**Policies, Rules, and Regulations**

Adopted

10-14-2004

Revised: 04-10-2008, 04-09-2009, 01-13-2011, 01-10-2013, 12-01-2014, 01-28-2016, 02-23-2017,

04-12-2018, 01-09-2020, 04-08-2021, 04-18-2022, 02-12-2023, 05-22-2023

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Franklin County Library Director

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notary seal

Notary Public in and for the State of Texas

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Franklin County Library Board President

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notary seal

Notary Public in and for the State of Texas

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Franklin County Judge Franklin County Attorney

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

 Notary Public in and for the State of Texas

Notary seal

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***Mission Statement***

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

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 materials in various formats, and current technology, Franklin County Library provides access to information resources.

Franklin County Library respects the dignity of our patrons and the diversity of their needs. Our policy is to provide library services to all patrons without regard to race, creed, color, religious belief, sex, age, national origin, handicap, marital or veteran status, or any other legally protected status.

***Role of the Library***

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

* Acquire and organize, in various formats, a well-balanced and broad collection that represent a variety of viewpoints in order 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 shall be 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.

***Patron Code of Conduct***

Franklin County Library encourages people of all ages to visit the library. The library is used by families, children and adults. The purpose of this Patron Code of Conduct is to ensure that those visiting the library can enjoy a safe, comfortable environment that supports appropriate library services. It is within the discretion of library staff to determine whether patrons’ actions, behavior, and dress conform to the requirements of this Patron Code of Conduct.

Individuals demonstrating disruptive and/or inappropriate behavior will be required to leave the library at the request of library staff. It is within the discretion of the library staff whether an initial warning to the patron is appropriate prior to the patron’s removal from the premises. All serious acts will be reported to the Franklin County Sheriff’s Department.

Disruptive, inappropriate, and unacceptable behavior includes, but is not limited to:

* Abusive language or behavior towards library staff or others
* Actions that prevent the legitimate use of the library and its resources
* Cell phone calls that are disruptive or inappropriate either in volume or content. Patrons will be asked to take calls outside the library, but no disruptive or inappropriate calls will be permitted on library property inside or out
* Eating and /or drinking
* Failure to remove noisy, disruptive infants and children from the library
* Harassment and lewd behavior
* Misuse of library property
* Noisy, boisterous talking or actions
* Smoking (including e-cigarettes) and /or use of illegal drugs or alcohol is prohibited in the library and at all library programs
* Uncooperative attitude
* Sleeping in the library
* Bathing in the library
* Running in the library
* Petitioning/Soliciting in the library

Bicycles, wagons, and similar equipment are not to be brought into the library or at any enclosed library program or event. Such equipment may be, if possible, chained to the railing on the West side of the library building. Franklin County Library assumes no responsibility for the loss or damage to any personal equipment left outside of the library.

***Patron Dress Code***

Franklin County Library observes the common no shirt, no shoes, no service policy. In addition, patrons will not be permitted to wear inappropriate, suggestive, vulgar, or excessively revealing clothing not conducive to community standards.

Patrons with an excessive amount of any offensive odor or substance like grease, ink, oil, blood, etc., that can be transferred to other patrons, library furnishings, or equipment will not be permitted in the library.

Vulgar, offensive, or inappropriate tattoos must be covered while in the library.

It is not the library’s intent to enforce a strict dress code but if appearance/clothing is disruptive to staff or others, the person will be asked to comply or leave the library.

***Unattended Children***

Franklin County Library assumes no responsibility for the care and/or supervision of children. 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.

Franklin County Library, its staff, or volunteers will not be responsible for the wellbeing 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. If a parent, guardian, or assigned chaperone refuses or is unable to stop children from being disruptive or consistently shows disregard for the children’s whereabouts and behavior while in the library, both the children and the responsible adult will be asked to leave. If they refuse, then library staff will call Franklin County Sheriff’s Department to report a public disturbance.

Young children should not be left unsupervised in any area of the library. If a parent, guardian, or assigned chaperone 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 or guardian. If no parent or guardian can be contacted, library staff will either allow the child to remain in the library under close supervision until a parent or guardian 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 or guardian. 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 Animal Policy***

It is the policy of Franklin County Library to prohibit all animals from entering the library facilities with the exception of assistance/service animals, assistance/service animal trainees, and animals featured in programs sponsored by the library. The library acknowledges its responsibility to permit individuals with disabilities to be accompanied by an assistance/service animal at its facilities and programs and intends to comply with all state and federal laws, rules, and regulations regarding the use of service animals by library patrons with disabilities.

**ADA Definition:**

**The Americans with Disabilities Act defines service animals as dogs that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. **Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.**

**Texas Disability Law - Service Dogs Sec. 121.002. Definition**:

(1) "Assistance animal" and "service animal" mean a canine that is specially trained or equipped to help a person with a disability and that is used by a person with a disability. The work or tasks performed by a service animal must be directly related to the individual’s disability. Service animal is limited to the animals defined under the ADA and does not include any other species of animal, wild or domestic, trained or untrained. **Service animal does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.**

**Procedures/Requirements**

Any library patron requiring the accompaniment of a service animal for purposes of this policy is welcome in all areas of library facilities and programs that are open to the public (except in situations determined below).

• Animals, other than service animals assisting persons with disabilities or service animal trainees accompanied by a trainer, are not permitted inside library facilities.

• When it is not obvious what service an animal provides, library staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff will not ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

 • The responsibility for the care and supervision of the service animal rests solely on the patron. The library is not responsible for providing any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administration.

• Pursuant to federal law, the library retains discretion to exclude or remove a service animal from Library property if: a) The service animal is out of control and/or the service animal’s handler does not effectively control the service animal’s behavior; b) The service animal is not housebroken; c) The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or, d) Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

**Liability**

The patron will be responsible for any damage to library or personal property and any injuries to individuals caused by the service animal. The patron who uses a service animal on library property will hold the library harmless and indemnify the library from any such damages.

**Miniature Horses:**

In addition to the provisions about service dogs, the Department’s revised ADA regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.) Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner’s control; (3) whether the facility can accommodate the miniature horse’s type, size, and weight; and (4) whether the miniature horse’s presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

**Appeals and Grievances**

Any person dissatisfied with a decision concerning a service animal can file a grievance, using the library's grievance procedures.

**https://www.ada.gov/service\_animals\_2010.htm**

**ADA Website**

[**www.ADA.gov**](http://www.ada.gov/)

To receive e-mail notifications when new ADA information is available,

visit the ADA Website’s home page and click the [**link**](https://www.ada.gov/index.html) near the top of the middle column.

[**ADA Information Line**](https://www.ada.gov/infoline.htm)

800-514-0301 (Voice) and 800-514-0383 (TTY)

***Material Borrowing Policy***

See Forms page 1

**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.

The parent/guardian must accept responsibility for all materials borrowed on this library card and will supervise children’s use of library and its materials. Library staff will not supervise or monitor what materials are checked out by children. Patrons are responsible for all materials borrowed on his/her card. Persons with a history of abuse of library privileges may be subject to restriction, revocation or denial of a library card at the discretion of library staff.

**Check Out Limits**

New patrons are allowed to have up to three (3) books or audios per card and one (1) movie per household at one time until the patron successfully checks out and returns twenty-five (25) items and no more than $5.00 in fines or fees are due. At such time new patrons will be moved to regular patron status. Patrons are allowed to have up to six (6) books or audios and up to three (3) videos on loan at one time. Patrons are allowed two Cricut cartridges on loan at one time. Restrictions and / or exceptions may be placed on checkout limits at the discretion of library staff.

**Loan Periods**

Books, audio books, puzzles, and magazines – 14 days

DVDs – 7 days

Cricut cartridges – 7 days

**Renewals**

Items may be renewed if they are not on reserve by another patron. A maximum number of renewals may be placed on materials. Restrictions and / or exceptions may be placed on renewals at the discretion of library staff.

**Reserves**

Any circulating item may be placed on reserve. Patrons have three (3) days after notification to check out reserved items. Items then will then 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 at the discretion of library staff.

**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 at the discretion of library staff.

**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.

***Equipment Borrowing Policy***

See forms page 2

Franklin County Library has available the following items for patron use:

* Scientific Calculators
* Kindle Fire HD
* Paper White Kindle
* Cricut Die Cutting Cartridges
* Overhead Projectors

These items have restrictive borrowing policies and will require patrons to sign an Equipment Borrowing Responsibility Form. All equipment borrowers must be in good standing with the library. Good standing is defined as “at the time of the request, the patron must not have any outstanding fines or fees.” Patrons that have had a history of lost or damaged materials may be restricted from checking out equipment.

**Calculators**

Scientific calculators were donated to assist students and the public. Calculators will be available to all patrons. A responsible adult, who is a patron in good standing, must sign the Equipment Responsibility Form.

**Kindle and other e-readers**

The Library’s e-readers will be preloaded with books selected by the library staff. Patrons are prohibited from adding or deleting anything to or from the library’s e-readers. All other equipment borrowing policies and procedures will be enforced with the lending of the library’s e-readers.

**Cricut Cartridges**

The Library has a collection of Cricut die-cut cartridges available for checkout. The cartridges may be checked out for seven (7) days with a limit of two cartridges per patron per checkout period. Patrons are responsible for all materials that are contained in the Cricut cartridge case, including cartridge, keyboard overlay and manual.

Inappropriate use of equipment includes but is not limited to:

* Lewd
* Vulgar
* Abusive
* Harmful
* Destructive

**Overhead Projectors**

The Library has two overhead projectors available for checkout. Overhead projectors are available for checkout up to one week.

***Franklin County Library Fines and Fees***

**Fines**

**Late Fines**

 Books and Audios $0.20 per day per item

 Videos $1.00 per day per item

Cricut Cartridges $1.00 per day per item

Equipment $5.00 per day per item

 **Maximum Fines**

 Children’s Books $2.00 per item

 All other books $4.00 per item

 Audios $4.00 per item

 Videos $5.00 per item

**Excessive Fines**

Patrons with fines of $20.00 or more will be suspended from borrowing items until the fine amount is reduced to under $10.00. Adults responsible for any other cards with fines over $20.00 may also be suspended from borrowing until all the cards they are responsible for have reduced fines to under $10.00.

**Fees**

 **Services**

 Copies /Printouts $0.25 per page for black and white

 $0.50 per page for color copies

 Faxes incoming $0.25 per page

 Faxes outgoing $1.00 per page

 Laminating $0.75 per (8x10)

 $0.50 per (4x6)

 $0.25 per (credit card size)

 Scanning $0.50 per page

DVDs – blank $1.00 each

 Copying CDs /DVDs $5.00 each disc

**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

 Audios/Videos $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 at the discretion of library staff.

***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 may then contact the appropriate 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 and Vandalism***

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 may, at library staff’s discretion, also be reported to Franklin County Sheriff’s Office.

***Franklin County Library Programming Policy***

Franklin County Library schedules, develops, and presents a wide variety of programs that provide opportunities for information, life-long learning, and leisure pursuits. Programming is an integral component of library services that:

• Expands the Library’s role as a community resource

• Introduces patrons and non-users to Library resources

• Provides entertainment

• Provides opportunities for lifelong learning

• Expands the visibility of the Library

Responsibility for Library programming rests with the Library Director, who administers programming under the authority of the Board of Directors. The Library Director, in turn, delegates the authority for program development and management to appropriate staff.

Library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

• Community needs and interests

• Availability of program space

• Availability of Library staff

• Treatment of content for intended audience

• Presentation quality

• Presenter background/qualifications in content area

• Budget

• Historical or educational significance

• Connection to other community programs, exhibitions or events

• Relation to Library collections, resources, and exhibits

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Library staff who present programs do so as part of their regular job and shall not be hired as outside contractors for programming.

Performers and presenters will not be excluded from consideration because of their origin, background, or views. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library’s staff and secure staff approval before distributing any promotional materials.

The Library does not present programs that support or oppose any candidate for any office or any political party. Petitions or campaign literature are not permitted at the library. The Library reserves the right to revise and edit any copy provided by a program presenter as appropriate for the Library’s various promotional outlets.

No program shall be permitted which poses the imminent threat of public unrest or violence. No program shall be permitted that endangers Library patrons or staff. No program shall be permitted that endangers Library facilities, or otherwise materially interferes with Library operations or any facility where Library programs are held.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs.

Presenters, performers, and any person assisting with programs, especially children’s programs, may be required to have a background check at the Library Director’s discretion.

All Library programs are open to the public. Registration may be required for planning purposes or when space is limited. Programs may be held on-site, off-site or online.

No admission fees may be charged or products or services sold by any business, outside group, or organization. Exceptions include the following:

1. Groups and organizations may conduct customary activities such as collecting dues from members or refreshment money, but cannot solicit donations.
2. Groups and organizations formed to support the programs and activities of the Library may use Library facilities for fundraising purposes in support of the Library.
3. At library sponsored programs only, pre-approved works by a featured presenter may be offered for sale.  In all cases, his/her representative collects payment, not library staff.

The Library’s philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Program topics, speakers and resources are not excluded from programs because of possible controversy. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants or speakers.

**Virtual Programs**

In an effort to reach the greatest volume of patrons, the Library may also offer virtual programs. These programs will utilize Library approved virtual meeting platform(s) that patrons may use to access virtual programs from their own devices and may include programs that are simultaneously run at Library facilities along with programs that are solely offered virtually. All Library virtual programs will be hosted via the Library’s virtual meeting account(s). A designated Library staff member will act as “host.” An external presenter will be made the “cohost”. While hosting the virtual program, the Library may mute attendees, lock the event after the program has begun, dismiss participants and the like. Patrons are required to use their own equipment to attend Library virtual programs. Franklin County Library will make its best good faith effort to utilize a virtual program platform that will be compatible with the widest array of hardware and operating systems, but the Library makes no representation that every patron will be capable of accessing Library programming virtually using their personal devices or internet connections. Furthermore, the Library makes no representation as to the quality of the audio or visual aspects of its virtual programs, nor of the stability of the internet connection on the side of the patron, the presenter, or the Library host. Finally, while the Franklin County Library will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending said events understand and accept that all online activity comes with some degree of risk and agree that the Library is not liable for any physical, emotional, or financial damages that may result from attending a Library virtual event.

**Patron Conduct**

Patrons attending any program whether in-person or virtual program sponsored by the library are expected to adhere to the Franklin County Library’s Code of Conduct while in attendance, and failure to do so during a program may result in their immediate removal from said program. Depending on the severity of the violation individuals may also be banned from attending some or all future Library programs.

***Franklin County Library Meeting Room PolicyYou are here***

See Forms page 3

It is the policy of Franklin County Library to allow the use of its meeting room by groups and organizations when these facilities are not needed for activities sponsored in whole or in part by the Library. No group will be permitted use of the rooms if that usage would be disruptive of the programs and activities of the Library. Permission to use the rooms does not imply Library endorsement of the goals, policies, or activities of any group or organization. Library staff reserves the right to grant, refuse, or revoke permission previously granted if deemed appropriate. The intended use of the meeting room must be disclosed.

**Eligibility**

1. Permission to use the Library meeting room may be granted to a Franklin County or City of Mt. Vernon department or commission or other governmental agency directly serving residents of Franklin County and/or the City of Mt. Vernon, and to public, private and non-profit civic, cultural, educational, and charitable groups and organizations. Private, for-profit businesses, religious or political groups or organizations will not be permitted to use the Library meeting room. All meetings must be open to the public.
2. The Library may grant priority for use of its meeting room to groups and organizations affiliated with the Library.
3. The meeting room will not to be used for private events such as social events, parties, memorial services, fundraisers, etc.

**Rules and Restrictions**

1. This policy reserves the right of the Library Director to overrule a grant, denial or modification of permission to use Library facilities.
2. Meeting rooms are available only during the regular business hours of the Library or with prior approval of the Library Director.
3. The Library may collect reasonable reimbursement for any cost or damage incurred.
4. The Library staff may attend any meetings held in its facilities except lawful executive sessions of government bodies.
5. Illegal activity may, at library staff’s discretion, result in the immediate notification of Franklin County Law Enforcement, eviction, and denial of future use of the Library's meeting room by groups or individuals violating this policy.
6. The Library can impose reasonable conditions for the use of its meeting room to ensure that public or private property is not damaged through use of its facility, and to ensure that the safety, welfare and comfort of the public is not disturbed.
7. The room shall be left in the same condition in which it was found, including the placement of chairs and tables.
8. Nothing shall be attached to the walls or furniture, nor shall anything be removed from the room without library staff permission. (No tape, nails, thumbtacks, pins, command strips, etc.)
9. Alcoholic beverages, tobacco products, or electronic cigarettes will not be permitted on Library premises.
10. Meeting rooms must be restored to order and vacated at least fifteen minutes prior to library closing time.
11. A signed copy of the Franklin County Library Meeting Room Policy Form must be on file with the library before the room is to be used. The person signing this policy will accept all responsibility for the Library Meeting Room and its use. Signer will receive a copy of the signed and dated form.
12. No admission fees may be charged or products or services sold by any business, outside group, or organization using a Library meeting room.  Exceptions include the following:

a. Groups and organizations may conduct customary activities such as collecting dues from members or refreshment money, but cannot solicit donations.
b. Groups and organizations formed to support the programs and activities of the Library may use Library facilities for fundraising purposes in support of the Library.
c. At library sponsored programs only, pre-approved works by a featured presenter may be offered for sale.  In all cases, his/her representative collects payment, not library staff.

1. Except for Library or Library co-sponsored activities, groups and organizations which use the Library meeting room shall arrange for and provide their own special equipment needs.
2. Failure to adhere to these conditions may result in loss of future privileges in the use of the Library facility.
3. The Library reserves the right to revoke or modify permission to use its meeting room, or to modify conditions imposed on the use of the room, in order to adapt to the operational needs of the Library or the priority needs of Library users. Requests may be denied on the basis of availability of space, frequency of use or requests for space by other groups and organizations, or for other activities that are in conflict with the primary purpose of the Library or with any regulations set forth in the Meeting Room Policy.
4. The Library Director may authorize additional rules that are consistent with this policy and assist in its implementation.

***Social Media Policy***

**The Need for Social Media**

Social media consists of various types of electronic communication through which users create online communities to share information, ideas, personal messages, and other content (such as photos, videos, or other images). Current examples include YouTube, Flickr, Facebook, Wikipedia, Twitter, Instagram, forums, message boards, mobile applications, blogs, email, etc.

In the interest of keeping patrons and community members informed about the library and its many services, Franklin County Library recognizes the value of social media as an outreach tool, and will use various social media outlets in order to provide communication, information, and entertainment.

Franklin County Library recognizes the changing nature of social media, including the rapidity with which new forms of social media are created. This policy is intended as a guideline for all forms of social media the library chooses to utilize.

**Purpose**

When utilizing social media tools as a method of communication, Franklin County Library seeks to:

* Inform the community about library programs, events, and services
* Share resources that may be of an informative or entertaining nature
* Connect and engage with current and potential library users
* Establish itself as an active and engaged facility in Franklin County

**Content**

The content shared through social media services by Franklin County Library includes, but is not limited to the following:

* Information about library programs, events, services, and resources
* Original content (i.e. staff or patron review of books or movies)
* Promotion of library achievements, awards, or accomplishments (i.e. receipt of a grant award, etc.)
* News and events, particularly information that is relevant to libraries, literacy, the citizens of Franklin County and surrounding communities

When sharing information through social media channels, Franklin County Library staff members will conduct themselves in a manner that is in accordance with the behavior expected of all face-to-face interactions.

***Rights of the Library (Social Media Policy)***

Franklin County Library welcomes and encourages interactions from users of its various social media networks. While the library recognizes and respects the varying opinions and points of view of its patrons and community members, it retains the right to edit or remove content deemed inappropriate or irrelevant to its social media outreach goals. Such content includes but is not limited to the following:

* Obscene or racist content
* Personal attacks, insults, or threatening language
* Comments, links, photos, or images unrelated to the forum or the Library
* Organized political activity
* Commercial promotions or spam
* Plagiarized or copyrighted materials
* Photos or images of any of the above

Individuals or groups who abuse the Rights of the Library will be banned from further social media interactions with Franklin County Library.

***Franklin County Library Legal Advice Policy***

Pursuant to Texas Penal Code §38.123, library employees and volunteers are not permitted to give legal advice. This includes advising anyone on legal procedure, which is codified, and therefore is law.

Employees and volunteers of Franklin County Library are also not allowed to assist patrons with legal forms, tax forms, applications of any type, or other forms of a personal or legal matter.

***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.

 The following policy regards 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.

 **Inappropriate use of fax machine**

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.

**Copying CDs and DVDs:**

Franklin County Library has the ability to copy CDs and DVDs for the public for a fee. However, the library will not copy anything that is copyright protected. Library staff will make determinations on what is copyright protected. Due to time constraints of staff and equipment, the library is not able to copy large numbers of CDs or DVDs. Library staff will determine constraints on staff and equipment for each individual request. The library may not be able to fulfill every request. The library is not responsible for any loss or damage to materials that are to be copied.

**Photocopying (Technological Services)**

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 policy must be followed 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.

**Mobile Printing Service**

Franklin County Library offers mobile printing to the public. The same fees and policies for photocopying apply to our mobile printing service

***Personal Devices and Equipment***

Personal devices and equipment, such as cell phones, personal computers or any other electronic equipment may be used if the noise level is low and use does not interfere with others. Cell phones should be turned on vibrate or down to a low volume and patrons must not disturb others while using phones. Patrons must not put phones on “speaker” while in the library. Patrons may be asked to leave the library, at library staff’s discretion, if personal devices and equipment cause a disturbance.

Franklin County Library is not responsible for any damage to personal devices and equipment either through electrical plugs, wireless service, or physical damage or theft.

Personal device and equipment users are governed by this policy as well as by the library’s Computer Use/Internet Policy.

***Franklin County Library 3D Printer Use Policy***

See Forms page 4

**Purpose**

The Library strives to offer the community access to new and emerging technologies to inspire a new interest in creation and collaboration. This policy establishes guidelines for use of the 3D printer. 3D printing is a process that takes a computer model and builds a three-dimensional object. Plastic is melted through the printer’s hot nozzle and then is squeezed out, layer by layer, until the final object is completed.

What is available:

* PolyPrinter 229
* PLA Filament in limited colors
* Various tools for use with the 3D Printer

**Policy**

The Library’s 3D printer is available for the public, with assistance from designated library staff or authorized volunteers, to make three-dimensional objects in plastic using design that is uploaded from a digital computer file.

1. The Library’s 3D printers may be used only for lawful purposes. The public will not be

 permitted to use the Library’s 3D printer to create material that is:

1. Prohibited by local, state or federal law.
2. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.

(Such use may violate the terms of use of the manufacturer.)

1. Obscene or otherwise inappropriate for the Library environment.
2. In violation of another’s intellectual property rights. For example, the printers will not be used to reproduce materials that are subject to copyright, patent, or trademark protection.

2. The Library reserves the right to refuse any 3D print request.

3. All print jobs must be submitted in a .STL file.

4. The patron is responsible for object design. Staff will not modify designs submitted for

 printing. The patron will be notified if the design is unprintable.

5. The Library will only print objects that will print within regular Library hours. Library staff will determine when

 a print job can be started.

6. Patrons must pay for printed objects and may not demand a new print in place of the original

 due to dissatisfaction with color, scale, quality, design, required support material, or other

 options pre-selected by the patron. In its sole determination, the Library staff may make

 exceptions for mechanical failure, objects failing to fully print, errors in the printing process,

 or other factors not in the patron’s control.

7. Items printed from the Library’s 3D printer that are not picked up within 7 days will become

 the property of the Library and may be disposed of as the Library Director deems appropriate.

 The patron will still be responsible for the cost of the item.

8. Items must be picked up by the individual who submitted them

**Cost (3D Printer Use Policy)**

The cost for using the 3D printer will be $3.00 for the first hour then $1.00 per hour, or portion thereof, thereafter. All costs must be paid before the item is released to patron.

**Submitting a Design for Printing**

All print jobs must be submitted in a .STL file. Staff will review the print job and add the print job to the queue. The patron will be notified when the 3D object is ready for pickup at which time the balance will be due.

**Hold Harmless and Indemnification**

Patron represents that the printing services requested will not result in a violation of any copyright law, trademark, intellectual infringement or patent law of the item or object to be reproduced. Patron agrees to defend, indemnify and hold harmless Franklin County Library and its employees against any and all claims, lawsuits, judgments, demands, fines, penalties, costs and expenses for intellectual infringement, patent copyright or other similar violations suffered by any person(s) to the extent that they arise from Patron’s request to use and produce any item or object using the equipment including but not limited to the three dimensional (3D) printing service provided by Franklin County Library. Patron, at his or her own expense, is also required to pay reasonable attorney fees and costs to defend Franklin County Library and its employees for such claims.

***Franklin County Library Computer and 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 around the world. All internet resources accessible through the library are provided equally to all users, with the understanding that it is the individual user’s responsibility to demonstrate good judgment, respect for others and appropriate conduct while using library resources. All rules and policies apply equally to wired and wireless systems at the library.

 **Responsibility for what minors may read or view on the Internet rests with their parents or guardians.**

**Disclaimer**

* Franklin County Library has no control over the information accessed through the Internet and cannot be held responsible for its content. Individuals who use the internet are responsible for evaluating the validity and appropriateness of the information they access. In the case of minors, it is a joint responsibility of the user and the parent or guardian.
* Franklin County 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 (wired or wireless) or library computers.
* Library staff may assist users in accessing the Internet. However, due to user privacy and liability concerns, library staff is not permitted to assist users in filling out personal information or forms of any kind. Library staff reserves the right to refuse to assist users.

**Computer & Internet Use Policy**

1. By logging on to the Internet, patrons agree to abide by the library policy on public use of computers and the Internet.
2. Parents/Guardians must understand that library staff cannot and will not monitor or provide supervision as children/minors explore the internet. It is the responsibility of the parent/guardian to ensure that children/minors adhere to Franklin County Library’s Computer and Internet Use and Safety Policy.
3. Access time will be limited to one (1) hour, unless determined otherwise by authorized staff.
4. Computers will be shut down fifteen (15) minutes prior to library closing. Users should print all documents before this deadline.
5. E-mail may be sent and received if users have their own e-mail account.
6. Multiple family members may use computers at the same time, but only according to availability of computers to other users.
7. Reasonable care of the computers by the user is expected. Misuse of computers will result in loss of computer privileges. Please report any computer malfunctions to library staff.
8. Users are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else.
9. Users will respect copyright law and licensing agreements. Materials obtained or copied on the internet may be subject to laws that govern making reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of “Fair Use.” Users are responsible for compliance with all international, national, and state laws governing copyrighted materials.
10. The user is the selector of the materials accessed and is therefore the responsible party. The user is responsible for complying with all restrictions governing access to specific sites. Any fees are the responsibility of the user, not the library. In the case of minors, fees are the fiscal responsibility of the parent or guardian. In no event shall Franklin County Library have any liability for lost profits or for any direct or indirect special, punitive or consequential damages, or any liability to any third party.
11. Internet access may be used to access a variety of electronic communications resources including email and chat rooms. Although the library does not provide email accounts to users, internet accessible computers may be used to access free email accounts available from a variety of sources. Users, including minors, are warned that other individuals may obtain unauthorized access to personal information and/or may misrepresent themselves. Users are advised not to share personal identification information to unknown or otherwise unverified sources via electronic communications.

**Printing (Computer and Internet Use and Safety Policy)**

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. Patrons are encouraged to ask for assistance with printing.

**Unacceptable Use of Computers and Internet**

Use of library 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 library computers and the Internet includes, but is not limited to:

1. Any action which destroys, alters, prevents, or interferes with computer-based information such as the use of Malware or Spyware, etc.
2. Unauthorized tampering with computer hardware or software.
3. Storage of data on the library’s computers to anything other than a data storage device purchased from the library or on data storage devices that have been security scanned by library staff.
4. Files and bookmarks may not be saved to the hard drive, but can be saved to the (approved) patron’s USB drive or CD.
5. Violation of software license agreements and copyright laws.
6. Violation of another user’s privacy.
7. Any action which seeks to defraud or obtain money or other values by false representation.
8. Any illegal activities.
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.

Section 43.22 of the Texas Penal Code prohibits the intentional or knowing display of an obscene photograph, drawing, or visual representation, while being reckless about whether a person is present who will be offended or alarmed by the display.

Section 43.24 of the Texas Penal Code prohibits the display of harmful material, defined in the law similarly to indecent material under federal law, if the displayer is reckless about whether a minor is present who will be offended or alarmed by the display.

For more information, see the complete text of Sections 43.22 and 43.24 of the Texas Penal Code.

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

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

***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. Information may be deleted at the discretion of the Library staff.

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 Texas 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 Texas libraries. This interlibrary loan service is available to all patrons who have been in good standing for one year and whose account 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 will only request items from libraries that participate in the Texas Library and Archives Commission’s Interlibrary Loan program.

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 one 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.

***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**

“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 materials in various formats and current technology, Franklin County Library provides increased access to information resources.

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

The Library is the principal 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.

**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.

***Material 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 each child’s 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.

**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 Franklin County Library’s patrons to make a complaint about the inclusion of material in the library’s collection.

* Complaints must be made by active library card holders who are residents of Franklin County. Anonymous objections will not be considered.
* Complainants must have read, listened to, or viewed the item in its entirety.
* A Patron’s Request for Reconsideration of Material Form must be filled out in its entirety. Appendix Form number five (*Forms 5*).
* This form will be reviewed by the Library Director after the Library Director has read, listened to, or viewed the item in question. Complaint will be considered on the item as a whole, using the collection development policy approved by the Franklin County Commissioner’s Court.
* The Library Director will respond to the complaint within a reasonable amount of time.
* If the patron is unsatisfied with the response of the Library Director, complaint will be reviewed by the Franklin County 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 Library Board policy, the policy shall be explained in writing to the complainant and no further action need be taken.

* Materials will remain accessible to the public during reconsideration process.
* The Franklin County Library Board’s decision will be final.
* After a decision is made, the Library will not review subsequent requests for reconsideration for the same title for a period of three years.

***Critera***

**Selection Criteria**

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

* 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

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

Providing access to the history of Franklin County and the surrounding area is an important function of the Library. Works by 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 Library staff to personally read and review the large number of books published annually, certain sources are used to facilitate 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.

***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 donation 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.

**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 and state 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. *See Interlibrary Loan Policy*

**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.

*See Computer & Internet Use & Safety Policy*

**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.

***Franklin County Library***

***National Voter Registration Act (NVRA) Implementation Plan***

Agency Coordinator(s):

Lisa Lawrence phone: 903-537-4916 email: llawrence@co.franklin.tx.us

Julie Baxter phone: 903-537-4916 email: jbaxter@co.franklin.tx.us

 **Basic Overview Procedures**

1. At the application for services, the Franklin County Library staff member will:

a. Follow the Secretary of State (SOS) prescribed voter registration with instructions to offer the customer the opportunity to register to vote

b. Provide a voter registration card to the customer and help the customer complete the voter registration if requested. If the customer does not require assistance the customer may complete the form themselves

c. Deliver the completed application to the Voter Registrar for the customer unless the customer declines assistance with submitting the application. If the voter wishes to take the blank application form with them, library staff will inform the customer that they can submit it themselves to the voter registrar in the county in which they reside

d. Document voter registration applications turned in to Library on the Voter Registration Application Form Log

2. When a customer reports a change of address in person, the Franklin County Library staff

 member will:

a. Offer the customer the opportunity to register to vote using the new address

b. Provide a voter registration card to the customer and help the customer complete the voter registration if requested. If the customer does not require assistance the customer may complete the form themselves

c. Deliver the completed application to the Voter Registrar for the customer unless the customer declines assistance with submitting the application. If the voter wishes to take the blank application form with them, library staff will inform the customer that they can submit it themselves to the voter registrar in the county in which they reside

d. Document voter registration applications turned in to Library on the Voter Registration Application Form Log

**Basic Overview of Training**

All Franklin County staff members will complete training in order to understand how to assist applicants. This training will be repeated annually, and is required for all new hires.

**Inventory Management of Forms and Supplies**

Supply of forms will be inventoried weekly and restocked as needed.

**Hours/Locations**

Voter registration applications are available at Franklin County Library during our regular business hours.

 Mondays 9:00-6:00

 Tuesdays – Fridays 9:00 – 5:00

 Saturdays 9:00-12:00

**Questions**

Questions about voter registration services may be emailed to library@co.franklin.tx.us

**Forms are available at Franklin County Library**

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Appendix 1

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

1. **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.
2. **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.

* 1. **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.

* 1. **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.

* 1. **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

Appendix 2

***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 current and 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,
inclusion of “age” reaffirmed January 23, 1996,
by the ALA Council.