

L.E. Smoot Memorial Library Policy Manual



LIBRARY POLICY

Last Revised December 2025

L.E. Smoot Memorial Library Policy Manual

This page was intentionally left blank.

TABLE OF CONTENTS

TABLE OF CONTENTS	i
Section 1: BOARD OF TRUSTEES.....	1
1.1 General	1
1.2 Definitions	1
1.3 Trustee Access to Library Records.....	1
1.4 Strategic Plan.....	1
1.5 Committees.....	2
1.5.1 General	2
1.5.2 Policy & Planning Committee	2
1.5.3 Marketing & Communications Committee.....	2
Section 2: MISSION and ROLES.....	3
2.1 Mission Statement.....	3
2.2 Roles of the Library	3
2.2.1 Children's Door to Learning.....	3
2.2.2 Community Outreach	3
2.2.3 Independent Learning Center.....	3
2.2.4 Popular Materials Library	3
2.2.5 Reference Library	4
Section 3: OPERATIONS.....	5
3.1 General Services	5
3.2 Censorship.....	5
3.3 Administration	5
3.3.1 Use of Library Facilities	5
3.3.2 Library Cards	7
3.3.3 Confidentiality of Library Records.....	8
3.3.4 Circulation (General)	9
3.3.5 Circulation (Media)	9
3.3.6 Periodicals	9
3.3.7 Overdue Materials	10
3.3.8 Collection Development	13
3.3.10 Exhibits	16
3.3.11 Historical Collection	18
3.3.12 Schedule of Operation.....	18
3.3.13 Unattended Minors	19
3.3.14 Patron Behavior.....	19
3.3.15 Fees for Service	21
3.3.16 Proctoring Services.....	21
3.4 Public Access Computers	23

L.E. Smoot Memorial Library Policy Manual

3.4.1 Use of Computers	23
3.5 Internet Access	24
3.5.1 Access to Information	24
3.5.2 Wireless Access.....	25
3.5.3 Prohibited Uses	25
3.5.4 Patron Responsibility.....	25
3.6 Procedure for Responding to Judicial Process	26
Section 4: PERSONNEL	28
4.1 Adoption of County Personnel Policies and Employee Manual	28
4.2 Qualifications	28
4.3 Job Descriptions.....	28
4.4 Work Schedule	28
4.5 Leave	28
4.5.1 Annual Leave	28
4.5.2 Sick Leave	29
4.5.3 Leave Without Pay	29
4.5.4 Compensatory Time	29
4.5.5 Flexible Time	29
4.5.6 Holidays	29
4.5.7 Closures	29
4.6 Administration.....	30
4.7 Promotion and Salaries.....	30
4.8 Benefits	30
4.9 Performance Appraisals	30
4.9.1 Frequency of Evaluation	30
4.9.2 Performance Appraisal Procedure	30
4.9.3 Conference	31
4.10 Termination of Employment.....	31
4.10.1 Resignation.....	31
4.10.2 Dismissal	31
4.10.3 Dismissal of Director	32
4.11 Grievance Procedure	32
4.12 Volunteers.....	32
Section 5: PUBLIC RELATIONS.....	34
5.1 General.....	34
5.2 Friends of the Library.....	34
Section 6: FINANCE	35
6.1 General.....	35
6.2 Control.....	35
6.3 Gifts	35

L.E. Smoot Memorial Library Policy Manual

6.4 Credit Card.....	35
Section 7: APPENDIX	36
7.1 Meeting Room and Quiet Study Policy	36
7.2 Library Bill of Rights	39
7.3 Freedom to Read Statement	40
7.4 Freedom to View	44
7.5 Reconsideration of Materials Form.....	45
7.6 Donated Works by Author or Creator	47
7.7 Library Fees.....	49

Section 1: BOARD OF TRUSTEES

1.1 General

The Lewis Egerton Smoot Memorial Library is a department of King George County, Virginia and its Board of Trustees is appointed in accord with the Code of Virginia Sections 42.1-33 to 42.1-45, by King George County Ordinance, dated October 18, 1973, the Virginia Public Library Trustee Handbook and its By-Laws.

1.2 Definitions

As used in this Policy Manual, the following words shall have the following meanings:

"Board" means the Lewis Egerton Smoot Memorial Library Board of Trustees.

"County" means King George County.

"Director" means the Lewis Egerton Smoot Memorial Library Director.

"Library" means the Lewis Egerton Smoot Memorial Library

"Plan" means Strategic Plan.

"Counsel" means County Attorney

1.3 Trustee Access to Library Records

All Trustees shall have full access and right to inspect and/or copy, upon reasonable notice, all of the documents, papers, finances, data compilations of any kind and business of the Library. Photocopying of library documents and records shall be at Trustee expense.

1.4 Strategic Plan

The Board shall establish and adopt a Strategic Plan at the June meeting of each year. The Plan shall set forth specific goals and objectives for enhancing services, facilities, staff, etc., should identify the party or parties responsible for achieving each goal.

1.5 Committees

1.5.1 General

The Board shall have two Standing Committees: Policy & Planning, Marketing & Communications, and additional ad hoc committees as needed. The members of each committee shall be Trustees. The Director is an *ad hoc* member of all committees. The Director shall have the right to be present at all Board and Committee meetings, and to be heard, but shall not have the right to vote. The Board Chair shall appoint all committee members and their chairs. Each committee shall have a minimum of three members. Committees shall make recommendations for approval by the full Board and shall have no authority to contract or act on their own.

1.5.2 Policy & Planning Committee

The Policy & Planning Committee shall recommend changes or additions to the by-laws or policy manual and recommend annual revisions to the strategic plan. The committee shall oversee the application of county personnel practices in regards to library staff.

1.5.3 Marketing & Communications Committee

The Marketing & Communications Committee shall work to promote awareness of the L. E. Smoot Memorial Library among various user groups within King George County and to gain greater recognition for the library's services and programs. The committee shall develop and oversee fundraising activities.

Section 2: MISSION and ROLES

2.1 Mission Statement

The Library was donated to King George County to provide services to all its citizens. The mission of the Library is to enhance the quality of life for the entire King George County community by providing services, programs, and a balanced collection, all of which fulfill educational, informational, cultural, and recreational needs and interests in an atmosphere that is welcoming, safe, and respectful.

2.2 Roles of the Library

2.2.1 Children's Door to Learning

Encourages children to develop an interest in reading and learning through the services offered to children and their parents.

2.2.2 Community Outreach

Provides satellite service outside of the Library building, but within the community in order to support the increasing population in the County and fully participates in the implementation of new technology within the county.

2.2.3 Independent Learning Center

Supports individuals of all ages pursuing a sustained program of learning on an independent basis.

2.2.4 Popular Materials Library

Features current, high demand, high interest materials in a variety of formats for all.

2.2.5 Reference Library

Provides timely, accurate, and useful information for community residents.

Section 3: OPERATIONS

3.1 General Services

Library services, books, and other materials should be selected by the Director on the basis which reflects the interests, needs, and enlightenment of all members of the community. No materials or services should be denied or excluded on any basis of age, race, religious views, or political affiliation. This Library offers its resources and services equally to all residents of the County.

3.2 Censorship

All members of the Board and all employees accept the responsibility as appointed guardians of the people's freedom to read, to uphold the First Amendment of the Constitution by vigorously contesting any encroachment upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large. Should any cardholder object to books or other materials offered by the Library, that person should be encouraged to complete the reconsideration of materials process. The Board shall acknowledge the communication in accordance with the policy expressed herein.

3.3 Administration

3.3.1 Use of Library Facilities

- a. Community service, civic and not-for-profit groups that serve the County and promote the ideals of the Library are eligible to use the Library for meetings and educational purposes. The Library reserves the right to determine who and which organizations may use the facility. The Library will not approve applications by organizations which spread and/or advocate hate, bigotry, violence, illegal activity or the like. A full Meeting Room Policy is available in the Appendix, Section 7.1.
- b. Organizations desiring to use the Library must complete the appropriate application form. Applications will be approved, modified or disapproved by Library staff.
- c. Use of meeting areas will be granted in the order in which written application is received and/or need, so long as it does not interfere with scheduled programs, including Board or standing committee meetings.
- d. A Smoot Library card is required to use the Meeting and Quiet Study Rooms.

e. Rules of Use

Users agree to observe the following regulations:

- 1) Every applicant who receives permission to use the building or grounds shall, during the time of such use, be responsible for the preservation of law and order on the property and be responsible for damage to the building, grounds, equipment or furniture while using same.
- 2) Children under the age of 12 must be under the supervision of a responsible adult at all times.
- 3) Comply with all local, state and federal laws, ordinances and regulations, including occupancy limits.
- 4) Decorations and the burning of candles or any open flames are not permissible unless approved by the Director.
- 5) No animal or pet will be permitted in the building, other than service dogs or animals as part of a Library program, unless approved by the Director.
- 6) If an event or meeting is cancelled, the user will notify the Library as soon as possible.
- 7) If the Library is closed because of weather or other unforeseen circumstances, the use of the room is cancelled and the user will be notified as soon as possible. The user is responsible for notifying their members or participants.
- 8) Activity and noise levels during meetings must not disrupt or disturb regular Library activities.
- 9) Permission to use the room does not imply Library endorsement of the aims, policies or activities of any group or organization.
- 10) All events and clean-up must end ten (10) minutes prior to the closing of the Library. The furniture, if moved, must be moved back to its original formation.
- 11) Any group may be excluded from use of the room if, for any reason, there exists a reasonable belief by the Director that such group may cause or contribute to the occurrence of an incident that may interrupt or disturb the public at large in the regular use of the Library.
- 12) No person may bring or possess a weapon on a library premises, including but not limited to firearms, knives, or explosive devices, except as permitted by law.
- 13) Room reservations will be forfeited after thirty (30) minutes if the responsible party fails to appear.

f. The Community Bulletin Board may be used by patrons to publicize coming events or services available in the area. Due to space restrictions, the following guidelines shall apply:

- 1) All items must be approved, dated and initialed by a Library staff member before posting. The Library Director has final discretion.
- 2) All items should be no larger in size than 8.5 X 11 inches. Larger postings require Director approval.
- 3) Items may remain on the board for two weeks. If the item is advertising an event, it may not be posted any earlier than two weeks prior to the event. If reputable agencies send flyers advertising their programs for the coming year, these may remain on the board for the duration for the events if space permits.
- 4) Brochure holders are for pamphlets, booklets, brochures and flyers of public interest. Items for the brochure holders are placed by Library staff only.
- 5) Meetings for other County agencies will only be posted on the designated County Information Board. These meetings are posted by the Library Staff.
- 6) All items will be removed after the event has occurred.
- 7) Any items not adhering to these guidelines will be removed from the Community Bulletin Board.

g. No solicitation of funds is allowed on any publication.

3.3.2 Library Cards

- a. Registration for a library card is required to borrow materials. Applicants are to furnish their current County home mailing address and a current telephone number. If the applicant has no phone number available for this purpose, or refuses to give one for privacy reasons, the Director may use personal discretion in waiving this requirement. New library cards are issued at the time of application upon presentation of a valid driver's license, or other photo identification card showing the applicant's address. A piece of mail with the applicant's current address may be used to verify an address. If a valid address cannot be proven, or no photo identification is available, a postcard is mailed to verify the address.
- b. No fee shall be charged to County residents for the initial card; however, a fee as specified in Appendix 7.7 will be charged for replacement of the card.
- c. Those people who own and pay taxes on property in the County, even though their primary residence may not be located in County, may be considered County residents

as long as they provide proof of ownership (patrons in this category must renew their card annually).

d. No fee shall be charged to students of Rappahannock Community College; however, a fee as specified in Appendix 7.7 will be charged for replacement of the card. Patrons in this category must renew their card annually.

e. Non-County residents will be charged a yearly fee as specified in Appendix 7.7 for the initial card. A fee as specified in Appendix 7.7 will be charged for replacement of the card. The out-of-county fee will be waived for all non-resident teachers and other county staff currently employed in the County (patrons in this category must renew their card annually). The non-county resident fee for those aged 65 and older is as specified in Appendix 7.7.

f. Applications for children under eighteen (18) years of age must be completed and signed by a parent or guardian.

g. A patron shall be responsible for all materials charged on their card even if the patron lends that card or materials to another person.

h. Borrowing privileges may be suspended, revoked, or denied to anyone whose current or previous record as a library borrower reveals willful or habitually careless disregard for the protection and return of borrowed materials or for the evasion of payment for assessed damage to Library property.

3.3.3 Confidentiality of Library Records

Some Library records may be exempt from disclosure to the public; required to remain private; and/or required to be disclosed to certain agencies or under legal process.

Library records will be handled in accordance with all applicable state and federal law.

Any concerns relating to the privacy of a library user's personal data not provided for in this policy statement shall be referred to the Library Director. A decision shall be made after study of the issues and consultation with the Board and/or the County Attorney.

Individuals may have access to their own records and parents or legal guardians may have access to the records of their children under the age of 18.

3.3.4 Circulation (General)

- a. Books and other materials, excluding reference materials and periodicals, may be checked out for a three (3) week borrowing period.
- b. Renewal of library materials shall be limited to two (2) additional borrowing periods.
- c. Items on hold for another patron may not be renewed.
- d. Upon request, books and materials may be made available to patrons through the Library's Interlibrary Loan service. All Interlibrary Loan fees are as specified in Appendix 7.6.
- e. Patrons are limited to checking out three (3) books on a subject that is being used for a school project.
- f. Patrons are limited to checking out fifty (50) items per library account

3.3.5 Circulation (Media)

- a. The checkout period for DVDs/Blu-rays will be seven (7) calendar days. The checkout period for audiobooks will be three (3) weeks. The checkout period for launchpads, nature backpacks, whazoodles, and book buddies will be seven (7) calendar days.
- b. Patrons are limited to five (5) DVDs/Blu-rays on individual library account at one time.
- c. Audiobooks and DVDs/Blu-rays may be returned in the drop box for audiovisual materials.
- d. The replacement cost for a lost or damaged disk and/or case is full retail value. The Library Staff shall determine if the materials are damaged.
- e. The Library assumes no responsibility for any damage to a borrower's machine while using a disk from the Library's collection.

3.3.6 Periodicals

- a. The checkout period for magazines will be seven (7) calendar days.
- b. Newspapers are for in-house use only and are not available for checkout.

3.3.7 Overdue Materials

a. Overdue Notices, Fees and Administrative Costs

- 1) The first notice is sent to the patron three (3) days after the due date.
- 2) The patron at issue shall be responsible for all costs, fees and legal fees and expenses of recovery.

b. Suspension of Borrowing Privileges

- 1) Borrowing privileges are suspended from the time of the first notice until the item(s) have been returned or paid for, and any charges have been paid.
- 2) If library materials are returned damaged, borrowing privileges are suspended until payment has been made. If payment for replacement is made, the patron may keep the damaged book if the patron requests it and the book is still in print.
- 3) Borrowing privileges are suspended indefinitely for patrons who have been the subject of a collection action or court proceeding to recover Library fees and/or materials.
- 4) Parents/Guardians are responsible for Library accounts for those under the age of eighteen (18). Borrowing privileges will be suspended for both the responsible party and the minor until the minor's account has been cleared.
- 5) Borrowing privileges for minors shall not be suspended when the responsible party has accrued fees.

c. Replacements

- 1) The Library only accepts brand new with an exact ISBN match for lost or damaged items.
- 2) Should the patron later find the book which they replaced with a new copy, the Library will process the original (older) copy as a withdrawal to be given to the patron after withdrawal procedures are complete, at no cost to the patron.
- 3) Administrative charges due are added to the costs of replacement and/or processing. Replacements or payments are made in lieu of returning the book and are therefore due at the time the book is due.

d. Claims that an Item has Been Returned

- 1) When a patron claims to have returned or never checked out materials for which the patron received an overdue notice, their record will be appropriately marked. The patron will also be required to sign a Claim Slip. This form includes the author's name, title, barcode number and any administrative costs. The signed Claim Slip will be attached to the back of the patron's library card application.
- 2) A patron may accumulate three (3) claims. If a patron places a third claim, they lose all borrowing privileges until they pay for all of the books claimed lost or not returned on three claims, plus the administrative costs.
- 3) In accruing claims, each date counts as a single claim.
- 4) If the patron later finds materials which they claimed they had returned or never checked out, they may bring the materials to staff to have the claim for those particular items removed from their record.
- 5) The shelf-list for all books claimed returned/not checked out will be marked as "Lost" and the books handled as a withdrawal or replacement.

e. Damage Assessments and Replacement Charges

- 1) All damage assessment and replacement charges are as specified in Appendix 7.6.
- 2) Lost materials(s):
 - a. Items forty-five (45) days overdue will be automatically considered lost.
 - b. The replacement costs for items in a) and b) above will be charged to the patron's account.
 - c. Replacement fees will be charged as specified in Appendix 7.7

Prices include a processing charge that is not reimbursed should the patron find the book later.

f. Magazines:

Replacement fees will be charged as specified in Appendix 7.7. The processing charge is not reimbursed should the patron find the magazine later.

L.E. Smoot Memorial Library Policy Manual

g. DVDs/Blu-rays, Audiobooks:

Replacement fees will be charged as specified in Appendix 7.7. If a single disc is lost/damaged and it is part of a set, then the set price may be charged if the single disc cannot be replaced.

h. Other Replacement Costs

Replacement fees will be charged as specified in Appendix 7.7.

1) Administrative costs are added to the costs of replacement that include processing if the patron does not report the loss or damage until after the Library has expended costs to retrieve the materials through overdue notices.

2) If the patron requests the damaged book at the time of payment, and if the book is still in print so that another undamaged copy may be obtained, the damaged book is stamped as for discarded materials and given to the patron. The Library is not liable to keep the book after withdrawal from the Library collection.

i. Refunds

1) Fees cannot be waived after the 90-day period. There is no refund if the item has already been replaced. Refunds include only the cost of the book, not processing costs or administrative charges.

2) Refunds are mailed to the patron as a check when library invoices are processed. The patron should show the copy of the receipt when they request the refund.

3) A W-9 must be completed in order to receive a refund.

j. Returned Check Policy

1) Returned checks for insufficient funds will be charged a fee as specified by the King George Treasurer.

2) The patron account will be blocked until the Library receives notification from the County Treasurer.

3) After three (3) returned checks, the Library will no longer take checks from the patron.

k. Credit Card Payments

- 1) A convenience fee will be charged for credit card payments at the merchant service surcharge rate.

3.3.8 Collection Development

a. Selection Criteria

- 1) Responsibility for selection rests with the Director. Suggestions from staff members and Library patrons are encouraged and seriously considered.
- 2) The library will collect materials in various formats.
- 3) Although the Library is sympathetic to the needs of the students, the Library does not add to its collection textbooks used by area schools except when necessary to supplement a subject area in the collection.
- 4) Whenever possible, materials on controversial subjects will reflect both sides of an issue as presented by qualified, knowledgeable authorities.
- 5) No author's works will be excluded from the collection solely because of the author's personal history, political affiliation, race, sex, or cultural background.
- 6) The Library maintains a Virginiana collection with emphasis on items covering King George County and Fredericksburg areas. Items on Virginia and Virginia genealogy are added to that collection when available.
- 7) The Library acquires one copy of each title. Additional copies may be obtained when there is a hold list of three (3) or more patrons or when demand is expected to be high.
- 8) Selection will be based upon:
 - a) The recommendation of professional reviewing sources and the needs of the collection in specific areas,
 - b) An awareness of the materials available through the Library's Interlibrary Loan service,
 - c) Expressed or anticipated interest in the title or subject within the community,

L.E. Smoot Memorial Library Policy Manual

- d) Contemporary significance and/or permanent value of the title to the collection,
- e) Available funds and space, and
- f) Availability of resources through area libraries.

b. Donations of Books and Periodicals:

- 1) The Library welcomes gifts of new and used books, audiobooks, DVDs, other media and similar materials. Once donated, items become the property of the Friends of the Smoot Library. They will be added to the collection in accordance with the Selection of Materials policy or may be given to other libraries and non-profit agencies, sold, traded or discarded. The Library will acknowledge receipt of donated items, but is unable to set fair market or appraisal values. The Library will not provide an itemized list of donated items.
- 2) Books or periodical subscriptions donated in memory of a person will be acknowledged by a bookplate in the front of the book upon request. These items are still subject to the Selection of Materials policy.
- 3) Authors and Creators wishing to donate must fill out the Consideration of Donated Works by the Author/Creator form in Appendix 7.6 of this policy. These items are still subject to the Selection of Materials policy.

c. Requests for Reconsideration of Materials:

- 4) The Library subscribes fully to the American Library Association's "Library Bill of Rights", "Freedom to Read", and the "Freedom to View" statement (Appendix Section 7.2, 7.3, 7.4).
- 5) All requests for reconsideration of materials will be handled in the following manner:
 - a) The staff member receiving the complaint will ask the patron to fill out the Reconsideration of Materials form (Appendix 7.5).
 - b) When the completed form has been received, it will then be submitted to the Director. The Director will acknowledge in writing receipt of the form to the complainant. The material in question shall remain in the collection and available to patrons during the reconsideration period.

- c) The Director will locate as many professional reviews of the title as possible and review the title against the selection criteria outlined in this policy.
- d) The Director will consider all factors and come to a decision. This decision will be communicated to the complainant in writing within 45 days of the date that the reconsideration form was received by The Library Director. A copy of the response shall be given to the Library Board.
- e) If the complainant is not completely satisfied with that decision, they may then submit a letter regarding the complaint to the Library Board for consideration at its next regularly scheduled meeting. The Board will acknowledge the letter and make a final decision based on its endorsement of the "Library Bill of Rights", the "Freedom to Read", and the "Freedom to View" statements, and in consideration of the Director's decision.

d. Withdrawal, Binding, Mending, Replacement:

- 1) Materials are removed from the collection based on the same criteria used in the Collection Development Policy. In general, materials that fall into the following categories should be withdrawn:
 - a) Materials which are outdated
 - b) Superseded editions
 - c) Items worn beyond repair
 - d) Duplicate copies of seldom used titles
 - e) Lost copies which cannot be replaced
 - f) Fiction which has not been checked out within a three (3) year period, unless judged to be a classic or appears on a standard list
- 2) Worn items that are still relevant to the collection may be mended within the Library or be sent to a bindery.
- 3) Lost items and items worn beyond repair or rebinding will be replaced on the same criteria used in selecting them. Lost items that are out-of-print will not be replaced unless they are of extraordinary value to the collection and may be

obtained through a source for out-of-print books at a reasonable price that is within the Library's budget.

- 4) Periodicals are maintained at the Director's discretion.
- 5) Disposition of withdrawn materials will be at the discretion of the Director.

3.3.10 Exhibits

The L. E. Smoot Memorial Library serves a public of many ages, backgrounds and beliefs. Exhibits in the library aid patrons in the pursuit of education, research and recreation; support the cultural and civic activities of the larger community by presenting books and other media.

a. Exhibit Selection

In selecting exhibits, the L. E. Smoot Memorial Library will take into consideration:

- 1) Overall community interest
- 2) Historical prominence or significance of artist or arts organization
- 3) Relevance to Library programs
- 4) Dates of previous exhibitions of similar items or topics
- 5) Special needs or cost associated with proposed exhibits
- 6) Priority will be given to residents of King George County
- 7) Student art work will only be accepted from those who attend King George County Schools or homeschooled students who reside in King George County

b. Exhibitor Guidelines:

- 1) Exhibitors who are at least 16 years of age may display their individual work.
- 2) Group exhibitions may be displayed in collaboration with a King George organization. Group exhibitions are open to those of all ages.

c. Display Guidelines

- 1) Displays and exhibits will be approved and scheduled as space permits. The Application for the Exhibit/Display Space must be submitted at least 90 days in advance of the exhibit. Display reservations are not transferable to another person or group.
- 2) The library does not necessarily endorse the beliefs or viewpoints of topics which may be the subject of an exhibit. A disclaimer to this effect will be placed with each exhibit.
- 3) The library will consider a wide range of artistic expression deciding on potential exhibitors. However, in deciding on the suitability of any work, Library staff is mindful that the areas of display are used for normal library activity and will be viewed by all segments of the community and all age groups.

- 4) The library has the right to review the materials before the exhibit is set up.
- 5) Materials in an exhibit or display will not be excluded because of the origin, background or views of those contributing to the creation of the displays or exhibits. Materials will not be removed because of partisan or doctrinal disapproval.
- 6) No individual or group may display items more than once a year.
- 7) The library reserves the right to preempt any exhibit for a library or Friends of the Library-sponsored event or exhibit. In such instances, the library will put forth reasonable effort to give advance notice of such preemption and to assist the exhibitor in reserving another date or exhibit case.
- 8) Exhibitors are normally scheduled for a one-month period of time. Exhibitors must provide an inventory with the value of each item and the value at the time the exhibit is setup. If the exhibit is not removed by the end of the exhibition period, the library will provide written notice to the exhibitor to remove the exhibit. If the exhibit is not removed within seven days of the mailing, items will become the property of the library. The library will dispose of these items at its discretion.
- 9) It is the responsibility of the exhibitor to transport, set up and remove the exhibit. Exhibitors are encouraged to visit the library prior to installation to determine how they would like the exhibit arranged. The library will not provide any supplies or staff assistance in setting up or removing the exhibit.
- 10) The library shall have the final decision on the arrangement of all exhibits and displays. The library reserves the right to reject any part of an exhibit or to change the manner of display.
- 11) All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the library. Displays/exhibits will be set up and removed mornings prior to the opening of the library to the public whenever possible.
- 12) The library will not provide storage for the property of organizations or individuals displaying in the library.
- 13) Works of art may be offered for sale, with prices established by the artist. The exhibitor's name must be posted in the exhibit, but price tags are not allowed. The artist is responsible for conducting the sale of any work directly with the purchaser, not through library staff. No booths, kiosks or the like shall be allowed.

d. Exhibit Presentation

- 1) Two-dimensional artwork must be ready for hanging.
- 2) Tape and nails may not be used on the walls, back, or glass on an exhibit case.
- 3) Permanent modifications to display case are not allowed.

e. Insurance

- 1) The library is not liable for any damage, destruction or loss of the exhibit. The exhibitor will release the library from any claims in writing. The library recommends that the exhibitor obtain its own coverage in regards to the exhibits.

- 2) Damages to the premises, equipment or furnishings as a result of exhibitor use will be charged to the individual or group responsible.

3.3.11 Historical Collection

Books presented to the Library having historical or other significant value, as determined by the Director, are placed in a special collection located in the Memorial Room. These books are not available to the general public except under special circumstances and with precautions as deemed appropriate by the Library Director.

3.3.12 Schedule of Operation

- a. Normal hours of operation shall comply with state requirements.
- b. Schedule for holidays shall be as follows:

Library shall close at 6:00 PM Thanksgiving Eve and during the week between Christmas and New Year holidays. The Library will close one day per year between the months of August and October for Staff Development Day. The Library will follow the Commonwealth of Virginia Holiday Calendar with the additional exceptions:

March/April----- Easter Sunday
October (2nd Saturday)----- Fall Festival Day

The Library will not close on half-day holidays. Flexible vacation time will be granted to full-time employees.

- c. It shall be within the authority of the Director to close the Library in the event of hazardous weather, emergency situations, or previously scheduled programming. The Director should be guided by the closing of other County offices. Deviations from the regular operating schedule of the Library for reasons other than approved holidays, hazardous weather, or emergency situations must be approved in advance by the Board. At the Director's discretion, the Library will close for County staff recognition events.

3.3.13 Unattended Minors

The Library is not responsible for the safety, care, supervision or entertainment of unattended children in the Library. Parents or caretakers are responsible for their children's behavior, safety and welfare at all times.

- a. If a child's behavior is inappropriate or disorderly and interferes with the normal operation of the Library, the child's parents will be notified of the conduct and advised that the child must be accompanied by a responsible adult.
- b. If unattended minor children remain at the Library after closing, the following procedure will be followed:
 - 1) Staff members will attempt to contact the child's parent or caregiver.
 - 2) If a parent or caregiver is contacted, two (2) staff members will wait inside the Library with the child until the parent or caregiver arrives to pick up the child.
 - 3) If unable to contact a parent or caregiver within sixty (60) minutes or if a parent or caregiver does not arrive within sixty (60) minutes, the staff members will contact the Sheriff's Department for advice on what to do.
 - 4) Under NO circumstances are staff members to leave the Library with the child.

3.3.14 Patron Behavior

The Library desires to provide a place for patrons to enjoy their visit in an atmosphere that is welcoming, safe and respectful. The following standards of unacceptable behavior on library property have been adopted to promote the use and enjoyment of the resources and services of the library, promote the safety of the public and the staff, and protect the building, furniture, equipment and materials of the library.

The following behavior is unacceptable and is prohibited on library property and may be cause for removal from the premises and/or loss of library privileges:

- Loud Talking and Laughing. One person or group heard above the general noise level in the library.
- Fighting. Whether real or pretend, or roughhousing.
- Boisterous Behavior. Includes running, horseplay, throwing objects and annoying other patrons.

L.E. Smoot Memorial Library Policy Manual

- Abusive or Obscene Language or Gestures. Includes language or gestures that convey a sexually explicit message or are conveyed in an obscene, coarse or crude manner, and any language that verbally abuses and/or threatens another individual.
- Eating and Drinking will be permitted in the Library Café and during approved meeting room use.
- Smoking and Use of Tobacco. All County-owned and County-leased buildings over which the County Administrator has supervision shall be tobacco and smoke free. Vaping is also prohibited.
- Loitering. Remaining in and/or wandering around the library without apparent legitimate reason.
- Animals. Animals of any kind are prohibited unless serving as an aide animal or part of a library-sponsored program.
- Unattended Children. A parent, guardian or other responsible person age 16 and over must stay within a reasonable distance of a child under age 12 at all times in the library. Children under the age of 12 may not be left at the library without a responsible person being present to monitor them. For more information, see the Unattended Children Policy.
- Improper Attire. Patrons must wear shoes and shirt in the library building at all times. Clothing must comport with common standards of decency and may not display symbols, pictures and/or messages that are lewd, obscene, abusive, and discriminatory and the like.
- Abuse of Library Equipment, Furniture and Materials. Includes placing feet on tables and chairs, standing on furniture, mutilating or defacing books or other materials, and mistreating equipment or computers.
- Weapons. No person may bring or possess a weapon on a library premises, including but not limited to firearms, knives, or explosive devices, except as permitted by law.
- Playing Music. Includes playing music or other media at a level that is heard by other patrons.
- Excessive Displays of Affection. Includes any sexual conduct or physical contact that is deemed inappropriate by common standards of decency for a public place.
- Hygiene. All patrons must maintain a personal hygiene and cleanliness that comport with common standards and do not interfere with the orderly operation of the library or with the ability of other patrons to use and enjoy the facility.
- Illegal Behavior. Any staff member who witnesses illegal behavior will notify law enforcement immediately.
- Inappropriate and unacceptable behavior:
 1. Assault/Battery/Fighting
 2. Vandalism/Destruction of Property
 3. Drunk/Impaired and/or Disorderly Conduct. Causes public inconvenience by fighting, unreasonable noise, abusive or obscene language or gestures, threatening behavior, hazardous or physically offensive condition.
 4. Harassment
 5. Lewd/Lascivious and/or Obscene Conduct

6. Theft. Wrongfully takes, obtains or withholds the property of another.
7. Trespass
8. Use of Alcohol on library property unless specifically approved by the Board for public events.
9. Solicitation of money, goods or services
10. Gambling
11. Pornography

- Cellular or Portable Phones. Patrons are expected to be respectful of others while using cellular phones.

The patron has the right to address the Board at the next regularly scheduled meeting concerning the decision to remove a patron, revoke privileges and/or to deny access to the library.

3.3.15 Fees for Service

- a. A copy machine is available for patron use. Charges for use of this machine are as specified in Appendix 7.7.
- b. A fax machine is available for patron use. Charges for use of this machine are as specified in Appendix 7.7.

3.3.16 Proctoring Services

Proctoring examinations is a service provided for Library cardholders upon request and based on the availability of staff. If the student requires the use of a Library computer to complete the exam, the student must have a Library card in good standing and is responsible for making their own computer reservation. Staff will extend the time to accommodate the maximum time allowed for the examination. There is no fee for proctoring an examination, but the student is responsible for any incidental costs associated with the examination, such as postage or faxing. If the examination is to be returned by mail, the student must provide a prepaid envelope if it is not included as part of the packet. The Library will not facilitate the downloading of any additional test software.

Students are asked to schedule the proctor date with staff at least one week in advance to provide time to make all the necessary arrangements. Preferable times to schedule examinations are during regular Library hours Monday through Friday, but requests for weekend proctoring will be considered and accommodated according to staff availability. The Library reserves the right to refuse or decline proctoring services to any individual if that request is beyond our ability to administer the exam.

- a. The student is required to complete a proctoring request form.
- b. Prior contact between the testing institution and the Library is required so that credibility and examination requirements can be verified.
- c. The student is responsible for confirming that examination materials have arrived at the Library prior to the scheduled examination date.
- d. The student will allow sufficient time to take the examination before the deadline established by the institution.
- e. The student will arrive on time. There is a 15-minute grace period after the scheduled time or the proctoring service will be cancelled.
- f. Examinations must be completed 15 minutes prior to the Library closing.
- g. The student will be required to present a valid picture I.D. at the time of the examination. A valid I.D. includes a driver's license, military ID, or passport.
- h. The proctoring staff member will review the instructions as they are provided by the institution with the student. If the instructions, as reviewed, are not followed explicitly by the student, the library staff will not sign the verification.
- i. The Library will not sign a proctoring verification that attests to more than the staff has been able to do. The library will not proctor examinations that students bring in themselves.
- j. The proctor will answer questions concerning testing instructions, but not about testing content.
- k. Proctors will not monitor a student continuously during an examination, but will check on them periodically. The Library assumes that the student participates in an honor system with their institution. The library does not guarantee that a quiet space or room will be provided.
- l. Students should give 24-hour notice prior to cancelling or rescheduling an exam. A student will be allowed to reschedule the examination two times.
- m. The Library will not be responsible for any delayed examinations, nor for any completed examination after it leaves the library's possession and has been mailed back. The Library will not be responsible for examinations that are interrupted by Library emergencies, power failures or failure of Library hardware or software.

- n. Students are responsible for providing their own paper, pens, pencils or anything needed in order to take the exam.
- o. A copy of these guidelines will be sent with each exam to the institution.
- p. Examinations not taken within two weeks of the agreed date will be destroyed.
- q. The student is responsible for all costs associated with printing of exams and instructions. The student will be charged the current Library per copy rate. Printing fees must be paid prior to test proctoring.
- r. The student will be charged a fee as specified in Appendix 7.7 per mailing of each exam.
- s. The student is responsible for all costs associated with faxing of exams. The student will be charged the current Library faxing rates.
- t. The Library will not download software on library computers to accommodate testing requests.

3.4 Public Access Computers

3.4.1 Use of Computers

- a. Use of computer workstations will be suspended for those patrons whose borrowing privileges have been suspended and who have not responded in a responsible manner.
- b. Computers are available from opening until 15 minutes before closing. Only the software packages provided by the Library are available for public use. No other software may be used, copied or installed.
- c. Printout charges are as specified in Appendix 7.7.
- d. The computers may not be available during adverse weather conditions.
- e. The Library and staff are not responsible for data loss.
- f. Any data left on a computer's hard drive will be deleted. Patrons must use their own device when saving information. Patrons must provide their own device to download

files from the Internet. The Library is not responsible for the device or for the correct downloading of files.

- g. The Library makes no guarantees, either expressed or implied, with respect to the computers or programs, as to their quality, performance or fitness for any particular purpose.
- h. Any abuse or misuse of computer hardware or software may result in suspension of use privileges. Fees will be charged when necessary.
- i. To cut down on noise and crowding, no more than two (2) patrons may occupy a computer workstation. The Library reserves the right to limit that number when necessary. The Library staff may make exceptions for special occasions.
- j. Library staff or volunteers may provide limited assistance with an Internet computer as time allows.

3.5 *Internet Access*

3.5.1 Access to Information

- a. Not all sources provide complete, accurate or current information. The Library has no control over, and will not be accountable for, information and graphics accessed through the Internet. Patrons access the Internet at their own risk. Patrons are encouraged to evaluate information carefully and check additional sources where appropriate.
- b. The individual accessing Internet content is responsible for knowing how to access it from Library workstations. The Library is not responsible for lost or accessed accounts.
- c. As required by the Code of Virginia 42.1-36.1, the Library has implemented software filtering on all its public Internet-accessible computer terminals. The Library cannot and does not guarantee that the filtering software will block all access to obscenity as defined in the Code of Virginia 18.2-372, child pornography as defined in 18.2-374.1:1, or material deemed harmful to juveniles as defined in 18.2-390. Nor can the Library guarantee that the filtering software will not restrict access to sites that may have legitimate research or other value. In order to address the over-blocking problem, patrons 18 or over may request staff members designated by the Director to disable or otherwise bypass the filter to enable access for bona fide research or other lawful purposes.

- d. Ethernet ports are not available for patron use.

3.5.2 Wireless Access

- a. By using the Library's wireless access, you agree to abide by the Library's Internet Access Policy.
- b. Printing is not guaranteed using the Library's wireless connection.
- c. Library staff will not physically handle patron wireless devices during the troubleshooting process.
- d. The Library cannot guarantee wireless access or printing capabilities.
- e. The Library assumes no responsibility for the safety of equipment, or configurations, security, or loss of data files resulting from connection to the Library's network.
- f. The wireless network is filtered.

3.5.3 Prohibited Uses

The following are prohibited uses of the Library's Internet and Wireless Access Policy:

- using the Library's Internet computer for illegal or illicit purposes
- infringement of copyright
- hacking
- any other activity that results in the destruction or failure of Library computers
- pornography
- gambling

3.5.4 Patron Responsibility

- a. Parents/legal guardians are solely responsible for monitoring their minor children's access to the Internet. Only the parent or guardian of a child may restrict that child from visiting Internet sites. Parents and guardians are encouraged to supervise their children's Internet sessions. Children under the age of 12 must be accompanied by a responsible adult when using the Internet.
- b. Failure to follow Library Internet policies, guidelines or procedures can result in loss of the user's access privileges. Illegal or disruptive behavior will result in immediate termination of access and may necessarily involve intervention by law enforcement authorities. The Library reserves the right to terminate any Internet session. Users

who fail to follow the policies may indefinitely lose their access privileges, particularly in the case of repeat offenders.

3.6 Procedure for Responding to Judicial Process

- a. Except as required by law, Library staff is not authorized to respond substantively to any form of judicial process that is directed to the Library, its personnel or records, or to provide any patron-specific or Library business information, in writing or in oral form, to a law enforcement officer or other person, other than a witness subpoena directed to the staff member.
- b. Judicial process and all other requests for Library information containing patron information should be forwarded immediately to the Director.
- c. Legal process is necessary to require cooperation with an investigation including answers to questions or the production of records. However, as citizens and library employees, we have an interest in the effective functioning of our law enforcement and intelligence agencies and may wish to cooperate. To the extent that an officer requests non-confidential information (e.g., requests whether a person in a photograph has been in the library), the employee may respond. The sometimes-subtle distinctions between confidential and non-confidential information suggest caution.
- d. Any law enforcement officer or other individual presenting judicial process should be invited to a private area by the senior library staff member present; that staff member should request identification – a badge, a current law enforcement agency issued photo identification, and a business card – and should record the name, title, agency, and telephone number of the officer, and request a copy of the process and any associated documents.
- e. If the document is a subpoena or other form of judicial process that requires production at a future time, the officer may simply leave a copy; if a signature is requested, the senior staff member should comply. In all events, the person authorized to and accepting the subpoena should note orally and in writing that "service is accepted in official capacity only."
- f. Certain processes such as search warrants, authorize immediate search and seizure and the Library must comply with the warrant and the instructions of the officer; the staff member will inform the officer that the Director and Counsel will be contacted immediately.
- g. The staff member will be polite and friendly; it is important that the matter not be treated as adversarial since it is the policy of the Library to cooperate and negotiation of scope of the judicial process can often minimize the intrusion.

L.E. Smoot Memorial Library Policy Manual

h. The officer may inform the staff member that the terms of the warrant are "secret" or "sealed" and that the officer may not disclose any information relating to the warrant or execution. This does not preclude notification of the Director and Counsel.

1) If the officer still declines to delay, the staff member should carefully inspect the warrant and monitor the search. The objective is to minimize disruption to the operations of the Library but not impede or obstruct.

Library staff should undertake the following specific steps:

- 1) Enlist the assistance of one other senior member of the staff to work with and accompany them in order to record and remember relevant facts and events
- 2) Ensure that the warrant is signed by a magistrate or judge
- 3) Note exactly what records or items are authorized to be seized
- 4) Volunteer to assist the officer by locating the information, enlisting the assistance of those on the staff who are knowledgeable, and offering to provide copies of electronic information in lieu of seizure of hardware; if recordable media is seized, request the opportunity to make copies before it is removed
- 5) Whether or not the officer accepts assistance, the staff member should monitor the search and seizure process: note areas and rooms entered, files and computers inspected, and/or specific actions taken; attempt to make copies of all records seized; note and advise the officer if information is being seized that appears to be in excess of that authorized by the warrant; and note and advise the officer if information is being seized that is privileged (e.g., patron specific information, employee records) and ask that it be so marked

i. At the conclusion of the search, the officer should typically provide an inventory; if not, the staff member should request a copy but not sign any statement that the inventory is accurate or complete.

j. Whether or not the judicial process is secret or sealed, all involved staff should be instructed not to discuss the matter with the media, patrons, family or other employees since decisions in this regard must be made by the Director and the County Counsel.

Section 4: PERSONNEL

4.1 Adoption of County Personnel Policies and Employee Manual

To the extent not inconsistent with this Policy Manual, the County Personnel Manual and Policies are adopted and incorporated.

4.2 Qualifications

Selections of staff should not be based upon merit alone, but determined by the applicant's vocational and professional qualifications, recommendation letters, and other qualifications and testing where applicable.

4.3 Job Descriptions

A job description for each full-time and part-time employee shall be recommended by the Director for approval by the Board. The Director shall review each job description annually and suggest necessary revisions to the Board for consideration and approval. The personnel file for each employee shall contain an updated job description.

4.4 Work Schedule

A minimum work week of forty hours is expected of each full-time employee. Other employees are expected to adhere to a schedule as established by the Director.

4.5 Leave

4.5.1 Annual Leave

- a. Full-time employees shall earn annual leave in accordance with the County Personnel Policy. The Director shall earn annual leave in accordance with his/her employment agreement.
- b. During their first three years of service, hourly employees (those working less than forty hours per week) shall not earn annual leave, but may take up to two weeks of unpaid leave per year.

- c. Beginning in the fourth year of service, hourly employees shall earn one week of paid annual leave according to the average number of hours worked weekly during the previous six months. Additional unpaid leave may be granted by the Library Director.

4.5.2 Sick Leave

Full-time employees shall earn sick leave in accordance with the County Personnel Policy. Part-time employees shall not earn sick leave; but at the discretion of the Director, may be excused from work for personal or family illness and may make up lost hours.

4.5.3 Leave Without Pay

The Director, upon consideration of the needs of the Library and the basis of the request, may grant an employee leave without pay in accordance with the County Personnel Policy.

4.5.4 Compensatory Time

The Director may grant an employee compensatory leave or overtime pay for working beyond scheduled work hours in accordance with the County Personnel Policy. Compensatory leave may be taken in addition to earned annual leave, but an employee shall not carry more than 10 hours at any time unless by special dispensation by the Director.

4.5.5 Flexible Time

As long as job requirements are met, the Director may adjust their own working hours within a week to allow for any requirements to work at times before or after normal working hours.

4.5.6 Holidays

All full-time salaried employees are entitled to full pay when the Library is closed for a holiday.

4.5.7 Closures

In the event of a Library closure, due to hazardous weather or an emergency situation, employees scheduled to work will be paid for their scheduled hours of work.

4.6 Administration

The Director is responsible for maintaining a personnel file for each employee: a standard personal record, the current leave record, all annual evaluations, previous work records, recommendations and commendations, and salary history.

4.7 Promotion and Salaries

Promotions and pay raises may or may not be granted depending upon the employee's performance, seniority and the discretion of the Library Director in accordance with the County Personnel Policy.

4.8 Benefits

In accordance with County policy, health insurance and the Virginia Supplemental Retirement benefits are available to full-time Library employees.

4.9 Performance Appraisals

Performance Appraisals shall be conducted in accordance with the County Personnel Policy.

4.9.1 Frequency of Evaluation

The Board of Trustees shall evaluate the performance of the Director at least annually.

4.9.2 Performance Appraisal Procedure

- a. Each Trustee will complete a Performance Appraisal Form to determine a consensus Performance Appraisal rating. The Director will also complete a Performance Appraisal Form.
- b. The Chairman of the Board, the Vice-Chairman (with the Finance Officer acting as Alternate), and the Director will then meet within 10 business days of the Executive Session to determine the final Performance Evaluation. The Performance Appraisal Form completed by the Director and the consensus Performance Appraisal Form completed by the Board will be the basis for discussion between the Director,

the Chairman of the Trustees, and the Vice-Chairman (or Finance Officer) in order to complete the final Performance Appraisal Form. When there is not a consensus between the Director, the Chairman of the Trustees, and the Vice Chairman (or Finance Officer), then the opinion of the Chairman of the Trustees will prevail. This final Performance Appraisal Form will be signed by both the Director and the Chairman of the Trustees and will go into the Director's permanent personnel file. A follow-up report shall be given to the Board of Trustees.

- c. All other employees will meet with their supervisors to discuss the evaluation form as completed by the supervisor. In the event the employee does not agree with the evaluation, the employee may submit, within five (5) working days following the conference, a written statement which shall be a part of the evaluation form.

4.9.3 Conference

The Chairman of the Trustees and the Vice-Chairman (with the Finance Officer acting as an Alternate) shall discuss each performance evaluation of the Director with the Director. If the Director disagrees with any statement in an evaluation, the Director may submit, within five (5) working days following the conference with the Chairman of the Trustees and the Vice-Chairman (or Finance Officer), a written statement which shall be a part of the evaluation form.

4.10 Termination of Employment

4.10.1 Resignation

- a. An employee is expected to give the Director at least two weeks advance written notice of intent to terminate employment.
- b. Thirty (30) days advance written notice of intent to terminate employment or six months in the event of retirement shall be given by the Director.

4.10.2 Dismissal

An employee whose attitude, conduct, or performance of duties is unacceptable may be dismissed by the Director in accordance with the County Personnel Policy.

4.10.3 Dismissal of Director

The Director is an at-will employee who serves at the will and pleasure of the Board. The Board may terminate employment at any time, for any reason that it sees fit, or for no reason at all in accordance with the Director's employment agreement.

4.11 *Grievance Procedure*

1. An employee desiring to enter a formal complaint or grievance shall address a letter to the Board of Trustees through the Director stating the basis of the complaint or grievance and the redress sought.
2. The Director may hold a conference with the employee and supervisor in an attempt to resolve the matter and to obtain a written withdrawal of the letter of complaint.
3. Unless the complaint is withdrawn by the complainant following a conference, the Director must forward the letter to the Board with full comment as to the issues and recommended action.
4. The Board will review the complaint and may, if it so desires, grant to the complainant a hearing before the Board. After full consideration, the Board may deny the complaint in whole or in part or may direct action to resolve the issue and to provide such redress as it may deem appropriate.
5. The Board will not entertain grievances submitted after resignation.

4.12 *Volunteers*

1. The Director, or their designee, is responsible for the Volunteer Program.
2. The objective of the program is to supplement, extend and enhance services and activities of the library by involving the general community in library activities and thereby promoting volunteerism.
3. Anyone is eligible to volunteer without regard to race, creed, religion, disability, sex, age, national origin or income level. Volunteers must meet the same general standards as staff. Volunteers must meet the minimum age requirement.
4. Any volunteers coming into contact with patron information must exercise discretion and consider all records confidential.

5. The Director, or their designee, is responsible for overseeing the recruitment and training of volunteer staff. Each volunteer will fill out an application and be matched to an appropriate job, based on their skills, experience and what tasks need to be performed. Any staff member can request the assistance of a volunteer. All volunteers will be given identification to wear while working at the library.
6. Each volunteer will report to their immediate supervisor and will be trained in the task to be performed by that supervisor. The immediate supervisor will be responsible for a written record of the volunteer's time and work performed.

Section 5: PUBLIC RELATIONS

5.1 General

The primary responsibility for public relations shall rest with the Director and staff; however, members of the Board are encouraged to promote the interests of the Library within the community at every opportunity.

5.2 Friends of the Library

Friends of the Smoot Library (FOSL) are a non-profit organization of persons interested in volunteering support to the Library. This organization is officially approved and sponsored by the Board. It is, however, an independent Virginia organization with its own Charter and By-Laws. In conducting book sales, volunteering time as library aides, and promoting fundraising activities, the Organization serves as a valuable public relations extension of the Library.

The Chairman of the Board will appoint a Trustee to act as a liaison between the Board and the Friends of the Smoot Library for a term of one year. That person will attend the Friends executive board meetings.

Section 6: FINANCE

6.1 General

In Virginia, public libraries receive funds from the following sources: Local government appropriations, State Aid grants, Federal Aid grants, other funds such as endowments, gifts, income from fees and copying machines, and fund-raising drives sponsored by the Friends of the Library.

6.2 Control

Fiscal control is vested in the Board, and the endowment fund is managed by the Finance Officer. Day-to-day budget decisions are delegated to the Director. The Board controls expenditures within an overall budget approved by the governing body. The County Finance Officer serves as an advisor to the Board in fiscal matters.

6.3 Gifts

Gifts to the library are gratefully and willingly accepted. Monetary gifts may be designated as unrestricted funds to be expended at the Board's discretion or as funds to be used for specific purposes by the Director, such as programs, books, multimedia, etc. Gifts of materials become the property of the Friends of the Smoot Library. Gift values will not be appraised for income tax purposes.

6.4 Credit Card

The Library maintains a credit card for library-related purchases only. The Director and those designated by the Director are the only employees authorized to use the card. Credit card use is subject to the County Credit Card Policy.

Section 7: APPENDIX

7.1 *Meeting Room and Quiet Study Policy*

In order to further its mission to provide services and information to the residents of King George County, the L. E. Smoot Memorial Library provides meeting rooms for patron use during regular hours of operation. These rooms may be used by members of the community for the presentation and exchange of information and opinions. Meeting rooms are available on equal terms to all in the community, regardless of the beliefs and affiliations of their members. Permission for a group to use a room does not imply Library endorsement of the goals, policies or activities of a group or organization.

Eligibility (in priority order)

1. Library organizations and organizations for which the Library is a member
2. Departments of local, state and federal government
3. State or County affiliated continuing education programs
4. King George County non-profit groups and organizations
5. For-profit groups – for educational or training purposes only

Rules and Restrictions

1. At least one adult 18 years of age must act as the responsible party for the group. Those sixteen (16) and older may reserve Quiet Study A, B, C or B & C.
2. All attendees using the Memorial Room must be 18 years or older.
3. The responsible party must be present at all times and must be a cardholder.
4. Meeting rooms are not intended to be used for private events such as social events, parties, memorial services, weddings, fundraisers, etc.
5. Meeting Room bookings may be made no more than three (3) months in advance. Bookings are limited to two (2) rooms per requested date of use.
6. Bookings for Quiet Study rooms may be made no more than one week in advance and may be used for up to four (4) hours per day.
7. No admission fees may be charged for products/services offered by any business, outside group or organization using a Library meeting room except for Library-sponsored programs. Groups and organizations formed to support the programs and activities of the Library may use the facilities for fundraising purposes in support of the Library.
8. For-profit organizations may use the Library's meeting rooms up to two (2) times per month with a maximum of four (4) hours per usage. Meeting room fees will apply.
9. Groups and organizations which use the Library's meeting rooms shall adhere to regulations regarding the number of persons allowed to occupy a room at any given time. The numbers shall not exceed the posted limit in that facility.

L.E. Smoot Memorial Library Policy Manual

10. All printed material advertising the meeting, including newspaper advertisement, must include the following disclaimer: "Use of library meeting space does not constitute endorsement of this organization, this program or its content by the L. E. Smoot Memorial Library."
11. Any publicity, including brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and telephone number of the individual or organization sponsoring the meeting. The Library may not be identified or implied as a sponsor. The Library telephone number may not appear on the publicity.
12. Neither the name nor the address of the L. E. Smoot Memorial Library may be used as the official address or headquarters of an organization.
13. All members of the organization and the audience attending the meeting must vacate the meeting space ten (10) minutes before closing time.
14. The Library reserves the right to attend any meetings, except lawful executive sessions of government bodies, to verify that no illegal activities are taking place on the Library's premises.
15. The Library reserves the right to request that any non-profit group or organization provide evidence of their status.
16. Arrangements may be made for the use of library projector and other equipment use. These arrangements must be made twenty-four (24) hours in advance and are subject to use fees.
17. The Library cannot guarantee audiovisual or Internet capabilities. Library staff will not physically handle patron personal electronic devices during the troubleshooting process.
18. Rooms must be left in the same condition as found at the beginning of the meeting. Trash must be placed in receptacles provided and tables and chairs left in the arrangement found at the beginning of the meetings. Groups may be subject to a maintenance fee if extra cleaning or furniture reconfiguration is required.
19. Animals, except for registered working dogs, may not be brought onto Library premises unless a part of Library-sponsored programming.
20. Quiet and Group Study rooms may not be used by for-profit groups or organizations.
21. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to Library service, abusive or dangerous to the building, Library materials, exhibits, furnishings or other patrons and Library staff in the building. The group is liable for any damages incurred to the Library building or furnishings.
22. Alcohol is not permitted on Library premises, except for those events approved by the Library Board of Trustees.
23. Food and drink are permitted in some meeting rooms (*see room chart for reference*).
24. Smoking is not permitted on Library premises.
25. The Library is not responsible for items or equipment left in the building before, during or after an event.
26. The Library reserves the right to take photographs of events for its own records and for future promotional materials.

L.E. Smoot Memorial Library Policy Manual

27. Room use will be forfeited after thirty (30) minutes if the responsible party fails to appear.
28. The Library's room usage requirements supersede all others.
29. Rooms will be assigned based upon the expected number of attendees, activity and audiovisual needs.
30. Use of the library premises may be denied if the activities of the group have the potential to interfere with standard library operations.
31. The Library Director and Board of Trustees reserves the right to make exceptions to this policy.

	Program Room	Meeting Room A or B	Meeting Room A & B	Conference Room	Computer Lab	Memorial Room	Quiet Study A, B or C	Group Study
Room Occ.	32	32 with tables	64 with tables	10	14 Computer Stations	20	6	8
Non-Profit Fees	\$0	\$0	\$0	\$0	\$50/hour, not to exceed 3 hours	\$0	\$0	\$0
For-Profit Fees	\$10/hour	\$25/hour	\$50/hour	\$10/hour	\$75/hour, not to exceed 3 hours	\$100/hour	Not Available	Not Available
AV Cap.	Screen, Projector, Dry Erase	Screen, Projector	Screen, Projector	Dry Erase	Dry Erase			
AV Fees	\$15, \$0 for Dry Erase	\$0	\$15	\$0 for Dry Erase	\$0 for Dry Erase			
Repair Fees	At Cost	At Cost	At Cost	At Cost				
Food and Drink Permitted	Yes	Yes	Yes	No	No	No	No	No
Maint./ Cleaning Fees	\$15/hour	\$15/hour	\$15/hour	\$15/hour	\$15/hour	\$15/hour	\$15/hour	\$15/hour

Kitchen use requires a \$15 non-refundable fee. Fees are per use.

7.2 Library Bill of Rights

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

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

7.3 Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We

believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process.

Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

L.E. Smoot Memorial Library Policy Manual

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004. A *Joint Statement by:*

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression

The Association of American University Presses

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

7.4 Freedom to View

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

7.5 Reconsideration of Materials Form

L. E. SMOOT MEMORIAL LIBRARY

9533 Kings Highway
King George, Va. 22485

Phone: 540-775-2147
Fax: 540-775-3769
www.smoot.org

Reconsideration of Materials

(To be completed and forwarded to Library Director for consideration)

Date: _____ / _____ / _____

Patron Name: _____ Library Card Number: _____

Patron Address: _____

Patron Phone #: _____ Email Address: _____

Do you represent self? ___ Or an organization? ___ Name of Organization _____

Title of Library Material: _____

Author: _____ Call #: _____

Please aid us in the assessment of this work by supplying the following information:

1. What brought this resource to your attention? _____

2. Have you reviewed the material in its entirety? _____

3. What concerns you about the resource? _____

4. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

L.E. Smoot Memorial Library Policy Manual

5. What remedy would you like in this matter? _____

7.6 Donated Works by Author or Creator

L. E. SMOOT MEMORIAL LIBRARY

9533 King George, Va. Kings Highway 22485

Phone: 540-775-2147

Fax: 540-775-3769

www.smoot.org

Form for Consideration of Donated Works by the Author/Creator

The L. E. Smoot Memorial Library does not purchase unsolicited materials. If you wish to donate in the spirit of providing public access to your work, the completion of this form is the first step in the consideration process. To ensure your work is considered as a new materials donation, please drop off your donation and this completed form, along with any professional reviews or information on local media coverage of your work to the L. E. Smoot Memorial Library.

- Please read the policy on the bottom of this form and sign the statement below:**

My signature below indicates that I have read and understand the "Donations from Local Authors/Creators Policy" on the opposite side of this form. I wish to donate a copy of my work to the L. E. Smoot Memorial Library with the full understanding that my donation will not be returned to me, regardless of the selection decision made by the library staff at the L. E. Smoot Memorial Library.

Signature _____

- Complete this section of the form if you wish to receive a written acknowledgement of your gift by mail.** We are not permitted to appraise materials for tax purposes. (Please print).

Full Name _____

Street Address _____

City, State and Zip Code _____

Title of donated material _____

L.E. Smoot Memorial Library Policy Manual

Materials meeting library selection criteria will be added to the collection. Titles selected for the collection will appear in the library catalog no later than 45 days after they have been received by mail. We appreciate your generosity.

Donations From Local Authors/Creators

We sincerely appreciate local authors who are willing to support the library by donating their works. However, we are not able to add all donated material to the collection. The following paragraphs explain the standards by which materials by local authors are selected for the L. E. Smoot Memorial Library.

All materials donated to the library become the property of the Friends of the Smoot Library and are examined by library staff to determine which are to be added to the collection. The staff, in choosing materials, assures that they meet the criteria established in the L. E. Smoot Memorial Library Selection of Materials Policy. Gifts may be placed in book sales conducted by the Friends of the Library.

We select only those materials that fit within the scope of our collection. The scope of the circulating collection does not include materials that are rare, unavailable through established vendors, or sparsely owned by other public libraries of a similar size. Exceptions may be made for materials by local authors that create community interest by being featured in library or community-sponsored programs, as well as, those reviewed or publicized via local media. Please note that if your work is added to the collection, it may not remain there in perpetuity and may be removed at some point as part of ongoing collection maintenance. Although it is necessary for us to subscribe to the above guidelines, we understand the significant effort involved in publishing one's own creation and applaud the generous spirit with which these materials are offered.

7.7 Library Fees

Category of Fee	Description of Fee*	Amount of Fee or Fine***
Miscellaneous	Replace library card	\$1.00
Non-County Resident	Library card fee per year	\$25.00
Non-County Resident	Library card for those age 65 and older per year	\$15.00
Interlibrary Loan	Book postage fee	\$6.00
Interlibrary Loan	Fee for a copy of an article	\$.10 per page
Interlibrary Loan	Daily overdue fee	\$1.00
Damage	Binding	The costs charged by the bindery plus \$0.50 processing charge
Damage	Pages marked, but still readable	\$.10 per page up to the price of the book
Damage	Pages torn	\$1.00 per page up to the price of the book
Damage	Pages missing	Replacement costs
Damage	Mildew	If the binding only, the costs charged by the bindery plus \$0.50 processing charge. If mildew has spread to any pages, the book must be withdrawn from the collection to prevent the spread of mildew. Replacement costs shall be the costs charged for lost books.
Lost materials	Books in print	The price listed in our records, the book jacket, or Amazon.com (full price).**
Lost materials	Books out of print: Adult Nonfiction	\$45.00**
Lost materials	Books out of print: Adult Fiction	\$30.00**
Lost materials	Books out of print: YP Nonfiction	\$45.00**
Lost materials	Books out of print: YP Fiction	\$30.00**
Lost materials	Books out of print: Juvenile Non-fiction	\$30.00****
Lost materials	Books out of print: Juvenile Fiction	\$30.00**

L.E. Smoot Memorial Library Policy Manual

Lost materials	Books out of print: Juvenile Paperbacks	\$10.00**
Lost materials	Books out of print: Trade Paperbacks	\$30.00**
Lost materials	Magazines	\$5.00**
Lost materials	DVDs/Blu-rays, Music CDs, Audiobooks: Single disk or DVD	\$20.00**
Lost materials	DVDs/Blu-rays, Music CDs, Audiobooks: Blu-ray	\$25.00**
Lost materials	DVDs/Blu-rays, Music CDs, Audiobooks: Set	\$50.00 or market price**
Lost materials	DVDs/Blu-rays, Music CDs, Audiobooks: DVD case	\$2.00
Lost materials	DVDs/Blu-rays, Music CDs, Audiobooks: CD case	\$10.00**
Lost materials	DVDs/Blu-rays, Music CDs, Audiobooks: Disk sleeve	\$0.50
Lost materials	DVDs/Blu-rays, Music CDs, Audiobooks: Pamphlet	\$0.50
Lost materials	Other: Board Books	\$10.00
Lost materials	Other: Kit (set)	\$40.00 or market price (whichever is less)
Lost materials	Other: Kit Book Bin	\$15.00
Lost materials	Other: Kit Bag (small)	\$1.00
Lost materials	Other: Kit Bag (large)	\$2.00
Lost materials	Other: RFID tag	\$1.00
Lost materials	Other: Plastic Book Cover	\$3.00
Lost materials	Other: Book Jackets	\$3.00
Lost materials	Other: Launchpads	Market price
Lost materials	Other: USB Cords	\$10.00
Lost materials	Other: AC Adapter	\$15.00
Lost materials	Other: Launchpad Bumper	\$10.00
Lost materials	Other: Launchpad Case	\$16.00
Lost materials	Other: VA Backpack items	Market price
Fees for Service	Black and White printouts, per page	\$0.10
Fees for Service	Color printouts, per page	\$0.50
Fees for Service	Sending a fax	\$2.00 for the first page, \$1.00 for each additional page. If the fax is being sent to a local or toll free number,

L.E. Smoot Memorial Library Policy Manual

		the charge will be \$0.50 for each page.
Fees for Service	Receiving a fax	\$1.00 for each document, regardless of the number of pages.
Fees for Service	Mailing of proctored exams	\$1.00

*Please contact the Circulation Department for other service fees and costs such as passports, administrative fees, and Creation Station supplies.

** An additional \$2.00 processing fee will apply.

*** Processing fees are non-refundable