

**Franklin County Library**  
**Policies, Rules and Regulations**

Adopted

10-14-2004

**Revised: 04-10-2008, 04-09-2009**

\_\_\_\_\_  
Franklin County Library Board President

\_\_\_\_\_  
Franklin County Judge

\_\_\_\_\_  
Franklin County Library Director

\_\_\_\_\_  
Franklin County Attorney

Sworn to and subscribed by the above on \_\_\_\_\_.

Notary Public in and for  
the State of Texas.

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## ***Mission Statement***

“The Franklin County Library is a gateway to our heritage and to our future.”

The Franklin County Library fosters reading and thought by serving its users’ needs for information, life-long learning and leisure pursuits. Offering a broad collection of printed materials and current technology, Franklin County Library provides increased access to information resources.

## ***Role of Library***

The Library is the principle source for information that is freely available to everyone within the county. Therefore, the Franklin County Library shall strive to:

- acquire and organize a well-balanced and broad collection, in various formats, representing a variety of viewpoints to promote the communication of ideas, an informed community and an improved quality of life
- provide useful, current information sources for individuals, businesses, and organizations
- make the collection available to everyone

## ***Policy Revisions***

The Franklin County Library Policy is reviewed regularly so that it adequately reflects changes in the library’s goals and users’ needs. Amendments and revisions to the policy are made as needed by the Library Director and the Library Board.

To achieve this, the Library Director will monitor new developments and the implementation of this policy and bring forward issues and recommendations for Board consideration.

# **Borrowing Policy**

## **Franklin County Library**

### ***Memberships***

Library patron cards will be issued to any person requesting a card at no charge after completion of an application. Patrons must present a valid driver's license or official picture I.D.  
Children under the age of 17 are required to have their parent/guardian sign patron applications.

Patrons are responsible for all materials charged to his/her card.  
Persons with a history of abuse of library privileges may be subject to restriction, revocation or denial of a library card as per library staff discretion.

### ***Check Out Limits***

Patrons are allowed to have up to six (6) books or audios on loan at one time.  
Families are allowed to have up to three (3) videos or DVDs on loan at one time.  
Restrictions and / or exceptions may be placed on checkout limits as per library staff discretion.

### ***Loan Periods***

All items, with the exception of videos and DVDs are due back to the library two weeks from the check out date. Videos and DVDs are due back two days from the check out date.  
Restrictions and / or exceptions may be placed on loan periods as per library staff discretion.

### ***Renewals***

Items may be renewed if there is no reserve placed on them. A maximum number of renewals may be placed on materials.  
Restrictions and / or exceptions may be placed on renewals as per library staff discretion.

### ***Reserves***

Any circulating item may be placed on reserve. Patrons have three (3) days after notification to check out reserved items. Items then will be placed back on the shelf or the next person on the reserve list will be notified. Patrons will be notified via phone by library staff.  
Restrictions and / or exceptions may be placed on reserves as per library staff discretion.

### ***Lost or Damaged Materials***

Patrons are responsible for the replacement cost of lost or damaged materials. Replacement costs are determined by the price placed on materials at the time of purchase. In cases of excessive loss, abuse or damage of library materials patrons may be charged a re-cataloging fee. Charges will be determined by library staff not to exceed \$5.00 per item. Abuse, damage to or loss of library materials and/ or property may result in restrictions, suspension or revocation of library privileges as per library staff discretion.

### ***Reference Materials***

Certain materials in the library are for reference use only. These items may not be checked out and must remain in the library.

# Franklin County Library

## *Fines and Fees*

### *Fines:*

#### **Late Fines -**

Books and Audios -	\$0.20 ea. day per item
Videos -	\$1.00 ea. day per item

#### **Maximum Fines -**

Children's Books	\$1.00 ea. item
All other books	\$2.00 ea. item
Audios	\$2.00 ea. item
Videos	\$5.00 ea. item

### *Fees:*

#### **Services-**

Copies	\$0.25 ea. page
Computer printouts	\$0.25 ea. page
Faxes incoming	\$0.25 ea. page
Color Copies	\$0.50 ea. page
Faxes outgoing	\$1.00 ea. page
Laminating	\$ .75 ea. (8x10)
	\$ .50 ea. (4x6)
	\$ .25 ea. (credit card size)
3 ½ inch floppy disc	\$1.00 ea.
CDs	\$1.00 ea.

### ***Replacement Fees:***

Replacement costs are determined by the current price placed on materials at the time of purchase.

### ***Re-cataloging Fees***

Books -	\$1.00 per item
Audio/Video -	\$2.00 per item

The library reserves the right to increase the cost of any fines or fees.

## Lost or Damaged Items

Patrons are responsible for all material charged to his/her card. Patrons are responsible for the replacement costs of lost, abused or damaged materials. Replacement costs are determined by the current price placed on materials at the time of purchase.

In cases of excessive loss, abuse or damage of library materials patrons may be charged a re-cataloging fee. Charges will be determined by library staff but not to exceed \$5.00 per item. Abuse, damage to or loss of library materials and/or property may result in restriction, suspension or revocation of library privileges as per library staff discretion.

## Fines and Recovery of Overdue Materials

Library materials are purchased for use by all patrons of Franklin County Library. The Library establishes regulations for the loan of materials, including circulation periods, renewal processes, fines for late returns. Franklin County Library believes that the individual who chooses to keep materials past the due date, or who refuses to settle unpaid fines or fees, compromises to some extent his or her right to privacy. The library will attempt to recover overdue materials and will notify patrons of unpaid fines and fees by phone, letter or when possible, upon a patron's visit to the library. If the library's attempt to recover overdue materials and/or collect unpaid fines or fees fails, the library shall then contact the authorities for their assistance in the recovery of materials and payment of fines or fees.

The suspension of borrowing privileges and/or library services may be enforced for persons with outstanding over dues and/or library fines or fees.

## Theft of Materials

The Library must protect the investment of library materials made by taxpayers of Franklin County. If staff believes that a theft has occurred, Franklin County Sheriff's Office will be contacted immediately.

Vandalism of library materials or property will also be reported to authorities.

## Confidentiality of Library Patron Records

The Franklin County Library recognizes and supports every patron's right to have their library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, and/or data that contain information that links a specific patron to specific materials, services or programs used. Each patron has individual control over their own library card. Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, reservation of materials), the library will not maintain a record of transactions. When no longer needed for library administration purposes, records will be expunged.

In compliance with the Texas Open Records Act, no information will be released to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the Library Director.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.

# Protection of Copyright

It is the intent of the Franklin County Library to comply with Title 17 of the United States Code, titled "Copyrights," and other federal legislation related to the duplication, retention, and use of copyrighted materials. Library staff will refuse to duplicate any materials if doing so would violate copyright and will, when asked, inform patrons if materials being borrowed are subject to copyright restrictions (see also, "Interlibrary Loan") and staff will refuse any request that would violate copyright regulations.

Audiovisual materials for which the library has purchased public performance rights will be so labeled. Items without public performance rights are for personal and home use only. Library staff will follow copyright law in selecting and using materials for public performance. Original or copyright free art will be used to produce library publicity items or for creating displays and decorations.+

## Interlibrary Loan

The Franklin County Library participates in the national interlibrary loan program. Franklin County Library will offer this service in accordance with rules and regulations of the Texas State Library and Archives Commission. This service permits the library to borrow materials for its patrons from other libraries. This interlibrary loan service is available to all patrons who have been in good standing for a year and whose record is clear of fines and overdue items. Books and photocopies of articles from periodicals not owned by Franklin County Library, or that are otherwise unavailable, may be requested for loan through interlibrary loan. Recordings, microfilm, and genealogy materials may be requested but are often difficult to obtain. Items owned by the library, but checked out to another patron, may not be borrowed through interlibrary loan unless the item requested is more than two months overdue.

Franklin County Library charges return postage on all interlibrary loans when applicable. The patron is responsible for all charges or fines imposed by the lending library. Every attempt will be made to borrow items from libraries that do not charge fees for loaning materials. If a patron does not wish to borrow an item due to charges that are imposed (such as insurance fees, lending fees, photocopying charges), this must be stipulated when the request is made. Fines for overdue materials and processing costs for lost items will vary with the lending library and are the responsibility of the patron.

The library may restrict the number of items requested by an individual patron or "meter" the number of items referred through interlibrary loan when necessary to ensure fair, equitable, and timely service within the constraints of budget and staffing. This action will only be taken in consultation with the patron and alternative sources for service will be suggested.

Requests that staff determines may violate copyright laws will not be accepted. Photocopies received through interlibrary loan will be stamped with notice of copyright.

# TexShare Cards

Franklin County Library participates in the TexShare program. Franklin County Library will offer this service in accordance with rules and regulations of the Texas State Library and Archives Commission. This service is available to all patrons who have been in good standing for a year and whose record is clear of fines and overdue items. TexShare cards will be issued to qualified patrons and may be used at other participating libraries. TexShare card users will be held to the policies and procedures of the lending library and Franklin County Library will not be responsible for any fines or fees incurred at other libraries. If a lending library advises Franklin County Library that violations have occurred by a TexShare card user then the card holder's privileges may be suspended at Franklin County Library and notice will be sent to all lending libraries that violations have occurred on that TexShare card.

Franklin County Library will also lend materials to persons holding a TexShare card provided that a Franklin County Library card is established. All policies and procedures of Franklin County Library will apply to a borrower using a TexShare card.

## Technological Services

### *Faxing*

#### **Library Reference Materials**

Fax service is provided, for a fee, by the Franklin County Library when the information is brief and readily available in printed form. Staff cannot conduct extensive research, compile information, or gather data from a variety of sources to be faxed. Fax service will be limited to brief, readily available information provided as part of the reference services of the library.

The following are policy regarding use of the fax machine:

- Staff will adhere to copyright restrictions when faxing materials.
- Subject to staff approval, incoming faxes will be accepted for patrons for a fee.
- Outgoing faxes may be sent for an additional fee.
- Only materials that are acceptable by local community standards will be allowed. Any inappropriate use will result in cancellation of this privilege.

#### **Other Fax Service:**

Fax service is provided, for a fee, by the Franklin County Library  
Inappropriate use of the fax machine includes, but is not limited to:

- Any action which seeks to defraud or obtain money or other values by false representation.
- Sending or receiving text or graphics which may be construed as obscene, vulgar, profane, or indecent.

Authorized library staff may revoke or refuse use of library fax at their discretion.

## ***Laminating***

The Franklin County Library provides, for a fee, laminating services for the public.

## ***Photocopying***

The Franklin County Library provides, for a fee, photocopy services for the public. The library will copy non-circulating materials such as reference books, magazines, newspapers, and local history materials.

The following are policy regarding use of the photocopying machine:

- Staff will adhere to copyright restrictions when copying materials
- Only materials that are acceptable by local community standards will be copied. Any inappropriate use will result in cancellation of this privilege

Inappropriate photocopying includes, but is not limited to:

- Any action which seeks to defraud or obtain money or other values by false representation
- Any text or graphics which may be construed as obscene, vulgar, profane, or indecent

Authorized library staff may revoke or refuse use of library photocopy machine at their discretion.

## **Franklin County Library Computer & Internet Use and Safety Policy**

Franklin County Library is committed to serving the information and lifelong learning needs of all its patrons. Providing access to computers and the Internet provides the opportunity to enhance our existing collection by connecting to information networks from around the world.

### **Disclaimer:**

\*The library has no control over the information accessed through the Internet and cannot be held responsible for its content. Users are responsible for materials that are accessed from the Internet.

\*The library assumes no responsibility for any direct or indirect damages arising from the use of its connection to Internet services or any other damages incurred from use of Internet or library computers.

\* While "Instant Messaging" is prohibited, chatting or other forms of direct instant communication is discouraged but not prohibited.

### **Computer & Internet Use Policy:**

1. Access time will be limited to 1 hour, unless determined otherwise by authorized staff.
2. E-mail may be sent and received if users have their own e-mail account.
3. Multiple family members will be allowed to use the computers at the same time, but only according to availability of computers to other users.
4. Parents/Guardians of Internet users under the age of 17 must sign a policy acceptance form before their children will be allowed to use the library computers. Parents must understand that the library staff cannot monitor or provide supervision as children explore the Internet. Responsibility for what minors may read or view on the Internet rest with their parents or guardians.

### **Printing:**

A fee per page will be charged for printing from library computers. Patrons must pay for all pages they print, therefore, patrons need only print the pages they are willing to pay for.

### **Unacceptable Use of Computers and Workstations:**

Use of the computers and the Internet is a privilege, not a right. Only materials that are acceptable by local community standards will be allowed. Any inappropriate use will result in cancellation of this privilege. Inappropriate use of the computers and the Internet includes, but is not limited to:

1. Any action which destroys, alters, prevents, or interferes with computer-based information.
2. Unauthorized tampering with computer hardware or software.
3. Storage of data to anything other than a data storage device purchased from the library without approval from library staff.
4. Violation of software license agreements and copyright laws.
5. Violation of another user's privacy.
6. Any action which seeks to defraud or obtain money or other values by false representation.
7. Using the library's Internet connection for commercial purposes.
8. Use of Instant Messaging services are prohibited.
9. Sending, receiving, or displaying text or graphics which may be construed as obscene, vulgar, profane, or indecent.
10. Use of personal software programs or personal storage devices is prohibited on the library computers unless permission is given by authorized library staff.

Any violation of the Computer and Internet Use and Safety Policy may subject the user to suspension of all computers for one (1) week for the first offense and two (2) weeks for subsequent offenses. Repeated offenses may result in cancellation of the user's privileges to use the library's computers.

Patrons with overdue library materials and/or unpaid fines and/or fees may be restricted from computer use.

**Library staff may restrict, revoke or refuse use of library computers at their discretion.**

## **Conduct in the Library**

The Franklin County Library encourages people of all ages to visit the library. Those using the library and its resources have the right to expect a safe, comfortable environment that supports appropriate library services.

Individuals demonstrating disruptive and/or inappropriate behavior will be required to leave the library after one warning from library staff. All serious acts will be reported to the Franklin County Sheriff's Department. Disruptive and inappropriate behavior includes, but is not limited to:

- Abusive language or behavior towards staff or others
- Harassment and lewd behavior
- Noisy, boisterous talking or actions including cell phone use
- Eating and/or drinking
- Smoking
- Misuse of library property
- Uncooperative attitude
- Actions that deliberately annoy others or prevent the legitimate use of the library and its resources

Personal appliances, such as computers, cassette players and calculators, may be used if the noise level is low and use does not interfere with others. Because of the lack of outlets and concern for electrical overload, all appliances must be battery-powered and may not be plugged into library outlets. Portable telephones and pagers should be turned on vibrate or down to a low volume and patron must not disturb others while using phones and pagers. Patrons may be asked to leave the library, at library staff's discretion, if personal appliances cause a disturbance.

The Franklin County Library is a public facility that offers services to a wide range of citizens, and children are especially welcome. The library has the responsibility to provide an environment that is safe and comfortable for every patron who is appropriately using its services and facilities. Children and young people are expected to adhere to the same standards of patron conduct expected of adults. Parents, guardians or assigned chaperones are responsible for the behavior of children in their care while in the library.

### **Unattended Children**

Young children are not safe when left unattended in the library. Franklin County Library staff will not be responsible for the well being of children left unattended in the library. Staff cannot know if children are leaving with a parent, a friend, or a stranger. Library staff will not deliberately seek out unattended children; however, unattended children frequently become disruptive when they become bored. Parents are responsible for ensuring the appropriate behavior of their children while in the library. If a parent or other responsible adult cannot be located, unattended children who are disruptive will be placed in the care of the Franklin County Sheriff's Department.

Young children should not be left unsupervised in any area of the library. If a parent/guardian cannot be located, staff will call the Franklin County Sheriff's Department to report an abandoned child.

Older children who are disruptive will be asked to leave the library. If the child cannot safely leave the library and return home on his or her own, staff will permit the child to call a parent. If no parent can be contacted, library staff will either allow the child to remain in the library under close supervision until a parent can be contacted or contact the Franklin County Sheriff's Department, depending on the severity of the situation.

Children who have not been picked up at closing time will be given the opportunity to call a parent. Children who have not been picked up within fifteen minutes after closing will be left in the care of the Franklin County Sheriff's Department.

## **Franklin County Library Collection Development Policy**

### ***Purpose of Collection Policy***

This collection development policy has been created:

- to clearly state the collection policies of the Library
- to identify responsibility for collection development and provide staff with consistent guidelines for development and maintenance of the collection
- to provide a process for public input
- to assist in budget allocation for materials
- to defend freedom of information and protection against censorship

### ***Mission Statement***

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### ***Role of Library - Purpose of the Collection***

The Library is the principle source for information that is freely available to everyone within the county. Therefore, the Franklin County Library shall strive to:

- acquire and organize a well-balanced and broad collection, in various formats, representing a variety of viewpoints to promote the communication of ideas, an informed community and an improved quality of life
- provide useful, current information sources for individuals, businesses, and organizations
- make the collection available to everyone

### ***Selection Philosophy***

As a public, tax-supported institution, the Library must serve all sections of a diverse community. Materials are selected on the basis of their interest and information to all people in the community. The Library encourages comments and opinions regarding the collection from patrons. Discussion and the exchange of ideas between patrons and the Library help to ensure that the collection more accurately reflects and supports the needs and interests of patrons.

## ***Selection Responsibility***

### **Responsibility for Selection**

The Library Director is responsible for collection development and maintenance, acting in accordance with the general policies established by the Library Board. However, other staff members may participate in the selection of Library materials.

The presence of any book, video or other material in the library including material obtained through the internet does not indicate endorsement of its contents by the Library's Board, Director or its staff.

### **Responsibility of the Patron**

The library realizes that some materials are controversial and that any given item may offend some patrons. While the library staff is available to assist individuals and groups to select material, the ultimate responsibility for the choice of materials lies with the patron.

### **Responsibility for Children's Reading**

The Franklin County Library provides access to its materials to all patrons. Responsibility for children's use of library materials rests with parents and legal guardians. Collection development decisions are not restricted by the possibility that children may obtain materials that their parents consider inappropriate. The Library believes that individuals have the freedom to choose their own reading/viewing/listening material and that it is the right and obligation of parents/legal guardians to develop, interpret, and maintain their own values in their family

## ***CRITERIA***

### **Selection Criteria**

Whether purchased or donated, materials shall be considered according to the following criteria:

- Suitability of subject and style for intended users
- Comments of reviewers, critics and publishers
- Strengths and weaknesses of the existing collection
- Timeliness and accuracy of the information
- Reputation and authority of the author and publisher
- Purchase price and other budgetary considerations
- Contribution to balance of treatment of a controversial subject
- Contemporary significance or permanent value
- Suitability and quality of physical form, layout, and construction
- Space requirements
- Availability of materials through other library resources
- Demand in the community

Taking the materials budget into consideration, the Library will attempt to respond to exceptionally high demand with purchase of multiple copies

An item does not have to meet all of the above criteria in order to be acceptable. Materials which do not meet these criteria may be recommended for purchase to satisfy heavy reader interest.

Providing access to the history of Franklin County and the surrounding area is an important function of the Library. Works by and about local authors, and materials relating to the history of Franklin County and surrounding area shall be sought, subject to the selection criteria and community need.

### **Selection Tools**

To find material which meets the selection criteria, the Library makes use of various resources. Since it is not possible for the professional Library staff to personally read and review the large number of books published annually, certain sources are used to facilitate the source for authoritative information about current material. Selections are also made from publishers' announcements of forthcoming materials. By keeping up-to-date on what is making news, the Library attempts to anticipate demand for certain subjects. Making use of circulation statistics and patron requests help to determine the strengths and weaknesses of the collection. In certain cases, the Library may make use of experts in the community to evaluate specific sections of the collection.

## ***Gifts and Donations***

The Franklin County Library welcomes gifts/donations of books and other materials. Gifts/donations are added to the collection according to the same selection criteria as purchased materials. However, since processing and housing materials is expensive, the library reserves the right to accept or discard any materials received as gifts/donations. In addition, the library has the right to reject or discard any materials because of its age or physical condition. Once donated, items become the property of Franklin County Library, and may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift.

The library will acknowledge receipt of donated items but is not able to set fair market or appraisal values. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. It is recommended that the donor make a list of items donated.

Cash donations and bequests of money may be made to the Franklin County Library. The donor may request that these funds be used for the development of specific collections or specific programs, but the Library Director reserves the right to select materials/programs he/she deems appropriate.

## ***Weeding***

### **Guidelines for Weeding**

It is necessary to weed materials systematically to maintain the currency and relevance of the collection. Outdated materials, materials no longer of interest or in demand, unneeded duplicates, and worn or damaged copies should be removed from the collection regularly.

Local history materials are given special consideration because of their historical value in Franklin County. Even if this material meets weeding criteria, it will not usually be discarded.

### **Criteria for Weeding**

Not all criteria need to be met nor does the meeting of the criteria automatically mean that an item should be weeded. The following criteria are considered:

- Frequency of circulation
- Timeliness
- Accuracy
- Physical condition
- Availability of other copies

## ***External Resources***

### **Interlibrary Loan**

Interlibrary loan is used to supplement service to Franklin County Library patrons. Franklin County Library, in conjunction with the Texas State Library, provides an interlibrary loan service by which library materials are made available from one library to another on a local, state and in some cases a national level. By this means, the Library attempts to make available materials it does not own or which fall outside the scope of this collection policy. In return, materials from this library's collection are loaned to other libraries for use by their patrons.

### **Electronic Access**

One of the roles of the Library is to provide useful, current sources of information for individuals, businesses, and organizations. The Library recognizes the increasing importance of electronic media to provide information which may not be found within the building itself. To provide rapid and easy access to electronic resources, the Library will attempt to provide, within budget limitations, the necessary equipment, connections, and personal assistance.

## ***Complaints about the Collection***

Franklin County Library subscribes to the principles of the American Library Association's Library Bill of Rights, and the Texas Library Association's Intellectual Freedom Statement. (see appendix)

The Library is aware that some materials are controversial and may offend some patrons. The Library recognizes the right of an individual or group to make a complaint about the inclusion of material in the library's collection.

Patrons making complaints about any material in the collection will be directed to the Library Director. If the Director is not available a staff member will obtain the necessary information on the "Request for Reconsideration of Library Materials" form (See Appendix) and inform the Director as soon as possible. The Director will contact the patron after carefully reviewing the complaint.

If this response is not satisfactory, the patron may appeal the decision to the Library Board. If the inclusion of the item in the Library collection is found by the Library Board to be legitimate and justifiable based on Board policy, the policy shall be explained in writing to the complainant and no further action need be taken.

## ***New Formats***

In accordance with the Library's attempt to be innovative and timely in our response to changing community needs, the Library continues to investigate changing formats that are consistent with its mission. Material is purchased in the most appropriate format for Library use as determined by Library staff and Director.

## ***Multiple Copies***

While the Library does not have the budget to buy multiple copies of every title it owns, it does buy multiple copies of titles having high patron demand. The Director determines how many copies of a title should be ordered, and in what format.

## ***Evaluation of the Collection***

The collection needs continuous evaluation in order to be sure that the Library is fulfilling its mission to provide material in a timely manner to meet patrons' interests and needs. The staff and director adhere to the weeding and selection criteria as well as statistical tools and standard bibliographic tools in the evaluation of the collection.

## ***Revisions***

The Franklin County Library Collection Development Policy is reviewed regularly so that it adequately reflects changes in the library's goals and users' needs. Amendments and revisions to the policy are made as needed by the Library Director and Library Board.

To achieve this, the Library Director will monitor new developments and the implementation of this policy and bring forward issues and recommendations for Board consideration.

## **THE TEXAS LIBRARY ASSOCIATION INTELLECTUAL FREEDOM STATEMENT**

A. **Preamble** -The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, and shall be protected against extra-legal, irresponsible attempts by self-appointed censors to abridge it. The Association believes that citizens shall have the right of free inquiry and the equally important right of forming their own opinions, and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the LIBRARY BILL OF RIGHTS of the American Library Association, Freedom to Read Statement, and interpretative statements adopted thereto.

B. **Areas of Concern- LEGISLATION.** The Texas Library Association is concerned with legislation at the federal, state, local and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local and school district level which might restrict, prejudice or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the American Library Association's LIBRARY BILL OF RIGHTS and the Freedom to Read Statement. The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.

1. **INTERFERENCE.** The Association is concerned with the proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgment, or on the procedures or practices of librarians.

The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgment or on the procedures or practices of librarians; receives requests for advice and assistance where freedom has been threatened or curtailed; and recommends action to the Executive Board where it appears necessary.

2. **MATERIALS SELECTION POLICY.** The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials.

The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the LIBRARY BILL OF RIGHTS.

3. **EDUCATION.** The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the LIBRARY BILL OF RIGHTS and the ALA Freedom to Read Statesmen

The Intellectual Freedom Committee supports an active education program for librarians, trustees, and the general public.

4. **LIAISON WITH OTHER ORGANIZATIONS.** The Texas Library Association, in order to encourage a united front in defending the rights to read, shall cooperate with other organizations concerned with intellectual freedom.

The Intellectual Freedom Committee advises on TLA positions and cooperates with other organizations. Adopted September 15, 1972 by the TLA Council Reaffirmed April 7, 1995 by the TLA Council

## Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.  
Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

## Citizen's Request for Reconsideration of Material

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

What is your objection to the material? (Please be specific, cite pages. If additional space is required, use back of this form.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you feel might be the result of reading or using this material? \_\_\_\_\_  
\_\_\_\_\_

Did you read or examine the material completely? \_\_\_\_\_

If not, what parts did you? \_\_\_\_\_  
\_\_\_\_\_

In your judgment, is the material of any value? \_\_\_\_\_  
\_\_\_\_\_

Are you aware of the judgment of this material by literary critics? \_\_\_\_\_

What do you believe is the theme or purpose of this material? \_\_\_\_\_  
\_\_\_\_\_

In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and /or perspectives on the subject? \_\_\_\_\_  
\_\_\_\_\_

Signature of Person making request: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**Minor: Yes No**

**Print Full Name:** \_\_\_\_\_ **Card #:** \_\_\_\_\_

### **Franklin County Library Patron Application**

I agree to obey all the rule and regulations of the Franklin County Library, to pay promptly all fines charged against me, for the injury or loss of materials, and to give immediate notice of any change of address. I understand that failure to comply with library rules and regulations may result in termination of my borrowing privileges. I also understand that if the library's attempt to recover overdue materials and /or unpaid fines or fees fails, the library shall then contact authorities for their assistance in the recovery of materials and payment of fines or fees. **Ask to see complete library policy for rules, policy and regulations.**

D.O.B. \_\_\_\_\_

Driver's License or I.D. \_\_\_\_\_ Commissioner's Pct. \_\_\_\_\_

Address: \_\_\_\_\_ City Limits: Yes No  
(circle one)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Place of Work: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Adult Responsible for Account (if under 17) \_\_\_\_\_

Signature: \_\_\_\_\_

See reverse for Internet Policy

## Franklin Co. Library Computer & Internet Use & Safety Policy

Franklin County Library is committed to serving the information and lifelong learning needs of all its patrons. Providing access to computers and the Internet provides the opportunity to enhance our existing collection by connecting to information networks from around the world.

### Disclaimer:

\*The library has no control over the information accessed through the Internet and cannot be held responsible for its content. Users are responsible for materials that are accessed from the Internet.

\*The library assumes no responsibility for any direct or indirect damages arising from the use of its connection to Internet services or any other damages incurred from use of Internet or library computers.

\* While "Instant Messaging" is prohibited, chatting or other forms of direct instant communication is discouraged but not prohibited.

### Computer & Internet Use Policy:

1. Access time will be limited to 1 hour, unless determined otherwise by authorized staff.
2. E-mail may be sent and received if users have their own e-mail account.
3. Multiple family members will be allowed to use the computers at the same time, but only according to availability of computers to other users.
4. Parents/Guardians of Internet users under the age of 17 must sign a policy acceptance form before their children will be allowed to use the library computers. Parents must understand that the library staff cannot monitor or provide supervision as children explore the Internet. Responsibility for what minors may read or view on the Internet rest with their parents or guardians.

### Printing:

A fee per page will be charged for printing from library computers. Patrons must pay for all pages they print, therefore, patrons need only print the pages they are willing to pay for.

### Unacceptable Use of Computers and Workstations:

Use of the computers and the Internet is a privilege, not a right. Only materials that are acceptable by local community standards will be allowed. Any inappropriate use will result in cancellation of this privilege. Inappropriate use of the computers and the Internet includes, but is not limited to:

2. Any action which destroys, alters, prevents, or interferes with computer-based information.
2. Unauthorized tampering with computer hardware or software.
3. Storage of data to anything other than a data storage device purchased from the library without approval from library staff.
4. Violation of software license agreements and copyright laws.
5. Violation of another user's privacy.
6. Any action which seeks to defraud or obtain money or other values by false representation.
7. Using the library's Internet connection for commercial purposes.
8. Use of Instant Messaging services are prohibited.
9. Sending, receiving, or displaying text or graphics which may be construed as obscene, vulgar, profane, or indecent.
10. Use of personal software programs or personal storage devices is prohibited on the library computers unless permission is given by authorized library staff.

Any violation of the Computer and Internet Use and Safety Policy may subject the user to suspension of all computers for one (1) week for the first offense and two (2) weeks for subsequent offenses. Repeated offenses may result in cancellation of the user's privileges to use the library's computers. Patrons with overdue library materials and/or unpaid fines and/or fees may be restricted from computer use.

**Library staff may restrict, revoke or refuse use of library computers at their discretion.**