

# WASHINGTON COUNTY LIBRARY POLICY MANUAL

**Manual Updated and Approved  
July 31, 2023**



## **MISSION STATEMENT**

The Washington County Library will be a reliable source for the community providing free and equal access to information, materials, technology services, and programs. It will acquire, organize, and circulate books, materials and offer services that help educate, enrich, entertain, and inform individuals of all ages. It will promote and encourage the use of its services and materials by the people of Washington County.

In fulfilling this mission, the library will emphasize services to people of all ages by providing general fiction and non-fiction for non-curriculum related needs and interests, and information for individuals pursuing a program of non-curriculum related independent learning, current, high-demand, high-interest materials and information. The use of technology will also be available to seek information not available in-house at the library.

## WASHINGTON COUNTY LIBRARY POLICIES

1. **GENERAL LIBRARY OBJECTIVES:** The general library objectives of the Washington County Library shall be:
  - To assemble, preserve, and administer library materials both recreational and informational.
  - To serve the community as an informational center.
  - To support educational, civic, and cultural activities of groups and organizations.
  - To provide opportunity and encouragement for all to educate themselves continuously.
  - To seek at all times to identify community needs, to provide programs of service to meet such needs, and to cooperate with other organizations, agencies and institutions who can provide programs of services to meet these community needs.
  - To provide opportunity for recreation with the use of literature, video & other art forms.
  
2. **SERVICES OF THE LIBRARY:** The primary role of the library is to provide the best possible service to all Library users.
  - The library will select from the mass of available materials, and organize for easy access, those books and materials which best meet the needs of the community.
  - The staff will provide guidance and assistance for people to obtain the information they seek.
  - The library will cooperate with other community agencies and organizations and assist them with exhibits & materials to the best of the staff's ability.
  - The library will borrow materials for patrons (with a serious interest) on the interlibrary loan if such material is not justified for purchase for the permanent library collection.
  - The library will attempt to maintain a balance in services for all ages. The public library will cooperate with but cannot perform the functions of school or other institutional libraries which are designed to meet curricular needs. The public library has materials for self-study but is not designed to furnish materials in academic study.
  - As supplement services the library also will offer:
    - A local history and genealogy collection.
    - Cooperate with other organizations in programming.
    - Have meeting rooms and an outdoor pavilion available for library programs and community meetings.
    - Provide instruction on the use of the library.
    - When possible, supplement -rather than duplicate- informational resources available in the community.
    - Include indexes to periodical literature in magazines.
    - Provide internet services for public accessibility in accordance with the internet agreement which must be read & signed.

### **3. BORROWERS REGISTRATION**

- First-time cards are issued at no charge to residents of or person paying property tax to Washington County. New card holders are limited to three check outs on their first visit. Following the return of these books, there will be a ten-book limit. In some situations, exceptions can be made at the sole discretion of the librarian. The library charges \$1.00 to reissue a library card.
- Minors (anyone under the age of 18) must have a parent or legal guardian present when registering, and a card will only be issued if a minor's parent or legal guardian agrees, in writing, to the policies of the library.
- Temporary cards will be issued to those who work in the county. The cards are kept at the desk and there is a limit of 3 books per check out.

### **4. PATRON RESPONSIBILITIES**

- Adult borrowers are responsible for the care and return of borrowed materials.
- Parents/Legal Guardians who applied for a minor's membership will be financially responsible for the materials the minor borrows while under the age of 18. At that time, the minor's membership will be converted to an adult membership and he/she will be financially responsible for materials checked out thereafter. Any outstanding debts for unreturned materials on the account dated prior to the minor's 18<sup>th</sup> birthday will remain the responsibility of the parent or legal guardian.
- Responsibility for what a minor borrows or accesses at the library rests solely with the parent or legal guardian who completed the application for the minor's library card; This is agreed to by the parent or legal guardian by signing the application. The library will not prohibit a minor from checking out any material presented to the library staff for checkout. Staff may use common sense and judgment to prevent minors from borrowing certain materials if a parent or legal guardian is not present, but the library is not responsible for preventing said act. The library suggests parents or legal guardians be present with any minors if there is a concern over borrowed content or accessed information via the library's resources.

### **5. PATRON CONFIDENTIALITY**

- Absent an order from a court of competent jurisdiction, the library will not divulge any circulation records or any personal information held within library files unless the patron agrees to it in writing. All patron information will be kept in the strictest confidence.
- The whereabouts of any library patron may not be divulged if requested by another. Staff should not answer any questions regarding whether a patron is or has been in the library. If a caller requests to speak with a patron, staff may summon the individual to the phone.
- Patrons submitting a Request for Reconsideration will have personal information redacted before the results are posted publicly.

## 6. COLLECTION DEVELOPMENT POLICY

### LIBRARY MATERIALS:

- The library features current, high demand, high interest materials in a variety of formats to meet the needs and requests of the patrons of Washington County.
  - Has a collection of high interest materials.
  - Provide popular materials.
  - Includes recreational materials in collection.
  - Provides DVD and Audio Books in collection.
  - Provides services for all ages.
  - The library will continually strive to build a comprehensive collection of materials.
  - All library materials will be selected within the limits of the annual budget.
- The library encourages young children to develop an interest in reading and learning through services for children and for parents and children together.
  - Services to meet the needs of preschoolers.
  - Presents story hours.
  - Provides Summer Reading Programs.
  - Maintains a collection to support the program.
- The library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools and by institutions of higher learning. The public library has materials for self-study but is not designed to furnish reading required for academic study primarily.
- The library subscribes to the Library Bill of Rights of the American Library Association on which affirms its belief in the following basic policies:
  - As a responsibility of library service, books and other reading matter selected should be chosen for values of interest, information, and enlightenment of all the people in the community. In no case should any books be excluded because of the race or nationality, or the political or religious beliefs of the writer.
  - There should be the fullest practical provisions of materials presenting all points of view concerning problems and issues of our times, international, national, and local, and books or other reading matter of sound factual authority should not be prescribed or removed from the library shelves of partisan or doctrinal disapproval.
  - Censorship of books, urged or practiced by volunteer arbiters of morals or political opinions or by organizations which would establish a coercive concept of Americanism, must be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment of the written word.
  - Libraries should enlist the cooperation of allied groups in the field of science, of education, and of publishing in resisting all abridgment of the free access to ideas in full freedom of expression that are the traditional inheritances of Americans.

- The library also subscribes to the Freedom to Read statement prepared by the American Library Association and the American Book Publishers Council.
- The library will accept recognized books from qualified authors on any religion. However, as a tax-supported institution, and in accordance with the United States constitution, it will not accept religious pamphlets or other proselyting materials.

#### RESPONSIBILITY AND AUTHORITY:

- Final responsibility and authority for materials selection rests with the librarian, who operates within a framework of policies adopted by the board of directors.
- The staff of the library, with knowledge of the collection and the needs of the community and their critical judgment of materials available, will participate in materials selection.
- The collection will be periodically examined and weeded to maintain a balanced, timely, and attractive book stock. The staff will follow the American Library Association "Crews Method of Weeding" to remove outdated materials from the shelves.

#### CRITERIA FOR SELECTION OF MATERIALS:

In general, these basic principles will guide the selection of materials:

- Contemporary significance or permanent value
- Accuracy and objectivity of approach
- Authority of the author in the field
- Clear presentation and readability
- Social significance

Specifically, materials considered for inclusion in the library's collection must meet one or more of the following standards:

- Importance of subject matter collection
- Permanence
- Timely value
- Purpose or intent of the material
- Historical value
- Readability
- Popularity
- Local interest
- Reputation and professional standing of publisher
- Price
- Format
- Availability of material
- Reputation and significance of author, illustrator, editor, artist, performer, etc.

### OTHER COLLECTION DEVELOPMENT RULES:

- In addition to the above standards, materials are chosen for the Children's Area based on the publisher's suggested age ranges.
- Library staff, the librarian, and the board of directors do not personally endorse the materials in the library or their contents. The library has a responsibility to collect materials expressing a variety of views and opinions, even though some patrons may find some materials personally unacceptable or offensive.
- Responsibility for what minors borrow, read, or access at the library rests solely with their parents or legal guardians. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of minors. Selections will be made on the merits of the work in relation to building the collection and community interest.
- In compliance with 15 CSR 30-200.015 (B), no funds distributed by the State of Missouri will be used to purchase or acquire material that constitutes "child pornography", is "pornographic for minors", or is "obscene", as those terms are defined in section 573.010 RSMo (Revised Statutes of Missouri).

### CHILDREN'S AREA:

- The Children's Area of the library contains material generally deemed appropriate for minors up to age 9, but some material may be considered appropriate for children up to 12 years of age. Materials displayed or shelved in the Children's Area will only be selected if they are age-appropriate for minors.
- Age guidelines are established by the publishers' suggested age ranges. Parents or legal guardians are solely responsible for determining age-appropriateness for their own minor children and the library will not be responsible for their choices.
- The Children's Area is available to all patrons of the library. Some patrons, regardless of age, require material at lower reading levels and, thus, are not prohibited from using the Children's Area.

### ALL-ACCESS FACILITY:

- The Washington County Library is an all-access building, meaning that no public area of the library is completely off-limits to patrons, regardless of their age. It is the sole responsibility of the parent or legal guardian to restrict movement of a minor child within the library, if so desired. The library staff will neither restrict the movement of minors throughout the library, nor restrict what is accessed by minor children.

### YOUNG ADULT AREA:

- Materials selected for the Young Adult collection are intended for mature readers between the ages of 12 and 18. Checkouts to minors from these collections are allowed with the signed parental permissions on a minor's library card form.
- Separate collections are available for children and young people, but the library is not responsible for determining which collection which collections patrons should use or what is suitable for an individual.
- Specific criteria for selection includes:
  - Materials covering a wide range of subjects;
  - Materials encouraging reading for pleasure and, subsequently nurturing a habit of life-long recreational reading;

### REQUESTS FOR RECONSIDERATION:

The library recommends appropriate ages for materials and events, but it must be emphasized that this is only a recommendation. Patrons are not limited by these age recommendations. Responsibility for a minor's reading and viewing rests with their parents or legal guardians. Selection will not be inhibited by the possibility that the materials may inadvertently come into a minor's possession. Selection will be made on the merits of the work, in relation to building the collection and community interests.

If, however, a patron objects to a material, display, event, or presentation held at or by the library, they may submit a Request for Reconsideration form. In no instance will a material or display be removed, or an event or presentation cancelled, on demand.

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

- Be a registered borrower of the library and live within the legal service area of the library. If the patron is requesting reconsideration of a material, display, event, or presentation within the Children's Area of the library, they must also be a parent or legal guardian of a minor child.
- File a completed Request for Reconsideration Form.
- Supply their full name and address. Anonymous complaints will not be considered.

After receiving the completed form, the librarian will review the reasons for the reconsideration and will attempt to answer the request to the patron's satisfaction. The librarian will notify the patron by mail. If the patron is not satisfied with the librarian's response, they may request that the library board of directors review the reconsideration request. The library board of directors will then review the concern and make a judgment. The librarian will then notify the patron by mail, advising him/her of the library board of directors' decision.

Reconsideration requests disputing or challenging the age-appropriate designation affixed to any presentation, event, material, or display in the library will be disclosed to the public by publishing the results on the library's website, though identifying information will be redacted.



## **7. GIFTS:**

- Books and other materials will be accepted on the condition that the Librarian has the authority to make whatever disposition he or she deems advisable.
- Gifts of money, real property and/or securities will be accepted by the Library if the Board of Trustees and the County Court find the conditions attached thereto acceptable.
- Personal property, art objects, portraits, antiques, and other museum objects will not be accepted. The Librarian should suggest these items be offered to the State Historical Society or the local historical society if such a group should come into existence in the County.
- The Library will not accept for deposit, materials which are not outright gifts. This does not mean that the library may not put to use or on display on a short time basis, loans of collections, valuable books, etc., however, the library will assume no responsibility for such displays.

## **8. COOPERATION WITH OTHER LIBRARIES:**

The Board of Trustees and the Librarian will be alert to opportunities of cooperation with other libraries to strengthen service and resources of the library.

## **9. DISPLAYS AND EXHIBITS**

- The library welcomes non-commercial displays and other materials of general interest to the community. However, it is the library's policy not to advertise commercial endeavors unless specifically related to the goals of the library and are subject to board approval.
- Any exhibit offered for display in the library must be approved by the librarian or board of directors.
- The library is not responsible for the care of any display materials placed in the library, though reasonable care will be given. The library does not assume responsibility for damage or loss suffered on the premises, nor any associated costs, losses, or damages, which belong solely to the organization or individual providing the display.
- The librarian will have sole discretion regarding the placement of displays.
- Each display shall only include material classified for one age group: children, young adults, or adults. Only materials classified for children are to be displayed in the Children's Area of the library.

## **10. USE OF LIBRARY SERVICES AND BUILDING:**

- The use of the library or its services shall be limited when excessive demands of groups or individuals tend to interrupt library service to the general public.
- The use of the library or its services may be denied for due causes. Such cause may be failure to return materials or to pay penalties, destruction of library property, and disturbance of other patrons or other objectionable conduct on library premises.

- The crime of library theft is a Class C felony if the value of the library material is one hundred and fifty dollars or more. Otherwise, library theft is a Class C misdemeanor. The library can take legal action against patrons who have abused their privileges. Patrons are notified monthly of overdue books by mail or phone. If they do not respond, they could be liable for prosecution in the event the amount is over one hundred and fifty dollars.
- Political Candidates or Organizations may not display any political literature.
- Meeting Spaces--There are five meeting spaces in the basement of the library and an outdoor pavilion for meetings. (*See Meeting Room Policy & Pavilion Policy for details*).

## 11. MEETING ROOM POLICY

- There is no charge for the meeting rooms.
- Library rooms are available for **Non-Profit** groups or organizations abiding by the conditions stated herein. No meeting rooms available after 1:00 p.m. on Saturdays and no meetings will be scheduled on Sundays.
- Any individual or group holding a public event or presentation in a library meeting room **MUST** assign an age recommendation for the stated purpose of the meeting. Failure to advertise the age recommendation as required by the 15 CSR 30-200-015 could result in the group being prohibited from using the space in the future. Library patrons may challenge the stated age recommendation by completing a Request for Reconsideration form.
- No groups or organizations may hold a meeting that involves the sale of merchandise, exchange of money or offering. The use of meeting rooms shall not result in financial gain.
- The Director of the library or designee is authorized to terminate the meeting of any group that becomes disorderly or objectionable and to deny subsequent use of the meeting room to groups that violate policies and regulations.
- Rooms must be booked ahead of time, but cannot be booked for more than a month in advance. Under normal circumstances a group may not book a meeting more than twice a month. The library shall determine any exception based on space available, the time and day requested and intervals between meetings.  
**Private or personal parties, such as showers, anniversaries, birthday parties and social gatherings are not allowed.**
- No materials, equipment or furniture belonging to groups or organizations may be stored on the library premises. The library will not assume responsibility for any items left on the premises.
- Meetings held by outside groups are not programs sponsored by the library. Purposes, objectives, or views of groups using the meeting rooms shall not be advertised in any way to support that they are endorsed by the Washington County Library.
- No group or organization can be guaranteed the same room for their meetings. Rooms are assigned according to size and need.
- No alcoholic beverages or smoking allowed.
- Children's or teenage groups may use the meeting room provided that they are

supervised by an adult. The adult supervision will be responsible for any damage.

- Each group should be aware of their children's conduct at all times. Organizations are required to leave the meeting room clean and orderly.
- The last group to leave the building is responsible for checking doors, restrooms, and turning out the lights.
- Keys should be placed in the key drop box before leaving the building.

## **12. PAVILION POLICY**

- The Library will not be responsible for accidents.
- There is no charge for the pavilion.
- **NO** alcoholic beverages, or illicit behavior.
- Children should be supervised.
- **PLEASE** pick up trash and place in dumpster.
- **NO** loitering.
- **NO** selling or exchange of money on library property
- Pavilion will close from 11:00 p.m. to 7:00 a.m.

## **13. CIRCULATION OF MATERIALS:**

- At the time application is made for a new library card, the applicant may check out three (3) books. Following the returns of these books, there will be a ten (10) book limit. Any exceptions to this policy will be at the sole discretion of the librarian.
- Books circulate for two (2) weeks. Magazines circulate for three (3) days. Audio books are checked out for two (2) weeks. DVD's are checked out for two (2) days. There is a charge of fifty cents (.50) per DVD unless it is one in the no charge collection.
- Materials may be renewed for one (1) additional circulation period if they are not overdue and there are no reserves on the item. Renewal requests may be made over the telephone or in person.
- There is a refundable ten dollar (\$10) deposit charge for the HiSet, ASVAB and ACT books.
- Reserving materials is allowed and items will be held for three (3) days. After the third day the book will go back into circulation. No more than one best seller on reserve may be checked out by a patron at one time. If the reserve list on an item has more than three (3) names the book will be checked out for one (1) week instead of two (2) weeks.

## 14. TECHNOLOGY

- The library offers public computers for library users. These are used to access the online card catalog, type documents, and/or access the internet.
- All users who wish to use the internet must agree to sign an Internet Agreement Policy.
- The library has complied with CIPA which helps protect children from objectionable information found on the internet. At present the library uses a filtering system through MoreNet, the internet provider for the library. Though these filters are effective, the library cannot completely protect users from information they may find offensive, controversial, or inappropriate.
- The library requires parents or legal guardians to provide written approval for their minor child's internet access.
- Internet resources are provided equally to all library users. Parents or guardians, not library staff, are responsible for the Internet information selected and/or accessed by their minor children.

## 15. EMERGENCY PROCEDURES

It is the goal of the library to maintain a safe atmosphere in the library at all times for their patrons as well as staff. Situations arise from time to time that require action on the part of library staff to ensure the welfare of patrons and library personnel. In emergency situations, patrons will be instructed as to what to do depending on the particular emergency. If a patron fails to follow or refuses to follow these instructions, the library will not assume responsibility.

- **Severe Storms & Tornadoes:** At the sign of impending severe weather or the sounding of the local emergency siren, everyone on the main level of the library will be evacuated to the basement. Patrons will be directed by the staff to the basement into the area that will protect them most from flying glass.
- **Earthquakes:** Patrons will be instructed not to leave the building. They will be asked to get under desks, heavy furniture or stand under doorway supports.
- **Fire:** A library staff member will immediately call 911. Another staff member will instruct patrons to evacuate the building in an urgent but orderly manner. Staff members will check all levels, rooms, and restrooms for unaware patrons unless their own safety is at risk.

## 16. UNATTENDED CHILDREN

It is the responsibility of parents and legal guardians to ensure the appropriate behavior of their minor children in the library.

- Library staff are not responsible for the supervision of unattended children
- An unattended minor who is injured at the library will be attended to by the staff. If it is beyond their capabilities they will call the ambulance for first aid assistance. The Librarian and staff will use their judgment as to whether the

ambulance is necessary. (There is no financial obligation to the library or the patron for a patron treated at the library.)

- Disruptive or destructive children left unattended can be asked to leave the library building.
- Children left at the library unattended should make arrangements to be picked up by closing time. The librarian and staff will not assume responsibility for children who are at the library at closing time. Under no circumstances will library staff transport or take a child away from the library building. If a minor child has not been picked up by closing time, library staff will call the police department so the child can wait for a parent or guardian at the police station.

## **17. PUBLIC RELATIONS**

The primary purpose of public relations on the part of the library are as follows:

- Promoting understanding of the library's objectives and services by government officials, civic leaders, and the general public.
- Active participation in the various services offered by the library to people of all ages.

The Board recognizes that public relations involves every person who has any connection with the library. The board urges its own members and every staff member to realize that he or she represents the Library in every public contact. Good service supports good public relations. The Librarian shall assume the major responsibility for the promotion of good public relations on behalf of the library with the assistance of the Board and the staff and attempt to create an agreeable image of the library in the community.

The Librarian will be expected to give talks and to participate in community activities. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio and television will be approved in advance by the administrative librarian.

## **18. RELATIONSHIP OF LIBRARIAN AND BOARD TRUSTEES**

Responsibilities of the Board of Trustees:

- To oversee Financing and preparation of the budget in consultation with the administrative librarian.
- To hire a capable trained librarian and staff.
- The library board makes the final decisions concerning library policy. They accept, modify, or reject suggestions provided by the administrative librarian.
- To approve expenditures of library funds.
- To attend Board meeting regularly. The library Board shall have the authority to request the resignation of any member who fails to attend two consecutive regular meetings without a legitimate reason and who does not notify the librarian in advance of his inability to attend a regular meeting.
- To become familiar with what constitutes good library service and to work for the improvement of all libraries by supporting library legislation of all levels of

government.

- To support the library's service program in daily contacts with the public at large.

The Board is the policy determining body, its primary concern being the formulating of a program of service and supplying means for carrying it out. The Board selects the librarian equal to the situation, determines the policy, secures adequate funds and promotes the service policy to the library.

## **19. RESPONSIBILITY OF THE LIBRARIAN**

### TO THE BOARD OF TRUSTEES:

1. To administer the library.
2. To gather applications and make recommendations to the board for hiring. The Board has final approval.
3. To direct the activities of the staff.
4. To be technical advisor to the Board and to suggest policies for the administration of the library.
5. To plan library service for the service area.
6. To select and purchase library materials and supplies.
7. To ensure maintenance of accurate records, financial and circulation, by the staff.
8. To authorize all library publicity.
9. To stimulate growth of library service and to attend library meetings.

### TO THE STAFF:

1. To foster a spirit of responsibility, loyalty, and encouragement.
2. To provide satisfactory work schedules:

### TO THE COMMUNITY:

1. To purchase and maintain a good collection of print and non-print materials to meet the needs of the residents living in the community.
2. To provide for reader assistance and guidance so that library users may make the best use of the library.
3. To make sure library services are provided, and everyone in the community has an equal opportunity to take advantage of these services.
4. To take an interest in and participate in community affairs.
5. To establish good public relations between the Library Board, staff, and the community. To provide planned programs which encourage good public relations.
6. To provide COURTEOUS AND FRIENDLY SERVICE at all times.

The Librarian is the executive officer of the Board and the duty of carrying out the Board's policies is delegated to him or her. He or she is also the technical advisor and should suggest policies and furnish the data needed for decisions of policy. The Librarian's duty is to think, plan and to propose to the Board and then to carry out the policies as approved by the Board in formal library meetings.

## 20. PROBLEM BEHAVIOR

Problem behavior is defined as any behavior which either (1) consciously or unconsciously violates or restricts the rights of other patrons to use the library, or (2) disregards library policy.

Each situation is unique, so staff members should approach each disturbance with awareness and readiness for possible outcomes. Staff members should deal with problems in the same manner that they would like to be approached: with courtesy, tact, calmness, and most of all common sense.

### ENFORCEMENT PROCEDURES:

The staff member who observes problem behavior should:

1. Approach the individual in question and explain the library policy concerning the problem behavior of the library which is being violated.
2. Any staff member judging a behavior too serious to handle alone should call for back-up from a coworker or supervisor and, if necessary, from the police
3. If an individual does not adhere to the warning and continues improper behavior, he or she may be asked to leave the library. If the individual does not leave the building when instructed, the person in charge may call the police.
4. The staff member in charge will document the incident with all relevant information, including:
  - a. The name of the patron
  - b. Date and time of the disturbance
  - c. Names of staff who either (1) were involved in the disturbance or (2) witnessed the disturbance.
  - d. A script of what was said by all parties
  - e. The final outcome of the incident

Any patron who blatantly disregards library policy or is abusive to staff or other patrons will immediately lose all library privileges pending a personal meeting with the librarian and, if necessary, the affected parties. The librarian will exercise sole discretion regarding the reinstatement of library privileges at a later date.

## **21. GENERAL ADMINISTRATIVE POLICIES**

### OPEN HOURS

Monday	9:00am – 7:00pm
Tuesday	9:00am – 5:00 pm
Wednesday	9:00am – 5:00 pm
Thursday	9:00am – 5:00 pm
Friday	9:00am – 5:00 pm
Saturday	9:00am – 1:00pm

These hours are flexible and are subject to change at the discretion of the Board of Trustees. Inclement weather may also affect normal hours.

### FINES AND PENALTIES

There are no fines for overdue materials. However, materials that are lost, damaged beyond use, or not returned for any reason shall be charged to the patron who has offended the borrowing privileges extended by the library at the rate of the current listing price of the lost or damaged library material plus the necessary processing charge as pro-rated by the library's source of purchase to process such library materials. Other library materials will be replaced by the offending patron based on replacement cost and expenses involved in replacing the item into the collection.

Materials on inter-library loan not returned, lost, or damaged, must be paid for at the rates charged by the lending library.

Persons who do not return or pay for lost materials will not be permitted to withdraw materials from any facility of the library system until they clear their record.

If a patron has paid for a lost item and later finds the original, he/she can return the item within one year of the due date, assuming the item remains in satisfactory condition, along with the payment receipt and receive a refund

A minor's parent or legal guardian will be financially responsible for replacement costs of lost, damaged, or unreturned materials.

### CIRCULATION

Reference material or materials placed on restricted use because of demand will not be available to check out. Books and/or Audio Books are limited to 10 per check out. Exceptions may be made at the sole discretion of the staff.

The circulation period for books is two (2) weeks with one renewal unless books are on reserve. Periodicals will be checked out for three (3) days.

DVDs are checked out for two days only. There is a .50 cents fee for DVDs. There is a small collection of free DVD's.



## REQUESTS

The library will attempt to fulfill requests for specific materials from library patrons. If more than one patron requests the same materials, the names of the requesters will be entered on a waiting list. Patrons will be accorded their request in turn and will be notified by telephone, if possible, or by postcards as soon as the material is available. Their request for specific materials will be held for one week.

If materials are not available in the Washington County Library, the library will request inter-library loan requests from a library that participates in inter-library service or is a member of the MO Group on OCLC and its statewide inter-library loan service system.

## GIFT POLICY

The Washington County Library reserves the right to accept or reject any donated gifts offered to the library. Any gifts accepted will be evaluated to determine whether the gift will be useful or needed in the collection. Anything that is not used in the collection will be placed in the book sale.

The following formats are not accepted: LP Records, 8 track tapes, sheet music, patterns, art magazines, art prints and text books over five (5) years old.

### Receipt of Donated Material

Washington County Library has received the following donated items:

Paperbacks: \_\_\_\_\_

Hardcover Books: \_\_\_\_\_

Other: \_\_\_\_\_

Donated by: \_\_\_\_\_

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

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

**INTERNET AGREEMENT POLICY  
GUIDELINES FOR ACCESSING THE INTERNET AT WASHINGTON COUNTY LIBRARY**

1. You will need a valid library card at Washington County Library.
2. You will need to have your library card with you to check out the computer at each library visit
3. You **MAY NOT USE**: Sites that are offensive (such as pornography, nudity, sexually explicit, etc.)
4. Please bring jump drive to the desk to be checked for virus before using the computer.
5. Copies in black and white are 10 cents a copy and color copies are 15 cents a copy. Please pay at the Front Desk.
6. **No Games** are to be played on the internet. Kids' games can be played in Children's Area.
7. You will not be able to download from Youtube. No downloading of movies or music because of copyright laws.
8. Misuse of the computer or Internet Access will result in the loss of computer privileges.

All Internet users must sign an Internet Agreement which explains behavior considered appropriate. Those under 18 years of age must have a parent's or guardian's signed permission to use the Internet.

All Internet Users **MUST** check out a computer at the circulation desk each time **BEFORE** they use the internet.

The undersigned acknowledges that he/she has read and understands Washington County Library's Internet Access Policy and Guidelines.

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

If the above signature is for permission of a dependent or dependents, their names must be listed below.

Please Print Names: \_\_\_\_\_

The "Internet Access Guidelines" and "Internet Access Agreement" were approved by Washington County Library Board.

Adopted: \_\_\_\_\_ Revised: \_\_\_\_\_

Board President: \_\_\_\_\_

**WASHINGTON COUNTY LIBRARY  
INFORMED CONSENT OF USE OF THE LIBRARY FOR MINOR CHILD**

I (PRINT NAME) \_\_\_\_\_ am the \_\_\_ Parent or \_\_\_ Legal Guardian of the  
\*minor child(ren) whose name(s) is(are):

\_\_\_\_\_ (Child 1)

\_\_\_\_\_ (Child 2)

\_\_\_\_\_ (Child 3)

\_\_\_\_\_ (Child 4)

*\*minors are considered 17 and younger.*

**I give my child(ren) permission to obtain a Washington County Library card.**

I am aware that my child(ren)'s library card(s) provides unrestricted access to all content at Washington County Library, which includes physical materials (books, magazines, audiobooks on CD, movies on DVD), electronic materials, and online research databases.

I am aware that my child(ren)'s library card(s) provides access to the Internet through the Library's public access computers and Wi-Fi network. While the Library's Internet access is filtered, I am aware that filtering software cannot block all content that I may find inappropriate for my child(ren).

I understand that Library staff and administration do not have supervisory duty over my child(ren). I understand that Library staff and administration cannot monitor or control which sections (juvenile, young adult, or adult) of the Library my child(ren) accesses. I understand that it is solely my responsibility to monitor my child(ren)'s behavior and consumption of content, in any and all forms.

**I give consent for my child(ren) to access, check out, view, and otherwise utilize all Library resources, regardless of the stated recommended age for the material.**

I have been informed in reviewing this consent form that I have access, as a patron of the Library, to the Library's Collection Development Policy under 15 CSR 30-200.015 of Missouri State Regulations and that it is my responsibility to review the Policy, if so desired.

Signature of Parent/Guardian: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Street Address of Parent/Guardian: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email address of Parent/Guardian: \_\_\_\_\_

Phone of Parent/Guardian: \_\_\_\_\_

**WASHINGTON COUNTY LIBRARY  
REQUEST FOR RECONSIDERATION FORM**

The Washington County Library has established a Collection Development Policy and a practice of placing age recommendations on library materials. If a patron objects to material, display, event, or presentation held at or by the library, he/she may submit a Request for Reconsideration form. In no instance will a material or display be removed, or an event or presentation cancelled, on demand.

Requests will only be considered under the following requirements:

- The patron must be a registered borrower of the Washington County Library and live within the legal service area of the library. If the patron is requesting reconsideration of a material, display, event, or presentation within the children’s area of the library, they must also be a parent or legal guardian of a minor child and reside within the legal service area.
- The patron must file a completed Request for Reconsideration Form
- The patron must supply their full name and address. Anonymous complaints will not be considered.

After receiving the completed form, the librarian will review the reasons for the reconsideration and will attempt to answer the request to the patron’s satisfaction. The librarian will notify the patron by mail. If the patron is not satisfied with the librarian’s response, they may request that the library board of directors review the reconsideration request. The library board of directors will then review the concern and make a judgment. The librarian will then notify the patron by mail, advising him/her of the library board of directors’ decision.

Reconsideration requests disputing or challenging the age-appropriate designation affixed to any presentation, event, material, or display in the library will be disclosed to the public by publishing the results on the library’s website, though identifying information will be redacted.

By signing below, you are acknowledging that you have read the Washington County Library’s policy regarding requests for reconsideration. You must acknowledge that you have read the policy for your request to be processed. Once you sign below, complete Page 2 of this request form and return to the librarian.

---

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Name of patron making the request: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Resource on which you are commenting:**

\_\_\_ Book \_\_\_ Display \_\_\_ Event \_\_\_ Presentation \_\_\_ Magazine \_\_\_ Video

Title \_\_\_\_\_

Author \_\_\_\_\_

To what do you object? (Be specific and site pages, if applicable):

Have you examined the entire resource?

What do you feel might be the result of reading, hearing, or seeing this material?

What would you recommend the library do with this material?

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

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

Library Director: \_\_\_\_\_

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

*The Library appreciates your interest; all questions on this form must be answered and the request must be signed in order to be forwarded to the Library Director.*