



Smith Welch Memorial Library

Standard Operating Procedures & Policies



History

The previous building now known as the Smith-Welch Memorial Library was erected in 1892 on the site of an earlier wooden store. It remains one of the most ornate buildings in the downtown area reflecting the prosperity of Hearne in the late nineteenth century. The upper portion of the front facade has Classical details in pressed metal on a wood frame. Above the main floor is a mezzanine with an open well, which allowed light to enter through a skylight and second floor windows. Mrs. Josie Smith Welch deeded the property to the City of Hearne in 1971 for use as a public library. Smith-Welch Memorial Library, named in honor of the Smith and Welch families, opened in 1974. In 2008, First Victoria Bank, aka Prosperity Bank, agreed to sell the City of Hearne the vacant Jim Florence Community Building, as the library had outgrown the historic building. The 5000 square foot facility provides ample room for all the services the library encompasses.

Policy Statement

The following are policies for the Smith Welch Memorial Library. The purposes of these policies are to furnish the Library Staff and City Manager with a general guide to the operation of the Library. These policies are intended to be consistent with all the Texas Laws applicable to this Library. Should there be any inconsistencies then Texas State Law shall govern.

The library director may change these policies at any time. It is assumed that the policies should be reviewed periodically and revised as needed.

Governance

The Smith Welch Memorial Library is sanctioned by the Texas State Library and Governed by Texas State Library Laws.

The Smith Welch Memorial Library shall be governed by the City of Hearne City Manager.

General Library Objectives

1. To assemble, preserve and administer an organized collection of books and related educational, informational, and recreational materials in order to promote through the guidance and stimulation the communication of ideas, a more informed citizenry and enriched personal lives.
2. To be aware of the needs of the community and meet those needs as effectively as possible through new programs and appropriate materials.
3. To keep informed regarding the latest and most effective sources of professional library services and methods in order that they may be incorporated into the library whenever it is deemed practical and more efficient to do so.

Mission Statement

The Smith Welch Memorial Library is committed to supporting the life-long enjoyment of reading in community residents of all ages, by providing materials, services, and programs that aid in obtaining information that meets their personal, educational, and professional needs.

Library Hours

Regular hours for the Smith Welch Memorial Library are as follows:

Monday - Friday 8:00 AM – 5:00 PM

Closed Saturdays & Sundays and designated holidays

At any time the library is scheduled to close, a notice shall be posted on the front door at least a 1 day prior to its closing.

Reference and Information Services Policy

The Smith Welch Memorial Library wishes to provide timely, efficient, and accurate reference services to all library users. All Library staff members are required to have a basic understanding of reference services, as to provide adequate service to our patrons. In order to provide equal service to all patrons, the following policy will be followed:

- Reasonable limits must be placed on the extent to which reference services can be provided to an individual user.
- Library resources, including books, audio/visual materials, internet service, and any serial subscriptions, will be made available to all library users.
- Library staff will provide reference answers via telephone, email, and to in-person patrons.
- Staff must make a reasonable attempt at using all library resources to answer patron information needs.
- While staff is expected to provide accurate answers to our patrons, the library does not take responsibility for information or resources provided to our patrons. Any objections to provided information or resources should be given to the Library director or challenged according to Library policy.
- Staff members may assist patrons in use of Library equipment and resources for their search. However, it is the patron's responsibility to use the information they receive.
- Staff members have been designated to Children's Services and Adult Services, should a situation require age specific information. Age does not affect other aspects of this policy.

- The Library will accommodate Library users with disabilities or special circumstances when providing reference services.
- Staff members may use discretion and must follow other Library policy and procedures in limiting or denying reference services. This includes limiting or denying Inter-Library Loan services, as well.
- Library staff is not allowed to create or submit personal communication, resumes, reports, genealogies, evaluations, taxes, homework, contest entries, or other work personally connected to and for a Library patron.
- The Library provides a holds, inter-library loan, teacher pull, and reserve system for patrons unable to pick-up material immediately from the Library.

Outreach Services Policy

The Library offers special services for our patrons who are homebound. Homebound patrons may request materials be held for them or for a staff member to choose materials on their behalf. A family member, volunteer, or Library staff member may deliver these items to the patron. An extended check-out period maybe offered to homebound patrons, however, all circulation rules still apply. If a non-staff member arranges the delivery, they must have the homebound patron's Library card with them to verify that they have permission to participate in this service. Library staff members who arrange homebound deliveries may be reimbursed for mileage or other expenses accrued during delivery.

Proctoring Policy

The Library provides certified staff to proctor exams for area residents. Students will be responsible for all costs associated with exam proctoring. The student is also responsible for scheduling exams and timely arrival. The Library holds no responsibility for fees charged, lost information, scheduling unavailability, or ensuring the exam is completed.

Circulation Policy

A patron must present their library card or proper identification to show their account is in good standing in order to borrow materials. A patron's account will be blocked if the patron has 12 or more overdue items, or owes more than \$5 in unpaid fines or fees.

A maximum of 12 items may be charged simultaneously on any card. There is a maximum limit of 2 DVD and 10 books per library card.

Books and audiobooks may be checked out for a period of two weeks. All other items, including DVDs, Blue-Ray & reference may be checked out for a period of 3 days. These items may be renewed for one additional check out period if there are no patron requests for the item. Items will be held for patron requests for up to one week.

Overdue books incur fines of 10¢ per day per item with a replacement cost fine cap per item. Overdue DVD's incur fines of \$1.00 per day with a replacement cost fine cap per item. Text notices are sent as a courtesy from the Apollo. Failure to receive notices does not exempt patrons from the responsibility for payment for Library materials or overdue fines and fees. Patrons who provide an email address will receive an email notice three days before their

materials are due. Notices of overdue items will also be sent via email 1, 7, 14 and 28 days after the due date with the final notice, which declares the items “LOST” and assesses the replacement cost of the overdue materials being placed against their account. A patron may inform Library staff that an item is “LOST.” The replacement cost of the item will be assessed to the patron’s card unless the patron replaces the material.

A \$3.00 postage fee will be charged for interlibrary loans or there are charges from lending institution.

Patrons may have 20 holds in the system.

The Library also follows all Apollo policy and rules regarding the circulation of items.

Printing

All black and white copies shall be charged \$0.15 per page. All color copies shall be charged \$0.50 per page. Students print or copy will be reduced to half price providing they show their school id.

Fax

Incoming and outgoing faxes will be charged \$1.00 per page.

Patron Registration Policy

Proper identification must be presented to apply for a Library card. Proper identification is a photo ID (valid Texas Driver’s License or Texas State ID) which lists a current local address. If the presented photo ID does not have a current address, the applicant must present one approved item in addition to the photo ID. Approved ID includes:

- valid Texas driver’s license
- valid Texas State ID
- valid voter registration card
- valid current government issued ID (e.g., military ID, passport)
- recent bank statement
- a recent utility bill
- tax receipt
- Renters Agreement
- Student Card or Report Card

A parent or legal guardian must show proper identification and may register a child over the age of 6, for a Library card. Registering a minor child for a Library card denotes acceptance of responsibility for all fees, fines and payment for lost or damaged materials charged on such minor’s Library card. Emancipated minors will be asked to present evidence of their status to void the necessity of the presence of a parent or guardian. Registering a minor child for a Library card denotes an acknowledgement and understanding that the Library owns and circulates videos, DVDs and unrated television series that may be geared toward a more

mature audience; and that a minor child will have access to materials for both adults and children and will be able to check out any of these materials.

The Library provides free services to all residents and taxpayers of Robertson County. Children ages 18 and younger must have a parent or legal guardian present to receive a library card.

Non-residents are those who do not pay taxes to a library. They must have the library director's approval to apply for a Library card. Teachers and students that are non-residents may be eligible for registration (with a teacher ID), free of charge, for the duration of their position Robertson County schools.

Library employees that are non-residents may also be provided Library cards, free of charge, during their employment with the Smith Welch Memorial Library.

TexShare cards can be issued to any state resident who holds a valid library card from their "home" library and can be used at any public library in the state of Texas. Any public library will issue a TexShare card, which expires one year from the date of its issue and can be renewed annually. TexShare cardholders must abide by the Smith Welch Memorial Library guidelines to borrowing and assume responsibility of the materials they borrow.

A replacement library card may be purchased for \$2.

The Library also follows all Apollo policy and rules regarding the registration and application of library cards.

Removal of Fines and Fees

Only the current director or authorized staff can remove fines and fees from a patron's account.

Photography and Video Policy

The Library does not allow any video recording, audio recording, or photographs to be taken unless the Library director gives permission and all Library patrons involved have provided their consent. Minors must have a parent or guardian give consent on their behalf.

The Library does not permit commercial photography or filming which will cause an individual or organization to receive profit. Any exception requires written permission from the Library director. Outside groups using the Library's meeting room may record or photograph their own members, but must be restricted only to the space in which their meeting is being held and may not include any Library patrons or events.

The Library reserves the right to document its services and the public's use of the Library. Official representatives of the Library may take photographs, videotape, or use other recording devices within the Library and at Library sponsored events. These photographs and video may be copied, posted on Social media, displayed, published (including on the Library's website), and telecast for such purposes as promotion, publicity, and news to

inform the public about the Library. All such photography/videotaping will be in accordance with Library procedures

Bulletin and Display Policy

- No item shall be placed in the Library without the permission of the Library director. The Library director will determine the appropriateness of the advertisement or display.
- No display or advertisement shall be permitted that advocate specific views that may be offensive to Library patrons. Examples may include political, denominational, religious, social, or economical opinion.
- No display or advertisement shall be permitted that solicits funds for a “for-profit” agency or individual. Non-profit organizations or individuals may be permitted to display advertisements or other materials that require a donation.
- All advertising, display, and exhibit availability will be on a “first-come, first-served” basis as space permits. Advertising on the front doors is reserved for Library events only.
- Any materials placed in the Library may be removed by a Library staff member if it is considered inappropriate, illegal, disagrees with any Library policy, or for space limitations.
- All advertisements will be removed after the event has been completed or within 30 days, should no date be given. No permanent displays, exhibits, handouts, or advertisements are allowed.

Computer Use

All patrons using library computers must agree to follow the Computer Use Policy:

- Public access computers and wireless Internet access are provided to adult and school age patrons. Patrons younger than 18 years must have a signed guardian’s consent form on file to use the unfiltered Internet.
- Unacceptable use of library computers will lead to disciplinary action, including loss of computer use privileges. Unacceptable use includes, but is not limited to:
 - Disrupting other computer users
 - Displaying obscene material
 - Tampering with computer software or hardware
 - Actions which violate federal, state, or local laws
- Patrons who wish to use a computer must request a computer at the service desk. Library staff will assign patrons to a computer. Once assigned a computer, patrons may not switch computers without staff permission and will be limited to one hour of use. Staff may allow patrons to continue use after one hour if no other patrons are waiting.
- The library is not responsible for lost information in the event of power or equipment failure.

Internet Policy

The Smith Welch Memorial Library provides free access to everyone, without discrimination. Currently, the library does not provide filters for internet use. However, in accordance with the Children's Internet Protection Act (CIPA), internet use must be limited to adults ages 18 and older. Patrons younger than 18 years of age may only use the internet with a signed guardians consent form on file. This limitation is to provide a safe and educational environment for children. While library staff monitors the public access computers for inappropriate behavior, they cannot monitor everything. The library holds this responsibility to the parent or guardian of a child.

Patrons who wish to use the internet must request a computer at the service desk. Library staff will assign patrons to a computer. Once assigned a computer, patrons may not switch computers without staff permission and will be limited to one per hour of use. Staff may allow patrons to continue use after one hour if no other patrons are waiting.

No one under the age of 13 may register for an email or social networking account or other website that requires personal information to be given out. This is in accordance with the policies of those websites and the requirement of the federal government and CIPA.

Unacceptable use of the internet will lead to disciplinary action, including loss of computer use privileges. Unacceptable use includes, but is not limited to:

- Disrupting other computer users
- Displaying obscene material
- Tampering with computer software or hardware
- Actions which violate federal, state, or local laws

The internet is a global entity, which contains information that is unregulated, making it impossible for the library to prevent all instances of encountering inappropriate, inaccurate defamatory, illegal or objectionable content. Therefore, the Smith Welch Memorial Library takes no responsibility for the information accessed through the internet, not does it take responsibility for the loss, damage, or injury of any personal information or property by using the library's computers or internet access. Appropriate use of the library's internet services will be determined and monitored by the library staff.

Library Behavior Guidelines

The Smith Welch Memorial Library staff are committed to providing our patrons with a setting that is conducive to Library activities. Therefore, any person whose behavior does not support such a setting may be asked to leave Library property resulting in the loss of access to Library services.

The following is a list that includes, but does not limit, behaviors for which any individual may be asked to leave the Library or Library property:

- Any behavior in which the actions of a person present an imminent danger to the life or safety of others on Library premises.

- Any behavior in which a person is observed in an attempt to steal, deface, destroy, or damage Library property or that of another patron.
- Any behavior, which is inappropriate to the use of the Library building for the purposes for which it is legally constituted.
- Any behavior that is disruptive to other patrons or staff.
- Any inappropriate, deviant, or illegal behavior including, but not limited to:
 - Loitering, gambling, voyeurism, alcohol or tobacco use, possession of illegal substances, threatening behavior, theft, excessive noise, offensive language, excessive displays of affection, and mistreatment/misuse of Library property.

The Library staff will enforce this policy. Persons who violate any Library policy will be asked to leave the Library premises or when appropriate will have the authorities called. Any incident involving upset patrons or patrons violating policy requires that staff record the details of the event in an incident report.

Cell Phone Policy

Cell phones may not be used in the main areas of the Library. Calls must be taken to the outer lobby or outside the building, as to not disturb patrons in the area. Ring volumes should be reduced or turned off when entering the building. Cell phone features such as cameras or other recording devices may not be used in the Library, except with permission from the library staff. Any person violating this policy may be asked to leave the building and incident report will be written.

Firearms Policy

The Smith Welch Memorial Library prohibits the intentional display of firearms during public meetings. Library employees are also prohibited from carrying firearms on their person while the employee is on duty. Employees who are legally permitted to possess firearms may store such firearms out of sight in their locked automobile while they are on duty. The Library will comply with all other firearms regulations concerning the carry, transportation, and storing of firearms.

Author Book Signing/Sale Policy

Authors are permitted to sign and sell their books in the library but must first obtain the Library Director's permission and agree to the rules stated in this policy.

The author must provide the library with a copy of his/her book for the library as venue. Further, the author is responsible for collecting the appropriate sales tax as required by the Texas Department of Revenue. The library will help facilitate and promote the book sale through social media, newspapers, fliers, newsletters, etc.

Key Holders Policy

The Library director and City Manager will hold a master key to the Library. There will be a master key for emergency service in the bank lock box. The Library employees will have keys necessary to perform their jobs. The Library director will make the decision on what keys are needed for the employees. Staff members at the end of their employment will return all keys. Paychecks may be withheld until all keys have been returned. A spare master key and all blank keys shall be kept in the safe at the library.

Children in the Library

The Smith Welch Memorial Library welcomes children and patrons of any age into the Library during our open hours. The Library wants a safe and secure environment for children while they are here. However, the Library and its staff are not to act in loco parentis. Any person under the age of 18 is legally a minor and considered a child by the Library. The responsibility of a child rests solely with their parent or guardian at all times. The Library staff respects the privacy of all Library patrons and will only intervene in a situation when, in the opinion of the Library staff, the safety and well being of a child is threatened.

Children under 6 years of age, can not be left in the library unattended by an adult or guardian. The Library is not responsible for unattended children or for the whereabouts of any child should they leave the premises. Children are expected to follow all Library policy.

Staff members must be able to contact the parents of any child over the age of 6 that is left alone in the Library. If a child is unable to provide parental contact information and emergency information, they may not be allowed unsupervised in the Library. Authorities will be called if a child is left without this information.

If a staff member feels that a child is not mature enough to be left alone in the Library, the Library reserves the right to contact the parent or guardian of that child and require the child's immediate retrieval. If no parent or guardian is able to be contacted, the police will be contacted to retrieve the child. A staff member will stay with the child until a police officer, parent, or guardian is able to retrieve them. Under no circumstances may a staff member take an unattended child anywhere. Staff members should never be alone in any area of the building with a child.

Maturity is based on the ability of a child to be self-sufficient in a public setting. Regardless of the age of the patron, if there is any question about the competence of the individual to care for himself/herself, then the parent, guardian, or police will be called if there is no one in the Library to attend to them.

The Library provides a children's area. The Library and its staff are not responsible for monitoring children within this area or any area of Library. However, the staff may monitor

the age and maturity of patrons who are using this area and may ask patrons to leave should they misuse the children's area. Programs held in this area or any area of the Library may have age limits to ensure safety.

Any person unwilling to comply with Library policy regarding children will be asked to leave the Library.

Confidentiality of Library Patrons and Circulation Records

The official policy of the State of Texas is that all persons are entitled to full and complete information regarding the affairs of the government and the official acts of those who represent them as public officials and employees, subject to certain limitations.

In accordance with this policy, the records of the Smith Welch Memorial Library are open to the public for inspection with the exception of the classes of materials specified by law as confidential

Exempted records include, but are not limited to:

- Personnel files of the library employees and files of applicants for employment.
- Computer programs, codes, filing systems, and other software owned by the library or entrusted to it.
- The identity of a donor of a gift made to the library if the donor requires anonymity as a condition of making the gift.
- Any library records which can be used to identify any library patron. The Smith Welch Memorial Library specifically recognizes its circulation records and other records identifying the name of library users to be confidential

All Library employees are advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

The Library also recognizes that minors receive the same confidentiality under as adults. However, records of minors can be disclosed only to their parents, stepparents, or legal guardians.

The Library is not responsible for information gained from a patron record by anyone other than the patron, if the patron has lost or loaned his/her card or if someone has obtained the patron information by illegal or inappropriate methods.

The Library does not allow persons other than staff members to have access to the Library's integrated library system or other protected records kept behind the Service Desk or in staff work areas.

Collection Development Policy

I. Goals

The goal of the Smith Welch Memorial Library Collection Development Policy is to create a collection that will make available a broad range of Library materials, provide up-to-date and accurate information, and offer materials desired by the community. Library materials and information come in a wide variety of formats, which means that the Library will need to collect materials in both print and non-print form. All purchasing will be in agreement with the Library's policy on intellectual freedom and will respect the rights of Library patrons to use the Library and request items regardless of age, race, religion, national origin, social or political views, or socioeconomic status.

II. Selection Process

The Library director and members of Library staff select library materials after consulting professional review media and patron requests. No materials will be shipped for preview unless it is at no cost or obligation to the Library. Materials selecting is divided into categories of Audio Visual, Children's, Adult, Young Adult, E-books, and Periodicals. Ultimate responsibility for materials selection rests with the Library director. The Library director may delegate the selection to staff members who have the appropriate certification. Their responsibility is to work with the various sections within the Library to accomplish mutual goals and responsibilities regarding the acquisition, cataloging, and processing of materials, and to promote consistency in the selection and maintenance of the materials collection.

III. Standards of Selection

Criteria for selecting materials may vary by category. Each selecting category will look for current items, items relevant to the community, items in good condition, and items that will comprise a knowledge base for the collection.

The Library will not select duplicate items unless the item is in high demand. All items purchased by the Smith Welch Memorial Library must be relevant to the Library's own collection.

Donated items may be added to the collection, if they fit the selection criteria. All donated items not chosen for the collection will be discarded, donated to another organization, or sold per policy based on their condition. Local history materials from the Robertson County area are welcome as donations to our collection. Any donor may receive a written acknowledgement of the gift for tax purposes, upon request. Library staff will not appraise the books or indicate a value in the acknowledgment letter, but will only make note of the number of books donated.

IV. Weeding/Discarding/De-selecting

In order to maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Depth and breadth of varying degrees are desirable in various areas of the collection. The Collection Development Policy serves as a guide for weeding and maintaining the collection as well as for the selection of materials.

Titles are withdrawn from the Library's collection through systematic weeding by selectors or because of loss or physical damage. Materials which are withdrawn because of loss or damage are reported to the selecting librarian who decides whether the item should be replaced using the same criteria as for selection. Other factors applicable when deciding on replacements include the number of copies of a title the Library owns, the availability of newer materials on the subject, the importance of the work in its subject area, its listing in standard bibliographies, and its cost.

Systematic evaluation and weeding of the collection is required of every selector in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. For this reason, subject areas should be reassessed for relevancy and currency every two years, at a minimum, although certain areas may require more frequent review. Some areas of the Library must replace material within five years to keep information current and accurate.

Weeding identifies damaged items, materials that are no longer used, out-of-date materials, extra copies that are not being used, and materials that are inappropriate for the collection. Weeding also helps a selector evaluate the collection by identifying areas or titles where additional materials are needed; older editions which need to be updated; and subjects, titles, or authors that are no longer of interest to the community. Titles can be checked against standard bibliographies in the subject to see if the items have historical or literary value. Weeded material may be discarded or sold depending on condition, please see book sale policy.

V. Audio Visual Criteria

The purpose of the audiovisual section is to provide Library patrons with material formats beyond print materials. This collection will serve patrons with disabilities, patrons looking for an alternative medium, and as entertainment and educational alternative to print sources. This collection encompasses the subcategories of adults, children, and young adults.

The Library currently collects DVDs, Blue-Ray, Audiobooks, and digital media.

Items will be collected if they are a new release, a patron request, a donation, or will comprise a standard base for a specific piece of the collection. Both fiction and nonfiction items will be collected in all formats. Items which are inaccurate, in physical disrepair, are statistically unused by our patrons, compromise shelving space limitations, or are in an outdated format will be removed from the collection.

VI. Children's Collection Criteria

The purpose of the children's collection is to encourage life-long reading habits in the children of the Smith Welch Memorial Library service area from infancy through grade eight by providing materials in a variety of formats that will satisfy and stimulate their informational, educational, cultural, and recreational needs. The materials are selected with regard to the stages of emotional and intellectual maturity of children. The collection also provides adults with materials that relate to the well-being of children, enrich preschool and school curriculums, and aid in the study of children's literature.

Genres include, but are not limited to:

- Easy/Juvenile/Young Adult Fiction
- Easy Picture Books
- Easy/Juvenile/Young Adult Holidays
- Easy/Juvenile/Young Adult Non-Fiction
- Easy/Juvenile/Young Adult Readers
- Easy/Juvenile/Young Adult Biography
- Easy/Juvenile/Young Adult Graphic Novels

General criteria (in no particular order):

- Present and potential relevance to community needs
- Suitability of physical form for Library use
- Suitability of subject and style for intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection
- Relation to other material on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests made by the public.

Materials in the Children's Collection will be discarded for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

VII. Adult Collection Criteria

Books are selected based on literary, educational, information, and recreational value. No title is excluded based on moral, racial, religious, or political prejudice. Titles are selected, within the limitations of the budget, based on critical consensus among recognized subject authorities.

Popular areas emphasized by the Smith Welch Memorial Library include, but are not limited to:

- Popular Fiction
- Science Fiction/Fantasy
- Graphic Novels
- Non-Fiction
- Biography/Memoir
- Local/Texas Fiction and Non-Fiction

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies of the subject, and recognition of the needs of the community.

Criteria

Literary merit; enduring value; accuracy; authoritativeness; social significance; importance of subject matter to the collection; timeliness; popular demand; cost; scarcity of material on the subject and availability elsewhere; quality and suitability of the format; other considerations may be applicable in specific subject areas. Selectors should choose materials that will build a well-rounded collection which includes all viewpoints and opinions and which will meet patrons' needs.

Scope

The scope of the adult collection refers to the formats offered, the treatment, and the level of difficulty. Materials selected for the Library collection are intended to meet the cultural, informational, educational, and recreational needs of the residents of Otterbein. The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty so that most individual library needs can be met and service given to individuals of all ages, within current budget parameters and constraints. The Library encourages the use of interlibrary loan to better serve the needs of its clientele by expanding available resources. The emphasis is on acquiring materials of wide-ranging interest to the public. The collection is not archival, and is reviewed and revised on an on-going basis to meet contemporary needs.

Format

Materials are purchased in the most appropriate format for Library use. Books are generally purchased in hardcover editions because of their durability. However, paperback editions may be purchased, and are preferred in cases where the hardcover is extremely expensive and the title either would be used infrequently or is of an ephemeral nature

Archival

Archival refers to the holding policies for part or all of the collection. At the Smith Welch Memorial Library, current usefulness is the determining factor in how long material is kept. There is no attempt to be complete in terms of historical coverage. Old editions are withdrawn when new ones are received or when the contents are incorrect or out of date. The amount of use that an item receives in the present outweighs the possibility that someone may use it some day. No extraordinary effort is made to preserve or protect the last copy of any title in the collection. Local history materials will be retained in the collection in the Texas Area of the Library, but even this collection may undergo periodic evaluation and reassessment.

Periodicals

The Library acquires and maintains a periodical collection to serve the informational, educational, and recreational needs of the community. Patrons' demands for current information are frequently met by the periodical holdings.

The Library's objective is to have a well-balanced general periodical collection that includes titles in all subject areas appropriate to a small-sized public library. Such tools as cost, ads

and sample issues, and space evaluate patron and staff suggestions for addition to the collection.

Usage is continually evaluated, and titles not used are weeded so that new periodicals can be acquired.

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 that 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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Challenged Materials

If a patron wishes to register a complaint concerning specific material(s) in the library, they must fill out a Comment Card with the item details or provide a written complaint. All complaints will be given to the Library Director. The patron will provide their name and if they want notified and their contact information so that once the Library Director has made a decision on the item in question, they will be.

Purchasing Policy

The Smith Welch Memorial Library is a governmental body that is authorized to enter into contracts under the City of Hearne. The City of Hearne is the "Purchasing Agency". The "Purchasing Agent" is the director of the Library. Other staff must be authorized by the Purchasing Agent to make routine purchases.

The Smith Welch Memorial Library will follow all the proper steps for competitive bidding procedures or the inviting of quotes as required by statute or by the guidelines of the appropriate state agency.

Policy & Emergency Guidelines

Harassment

The Library will not tolerate the physical, verbal, or other forms of abuse or harassment by a library employee to another employee or library patron. The Library also provides an environment free from harassment based on race, color, religion, national origin, sex, age, pregnancy, disability, or any other characteristic protected by applicable federal, state, or local law. Any form of harassment made by a Library employee should be reported to the Library Director or City Manager. Complaints of harassment may result in disciplinary action up to and including termination of employment.

Substance Abuse

The unlawful manufacture, distribution, dispensation, possession, or use of drugs, alcohol, or any illegal substance while on the Library's property or in the performance of services for the Library is strictly prohibited. As a condition of continuing employment with the Library, all employees must follow this policy and notify the Library of any criminal drug statute conviction for a violation occurring in the Library's workplace. Any violation of this policy will result in disciplinary action up to and including termination of employment.

Smoking

Smoking is not permitted inside the Library.

Negligent or Unauthorized Use of the Library Resources

All employees will have access to Library resources, including but not limited to, keys to the building, materials in the collection, equipment, and parking. Employees may not use the building or any library resources for any unauthorized or negligent purposes. Failure to treat all library resources, including the building, with adequate respect and according to library policy and goals, or the negligent and unauthorized use of these resources, may result in termination of employment. Theft of library property or property not owned by the library employee will result in immediate termination.

Library Cards & Checking-out Materials

Employees must check-out library materials that they use and may not remove any materials from the building without having the item checked-out. An employee may not use a library account for which they do not have permission and must follow all standard circulation rules. However, daily late fees are waived on Staff Cards. Any abuse, damaged, or lost library materials or privileges, abuse of library accounts, or theft of library materials will result in disciplinary action up to and including termination of employment.

Acknowledgement of Policy

All Library employees are expected to follow Library policy. Library policy is made available to each employee and it is the responsibility of each employee to read and follow all policy. Employees may be required to sign that they have read and agreed to Library policy. Employees who do not follow Library policy may be subject to disciplinary action up to and including termination of employment.