

CHESTER COUNTY LIBRARY POLICIES AND PROCEDURES

Objectives:

The objectives of the Chester County Library will be:

To serve the community as a center of reliable information

To provide services and materials which aid the individual in the pursuit of education, inspiration, information, and in the creative use of leisure time.

Use of the library:

Library services are available to all persons without regard to race, color, or nationality. Service shall be free to all persons residing, working, owning property or attending school in Chester County. Persons who do not meet this criteria will be charged a one-time \$5.00 fee for a library card granting check-out privileges of library materials as long as they live in a 75-mile radius of Chester County. The use of the collection within the library is free to everyone.

The use of the library shall be limited when excessive demands of groups or individuals tend to curtail service to the general public. Library programs take place over group use. Library usage may be denied for failure to abide by the rules of the library; destruction of library property; or objectionable conduct on library premises.

Conduct in the library:

Smoking is not permitted in the library. Alcohol is not permitted in the library. Food or drink is not to be brought into the library except for a library sponsored activity.

Library directors may ask customers to leave when and if they are displaying inappropriate behavior, conduct which might be a safety hazard, or conduct which creates a disturbance to other customers.

Children aged ten and under must be accompanied by an authorized adult. If a child acts out or causes any problems, the library director may at his/her discretion call a parent/guardian and/or ask the involved children to leave the library. An authorized adult is a parent, guardian, or other relative. The proper local authorities may be contacted at the discretion of the library director.

Hours of operation:

The library will be open from 9:30 to 5:00 on Monday, Tuesday, Wednesday, and Friday; from 12:00 to 7:00 on Thursday; and from 9:30 to 12:30 on Saturday. The library is closed on Sunday. The library is also closed on the following holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, July 4th (Independence Day), Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas, and any day granted by the Board of Trustees. If the holiday falls on a Friday, the library will also be closed on the following Saturday. Weather closings will be at the discretion of the director.

Circulation:

Library staff members will not restrict the circulation of materials based on age. Parents are responsible for maintaining the physical condition of the books, videos, audio tapes and CDs checked out by their children including loss damage or overdue, and are wholly responsible for monitoring the appropriateness of materials their children check out.

Patrons must apply for a library card in order to check out any materials and must do so in person.

To be issued a card, a patron must:

1. Be five years old
2. Reside, work, own property or attend school in Chester County
3. Obtain signature of parent or legal guardian on application if younger than fourteen years of age. Parents or legal guardian must have a library card.

Fines: The Library Board amended our fine policy on 4/25/2019. We no longer charge fines for library materials except for hotspots.

Limits of materials per card are:

Fifteen books total—they may be checked out for two weeks. (*The Library Board amended our book checkout policy on 10/24/2019. Patrons can now check out fifteen books total whether they are paper or hardback.)

Two videos or DVDs **per household**—they may be checked out for two days.

(Children under 17 are not permitted to check out movies that are rated R.)

Two audio books or playaways per card—they may be checked out for one week. Please note, playaways cost \$40-\$70 to replace. Employees will advise patrons of playaway replacement cost to be sure they understand.

One cake pan per card – cake pans may be checked out for one week with a \$5.00 deposit. Refunds for deposits are made if the cake pan is returned clean and with the instructions.

Hotspots: One per household per month. Since there is so much demand for hotspots, the person who wants to check it out must be over 18 in order to get on the hotspot waiting list. Patrons must have an active phone number to obtain a hotspot. We will call a person three times before removing their name if the hotspot is not picked up. We will hold hotspots for one day and, if not picked up, we will go to the next person. Hotspots may be checked out for one week and may not be renewed. Overdue fines are \$5.00 per day. A cap of \$25.00 overdue fines is applicable. If the hotspot is not returned within three days, we will contact Verizon, have the hotspot turned off, and assess \$100.00 to the patron's account as a replacement fee.

Library materials may be renewed over the phone and they may be checked out three times on the same card.

Charges for lost or badly damaged material shall be the cost necessary to replace it at the present market price.

Reference books, genealogy materials, and Tennessee Room books may not be checked out. They must be used in the library.

Patrons who display a frequency of repeated overdue materials such as keeping materials out for months at a time without returning them will be designated an Unreliable Patron (Patron Type: 4) and will not be allowed to check out. Computer usage will be granted upon payment of fines.

If a patron has more than \$5.00 in fines or fees, they must pay on the fines or fees to be allowed to check out library materials or use the computers. If the fines or fees are over \$5.00, the patron must pay a minimum of \$1.00 to check out or use the computers until the fine or fee is paid. If the fines are more than \$10.00, computers nor any other materials may be checked out until the fine or fee is paid.

Library cards:

Library cards must be produced to check out library materials. Fines must be paid before any other materials can be checked out. Any materials that are a month overdue should be returned before more can be checked out.

Replacement library cards cost \$5.00. In the event that a library card is lost due to theft, fire, or other natural disaster the library will replace the card without a charge. Patrons who move away from Chester County and return later are still expected to produce their library card or to replace the card if it has been lost. Personal identification is required to get a library card. Parents' ID should be used for children under 14.

Cell Phone Usage:

Patrons should turn off cell phones when entering the library. If a cell phone goes off inadvertently, patrons may be directed to the foyer or the hallway to conduct the conversation.

Inter-Library Loan Policy:

The library will make requests for books for our patrons if the book is not included in our collection. We will make no more than three requests (three books) per patron or per family at a time. Inter-library loan books may be checked out for a period of two weeks and may be renewed **one** time only.

Computer Use and Internet Access:

TO USE THIS COMPUTER, YOU MUST CHECK IT OUT AT THE CIRCULATION DESK. Free Internet access and computer use is available to all Chester County Library patrons except for printer use. WiFi printing is available for use. **EACH** printed page will cost **15 cents** for black and white copies and **25 cents** for color copies. *Single sided printing is considered 1 page while double sided printing is considered 2 pages.* Patrons are responsible for paying for every page that they or their child print- even if you print the incorrect items. ***Print jobs are expected to be paid for before being released.***

If a patron has more than \$5.00 in fines or fees, they must pay on the fines or fees to be allowed to check out library materials or use the computers. If the fines or fees are over \$5.00, the patron must pay a minimum of \$1.00 to check out or use the computers until the fine or fee is paid. If the fines are more than \$10.00, computers nor any other materials may be checked out until the fine or fee is paid.

Use is limited to library hours and is on a first-come, first-served basis. Use is limited to one-hour sessions per user if people are waiting. *Any other time restrictions or if computers are unavailable for any reason, the library will make this information available in writing within the library.*

Twenty-five minutes before closing, an announcement will be made that the computers will be shut down in fifteen minutes. This will give computer users plenty of time to close out of what they are in and to print if they desire. Ten minutes before closing, the computers will be shut down.

The Chester County Library provides wireless access without charge. However, patrons who bring in their own laptops will only be able to utilize wi-fi printing and all prints must be paid for.

The library is **NOT** responsible for the content or validity of information found on the Internet. The library recommends that all patrons fact check or use reputable websites and sources for information. Parents are responsible for ensuring material is appropriate for their children. Library patrons **under 17 must have signed permission on file from a parent or legal guardian.**

The library staff will assist patrons in getting access to the Internet, but **cannot** assist in Internet searches or in-depth personal computer training. The library does have recorded videos and resources available for various computer training. Please ask a staff member for more details.

Printing and Copies:

The library will allow members of the public to print from the computers and/or make copies. Black and white copies are \$0.15 a page and color copies are \$0.25 a page. Two-sided copies are considered two pages as we are charging for the ink used. The person who selects to print or make copies is responsible for everything that is sent to the printer or copied. Library personnel are available to instruct how to use the copy machine or send materials to the printers. Print jobs are expected to be paid for before being released.

Faxes:

The library will send and received faxes for the public. The cost for sending or receiving a fax is \$1.00 for the first page and fifty cents for every page after that. The person who is sending or receiving the fax is responsible for every copy that is sent or received. Persons who refuse to pay will not be allowed fax services until payment is rendered.

Personal Laptops:

The library provides a wireless access for patrons who bring in their own laptop computers. The library does not provide filtering for these computers and we are not responsible for children under 17 who use our wireless access. Patrons who are looking at pornography while in the library will be asked to leave if they are discovered by the staff. Patrons who have been banned from the public access computers because they were looking at pornography in the library will not be allowed to use personal laptops to access our wireless connection.

Donations:

The library is grateful for any and all donations received. However, we cannot accept used books as memorial books and we do not accept text books, catalogs, or old Sunday School literature. Anyone making a monetary donation may either request that books be bought in memory or honor of a loved one or

that the donation be placed in the library's building fund account. If the giver requests that a certain type of book be bought, the librarian will make an effort to honor this request. Donations may not be made in lieu of fines.

Used books, videos, DVDs, audio books, and CDs are welcomed. If the library cannot use what is donated, the materials are saved for one of the library's quarterly book sales.

We also appreciate memorabilia, pictures, materials, etc. that might be donated to our Tennessee Room. However, the use of all donations of any kind is at the discretion of the library director.

All library magazine subscriptions will be chosen by the library director to prevent duplication.

Bulletin Board Policy

The bulletin board in the center of the library may be used for public notices. Items that are political, religious, for-profit, or for the benefit of private individuals may not be posted. Vacation Bible School signs may be posted if the church is qualified to received USDA funds as part of its program.

Confidentiality of Library Records:

The library recognizes the right of every citizen to privacy in regard to materials borrowed from its resources. Accordingly, the Board adopts these rules as a matter of policy for its employees:

1. No librarian or library employee shall reveal records of any patron's reading habits at the request of any person, group, or agency, except pursuant to such process, order, or subpoena as may be authorized by federal, state, or local law, relating to some civil, criminal, or administrative action which deems such information as useful or necessary for the prosecution or defense of such legal action.
2. Upon receipt of such legal process, order, or subpoena, the library director shall, after consulting with the Board and with legal council to determine if such process is in proper form and sufficient just cause has been demonstrated, release to those authorized persons only that information on the readership or use of library materials.

Personnel:

Selection of staff members is based solely upon merit with due consideration of personal, educational, and physical qualifications, and of training and aptitude for the position involved. The Chester County Library is an equal opportunity employer. Race, religion, sex, social, political, and ethnic back-grounds are not considered when hiring.

When a position is vacant, the Library Director or the Library Board shall post a sign on either side of both doors and on the library's information kiosk in the center of the building. Advertising for the position in the local newspaper is not required, as per advice from the county attorney. The position may be posted for a period of ten days. Persons who wish to be employed may submit a resume; we have no formal applications. The applicant should include at least three references, as well as his/her educational background and previous work experience. Hiring is based on recommendations by the Library Director and approval of the Library Board.

The Library Director position is full-time and currently the only full-time staff position at the library. The Library Director works 32 hours per week, which is considered full-time by the county. This includes a paid lunch hour. All other employees are paid by the hour.

Probation:

All staff members are told when hired that they are on probation or trial for a period of six months. At the end of the probationary period, the library may feel free to release any employee whose work and work attitude fail to measure up to the standards of the library.

Following the satisfactory completion of the probationary period, the employment of a staff member – unless appointed on a temporary basis – carries with it all possible assurance of continuous and permanent tenure, as long as the staff member performs duties competently and in accordance with the policies of the library. While the library does not hold itself under obligation to continue employment of any member of the staff whose service is unsatisfactory, no staff member under permanent appointment shall have services terminated without just cause.

Dismissal:

Any employee of the library may be discharged for incompetence, un-faithfulness in the performance of duties, willful neglect to conform to the rules and regulations of the library, or physical inability to perform his/her duties, the physical inability shall be determined by a qualified physician to be named by the Board of Trustees.

Two weeks notice, in writing, must be given prior to dismissal or resignation.

Leave Policy:

Annual leave will be based on one week vacation (five work days) after the first year and two weeks (ten work days) after working five years. After that period, annual leave may be extended at the Library Board's discretion. During the second quarterly meeting of the Library Board in April 2010, the Board

granted Library Director Nancy Canada fourteen days of vacation time after employment since 1996. In 2016, her vacation time was extended to twenty days a year.

Sick leave shall be considered a benefit and a privilege and not a right. Full time employees will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave will be earned at the rate of one day per month and may accumulate 36 sick days after which time an employee would go on leave without pay in accordance with the Family and Medical Leave Act of 1993. Accumulated sick days have no value other than the purpose granted; however, in the event of retirement or separation all unused sick leave may be used toward retirement. In no case will an employee receive compensation for any unused sick leave time. If an employee is in a paid status for one half of the month or more, he/she will be credited with one day of sick leave for the month.

Employees may use sick leave for absence due to personal illness or injury or to the sudden and/or severe illness of a member of the immediate family which is construed to mean parent, sibling, spouse, child, or person living in these same household as a member of the family. Sick leave may also be used for appointments with a licensed doctor, dentist, or recognized practitioner. Sick leave is not transferable from one employee to another. Bereavement leave, up to three (3) days will be given for an immediate family member. Sick leave may be used, if necessary, following the three days.

Employees are required to notify the employer as early as possible on the first day of their sick leave absence. An employee who claims sick leave may, at the discretion of the employer, be required to furnish a certificate from a physician stating the employee has been incapacitated from work for the period of absence and that the employee is again physically able to perform his/her duties.

Employees who have used all of their accumulated sick leave will not received financial compensation for additional days needed due to illness or injury. For any additional time needed the employee will be considered on leave without pay status unless the employee has accumulated vacation time remaining. The employee may request that additional sick leave be credited against the remaining vacation.

Family and Medical Leave Policy

Under the Federal Family and Medical Leave Act of 1993, eligible county employees are entitled to up to twelve (12) work weeks of unpaid leave during each twelve (12) month period beginning period beginning July 1 until June 30 of the next year. This leave includes the birth of a child, the placement of a child in adoption or foster care, a serious health condition of the employee that makes the employee unable to perform the functions of his or her job, or the serious health condition of a spouse, son, daughter, or parent that requires the employee's

presence. Both male and female employees are eligible for leave in connection with the birth or placement of a child or a family illness. Although special rules may apply if both husband and wife are county employees, which would be subject to certain conditions. Accrued paid leave may be substituted for unpaid Family Medical Leave.

Eligible employees are those who have been employed by the county for at least twelve (12) months and who have worked at least 1250 hours during the twelve (12) months and who have worked at least 1250 hours during the twelve (12) month period immediately before the leave is requested.

The employee must provide at least thirty (30) days advance notice of the need to take Family Medical Leave under normal circumstances. Medical certification also may be required.

It is the policy of Chester County to grant its employees leave in accordance with the requirements of the Family and Medical Leave Act. All employees should have a copy of the Family and Medical Leave Act fact sheet. Employees may obtain additional copies of that publication as well as additional information about the Family and Medical Leave Act and their rights and obligations under that law from their Supervisor or by contacting the County Attorney.

While an employee is on Family and Medical Leave, the employer is required to maintain the employee's coverage under any group health plan (which includes both health insurance policies and self-insured plans) under the same conditions as coverage would have been provided if the employee were not on leave. This means that the employee must continue to pay the employee's share (if any) of health insurance premiums, and the employer must continue to pay the employee's share of the premium.

Special Leave

Jury and Court Duty: It is desirous for all employees to fulfill their duty to serve as members of juries or to testify when called in both Federal and State Courts. Therefore, the following procedures shall regulate when an employee is called for jury duty or subpoenaed to Court.

1. The employee will received his regular compensation during the time he or she is serving on jury duty.
2. The employee will be granted a leave of absence when the employee is Subpoenaed or directed by proper authority to appear in Federal or State Court as a witness or juror
3. The employee may retain all compensation or fees which he or she receives for serving as a juror.
4. If the employee is relieved from court or jury duty during working hours, the employee must report back to his/her employer.
5. The above provisions concerning compensation for time in court do

Not apply if the employee is involved in private litigation. On these occasions, the employee must take vacation leave or leave without pay.

Military Leave – Military Leave is determined by State and Federal Guidelines.

Leave Without Pay – Leave without pay must be approved by the Library Board. Requests for such leave should be in writing.

Non-Discrimination Policy

It is the policy of Chester County to be an equal opportunity employer. Employment will be based upon consideration of the qualifications of all employees or applicants for employment. Discrimination based upon an applicant's or employee's race, color, sex, religion, national origin, age or disability will not be tolerated.

If an employee believes that he/she been subjected to illegal discrimination or harassment, related to employment with Chester County, the employee should report the incident promptly to the county official or department head under whose direction the employee works. If the problem is not resolved within a reasonable time, or if for any reason the employee feels uncomfortable reporting the problem to the county official or department head, then the problem should be reported to the County Executive. The County Executive may act as a mediator between the affected employees and the county official or department head.

It is the policy of Chester County to make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in undue hardship.

Harassment Policy

It is the policy of Chester County to maintain a respectful work and public service environment. Chester County prohibits and will not tolerate any form of unlawful harassment by or toward any employee or official on the basis of race, color, religion, sex, or national origin, age, disability, status as a Vietnam-Era veteran or special disabled veteran, or status in any other group protected by law. An employee or official who engages in such behavior is subject to disciplinary action up to and including termination of employment.

One particular kind of harassing behavior is sexual harassment. Sexual harassment, which can consist of a wide range of unwanted and unwelcome sexually directed behavior, such as:

- A. Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or of obtaining public services or:
- B. Submitting to or rejecting the conduct is used as the basis for employment decision affecting an individual's employment or public services or:
- C. Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating and intimidating hostile or offensive working environment.

Unfortunately, sexual harassment of one employee by another employee potentially might occur. All employees of this county should be aware that sexual harassment of any type will not be tolerated. If an employee feels that the employee has been subjected to sexual harassment, the employee should immediately report such treatment to the employer in accordance with the procedures set out in this county's employment equal opportunity policy.

Personnel Records:

Each employee's personnel record is confidential and shall include application or resume, W-4 forms, daily attendance and time off records, and any other pertinent records.

Professional Conduct:

Staff members are encouraged to become members of civic, educational or professional organizations. The director is expected to attend regular meetings of local library organizations and of the Tennessee Library Association.

Library employees' jobs are to promote service and to induce patrons to use the library's collections and other materials. Employees should always be alert and approachable. Patrons should not be allowed to feel that the employees are completely absorbed in reading, work, or conversation among themselves, and thus too busy to help them. Children are to be shown the same courtesy as adults.

It is the responsibility of the staff to create a library atmosphere that is welcoming, helpful, and pleasant. Courtesy is the most important contribution to a pleasant atmosphere. All employees are expected to remain courteous and to maintain good will even when differences or irritations arise.

Employees must be careful to avoid using or appearing to use an official position for personal gain, giving unjustified preferences or losing sight of the need for efficient and impartial decisions in the library's operations.

Staff is permitted to have beverages at the desk, since there are no breaks. Food is permitted in the break room behind the circulation desk. Smoking is not permitted.

Personal telephone calls by staff members are permitted, but should be as brief as possible. No personal phone calls may be charged to the library.

The dress and manner of the staff contributes directly to the overall image the library projects to the community. Staff members, therefore, are expected to dress and conduct themselves at all times in a way suitable to the position and to the work performed. Clothing should be fresh and neat. Careful personal hygiene is essential. Extremes should be avoided, but there is room for personal taste.

Cooperation With Other Libraries:

The Chester County Public Library is a member of the Shiloh Region of the Tennessee Regional Library System and will meet all requirements of the membership. The library will receive materials, advisory services and technical services from the Regional Center.

The public library and school library have related functions. One serves the child in school, the other in community life. The two services should complement each other. The librarian should cooperate with school officials and school librarians to promote better library services in both the school and public libraries.

The increase in the number of students, the expansion of the school curriculum, the limited library staff, and the restrictions of the book budget make it impossible for the library to provide all the services requested by the students. It shall be the aim of the Chester County Library to provide these services as far as it is able.

Rewritten and Amended
April, 2009

Amendment:

During the third 2010 quarterly meeting of the Library Board (June 24, 2010), the Board voted to amend the policy of having library trustees rotate off the Board after three two year terms. Janice Haithcoat, who would have rotated

off, agreed to stay on as Chairman for at least another two years or until the library secured funding for the new addition.

Amendment:

Amendment to Conference Room Policy:

Non-profit groups who want to use the conference room must furnish documents from the Secretary of State to vouch for their status. Any new group must pay a \$25.00 deposit before using the conference room. The deposit will be returned if the conference room furniture is returned to its original position and the room is clean and in good order.

If an individual or small group wishes to use the conference room for study or for a class project, they must first check at the circulation desk to make sure the room has not been booked. Permission to use the conference room is granted by the library staff. The library staff reserves the right to refuse use of the conference room to any individual or group that might cause disorder or not adhere to library rules.

Amended by the Chester County Library Board
January 27, 2011

Amendment to Book Checkout Totals:

Effective November 1, 2019, patrons will be allowed to checkout fifteen books per card whether they are hardback or paperback. Previously, the policy was five hardback and eight paperback.

Amended by the Chester County Library Board
October 24, 2019

Amendment to Conduct in the Library Policy:

Effective January 16, 2020, children aged ten and younger must be accompanied by an adult, guardian, and/or older sibling. Previously, the policy was children aged 17 or younger had to be accompanied by an adult.

Amended by the Chester County Library Board
January 16, 2020

Amendment to Audiobook Checkout Policy:

Language now says two audiobooks or playaways may be checked out for one week. Playaways are a new addition to the materials within this library. Due

to their cost, it is noted the replacement cost and employees will be encouraged to pass this information along to anyone who checks one out.

Amended by the Chester County Library Board via email
February 5, 2020

**Chester County Library
By-Laws for the Board of Trustees**

Membership:

The Board shall consist of seven Chester County residents. Board members will serve up to three two year terms. They may be appointed again after a lapse in time.

New members shall be recommended by the Library Board to the appointing officials, Chester County Court, to fill vacancies. New members shall be informed of their responsibilities as Board members by the Board Chairman and Library Director.

The City Board and the County Court shall appoint one of their members to serve as a non-voting member of the Library Board.

Duties:

The duties of the members of the Board shall be:

1. Appoint a qualified librarian to serve as a Director.
2. Formulate policies and secure adequate funding for the operation of the library.
3. Attend regular and special meetings of the Board.
4. Study the general trends of librarianship and participate in the planning, goals, and priorities of the library.
5. Maintain good relations with local governments and secure the library's position in overall governmental organization and support.

Officers:

The board shall elect a Chairman, a Vice-Chairman, a Secretary, and a Treasurer. Election of new officers should take place in June of each year. All officers shall serve for one year.

The Chairman shall preside at all meetings, appoint all committees, authorize special meetings, certify all bills approved by the Board, and perform general duties of the presiding officer. In the absence of the Chairman, the Vice-Chairman shall preside.

The Secretary shall keep a true and accurate account of all Board meetings, shall issue notices of all Board meetings, shall be responsible for maintaining

those records on a permanent file at the library, and shall notify the appointing officials of any vacancies on the Board.

Library Director:

Duties:

1. The Library Director shall be responsible for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth by the Board, all under the direction and approval of the Board.
2. The Library Director should advertise the library by word of mouth, displays, and newspaper articles.
3. The Library Director should keep the library neat, clean, attractive, and the books in order on the shelves.
4. The Library Director should participate in the in-service training program conducted by the Regional Library System.
5. The Library Director should keep the following records accurately:
 - a. Circulation
 - b. Registration of borrowers
 - c. Notification to borrower when item is overdue, following up until item is returned
 - d. Charging published amount for overdue items and keeping record of same
 - e. Record of locally owned (Chester County) books, videos, CDs, and audio tapes
6. The Library Director should make reports on circulation to the Regional Librarian promptly.
7. The Library Director should meet with the library board at all meetings and make monthly and/or quarterly reports except those meetings at which his/her appointment or salary is to be discussed or decided.

Qualifications:

1. The Library Director shall have at least a high school education.
2. The Library Director should have a good knowledge of books and people.
3. The Library Director should be willing to follow advice and suggestions of the Library Board Members and Regional Librarian.
4. The Library Director should be physically able to perform the required duties.

Duties of County Library Staff:

1. The staff will be under supervision of the head librarian.
2. Their duties and hours will be determined by the Board and the Librarian.

Amendments:

These By-Laws may be amended at any regular meeting of the Board, with a quorum present, by a majority vote of the members present. Written notice shall be provided at least ten days prior to the meeting at which an amendment is to be voted.

Rewritten and Amended
October 26, 2000

Use of Meeting Room

Use of this room assumes you have read and accept these rules:

- Rooms are available for library and library-affiliated programs and meetings, government offices and departments, local non-profit agencies which receive local government funding, other non-profit groups which meet the criteria, or public gatherings of a civic, cultural, or educational character.
- Priority will be given to library and library-affiliated programs and meetings.
- Rooms **are not** available for political or religious purposes, for the benefit of private individuals, for commercial concerns, for the presentation of one side of controversial matters, or when, in the judgment of the library board, any disorder may be likely to occur.
- Rooms will generally be available during normal library hours.
- Smoking is not permitted anywhere in the library. Alcohol is not allowed anywhere in the library.
- Groups must request advance reservations for a specific meeting date, start and end time.
- No fees may be charged for meeting attendance, although fees may be charged for materials provided.
- Only library-related functions are permitted full or catered meals. Non-library groups are allowed light refreshments which must be confined to the meeting room.
- No posters, signs, displays, or decorations may be put up without prior approval.
- Meeting rooms must be left as they are found – clean and with furniture returned to its original position. **Groups will be held financially responsible for any damage** to furniture, walls, windows, carpeting, kitchenette, or any library equipment during their meeting. The library is not responsible for non-library items left behind.

I have read and understand the guidelines for using the Chester County Library conference room.

(name of group)

(person responsible for group)

Date

Amendment to Conference Room Policy:

Effective January 16, 2020, use of the meeting room will not be permitted after hours. Also, alcohol is not allowed in the library at any time.

Amended by the Chester County Library Board
January 16, 2020

Amendment to Printing and Copies:

Effective February 24, 2020, all print jobs and copies must be paid for before the jobs will be released.

Amended by the Chester County Library Board
February 24, 2020

Amendment to Computer Use and Internet Access Policy:

Effective March 18, 2021, the policy was amended to specify that front and back copies (double sided) are considered two pages. Included in the policy is also that all print jobs must be paid for, even if the patron prints the incorrect item and is responsible for their child's prints. Wi-fi Printing was added as an option.

Amended by the Chester County Library Board
March 18, 2021

Chester County Library Collection Development Policy

Mission:

The Chester County Public Library is a public institution providing services and resource information to meet the community residents' personal, educational, and professional needs. Special emphasis is placed on providing popular reading, listening, and viewing materials, and to stimulate young children's interest and appreciation for reading and learning. The Chester County Public Library wishes to improve our resources, thus encouraging greater use of the facility to better meet the needs of this community. The Library serves as an educational and recreational center for residents of Chester County.

Roles:

1. Popular Materials Library: The Library features current, high-demand, high-interest materials in a variety of formats for persons of all ages.
2. Preschoolers' Door to Learning: The Library encourages young children to develop an interest in reading and learning through services for children and for parents and children together.
3. Independent Learning Center: The Library supports individuals of all ages pursuing a sustained program of learning independent of any educational provider.

Selection Policy:

The goal of the selection policy is to support the mission of the Library and the roles that the Library plays in the community.

The ultimate responsibility for materials selection is the Library Director's, who operates within the framework of the policies, goals, and objectives approved by the Library Board of Trustees.

The selection of materials is influenced by the following factors and principals:

1. Potential and/or known demand or needs for specific library materials.
2. Relevance to community interests and needs.
3. Current or historical significance.
4. Accuracy of information.
5. Suitability of subject, style, level and format for the intended audience.
6. Evaluations and reviews from reputable sources used by library

- personnel.
7. Suitability of the format for the library users based on demographics.
 8. Requests made by members of the community will be evaluated and purchased based on the demographics, reading habits, availability, and needs of the community at the library directors discretion.
 9. Space available for the collection items being purchased.
 10. Price of materials elsewhere in the community and through inter-library loans.
 11. Availability of materials elsewhere in the community and through inter-library loan.
 12. Reputation of author, publisher, or producer.
 13. Availability of opposing viewpoints of major issues.
 14. Need for additional or duplicate materials within the existing collection.
 15. Online collection materials requested and needed may differ from physical collection. Reports for e-book usage will be utilized to determine what genres and subjects are most needed for digital users.

Donated Materials:

The Library accepts gifts and is grateful for any gifts it does receive. However, in accepting a gift, the Library Director reserves the privilege of deciding whether it should be added to the collection. Materials received as gifts that meet the selection standards may be added. Those gifts not added to the collection may be sold unless the patron donating specifically requests unwanted materials back.

Weeding:

Library staff will weed all collections once a year. This includes adult fiction/nonfiction/biographies/graphic novels, juvenile fiction/nonfiction/biographies/graphic novels, teen fiction, children's easy readers, DVDs, and preschool development collections. Material that is to be weeded includes:

1. Material that has not circulated within 2-3 years but is at least 5 years of age.
2. Duplicate material that is no longer needed.
3. Material with outdated or false information.
4. Superseded editions.
5. Worn or damaged materials.
6. Health and law materials 5-10 years of age or older.
7. Material no longer relevant to the needs and interest of the community.
8. Infrequent use and lack of demand.

Censorship and Controversial Materials:

The Library Board agrees with the “Library Bill of Rights,” the “Freedom to Read,” and “The Freedom to View” (see attached documents which have been endorsed by the American Library Association). The Board recognizes that many materials may be considered offensive or controversial to some patrons. The choice of library materials by patrons is an individual matter. While a person may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. To deal with complaints regarding or requests for the removal of library materials, the Library has developed the following procedures:

1. The patron with the complaint or request should be immediately referred to the Library Director. In a polite tone, the Director should explain to the patron that selections are made in accordance with the Chester County Library’s Selection Policy.
2. If the patron is not satisfied with the explanation received, the Library Director will ask the patron to complete a “Request for Reconsideration of Library Materials” form (see attached).
3. The form will be brought to the attention of the Chester County Board at the next Board meeting. The Board will consider all factors and options and decide what to do with the material in question. The Board’s decision will be followed.

Amendment to collection development policy, weeding policy, and donations:

Effective March 18, 2021, the policy was amended to further specify what goes into selecting materials for purchase based on questions asked by members of the public, updates to the weeding policy based on updated common practices, and to include that donations not put into the collection will be put into the book sale unless requested to be returned by patrons.

Amended by the Chester County Library Board
March 18, 2021

Request of Reconsideration of Library Material

Author _____

Title _____

Publisher (if known) _____

Date of Publication _____

Request initiated by _____

Address _____ Telephone _____

Complaint _____ Self
Represents: _____ Organization (Specify) _____
_____ Other _____

If objection is to material other than a book, change wording to apply:

1. Specify what you object to in the book (cite pages, etc.) _____

2. What do you think might be the result of reading this book? _____

3. For what age group would you recommend this book? _____

4. What do you think is good about this book? _____

5. Did you read the entire book? _____ If not, what parts? _____

6. Are you aware of the judgment of this book by literary critics? _____

7. What do you believe is the theme of this book? _____

8. What would you like the Library to do about this book?

_____ Withdraw it

_____ Send it back to the selection for reevaluation

_____ Other (Specify) _____

9. What material would you recommend to replace this book? _____

Signature of Complainant: _____

Date: _____

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.

1. 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.
2. Libraries should provide materials and information presenting all points of view on historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948; amended February 2, 1961, and January 23, 1980, by the ALA Council.

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 toward 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 by 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 them 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

Subsequently Endorsed by:

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

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, we affirm these principles.

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most

effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expressions. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Educational Film Library Association's Freedom to View Committee, and was adopted by the EFLA Board of Directors in February, 1979. It was endorsed by the American Library Associations' Intellectual Freedom Committee and the ALA Council in June, 1979.

Library and educational institutions are encouraged to adopt this statement and to display it in their catalogs or libraries. The text of the statement may be reprinted freely; permission is granted to all educational institutions to use it.