



# Library Policies & Procedures

May 2024

**Our Mission:**

The Foley Public Library's mission is to provide members of the Foley community with the resources necessary to fulfill their evolving informational, educational, recreational and cultural needs in an environment that encourages lifelong habits of reading and community engagement. As the literary center of the City of Foley, the Foley Public Library strives to be the most accessible, responsive, patron centered library in Baldwin County. The Library will explore new and innovative ways to assist our Foley community. The Library will continue to embrace change, encourage patrons, support community growth and encourage innovation.

**TABLE OF CONTENTS****LENDING**

1. Library Cards, Renewals, & Usage Page 4
2. Renewals Page 5
3. Interlibrary Loans Page 5
4. Confidentiality of Library Records Page 5
5. Other Services: Notary, Printing, Copying, Faxing & Scanning Page 5

**LIBRARY PROGRAMMING**

Page 6

**COMPUTER & INTERNET ACCEPTABLE USE**

1. Acceptable Use Policy Page 7
2. Computer & Internet Usage Rules Page 7

**MEETING ROOM/KITCHEN RENTAL**

1. Meeting Room Availability, Priorities & Rules Page 9
2. Fees for Commercial Organizations Page 10

**PATRON CODE OF CONDUCT**

Page 11

**UNATTENDED CHILDREN**

Page 12

**COLLECTION DEVELOPMENT**

1. Policy Statement & Materials Selection Page 13
2. Local Authors & Self-Published Books Page 15
3. Patron Requests Page 16
4. Gifts Page 16
5. Collection Maintenance Page 16
6. Reconsideration of Materials Page 17

**CULTURAL HERITAGE SCOPE OF COLLECTION**

1. Overview Page 19
2. Collection Acquisition Page 19
3. Types of Collections and Specific Criteria Page 20
4. Use of Collections Page 21
5. Special Collections Storage Page 22
6. Special Collections Restrictions & Deaccession Page 23
7. Loaned Objects Page 24

**APPENDICES**

1. Minor Internet Permission Form Page 25
2. Commercial Room Rental Contract Page 26

## LENDING

### Library Cards:

Anyone living in Foley or the surrounding communities (Bon Secour, Magnolia Springs, Elberta and Lillian) may receive a free library card to access the many materials we have available to the public. In order to obtain a library card, residents must present acceptable proof of identification containing their photo and current physical address (for example, a state issued identification card and/or driver's license). If the resident's address does not match their photo identification, they may provide an official bill from a utilities or similar company identifying their name and address.

Children under the age of 15 are permitted to have a library card at the request of a parent and/or legal guardian.

Anyone temporarily living in our community for one month or longer, such as a snowbird, may obtain a temporary resident card by providing their state issued identification card and/or driver's license and an invoice and/or receipt from their temporary residence.

### Library Card Renewals:

A regular library card is valid for two (2) years. A patron's library card may be renewed in person or by calling the Foley Public Library.

A temporary library card is valid for six (6) months. A patron's temporary card may be renewed in person by providing a state issued identification card and/or driver's license and an invoice and/or receipt from their temporary residence.

### Library Card Usage:

A library card allows Patrons access to books, DVD's, audiobooks, mobile hotspots, and online services. Physical items can be found on our library shelves or by using our online catalog at [www.foleylibrary.org](http://www.foleylibrary.org).

Items may be placed on hold in person, by phone or online, and may take 2-3 days to arrive. Patrons are notified by phone, text or email when a hold arrives. Holds that have arrived will be kept at the library for 5 days before the hold is canceled and the item is returned to the owning library.

Patrons may check out an unlimited number of books and up to ten (10) audiovisual items of each type (i.e., DVD's, audiobooks, children's DVD's, children's audiobooks, etc.). There may be exceptions to check out limits.

In most cases, patrons may check out books, books on CD, and mobile hotspots for two (2) weeks. DVD's may be checked out for one (1) week. There may be exceptions to check out periods for certain items.

All children 15 years of age and under must be accompanied by a parent, legal guardian, or responsible caregiver in order to check out materials from the Library.

### Renewals:

Most materials, except for mobile hotspots, may be renewed if there are no holds on them. An item may be renewed by phone, in person or online at [www.foleylibrary.org](http://www.foleylibrary.org). There may be exceptions to online renewal, including DVD's, which must be renewed in person or by phone. If the item is not returned or renewed by the renewal date, a fine will be imposed at the following rates:

Books & Magazines:	\$ .10 per day
Audiovisual Items:	\$ .50 per day
Interlibrary Loans:	\$ .50 per day
Mobile Hotspots:	\$1.00 per day
Kits:	\$ .50-1.00 per day

Patrons are responsible for the condition and safe-keeping of borrowed materials. This includes Library repairs or replacement of lost or damaged items.

All disputes regarding book returns, fines or policies should be brought to the attention of the Library Director.

### Interlibrary Loans:

Items that are not available within Baldwin County may be available through Interlibrary Loan (ILL). You may contact a staff member for assistance with ILL's. Patrons will be responsible for the return postage fees or any additional fees imposed by the lending library.

### Confidentiality of Library Records

Pursuant to the Code of Alabama, 1975, Sections 41-8-9 & 41-8-10, the Circulation and Registration Records of the Library are not available to the public.

## **OTHER SERVICES**

### Notary Services:

The Foley Public Library offers Notary Public services for \$5.00 a stamp. The Notary witnesses the signing of a document or signing of a sworn statement on a document. Notary services are offered on Thursday and Fridays from 9:00am-12:00pm or by appointment. The Library's Notary is simply witnessing the signing of a document and is only verifying the following:

- 1) The signer of the document appeared before the Notary.
- 2) The Notary positively identified the signer.
- 3) The signer both acknowledged the signature is his/hers, and the signature was made willingly.

### Printing, Copying, Faxing and Scanning:

Printing from our lab computers is available for public use as well as copying capabilities. Print and copy fees are .20 cents for Black & White and .50 cents for Color copies. Documents may be

scanned to a USB or an email address for free. We have a self-service fax machine available for public use. The fees are as follows: Sending - \$1.75 for the first page and \$1.00 for each additional page. Receiving is .50 cents per page.

## **LIBRARY PROGRAMMING**

Foley Public Library programs are events, displays, or exhibits that promote the use of library materials, services, and/or offers the community informational, entertaining or cultural experiences. Programs are planned for the interest and enlightenment of the residents of our community as well as to increase and diversify the visibility of the library within the community. Programs are intended to serve groups of people, not individuals.

Library programs shall generally be voluntary, free, and open to the public. However, nominal materials fees may be charged for certain types of library initiated programs. The Library does not discriminate on the basis of race, color, religion, sex, national origin, age, or any other characteristics protected by local, state and federal law. However, some library programs may be restricted by age to ensure the content is age-appropriate and appealing to the intended audience. The library will endeavor to offer an equitable number of programs throughout the community. However, factors such as staffing levels, program space, budget concerns and other demands upon the staff will influence the number and types of programs to be offered.

Library programs must be non-commercial in nature. Although a professional expert may present a program, the information should always be generic in nature. Library programs must have a special entertainment, informational, or cultural value to the community. Library programs may address religious themes to educate or inform, not to promote or observe a religion. No individual or organization shall use a library-initiated program at the library to advertise or recruit members or customers. Sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants.

Program presenters are chosen for their expertise and performance experience. While due diligence is practiced when booking programs, the library and its employees will not be liable for the content of any program presented by a third party. Professional performers or presenters will be permitted to sell their creative products following the completion of their program as long as they possess the proper business license for their financial transactions. Patrons and staff must not be solicited to purchase, attend or participate in group events or business during the event.

Timely and adequate public announcement shall be made of all library sponsored programs. Organizations or individuals partnering with the library must coordinate marketing efforts with the library. Registration may be required for planning purposes and when space is limited.

Programs put on by paying renters of the library meeting rooms are not considered public or library-initiated programs.

## COMPUTER & INTERNET ACCEPTABLE USE

Foley Public Library makes Internet resources accessible to all patrons through public computers and a wireless network. This Acceptable Use Policy is designed to provide a safe environment for research, learning, and personal enrichment.

All electronic traffic originating from the Foley Public Library shall be in accordance with this Acceptable Use Policy. Failure to abide by these standards may result in the loss of Internet, computer, and Library privileges.

- All first time computer users must check in at the Library Computer Lab desk to register and receive their login information. Once registered, patrons may come and go as they please without checking in at the desk. ***A valid photo id is required for registration.***
- All patrons 15 and under must have a signed Minor Internet Permission Form on file at the Library in order to receive a login and use the lab computers. ***Children under 12 years must have a parent or guardian physically with them while using a computer.***
- All computers are on a first come first serve basis. Patrons may log into any available PC using their given login.
- Patrons are generally not limited to time usage per day, but usage may be limited due to computer availability or other circumstances. In such cases, clear signage will be posted in and around the Computer Lab, and patrons should be aware and save their work accordingly.
- The computers at Foley Public Library automatically become unavailable and shut down 15 minutes prior to the Library closing. Patrons should save their work accordingly.
- The Foley Public Library provides free wireless Internet access for patrons who agree to the Acceptable Use Policy. Patrons may login through the “Foley Public Library” network.
- The individual user, not the library, is responsible for the Internet sources accessed. Each user agrees to indemnify and hold harmless the Foley Public Library, City of Foley, and its employees from any claims resulting from their use of the Internet at the Foley Public Library.

## COMPUTER & INTERNET USAGE RULES

1. No food or drink is permitted in the lab or around computers.
2. Cell phone usage is not permitted in the lab or while using computers. All phone calls must be taken outside.

3. The Library's computers and internet cannot be used for visiting pornographic websites or for viewing images that contain nudity, sexual acts, etc. Even "accidental" viewing will be considered a violation of this policy.
4. No settings are to be changed, and no software downloaded without prior, expressed approval of the Library Director. Patrons will not access protected network resources or alter computer software or hardware.
5. Disconnecting library equipment, including monitors, network cables, and electrical cords, as well as connecting personal devices or equipment directly to the Library network via Ethernet port is strictly prohibited.
6. Nothing is to be saved on the hard drives of Library computers. Patrons are to take personal responsibility for saving work, especially near closing times and during severe weather events.
7. It is not acceptable to use any library equipment in a manner that disrupts normal use and service.
8. The Library's computers and internet cannot be used to engage in activities that are illegal.
9. Developing and/or propagating programs that harass other users or cause harm to other computer systems, e.g. computer viruses, is prohibited.
10. Users will respect the privacy of others and not attempt to view or read material being used by others or otherwise violate the personal privacy of others.
11. Disruptive behavior or noise will not be tolerated in the computer lab. This includes, but is not limited to, loud voices or conversations, obscene or abusive language or gestures, cell phone ringers, playing music, dancing, etc.
12. Parents and guardians should supervise their children's use of computers and the Internet, including email, chat rooms, and other forms of communication. As with all Library materials, the responsibility for what minors read or view on the internet rests with a parent or guardian.
13. The computers housed in the Foley Public Library Computer Lab are public access computers and are monitored by lab technical assistants. Periodic screen grabs may be taken to ensure material being viewed is in compliance with the COMPUTER LAB & INTERNET ACCEPTABLE USE POLICY.
14. Library staff members are authorized to terminate any user's session or to prohibit a user from subsequent sessions if given cause to believe that the user has failed to comply with above policies and reserves the right to take appropriate action to insure compliance with this policy.



## **MEETING ROOM/KITCHEN RENTAL**

The Foley Public Library considers the use of the Meeting Room with adjacent kitchen and Boardroom as an extension of library services. The rooms should be available to the library community in its broadest sense and reflect the educational, cultural, social and recreational role the library plays.

The large meeting room, which seats a maximum of 52 persons, 36 with tables and chairs, and the Board Room, which seats 8, are generally available during library hours and must be vacated at least 15 minutes prior to the library's normal closing time.

Use of a room by any group or individual does not constitute an endorsement of the group's policies or beliefs by the library or the City of Foley.

Availability will be on a first-come basis.

The following priorities will apply in case of conflict (in the order shown):

- Library programs
- A non-profit group affiliated with the library
- A non-profit Foley-based group
- A non-profit regional group
- A non-profit national group
- A for-profit Foley based group
- A for-profit regional group
- A for-profit national group
- An individual for quiet study or tutoring.

### **General Room Usage Rules:**

- The Library has the right to refuse any room rental requests.
- Rooms are not available for private parties.
- Organizations should apply for use of the rooms online by accessing our website at [foleylibrary.org](http://foleylibrary.org). Requesting to use a room and/or filing an application to use a room implies acceptance of these policies.
- No meeting shall be scheduled more than six months in advance. No organization will exceed one meeting during each calendar month without written approval of the Library Director.
- Our Patron Code of Conduct Policy should be followed at all times while using our facilities.
- Groups using the room are responsible for setting up the room to meet their needs and must leave the rooms clean and reset as found. The Library may assess a \$50.00 fine if the room is not left in order.
- Limited library equipment may be made available through advanced arrangement. It is the speaker/presenter/organizer's responsibility to schedule an appointment for training if

they expect to use the electronic equipment available in the meeting room. The library does not provide an “on call” technician during your meeting.

- Refreshments may be served, however groups are responsible for their own food supplies, including coffee, and disposable tableware. If the kitchen is used, it must be left in a clean and orderly condition.
- Groups using the rooms are responsible for assuring that the event does not disrupt library services. Use of room may be terminated if staff determines they are disruptive to library services.
- The Library is not responsible for items left in the building.
- Sales and/or solicitations are permitted **ONLY** if the room has been rented and fees paid. Sales may only be made to event attendees. Business License from the City of Foley is required for any financial transactions. Patrons and staff must not be solicited to purchase, attend or participate in group events or business during the event.
- Groups should let the library know as soon as possible if the reservation is to be canceled.
- All events shall conclude 15 minutes prior to the library closing.

#### **FEES FOR COMMERCIAL ORGANIZATIONS:**

A non-refundable deposit of half of the total rent is due at booking.

This deposit is applied to the rental fee which must be paid in full the day of the event.

Base Rate - \$25.00 per hour.

Monday – Thursday, 9:00 AM - 6:45 PM; Friday – Saturday 9:00 AM - 4:45 PM

All Day Rates:

Monday – Thursday (9:00 AM – 6:45 PM) Rate - \$200.00

Monday - Thursday (9:00 AM - 4:45 PM) Rate - \$150.00

Friday - Saturday (9:00 AM – 4:45 PM) Rate – \$150.00

## PATRON CODE OF CONDUCT

The Patron Conduct Policy is designed to provide a safe and welcoming environment for everyone, including patrons, volunteers, and staff. This policy applies to the use of library facilities, library card privileges, access to library resources and library services in any form, including but not limited to in-person, phone and virtual, as well as participation in Library sponsored activities on or away from the library property.

It is the goal of the Foley Public Library to provide free, open and equal access to ideas and information to all members of the community. As such, all library users are expected to conduct themselves in a manner that is courteous, respectful and cooperative at all times.

Disruptive/Inappropriate behavior is defined as, but not limited to:

- Committing or attempting to commit any activity that constitutes a violation of any federal, state, or local statute or ordinance.
- Bringing pets/animals in the building that are not service animals as defined by the Americans with Disabilities Act.
- Engaging in public displays of physical affection or in lewd behavior including, but not limited to, petting, indecent exposure or sexual acts.
- Entering the library without shoes and/or a shirt, with offensive personal hygiene, or being otherwise attired so as to be disruptive to library patrons, staff or volunteers.
- Behavior unsafe or disturbing to other patrons, volunteers or staff such as: shouting, screaming, or making loud noises, use of profanity, pushing, running, skateboarding, shoving, throwing things or provoking violence.
- Use of any personal electronic equipment, cellular phones or audible equipment without headphones set at a volume that disturbs others.
- Soliciting, petitioning or distributing written material that is not approved by library staff.
- Misusing public restrooms, including shaving, bathing, washing clothes, loitering, or leaving restrooms in an unclean manner.
- Lying down on any floor, couch, seat or table in the library, sleeping or the appearance of sleeping for extended periods of time.
- Bringing drinks without a lid into the library or taking them in areas where drinks are not allowed.

Violators of these policies will be told to immediately discontinue such behavior and to leave the City of Foley Library and its property. Second time offenders, in addition to the above corrective action, will be issued a final warning. Third time offenders will be permanently banned from the Library and the Library property, and Library card privileges will be revoked. In the case of any illegal activities, the Foley Police Department will be notified with or without warning and violators will be permanently banned from the library and its facilities.

## UNATTENDED CHILDREN

Children of all ages are encouraged to visit the library and take advantage of the resources available to them to meet their informational, recreational and educational needs. Parents and/or legal guardians are fully responsible for their minor children/charges at all times and are expected to comply at all times with Library policies. Any library user whose behavior, in the opinion of Library staff, is disrespectful to others, disruptive, inhibits access to or the delivery of services or resources to others, or otherwise violates this policy or local, state or federal laws may be asked to immediately discontinue such behavior, to leave library property, have library privileges suspended, be subject to legal action, and/or be subject to reporting to the Foley Police department with or without warning or notice.

- Children from birth through age 11 must be accompanied by a parent, legal guardian, or responsible caregiver. In this instance, “Responsible Caregiver” is an individual designated by the parent or legal guardian who is responsible for monitoring or caring for a child or vulnerable adult and who must be at least 18 years old. The Library assumes that an adult with a child is either a parent, legal guardian, or parent-assigned responsible caregiver and staff will not question their decision unless a child is in immediate physical danger.
- All children 15 years of age and under must have a signed parental consent form on file at the library in order to use the computer lab computers. Children from birth through age 11 must be accompanied by a parent, legal guardian, or responsible caregiver while using a computer.
- All children 15 years of age and under must be accompanied by a parent, legal guardian, or responsible caregiver in order to check out materials from the Library. (Parent or guardian approval can be obtained through a phone call made from our desk phone at the time of the checkout.)

All children should be picked up by the closing time of the library or at the end of a library sponsored event. If a child is not picked up, the parents will be called and the Foley Police department will be called to come pick up the child to wait for the parent and/or legal guardian’s arrival.

## **COLLECTION DEVELOPMENT**

### **POLICY STATEMENT**

The Foley Public Library selects, acquires and provides free and open access to appropriate materials regardless of format. As technology advances and the Foley community changes and develops, the Foley Public Library will be both a physical resource and a virtual resource for every Foley resident. The Library strives to meet the current requirements of the community and to anticipate future needs.

### **MATERIALS SELECTION**

#### **Responsibility for Selection:**

Though the overall responsibility for the collection rests with the Foley Public Library's leadership, the responsibility for selecting and retaining materials is delegated to a team of qualified and knowledgeable staff who employ the criteria outlined in this policy. The final responsibility for material selection and retention resides with the Library Director. The Library offers various online media services for E-materials. The selection of some of the materials available rests with the providers of the services and not with the Library.

#### **Objective of the Library's Collections:**

The objective of the Foley Public Library is to collect, organize, and make easily available to the community materials which will help them in the pursuit of education, information, and the creative use of their leisure time. Within the limits of space and budget, the collection offers patrons materials in a choice of format, treatment, and level of difficulty. In this way, most individual library needs can be met and services provided to individuals of all ages.

Within the community of Foley, there are groups and individuals with diverse interests, backgrounds, and needs. The library collection reflects, as closely as possible, the interests of the community as a whole.

It should be recognized that some materials chosen may be offensive, shocking, or boring to some individuals, but may be meaningful and significant to others. It is the responsibility of individuals to limit their library use to books and materials which are consistent with their individual tastes. While everyone is free to reject for themselves and their children materials of which they do not approve, they may not restrict the freedom of others to read or inquire.

The inclusion of an item in the collection is not to be considered an endorsement, official or otherwise, by the library. The library neither approves nor disapproves the views expressed in materials included in the collection. The library cannot exclude all materials that could conceivably result in mental or physical injury to some individual, since, theoretically, any material could be harmful to someone if improperly used.

## **The Community:**

The prime community factors that have a direct bearing upon the selection of materials are (a) the people, individually and collectively, and (b) the adequacy and availability of materials through other community institutions.

### **A. The People of Foley**

The Foley Public Library serves a dynamic and diverse population and our community has enormous shared needs. The library will continually search for new and better materials in multiple formats and languages to meet these needs.

### **B. Availability of Other Community Resources**

The library cooperates as fully as possible with other libraries, community agencies, and educational institutions whose purposes and activities are related to library objectives. In order to avoid unnecessary duplication of materials, the library considers the kinds of materials collected and availability through other community institutions.

Intra-library loans within Baldwin County and inter-library loans nationwide are utilized to improve service to Foley Public Library patrons.

## **Methods and Criteria for Selection:**

Libraries have the responsibility to be inclusive in selection, and efforts are made to represent the widest possible diversity of views. Each type of material will be considered for its suitability in the collection and for whom it is intended. There is no single standard that can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or their value as human documents; others are selected to satisfy the recreational and entertainment needs of the community.

### **A. Methods**

The library uses the criteria below in selecting materials for the community of Foley based on knowledge of the diverse needs of the entire community and the contents of the library's entire collection. No materials are excluded or removed from the library on the basis of race, nationality, sexual orientation, political, social, or religious beliefs.

In selecting library materials for children, the library's objective is to provide a collection that meets the informational, recreational, and cultural needs of children from birth to 12 years old and adolescents from 13 to 18. Resources of the entire Library are accessible to them as determined appropriate by the child's parent and/or legal guardian, however, materials that are of an explicit nature or deemed inappropriate for children will only be available in adult collections.

The collection contains materials that express a wide variety of views and are suitable for a variety of ages and abilities. It is, therefore, the responsibility of parents or legal guardians to

guide the reading, viewing, and listening choices of their children and to decide what their children may or may not use from this collection.

#### B. Criteria

All Library selection and acquisitions choices are generally made in terms of the following standards:

- Public interest or demand
- Relevance to the community
- Contemporary significance
- Enduring value
- Readability and style
- Treatment of subject for intended audience
- Physical durability and attractiveness
- Suitability of the format for library use
- Creative, literary, or technical quality
- Cost and availability
- Reviews in the professional journals
- Reviews in popular media
- Professional or literary reputation of the author, publisher or producer
- Circulation of similar material
- Relation to existing collection and other materials on the subject.

#### **Types of Material Not Generally Purchased by the Library:**

- Textbook or curriculum materials
- Workbooks or journals
- Collector's Editions
- Non-fiction books published more than 5 years ago
- Out of print materials
- Items not available through library vendors

#### **LOCAL AUTHORS & SELF-PUBLISHED BOOKS**

A self-published book is a book that has not been published by a traditional or independent publishing house, but rather is published by a company that has been paid by the author. By the Library's definition, a local author is any writer who lives in Baldwin County or any author who writes about the Baldwin and Mobile County area.

Foley Public Library is willing to consider the addition of self-published and locally published works to the Library's collection. These books must also meet the criteria for selection. The Library wishes to support local and self-published authors while maintaining the standards of our permanent collections.

Books donated by local authors are subject to the same terms listed in the gifts and donations section in this collection development policy.

### **PATRON REQUESTS**

The Library welcomes patron interest in the collection and will consider all requests for acquiring specific materials. However, the Library is under no obligation to fill any particular request if not deemed suitable to the collection. A patron who wishes to suggest a specific item to be purchased should complete a 'Purchase Request' form located online at [foleylibrary.org/purchase-request](http://foleylibrary.org/purchase-request). Requests will only be accepted from Foley Library card holders. *Please note, the Library will not take purchase requests more than 4 months from an item's release date.*

Items requested by patrons that do not fit the criteria listed in this policy or that cannot be purchased due to budget constraints or other considerations can be requested for the patron through ILL (interlibrary loan).

### **GIFTS**

When the Library receives a monetary donation for the purchase of materials, selection is made in accordance with this collection development policy and the criteria stated within.

All gifts of materials are subject to the previously stated criteria for selection. The Library reserves the right to refuse any donation deemed inappropriate due to condition, duplication of existing materials, lack of authoritative review, outdated copyright, or lack of space.

Upon receipt, all donations become property of Foley Public Library. The Library does not return, nor does it track the status of, donations. The Library may not accept donations with special conditions or restrictions imposed by the donor. Items added to the collection that do not circulate regularly will be subject to removal as part of regular collection maintenance.

Items not added to the collection are generally given to the Friends of the Library for sale in their book store or other fundraisers to support the Library. Upon request, the Library will provide the donor a receipt, but will not appraise the value of donated items.

### **COLLECTION MAINTENANCE**

Staff shall review items in the collection on an ongoing basis to ensure that the Library continues to meet patron's needs. Weeding is a necessary process for collection maintenance. It limits damage to books caused by overcrowding and makes space for current materials to be certain that our library's materials are attractive, useful, and accessible to our patrons.

General guidelines for collection management are adapted from the CREW method\*. CREW stands for Continuous Review, Evaluation, and Weeding. Foley Public Library uses the CREW method which gives six general criteria for considering weeding an item from the collection which are summarized with the acronym MUSTIE:



- M: Misleading – factually inaccurate  
U: Ugly – worn beyond mending or rebinding  
S: Superseded – by a new edition of/or by a much better book on the subject  
T: Trivial – of no discernible literary or scientific merit  
I: Irrelevant – to the needs and interests of the library’s community  
E: Elsewhere – the material is easily obtainable from another library

This along with the two factors of age and usage contribute to the materials evaluation. Withdrawn materials will be disposed of in the manner deemed most appropriate for that item, including sale by the Friends of the Library, distribution to other libraries or community service organizations, or recycling.

*\*CREW: A Weeding Manual for Modern Libraries © Copyright 2012 Texas State Library and Archives Commission*

### **RECONSIDERATION OF MATERIALS**

The Foley Public Library supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States. Materials available in the library present a diversity of viewpoints and opinions that satisfy the broad interests of our community. The library upholds the right of the individual to access these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library believes that individuals have the freedom to accept or reject an item from the library’s collection for their personal use. Responsibility for the materials that a child uses in the library is the responsibility of the parents and/or legal guardians, not the library.

While a patron may personally object to certain materials in the library collection, they may not exercise censorship to restrict access to those materials by other library users. An item in the collection will not be removed at the request of anyone who disagrees with the content or format; however, if a patron objects to material held by the library, he or she may complete a Patron’s Request for Reconsideration of Materials Form where the below procedures will be followed to determine if an item will remain in its current location, be relocated to a different location in the library or be removed from the library.

In order to have a request considered, the patron must:

- Be an active registered borrower of the Foley Public Library. Account must be active for at least six months and the Patron must have activity on their account within the last three months.
- Complete the Patron’s Request for Reconsideration of Material Form, which can be found on the Library’s website at [foleylibrary.org/material-reconsideration](http://foleylibrary.org/material-reconsideration).
- Supply his or her full name and address. Anonymous forms will not be considered.
- Have submitted no more than 3 requests in the last 12 months. (Each request will be limited to a single title. Multiple requests may be submitted by the same patron; however, a maximum limit of 3 reconsideration requests are allowed per household per 12 months.)

If a complaint is made, the following procedures shall be followed:

- The challenged materials will remain in circulation during the reconsideration process.
- The Library Director will request a review of the challenged material by a Review Committee within 15 business days.
- The Review Committee, which will remain anonymous to the public, will meet once all members have been able to review the material in its entirety.
- The Library Director will inform the patron of the decision made by the Review Committee within 5 business days of the decision.

## **CULTURAL HERITAGE DEPARTMENT SCOPE OF COLLECTIONS**

### **Background and Overview**

Foley Public Library's Cultural and Heritage Collections Department seeks to achieve the highest level in conducting cutting-edge research while maintaining an unparalleled commitment to being available to the public.

Our acquisitions continue to include large quantities of donated materials as well as purchased materials. With collections growth, a need for mission goals and guidelines arose regarding the acceptance of materials, proper maintenance of the holdings, collection care, and space.

With these developments and awareness, Foley Public Library has implemented the following concerted program and set of guidelines to carry out the various components of research collections.

### **Mission Statement**

The mission of Foley Public Library's Cultural and Heritage Collections Department is to identify, collect, organize, preserve, and provide access to materials pertaining to the history and culture of Alabama, the Gulf Coast region, and Baldwin County for reference and research use. Through these efforts, the collections promote and encourage research into the culture of our local area and region while also striving to provide a complete and accurate historical narrative. Materials within the collections document the history, activities, and development of the above stated areas and include historical documents, maps, microfilm, and currently published books and periodicals.

### **Scope of Collections Statement**

#### **Collection Acquisition**

The responsibility for the material of the Cultural and Heritage Collections Department rests with the Library Director and Department Head. Objects that are donated to these collections will be officially accepted by the Library Director and will be maintained by the Department Head. When an object is acquired or donated, it shall be reviewed to determine its appropriateness to the collections, its condition and fragility, and whether the item is to be available for circulation. If the object has been deemed to meet all the criteria for Special Collections, it is to be properly catalogued by the Department Head or an assistant using accepted museum and archival registration procedures into the collections catalogue developed for use by Foley Public Library. A minimum of two copies of the Special Collections Catalogue shall be maintained with an ideal goal of three copies. One copy to be a bound book of suitable acid free paper, the second to be maintained digitally on a CPU, and the third on a secured external hard drive. Usable print materials that meet the criteria for either the Alabama or Genealogical Collections, will be catalogued using established practices utilized by the Foley Public Library for its general collection.

Individuals wishing to donate items will be referred to the Library Director. The Library Director along with the Department Head will determine the appropriateness of an object, if the object can be properly stored, and whether the object fits within the defined Scope of Collections and established themes. All objects that are accessed to the collections must relate to some facet of the criteria established in the following sections.

All of the objects and materials within the collections are viewed as equally contributing to the cultural record and historical narrative. Therefore materials and objects accessed into the collections are done so in an objective manner regardless of their origins or the original intent or use by the makers/owners.

The Library Director and Department Head have the responsibility to see that all objects acquired for the collections meet the following general criteria.

1. Fit within the defined Scope of Collections and established themes
2. Are without restrictions
3. Are in satisfactory condition
4. Are authentic (Reproductions will be accepted only when originals cannot be obtained)

### **Types of Collections and Specific Criteria**

#### **Alabama Collection**

The Alabama Collection will largely contain objects and materials that are specific to the history and culture of Alabama and will meet the following criteria.

1. Contains information or pertains to the State of Alabama and areas that consisted of the geographic region historically (i.e. the Mississippi Territory, the Republic of West Florida, the colonies of La Louisiane and La Florida, and etc.)
2. Contains information or pertains to the Central Gulf Coast (specifically a geographic area spanning from the Sabine River in the west to the Apalachicola River in the east)
3. Material is written/recorded/composed by an Alabamian
4. Items that document the lives, experiences, and exploits of Alabamians

Objects within this collection may be categorized as circulating or non-circulating reference material at the discretion of the Library Director and Department Head. These items are generally of a durable nature and condition in order to withstand regular to intermittent handling by staff and patrons. This collection may be broken down into sub collections (i.e. Baldwin County Collection, West Florida Collection, Colonial Period Collection, and etc.) to facilitate easier management, classification, and cataloguing.

#### **Genealogy Collection**

The Genealogy Collection consists solely of materials that are utilized in the research of family names, family histories, and vital statistical information. Due to the broad field in which this collection encompasses, the collection will necessarily contain a substantial array of material. The following criteria will be used for selecting objects for the collection.

1. Contains family trees, marital or baptismal records, vital statistics, passenger ship manifests, etc.
2. Object is an aid, guide, or instructs a patron in conducting genealogical research
3. Material is a record of property deeds or transactions of real property
4. Object contains or is a collection of clippings and/or obituaries

Objects within this collection may be categorized as circulating or non-circulating reference material at the discretion of the Library Director and Department Head. These items are generally of a durable nature and condition in order to withstand regular to intermittent handling by staff and patrons. This collection may be broken down into sub collections to facilitate easier management, classification, and cataloguing.

### **Special Collections**

Special Collections consists of objects and materials that are rare, irreplaceable, or deemed of such significant cultural and historical value that they require the utmost consideration in preservation and security. Criteria for this collection provides for a wide range of objects, but the feasibility of the storage and secure maintenance of an object will have a large bearing on whether an object is added to the collection or not. The following criteria will be used for selecting objects for the collection.

1. Object may deteriorate if handled frequently or inappropriately
2. Material that has great financial value on the open market and theft is a serious threat
3. The object reflects a significant event, era, or historical/cultural narrative
4. Object can be safely and appropriately stored in the storage area provided

Objects within this collection are non-circulating material. Their special value and significance will necessitate rarely removing them from storage. Access to the collection will be limited to the Library Director and the Department Head.

Any original historic object, including documentary items such as photographs, manuscripts, newspapers, or textiles meeting the above criteria may be accessed into Special Collections. Photocopies of original documents will not be catalogued as part of Special Collections, but catalogued on a separate inventory of photocopied reference materials. Copies of historic photographs will be catalogued as part of the collection. An original copy of each photograph will be kept in secure storage and a digital copy will be maintained for public access. Reproductions of documents and photographs should only be considered for addition to the collection when there is a gap in the historical narrative that may be filled by the reproduction, or the likelihood of obtaining an original is nonexistent due to availability or cost.

### **Use of Collections**

Items within the Cultural and Heritage Collections Department are provided for research and informational purposes only. Any use of copyrighted or trademarked material for publication or video presentation is at the discretion of the user and Foley Public Library shall bear no burden or liability for the misuse thereof.

Original materials within Special Collections are available on a very restricted basis in order to protect them from damage or destruction. In order to meet the accessibility expectation and requirements of the public, high quality duplicates or digital scans will be made available. Under extraordinary circumstances when the original artifact must be viewed, application must be made to the Library Director or the Department Head three (3) days prior to the viewing in order to facilitate the safe and proper movement of the object from storage. Viewing of the object will occur within a secure space that is set aside for this specific purpose and from which the patron may be easily observed. Video surveillance of the space is strongly encouraged. Patrons viewing original materials will be allowed a pencil and notepad. Other marking materials or personal belongings will not be permitted for security reasons. Any scans or copies will be handled by properly trained staff only. Other possible restrictions may be implemented on a case by case basis.

Objects that are part of Special Collections may be used for exhibit purposes only if provisions are made for protection from theft, vandalism, or an improper environment that may be detrimental to the preservation of an object. No exhibit method will be used that is detrimental to the preservation of an object. Objects may also be used on or off site as a teaching aid for organized groups, classes or societies. Permission to do so must be granted by the Library Director after consultation with the Department Head. The group must be monitored by a qualified member of the staff and no usage will be permitted that may damage or cause deterioration of the object.

Use of objects within the collection for publication or video presentation may be permitted following a written request and review by the Library Director and Department Head. However, the person or entity making the request is responsible for researching any trademark, copyright, or reserved rights that may exist on the materials.

### **Special Collections Storage**

It is imperative for the long term preservation of Special Collections materials that a safe collections storage area be created to provide both environmental and physical security for objects not in use or on exhibit. This area should have adequate storage equipment for the collection. Delicate items such as small textiles or leather objects should be stored in proper scientific specimen cabinets. Drawers within these cabinets should be padded with polyethylene foam sheets to prevent damage to objects. Baked enamel, heavy duty shelving units should be padded with polyethylene foam sheets to prevent objects from resting directly on metal surfaces. The openings of the shelf units should be covered by sheets of unbleached cotton muslin which are held in place by strips of Velcro fasteners. These covers decrease migration of dust and other pollutants while allowing the flow of air through the vents.

Garments should be hung on padded, unbleached cotton muslin covered, wooden coat hangers and placed in a unit built for the purpose with the openings covered by unbleached cotton muslin dust covers. Larger textiles, such as flags or blankets, should be rolled in a single layer with no folds onto an acid free storage tube, or on a regular rug tube that has been covered with Mylar sheeting and unbleached cotton muslin or acid free tissue. The textile, along with its tube

support, should be wrapped with acid free tissue or unbleached cotton muslin bound loosely with textile tape and suspended for storage. Other garments, too fragile to be sorted hanging up, can be placed in acid free garment storage boxes. The textiles should be padded with acid free tissue with special attention being given to padding any folds to give support to these stress points.

It is essential for the long range preservation of the collection that it be exhibited or stored in a stable environment. 24 hour climate control alleviates the stresses on objects caused by the constant fluctuation of temperature and humidity. Special care should be taken to monitor the environment throughout the storage area as well as any exhibit areas. A recording hydro thermograph, which records the fluctuations of temperature and humidity over a seven day period, should be used in the storage area to obtain precise environmental data. Also, small humidity indicator cards should be placed in any exhibit cases for quick and simple monitoring of humidity levels.

### **Special Collections Restrictions**

No person is to have access to Special Collections other than those specified by the Library Director. Request for access into the collection is to be made in advance and must be monitored by the Library Director, Department Head, or designated staff person. No objects are to be removed from the storage area by any unauthorized person under and circumstances.

Objects will not be accepted into the collection unless proper storage facilities are available.

Under no circumstances will the staff provide appraisals for objects that are to be donated or otherwise. The responsibility for appraisal rests with the donor of the object.

Catalogued items are not to be used in a consumptive manner. Special Collections materials will be used in exhibit or collection use only. Duplicate items or items specifically purchased may be used in interpretive programs and special exhibits. Use of these items will be determined by the Library Director and Department Head.

### **Deaccession of Objects**

Donated objects within the collections may be returned to the donor or the donor's appointed representative if the object no longer fits the Scope of the Collection Statement. A written request for the object's return must be submitted to the Library Director thirty (30) days in advance along with copies of donation forms (if available) or other documentation. The request will be reviewed by the Library Director and Department Head and upon determination that the object no longer fits the Scope of Collection Statement may be picked up at Special Collections.

Objects that no longer fit within the Scope of Collections may be deaccessioned and permanently transferred to other institutions at the discretion of the Library Director and Department Head.

## **Loaned Objects**

### **Incoming Loans**

Due to the risk of housing, using and displaying loaned objects, it shall always be the policy of the Department to engage in accepting a loan only when ownership of a like object cannot be obtained. The decision to accept an object for loan shall rest with the Library Director and Department Head. At the time the object is received, a loan agreement form shall be completed and signed by the object's owner, the Library Director, and Department Head. Said form shall set a specific period for which the object is to be loaned to the Library and for what purpose. Under no circumstances will an object be accepted for loan with a lack of terminus date. Additionally, the object will be photographed and condition noted on the form prior to signing. A copy of the form shall be provided to the owner of the object.

### **Old Loans**

If an incoming loan to the Library has expired, and the objects have remained unclaimed by the lender of record, whether by reason of death, insolvency of the lending individual or institution, or the lack or loss of records concerning these loans, the Foley Public Library will follow Alabama's Abandoned Property Law (Alabama Code Section 41-6-72-75) and make a good-faith effort to locate the lender-of-record, their heirs or assigns, or their legal successors if an institution. If the lender of record et al. cannot be found, or having been found if arrangements are not made to return the object(s) loaned, the Foley Public Library, in consideration for its storage and safeguarding of the loaned item(s) beyond the contracted loan period, shall treat the object(s) so loaned and unclaimed as an unrestricted gift. The Foley Public Library will thereafter have the right to accession or dispose of the object(s) so given in accordance with the policies outlined in the above sections relating such processes.



## APPENDICES

Last name of Minor: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**FOLEY PUBLIC LIBRARY - MINOR INTERNET PERMISSION FORM**

*(To be read and signed by parent(s) or guardian(s) of each child 15 years of age and under who wishes to use internet access computers.) **This form must be signed in the presence of Library staff.***

*Children under 12 years must have a parent/guardian physically with them while using a computer.*

Please refer to the Foley Public Library's COMPUTER LAB & INTERNET ACCEPTABLE USE POLICY for acceptable use and behavior for the Foley Public Library Computer Lab.

I, the undersigned parent or guardian, authorize the below named minor to access the internet at the Foley Public Library. I will be responsible for the minor's use of the materials and subject matter accessed, use of the equipment, and all charges incurred. I am aware that the library does not electronically monitor and has no control over the information or images accessed through the internet and cannot be held responsible for its content. All internet resources accessible in the library are provided equally to all. The individual user, **NOT THE LIBRARY**, is responsible for the internet sources accessed. I understand that the COMPUTER LAB & INTERNET ACCEPTABLE USE POLICY is displayed upon patron log-in and must be approved before access is allowed on the computer. A copy is also posted in the Computer Lab.

MINOR'S FULL NAME: (please print) \_\_\_\_\_

PARENT/GUARDIAN'S NAME: (please print) \_\_\_\_\_

PARENT/GUARDIAN'S ADDRESS: \_\_\_\_\_

PARENT PHONE #: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

PARENT/GUARDIAN'S SIGNATURE: \_\_\_\_\_

**KEEP YOUR CHILD SAFE ONLINE!**

- Monitor their use and guide their searches
- Explain to them what you consider appropriate and/or objectionable
- Teach them to use your guidelines when using the internet

*All commercial renters must use this form to reserve the Meeting Room of the Foley Public Library.  
It may be printed and mailed to the library AFTER authorization is obtained.*

STATE OF ALABAMA  
COUNTY OF BALDWIN

DATE CONTRACT SIGNED

RENTAL CONTRACT

CITY OF FOLEY  
FOLEY PUBLIC LIBRARY MEETING ROOM  
319 E. LAUREL AVE.  
FOLEY, ALABAMA 36535  
251-943-7665

This indenture, made and entered into on \_\_\_\_\_, 20\_\_\_\_, by and between the FOLEY PUBLIC LIBRARY, a department of the City of Foley, a municipal corporation of the State of Alabama, hereinafter called the LESSOR, and

Name: \_\_\_\_\_

Firm/Organization: \_\_\_\_\_

Address:

Telephone: \_\_\_\_\_

WITNESSETH, that in consideration of this Contract and the attached Regulations/Requirements, LESSOR does hereby lease unto LESSEE, the FOLEY PUBLIC LIBRARY MEETING ROOM AND ADJACENT KITCHEN of the City of Foley, Alabama to be used for the purpose of:

\_\_\_\_\_

and for no other purpose whatsoever without the express written consent of the LESSOR.

NOTE: ONLY LEGALLY SANCTIONED ORGANIZATIONS WILL BE ALLOWED TO CHARGE ADMISSION AT THE DOOR THE DAY OF THE EVENT.

DATE OF EVENT: \_\_\_\_\_, 20\_\_\_\_  
TIME YOU WILL NEED ACCESS TO THE ROOM: \_\_\_\_\_ AM or PM  
TIME YOU WILL BE COMPLETELY FINISHED WITH THE ROOM: \_\_\_\_\_ AM or PM

NOTE: THE PER HOUR CALCULATION OF YOUR FEE BEGINS AND ENDS WITH THE TIMES ABOVE AND ALL TIMES ARE ROUNDED TO THE HALF HOUR.