

Westmoreland Public Library of Sumner County Policies

Children and Vulnerable Adults Policy

The Westmoreland Public Library of Sumner County welcomes everyone. All visitors have the right to a safe and comfortable environment that supports their use of library resources and services.

While the Library is concerned for the well-being of children and vulnerable adults, staff do not serve as guardians. Parents, legal guardians, teachers, custodians, and caregivers are responsible for supervising and managing children and vulnerable adults during library visits. A vulnerable adult is someone who, due to functional, mental, or physical limitations, cannot care for themselves and should not be left alone in the library, including during programs.

Children age 10 and under must be directly supervised by a parent or caregiver at least 12 years old. Staff may apply this rule to older children and vulnerable adults at their discretion. Older children may use the library independently, but parents and guardians remain responsible for their actions and safety. All children must follow library rules and behavior policies.

If the safety of an unattended child or vulnerable adult is in doubt, staff will try to contact the caregiver before calling 911—unless there is an immediate concern, in which case 911 will be called first. Staff will remain with the individual until help arrives. Staff will never leave the individual alone.

Parents, guardians, or assigned caregivers—not library staff—are responsible for children's safety. Staff will follow established procedures if children are left unattended.

Key Items of Children's Library Policies

- Supervision: Children under 10 must be supervised by a parent or caregiver at all times. Staff may apply this to older children and vulnerable adults at their discretion.
- Behavioral Rules: Patrons are expected to use indoor voices, refrain from running, and handle books with care. Disruptive behavior may result in the loss of library privileges.
- Unattended Children: If a child is left unattended, especially near closing time, staff may contact the police for assistance.
- Programs: For most children's programs, parents or guardians are required to remain in the building. Only parents or guardians may accompany their children into the Children's area. **Adults without children are not permitted in the Children's area.**

Westmoreland Public Library of Sumner County Policies

Disruptive Behavior

Patrons who are disruptive will be asked to stop one time. If the behavior continues, the staff may require the individual to leave. If the person refuses to leave the premises, staff may contact law enforcement discreetly, without prior warning. Staff may call 911 or the non-emergency number as appropriate.

Disruptive behavior includes, but is not limited to: loud or boisterous actions, inappropriate conduct, smoking, running, loud talking, misuse of library property, uncooperative attitudes, or actions that intentionally disturb others or impede the legitimate use of the library and its resources. Abusive or profane language, as well as abusive behavior toward staff or patrons, will not be tolerated.

Lewd or sexual behavior is strictly prohibited in the library. Individuals engaging in such actions will be informed of this policy and, if the behavior continues, will be asked to leave. Serious incidents and any acts involving minors will be reported immediately to the Westmoreland Police Department and the Library Director.

Westmoreland Public Library of Sumner County Policies

Internet Access and Computer Use Policy

The Westmoreland Public Library of Sumner County provides computers and public access to the Internet in support of its mission to provide open access to educational, informational, recreational, and cultural resources, and to affirm its commitment to the principles of intellectual freedom as expressed by the Library Bill of Rights. Internet resources are provided by the library equally to all of its patrons.

Library computers are available on a first-come, first-served basis. Library cards are required of all patrons living in Sumner County. Guests from other counties may show identification to obtain a guest pass. To ensure patron privacy and the confidentiality of library records, the library shall not disseminate personally identifiable information about any library user or records regarding their use of the library, except in response to a court order or subpoena. Legally, library staff cannot assist patrons with taxes, the marketplace at healthcare.gov, or unemployment filing. There is a daily use time limit for each patron using the computer. Printing is available for a fee in either black and white or color.

The library is pleased to provide access to a wide range of resources; nevertheless, it is the assumed responsibility of the public to use judgement and caution when using these resources. The library does not monitor or control the information accessed online. Not all internet sources provide accurate, complete or current information; therefore, the library makes no representations as to, nor is it responsible for, the content organization or quality of such information. However, in accordance with the Federal Children's Internet Protection Act (CIPA) (Pub L 106-554), all library computers are equipped with filtering software. Blocking is applied to visual and textual depictions of materials that may reasonably be construed as obscene, as that term is defined in section 1460 of title 18, United States Code; or child pornography, as that term is defined in section 2256 of title 18, United States Code; or harmful to minors as defined in section 1703, Pub L 106-544., as well as chat rooms, message boards and forums. However, these filters are not to be solely relied upon to protect minors from such material, and therefore it is the responsibility of the parent or guardian, not the library, to monitor their children's use of the Internet and other electronic resources, including the use of electronic mail. As with other materials, the library cannot act *in loco parentis*. To adults who request it, the library may provide unfiltered Internet access, including chat rooms, message boards and forums, for uses not in violation of this policy.

The library accepts no responsibility for: debts incurred by users from for-pay services through the Internet; damages resulting from loss of connectivity; breaches of personal data; and exposure to malware. It is the responsibility of users to follow local, state and federal laws and regulations, including copyright law, while utilizing the library's computers and its public access to the Internet. Patrons must agree to this policy upon signing in to a public computer or access will be denied.

Unacceptable Use: Using library computers in an unacceptable manner is prohibited. Unacceptable use includes, but is not limited to: public display of obscene material, downloading material or introducing computer viruses; damaging or attempting to damage computer equipment; modifying or copying library systems operations, integrity or security; engaging in activities deemed unlawful according to local, state or federal law [File sharing of copyrighted musical/digital content can be illegal]; disruptive behavior; unauthorized access, including so-called "hacking," and other unlawful activities; unauthorized disclosure, use, and dissemination of

Westmoreland Public Library of Sumner County Policies

personal information regarding minors.

Any patron who is observed using a computer in an unacceptable manner may be subject to: ending of the computer session for the day; temporary or permanent suspension of computer-use privileges; notification of their actions to appropriate law enforcement officials if it appears that a violation of state or federal law or city ordinance has occurred.

Westmoreland Public Library of Sumner County Policies

Library Programs

The Westmoreland Public Library of Sumner County attempts to present programs for citizens of all ages.

Programs may be developed and presented by library staff or may be co-sponsored by the library and other community organizations.

Speakers from community groups and businesses may be invited to present programs on topics of general interest to patrons, or of a timely nature. Generally, no funds are available to pay speakers or performers. Presenters may not directly solicit business before, during, or following a program, although cards and brochures may be left on the display table for attendees to pick up. Fees may be charged to attend any library-sponsored or co-sponsored program.

Authors who are invited to speak at book readings or book signings are allowed to sell their books to attendees.

Library programs are generally open to anyone wishing to attend. If space restrictions or program requirements limit the number of people who may attend, preference will be given to residents of the library's jurisdiction. Persons attending library-sponsored or co-sponsored programs are expected to adhere to the library's policies on patron conduct.

Westmoreland Public Library of Sumner County Policies

Registration of Patrons

The Westmoreland Public Library of Sumner County is supported primarily by taxes paid by residents of Sumner County. Therefore, library borrowing privileges are available at no charge to residents of Sumner County.

Juvenile Accounts: There is a minimum age requirement of six years. Parents or legal guardians who meet the residence/working place requirements above must sign the registration forms for persons under 18 years old. Parents or legal guardians are the owners and are therefore considered the borrowers with regards to juvenile cards and are responsible for all material borrowed and have full access to those library account records.

Identification: The library has a responsibility to protect the taxpayers' investment in the collection of the library. Therefore, identification and verification of residence is required to obtain a library card. Identification can be established through a current driver's license, school identification card with picture, or other valid photo identification issued by a governmental agency. If no valid picture identification is available, the Library Director may accept other reasonable forms of identification that establish identity. A parent or guardian must assume responsibility for material borrowed by a person under 18 years of age; therefore, it is the adult's identification that is required for registration of a minor.

If the patron's current place of residence is not shown on the picture identification, the local address must be verified by an additional item, such as but not limited to, a rent receipt, voter's registration card or utility bill.

Demographic information, such as age, sex, and race may be gathered in order to plan library services and to document library usage. Reporting of this information is required by state and federal laws. This information is used anonymously (no identifying information is compiled or reported), and is not disclosed in any way that would identify the person registering. All information provided on the registration form is protected by rules and state law pertaining to confidentiality of records and privacy. (See Tennessee Code, Title 10, *Public Libraries, Archives and Records*; Chapter 8, *Confidentiality of Library Records*.)

Westmoreland Public Library of Sumner County Policies

Use And Possession of Library Cards

Library cards are used to identify patrons. Patrons are those who have filled out an application form, qualified for a library card, and who have been issued a barcode number to access their library accounts. Cards should be presented at the circulation desk at the time the patron checks out library materials. It is recognized that circumstances will sometime prevent the patron from presenting a card at check out. The library staff will attempt to accommodate the patron who has registered previously for a card, but is unable to present it.

The staff will ask the patron if the card is temporarily misplaced or forgotten, or if it has been lost. The staff member will advise the patron that the card is similar to a credit card, and could be used by others to check out materials from other libraries, and that the patron could be held responsible for any losses.

If the patron has temporarily misplaced or forgotten the card, the staff member will verify the patron's identity using a driver's license or other form of identification. The patron's account may then be accessed through the circulation database and materials checked out.

If the patron has lost the card, the card will be replaced for free.

Westmoreland Public Library of Sumner County Policies

Fines and Recovery of Overdue Materials

Library materials are purchased for use by all citizens of Sumner County. The Westmoreland Public Library of Sumner County has established regulations for the loan of materials, including circulation periods, renewal processes, and fines for late returns. The library will attempt to recover overdue materials and will notify patrons of unpaid fines and fees according to procedures established by the Sumner County Library Board of Trustees.

Westmoreland Public Library of Sumner County Policies

Interlibrary Loan

The Westmoreland Public Library of Sumner County participates in the national interlibrary loan program that permits the library to borrow material for its patrons from other libraries. This interlibrary loan service is available to all patrons whose record is clear of fines and overdue items. Books and photocopies of articles from periodicals not owned by the library, or that are otherwise unavailable, may be requested for loan through interlibrary loan. Recordings, microfilm, and genealogy materials may be requested. Items owned by the library, but checked out to another patron, may not be borrowed through interlibrary loan unless the item requested is more than one month overdue. Fulfillment of an interlibrary loan request is not guaranteed.

The library may restrict the number of items requested by an individual to ensure fair, equitable, and timely service within the constraints of budget and staffing. This action will only be taken in consultation with the patron, and alternative sources for service will be suggested. Requests that may violate copyright laws will not be accepted. Photocopies received through interlibrary loan will be stamped with a notice of copyright.

Westmoreland Public Library of Sumner County Policies

Gifts to the Library

The Westmoreland Public Library of Sumner County welcomes gifts of new and used books, audio recordings, videos, and similar materials. Items may be added to the collection following the criteria of the Collection Development policy of the library. Once donated, items become the property of the library. If they are not needed because of duplication, condition, or dated information, they may be given to other libraries and non-profit organizations, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor, and the library will not accept any item that is not an outright gift. The library will acknowledge receipt of donated items, but is unable to set fair market or appraisal values, per State law. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or to obtain expert assistance in establishing any value. The library also reserves the right to decide when a gift added to the collection must be withdrawn. This includes items from requests and memorial contributions.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the selection policy of the library. Books, videos and other materials purchased will be identified with special donor plates whenever possible. Notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Acceptance of donations of equipment, furniture, real estate, stock, artifacts, works of art, collections, etc. will be determined by the Library Director and the Library Board of Trustees based on their suitability to the purposes and needs of the library.

Westmoreland Public Library of Sumner County Policies

Request for Reconsideration of Materials

The Westmoreland Public Library of Sumner County welcomes comments and suggestions regarding the continued appropriateness of materials in the collection, especially concerning outdated materials. The Library asks patrons to complete a Request for Reconsideration form. The Request for Reconsideration form must be completed in full, including patron's name and address. The patron submitting the request must be a resident of the library's service area and hold a valid borrower's card. The inquiry will then be evaluated by the Library Director and Sumner County Library Board of Trustees. The requestor will then be notified of the action to be taken and reasons for such action.

Westmoreland Public Library of Sumner County Policies

Use of Personal Equipment in The Library

Personal equipment, such as computers, tablets, calculators, etc., may be used if the noise level is low and use does not interfere with others. Audio equipment must be used with headphones and kept to a volume that cannot be heard by nearby patrons.

Westmoreland Public Library of Sumner County Policies

Theft of Library Materials

Library materials are purchased with money from taxpayers. To protect the taxpayers' investment, staff may ask to conduct an examination of book bags, backpacks, briefcases, and other large containers taken out of the library by a patron. Any items that have not been checked out will be returned to the circulation desk to be checked out appropriately. If staff believes that theft was intended, the police will be immediately notified. Vandalism of library materials will be reported to the police.

Westmoreland Public Library of Sumner County Policies

DVD and Video Game Circulation Policy

The Westmoreland Public Library of Sumner County serves the educational and entertainment needs of patrons of all ages. Library materials may contain mature content. In accordance with Tennessee State Law 39-17-911, DVDs that are determined to contain mature content, such as a rating of R- Restricted or NC-17 from the Motion Picture Association of America (MPAA), or MA from the Federal Communications Commission (FCC) will not be circulated to patrons under the age of 18. This does not apply to streaming videos available on library electronic subscription databases, where circulation is not controlled by the Westmoreland Public Library of Sumner County.

However, these ratings are not always assigned to all material, and are not to be solely relied upon to protect minors from material that a parent or guardian may find objectionable, therefore it remains the responsibility of the parent or guardian to monitor what their child has checked out.

Furthermore, no video games will be circulated to patrons under the age of 18, regardless of content rating, due to the high cost of replacement.

Westmoreland Public Library of Sumner County Policies

Library Closing in Case of Inclement Weather or Other Emergency

Due to inclement weather that poses a threat of imminent danger or other emergency, the Library may delay opening, close early, or close for the whole day. The library will follow the Sumner County Administration's directives whenever possible during regular work hours, however during evenings and weekends, the Library Director (or Assistant Library Director in absentia) and the Library Board Chair (or Vice Chair in absentia) may elect to close the facility. In other instances of inclement weather in which the library might be a suitable day shelter, the Library Director (or Assistant Library Director in absentia) will coordinate with the Emergency Management Director or Incident Commander.