their program. The library does not endorse the views of groups meeting within their facilities. Publicly announcing a meeting should in no way imply library sponsorship. Only those activities sponsored by the Library will be advertised by the Library.

*The Meeting Room reservation forms can be found at the back of the Policy Manual.*

## **F. Reference and Reader's Advisory Service**

Reference service is defined as assistance to readers in securing information and in using the library in study and research. (Reader's advisory is recommending the appropriate book or material that answers a patron's need.)

## **VII. Circulation**

### **A. Circulation Policy**

1. Patrons only residing in Marengo County on a temporary basis (one year or less) will not be allowed to use interlibrary loan services.
2. Materials placed in the book drop prior to 9:00 AM will be checked in using the date of the last business day.
3. Reserve books must be picked up within 24 hours of notification. If books are not picked up, patrons' names will be placed at the bottom of the reserve list.
4. Materials on reserve for other patrons shall not be renewed. Staff discretion may be used in the case of lengthy materials.
5. Unless otherwise noted, all materials will circulate for 2 weeks.
6. DVDs and designated encyclopedias shall have a 3 -day loan period.
7. Materials placed on special reserve, such as science project books, shall have a 3 day loan period.
8. Swap paperbacks must be reported to the circulation desk in order to be counted on circulation statistics. Patrons are asked to return the same number of paperbacks as taken on their next visit to the library.
9. Genealogy and local history material shall not circulate.
10. Materials may be renewed twice in person or by telephone.
11. The library's circulation system will shut down 15 minutes before closing. Materials should be checked out or checked in prior to this.

## **B. Obtaining a Library Card**

**1.** Each patron must be physically present to complete a library card application in order to receive a permanent library card. We will not accept library card applications through the mail or over the phone.

**2.** Each patron will present proof of residency for Marengo County. The following are acceptable forms of proof of residency:

- a. Alabama Driver's License
- b. Alabama Identification Card
- c. Government issued ID Cards including Military Identification
- d. Passport
- e. University or School Identification
- f. Verification of Address

**3.** If your current address is not listed on your photo identification, please bring one of the following documents along with your photo ID:

- a. Utility bill (phone, electric, water)
- b. Official mail with a recent postmark (bank statement, power bill, water bill, etc.)
- c. Vehicle registration

**4.** The parent or guardian of any patron under 18 must come to the library and present a completed library card application to a library staff member in order to receive a permanent library card. By signing this card, the parent or guardian accepts responsibility for materials checked out by the minor.

The Demopolis Public Library is requiring all minors to be issued a new library card based on a tiered system that limits their ability to check out materials.

### **Tier 1: Child Card**

This card allows users to check out material from the Reader, Easy, Juvenile Fiction, and Juvenile Non-Fiction sections of the Library and DVDs on the 2<sup>nd</sup> floor. Limited digital access to Libby

### **Tier 2: Teen Card**

This card allows users to check out material from the Reader, Easy, Juvenile Fiction, Juvenile Non-Fiction, Young Adult Fiction, and Young Adult Non-fiction sections of the Library only and DVDs on the 2<sup>nd</sup> floor. Limited digital access to Libby

### **Tier 3: Adult Card**

This card allows the user to check out material from any section of the Library. No Restrictions



**\*This information will be identified on the minor's new library card registration.**

5. If the parent or guardian has overdue books or over \$5 in fines on record with the library, then no card will be issued to the juvenile until the responsible adult has returned all books and/or paid fines in excess of \$5.
6. Applicants residing outside of Marengo County will pay a \$5 Out of County fee.
7. Applicants only residing in Marengo County on a temporary basis (one year or less) will pay a Temporary Card fee of \$15.00. This fee will be reimbursed when the card is returned to the library.
8. Each applicant will be issued the first library card free of charge if a permanent Marengo County resident.
9. Lost or damaged library cards will be replaced for a \$3.00 fee.
10. Patrons are responsible for reporting lost library cards to the library. They will be held responsible for all materials checked out on unreported lost cards. A restriction will be placed on these lost cards to keep them from being used by the wrong patron.
11. If fines in excess of \$5 are owed on a lost or damaged card, no new card will be issued until the fines are paid or until some suitable terms for paying the fine have been worked out between the library staff and patron.
12. An acceptable reference on the permanent record card is a relative or friend who doesn't reside with the patron, but who can be counted upon to know where the patron is living, if said patron moves.
13. If the information on the patron's card is no longer accurate no new card will be issued and no existing card will be renewed until the information is brought up to date.
14. Library cards MUST be presented to check out library materials.

### **C. Borrower's Agreement**

The Demopolis Public Library issues a library card to an individual. The card should be used only by the person to whom it has been issued. The card must be presented by the cardholder to access his or her record. The individual to whom the card is issued is responsible for the following:

- a. The return, in good condition, of all materials borrowed
- b. Payment of fines incurred for any overdue, damaged or lost materials
- c. Reporting a lost or stolen card immediately
- d. All charges on the card until it is reported lost or stolen
- e. Reporting promptly any changes in name, address or phone number
- f. All charges on the card as the result of lending the card or library material to another individual
- g. Parents or guardians of a library cardholder agree to be responsible for the above and to teach their child Library rules and guidelines to help in the use of his or her card

Approved by the Board of Trustees:

August 27, 2012

Revised August 26, 2024

#### **D. Privacy of Circulation Materials**

1. The circulation records of the Demopolis Public Library are confidential regardless of the source of the inquiry.
2. Circulation records shall not be made available to anyone except pursuant to such process, order or subpoena as may be authorized by law.
3. Upon receipt of such process, order of subpoena<sup>1</sup> consultation shall be made with the city attorney to determine if such process, order or subpoena is in good form and if there is a showing of good cause for its issuance.
4. If the process, order of subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released.
5. Any threats or unauthorized demands concerning circulation records shall be referred to the city attorney and the library board.
6. Any problems relating to the privacy of circulation records which are not provided for in the above five paragraphs are to be referred to the librarian and the library board.

#### **E. Fines**

1. Regular two week check out materials shall be charged at the rate of 10¢ per working day per item for overdue materials. The maximum fine will be \$10.00 per item for any overdue materials.

2. \$1.00 per item per day will be charged on materials with the 3- day loan period.
3. \$1.00 per item per day will be charged on interlibrary loan materials.
4. \$2.00 will be charged to replace library cards.

#### **E. Lost, Damaged, or Stolen Items**

1. If a library card or barcode is lost or damaged beyond usefulness, the patron shall report the loss to the library. Patrons who fail to report stolen cards will be held responsible for all materials checked out on the card. A restriction will be placed on all lost cards so that no further transactions can be made on the card. The patron must pay the \$3.00 replacement fee for a new card.
2. Library cards which are lost and then later found must be destroyed. Money will not be refunded for lost library cards.
3. Any material returned damaged shall be charged for according to lost book purchase prices. The patron may choose to keep the damaged book if being discarded by the library.
4. Lost books that are later found shall not qualify for a refund from the library.
5. Fees for lost supplies
  - a. Lost barcode \$3.00
  - b. Lost video case \$3.00
  - c. Lost audiocassette case \$6.00
  - d. Lost audio compact disc case \$6.00
  - e. Lost videocassette or DVD case \$3.00
  - f. Lost book & cassette/CD bag \$3.00
  - g. Lost cover \$4. 00
6. Materials IN PRINT: Lost materials shall be paid for at the current retail price (as per the library's current book vendor) plus a \$3.00 processing charge.
7. Material OUT OF PRINT:
  - a. Adult Fiction \$25.00 + \$3.00
  - b. Adult Non-Fiction \$28.00 + \$3.00
  - c. Juvenile Fiction & Easy \$15.00 + \$3.00
  - d. Juvenile Non-Fiction \$20.00 + \$3.00
  - e. Magazines (Juvenile & Adult) \$5.00 + \$3.00
  - f. Encyclopedias (Circulating) \$30.00 + \$3.00
  - g. Audiobooks on cassette \$28.00 + \$3.00

- h. Audiobooks on CD \$38.00 + \$3.00
- i. Mass Market Paperbacks \$7.00 + \$3.00
- j. Pamphlets \$1.00 if cost unknown.
- k. Videos and DVDs \$26.00 + \$3.00
- l. Easy Book and Cassette Kit \$18.00 + \$3.00
- m. Single Audiocassette or CD \$8.00 + \$3.00
- n. Reference \$60.00 + \$3.00

## 8. Demopolis Code

### Sec. 14-3. Theft of Library Material

(a) *Definitions.* As used in this article, the following terms shall have the respective meanings ascribed to them:

(1) *Library card:* A card, plate or other library application or record for purposes of acquiring library material taken or issued by a library facility for purposes of identifying the person to whom the library card or plate was issued or for whom the record was established to authorize the borrowing of library material, subject to all limitations and conditions imposed on such borrowing by the library facility issuing such card or plate or taking such application or record in order to borrow library material.

(2) *Library facility:* Any city library, other public library, or any library of a museum, educational institution, historical institution or eleemosynary institution, organization or society.

(3) *Library material:* Any book, plate, picture, photograph, engraving, painting, sculpture, statue, artifact, drawing, map, newspaper, pamphlet, magazine, manuscript, document, letter, microfilm, sound recording, audiovisual material, magnetic or other tape, electronic data processing record, or documentary, written, or printed material, regardless of physical form or characteristics, or any part thereof, belonging to or on loan to or otherwise in the custody of a library facility.

(4) *Premises of a library facility:* The interior of a building, structure, or other enclosure in which a library facility is located and in which the library facility keeps, displays and makes available for inspection or borrowing library material, but for purposes of this section, such premises does not include the exterior appurtenance to such building, structure or enclosure, nor the land on which such building, structure or other enclosure is located.

(5) *Library theft:* A person commits the offense of library theft when such person does any of the following acts:

(a) Knowingly and intentionally removes any library material from the premises of a library facility without authority to do so; or

(b) Knowingly and intentionally conceals any library material on the person or among such person's belongings, while still in the premises of a library facility and in such manner that the library material is not visible through

ordinary observation although there may be some notice of its presence and removes such library material beyond the last point in the premises of that library facility in which library material may be borrowed in accordance with procedures established by that library facility for the borrowing of library material; or

(c) With the intent to deceive, borrows or attempts to borrow any library material from a library facility by: 1.) use of a library card, plate application or record issued to another without the other's consent or 2). use of a library card, plate, application or record knowing that it is revoked, cancelled or expired or 3). use of a library card, plate, application or record knowing that it is falsely made, counterfeit or materially altered.

#### Sec. 14-6 Offenses and Miscellaneous Provisions

(6) Borrows from a library facility, library material and willfully, without good cause, fails to return such library material within twenty (20) days after having been mailed written notice by certified mail from the library facility demanding the return of such library material. Mailing to the address on record in the library on the card, plate, application or record will constitute notice whether or not received.

(7) *Posting of warning:* Each library facility shall post a copy of this section in a prominent location in the premises of the library facility in which the borrowing of library materials occurs.

(8) *Penalty:* Any person violating any provision of this section shall be fined not less than twenty-five dollars (\$25.00), within the limit prescribed in section 1-8, for each offense. Any person violating any provision of this section may, in addition to a fine or in lieu of a fine, be imprisoned as provided in section 1-8. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

(Ord. No. 1985-2, §§ 1-4, 1-17-85)

#### Sec. 14-4. Loitering on premises of library

It shall be unlawful for any person to loiter, remain, or wander in or about the city library or the grounds or the parking lot associated and surrounding the library after having been told to leave by any police officer of the city or by any authorized official of such library.

(Ord. No. 1987-5, 6-18-87)

## **F. Policies for Collection of Overdue Books and Outstanding Fines**

1. Patrons with outstanding fines of \$5.00 or more will be restricted from borrowing materials and using the computers. When the fine has been paid to an amount less than \$5.00, the patron's lending and computer privileges will be restored.
2. Twice annually, in May and January, the library will send outstanding fine notices to patrons who owe more than \$20.00 on materials that have been returned.
3. Collection of outstanding books and fines will consist of the following procedures:
  - a. One phone call after the materials are overdue by 5 days. Librarian will renew the items as a courtesy, but not waive the fine accrued.
  - b. A bill notice will be sent to the patron advising them of the overdue materials after 30 days, 60 days and 110 days.
  - c. A list of Patrons with items out for over 110 days may be sent to the municipal court.
  - d. If no action is taken by patron after 120 days, one registered letter may be sent to the patron advising the patron of the books or fines and the library's policy on collection of these items.
  - e. Swearing out a summons by the librarian may occur.
  - f. Possibly, the items being collected by the police or taking the patron to municipal court.

## **G. Interlibrary Loan Policy**

1. Patrons may borrow books from other libraries using Interlibrary Loan Service. Patrons must have a valid library card in order to be eligible to use interlibrary loan service. Patrons with temporary library cards will not be eligible. The librarian will have the right to refuse interlibrary loan service at her discretion if the patron has outstanding fines or overdue materials.
2. Patrons with fines on their card may not be eligible for interlibrary loan service.
3. Only three (3) items per patron will be requested at a time.
4. The rate for interlibrary loan materials will be \$4.00 for the first item and \$2.00 for each of the additional items.
5. Patrons will pay for the interlibrary loan when the book is picked up at the circulation desk. A staff member and the patron will initial a receipt showing that the book was paid for and picked up by the patron.

6. All interlibrary loan materials overdue will be subject to a \$1 .00 per day per book fine until the materials are returned. The overdue amount can be assessed to the patron's library record and may result in suspended borrowing privileges at the Demopolis Public Library.

7. The following form shall be placed in all Interlibrary Loan books.

DO NOT REMOVE THIS SHEET FROM THE BOOK!

#### INTERLIBRARY LOAN POLICY

Demopolis Public Library  
211 East Washington Street  
Demopolis, AL 36732  
334-289-1595

1. This material is loaned to you through the Alabama Public Library Service (APLS), the Demopolis Public Library and the lending library.
2. A fee of \$4.00 for the first book and \$2.00 for each additional book is charged. 3 books can be borrowed at a time.
3. A time restriction is involved. Please check to be sure when your book has to be returned.
4. \$1.00 per day will be charged for each overdue book. If the book is overdue and the fine is not paid, the librarian may revoke further Interlibrary Loans until these have been cleared up.
5. If you wish to renew this material, it must be requested from and approved by the lending library. You must call or bring the book to the Demopolis Public Library (289-1595) THREE DAYS before the due date. No materials may be renewed if it is returned overdue. Patrons may only renew materials 1 time.
6. You are responsible for knowing these rules whether or not you have read this sheet.

## **I. ARCHIVAL USE POLICY**

Any persons of good conduct may make written application to the Director of the Demopolis Public Library for permission to examine manuscripts and archival materials. Permission, subject to any general restrictions on access imposed by the writer, the donor, or the Library, will be granted at the discretion of the Director to properly accredited persons whose purposes are acceptable.

Manuscript and archival materials may be used only in the downstairs main reading room next to the desk or in the Gwyndolyn Collins Turner Reading Room upstairs. Manuscript and archive users are required to conform to the regulations governing handling which may be specified by the Director. Inks are considered potentially damaging to original documents and thus are not to be used during note taking.

### **Publication of manuscripts and Archival Materials**

Permission to examine or to copy a document does not convey the right (or permission) to publish or otherwise reproduce the material. Publication privileges may be secured only upon the joint authorization of the Director and the writer, or donor, or the Marengo County Genealogical Society as applicable. Provided that;

- The applicant appears competent to deal with the materials in question (as attested by the applicant's references or by his/her position);
- The contemplated research project meets commonly accepted standards of scholarship;
- Written permission for the specific use intended has been secured from the holder of the literary rights.
- Prior publication permission for the material has not been previously reserved for another scholar.

Where permission to publish is granted, the applicant agrees;

- To indicate in the published work that the original work is located in the Demopolis Public Library;
- To assume full and complete responsibility for any infringement of copyright or literary rights that might grow out of publication of the material.



## Duplication Services

Reproductions are limited to such material in the Library as the Director considers suitable for duplication. The Director reserves the right to limit the number of items copied, or to decline to make reproductions of any particular item, especially when such reproduction cannot be done without injury to the material. The Library does not sell reproductions, but provides service of copying for the personal use of the applicant, and the fee paid is exclusively for such service. Reproductions are made solely for the purpose of study and research, in lieu of loan of the material. Only one copy will be made of any portion of a copyright work in compliance with the 1978 Copyright Law (Title 17, U.S. Code). In the case of a request for a copy of an entire copyright publication the applicant must obtain permission from the copyright owner.

The applicant assumes all responsibility for possible infringement of copyright and /or literary property rights in the act of copying or subsequent use of the materials copied. Proper acknowledgment shall be given to the Library for all material used. It is understood that copies are for research purposes only and that they are not to be reproduced, published or placed in another institution and/or the Internet without written permission of the Director and the writer, or donor, or the Marengo County Genealogical Society as applicable.

The above conditions are understood and accepted by me. By this signature I assume all responsibility for any infringement of copyright, indemnify the Library and its staff from all liability, and state that the material requested is for my personal use only and that it shall not be used for further reproduction without the express permission of the copyright owner and the Demopolis Public Library Director.

*Application for use of Manuscript / Archival Material can be found at the back of the Policy Manual.*

## VIII. RULES AND REGULATIONS FOR CONDUCT

Welcome to the Demopolis Public Library. In order to make your Library a place where you and your family feel welcome, comfortable and safe, the following activities or conduct are prohibited while visiting or using the Library:

- Selling and/or soliciting patrons for services, money, or items
- Distributing or posting printed materials/literature that have not been approved by the Library
- Possessing or consuming alcohol or illegal drugs or being under the influence of alcohol or illegal drugs.
- Smoking, vaping or other uses of tobacco
- Consuming food or any beverage in any type container or bringing in packaged or unpackaged food or beverages.
- Sleeping or putting your head, feet, or legs on the table
- Not wearing shoes or shirt, or wearing clothes unbuttoned or unzipped
- Bringing animals into the Library other than assistance animals
- Any loud, unreasonable, and/or disturbing noises created by persons, electronic devices, or cell phones
- Any behavior that is disruptive to Library use
- Intentionally damaging, destroying, or stealing any Library property, or a patron's or employee's property
- Taking Library materials into rest rooms
- Removing Library material from the premises without authorization through established lending procedures
- Playing cards or games of any kind unless approved by a staff member
- Moving tables, chairs, or other furniture
- Adults using children's area. This area is for children and their parents or care providers, or higher education students doing research.
- Leaving a child under twelve (12) years of age unattended by a responsible person.
- Leaving any child or young adult (up to age 17) in the Library after closing time.
- No sick individuals (fever, vomiting, etc.) The outside book drop should be used.
- Misuse of rest rooms. No changing of clothes, shaving, or bathing is allowed
- Bringing in more than one canvas, nylon, paper, or plastic bag. No bag can be over 18 inches in length. Larger bags of any type, bedrolls, or luggage are prohibited.
- Bringing into the building any large or cumbersome item, such as bicycles
- Carrying weapons of any type.
- Engaging in disorderly conduct of any kind, including roughhousing or funning, fighting or challenging to fight or using obscene/offensive words
- Any other illegal acts or conduct in violation of Federal, State, or local law, ordinance, or regulation

Failure to comply with the Library's established rules and regulations may result in exclusion from the Library and/or in arrest.

Communication of threats, physical violence, or sexual offenses will result in permanent exclusion.

Anyone excluded from using the Library may appeal the exclusion in writing to the Director of the Library, but must do so within thirty (30) days.

Trespassers will be arrested and prosecuted.

## **IX. Children's Policy**

A. Children of all ages are encouraged to visit the library with their parents/guardians to utilize the resources available for them to meet their informational, recreational and educational needs. The Demopolis Public Library welcomes children to use its facilities and services. However, the responsibility for the care, safety and behavior of children using the library rests with the parent/guardian.

Library employees cannot supervise children in the library. Parents/guardians assume total responsibility for the behavior of all children they bring to the library.

1. Children under the age of twelve (12) are not to be left unattended and unsupervised while at the library under any circumstances.
2. Children under the age of twelve (12) may not be dropped off to attend a library program and picked up at a later time including, but not limited to, story time, summer reading program, and any other program for children.
3. Children under the age of twelve must be accompanied by a person aged sixteen (16) or older. It is not acceptable for children under the age of twelve (12) to be left at the library under the supervision of a sibling/person who is less than sixteen (16) years old.
4. Children twelve (12) years old or older may be left at the library as long as they exhibit appropriate library behavior.
5. Inappropriate behavior includes but is not limited to loud talking, offensive comments directed at library staff or other patrons, interference with other library patrons' use of the facility, running, misuse or abuse of library materials or equipment, and failure to observe courteous behavior to other library patrons.
6. If a child exhibits disruptive behavior, one warning will be issued. If disruptive behavior persists, the child and parent will be issued a copy of the policy. The librarian may take appropriate action, which may include suspension from the library or library staff instructing parents that their child may not be left unattended at the library even if the child is twelve (12) years old or older. Continued disruption will be reported to the police. Any violence or criminal activity should be reported to the Director or Assistant Director and then to the police.

## **B. Child Left Unattended**

If a child is found without a parent/guardian, the staff will:

1. Locate the parent/guardian in the library and explain the Children's Policy.
2. Make every effort to contact the parent/guardian who is not in the library to come and pick up the child. Staff will explain the Children's Policy.
3. If the parent/guardian cannot be located within a reasonable time period, library staff will contact the Demopolis Police Department.

## **C. Child Left Unattended after Closing Time**

1. Encourage an unattended child to contact the parent/guardian prior to closing.
2. Explain Children's Policy to parent/guardian.
3. If parent/guardian cannot be contacted, two staff members will wait with the child for fifteen (15) minutes.
4. If the parent/guardian fails to pick up their child, the Demopolis Police Department will be contacted.
5. Library staff will not transport any child from the library to another location.

## **X. Volunteer Policy**

**A.** The Demopolis Public Library Volunteer Program is designed to expand and enhance public service to the community. Volunteers generally provide support services to paid staff; work on special projects and help with the Summer Reading Program. Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons.

A **volunteer** must be at least 16 years of age or enrolled in the 10th grade. Individuals under the age of 16 must have parental/guardian consent. Exceptions to the requirements may be made by the Library Director or Assistant Director.

A **student intern** shall be considered as any high school or college student who performs volunteer work, without compensation, as part of an authorized school program to earn academic credit. Student interns must submit a letter of recommendation from a teacher or professor before volunteering.

**The library will not accept volunteers that need court appointed community service hours.**

## **B. Volunteer Guidelines**

1. Volunteers must complete an application.
2. Volunteers will make note of their donated time in the volunteer notebook.
3. Each volunteer is required to wear a name badge.
4. Should a Volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to handle the situation through the Library Director or the Assistant Library Director.
5. The Library will, upon request, provide letters of reference for the volunteer, if deemed appropriate.
6. Volunteers will not be expected to do anything staff would not do.
7. Volunteers are not permitted to use staff computers.
8. The primary duties of volunteers are to shelve books and shelf read.
9. We encourage volunteers to commit to work at least 8 hours.

## **Volunteer Duties**

1. Audio Visual shelver: Cleaning or transferring material from the carts to the displays in AV
2. Book shelver: Transferring books from the carts to the designated shelves. Must know the Dewey Decimal System and be trained to shelve.
3. Administrative Help: Work with the staff stuffing envelopes, filing and other clerical duties, and preparing newsletters for mailing.
4. Youth Service Volunteer: Cleaning or transferring material from the carts or counters, helping with displays, story-times or summer reading programs. Needed daily: mornings and afternoons.

## **Roles and Responsibilities**

1. When you arrive to volunteer you need to sign in at your designated area so we can keep an accurate record of the hours you work each week. Check with your supervisor for special instructions or tasks
2. You (unless otherwise trained) should refer all requests for information to the library staff, other than purely directional questions (e.g. where is the bathroom; where is the children's area, etc.).
3. Demopolis Public Library shall make use of the services of interested volunteers to supplement and not replace work done by the library staff.
4. You will work directly with library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.
5. You may be terminated at any time at the Library's sole discretion with or without cause. Causes for termination include but are not limited to:
  - Not performing work at an appropriate level of capability
  - Negative attitude, offensive language, inappropriate dress or misconduct
  - Violation of city, state or federal laws
  - Harassment
  - Unexcused absences

*The Volunteer Application is at the end of the Policy Manual.*

## **XI. Inclement Weather Policy**

- A. The Demopolis Public Library will close whenever the Demopolis Public School System is closed for inclement weather. Staff, however, is expected to be at work but may take a sick or vacation day if they so choose.
- B. When inclement weather occurs on a school holiday or during summer vacation, the library will close if City Hall closes.
- C. When bad weather occurs on a weekend, the library will be closed at the board of director's or the library director's discretion.
- D. Fines on items due on days that the library is closed for inclement weather will be waived for that day.

## **XII. PHYSICAL FACILITIES**

- A. The City of Demopolis is entirely responsible for the maintenance of the library building and grounds. It is the responsibility of the Director to contact the City Clerk or the Mayor as necessary to maintain good condition.
- B. The Library will be responsible for maintaining a complete inventory of all items in the building and reporting such inventory to City Hall.

## **XIII. LIBRARY HISTORY**

Since its organization in 1922, the library has occupied several locations in Demopolis. The library began as a room at city hall and was later moved to the building on Cedar Street currently owned by the Demopolis Board of Education. By 1986, the library had outgrown its current space. A survey of other existing buildings was made. Seven possible sites were suggested, but the Ulmer Furniture Building was recommended. This building was located downtown, offered a flexible interior, would provide a two-story library, and had good parking areas available, as well as having been built to handle heavy materials.

The building was built in 1926 by the Ulmer family. On December 14, 1987, the city used \$75,000 of federal revenue sharing money to purchase the building. Education bond money of \$97,272 was designated for use, matched by \$23,728 in city funds. On December 4, 1989, the library moved into its newly renovated location. At a breakfast August 13, 1991 honoring fund raisers, the city council and Mayor Austin Caldwell announced that the note of the library for \$750,000 had been paid in full. This money was largely raised through committee work and private donations. In October 1997, the library received a major grant from the Gates Library Foundation, established by Bill and Melinda Gates. The Demopolis Public Library was one of six in Alabama chosen to receive the first grants from the Foundation. The \$33,000 grant provided



a computer training center with eight workstations, software, and audio-visual equipment. Actually, Demopolis became the first location to be activated. On February 17, 1998, the Demopolis Public Library hosted a reception honoring Mr. and Mrs. Bill Gates as they began a tour of several Alabama libraries receiving their grants. Press from Washington D. C. to Washington state arrived in Demopolis February 2007, faster, more functional computers arrived in the third round of the Gates' library grant program. Our computers are currently used an average of 1600 times per month, largely for accessing the Internet. The library offers computer classes for beginners throughout the year.

The library currently houses about 34,000 items including books, magazines, videos, DVDs, audiobooks on cassette and CD, genealogical materials, and a comprehensive local history collection. The materials are selected to encourage life-long learning and leisure reading for all ages.

In February 2006, the second floor of the library opened as the new children's area. A new circulation desk and a staff workroom were constructed. The Gates Foundation donated six new computers. Amos Kennedy hand printed all of the signage. Kirk Brooker painted the murals. Alabama Power Service Organization, The Friends of the Library, the City of Demopolis, the Marengo County Commission, and many individuals contributed to the effort.

#### **Demopolis Public Library Directors**

McGrath, Margaret Lillian - Librarian, 1944-1962

Webb, Stella - Librarian, 1962-1964

Kimble, Angel Crawford - Librarian, 1964-1976

Webb, Sally- Librarian, 1976-1980

Hockemeyer, Sandra - Librarian, 1981-1982

Phillips, Kerry- Librarian, 1982-1986

Milton, Denise Morgan - Librarian, 1986-1995

Stack, Sharon - Librarian, 1995-1998

Kane, Ouida - Librarian, 1998-1999

Glaser, Robbin - Librarian, 1999-2000

Glass, Carol - Interim Librarian, 2000-2001; Assistant Director, 2001-2008

Gardner, Lindsay- Librarian, 2001-2007

Allen, Morgan-Librarian, 2007-2018

Ledyard, Elizabeth, Librarian, 2018-2019

Owings, Kathy, Librarian, 2019-Present

#### **Approved by the Board of Trustees:**

**10/24/2012**

**8/26/2024**

