

EVERMAN PUBLIC
LIBRARY
PROCEDURAL
AND POLICY
MANUAL

2021 - 2026

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We reserve the right to make changes to all rules, policies, prices and services at anytime without notice.

1. MISSION AND GOAL STATEMENTS

A. The mission of the Everman Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.

B. The general library goals of the Everman Public Library shall be:

1. To serve all residents of the community and the surrounding region.
2. To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
3. To acquire the means to provide the most frequently requested material locally and upon demand.
4. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
5. To strive consistently to discover new methods and improvements for better service for the library's customers.
6. To review regularly these goals of the Everman Public Library and, if necessary, revise them in the light of new developments.

2. WHO MAY USE THE LIBRARY

A. The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

B. Non-members are also allowed to use the Everman Public Library. These patrons are allowed to use the computers, read books within the library, and study at no cost. Non-members who require services must pay for them.

C.. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

3. PATRON RESPONSIBILITIES AND CONDUCT

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

A. Young children:

The Everman Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent or guardian to remain in the library throughout the program.

B. Disruptive children:

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, the parent or guardian and the child(ren) will be asked to leave the library.

Library Usage

Patrons must abide by all library policies and procedures while in the library. This includes but is not limited to the following:

- Everman Public Library only accepts cash or checks for payment of goods and services.
- Everman Public Library does not provide Wi-Fi for patron usage.
- Patrons must watch the children while using the library.
- Patrons who require Americans with Disabilities Act (ADA) accommodation must notify library personnel of their accommodation needs.
- Patrons must abide by all computer policies.
- Patrons are expected to pay all fines and lost book fees promptly. (see page 31-G)
- Patrons must not engage in disruptive behavior that would disturb others. Talking or loud conversations interrupting others should be avoided.
- Patrons must silence all personal electronic devices and/or use headphones while in the library.
- Patrons may not eat and/or drink in the library.
- Patrons may regroup furniture to enhance learning and studying process. Patrons are requested to return the furniture to its original location when they are through.
- Patrons may not bring animals, other than service animals, into the library.
- Patrons may not sit on the floor and block exits and lanes of egress.
- Patrons may not enter non-public areas unless authorized by library staff.
- Patrons may not damage or use library equipment, resources, or furniture inappropriately.
- Selling, soliciting, or distributing materials is prohibited.
- Patrons may not operate business ventures on library computers.
- Patrons may not tamper with emergency mechanisms (fire alarms, fire extinguishers, or opening emergency exits in non-emergency situations).
- Patrons may not possess or use tobacco products, alcohol, or intoxicants in any form in the library or library property.
- Patrons must abide by all federal, state, and local law in addition to the rules and regulations of the library.

4. LIBRARY MEMBERSHIP AND CIRCULATION POLICY

For patrons who live and work within the City of Everman limits (membership area Zone 1, see Appendix for map) and Personnel of Everman ISD. They may request library memberships at no costs. Although all patrons of the library are required to pay for any services used (prints, copies, fax machine, scanning). All borrowers must be registered and must be in the system to borrow library materials.

A. Registration

Parents may request membership accounts for themselves and the children who live in their households. Young adults who are 15 years of age or older may request a membership account as long as they have a school ID and proof of residency, otherwise, their parents must present.

B. Library Accounts & Renewals

Non-resident fees have been implemented for the checking out of materials from the Everman Public Library. Library cards will be issued for all accounts. For patrons with Annual membership, your library accounts will have to be renew yearly using the rates below. You will receive an email (2) month before your renewal is due.

Zone 1 Membership: (Residents inside Everman City Limits)

- \$0.00 (free)

Zone 2 Memberships:

(within the Everman ISD Boundary Area, excluding the Forest Hill City Limits)

- Senior Citizen (65+) – \$5.00/Annually
- Single User – \$10.00/Annually
- Families (Multiple Users) \$20.00/Annually

Zone 3 Memberships: (including Forest Hill)

- Senior Citizen (65+) – \$10.00/Annually
- Single User – \$20.00/Annually
- Families (Multiple Users) \$40.00/Annually

Account Renewals

For patrons who live within the City Limits of Everman (Zone 1), your membership must be renewed every 3 years, free of charge. All other patrons who live outside of the City Limits of Everman (Zones 2 & 3), your membership must be renewed yearly for the cost of renewal at the time.

Identity and Proof of Residency Required

To receive a library account, visit the library with a government or school issued ID card

- State drivers license
- State ID card
- School issued photo ID card
- Consular ID card
- Passport

We will also need proof of residency:

- Voter's registration card (current)
- Utility bill (current)
- Rental agreement (current)
- vehicle insurance (current)
- Online bill (current)
- Current piece of mail with a physical address (within the last 30 days). Mail must be type written or computer generated.

C. Membership Entitlements

Individual and Senior Citizens - will receive 1 library card.

- Patrons may check out 6 books per account.
- Patrons may check out 2 movies per account.

Families – will receive 1 library card with up to 4 people on the same account.

- Patrons may check out 24 books per account.
- Patrons may check out 6 movies per account.

D. Non-members

Non-members are also allowed to use the Everman Public Library. These patrons are allowed to use the computers, read books within the library, and study at no cost. Non-members who require services must pay for them.

E. Loan Periods

1. Books, Audio Books, DVD and Blu-Ray discs may be borrowed for 2 weeks. Materials may be renewed twice by telephone or in person, if there is not a waiting list for the title.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
3. Current issues of periodicals do not circulate.
4. Non-current periodicals may be checked out for one week and may not be renewed.

F. Reserves/Holds

Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by telephone or email when the materials are available. There is not charge to the patron for placing a reserve.

G. Curbside Pickup

Rules:

This is for current members who already have Everman Public Library Accounts. We cannot set up an account over the telephone. Because of social distancing rules, there will be no contact. (If you are outside of your vehicle to pick up an order, we ask that you wear a face covering.)

Steps:

Step 1: When you call the library, we will verify that you are a member first, we will ask for your birth date for account verification.

Step 2: Placing your order. If you wish for a specific author or book, we can check to see if we have that item or similar items.

Step 3: We will call you back within 2 hours and schedule a time for you to come and pick up your order.

Step 4: Picking up. A staff member will place the bagged items in your trunk or place them on the ground when you arrive to collect them. Materials not collected will be re-shelved after 2 days.

Available During Normal Business Hours Only

H. Confidentiality

Texas Government Code § 552.124. Exception: Confidentiality of Records of Library or Library System

(a) A record of a library or library system, supported in whole or in part by public funds, that identifies or serves to identify a person who requested, obtained, or used a library material or service is excepted from the requirements of Section 552.021 unless the record is disclosed:

(1) because the library or library system determines that disclosure is reasonably necessary for the operation of the library or library system and the record is not confidential under other state or federal law;

(2) under Section 552.023 ; or

(3) to a law enforcement agency or a prosecutor under a court order or subpoena obtained after a showing to a district court that:

(A) disclosure of the record is necessary to protect the public safety; or

(B) the record is evidence of an offense or constitutes evidence that a particular person committed an offense.

(b) A record of a library or library system that is excepted from required disclosure under this section is confidential.

Everman Public Library adheres strictly to all sections of this Statute regarding the protection of confidentiality of its users.

5. SERVICES OF THE LIBRARY

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested. (Using Interlibrary loan, when it becomes available to us, and other resource sharing methods provided through the system and state.)
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.
12. Use social media and other public relations mechanisms to promote the full range of available library services.

6. DONATION POLICY

The library accepts donations between normal business hours and days that we are open. Please do not bring more items than you can carry into the library. Library staff will not be able to assist you in bringing in your donations.

A. Material Accepted

The library accepts donations of recent books, audio books on CD and Blu-Ray/DVDs. Donations should be clean and in good condition.

1. Textbooks/Medical/Study Guides – 0-5 years old
2. Books/ Audio Books on CD – 2016 or newer**
3. Blu-Ray/ DVD – That are free of scratches, any years
4. Rare Books are also accepted

B. What We Don't Accept

1. Old News Papers
2. Magazines
3. National Geographic Magazines
4. Readers Digest Anthologies
5. or Encyclopedia Sets

C. Donation Usage

All donations are accepted without condition and immediately become the property of the Everman Public Library. They cannot be returned. Some donations will be added to the collection. The same criteria for inclusion in the library's collection apply to gifts as to purchased materials. The rest will be sold in our ongoing book sale, donated or disposed of. Donations added to the collection may be subsequently withdrawn when they are worn or when their content is no longer current.

D. Receipt

If you need a receipt for tax purposes, the library will provide one. We cannot however, assign a dollar value to your donation. The dollar value of the donation is something the donor must decide. IRS Publication 1771 notes that an acknowledgment of the donation should contain the “description (but not the value) of non-cash contribution.” The donor is responsible for establishing the fair market value for donated items. You can use

Amazon to find the current value of your materials, where the value of used books is easy to find and IRS Publication 561.

**To comply with the Texas State Library and Archive Commission's One Percent Rule (where 1% of the total collection has to have been published within the last 5 years), most donations accepted will have to comply with these standards.

Year	Minimum Year Accepted (except rare books)
2021	2016
2022	2017
2023	2018
2024	2019
2025	2020
2026	2021
2027	2022
2028	2023
2029	2024
2030	2025

7. VOLUNTEERS AND FRIENDS

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Everman Public Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.

All volunteers must be 18 years of age or older and pass a background check.

Annual recognition will be given based on the number of hours of service. This will include a listing of volunteer names in a newspaper release, a certificate of appreciation, and the addition of a book to the collection in each volunteer's name.

A Friends of the Everman Public Library is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friends group is often heavily involved in fund-raising for the library. Friends groups always serve at the pleasure of the library board which is the only body with legal authority to set policy for the development of the library.

8. PERSONNEL POLICY

A. Management Policy

The duly appointed library board shall have all management rights, authorities, and responsibilities as stated in the State of Texas Library Board Handbook:

1. Provide input and recommendations, as invited and appropriate, in support of the governing authority's interviewing and selection of the library director, library director orientation and training, and performance evaluation of the library director
2. Assist the library director in determining the library's vision and mission
3. Develop short-term, long-term, and strategic planning
4. Advocate for adequate resources
5. Assist in managing resources effectively and efficiently by providing guidance and recommendations to library management
6. Be familiar with and assist the library in communicating around resources, services, and public image
7. Provide a forum for public communication on library issues
8. Assist the library in assessment
9. Report library activities and issues back to the governing authority
10. Assist in succession planning for new board members by identifying and motivating others to serve on the advisory board when slots become available
11. Maintain knowledge of existing and new community populations

12. Participate in processes to ensure effective board teamwork

13. Maintain a knowledge of contemporary librarianship through training provided by the Texas State Library and Archives Commission and the library and attendance at board meetings, committee meetings, other area community meetings, and professional association events such as the American Library Association and the Texas Library Association (annual, assembly and district meetings) whenever possible.

<https://onlinetraining.tsl.texas.gov/>

14. Be familiar with the library and its policies and procedures

15. Be aware of 21st century librarianship values and responsibilities such as copyright, confidentiality of patron records/data and the public's right to information versus intellectual freedom

B. Administrative Policy

The person appointed as library director shall be charged with the sole administration of the library.

1. The director shall be responsible to the library board in matters pertaining to and concerning the library; be present at monthly board meetings and prepare and present such reports and meeting documents as requested.
2. The director shall hold regular meetings with staff and/or volunteers for training and interpreting board policy.
3. The director will be responsible for preparing annual performance assessments for library staff and volunteers.
4. The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
5. The director will recommend changes in or additions to library policies as needed.
6. The director will perform preparatory work to assist the board with regular library planning.

C. Time Clock

The City of Everman uses the Humanity app.

D. Wages

All wages are set forth by the City of Everman, Texas.

E. Overtime

All overtime must be approved in advance from the Financial Director. If overtime is approved, an overtime sheet must be completed for each day you work overtime.

F. Health Insurance Policy

Non applicable, part time staff only.

G. Vacation Policy

Applicable to the Library Director Only, refer to the City of Everman Personnel Policy Manual.

H. Holiday Policy

All employees of the Library will receive paid holidays.

I. Sick Leave

Non applicable, part time staff only.

J. Leave of Absence

Leaves of absence without pay may be granted to library employees for maternity, adoption, illness, travel, or graduate or certification training. All leaves are considered

on a case-by-case basis and must be approved the library and financial directors. A leave for the director must be approved by the library board.

Requests for leave should be submitted in writing well in advance of the time when the leave is to begin. Written requests should indicate both a beginning and ending date for the leave.

In some instances it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the library can be maintained.

K. Military Leave

Library employees who are duly enrolled members of the National Guard, State Guard, or any other organized reserve component of the Armed Forces of the United States shall be allowed a military leave of absence which has been ordered. The leave, under normal circumstances, will not exceed fourteen (14) days excluding Sundays and legal holidays. A copy of the order requiring attendance at military training sites shall accompany all requests for a military leave.

The library can assure no loss of wages if the employee wishes to turn all earnings from the training period in to the library board. Benefits are not affected by a military leave as long as the leave stays within the fourteen day parameter.

L. Jury Duty

In the event a library employee is called for jury duty, the library will release them and assure no loss of wages, refer to the City of Everman Personnel Policy Manual.

M. Work Schedule Policy

Major changes in the director's schedule or other circumstances may not be made without approval of the Finance Director, City of Everman. Requests for such shall be made in writing to City Hall. Requests for changes in the work schedule of other staff or volunteers shall be made in writing to the library director. Employees work schedules can be found on the Humanity app.

N. Meetings, Conventions, and Workshops

The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the library board according to the amount appropriated in budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

O. Disciplinary Policy

An employee of the Everman Public Library may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.

Normally termination would be a final step which would follow:

1. a substandard performance appraisal,
2. verbal and/or written warnings,
3. suspension, and/or
4. extended probation.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

The Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Everman Public Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

P. Resignation and Retirement Policy

A library employee wishing to resign or retire from employment must notify the library director and/or the finance director as soon as practicable. The library requests a minimum notice of two weeks. The library director must notify the finance director and the library board at least one month before leaving.

The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends a final performance appraisal will be conducted.

Q. Grievance Procedure

It is the intent of the Everman Public Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below:

1. If possible, discuss the problem with the director. In the case of the director having a concern, this should be discussed with the board president.
2. If the director is part of the problem, or if the board president is part of the director's problem, the concern/grievance should be submitted in writing for the library board and be delivered to the director, who will deliver the statement to the board president. The board president will, in turn, present the concern, during closed session, to the full board at the next or a special board meeting.
3. The board's representative will respond to the employee within five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.

R. Equal Opportunity Employment Policy

It is the policy of the Everman Public Library to provide an equal employment opportunity for all qualified and qualifiable persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

S. Drug-Free Workplace Policy

In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Everman Public Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Refer to the City of Everman Personnel Policy Manual

T. Sexual Harassment Policy

Harassment on the basis of sex is a violation of Texas Labor Code Chapter 21 and Title VII). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Everman Public Library.

The Everman Public Library accepts and adheres to all definitions and procedures outlined in the law as regards sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge, refer to the City of Everman Personnel Policy.

9. PROGRAMMING POLICY

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story times, films and activities on no-school days, summer library program for children, speakers for young adults, and book or author discussion groups for adults.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

10. PUBLIC RELATIONS POLICY

A. Public relations goals of the Everman Public Library are:

- to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
- to promote active participation in the varied services offered by the library to people of all ages.

B. The Board recognizes that public relations involves every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

C. The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director.

11. EQUIPMENT USE AND LIBRARY SERVICE COSTS POLICIES

Equipment Use Policy

A. Computers

A computer is available to patrons on a first-come, first-served basis. There is no charge for use of the computer; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 30-60 minutes. Library staff is available for general assistance in using the computer. However, staff are not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

Viewing of pornography on any computer in the library is prohibited.

B. Internet

The Everman Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 15 years of age, along with a parent or guardian, must sign the Internet Use Agreement. All users must sign the log-in chart prior to beginning their session.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette.

Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, unmoderated global network; the Everman Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals
- Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis; each user is allowed one session--if there is no patron waiting for the service at the end of a session, the user can have another session, but once having had the service for 30 minutes the user must abandon use of the Internet if another patron requests use of the service
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet

- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.

Library Service Costs, Fees & Fines

Black and White Copies and Prints Only. We cannot print labels, stickers or on transparencies. We reserve the right to make changes to all prices and services at anytime without notice.

A. Printer

A printer is available. Prints will cost \$0.25 per sheet or \$0.05 per page if a patron brings their own paper, and must be paid for at the conclusion of the session. Patrons must pay for all pages printed, or use print preview to limit and pick which pages to print.

B. Copier

A photocopy machine is available to patrons who wish to copy materials. Only the library staff may use the copy machine to assist the patrons, at the rate of:

Letter (8.5×11 inches) – \$0.10/ each

Double Sided Letter (8.5×11 inches) – \$0.15

Legal (8.5×14 inches) – \$0.30/ each

Double Sided Legal (8.5×14 inches) – \$0.55

**If you bring your own paper – \$0.05 one side

NOTICE: Library staff (copy machine users) are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

C. Refusal of Service

Everman Public Library reserves the right to refuse service to anyone who is using our services to alter, change, modify, passing or possessing of document(s) for an unlawful purpose. Falsifying documents is a criminal offense. (8 U.S. Code § 1324c)
<https://www.law.cornell.edu/uscode/text/8/1324c>

D. Faxing

Library staff will fax on behalf of the patrons. The cost to fax is as follows:

Local & toll-free fax - \$1.00 for the first page, plus \$0.25 each additional page

Long distance/ Mexico fax - \$2.00 for the first page, plus \$0.50 each additional page

Cover sheet - \$0.25 page

Confirmation page - \$0.00 page (prints automatically after fax)

E. Scanning Services

Library staff has the ability of scanning documents and sending them to any email, including your own:

\$0.10 per page

F. Envelopes

#10 Business – \$0.10 each

10”x13” Legal – \$0.50 each

G. Fines & Other Fees

Everman Public Library charges patrons fines for overdue materials. Current fines for overdue materials are as follows:

Books & Audio books – \$0.25 per day

DVD/Blu-Ray – \$2.00 per day

All accounts with fines due are locked by our checkout system to allow for library employees to ask for a portion or complete payment of the fine. All library employees are allowed to override this feature in cases of fine disputes. A first notice will be emailed after the material is due. If the material is not returned within 2 weeks, another email will be sent for the material with the cost of replacement of the material. Patrons who have been sent an overdue notice or owes fines shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

H. Lost, Destroyed or Damaged Materials

Lost Items – New replacement cost of the item

Damaged Items – Cost of the item in our system

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be emailed to the borrower; a sample of the notice follows:

Dear _____

At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library account were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

The titles and costs of these materials are listed below:

(example) Treasure Island by Robert Louis Stevenson, paperback, - \$18.00

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

Patron will be allow to keep materials if paid for if asked.

I. Library Card Replacement

\$2.00/ per card

We reserve the right to make changes to all rules, policies, prices and services at any time without notice. All price changes have been approved by Everman City Council.

Exam Proctoring

Everman Public Library offers test proctoring with the following provisions and limitations:

- There will be a \$20.00 fee per exam, payable on the day and time that the exam is given.
- Test proctoring will only be done in the library, during library operating hours.
- Test proctoring will be done by library staff and is subject to their availability.

The Library will provide workspace and limited supervision. We will check I.D., provide a space for the testees to store backpacks or purses, get the testee started, and stop the testee once the exam time is completed.

The Library staff will proctor exams by appointment only. It is required that testees and/or institutions make all prior arrangements with us. If the scheduled staff is unavailable due to unforeseen circumstances, we will make every effort to have another staff member or librarian present to proctor the exam. If the testee is unable to come at the assigned time, they must notify the Library ahead of time.

The Everman Public Library has public access computers that testees may use to take online exams. The normal computer time limits will be extended for patrons who have online tests to take. Any and all other equipment required for exams, such as calculators, CD players, and so forth, must be provided by either the testee or the testing institution.

The Library WILL:

- Complete proctor documentation forms, if forms are provided by the institution sending the exam.
- If a postage paid envelope is provided, the Library will mail the exam to the institution once it is completed.

The Library will NOT:

- Provide supplies to testees such as test booklets, paper, pencils, etc.
- Time individual or multiple portions of the same exam.
- Directly supervise the testee, except to begin and end the exam.
- Provide envelopes or postage to mail the exams once complete.
- Guarantee quiet work spaces, although we will make every effort to set testees apart from high traffic areas of the Library.

The Exam Proctoring Rules have been adopted by the Everman Public Library Board on: 5/18/2021

12. CONFERENCE ROOM POLICY

The room is available to individuals or organized groups in the Library service area. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

- The room may be reserved no more than ninety days in advance.
- It is understood that library programming will have first priority in room use.
- No admission may be charged by the group.
- Refreshments may be not be served. No smoking is allowed.
- The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.
- The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.
- The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.
- Size of room is approximately 22x14 feet.

Fees:

A non-refundable fee of \$20.00 for 2 hours maximum is required to use the Meeting/Conference Room. It is only available during business hours.

13. DISPLAYS AND EXHIBITS POLICY

As an educational and cultural institution, the Everman Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are the glass exhibit case, the meeting room, and the general bulletin board. A release must be signed by the exhibitor before any artifact can be placed in the library.

Exhibition Release Form Follows:

Everman Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Everman Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition to be held in the (space) within the library?

Date(s) of Exhibition:

Description of materials loaned:

Signature:

Date:

Address:

Telephone:

Email:

14. PUBLIC NOTICE BULLETIN BOARD POLICY

Bulletin board, window flyers, and other like materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes only.

Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.

Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

15. DISASTERS POLICY

Note: Employees cannot call 911 on library phones, while inside of the building. You must call the Everman Police Department at (817) 293-2923.

A. Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call the Everman Fire Department (817) 293-2923, and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

Fire Extinguishers are located at the:

To the South Side of the Front Door

To the North Side of the Rear Door

To the West of the Side Door

B. Health emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The Everman Police Department (817) 293-2923 should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

C. Bomb Threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, **ASK FOR THIS INFORMATION.**

Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

16. ADOPTION AND REVISION OF LIBRARY POLICIES


The preceding statements of Everman Public Library's policies shall be subject to review as needed revision at least every 5 years by the Library Board.

Individual policies will be reviewed and/or added as needed.

Billy D Manus II, Library Director



Jeannine Baxter, Library Board President



Date Adopted:

March 24, 2021

Date Review:

Date Revised:

17. APPENDICES

Map: Library Membership Service Area

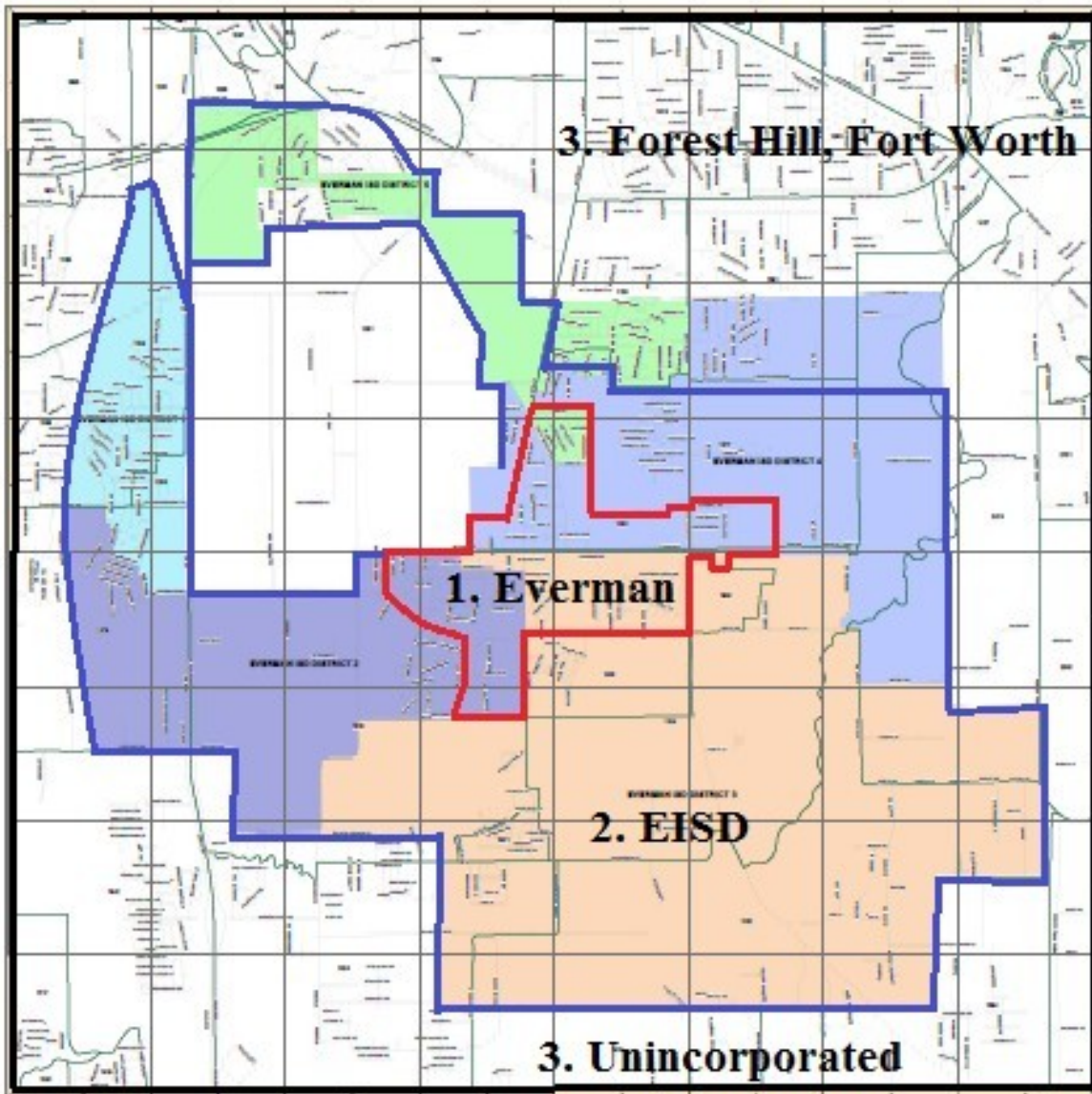
Form: Statement of Concern About Library Resources

Form: Internet Use Agreement

Library Bill of Rights

The Freedom to Read Statement

Library Membership Service Map



Everman Public Library Statement of Concern About Library Resources

Name _____ Date _____
Address _____ Phone _____
City _____ State _____ ZIP _____

Resource on which you are commenting:

_____ Book	_____ Audio-visual Resource
_____ Magazine	_____ Content of Library Program
_____ Newspaper	_____ Other

Title: _____

Author/Publisher or Producer/Date: _____

1. What brought this resource to your attention?
2. To what do you object? Please be as specific as possible.
3. Have you read or listened or viewed the entire content? If not, what parts?
4. What do you feel the effect of the material might be?
5. For what age group would you recommend this material?
6. In its place, what material of equal or better quality would you recommend?
7. What do you want the library to do with this material?
8. Additional comments:

Everman Public Library Internet Use Agreement

I understand and will abide by the Everman Public Library's Internet Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action may be taken.

User's Name:

User's Signature:

Today's Date:

As the parent or guardian of this individual, I accept full responsibility for my child's use of the Everman Public Library's Internet service and agree to oversee my child's use of this service. I have read the attached Internet Use Policy, and I understand that the library's access to the Internet is intended and designed for educational and informational purposes. I will not hold the library responsible for materials or information acquired by my child through the use of the library's Internet service. I hereby give permission for my child to use the library's network for Internet access and certify that the information contained on this form is correct.

Child's Name:

Parent's/Guardian Name:

Parent's/Guardian's Signature:

Today's Date:

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.

The 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.

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