

Daphne Public Library

Policies

Previous Library policies consolidated into one document for
Board approval by Tonja Young, Library Director, in 2006.

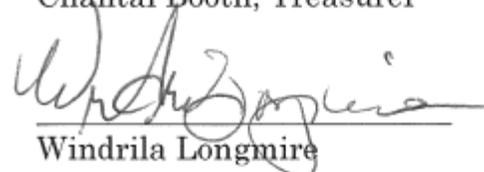
Updated by Tonja Young, Library Director
October, 2011

Approved by the Library Board of Trustees
November, 2011


Jan Blankenhorn, Board-Chair


Chantal Booth, Treasurer


Andre LaPalme, Vice Chair


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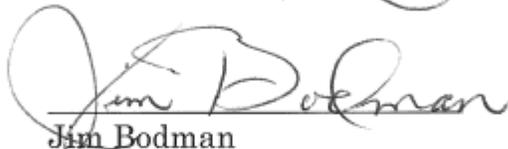

Jim Bodman

Table of Contents	Page
<u>I. Governance & Organizational Structure</u>	5
A. Introduction	5
B. Library Location and Hours	5
C. Holidays	5
D. Mission Statement	6
E. Authorization: Code of Alabama	6
F. Authorization: City Ordinances	9
G. Library Bill of Rights	11
H. Freedom to Read	12
I. Freedom to View	16
J. Library Board of Trustees	17
1. Library Board of Trustees	17
2. Library Board of Trustees: Duties	17
K. Library Organizational Chart	18
<u>II. Management Policies</u>	19
A. Confidentiality	19
B. Statistics	19
C. Friends of the Library	20
D. Reconsideration of Library Materials	20
E. Emergencies & Disasters	21
F. Use of the Library and Audiovisual Equipment	21
1. Audiovisual Equipment	22
2. Other Regulations	22
3. Special Activities	22
G. Use of the Copy Machine	23
H. Use of Computers	23
1. General Use of Computers	23
2. Computer Procedures	26
3. iMac Connecting Military Families	27
I. Use of the Meeting Rooms	28
1. Scheduling the Meeting Room	28
2. Refreshments	28
3. Setting Up and Closing the Meeting Rooms	28
4. Meeting Room Privileges	29
J. Use of Cellular Phones	29
K. Use of Photographic & Video Equipment	30
L. Copyright	30
M. Displays	31
N. Exhibits	32
O. Entertainers	35

1. Entertainers Release & Waiver	36
III. Customer Services Policy	37
A. Commitment to Excellence	37
B. General Customer Service Policies	38
IV. Circulation Services	39
A. Registration	39
B. Circulation	39
1. Books, books-on-tape or books-on-CD, videos, DVDs, music CDs	39
2. Periodicals	39
3. Reserve Books	40
4. InterLibrary Loans	40
5. Reference Books	40
6. Fines and Charges	40
7. Circulation Records	41
V. Information Services	42
A. Reference Policies	42
B. Policies for Proctoring Exams	42
VI. Group Services	44
A. Children's Services	44
1. Overview	44
2. Behavior of Children	44
3. Computers for Children	45
4. Programming for Children	46
5. Tours for Children	46
B. Young Adult Services	46
1. Overview	46
2. Behavior of Young Adults	47
3. Computers for Young Adults	47
4. Programming for Young Adults	48
5. Tours	48
C. Adult Services and Programming	48
VII. Collection Development	49
A. General Collection Development	49
B. Selection of Materials	49
1. Selection	49
2. Weeding	50

3. Gift Books	50
4. Memorial Books	51
5. Patron Requests	51
6. Reconsideration of Materials	51
VIII. Daphne Special Collections	52
A. Circulation	52
B. Collection Use	52
C. Cataloging	53
D. Preservation	53
E. Acquisitions	53
F. Sources of Funding	53
G. Collection Development	54
1. Statement of Purpose	54
2. Types of Programs Supported by the Collection	54
3. Patrons Served by the Collection	55
4. Priorities and Limitations of the Collection	55
5. Cooperative Agreements	56
6. Resource Sharing Policy	57
7. Weeding Policy	57
8. Procedures Enforcing Collection Development	57
9. Procedures for Reviewing Collection Development Policy	57
IX. Forms	59
A. Friends of the Library Membership Form	59
B. Citizen's Request for Reconsideration of Materials Form	60
C. Parental Authorization for Internet Access	61
D. Meeting Room Agreement	62
E. Exhibits Agreement	64
F. InterLibrary Loan Request	69
G. Entertainers Insurance Letter & Release Form	70
H. Volunteer Hours Form	72
I. Donation Receipt Form	73
J. Memorial/Honor Donation Form	74
Appendices	75
Appendix I – Updates to Library Board	76
Appendix II – Updates to Library Organizational Chart	92
Appendix III – Original Policy Documentation	97
<u>I. Governance & Organizational Structure</u>	

A. Introduction

The Daphne Public Library will make every effort to achieve and exceed the objectives set forth in the Standards for Public Library Service in Alabama. The Library Board supports the Library Bill of Rights, The Freedom to Read Statement, and the Freedom to View Statement.

The Library serves a City of over 18,900 citizens. The population is comprised of a wide range of groups, from young families with children to a large retirement community. A wide range of economic levels is also represented. Staff will strive to serve everyone equally and respectfully.

B. Library Location & Hours

The Daphne Public Library is located at the intersection of U.S. Highway 98 and Whispering Pines Road in Daphne, Alabama. The physical address is 2607 U.S. Highway 98 and the mailing address is P.O. Box 1225, Daphne, Alabama, 36526. The Library is open during the hours of:

9:00 am until 8:00 pm, Monday through Thursday

9:00 am until 5:00 pm, Friday

9:00 am until 2:00 pm, Saturday

C. Holidays

The Library follows the City holiday schedule. The Library will close at 5:00 pm preceding a holiday. If a designated City holiday falls on Friday, the Library will be closed until the following Monday. The Library will be closed on Saturdays associated with major holidays such as Memorial Day, Labor Day, Thanksgiving and Christmas.

D. Mission Statement

The mission of the Daphne Public Library is to inform, educate, and culturally enrich the lives of the greatest possible number of citizens of all ages, cultures, and economic backgrounds. The Library collects, organizes, and provides access to educational, informational, recreational and cultural resources to meet the service needs of the community. We are dedicated to the highest standards of ethics and public service, and will strive for the maximum of effectiveness and economy in Library operations. The Library is dedicated to meeting the Standards for Public Library Service in Alabama. The Daphne Public Library Board of Trustees, Director, Staff, and Volunteers will strive for thoroughness, equity, and fairness in serving individuals and organizations throughout the community. We are dedicated to the development of full and equal access to information for all people.

Adopted by the Daphne Public Library Board, August 8, 2005.

E. Authorization: Code of Alabama

Section 11-90-1

Powers of counties and municipalities as to establishment and maintenance of free public libraries generally.

The county commissions of the counties of this state and municipalities, through their governing bodies, may establish and maintain or aid in establishing and maintaining free public libraries for the use of the citizens of the respective counties or municipalities, either separately or in connection with public schools, and to that end may accept gifts, donations and bequests of land, buildings or money therefore and may make appropriations from the county or municipal treasury in support thereof in such sums as they may deem proper.

(Acts 1920, Ex. Sess., No. 93, p. 146; Code 1923, §1545; Acts 1939, No. 198, p. 350; Code 1940, T. 55, §285.)

Section 11-90-2

Library Boards - Composition; appointment and terms of members; vacancies in office.

The government and supervision of such libraries shall be vested in a Library Board consisting of five members who shall be appointed by the county commission or the governing body of the municipality. The terms of membership on the Library Board, as first appointed, for one member shall be for one year, for the second member shall be for two years, for the third member shall be for three years, and for the remaining two members the terms shall be for four years. After the first term, all appointments shall be for four years. The county commission or governing body shall fill all vacancies including expired and unexpired terms. Members of the Library Board shall serve without compensation.

(Acts 1919, No. 763, p. 1124; Code 1923, §1546; Acts 1939, No. 199, p. 351; Code 1940, T. 55, §286.)

Section 11-90-3

Library Boards - Powers and duties.

(a) The Library Board shall have full power and authority to:

- (1) Control the expenditure of all funds received or appropriated for such libraries;
- (2) Erect or rent buildings to cost not in excess of the funds available to it;
- (3) Purchase books and equipment;
- (4) Provide a system of Library service to be made easily available to all citizens of the county or municipality through central Library, branches, stations, book truck service or other appropriate means;
- (5) Elect a Librarian and other employees; and
- (6) Manage and control the said Library in order to carry out the full intent and purpose of this chapter.

(b) A careful and complete record and set of books shall be kept by the Library Board, showing the proceedings of their several meetings and the receipts and disbursements in detail of all funds.

(c) In counties where a City having a population of not less than 65,000 already maintains a free public Library, a separate county Library Board need not be appointed, and the county libraries and the appropriations authorized shall be administered by the governing Board of such free public Library on such terms as may be agreed upon between the county commission and the said governing Board.

(Acts 1919, No. 763, p. 1124; Code 1923, §1547; Acts 1939, No. 200, p. 351; Code 1940, T. 55, §287.)

Section 11-90-4

Establishment and maintenance of joint Library service.

In lieu of establishing or maintaining free public libraries exclusively for a single county or municipality in the manner provided in this chapter, the Library Board of any county or municipality free public Library may contract, in behalf of the political unit represented by such local Library Board, to and with the Library Board of another political unit or governmental agency or instrumentality with respect to the establishment or maintenance of joint Library service upon such terms as may be agreed upon by the several contracting parties. Where there is no existing public Library, the power thus to contract shall vest in the county commission of the county or the governing body of the municipality. Included in the power conferred is the determination of the basis and personnel of representation of the local political units on the joint Library Board administering the joint Library service established under this section. Such Board, when appointed, shall have the powers and duties granted by this chapter to county or municipal Library Boards. County and municipal Library Boards or joint Library Boards shall have the power to cooperate with all state and federal agencies and institutions in furtherance of the purpose of this chapter, and all municipal, county and joint Library Boards shall from time to time submit such records and reports as may be required by the public Library service; provided, that nothing in this section shall be so construed as to infringe upon any municipal charter provisions governing the administration of existing free public libraries.

(Acts 1919, No. 763, p. 1124; Code 1923, §1548; Acts 1939, No. 201, p. 352; Code 1940, T. 55, §288.)

F. Authorization: City Ordinance

ORDINANCE NO. 1992-01

AN ORDINANCE PROVIDING FOR THE CORRECTION OF A SCRIVENER'S ERROR AND FOR THE CONTINUATION OF THE DAPHNE PUBLIC LIBRARY BOARD

WHEREAS, the City of Daphne did on October 21, 1968, establish a public library known as the Daphne Public Library; and

WHEREAS, the City Council of the City of Daphne acknowledges that said Library and Library Board established therein has been in effect and operation since that date; and

WHEREAS, the City Council of the City of Daphne acknowledges that said Library and Library Board since that date have been operating pursuant to the Code of Alabama, Title 55, Sections 285-288, now known as Sections 11-90-1 through 11-90-4, Code of Alabama, 1975, as last amended; and

WHEREAS, it has been made known to the City Council of the City of Daphne that a scrivener's error occurred in the establishment of the Daphne Library and Library Board, and the City of Daphne wishes to make the necessary correction;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, that Ordinance No. 1968-10 is changed as follows:

1. The preamble to Ordinance No. 1968-10, which read "an Ordinance legally established under Alabama Code Title 44, Section 285-288 is hereby deleted in its entirety, and it shall now read as follows: "An Ordinance legally established under Alabama Code, Title 55, Sections 285-288."

2. All other aspects of Ordinance No. 1968-10 shall remain in full force and effect.

ADOPTED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, THIS 22nd DAY OF January, 1992.

A. Victor Guarisco
MARVIN P. USSERY, President

M. Victor Guarisco
A. VICTOR GUARISCO, MAYOR

ATTEST:

Ruth P. Martin
CITY CLERK

STATE OF ALABAMA)

COUNTY OF BALDWIN)

I, *Ruth P. Martin*, City Clerk of the City of Daphne, Alabama, do hereby certify the foregoing to be a true and exact copy of an Ordinance approved and adopted by the City Council of the City of Daphne, Alabama, at its meeting held on the 22nd day of January, 1992.

Ruth P. Martin
CITY CLERK

G. Library Bill of Rights

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

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

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

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

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

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

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

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

H. The Freedom to Read

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

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

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and Librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

1. It is in the public interest for publishers and Librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, Librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and Librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single Librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or Librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

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

6. It is the responsibility of publishers and Librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and Librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and Librarians the utmost of their faculties, and deserves of all citizens the fullest of their support. We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours,

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American

Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee. A Joint Statement by: American Library Association & Association of American Publishers.

I. Freedom to View

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

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

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed by the ALA Council January 10, 1990.

J. Library Board of Trustees

1. The Daphne Public Library Board of Trustees

The Daphne Public Library Board of Trustees is comprised of five members. A list of the current Board members and terms is shown below and will be updated in Appendix 1. Board members serve for four years and new Board terms begin October 1.

Ernie Seckinger	Term expires: Sept. 30, 2007
Anita Rigas	Sept. 30, 2008
Gayle Robinson	Sept. 30, 2006
Glenn Swaney	Sept. 30, 2006
Cassandra Day	Sept. 30, 2008

Changes to the Library Board will be updated in **Appendix I**.

2. Library Board of Trustees: Duties

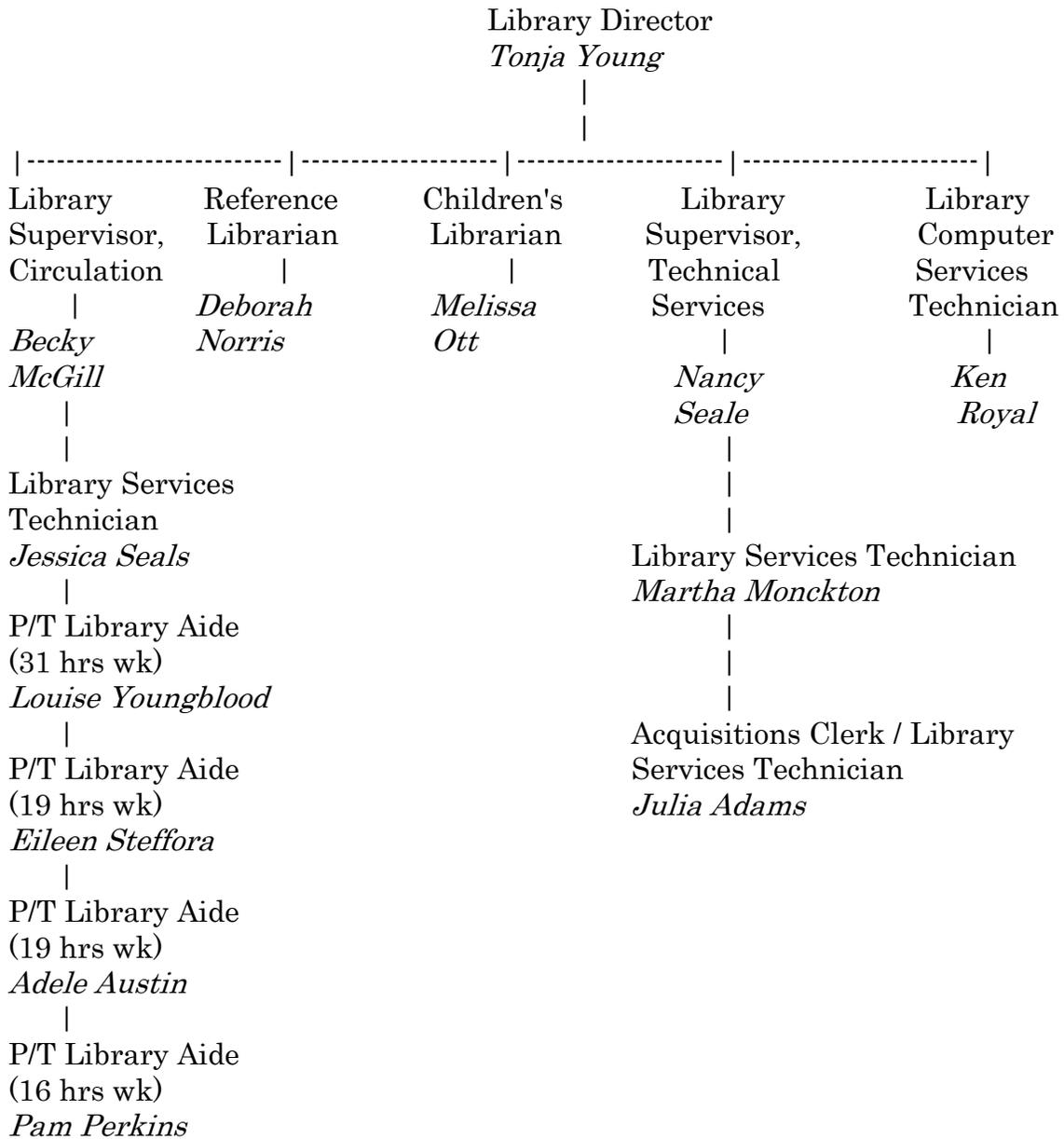
The advisory Board is appointed by the Library's governing body to serve as a liaison between the Library and its citizens. The Board advises the Library Director and the governing body in matters related to the Library and its services, and promotes the Library and its programs.

Regular Library Board meetings normally occur on the first Thursday of each month, beginning at 4:00 pm in the Library Board Room.

The advisory Board's duties and responsibilities include:

- Attending Board meetings
- Acting in an advisory capacity to the governing body in matters that pertain to the Library
- Receiving suggestions and recommendations from citizens relating to Library service
- Referring complaints, compliments, and suggestions to the Library Director, who reports to an administrative official, who then reports to the governing body
- Knowing how the Library is organized and functions
- Knowing the collection, the Staff, and the activities of the Library in order to communicate knowledgeably with citizens and with elected officials

K. Library Organizational Chart 2006



Changes in the Library Organizational Chart will be updated in **Appendix II**.

II. Management Policies

A. Confidentiality & Privacy Act

All interactions and transactions between a Library patron or group of patrons and the Library will be considered confidential and will be discussed only in a professional context. Such matters include, but are not limited to, registration information, material selection, loan transaction records, reference questions, patron card status, etc. The Library does not keep records of circulation after items are returned.

Library Staff recognize the confidentiality rights of Library patrons. As a result, neither the Baldwin County Library Cooperative Staff nor Daphne Public Library Staff will reveal the identity of people using Library materials to a third party nor will Library Staff reveal the items checked out on another patron's card. An exception to this policy will be parental rights concerning their child's card; identification must be presented. Another exception to this policy will be presentation of a legally obtained subpoena by any government agency (see section IV.B.7).

All requests for information will be considered confidential and such requests will never be discussed with a third party, except with another Librarian for the purpose of answering the question.

Patrons participating in Library events should understand that the Library Staff may photograph events and participants and such photos may be used in reporting or promoting the Library's events.

B. Statistics

Attendance statistics, and evaluations are kept to determine the impact of the program on the audience, to help in preparing budgets, and to aid in future planning. Parades, festivals, fairs and other mass-audience events may have an estimated audience in the Monthly Statistical Report.

The Alabama Public Library Service requests additional information such as patron dates of birth for use in preparing demographics.

C. Friends of the Daphne Public Library (FODL)

Friends of the Library is a group of people who have joined together to form a Non-Profit support organization for the Daphne Public Library.

Purposes:

1. To improve the services & resources of the libraries;
2. To promote citizen involvement in Library activities;
3. To provide services such as funding for Library programs, helpers for various Children's & Adult programs, provision of refreshments for said programs, fundraising, bringing in authors, etc.
4. To act as an advisory group to the Library administration.

The aim of the Friends of the Library is to allow our libraries the opportunity to offer programs and services that could otherwise not be attempted. Who can be a Friend? Anyone with a desire to see the Daphne Public Library thrive and grow.

D. Reconsideration of Library Materials

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution (see section VII.A). If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with the patron.

The Board of Trustees recognizes the right of individuals to question materials in the Library collection. Whenever a patron objects to the presence or absence of any Library material, the complaint will be given hearing and consideration. All complaints to Staff members will be referred to the professional Staff, who will discuss the matter with the complainant. If not satisfied, the patron will be given a "Request for Reconsideration of Library Materials" form to complete. This completed form will be given to the Library Director who will then meet with the professional Staff to evaluate the material in question and consider the merits of the completed request form. The professional Staff will consider whether the material meets the selection criteria outlined in this policy. A decision will be made regarding whether or not to add or withdraw the material within a reasonable amount of time, with written reasons for the decision conveyed to the patron. If the patron is dissatisfied with the Staff's decision or the written reply, he or she may appeal the decision to the Board at a regularly scheduled Board meeting. The Board, after receiving public testimony from the patron, other interested parties, and from the Director, will decide whether or not Library policies have been followed and whether to add or withdraw the material in question.

Materials subject to complaint shall not be removed from use and circulation will continue pending final action.

E. Emergencies & Disasters

The City of Daphne, the Library Director, and the Library Board of Trustees will have the authority, during emergencies and disasters of an immediate nature, to take necessary steps to protect or repair the Library building and materials without holding a Board meeting. In the case of emergencies or disasters not of an immediate nature, a Board meeting will be held to determine the best plan of action. All three entities will act, at all times, in the best interest of the Library. In the event that a meeting can not be held, two of the three: Mayor, Library Director, Board Chair, will make the appropriate decisions. Mayor's instructions take precedence since the building is city property.

F. Use of the Library and Audiovisual Equipment

The Library's goal is to make Library services available to everyone in the service area. The service area is defined as the City of Daphne and surrounding areas. The Library is also a member of the Baldwin County

Library Cooperative and therefore serves patrons throughout Baldwin County through the countywide courier service.

Priority will be given to regular Library activities at all times.

Use of the premises and equipment will be limited to civic or nonprofit organizations. Offsite use of equipment is limited to other City departments. The Library reserves the right to refuse use of the meeting rooms or equipment to anyone.

1. Audiovisual Equipment

- a. Patron use of audiovisual equipment should be scheduled in advance and equipment should be operated by authorized personnel only.
- b. Equipment must be used in the Library unless previously arranged by another City department.

2. Other Regulations

- a. No food or beverages are allowed in the Library (outside of the meeting rooms or the North Patio) with the exception of special Library functions.
- b. Smoking is not allowed in the Library at any time.
- c. **Parents are always responsible for their children's conduct.** All children under the age of 14 must be accompanied by an adult and may not be left unattended (see section VI.A.2).
- d. No pets are allowed except during approved, planned events.

3. Special Activities

- a. School classes and other groups are encouraged to visit the Library. Visits may be scheduled with the children's Librarian in advance, either in person, by telephone, or through the Library website.
- b. Story Hours and other programs for children, teens and adults are scheduled at the Library throughout the year.
- c. The Library encourages individuals and groups to inquire about the availability of space for art and craft exhibits. All exhibits must be approved by the Library Director. Exhibits should be arranged several weeks in advance. A Library exhibition form must be signed prior to exhibition. The Library provides every protection possible, but is not responsible for damages or loss while patron sets up or takes down exhibit.

G. Use of the Copy Machine

The Daphne Public Library has placed a copy machine in the Library as a service to the general public. All charges for copies must be paid at the time of use through the vending copy machine. The Library reserves the right to refuse service to anyone.

H. Use of Computers

1. General Use of Computers

The Daphne Public Library aims to develop collections, resources and services that meet the cultural, informational, recreational and educational needs of the community. In order to meet this goal free computer use, as well as free Wifi and Internet access, are provided to supplement other reference and research sources available within the Library.

Access to Library computers is on a first-come, first-served basis. When all computers are in use, patrons may register with at the Computer Lab Desk to wait for the next available station in the lab. Reservations may be made for group use of the computer lab. Reservations for group use must be made well in advance (2 weeks+) and with approval of the Computer Lab Technician and/or Library Director. Time limits for reservations must be previously approved by Director. Reservations will be posted and public use of the lab will be denied during these training and/or presentation periods.

At the time of initial use of the equipment, individuals will be required to register for a library card account at the Front Desk. Patrons must also read Daphne Public Library's Computer 'policies and procedures' and agree to abide by the requirements in order to gain computer access. (Records of policy acceptance will be kept in a Computer Log File.) Visitors without cards may get a visitor's pass.

Computer users must have their library card or picture identification (Driver's License) to access the computers.

Patrons may not unplug, turn on, turn off, remove, modify, or damage computer equipment. Users may not reconfigure or attempt to reconfigure the computer or system. Users may not remove equipment from the booths or Lab.

To ensure the equitable delivery of all Library resources, the amount of time that Staff has to provide instruction on demand is limited. Staff members

will help access programs and explain basic usage but cannot offer individual training except during scheduled training sessions. There are a number of informative materials available in the Library, and patrons are encouraged to investigate free formal educational programs offered in the Library Computer Lab or other local facilities.

Computer Lab training is free but due to limited space, patrons must sign up to reserve their space in the class. Training sessions will be posted on the Library website, bulletin boards, and at the Lab entrance. Sign-up sheets are available in the Reference area of the Library.

Patrons may use personal laptops and other devices in the Library and surrounding area if used in accordance with Library policies. Wifi is filtered by Library equipment. The Library is not responsible for any damages or malfunctions of personal laptops used in the library area. Staff members will not make adjustments and/or repairs to laptops.

Patrons may not use their own software programs, paper, ink, or other computer supplies on Library equipment. If a patron wishes to save files, they must use a USB flash drive. Temporary storage is available on the computer hard drive for the same day work is saved. All work should be SAVED to a flash drive, or to the hard drive since patron sessions end abruptly and unsaved work WILL BE LOST; however, for privacy, files saved to the hard drive will no longer be available the next day.

Although virus protection software is used on all Library computers, this will not completely protect against a virus. The Library is not responsible for damage to a patron's flash drive or computer, or for any loss of data, damage or liability that may occur from a patron's use of Library computers.

Downloading of files is not allowed. Downloading of software is not allowed. Free software may be requested and may be loaded by Staff at a later date following evaluation. The IPRISM allows patrons to email the computer staff to request pages that are blocked. Once deemed appropriate, access will be allowed.

It is important to conserve bandwidth. Downloading streaming audio and video may result in reduced bandwidth for other patrons and should be avoided.

Due to consideration of privacy and system management, the functions of e-mail, "chat" and ftp (file transfer) are not available through the Library's Internet service provider. You may log onto your own email account through the Internet, but we are not part of the service provided.

Patrons may not use Library computer workstations or personal laptops to access obscene or pornographic sites in the Library or surrounding area. An obscene site is considered to be one with generally socially unacceptable language or displays, or sites which expressly encourage violence or hatred. If such a site is accessed inadvertently, it should be exited immediately.

Patrons may not gather around a computer in a disruptive manner or in a way that obstructs other users. Two people may work together. As with any other Library use, patrons who engage in illegal, unacceptable, loud, or disruptive behavior, or who violate Library policies or procedures, may have their computer and/or Library privileges terminated or suspended, or may be asked to leave the Library immediately. The Library reserves the right to terminate a patron's computer use at any time and without notice.

Cell phones must be set to silent while in the Computer Lab and calls must be taken to the lobby so the Lab can remain a quiet workspace for other patrons. No talking on cell phones inside other areas of the Library.

The Internet is currently an **unregulated medium and not controlled by any advisory committee**. The information available therein includes much that is personally, professionally and culturally enriching. The Internet also provides access to material that may be offensive to some, as well as access to information that may be factually incorrect and/or illegal. **The Library complies with all Federal and State laws governing the use of computers in libraries, including the guidelines established by the Children's Internet Protection Act (CIPA)**. Although the Library provides filtering to keep children safe, the Library has no control over the information accessed through the Internet and **specifically disclaims any warranty as to the information's accuracy, authoritativeness, timeliness, usefulness and fitness for a particular purpose**. The user must determine whether the information is accurate, useful, and trustworthy. **Misuse should be reported to staff**. As with other Library materials, guidelines for a young person's access to the Internet is the responsibility of the parent/legal guardian. **Prior written authorization is required for all computer users under the age of 18**. Written authorization for a minor must be signed in the presence of a Librarian and will be kept on file at the Library. Again, **the Library complies with all federal, state, and municipal laws governing the use of computers in libraries, including the guidelines established by the Children's internet Protection Act (CIPA)** in order to be compliant and to be eligible for grants.

Headphones are available and may be checked out with a library card or Driver's license from the front desk for use in the computer lab.

As with all formats of information, patrons must respect copyright laws and licensing agreements and abide by general rules of acceptable Internet conduct. Acts or behavior not in compliance with the Library's Computer Policies will result in revocation of the user's computer privileges.

Due to the emerging nature of these services, policies are subject to change without notice and at the Library's discretion.

2. Quick Computer Procedures

1. All persons using Library equipment must have a **current Baldwin County Library card or receive a visitor's pass at the Front Desk.**
2. First time users must register for a Library CARD at the Circulation Desk so their information may be entered into the SAM time management program.
3. The period of USE is **two hours per day, in one hour increments.** After one hour, a user must wait one hour IF all computers are busy before the system will allow them to log on to use the remainder of their daily time allowance. If computers are available, use will continue through the second hour. **Special requests for longer time limits for testing, job applications, or college applications** may be made at the Computer Lab or Front Desk.
4. **There is no charge for use of the computer equipment. Charges for print jobs and other services will be regularly updated and posted. Patrons should PREVIEW jobs prior to printing and must pay for the prints at the print vending station. No refunds will be made unless the machine is malfunctioning.**
5. Only Staff members are authorized to turn computers on and off. Patrons should request assistance from Library Staff when experiencing computer difficulties.
6. **No more than two people may work at one computer station at any given time unless given special permission by the Library Staff.**
7. Patrons should request assistance from a Staff member if they have questions about programs or equipment.
8. **Access for those under 18 is limited. Prior written parental authorization is required for all users under age 18.**
9. Library patrons **are not authorized** to change the setup of any machine or programs while using computers, or to remove any equipment from the booths and/or Lab, or log off the homepage.
10. **Patrons may not access obscene, hate or pornographic sites.**
11. Personal USB flash drives may be used only for saving user data and not for running programs or transferring files to computers.
12. When patrons complete computer sessions, they should end their SAM (*time management system*) Session. **Patrons should NOT shut down computers nor log off windows.**

13. Use of computers will end fifteen minutes before closing time each day. Computers are set to automatically shut down and Staff cannot change this procedure.

3. iMAC – Connecting Military Families

The Library received an iMAC computer with webcam, microphone and speakers through a special grant from the Alabama Public Library Service. This computer's use is reserved for videoconferencing using Skype. **Users must have their own Skype account.** Appropriate uses include distance learning, military family communications, contacting family members who are far away or out of the county, or exam proctoring. **All users should make an appointment ahead of time with the Reference Librarian or Library Director.** Members of the military and their families have priority and they must show identification. Non-military users must have a library card from a Baldwin County public library. Use may be reserved in increments up to two hours. When the maximum of two hours is reached, users must log out. All policies regarding library computers and the Internet apply to this station as well.

I. Use of the Meeting Rooms

1. SCHEDULING THE MEETING ROOMS

- a. Use of the room is scheduled through **the Circulation Supervisor or the Library Director.**
- b. A Meeting Room Reservation Form must be completed by the designated person responsible for scheduling the room for that particular group. This person will also be held responsible for any damages or cleaning issues.
- c. The rooms are available on a first-come, first-served basis by reservation. A maximum of two regularly scheduled meetings may be booked per month. **Library programs will always receive priority for scheduling meeting rooms.**
- d. The meeting rooms may be reserved **by nonprofit educational, civic, cultural and governmental groups**, which have policies and by-laws and elected officials.
- e. **The rooms are not available for private parties, political meetings, nor meetings to promote commercial businesses or interests.**
- f. At least one adult must be in charge of the room at all times.
- g. Use of the meeting rooms **is limited to the operating hours of the Library.**
- h. The furnishings in the room must be set up or rearranged by the parties using the space.

2. REFRESHMENTS

- a. Light refreshments may be served in the meeting room, but may not leave the meeting room area.
- b. A coffee pot is available in the meeting room kitchen. **The pot should be cleaned after each use and care should be taken to ensure that it is turned off and unplugged.**
- c. **No alcoholic beverages, firearms, weapons, or tobacco products are permitted in the Library or meeting rooms. No burning candles allowed.**
- d. Please clean up any spills promptly to avoid staining the carpet, tables or chairs.

3. SETTING UP AND CLOSING THE MEETING ROOM

- a. The tables, chairs and lectern must be arranged by the group to fit the group's needs. Seating capacity is approximately **55 people** in the community room and **12 people** in the Board Room. Very large groups need to meet elsewhere based on Fire Inspection limits.

- b. Please leave the room and furnishings clean.
- c. Do not place cups or cans containing coffee or soft drinks in the wastebasket. Please empty all liquids into the sink.
- d. Please wipe down tables and clean out chairs following use.
- e. Please place trash into trash receptacles.

4. MEETING ROOM PRIVILEGES

Use of the room shall be denied to any group whose conduct is deemed objectionable, disruptive or who destroys property or in any way ignores the rules and regulations of the Library. Any damage to furnishings, equipment or property will be the responsibility of the person in whose name the room is reserved. Damage charges will be assessed by the Library Board.

A copy of this policy will be given to each group wishing to use the room and to each person who reserves the room.

Adopted by the Library Board, September 11, 1996. Revised June 11, 1997. Revised October 14, 1998. Revised June 21, 2000. Revised November 1, 2007. Revised November 3, 2011.

J. Use of Cellular Phones

The Daphne Public Library is committed to providing an environment conducive to study, research, and reading. The use of cellular phones in the Library is considered disruptive activity. To that end, **cellular phone use should be kept to a minimum and conducted in the designated area only.** The designated cell phone use area is the front lobby. If cellular phones must be used in the building, users should be respectful of others by following the guidelines outlined below.

Guidelines:

If cellular phone use is absolutely necessary in the Library, please follow the guidelines below:

1. Turn cellular phone ringer off or set to "silent" upon entering the building.
2. Use in the designated area only. **The Front Lobby is designated for cellular phone use.**
3. **Move immediately to the designated area when placing or receiving calls.**

4. **Be courteous to others by keeping your voice at a low volume.**
5. It is important to remember that using cellular phones in a loud or disruptive manner is prohibited in the Library. When disruptive behavior is identified, Library personnel will take the appropriate steps to discontinue the disruption.
6. A **free public courtesy telephone** is located in the Front Lobby as an alternative to cell phones.

K. Use of Photographic & Video Equipment

The Daphne Public Library is committed to providing an environment conducive to study, research, and reading. The use of photographic and video equipment in the Library is considered disruptive activity. To that end, the use of photographic and video equipment **must be authorized in advance by the Library Director**. Photography must be conducted in designated areas only. Photographers should be respectful of the privacy of Library users. Photography of children will not be allowed, unless authorized by the Library Director and the child's parents. **Library Staff may photograph participants at Library events for reporting or promotion purposes.**

L. Copyright

- **Patrons using the copiers and computers are responsible for complying with all copyright laws.** Illegal acts involving Library computing resources may also be subject to prosecution by local, state, or federal authorities.

Under the 1976 Copyright Act, Libraries may provide limited copying services for their patrons. The following guidelines must be followed for the Library to comply:

- The copied material must display the following information: "NOTICE": This material may be protected by copyright law. (Title 17 U.S. Code)
- The material must become the property of the patron, and the Library must have no notice that the material will be used for anything but "private study, scholarship, or research."
- Materials may not be copied in large quantities nor should it substitute for subscription to or purchase of materials.

M. Displays

The Daphne Public Library seeks to provide a venue for the display of information on government and community activities. Displays such as posters for events should belong to nonprofit or civic organizations, or groups raising funds for a good public cause.

All posters and displays must be approved by the Library Director. Posters and displays of a political, religious, or business nature are not allowed.

Displays must be scheduled and must be removed by the assigned date.

Displays and exhibits of personal collections or articles, school projects, or hand-crafted items should be displayed on the assigned date and removed by the assigned date to make space for the next exhibitor. **The Library keeps items in a locking display case, but is not responsible for damage during the transportation or the process of displaying items.** All exhibitors will complete and comply with the *Agreement for Display of Artwork at the Daphne Public Library* found in section N.

N. Exhibits

AGREEMENT FOR DISPLAY OF ARTWORK AT DAPHNE PUBLIC LIBRARY

WHEREAS, the Daphne Public Library is a facility owned by and located in the City of Daphne, and

WHEREAS, the Daphne Public Library has available space (hereinafter "Display Space") in which to display artwork owned by private individuals, and

WHEREAS, the City of Daphne and the Daphne Public Library are aware of the benefits of providing its citizens opportunities to view and study artwork created by artists, and

WHEREAS, artists (hereinafter "Exhibitors") are aware of the benefits of displaying their artwork to the public and to the citizens of Daphne, and

WHEREAS, the City of Daphne and the Daphne Public Library has agreed to allow the Exhibitors to display their artwork in the Display Space in the Daphne Public Library as a benefit to the Exhibitor and as a benefit to the public and to the citizens of Daphne in exchange for a release and indemnification as herein specified,

FOR AND IN CONSIDERATION of the use of the Display Space at the Daphne Public Library by the Exhibitors, and in consideration of the display of said artwork for the enjoyment of the general public and the citizens of Daphne, along with other valuable consideration accruing to both parties, the Exhibitor and the Daphne Public Library hereby agree to the following:

1. The Daphne Public Library herein grants to the Exhibitor a license for the sole purpose of displaying the artwork of the Exhibitor listed on the attached Exhibit "A", which has been approved for display by the Daphne Public Library and its Board at the Display Space at the Daphne Public Library, subject to all terms and conditions hereinafter described.

A. The Exhibitor hereby covenants that he or she is the exclusive owner of all artwork listed on the attached Exhibit "A", and has the capacity to enter into this Agreement.

B. This license shall commence on _____ and shall expire on _____, at which time the Exhibitor agrees to

promptly remove said artwork from the Display Space at the Daphne Public Library.

C. The parties agree that any artwork displayed shall be placed in the Display Space at the Exhibitor's own risk, and that the Daphne Public Library assumes no responsibility for the care and treatment of the artwork while on display, and makes no other warranties, express or implied, with regard to the care and treatment of the artwork while on display.

D. The Exhibitor, his or her successors, assigns or heirs, does hereby forever release, remise, disclaim, discharge and covenant to indemnify, defend, and hold harmless the Daphne Public Library and the City of Daphne, its officials, representatives and employees, officers, agents, Directors, administrators, successors, assigns and heirs from all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever and particularly on account of any and all damages known and unknown that may arise or occur while the Exhibitor's artwork is on display at the Daphne Public Library or on any other City of Daphne property or facility.

E. The Exhibitor warrants that the value of the artwork does not exceed the amount as specified on the attached Exhibit "A". In the event the total value of said artwork exceeds \$3,000, the Exhibitor shall obtain full coverage insurance on said artwork for an amount that equals or exceeds the value of the artwork to be exhibited, and shall provide the Daphne Public Library a certificate of insurance that will not expire or lapse prior to the date the license is set to expire as referenced in Paragraph 1(A) of this Agreement.

2. No fees will be charged by the Daphne Public Library for the use of the Display Space, and no fees will be charged by the Exhibitor for the display of the artwork.

3. This agreement grants only the limited license for the display of artwork as specified herein. This agreement does not in any way affect the right, title and interest of the Daphne Public Library to the Display Space, nor of the Exhibitor to the artwork as listed on the attached Exhibit "A". This license gives the Exhibitor no right to modify or change the Display Space in any manner, and the Exhibitor shall be liable for any modifications or changes made thereto.

4. If the Exhibitor fails to abide by any of the terms of this Agreement, the Daphne Public Library shall have the option to cancel this Agreement upon ten days written notice provided to Exhibitor. The

Exhibitor has the option of curing the default within the ten day period, and if the default is cured within the ten day period, the Agreement shall be reinstated until the expiration of its stated term. Any subsequent default may, at the Daphne Public Library's discretion, result in immediate cancellation of this Agreement. The failure of either party to insist upon strict compliance of this Agreement shall not be construed as a waiver of any subsequent default of the same or similar terms.

5. Each party to this Agreement acknowledges and declares that he or she, respectively: (a) enters into this Agreement voluntarily, free from fraud, undue influence, coercion, or duress of any kind; (b) has carefully read each provision of this Agreement; and (c) fully and completely understands each provision of this Agreement.

6. If any provision in this Agreement is held by a Court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect without being impaired or invalidated in any way.

7. This Agreement supersedes any and all other Agreements, either oral or in writing between the parties relating to the rights and liabilities arising out of the display of artwork by the Exhibitor at the Daphne Public Library. This Agreement contains the entire Agreement of the parties.

8. This Agreement shall be binding on any heirs, successors or assigns of the parties. Neither party may assign its rights or interests in this Agreement to any other party without the express written consent of all parties hereto.

9. This Agreement shall be governed by and construed in accordance with the laws of the State of Alabama.

10. The Exhibitor agrees to abide by all Daphne City Ordinances, including Ordinance 2002-26, "Schedule of Business Licenses and Fees."

O. Entertainers

All paid entertainers performing on City property, whether hired by the Library or the Friends, should provide a copy of their insurance policy to the City prior to their performance. Information concerning the entertainer's insurance coverage appears in letter form below. If entertainers do not have insurance, they should complete the release form included below.

Letter Re: Certificate of Insurance

Dear Sir:

Because your company provides services on-site the City of Daphne requires a Certificate of Insurance with the following limits:

- General Liability Aggregate - \$2,000,000
- Each Occurrence - \$1,000,000
- Automobile Liability - \$1,000,000
- Workers Compensation - As required by state law

If your company's current limits do not meet these requirements then an acceptable alternative to the above standards is an "Excess Liability Umbrella" which meets or exceeds the limits noted above.

The following items should be listed in "Description of Operations" section of the certificate:

- City of Daphne listed as *Additional Insured*
- Agree to hold City harmless and waive right of subrogation
- Description of the applicable project/work performed for insurance coverage clarification

In addition, the box next to the term "Certificate Holder" must be marked.

Please forward a copy of your current Certificate of Insurance by fax (251-626-3008) and request your insurance company submit a Certificate of Insurance to the City meeting the above standards within the next 10 days.

Entertainer Release Form

NAME: _____

Group: _____

PERIOD COVERED: FROM ___/___/___ TO ___/___/___

TOTAL PAYMENT DUE: \$_____

**WAIVER, RELEASE OF LIABILITY AND INDEMNIFICATION
AGREEMENT**

I, the undersigned entertainer, acknowledge, agree and understand that:

1. Voluntarily and of my own free will, I elect to participate.
2. I understand that there are certain risks and hazards involved in participating in entertainment events. I hereby expressly assume all risks, including injury and fatality to me or other participants, including, but not limited to those hazards associated with weather conditions, equipment and other participants.

Further, I, the undersigned, for and in consideration of the right to provide services to any person and/or property as an entertainer, do hereby agree to the following:

1. I do hereby intelligently and voluntarily accept and assume any and all risks of injury and damages resulting from my association with the Daphne Public Library or through my duties as an entertainer. I understand that this includes, but is not limited to, any injury incurred while providing services as entertainer or while upon any stage or real property where any services are provided.
2. I do hereby release, indemnify and forever hold harmless and discharge the City of Daphne, its officers, agents, employees, assigns, contributors and/or volunteers of/and from any and all claims for damages, demands or causes of action whatsoever in any matter arising out of my association with the Daphne Public Library or through my duties as entertainer. I further hereby waive any and all rights of subrogation that I might have resulting from my association with the Daphne Public Library or through my duties as entertainer.

I ACKNOWLEDGE THAT I HAVE READ AND THAT I UNDERSTAND EACH AND EVERY ONE OF THE PROVISIONS IN THIS WAIVER, RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT AND AGREE TO ABIDE BY THEM. I ALSO ACKNOWLEDGE AND UNDERSTAND THAT PAYMENT FOR MY SERVICES WILL NOT BE MADE WITHOUT MY SIGNATURE BELOW.

Date

Signature

III. Customer Services Policy

A. Customer Services Policy – Commitment to Excellence

The Daphne Public Library strives to offer excellent Library services to all. In addition to the quality of the facility and the collection, it is equally important that the Library Staff provide accurate, efficient and friendly service at all times. **Excellence in customer service means that educated and knowledgeable Staff members are ready to assist patrons in finding the materials and services they want and need. Excellence in customer service also means that the Staff will try to offer services in a fair manner that treats everyone equally with courtesy and respect. Because Staff is expected to respond to and provide equal service to all patrons, Staff cannot spend extended periods of time with one patron.** If patrons have a question or issue they should meet with the Circulation Supervisor or the Library Director. Patrons may also submit a question, issue or suggestion by email or regular mail. A suggestion box has been placed in the library for patrons to provide good ideas or requests for the library. Ideas and requests will be assessed by the Library Director with the input of the Staff and the understanding that the Library has to follow all municipal, state, and federal laws; and that the Library is a city department and has signed a cooperative agreement with the Baldwin County Library Cooperative.

Staff members will respond to all inquiries with the best factual information available but **will refrain from offering personal opinions or advice in response to queries.** In particular, Library Staff may direct patrons to sources of consumer information, but they **will not recommend products or services.** Staff members will **never offer legal, tax, or medical advice, suggest professional tutoring or learning services, nor will the Staff assess the value of antiques or collectibles.** Any information gathered from print or Internet materials in the library should not be considered an appraisal.

Readers advisory suggestions will be made upon patron request. Readers advisory suggestions from the Library Staff will be based on written and oral reviews and reputations of materials and authors. **The Library Staff can never have personal acquaintance with all Library materials and patrons should understand that readers advisory suggestions may not have been personally reviewed for accuracy or content.**

B. General Customer Service Policies

The customer services policy is the foundation of all Staff interactions with the general public:

- Library Staff will treat every patron with equal respect and every request with equal importance. **Excellence in customer service means that educated and knowledgeable Staff members are ready to assist patrons in finding the materials and services they want and need. Excellence in customer service also means that the Staff will try to offer services in a fair manner that treats everyone equally with courtesy and respect. Because Staff is expected to respond to and provide equal service to all patrons, Staff cannot spend extended periods of time with one patron.**
- Courtesy and attention to the needs of the Library user will be the key to all interactions. Staff will try to be flexible in meeting the Library patrons' needs. **Unfortunate interactions will be removed from the front desk for completion.**
- Skilled Library Staff will use their knowledge of Library resources to fulfill requests in a timely manner or present alternatives when requests cannot be met immediately.
- **Library policies and procedures exist to make Library resources available on an equitable basis, to protect the patron, the city, and the staff. If anyone has a question about why the Library has a policy or if the purpose of the policy is not understood, an explanation should be provided or the patron should be referred to the Library Director.**
- The ultimate goal of Library service is to meet Library patrons' expectations for service while fulfilling the Library's mission. Any comments are welcome regarding how well those expectations are being met.
- **Food and drink are not allowed in the Library, except on the North patio and in meeting rooms.**

IV. Circulation Services

A. Registration

1. There is no registration fee for Baldwin County residents.
2. County residents must **provide two forms of identification, including photo identification, such as driver's license, with name and current Baldwin County address.** A personal check or utility bill may also be used to verify residence in Baldwin County.
3. **Library cards are not issued within 15 minutes prior to closing.**
4. Out-of-county residents must provide two forms of identification and will pay a non-refundable fee of \$15.00 per year.
5. All Library cards will be **updated yearly.**
6. Library cards or Driver's License must be presented each time items are checked out.
7. Cardholders under 18 years must have the signature of a parent or guardian on their application card.
8. **Parents are responsible for Library materials used by their children under the age of 19. All fines incurred prior to this age are payable by the parent or guardian who signed responsibility for the issued card. Applications are on file.**
9. The library cannot issue a card without a current photo identification issued by a government agency (military, driver's license, or passport). At such time as the Library is required to, it will check identification as state and federal law requires.

B. Circulation

1. **Books, books-on-tape or books-on-CD, videos, DVDs, music CDs**
 - a. Patrons may check out up to **25 items** per Library card.
 - b. All materials are checked out for a period of **two weeks.** Print and audio materials may be renewed unless the item has been placed on reserve. Videos and DVDs may not be renewed.
 - c. There is a **limit of five movies (videos or DVDs), five audio books (cassettes or CDs), and five music CDs per card. NO renewals on movies (videos or DVDs).**
 - d. Books that are in high demand (i.e., best sellers, school assignments, holiday books, etc.) may be restricted to a specified check-out period with no renewal.
 - e. **Patrons with overdue items, outstanding fines, or unpaid accounts for lost and damaged materials may not check out additional materials until such accounts and fines are settled.**

There is no statute of limitation on fines or fees to the Library.

2. Periodicals

- a. **Current issues may not be checked out.**
- b. Back issues may be checked out for a period of two weeks.

3. Reserve Books (Holds)

A patron may request that items in circulation be placed on a reserve or holds list. Upon availability of the item, the patron will be notified by telephone or email that the item(s) will be held at the front desk for up to five days from the date of notification. Camellia Net items may also be placed on reserve by the patron.

4. InterLibrary Loans

- a. Books and periodical articles not available in the Baldwin County Library Cooperative system may be requested through interlibrary loan. There will be a **\$3.00 fee for each interlibrary loan item received. The lending library may also charge an additional fee payable by the patron.**
- b. When the material arrives, the patron will be notified by telephone or email and the material will be held for one week from the date of notification.
- c. The period of check-out is **determined by the loaning Library.**
- d. Items may sometimes be renewed by the loaning Library upon request. **Requests for renewal must be made prior to the due date of the item.**

5. Reference Books

- a. **Reference books do NOT circulate.**
- b. The purpose of reference books is to ensure that the Library has materials:
 - that cover a wide variety of information needs
 - that are always available within the Library for use
 - that may be used in the instance that other materials are checked out

6. Fines and Charges

- a. Fines for overdue items are:

\$0.10 per day for print materials & music CDs

\$0.50 per day for audiovisual materials

b. **The maximum overdue fine for each item is \$5.00, or \$25 per card, not including lost or damaged item fees.**

c. **Materials are checked for damage at the time of EACH CHECK-OUT and RETURN. Patrons should expect to replace or pay for damaged items.** When items are lost or damaged, replacement costs will be based on the original purchase price incurred by the Library. A patron may purchase a replacement for a lost or damaged item, but the **replacement must be new and NOT used.**

d. When a patron pays for lost or damaged materials, an **overdue fine will not be charged for those particular items.** If the material is found and returned in good condition after the patron has paid for the replacement, **the Library cannot refund the replacement costs, fees or fines.**

e. Book returns are located on the East (walk-up) and West (drive-up) side of the Library building for the return of all materials when the Library is closed. When the Library is open and patrons wish to ensure all items are cleared from their card during their visit, patrons should return items at the Front Desk.

f. **A fine of over \$4.99 will prevent the user from accessing library computers, databases and/or checking out more materials.**

g. Special fine-free periods of amnesty will be provided annually. This does not provide amnesty for lost or damaged items; or fees already incurred.

h. **Fines must be paid with cash or check.**

7. Renewals

The libraries of the countywide library cooperative have set the number of times materials may be renewed to **four times.**

Audiovisual materials may NOT be renewed, as well as items on reserve for another individual.

8. Circulation Records

Circulation records and other Library records identifying materials borrowed by individual Library users are confidential in nature. Such records will not be made available to any individual, agency of the state, federal government, or local

government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power where a proper showing of good cause has been made in a court of competent jurisdiction.

Records of circulation are not retained by the Library following their return. Patrons should not expect to retrieve this information from the Staff.

V. Information Services

A. Reference Policies

The Library will not provide, by fax, phone or interLibrary loan, information or copies of pages from City Directories. Patrons may use reference materials inside the Library to find this information.

Cross-indexed and telephone Directories are available for in-Library use only. The Library Staff will not give out this information via telephone.

Library Staff will not give legal, tax, or medical advice, nor will the Staff assess the value of antiques or collectables. Library Staff can not provide suggestions for patrons purchasing computer equipment or any other items. Library Staff may provide resources for patron research; however, evaluation of the information must be the responsibility of the patron. **Any information gathered from print or Internet materials in the Library should not be considered an appraisal or evaluation.**

B. Policies for Proctoring Exams

1. Patrons must be **scheduled for testing at least one week in advance** for proctored exams. "Walk-in" students needing exams proctored **CAN NOT** be accommodated.
2. Students must present an **acceptable form of photo ID to take a test**. Only the following forms of ID will be accepted:
 - **State issued driver's license**
 - **State issued identification card**
 - **Military ID**
 - **Passport**

3. Students requiring proctoring of online exams may need to bring their own computer. The Library has free wireless Internet connection.
4. Cell phones **will not be allowed** in the testing room and the student will only have in their possession what is specifically indicated on the exam by the issuing school/organization.
5. Parts of exams cannot be timed and the maximum length for any exam will not exceed three hours.
6. **A proctoring fee of \$25.00 will be charged for all professional exams (or \$25.00 per class per semester for college students).** Fees should be paid when the student arrives for the exam. Only **cash or checks** made payable to the Daphne Public Library will be accepted. Checks may be deposited immediately.
7. Tests will be administered in a private, observable meeting room; however, the proctor will not necessarily be in the room at all times.
8. Test materials (including test booklets, proctor instruction sheets, answer sheets, etc.) that are not mailed to the university/organization **will be shredded after 30 days following the date of the exam.**

VI. Group Services

A. Children's Services

1. Overview

The Daphne Public Library recognizes the importance of service to young people and will provide trained personnel, materials, programs, and activities to serve the special needs of this group. The Library will make every effort to stimulate young readers and encourage learning for education and fun.

The Library recognizes the diversity of interests and reading levels in this age group (infant to 18 years) and will make every effort to provide a well-rounded selection of books, periodicals, and other materials. Selection aids include, but are not limited to, Horn Book, Booklist, Library Journal, and School Library Journal. Ongoing evaluation of the collection will be carried out to provide a children's wing that is appealing, balanced, current, and informative. Library materials and resources for children are selected based on several criteria:

- Amount and accuracy of information found in materials
- Usefulness of the information found in materials
- Amount of local interest in the information or subject
- Identification of the material as Accelerated Reading Program materials (based on reference from local schools)
- Identification of materials as required reading (based on reference from local schools)
- Reviews presented by Library reference materials and other information sources
- Overall societal and moral values of the community
- The best interest of the child at any particular reading level

Although the Library aspires to acquire and maintain Library materials of high educational, artistic, moral, and social value, the basic guidelines for a child's or young person's reading choices (or other Library materials) remain the responsibility of the parent or guardian.

2. Behavior of Children

Children under the age of 14 should be supervised by a parent at all times. Children are **expected to behave in a socially acceptable manner**, using their good Library manners, allowing others to use the Library and complete their work with minimal distractions. **Violence and extended temper tantrums will not be tolerated. No climbing, screaming, ongoing temper tantrums,**

running or throwing is allowed in the Library. Disruptive behavior will result in patrons being asked to correct the situation or leave the building.

Children and adults should remember that the Library belongs to all of us, and therefore, materials should be handled with care. During the selection of materials, children are encouraged to review all displays and shelves, but they should try to help maintain the materials in the correct manner. Books should not be left in disarray. Upon selection of materials, children should use the materials with care, keep up with all materials, and return all materials on or before the due date.

No food, drinks, or gum are allowed in the children's area of the Library. Patrons with these items will be asked to leave the area. Normal cell phone policy applies to the children's areas as well as to other areas of the library (see Section II.J).

3. Computers for Children

Several computers are available to children in the Junior Area of the Library. Each computer is loaded with reference or educational software programs. Children should sign the computer sheet prior to using the computers and sign out following computer use so the Library will have usage statistics. Access to the computers is on a first-come, first-served basis.

Children may use the Internet in one of the adult computer booths **after the parent or guardian has read and signed the Library computer policies.** The Internet is a global entity with a highly diverse user population and information content. **Although the Library provides a filtering device, patrons use the Internet at their own risk.**

In choosing sources to link our home page, we follow generally accepted Library practices. Beyond basic filtering, we do not monitor or control information accessible through the Internet and do not accept responsibility for its content. We are not responsible for changes in content of the sources to which we link, nor for the content of sources accessed through secondary links. **The Library also affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources, including the Internet.**

Children should use only one software program at a time for more efficient operation. **Computer use will end 15 minutes prior to Library closing. Misuse or abuse of computers will result in loss of computer privileges.**

4. Programming for Children

Programming designed to provide pleasure and cultural enrichment will be planned and implemented by Library Staff and other appropriate personnel. Programming includes scheduled storytimes and story hours, special events, contests, and other activities. Outreach in a variety of forms will be ongoing.

5. Tours for Children

Tours are given at the request of a group or individual. Tours may be considered a program if there is preparation of materials and information involved.

B. Young Adult Services

1. Overview

The Daphne Public Library recognizes the importance of service to young adults and will provide trained personnel, materials, programs, and activities to serve the special needs of this group. The Library will make every effort to stimulate young adult readers and encourage learning for education and fun.

The Library recognizes the diversity of interests and reading levels in this age group and will make every effort to provide a well-rounded selection of books, periodicals, and other materials. Selection aids include, but are not limited to, Horn Book, Booklist, Library Journal, and School Library Journal. Ongoing evaluation of the collection will be carried out to provide a children's wing that is appealing, balanced, current, and informative. Library materials and resources for young adults are selected based on several criteria:

- Amount and accuracy of information found in materials
- Usefulness of the information found in materials
- Amount of local interest in the information or subject
- Identification of the material as Accelerated Reading Program materials (based on reference from local schools)
- Identification of materials as required reading (based on reference from local schools)
- Reviews presented by Library reference materials and other information sources
- Overall societal and moral values of the community
- The best interest of the young adult at any particular reading level

Material of a more mature nature than that contained in the children's wing will be found in the young adult collection. Many fiction and nonfiction materials categorized as classical literature, classical art, mythology, and social issue topics, may contain more violent portrayals, sexual situations, adult themes and language, and nudity than one would find in the children's wing. **Parents should be aware that the young adult reading area is a preparation for further education and dealing with adult life situations. This collection is intended for older teens and because each child's maturity develops at a different rate, parents should be a part of the selection process.**

Although the Library aspires to acquire and maintain Library materials of high educational, artistic, moral, and social value, the basic guidelines for a child's or young person's reading choices (or other Library materials) remain the responsibility of the parent or guardian.

2. Behavior of Young Adults

Young adults are **expected to behave in a socially acceptable manner**, speaking quietly and allowing others to use the Library and complete their work with minimal distractions. **Food and drink are not allowed in the Library. There should be no horseplay, loud conversation or disruptive behavior. Disruptive behavior is cause for being asked to leave.**

Materials should be handled with care. Books should not be left in disarray. All amenities available to young adults should be treated with care.

Young Adult patrons who do not comply with the Library policies will be asked to leave the area.

3. Computers for Young Adults

Several computers are available in the young adult area. Each computer is loaded with productivity software and may be used to produce reports, spreadsheets, and other assignments. Access to the computers is on a first-come, first-served basis.

Young adults may use the Internet in one of the adult computer booths after the parent or guardian has read and signed the Library computer policies. The Internet is a global entity with a highly diverse user population and information content. Although the Library provides a filtering device, patrons use the Internet at their own risk.

In choosing sources to link our home page, we follow generally accepted Library practices. **Beyond basic filtering, we do not monitor or control**

information accessible through the Internet and do not accept responsibility for its content. We are not responsible for changes in content of the sources to which we link, nor for the content of sources accessed through secondary links. **The Library also affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources, including the Internet.**

Computer use will end 15 minutes prior to Library closing. Misuse or abuse of computers or computer policies will result in loss of computer privileges.

4. Programming for Young Adults

Programming designed to provide pleasure and cultural enrichment will be planned and implemented by Library Staff and other appropriate personnel. The Teen Advisory Board meets monthly and carries out regularly scheduled and special events. The Advisory Board is open to students currently in sixth through twelfth grade.

Volunteer hours are available to student members of the Teen Advisory Board, and to other teens through the young Adult Librarian or the Volunteer Coordinator.

5. Tours for Young Adults

Tours are given at the request of a group or individual. Tours may be considered a program if there is preparation of materials and information involved.

C. Adult Services and Programming

Various types of adult programming will occur throughout the year to encourage use of the Library, and to present cultural and educational speakers and events. Such events will include a book clubs, author and/or speaker presentations, reading programs, and more.

VII. Collection Development

A. General Collection Development

The overall purpose of the Library is to serve all of the citizens of the City and surrounding areas by offering services, resources, and facilities to meet their informational, educational, and recreational needs and interests. The term “citizen” encompasses individuals and groups of every age, educational level, philosophy, economic level, ethnic origin, and human condition. The Library is a free public Library that strives to provide high-demand, high-interest materials in a **variety of formats for people of all ages**. The Library encourages children to develop an interest in reading and learning through services for children and through services for adults who work with children. The Library aims to provide timely, accurate and useful information for all community residents. The Library endeavors to assist students of all ages in meeting educational objectives established during their formal courses of study.

The Library neither encourages nor discourages any particular viewpoint. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

The Library considers reading, listening, and viewing to be individual, private matters. While anyone is free to select or reject materials for themselves or their child, the freedom of others to read or inquire will not be restricted. **Only parents and guardians have the right and responsibility** to guide and direct the reading, listening, and viewing choices of their own child. The Library does not stand in the place of parents (in loco parentis).

B. Selection of Materials

1. Selection

The ultimate responsibility for the selection of print and non-print materials rests with the Library Director, who operates within the framework of policies established by the State Library and the American Library Association. An effort will be made to cover all reasonable topics of interest.

Selections will be made using standard Library aids such as Booklist, Library Journal, Publishers Weekly, School Library Journal, and other review media deemed acceptable by the Library Director. The Library welcomes and will consider all requests made by patrons, but is under no obligation to fill any particular request if it is not deemed to be within the framework of the Library’s collection development criteria or budgetary restraints.

The selection of materials may be determined in part by:

- The need for additional material in the existing collection
- The physical limitations of the building
- The suitability of the format of the material for Library purposes
- Budgetary considerations
- Availability of special materials in more comprehensive Library collections in the area, such as the genealogy collections at the Foley Public Library.
- The need for reading material to suit readers of all reading levels

Factors considered when adding specific material to the Library collection include, but are not limited to:

- Collection objectives
- Present collection composition
- Current or historical significance of author or subject
- Authoritativeness
- Timeliness
- Public interest
- Level of demand
- Audience for materials
- Community relevance
- Diversity of viewpoint
- Effective expression

2. Weeding

An up-to-date, attractive, and relevant collection will be maintained through a continual weeding and replacement process.

3. Gift Books

Gift books are appreciated and are accepted with the understanding that they must meet the same standards that apply to purchased materials. **The Library reserves the right to make decisions about short-term and long-term retention of gifts and donations. The decisions made by the Library Director concerning gifts and donations will be final.**

Donations will be designated as such within the 590 tag on the MARC record as of June, 2008. Donations, donors, or honorees may be searched by keying the name into the search box on OPAC, with the "notes" selection highlighted.

4. Memorial Books and Honor Books

Memorial and Honor books will be designated as such with the appropriate **book plates**. In the case of cash donations, the Library will make selections based on information from the donor or appropriateness of the material. Memorial and Honor items are the property of the Library and will be treated as all other Library materials are treated. **Donations of \$200 or more will have the name added to a Memorial Plaque.**

Donations will be designated as such within the 590 tag on the MARC record as of June, 2008. Donations, donors, or honorees may be searched by keying the name into the search box on OPAC, with the "notes" selection highlighted.

5. Patron Requests

Whenever the Library budget allows, patron requests for materials will be fulfilled in a timely manner. Materials can be requested by filling out a **Patron Request form** received from the Front Desk or online. The purchase of materials requested will be determined by budgetary constraints and need for the materials as determined by the professional Staff.

6. Reconsideration of Materials

A patron may request that materials be removed from circulation by submitting a **Citizen's Request for Reconsideration of Materials** form. It is **requested that the patron discuss their concerns with the Library Director prior to completion of the form.**

Materials will be catalogued in the area of suitable use; more mature or sensitive materials will be located in the adult area. While younger patrons may use materials from this area, it will be at the discretion of the parent or guardian.

Library materials in question will remain in use within the library during the period of time that the Library Director evaluates the reconsideration request and speaks with the Library Board.

VIII. Daphne Special Collection

A. Circulation

The Daphne Special Collection resources will be **non-circulating** due to the fact that many materials in this collection are rare and non-replaceable. The Special Collection is meant to preserve local, county, state, and regional resources for future research.

B. Collection Use

Patrons: Patrons **over eighteen years of age** may use the Daphne Special Collection resources. Patrons between eight and seventeen must use the Daphne Special Collection Resources in the presence of an accompanying adult. Children **under the age of eight will not be allowed** to use the resources of the Daphne Special Collection.

Availability: The resources of the Daphne Special Collection will be available for use during the regular operating hours of the Daphne Public Library.

Procedures for Use: Patrons must fill out a short **Request Form** with call number, author, and title given for each item requested. Any patron may use only two items at one time. Picture identification, i.e., driver's license, must be presented with the request and retained by the Staff during use of the resources. The patron will sign a responsibility agreement at the bottom of the request, agreeing to be responsible for the condition of the item during use.

Designated Areas for Use: Patrons must use the Daphne Special Collection resources within the designated area and **in view of the Front Desk**.

Care of Resources: The resources of the Daphne Special Collection should be handled with the greatest care. Pages should not be turned down or marked in any way. Only pencils should be used while taking notes from the resources. The books should never be lain open facedown.

Photocopying of Resources: At the present time no provisions will be made for photocopying. Patrons will not be allowed to photocopy materials. Patrons may request a copy of materials from the Library Director or Curator of the Special Collections. Copies will be \$0.15 each for black and white or \$0.25 each for color copies.

Condition Upon Return: Upon return of any Daphne Special Collection resources, **items will be thoroughly checked by Library Staff for damage.** Once the condition of an item has been verified, the patron's identification will be returned.

Shelving and Maintenance: Regular Library Staff only will do shelving and maintenance of the Daphne Special Collection. Volunteers will not handle special collection materials. **Storage cabinets are to remain locked at all times, except during retrieval or replacement of an item, or during maintenance of the collection.**

C. Cataloging

Specifications for cataloging of special collection materials are as follows:

- No Library stamp on pages.
- Call number, Title, Author, will be attached to shelving flags.
- Acid-free shelving flags should be used.
- No book labels should be attached.

D. Preservation

Care should be taken to preserve special collection materials. Temperature and humidity levels should be monitored. **Gloves should be used during handling of special collection materials.**

E. Acquisitions

Desired materials for the special collection will be identified through use of bibliographies of Alabama authors and publications about Alabama. The Alabama Authors Database will be utilized, along with the Library of Congress catalog.

Local rare book dealers and Internet sites will be used to locate and purchase copies of the desired materials following their identification as such. An ongoing "Wish List" of materials for the special collections will be maintained for future purchases.

F. Sources of Funding

The Daphne Public Library Special Collection will be funded through:

- The Library materials budget
- Donations (books and other suitable materials)

- Gifts (monetary)

G. Collection Development

1. Statement of Purpose

The Daphne Special Collection is a special division of the Daphne Public Library. The primary purpose of the Daphne Special Collection is to serve the public specifically of the Daphne area and generally of the Baldwin County area. The role of the Daphne Special Collection in accomplishing this purpose is to select, collect, preserve, maintain, and make available to the public research materials relating primarily to the history and culture of the Daphne area, relating secondarily to the history and culture of Baldwin County, and relating generally to the State of Alabama and then the Southern Region of the United States. All material selection decisions are presently to be made by the Curator of the Daphne Special Collection and approved by the Director of the Daphne Public Library.

2. Types of Programs Supported by the Collection

Research: Materials collected by the Daphne Special Collection will be made available to the general public under conditions of the Daphne Special Collections Circulation and Use Policy. In order to support research of the Daphne area, the collection will strive to provide primarily resources on the history and culture of the Daphne area, to be supplemented by resources on the history and culture of Baldwin County, the State of Alabama, and the Southern Region of the United States.

Preservation and Security: The Daphne Special Collection resources will be stored in segregated, locking cabinets and will be non-circulating and will be handled by the general public and the Library Staff under the conditions of the Daphne Special Collection Circulation and Use Policy. Security measures will include keeping Special Collection cabinets locked at all times, except during the retrieval and replacement of materials and/or maintenance of the collection.

Exhibitions: At the present time, due to budgeting constraints, no provision will be made for exhibitions. However, during review and updating of this policy, future plans include a multi-shelved locking exhibit case for the purpose of displaying donated or loaned objects and materials related to the history and culture of the Daphne area.

Community Outreach and Publicity: Use and further development of the Daphne Special Collection will be enhanced through an Outreach Program

consisting of special tours (by appointment) of the collection by the Director, future Reference Librarian, or Curator of the Daphne Special Collections, general collection and use brochures made available within the Library, as well as press releases concerning acquisitions.

3. Patrons Served by the Collection

The policy of the Daphne Special Collection is to make available all materials to the general public as outlined within the guidelines of the Daphne Special Collection Circulation and Use Policy.

4. Priorities and Limitations of the Collection

Present Strengths: The present strength of the collection is the foundation provided by the Toulmin Collection, which will be incorporated into the Daphne Special Collection.

Present Collecting level: The present collecting level of the Daphne Special Collection will be between levels D and E (respectively, basic coverage and core). The collection will cover the history, literature, culture, folk history, legends, and oral history of the Daphne area primarily, and the Baldwin County area generally. Supplemental material will be provided covering the State of Alabama, surveys of the history and culture of Alabama, Alabamians, and the Southern Region of the United States. Resources created or authored by Baldwin County residents, followed by Alabamians will also be included within the collection. The collecting level will also be based on the first yearly budget of \$2,500.00, with the budget to be reviewed and renewed on a yearly basis.

Present Weaknesses: The collection is presently weak in many areas as it is in the beginning stages of collection. Future reviews of this policy will provide for identification of weaknesses within the collection.

Desired Level of the Collection: Major resources within the Daphne Special Collection will include basic to exhaustive resources on the Daphne area, supplemented by resources related to Baldwin County, the State of Alabama, and the Southern Region of the United States.

Geographic Areas Collected: The Daphne Special Collection will primarily collect resources pertaining to, and in this order, the Daphne area; the Eastern Shore area including the Spanish Fort, Montrose, Fairhope and Point Clear areas; the Baldwin County area; the State of Alabama; the Southern Region of the United States.

Chronological Periods Collected: There will be no limitations on the chronological periods collected by the Daphne Special Collection, although core to basic coverage materials will primarily focus on the period from occupation of the Daphne area by Native Americans to the present day.

Subject Areas Collected: The Daphne Special Collections will collect all subject areas with primary emphasis on the general history, culture, natural history, folk history, geology, archaeology, military history, and literary accomplishments of the Daphne area followed by the geographical areas listed in section IV. E.

Languages of the Collection: The primary language of the Daphne Special Collection will be English.

Forms of Resources Collected: The Daphne Special Collection will begin development through collection of books (both hardcover and soft cover); pamphlets larger than twenty pages; transcribed oral histories; maps and atlases; government publications; biographical dictionaries; City, county and states histories; historical surveys of Alabama and the Southern Region of the United States; specific issues of periodicals specifically relating to the history, culture, or natives of the Daphne area; works by local authors; transcripts of personal papers of longtime Daphne area residents, including journals, diaries, letters, memoirs, photographs, and accounts of the past; works written by native Alabama authors.

Exclusions: The Daphne Special Collection will not presently collect resources such as newspapers due to the cost and space needed for reproduction and storage of such resources. Limited articles will be collected.

The Daphne Special Collection will not presently collect any donated materials or resources, which cannot automatically become the property of the Daphne Special Collection and therefore, the Daphne Public Library.

5. Cooperative Agreements

The Daphne Special Collection recognizes that the Foley Public Library collects genealogical materials within the Baldwin County area. The Daphne Special Collection also recognizes that the Special Collections Library of Mobile collects genealogical and historical materials related to the Baldwin County, Alabama, and Southern Region of the United States. Therefore, it will be the policy of the Daphne Special Collection to limit genealogical materials to those of biographical or historical nature and belonging to longtime natives of the Daphne area.

6. Resource Sharing Policy

Resources of the Daphne Special Collection will be non-circulating and will be handled by the general public in accordance with the Daphne Special Collection Circulation and Use Policy. Duplication of materials may be requested from the Library Director or Curator of the Daphne Special Collection.

7. Weeding Policy

Resources of the Daphne Special Collection can be weeded after replacement, upon identification of material as not in accordance with the collection development policy of the Daphne Special Collection, or upon acquisition of a more appropriate resource as decided by the Director of the Daphne Public Library and the Curator of the Daphne Special Collection.

8. Procedures Enforcing Collection Development

Gifts: The Daphne Special Collection will not accept any gift **without transfer of title** to the Daphne Special Collection of the Daphne Public Library.

Loans and Deposits: The Daphne Public Library will not presently accept the loan or temporary deposit of resources or materials.

Closed Collections: The Daphne Public Library will not presently accept any collections closed to use by the general public.

Weeding: The Daphne Special Collection reserves the right to weed any materials within its collection.

Exhibitions: The Daphne Public Library will not presently provide any exhibits within the Library, other than those created to promote and publicize the collection. Upon review of collection policies and acquisition of exhibit case(s) this policy will be updated.

Revisions of Policies: The Daphne Public Library Board reserves the right to update and change any or all of its collection development policy.

9. Procedures for Reviewing Collection Development Policy

The policy will be reviewed on a biannual basis for updates based on increase in budget, acquisition of equipment or resources and availability of space and resources.

Reviews will be made by a panel of Library Staff to include: the Director (the Curator of the Daphne Special Collection), and any future Reference Librarian. Final approval of the collection development policy is by the Director of the Daphne Public Library.

IX. Forms

A. Friends of the Library Membership Form

Friends of the Daphne Public Library

P. O. Box 1225
Daphne, AL 36526
(251) 621-2818

Friends of the Daphne Public Library, Inc. is a nonprofit organization of book lovers who support the library's needs for materials, equipment and programs through membership dues, the Friends' Book Shop, and book sales. During the last few years, the Friends have provided many thousands of dollars to purchase books, computers and other equipment; sponsored adult, teen and children's programs; and fulfilled other library requests. Friends' volunteers work all year round in the library, the Friends' Book Shop, at the book sales, and at special programs.

Membership Information

Yes! I will support the library by my membership!

Enclosed is my check made payable to the Friends of the Daphne Public Library.

Please check one of the following: _____ Current member _____ New member

Category of Membership:

_____ Member	\$10.00
_____ Family	\$20.00
_____ Sponsor/Corporation	\$100.00
_____ Lifetime member	\$250.00

Please fill in the appropriate membership information and return to the above written address. If you are joining as a family, please include your spouse's name and children's names.

Name: _____
Spouse: _____
Children: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____

_____ Yes, I will volunteer to work in the Book Shop.

_____ Call me for other volunteer opportunities.

B. Citizen's Request for Reconsideration of Materials Form

Citizen's Request for Reconsideration of Materials

Date: _____

Material Questioned: _____

Book Author _____
Title _____
Publisher, if known _____

AV Material Title _____

Media type Video Audiocassette other

Request initiated by: _____

Address _____

Telephone Number _____

Are you a registered patron of this library? _____

Card Number _____

Have you read or seen this material in its entirety? _____

If not, what parts? _____

To what do you object? *Please be specific, cite pages or sections of tape.*
Use back if necessary. _____

What do you believe is the main idea of this material? _____

Why? _____

In your judgment, is this material of any value? _____

What reviews of this material have you read? _____

What material, of equal literary value, would you recommend as a replacement that would convey as valuable a picture of and/or perspective on the subject?

Signature of Complainant _____

Received by: _____

Date: _____

C. Parental Authorization for Internet Access

PARENTAL AUTHORIZATION FOR INTERNET ACCESS

Name of Minor _____

Age _____ Library Card # _____

The above named minor is authorized to access online services at the Daphne Public Library. I, the undersigned parent or guardian, will be responsible for the minor's use of the materials and subject matter accessed, use of the equipment, and for all charges incurred for such use.

The library does not monitor and has no control over the information accessed through online services and cannot be held responsible for its content. All online resources accessible in the library are provided equally to all. The individual user, not the library, is responsible for the sources accessed. A complete list of computer policies is available at the circulation desk.

Signature of Parent or Legal Guardian

Date

(This statement must be signed in the presence of a library staff member.)

D. Meeting Room Agreement

**DAPHNE PUBLIC LIBRARY
MEETING ROOM RESERVATION FORM**

I, _____, am scheduling the Board Room /
Community Room for the **nonprofit group**:

_____.

Our meeting will require use of the room from _____ am / pm until
_____ am / pm on _____ (day of the week), _____
(day/month/year). I understand that this required time **includes my time for
setting up prior to the meeting and for cleaning up following the meeting**. I
understand that other groups may need the room immediately before or after
my meeting and will make sure my group arrives and leaves in a timely
fashion. My group will need to use Library equipment including:

_____.

**I will make sure the equipment is returned to a Library Staff member before
I leave the premises. I understand that I am responsible for the meeting
room and kitchen being left clean, the appliances clean and turned off, the
tables wiped clean, the chairs wiped out, and all trash placed into the proper
receptacles. I understand that I am responsible for setting up the
furnishings in the meeting room before my group meets and for placing them
back where they belong when the meeting ends.**

I have received a copy of the policy for the use of the Library meeting rooms
and I understand all of the policies and requirements. I understand that
misuse of the room will result in my group losing the privilege of scheduling
the meeting room for future use. I understand that I am responsible even if I
am not present at the time of the meeting.

NAME _____

ADDRESS

HOME PHONE _____

CELL PHONE _____

E. AGREEMENT FOR DISPLAY OF ARTWORK AT DAPHNE PUBLIC LIBRARY

WHEREAS, the Daphne Public Library is a facility owned by and located in the City of Daphne, and

WHEREAS, the Daphne Public Library has available space (hereinafter "Display Space") in which to display artwork owned by private individuals, and

WHEREAS, the City of Daphne and the Daphne Public Library are aware of the benefits of providing its citizens opportunities to view and study artwork created by artists, and

WHEREAS, artists (hereinafter "Exhibitors") are aware of the benefits of displaying their artwork to the public and to the citizens of Daphne, and

WHEREAS, the City of Daphne and the Daphne Public Library has agreed to allow the Exhibitors to display their artwork in the Display Space in the Daphne Public Library as a benefit to the Exhibitor and as a benefit to the public and to the citizens of Daphne in exchange for a release and indemnification as herein specified,

FOR AND IN CONSIDERATION of the use of the Display Space at the Daphne Public Library by the Exhibitors, and in consideration of the display of said artwork for the enjoyment of the general public and the citizens of Daphne, along with other valuable consideration accruing to both parties, the Exhibitor and the Daphne Public Library hereby agree to the following:

1. The Daphne Public Library herein grants to the Exhibitor a license for the sole purpose of displaying the artwork of the Exhibitor listed on the attached Exhibit "A", which has been approved for display by the Daphne Public Library and its Board at the Display Space at the Daphne Public Library, subject to all terms and conditions hereinafter described.

A. The Exhibitor hereby covenants that he or she is the exclusive owner of all artwork listed on the attached Exhibit "A", and has the capacity to enter into this Agreement.

B. This license shall commence on _____ and shall expire on _____, at which time the Exhibitor agrees to promptly remove said artwork from the Display Space at the Daphne Public Library.

C. The parties agree that any artwork displayed shall be placed in the Display Space at the Exhibitor's own risk, and that the Daphne Public Library assumes no responsibility for the care and treatment of the artwork while on display, and makes no other warranties, express or implied, with regard to the care and treatment of the artwork while on display.

D. The Exhibitor, his or her successors, assigns or heirs, does hereby forever release, remise, disclaim, discharge and covenant to indemnify, defend, and hold harmless the Daphne Public Library and the City of Daphne, its officials, representatives and employees, officers, agents, Directors, administrators, successors, assigns and heirs from all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever and particularly on account of any and all damages known and unknown that may arise or occur while the Exhibitor's artwork is on display at the Daphne Public Library or on any other City of Daphne property or facility.

E. The Exhibitor warrants that the value of the artwork does not exceed the amount as specified on the attached Exhibit "A". In the event the total value of said artwork exceeds \$3,000, the Exhibitor shall obtain full coverage insurance on said artwork for an amount that equals or exceeds the value of the artwork to be exhibited, and shall provide the Daphne Public Library a certificate of insurance that will not expire or lapse prior to the date the license is set to expire as referenced in Paragraph 1(A) of this Agreement.

2. No fees will be charged by the Daphne Public Library for the use of the Display Space, and no fees will be charged by the Exhibitor for the display of the artwork.

3. This agreement grants only the limited license for the display of artwork as specified herein. This agreement does not in any way affect the right, title and interest of the Daphne Public Library to the Display Space, nor of the Exhibitor to the artwork as listed on the attached Exhibit "A". This license gives the Exhibitor no right to modify or change the Display Space in any manner, and the Exhibitor shall be liable for any modifications or changes made thereto.

4. If the Exhibitor fails to abide by any of the terms of this Agreement, the Daphne Public Library shall have the option to cancel this Agreement upon ten days written notice provided to Exhibitor. The Exhibitor has the option of curing the default within the ten day period, and if the default is cured within the ten day period, the Agreement shall be reinstated until the expiration of its stated term. Any subsequent default

may, at the Daphne Public Library's discretion, result in immediate cancellation of this Agreement. The failure of either party to insist upon strict compliance of this Agreement shall not be construed as a waiver of any subsequent default of the same or similar terms.

5. Each party to this Agreement acknowledges and declares that he or she, respectively: (a) enters into this Agreement voluntarily, free from fraud, undue influence, coercion, or duress of any kind; (b) has carefully read each provision of this Agreement; and (c) fully and completely understands each provision of this Agreement.

6. If any provision in this Agreement is held by a Court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect without being impaired or invalidated in any way.

7. This Agreement supersedes any and all other Agreements, either oral or in writing between the parties relating to the rights and liabilities arising out of the display of artwork by the Exhibitor at the Daphne Public Library. This Agreement contains the entire Agreement of the parties.

8. This Agreement shall be binding on any heirs, successors or assigns of the parties. Neither party may assign its rights or interests in this Agreement to any other party without the express written consent of all parties hereto.

9. This Agreement shall be governed by and construed in accordance with the laws of the State of Alabama.

10. The Exhibitor agrees to abide by all Daphne City Ordinances, including Ordinance 2002-26, "Schedule of Business Licenses and Fees."

The undersigned hereby acknowledges that the forgoing has been read and understood and this Release is executed freely for the purposes and consideration set forth.

IN WITNESS WHEREOF, they have hereunto set their hands and seal this ____ day of _____, 20____.

EXHIBITOR:

_____(Printed Name)
Witness

_____(Signature)

DAPHNE PUBLIC LIBRARY

By: _____

Its: _____

Witness

EXHIBIT "A"
TO AGREEMENT FOR DISPLAY OF ARTWORK AT DAPHNE PUBLIC LIBRARY

The following individual pieces of artwork shall be displayed at the Daphne Public Library pursuant to the terms and conditions on the attached Agreement:

ARTWORK TITLE/DESCRIPTION VALUE	EXHIBITION AREA
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

TOTAL VALUE: _____

EXHIBITOR: _____

_____ (Printed Name)

Witness

_____ (Signature)

Date: _____

F. InterLibrary Loan Form

Books published within the current year are not available for InterLibrary Loan.

There is a **\$3.00** fee for each request. **There MAY be a fee from the lending Library up to \$30.00 for special shipping charges.**

InterLibrary Loan Request
Daphne Public Library
2607 U.S. Hwy 98/P.O. Box 1225/Daphne, AL 36526
Phone ~ (251) 621-2818/Fax ~ (251) 621-3086

Please print all information

Date: _____ Do you have a deadline? _____

Title: _____

Author: _____

Publisher: _____ Date/Edition: _____

ISBN #: _____ OCLC Accession #: _____

Alabama Holdings: Y / N Fee: _____

Patron Information:

Name: _____

Contact #: _____

Library Card #: _____

Staff: Y / N

Borrowing Library Information:

Lending Library: _____

Date Received: _____

Date Due: _____

Renewal Requested: _____

New Due Date: _____

Date Returned: _____

Notes/Comments: _____

G. Entertainers Insurance Letter & Release Form

Certificate of Insurance

Dear Sir:

Because your company provides services on-site the City of Daphne requires a Certificate of Insurance with the following limits:

- General Liability Aggregate - \$2,000,000
- Each Occurrence - \$1,000,000
- Automobile Liability - \$1,000,000
- Workers Compensation - As required by state law

If your company's current limits do not meet these requirements then an acceptable alternative to the above standards is an "Excess Liability Umbrella" which meets or exceeds the limits noted above.

The following items should be listed in "Description of Operations" section of the certificate:

- City of Daphne listed as *Additional Insured*
- Agree to hold City harmless and waive right of subrogation
- Description of the applicable project/work performed for insurance coverage clarification

In addition, the box next to the term "Certificate Holder" must be marked.

Please forward a copy of your current Certificate of Insurance by fax (251-626-3008) and request your insurance company submit a Certificate of Insurance to the City meeting the above standards within the next 10 days.

Entertainer Release Form

NAME: _____

Group: _____

PERIOD COVERED: FROM ___/___/___ TO ___/___/___

TOTAL PAYMENT DUE: \$_____

WAIVER, RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT

I, the undersigned entertainer, acknowledge, agree and understand that:

- 3. Voluntarily and of my own free will, I elect to participate.
- 4. I understand that there are certain risks and hazards involved in participating in entertainment events. I hereby expressly assume all risks, including injury and fatality to me or other participants, including, but not limited to those hazards associated with weather conditions, equipment and other participants.

Further, I, the undersigned, for and in consideration of the right to provide services to any person and/or property as an entertainer, do hereby agree to the following:

- 3. I do hereby intelligently and voluntarily accept and assume any and all risks of injury and damages resulting from my association with the Daphne Public Library or through my duties as an entertainer. I understand that this includes, but is not limited to, any injury incurred while providing services as entertainer or while upon any stage or real property where any services are provided.
- 4. I do hereby release, indemnify and forever hold harmless and discharge the City of Daphne, its officers, agents, employees, assigns, contributors and/or volunteers of/and from any and all claims for damages, demands or causes of action whatsoever in any matter arising out of my association with the Daphne Public Library or through my duties as entertainer. I further hereby waive any and all rights of subrogation that I might have resulting from my association with the Daphne Public Library or through my duties as entertainer.

I ACKNOWLEDGE THAT I HAVE READ AND THAT I UNDERSTAND EACH AND EVERY ONE OF THE PROVISIONS IN THIS WAIVER, RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT AND AGREE TO ABIDE BY THEM. I ALSO ACKNOWLEDGE AND UNDERSTAND THAT PAYMENT FOR MY SERVICES WILL NOT BE MADE WITHOUT MY SIGNATURE BELOW.

Date

Signature

H. Volunteer Hours



DAPHNE PUBLIC LIBRARY
P. O. Box 1225 • Daphne, Alabama 36526
618 Whispering Pines Road
Telephone (334) 621-2818

Date

To Whom It May Concern:

The Daphne Public Library was pleased to have _____ volunteer
_____ hours. We appreciate the help that volunteers give to the Library's projects.

(Signed by Library Staffmember)

I. Donation Receipt Form

DAPHNE PUBLIC LIBRARY
P.O. Box 1225
2607 US Hwy 98
Daphne, AL 36526
Telephone (251) 621-2818
Fax (251) 621-3086

Date _____

Received From _____

Number of Items _____

Library Personnel _____

Thank you very much. When donations of books and magazines are received, the library reserves the right to place these items in the collection or in the book sale.

J. Memorial/Honor Donation Form

MEMORIAL / HONOR

For: _____

Given By: Name and Address

Title or Subject:

Monetary Amount

\$ _____

Send Acknowledgment To: Name and Address

Date:

X. Appendices

Appendix I.	Updates to Library Board	73
•	Updates FY2006	73
•	Updates FY2007	75
•	Updates FY2008	77
•	Updates FY2009	79
•	Updates FY 2010	
•	Updates FY2011	
Appendix II.	Updates to Library Organizational Chart	81
	Updates Nov. 2007	81
	Updates Jan. 2008	83
	Updates Nov. 2008	85
	Updates	
Appendix III.	Original Policy Documentation	87

Appendix I – Updates to Library Board of Trustees

A. Current Board of Trustees – Fiscal Year 2006
(Fiscal Year Beginning Oct. 1, 2005)

<u>Board Member Name</u>	<u>Phone</u>	<u>Term Expires</u>
Glenn Swaney (Chairman) 329 Bay Hill Drive Daphne, AL 36526 Email: gswaney@bellsouth.net	626-0217	Sept. 30, 2006 Seat 1
Gayle Robinson (Vice-Chairman) P.O. Box 506 Daphne, AL 36526 Email: grobin2345@bellsouth.net	626-2345 626-2345	Sept. 30, 2006 Seat 2
Anita Rigas (Secretary) P.O. Box 1500 Daphne, AL 36526 Email: anita@rigas.net	626-5717	Sept. 30, 2008 Seat 3
Ernie Seckinger 508 Sherwood Dr. Daphne, AL 36526 Email: ernie.seckinger@zebra.net	626-3863	Sept. 30, 2007 Seat 4
Cassandra Day 7498 Park Drive Daphne, AL 36526 Email: dayken@peoplepc.com	626-1298	Sept. 30, 2008 Seat 5

Council Representatives/Library Board Liasons

John Lake 621-1762
2027 Seacliff N.
Daphne, AL 36526
Email: johnlake3@bellsouth.net

Gus Palumbo 621-2983
30578 Laurel Court
Daphne, AL 36527
Email: palumbo7@bellsouth.net

Library Director

Tonja Young 621-2818
P.O. Box 1225
Daphne, AL 36526
Email: tonjadpl@bellsouth.net

Revised 8/04/06

Updates to Library Board of Trustees

B. Current Board of Trustees – Fiscal Year 2007
(Fiscal Year Beginning Oct. 1, 2006)

<u>Board Member Name</u>	<u>Phone</u>	<u>Term Expires</u>
Ronald Allen 329 Bay Hill Drive Daphne, AL 36526 Email: ronandbarballen@bellsouth.net (Chair passed from Glenn to Ron 10/9/06)	626-9339	Sept. 30, 2009 Seat 1
Gayle Robinson (Vice-Chairman) P.O. Box 506 Daphne, AL 36526 Email: grobin2345@bellsouth.net	626-2345 626-2345	Sept. 30, 2009 Seat 2
William Scully P.O. Box 1500 Daphne, AL 36526 Email: wescully@bellsouth.net (Seat passed from Anita to Bill 11/13/06)	626-5052	Sept. 30, 2008 Seat 3 Replaced
Ernie Seckinger (Chairman) 508 Sherwood Dr. Daphne, AL 36526 Email: ernie.seckinger@zebra.net (Chair passed from Glenn to Ernie 11/13/06)	626-3863	Sept. 30, 2007 Seat 4
Cassandra Day 7498 Park Drive Daphne, AL 36526 Email: dayken@peoplepc.com	626-1298	Sept. 30, 2008 Seat 5

Council Representatives/Library Board Liasons

John Lake 621-1762
2027 Seacliff N.
Daphne, AL 36526
Email: johnlake3@bellsouth.net

Gus Palumbo 621-2983
30578 Laurel Court
Daphne, AL 36527
Email: palumbo7@bellsouth.net

Library Director

Tonja Young 621-2818
P.O. Box 1225
Daphne, AL 36526
Email: tonjadpl@bellsouth.net

Revised 11/13/06

C. Current Board of Trustees – Changes During Fiscal Year 2007
(Fiscal Year Beginning Oct. 1, 2006)

<u>Board Member Name</u>	<u>Phone</u>	<u>Term Expires</u>
Ronald E. Allen (Chairman) 7623 Charleston Oaks Daphne, AL 36526 Email: ronandbarballen@bellsouth.net (Chair passed from Ernie to Ron 7/10/07)	626-3993	Sept. 30, 2009 Seat 1
Gayle Robinson (Vice-Chairman) P.O. Box 506 Daphne, AL 36526 Email: grobin2345@yahoo.com	626-2345 626-2345	Sept. 30, 2009 Seat 2
Dee Gambill 1313 Lovette Lane Daphne, AL 36526 Email: dee.gambill@amsouth.com (Seat passed from Bill to Dee 8/12/07)	626-6147	Sept. 30, 2008 Seat 3 Replaced
Mary Riser 1809 Yuille Lane Daphne, AL 36526 Email: msquared@gmail.com (Seat passed from Ernie to Mary 8/12/07)	626-5436	Sept. 30, 2007 Seat 4 Replaced
Cassandra Day 7498 Park Drive Daphne, AL 36526 Email: dayken@peoplepc.com	626-1298	Sept. 30, 2008 Seat 5

Council Representatives/Library Board Liasons

John Lake 621-1762
2027 Seacliff N.
Daphne, AL 36526
Email: johnlake3@bellsouth.net

Gus Palumbo 621-2983
30578 Laurel Court
Daphne, AL 36527
Email: palumbo7@bellsouth.net

Library Director

Tonja Young 621-2818
P.O. Box 1225
Daphne, AL 36526
Email: tonjadpl@bellsouth.net

Revised 8/12/07

Updates to Library Board of Trustees

D. Current Board of Trustees – Fiscal Year 2008
(Fiscal Year Beginning Oct. 1, 2007)

<u>Board Member Name</u>	<u>Phone</u>	<u>Term Expires</u>
Ronald E. Allen (Chairman) 7623 Charleston Oaks Daphne, AL 36526 Email: ronandbarballen@bellsouth.net	626-3993	Sept. 30, 2009 Seat 1
Gayle Robinson (Vice-Chairman) P.O. Box 506 Daphne, AL 36526 Email: grobin2345@yahoo.com	626-2345 626-2345	Sept. 30, 2009 Seat 2
Dee Gambill 1313 Lovette Lane Daphne, AL 36526 Email: dee.gambill@amsouth.com	626-6147	Sept. 30, 2008 Seat 3
Jan Blankenhorn 711 Jordan Lane Daphne, AL 36526 Email: morgain3@bellsouth.com	626-3638	Sept. 30, 2010 Seat 4
Cassandra Day 7498 Park Drive Daphne, AL 36526 Email: dayken@peoplepc.com	626-1298	Sept. 30, 2008 Seat 5

Council Representatives/Library Board Liasons

John Lake 621-1762
2027 Seacliff N.
Daphne, AL 36526
Email: johnlake3@bellsouth.net

Gus Palumbo 621-2983
30578 Laurel Court
Daphne, AL 36527
Email: palumbo7@bellsouth.net

Library Director

Tonja Young 621-2818
P.O. Box 1225
Daphne, AL 36526
Email: tonjadpl@bellsouth.net

Revised 2/7/08

Updates to Library Board of Trustees

E. Current Board of Trustees – Fiscal Year 2009
(Fiscal Year Beginning Oct. 1, 2008)

<u>Board Member Name</u>	<u>Phone</u>	<u>Term Expires</u>
Ronald E. Allen (Chairman) 7623 Charleston Oaks Daphne, AL 36526 Email: ronandbarballen@bellsouth.net	626-3993	Sept. 30, 2009 Seat 1
Gayle Robinson (Vice-Chairman) P.O. Box 506 Daphne, AL 36526 Email: grobin2345@yahoo.com	626-2345	Sept. 30, 2009 Seat 2
Dee Gambill 1313 Lovette Lane Daphne, AL 36526 Email: dee.gambill@amsouth.com	626-6147	Sept. 30, 2011 Seat 3
Jan Blankenhorn 711 Jordan Lane Daphne, AL 36526 Email: morgain3@bellsouth.com	626-3638	Sept. 30, 2010 Seat 4
Windrela Longmire P.O. Box 2025 Daphne, AL 36526 Email: windrila@yahoo.com	626-4714	Sept. 30, 2011 Seat 5

Council Representatives/Library Board Liasons

John Lake 621-1762
2027 Seacliff N.
Daphne, AL 36526
Email: johnlake3@bellsouth.net

Gus Palumbo 621-2983
30578 Laurel Court
Daphne, AL 36527
Email: palumbo7@bellsouth.net

Library Director

Tonja Young 621-2818
P.O. Box 1225
Daphne, AL 36526
Email: tonjadpl@bellsouth.net

Revised 11-30-09

Updates to Library Board of Trustees

E. Current Board of Trustees – Changes during Fiscal Year 2009
(Fiscal Year Beginning Oct. 1, 2008)

<u>Board Member Name</u>	<u>Phone</u>	<u>Term Expires</u>
Ronald E. Allen (Chairman) 7623 Charleston Oaks Daphne, AL 36526 Email: ronandbarballen@bellsouth.net	626-3993	Sept. 30, 2009 Seat 1
Gayle Robinson (Vice-Chairman) P.O. Box 506 Daphne, AL 36526 Email: grobin2345@yahoo.com	626-2345	Sept. 30, 2009 Seat 2
Andre LaPalme 14501 Neal Road Loxley, AL 36551 Email: rumpanos@gulftel.com	964-7371	Sept. 30, 2011 Seat 3
Jan Blankenhorn (Vice Chairman) 711 Jordan Lane Daphne, AL 36526 Email: morgain3@bellsouth.com	626-3638	Sept. 30, 2010 Seat 4
Windrela Longmire P.O. Box 2025 Daphne, AL 36526 Email: windrila@yahoo.com	626-4714	Sept. 30, 2011 Seat 5

Council Representatives/Library Board Liasons

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Gus Palumbo 621-2983
30578 Laurel Court
Daphne, AL 36527
Email: palumbo7@bellsouth.net

Library Director

Tonja Young 621-2818
P.O. Box 1225
Daphne, AL 36526
Email: tonjadpl@bellsouth.net

Revised 9-30-09

Updates to Library Board of Trustees

E. Current Board of Trustees – Fiscal Year 2010
(Fiscal Year Beginning Oct. 1, 2009)

<u>Board Member Name</u>	<u>Phone</u>	<u>Term Expires</u>
Jim Bodman 323 Bay Hill Daphne, AL 36526 Email: retgun88@aol.com	626-2655	Sept. 30, 2013 Seat 1
Chantal Booth 90 Caisson Trace Spanish Fort, AL 36527 Email: maestrachantal@hotmail.com	625-6212	Sept. 30, 2013 Seat 2
Andre LaPalme (Vice Chairman) 14501 Neal Road Loxley, AL 36551 Email: rumpanos@gulftel.com, alapalme@bcbe.org	964-7371	Sept. 30, 2011 Seat 3
Jan Blankenhorn (Chairman) 711 Jordan Lane Daphne, AL 36526 Email: morgain3@bellsouth.com	626-3638	Sept. 30, 2010 Seat 4
Windrela Longmire P.O. Box 2025 Daphne, AL 36526 Email: windrila@yahoo.com	626-4714	Sept. 30, 2011 Seat 5

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Library Director

Tonja Young 621-2818
P.O. Box 1225
Daphne, AL 36526
Email: tonjadpl@bellsouth.net

Revised 11-5-10

Updates to Library Board of Trustees

E. Current Board of Trustees – Fiscal Year 2011
(Fiscal Year Beginning Oct. 1, 2010)

<u>Board Member Name</u>	<u>Phone</u>	<u>Term Expires</u>
Jim Bodman 323 Bay Hill Daphne, AL 36526 Email: retgun88@aol.com	626-2655	Sept. 30, 2013 Seat 1
Chantal Booth 90 Caisson Trace Spanish Fort, AL 36527 Email: maestrachantal@hotmail.com	625-6212	Sept. 30, 2013 Seat 2
Andre LaPalme (Vice Chairman) 14501 Neal Road Loxley, AL 36551 Email: rumpanos@gulftel.com, alapalme@bcbe.org	964-7371	Sept. 30, 2011 Seat 3
Jan Blankenhorn (Chairman) 711 Jordan Lane Daphne, AL 36526 Email: morgain3@bellsouth.com	626-3638	Sept. 30, 2014 Seat 4
Windrela Longmire P.O. Box 2025 Daphne, AL 36526 Email: windrila@yahoo.com	626-4714	Sept. 30, 2011 Seat 5

Council Representatives/Library Board Liasons

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Library Director

Tonja Young 621-2818
P.O. Box 1225
Daphne, AL 36526
Email: tonjadpl@bellsouth.net

Revised 10-7-2010

Updates to Library Board of Trustees

E. Current Board of Trustees – Fiscal Year 2012
(Fiscal Year Beginning Oct. 1, 2011)

<u>Board Member Name</u>	<u>Phone</u>	<u>Term Expires</u>
Jim Bodman 323 Bay Hill Daphne, AL 36526 Email: retgun88@aol.com	626-2655	Sept. 30, 2013 Seat 1
Chantal Booth 90 Caisson Trace Spanish Fort, AL 36527 Email: maestrachantal@hotmail.com	625-6212	Sept. 30, 2013 Seat 2
Andre LaPalme (Vice Chairman) 14501 Neal Road Loxley, AL 36551 Email: rumpanos@gulftel.com, alapalme@bcbe.org	964-7371	Sept. 30, 2015 Seat 3
Jan Blankenhorn (Chairman) 711 Jordan Lane Daphne, AL 36526 Email: morgain3@bellsouth.com	626-3638	Sept. 30, 2014 Seat 4
Windrela Longmire P.O. Box 2025 Daphne, AL 36526 Email: windrila@yahoo.com	626-4714	Sept. 30, 2015 Seat 5

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Email: johnlake3@bellsouth.net

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30578 Laurel Court
Daphne, AL 36527
Email: palumbo7@bellsouth.net

Library Director

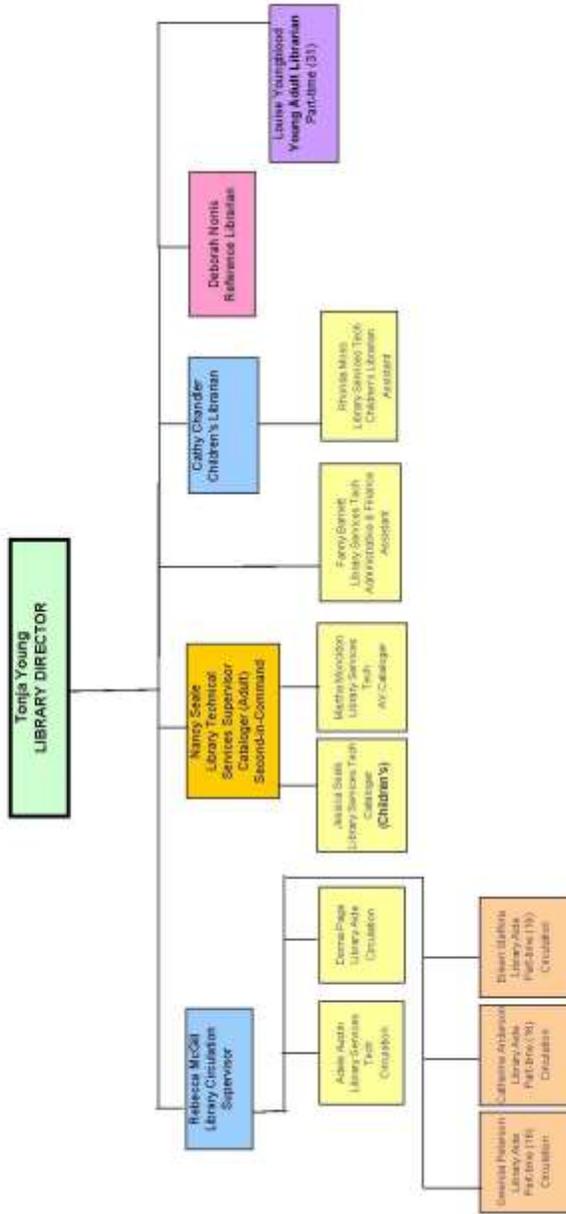
Tonja Young
Daphne Public Library 621-2818, ext. 201
P.O. Box 1225
Daphne, AL 36526
Email: librarydirector@daphneal.com

Revised 2011

Appendix II – Updates to Library Organizational Chart

ORGANIZATIONAL CHART

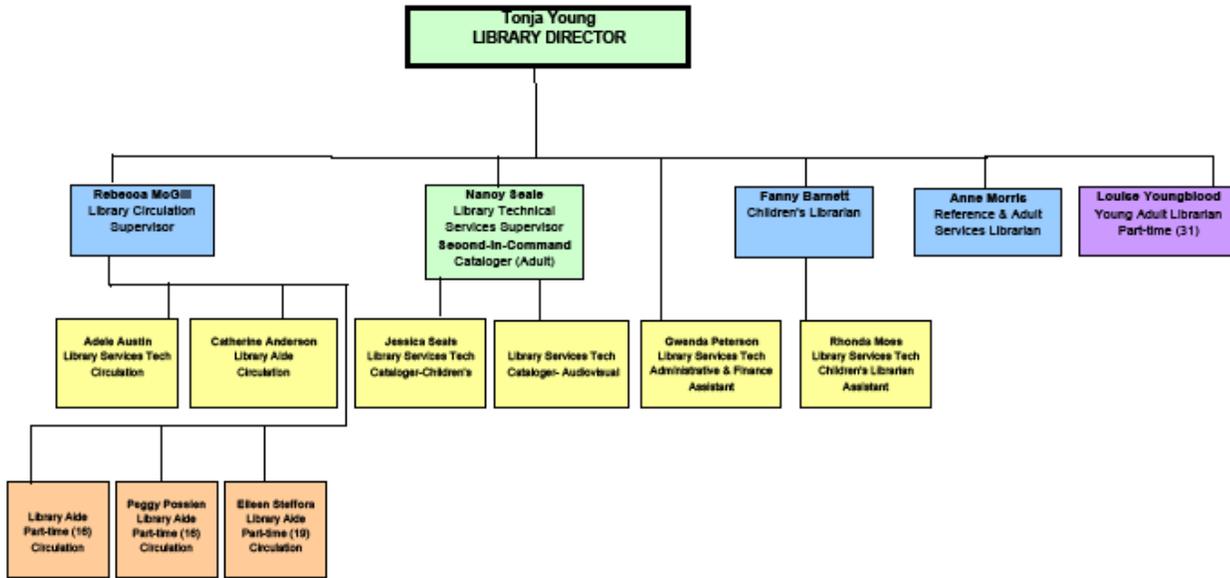
The mission of the DeKalb Public Library is to inform, educate, and culturally enrich the lives of the youngest possible number of citizens of all ages, cultures, and economic backgrounds. The Library fosters, supports, and provides access to educational, informational and cultural resources to meet the service needs of the community. We are dedicated to the highest standards of ethics and public service, and will strive for the maximum of effectiveness and economy in library operations. The Library is dedicated to meeting the Standards for Public Library Services in Alabama. The DeKalb Public Library Board of Trustees, Director, Staff, and Volunteers will strive for thoroughness, equity, and fairness in serving individuals and organizations throughout the community. We are dedicated to the development of full and equal access to information for all people.



Updated by T. Young 11-5-07

ORGANIZATIONAL CHART

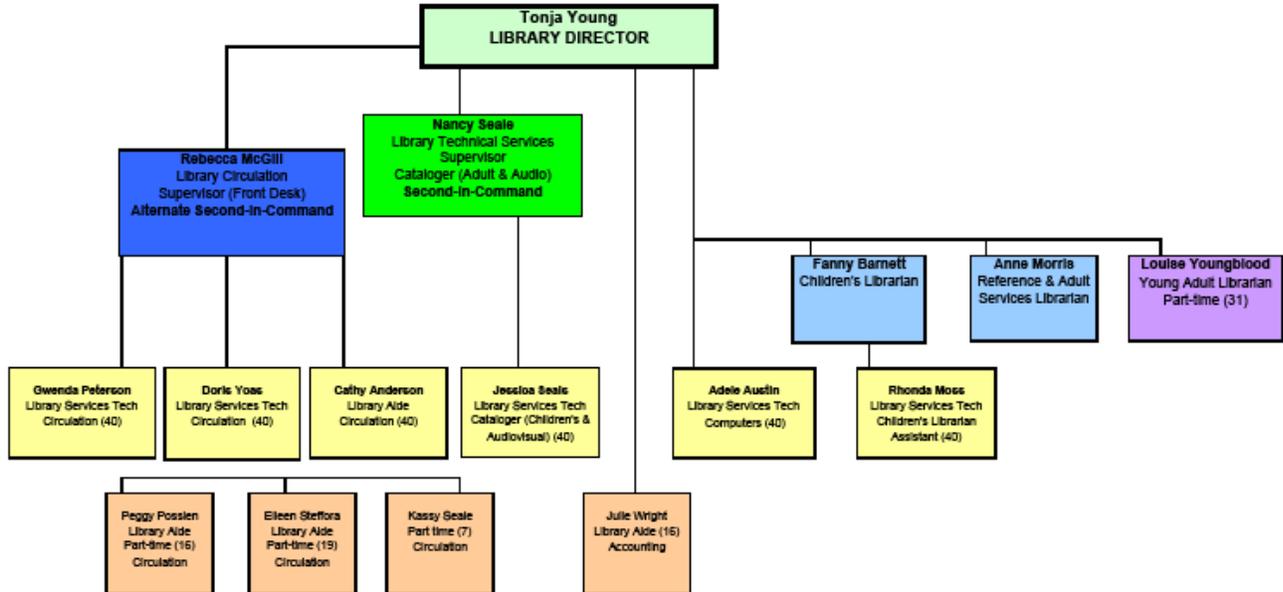
The mission of the Daphne Public Library is to inform, educate, and culturally enrich the lives of the greatest possible number of citizens of all ages, cultures, and economic backgrounds. The Library collects, organizes, and provides access to educational, informational, recreational and cultural resources to meet the service needs of the community. We are dedicated to the highest standards of ethics and public service, and will strive for the maximum of effectiveness and economy in library operations. The library is dedicated to meeting the Standards for Public Library Service in Alabama. The Daphne Public Library Board of Trustees, Director, Staff, and Volunteers will strive for thoroughness, equity, and fairness in serving individuals and organizations throughout the community. We are dedicated to the development of full and equal access to information for all people.



Updated by T. Young Oct. 2008

ORGANIZATIONAL CHART

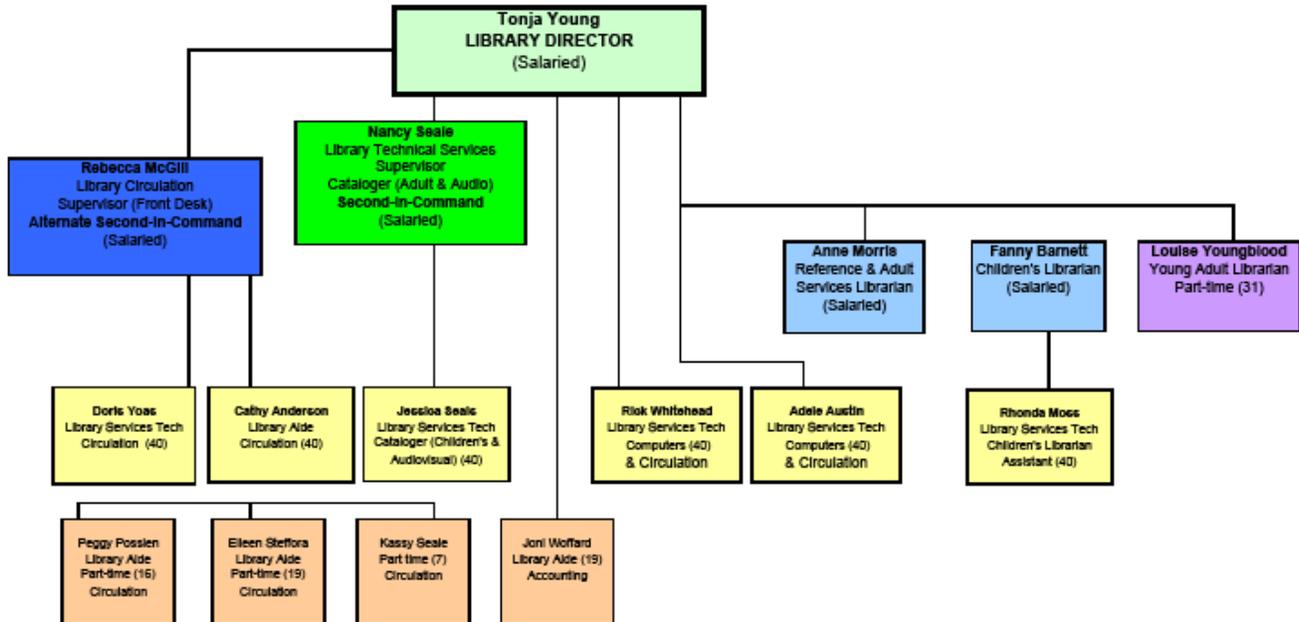
The mission of the Daphne Public Library is to inform, educate, and culturally enrich the lives of the greatest possible number of citizens of all ages, cultures, and economic backgrounds. The Library collects, organizes, and provides access to educational, informational, recreational and cultural resources to meet the service needs of the community. We are dedicated to the highest standards of ethics and public service, and will strive for the maximum of effectiveness and economy in library operations. The library is dedicated to meeting the Standards for Public Library Service in Alabama. The Daphne Public Library Board of Trustees, Director, Staff, and Volunteers will strive for thoroughness, equity, and fairness in serving individuals and organizations throughout the community. We are dedicated to the development of full and equal access to information for all people.



Organizational Chart updated by T. Young for Oct. 2009

ORGANIZATIONAL CHART

The mission of the Daphne Public Library is to inform, educate, and culturally enrich the lives of the greatest possible number of citizens of all ages, cultures, and economic backgrounds. The Library collects, organizes, and provides access to educational, informational, recreational and cultural resources to meet the service needs of the community. We are dedicated to the highest standards of ethics and public service, and will strive for the maximum of effectiveness and economy in library operations. The library is dedicated to meeting the standards for Public Library Service in Alabama. The Daphne Public Library Board of Trustees, Director, Staff, and Volunteers will strive for thoroughness, equity, and fairness in serving individuals and organizations throughout the community. We are dedicated to the development of full and equal access to information for all people.



Organizational Chart updated by T. Young for Oct. 2010

Appendix III – Original Policy Documentation

Daphne Public Library

Policies

Updated by T. Young
August, 2006

Approved by the Library Board of Trustees
September, 2006


Glenn Swaney, Board Chair


Ernie Seckinger


Gayle Robinson


Cassandra Day


Anita Rigas

Daphne Public Library

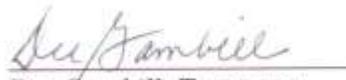
Policies

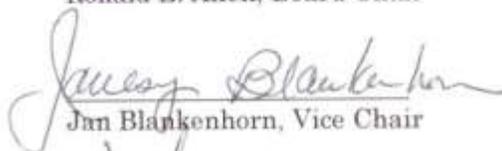
Previous Library policies consolidated into one document for Board approval by Tonja Young, Library Director, in 2006.

Updated by Tonja Young, Library Director
September & October, 2008

Approved by the Library Board of Trustees
November, 2008


Ronald E. Allen, Board Chair


Dee Gambill, Treasurer


Jan Blankenhorn, Vice Chair


Gayle Robinson


Windrila Longmire

Daphne Public Library

Policies

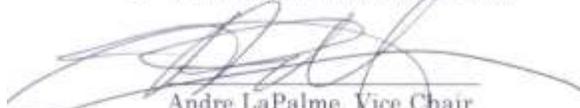
Previous Library policies consolidated into one document for Board approval by Tonja Young, Library Director, in 2006.

Updated by Tonja Young, Library Director
September, 2010

Approved by the Library Board of Trustees
October, 2010


Jan Blankenhorn, Board Chair


Chantal Booth, Treasurer


Andre LaPalme, Vice Chair


Windrila Longpre


Jim Bodman