



Library Policies & Procedures Manual

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Bay City Public Library
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Mission Statement

The Bay City Public Library connects residents of Matagorda County with information, technology, ideas and experiences to provide enjoyment, enrich lives and strengthen our community.

Vision

The people of Matagorda County will:

- Have the information they need to succeed at school, work, and in their personal lives.
- Have reading, viewing and listening materials and programs that stimulate their thinking, enhance their knowledge of the world and improve the quality of their leisure time.
- Discover the joy of reading and develop a love of learning.
- Enjoy a high level of access to electronic information resources and develop the technological, information seeking and information evaluation skills needed in an increasingly complex world.
- Think of the Bay City Public Library as a focal point of community life that connects and unites the people of the entire region.
- Use the Bay City Public Library resources and services and encourage others to do so as well

TEXAS PUBLIC LIBRARY STANDARDS

The Bay City Public Library strives to provide quality library services that exceed the minimum qualifications for accreditation as a Texas Public Library. It is the policy of the Bay City Public Library to use the Texas Public Library Standards set forth by the Texas State Library and Archives Commission to meet at the minimum the *enhanced* level of service, and to meet the *exemplary* level of service when budget and staffing allows.

BCPL will use the most current published list of standards to evaluate and improve library standards for:

- ADMINISTRATION
- COLLECTIONS
- FACILITY
- FINANCE
- MARKETING/PUBLIC RELATIONS/ADVOCACY
- PERSONNEL
- SERVICES
- TECHNOLOGY

The Library will review all policies at least every other year and present to City Council for approval.

Hours of Operation

It is the policy of this library, in regard to hours of operation, that the library be open as many hours in a day and as many days in the week as possible. The hours of operation shall be determined by the convenience of all parts of the population, including working people, and the ability of the staff to cover the hours of operation, within the limits of established work week. When it is impossible for the staff, within the prescribed limits of their work week, to keep the library open at all convenient hours for the public, consideration shall be given to increasing the number of staff if adjusting Hours of Operation is not reasonable. The library follows the holiday schedule of the City of Bay City. In addition to these holidays, the Library will also close the Saturday following a Friday holiday. Additional closings will be announced at least two weeks in advance if possible. All closings will be posted on the Library's entrances and to the Library Facebook page.

Circulation Policies

All persons are able to obtain a library card for free as long as they complete the application and provide proof of identification and proof of residence.

Proof of residency is required in order to determine patron classification. Examples of accepted documents are:

Identification:

1. One Primary: valid (unexpired) Government issued ID OR
2. One Secondary (Birth Certificate or Temporary Government issued ID) and One Supplemental (Social Security Card, School Records, Voter ID, expired Government Issued ID, other forms of ID that are acceptable as determined by the Library Director or designee.) OR
3. Three Supplemental forms of ID

Residence:

1. Forms of ID not used for proof of Identification with matching address
2. W-2
3. Automobile Insurance
4. Utility bill with matching name and address
5. Mail received with postmark within 15 days of application
6. Other documents as determined by the Library Director or designee.

Under 18:

1. Completed application signed by parent or legal guardian.
2. Parent or legal guardian must be present with minor. If the parent or legal guardian is unable to be present, they may send a completed application and signed letter to allow an alternate person to register the minor. The letter must include the minor's full name, date of birth, address, phone number, and full name of person authorized to obtain the card.
3. As reading is important at all ages, there is no minimum age to obtain a library card.
4. Once a minor becomes 18 or emancipated, the Youth account will be blocked and he or she will need to apply for an Adult card. All fines on the Youth account are the responsibility of the parent or legal guardian.

Card Renewal. Library cards are issued for a two-year period for permanent residents and one year for all other card types.

1. To renew a card, all fines and all other debts must be paid in full.
2. Children's cards will be renewed without having a parent or guardian sign again.
3. Cards must be renewed in person. Changes to name or address will require the patron to show up-to-date documentation.

Replacement Cards. Library cardholders are encouraged to keep their library card secure. Should a library card become lost or stolen, it is the responsibility of the cardholder to notify the library immediately. The charge for replacement cards is set according to the City of Bay City Fee Schedule.

Non-Residents. People not permanently living or owning property within the City of Bay City limits and Matagorda County boundaries may obtain a library card for free. However, Non-resident cardholders are limited in the amount of items that may be checked out at one time.

B. Patron Responsibilities

All Bay City Public Library cardholders agree to comply with library rules and regulations, to pay all fines, to make good any loss or damage to books incurred while checked out by the cardholder, and to give immediate notice of any change of residence. Guardians of minors who signed for a child's card assume responsibility for the child's card. Cardholders may not avoid responsibility for overdue fines and other incurred fees or costs by using another family members' card. Habitual or severe abuse of library policies, non-payment of fines, fees and other abuses may result in denial of library services, as determined by the Library Director. Patrons will only be allowed to have one account in their name and allowed to use their own card. An authorized designee may be named in order to allow access to account information and the retrieval of reserved items.

C. Circulation Periods

1. Card Use:

- a. Library card, a form of ID, or verification of account information if cardholder knows card number must be provided to check out materials.
- b. Library card numbers provided.

2. Loan periods:

- a. For accounts without special periods, library materials, except for DVDs and rental equipment, are checked out on a two-week basis.
- b. Materials may be renewed once, providing there is not a waiting list, before the item must be renewed in person. Items with a waiting list will only be allowed one two-day extension.
- c. Interlibrary loan materials are due by the date indicated on check out slip.
- d. The Library Director determines all other or special loan periods.

3. Circulation Limits:

- a. Non-Circulating Materials. Reference materials, archived materials, and other materials as determined by the Library Director are not available for check out. These items may be checked-out if approved by Library Director or designee.
- b. Items per library Card. Individual check-out limits are determined by patron classification. These limits are set by the Library Director and may be changed at any time or in special circumstances.
- c. New Library Card. On a new library card, a patron may check out only four items the first time. After these items have been returned, the patron will be allowed up to the maximum checkout limit for their classification.
- d. Video. An individual adult may have 4 videos checked out on his/her card at a time. Minors may have 1 video checked out on his/her card at a time. As library staff do not act in loco parentis, a minor's access to video materials is not screened by staff.
- e. Video Series. Only 2 titles out of a series may be checked out per patron, unless approved by staff due to acceptable history of use.

- f. Book/Audio Series/Author. Only 4 titles out of a series or same author may be checked out per patron, unless approved by staff due to acceptable history of use.
- g. Other Limits. When determined by the library staff, specific titles, authors, subjects or special collections may be limited due to high demand or other reasons.

4. Renewals:

- a. Library materials may be renewed in person, phone, email and online.
- b. Presentation of a library card is not required for renewal of materials.
- c. Materials may be renewed twice, providing there is not a waiting list, before the item must be renewed in person. Items with a waiting list will only be allowed one two-day extension.

5. Reserves:

Materials may be reserved in person, phone, e-mail, and online. Persons will be notified when the item becomes available. Reserves have the same restrictions as limits on circulation (see #3 above). Reserves will be held for a period of three working days only. If the item is not picked up within three working days, it will be checked out to the next patron on the reserve list or returned to the shelf. Limit of 10 items may be reserved at one time per cardholder.

D. Fines and Fees:

1. **Fines and Fee Schedule** This schedule is set yearly and adopted by Council during regular budget proceedings.
2. **Overdue Fines:** Overdue materials are charged per day, per item, with a maximum fine depending on the material type. Library staff will attempt to notify the patron of overdue materials at least once by phone and in writing. If the material is not returned within 60 days, a bill will be sent for the cost of the item plus any late and processing fees.
3. **Damaged Materials:** Library patrons are liable for any damage to library materials while checked out to them. The library will not charge for normal wear of library materials.
 - a. If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the cost of the item and a \$5 processing fee and the fines accrued. The item may then become the property of the individual.
 - b. If the item can be repaired or is still useable, a partial processing fee may be charged at the Library Director or designee's discretion.
4. **Loss of Borrowing Privileges.** Patrons with lost or damaged materials or with fines that exceed \$1.00 may not check out materials until records are cleared by having items paid or replaced. Replaced item must be the equivalent or newer item to what was checked out in new condition. Used items will not be accepted. The

acceptance of the material is at the discretion of the Library Director or staff.

- 5. Waiving Fines** Patrons are ultimately responsible for the items checked out to their cards. However, we know that events beyond human control happens. Waiving of fines should only be used in special circumstances such as death, fire, theft, hospital stays, etc. If a patron has experienced one of these unfortunate events, we ask that proof of the event (obituary, police report, hospital release, etc) be shown for verification purposes in order to waive the fine.
- 6. Payment Plans** If a patron is unable to pay the full amount due, a payment plan may be set up between staff and the patron to allow the patron to continue to use their account. If the patron fails to meet the agreed payments, their account will be blocked with no use until fully cleared.

Collection Development Policy

A. Principles and Objectives

1. Purpose. The purpose of the Bay City Public Library is to provide all library users with carefully selected materials and to assist individuals in the pursuit of educational and recreational information. The library collection as a whole will be an unbiased and diverse source of information, representing multiple viewpoints on a wide range of topics. Materials are selected to best meet these objectives.

2. Viewpoints. The library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, and political or social views of the author. Selection of materials by the library does not mean endorsement of the contents or the views expressed in those materials.

3. Rights. The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the Constitution of the United States. To this end, the Bay City Public Library upholds the principles of the American Library Association's *Library Bill of Rights*, *Freedom to Read*, and the Texas Library Association's *Intellectual Freedom Statement*. These documents are at the end of this policy.

4. Parental Responsibility. It is the responsibility of the parent or legal guardian to supervise and monitor the library activities of their child. The library staff cannot be held responsible for the materials checked out by minors. Staff will not limit the access of materials to minors due to content. Library staff do not act *in loco parentis*, or in the place of a parent.

B. Responsibility for Selection

The Library Director is responsible for the selection of library materials following the guidelines and criteria outlined in this policy. He or she may delegate development of specific collections to library staff.

Selection Criteria

1. The main points considered in selecting materials are:

- a. Individual merit of the item
- b. Popular demand and/or patron request
- c. Library need for material
- d. Budget
- e. Authority of author and/or publisher

2. Review sources are used to assist in selecting materials. Review sources used include, but are not limited to, the following:
 - a. Library Journal
 - b. School Library Journal
 - c. Booklist
 - d. Other professional review publications
 - e. Area newspapers with book reviews
 - f. Bestseller lists
3. Materials may be selected without a review. Consideration is given to materials that may be relevant to the library's collections (i.e. Texas collection, local interest, local authors.)
4. Formats of materials collected by the Bay City Public Library include print (books and periodicals), multimedia (audios and videos), and electronic resources (online databases, eBooks, and eAudiobooks. New and emerging formats will be considered when appropriate.
5. The Genealogy Collection contains materials pertinent to Bay City/Matagorda history and includes other paper formats such as documents, photographs, vertical files, and such materials appropriate for this special collection. This collection is owned by the Matagorda County Genealogical Society and is not developed or maintained by library staff.

C. Gifts and donations

Gifts and Donations

1. General Gifts. The Bay City Public Library accepts gifts of books and other materials with the understanding that the items will be added to the collection only if appropriate and needed. The library reserves the right to decide the disposition of all gifts received. If items given to the library are not needed because of duplication, condition, age, etc., the Library Director will dispose of them as he/she sees fit. Such items may be offered to the Friends of the Library for their book sales. Library staff cannot receive personal gifts from individuals per the City of Bay City's Personnel Policy.
2. Other Gifts. Gifts of a more specific nature, such as works of art, furniture or equipment, shall be referred to the Library Director for acceptance. The Library Association or the Friends of the Library kindly accept nonspecific gifts of money.
3. Memorials & Honorariums. Citizens may wish to honor or memorialize an individual with the purchase of library material to be added to the collection. The Library Associations accepts donations of funds for memorials or honorariums. The Library Director makes selection of items purchased as memorials or honorariums, with consideration given to the donor's preferences. Appropriate bookplates will be added to materials in memory of or honoring individuals. The same criteria for selection of purchased library materials will also be applied to

gifts and donations. Once added to the library collection, gifts, memorials, and such donations fall under the collection development policy and will be maintained and handled as the rest of the library's holdings.

4. **Special Collections** The Library will not be create separate collections of donated materials. Donations of this type will receive a book plate to note the collection and will be shelved with the appropriate collection.

D. Collection Maintenance

1. **Criteria.** For an up-to-date, attractive and useful collection, a continuous schedule of withdrawal and replacement is required. *The CREW Method* will be followed as a guideline for appropriate age of materials. Other criterion for evaluation and maintenance of the collection includes, but is not limited to, the following:

- a. Condition of the material
- b. Usage based on observation and computer generated reports
- c. Superseded editions or revisions
- d. Popularity and appeal
- e. Outdated information
- f. Space and budgetary considerations
- g. Professional appraisal & evaluation

2. **Disposition.** The Library Director will determine final disposition of any materials withdrawn from the Library collection. Materials in poor physical condition or having little anticipated resale value will be discarded. The Friends of the Library will be allowed to sell discarded or withdrawn materials, and proceeds of such sales will be used to support the library's mission, programs or to enhance the library's collections.

E. Reconsideration of Materials

The Bay City Public Library strives to meet a wide variety of tastes and interests with high quality and popular materials. The City of Bay City is comprised of many diverse groups, with different beliefs, standards and theologies. Every citizen has the right to his or her opinions and beliefs. Differences of opinion regarding the suitability of library materials may arise. Patrons requesting that material be withdrawn from the collection or with concerns about an item's placement in the library may complete a "Request for Reconsideration of Library Material" form. It is the responsibility of the Library Director and a committee of staff to make a final determination on all such requests.

Request for Reconsideration of Library Material

Title of Material: _____

Author: _____ Call Number: _____

Type: book _____ cd _____ video _____ Other _____

Your Name: _____ Telephone: _____

Address: _____

Group you represent (if any): _____

Did you examine the entire work? _____ If not, what parts? _____

Specifically, to what in the material do you object? _____

What do you believe is the purpose of this material? _____

Is there anything useful or good about this material? _____

What prompted you to use this material? _____

For what age group would you recommend this material? _____

What would you recommend to replace this material? _____

Your Signature: _____ Date: _____

Borrowing from Other Libraries

Interlibrary Loan

Interlibrary loan is the process of lending and borrowing materials between libraries via a mailing system. Because of limited budget, space, and other factors, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of the Bay City Public Library's collections. Costs associated with this service is one-way postage, and any applicable late fees or damages charged by the lending library.

TexShare Cards

TexShare Cards allow patrons to visit and borrow other libraries' materials for free that participate in the Texas State Library and Archives Commission's TexShare Program. Note that each library has their own set of rules for TexShare cardholders. Visit <https://www.tsl.texas.gov/texshare/card> for current information and to see which libraries participate in the program.

Current Bay City Public Library cardholders, 18 years of age or older, in good standing with no pending fines or lost or damaged items may apply for a TexShare card. Active Bay City Public Library patrons are eligible for a TexShare Card after holding a card for six months. TexShare Card applications and renewals must be made in person. TexShare Cards are good for one year from the date of issue and must be renewed in person when expired.

Code of Conduct

To make the library a pleasant place for all, the following rules have been adopted. Patrons who do not comply with these policies will be asked to leave the library and its property.

Expected behavior

To build a reasonable and welcoming library environment for all customers, library patrons are expected to:

1. Attend to their personal belongings. The library is not responsible for personal belongings left in or on library property.
2. Allow staff to look in bags in case of security concerns.
3. Enjoy food and drinks responsibly while in the library.
 - a. Keep food and drinks away from computers.
 - b. Use re-closable, spill-resistant containers for drinks.
 - c. Restrict snack foods to small, packaged items. Meals, messy foods, and foods with a strong smell are not allowed.
4. Wear shoes and appropriate clothing for public health reasons.
5. Use public restrooms for intended purpose only.
6. Maintain acceptable bodily hygiene. If body odor or perfume is strong enough to constitute a nuisance to others, the customer may be asked to leave the building.
7. Stay out of non-public areas, such as offices, workrooms and storage areas, unless authorized by staff to enter.

Inappropriate behavior

The following actions and behaviors are considered inappropriate on library property and thus prohibited:

1. A. Disruptive, uncontrolled, or unsafe behavior.
2. Possession of weapons, other than handguns carried by persons with the appropriate state license. (Texas Penal Code § 42.01 and § 30.06e)
3. Possession of alcohol or any illegal substance. Intoxication, whether by alcohol or other mind altering drug, to the point of impairment of one's mental or physical abilities. (Texas Penal Code § 49.02)
4. Intentional physical damage to library property or to the personal property of any other patron.
5. Use of library computers or network for illegal or library prohibited activity.
6. Engaging in acts of sexual misconduct, including, but not limited to, indecent exposure, sexual contact and sexual intercourse. (Texas Penal Code § 21.07 and 21.08)
7. Sleeping in the library and on library property.
8. Smoking in library facilities, near library entrances, or in any other prohibited areas on library property.
9. Bringing animals other than service animals into the library. All pets on library grounds must be attended and be on a leash.
10. Solicitation of business, except in compliance with City of Bay City policy
11. Bringing large items that present a safety hazard or security concern into the library.
12. Refusal to leave at closing time or when instructed to leave by Library staff.
13. Unattended Minors

- a. Children under the age of 7 must be immediately supervised and remain within close proximity of their caretaker. Minors between the ages of 7 and 9 must have a caretaker in the library but are not required to stay within close proximity. Children ages 10 and older are allowed to use the library without a caretaker present but must be able to be reached by phone.
- b. Parents who leave a child unattended in the Bay City Public Library are exposing their child to potential harm and may themselves be committing an offense under Texas Penal Code, Section 22.041b, Abandoning and Leaving Unsupervised Children which states, A person commits an offense if, having custody, care, or control of a child younger than 15 years, he intentionally abandons the child in any place under circumstances that expose a child to an unreasonable risk of harm.
- c. Children, supervised or not, are required to follow all library policies not limited to no running, becoming loud and disruptive, using vulgar and inappropriate language, damaging library property, become insulting to library staff or interfering with the use of the library by other customers. Should this happen, parents will be called. If staff are unable to reach the parent, appropriate law enforcement or child protective authorities will be notified to take custody of the child. No minor is allowed to remain unsupervised at closing. If a minor younger than 15 years is not picked up within 15 minutes of closing, Bay City Police Department will be called.
- d. The Library upholds the City of Bay City Curfew.

Library response to policy violations

Any person who violates the Patron Conduct Policy may be expelled from the library premises. The length of expulsion is at the discretion of the Library Director and will be appropriate to the infraction.

- A. The person expelled shall be provided with a copy of the Patron Conduct Policy if possible.
- B. The person expelled may appeal the expulsion to the Library Director. In an appeal, the person expelled shall have an opportunity to present evidence that may support retraction of the expulsion.
- C. If the person expelled returns to the library before the defined time period has expired, or if they refuse to leave the library when asked to do so, library staff may call the police to have the person removed and prosecuted for criminal trespass.
- D. An expulsion from any one library location will apply to all Bay City Public Library locations.

Public Computers and Internet Use

Internet Policy

This policy applies to all users of Bay City Public Library computers or networks. In agreement with CIPA Regulations, all Library public access workstations use filtering software to access the Internet. Adults 18 or older who need unfiltered access for any lawful purpose may request it from a staff member. Unfiltered access will be granted on a per-search basis.

Purpose

To fulfill our mission, Bay City Public Library provides access to a broad range of information resources, including those available through the Internet.

The Library only assumes responsibility for the information provided on the home page and the supporting web pages resident on this server. Bay City Public Library has no control over the information accessed through the Internet, other than the content provided on the Library's web site. Internet resources offer links to many valuable local, national, and international sources of information. However, not all sources on the Internet provide accurate, complete, or current information. A good information consumer evaluates the validity of all information found. Supervision of a child's access to the Internet is ultimately the responsibility of the parent or guardian; the Library does not have the right or responsibility to act *in loco parentis* (on behalf of the parent/guardian). However, in accordance with the Children's Internet Protection Act ([CIPA ~ Public Law 106-554](#)), the Library does filter Internet access for both minors (*persons under the age of 18*) and adults to certain visual depictions that are (1) obscene (as defined in section 1460 of title 18, United States Code), or (2) child pornography (as defined in section 2256 of title 18, United States Code), or, with respect to use of computers with Internet access by minors, and (3) harmful to minors. Furthermore, all customers must abide by [§43.22](#) and [§43.24](#) of the Texas Penal Code, which prohibits the intentional or knowing display of such materials, while being reckless about whether a person, and especially a minor, is present who will be offended or alarmed by the display.

Responsibilities of Users

Rules Governing Use

Software has been loaded on most public access computers to provide internet usage with a maximum use of three hours per day. This software requires the user to log on to the computer using a bar code and pin, either from their own Bay City Public Library Card or Guest Pass supplied by the Library. There is no limit to the number of sessions per day allowed to a customer, however, each session will count towards the maximum allowed use.

Computer users must respect the established time limit and honor any staff request to end their session.

Users may not

- Circumvent filtering or blocking software, or other security measures to access visual depictions deemed (a) obscene, or (b) child pornography, or (c) harmful to minors, as defined in the Children's Internet Protection Act ([CIPA ~ Public Law 106-554](#)).
- Circumvent public access computer time management software, or procedures.
- Use the workstations or laptop devices to gain access to the Library's networks or computer systems or to any other network or computer system.

- Obstruct other people's work by consuming large amounts of system resources or by deliberately crashing any Library computer system.
- Attempt to damage computer equipment or software.
- Attempt to alter software configurations.
- Attempt to cause degradation of system performance.
- Use any Library workstation for any illegal or criminal purpose.
- Violate copyright laws or software licensing agreements in their use of Library workstations.
- Engage in any activity that is deliberately and maliciously offensive, libelous, or slanderous.
- Install or download any software.
- Share computer account numbers, passwords and other types of authorization that are assigned to individual users.

Violations may result in loss of access. Staff is empowered to terminate or extend a user session if appropriate. Unlawful activities will be dealt with in an appropriate manner, including notification of law enforcement authorities.

All users of public computers or wireless Internet shall:

- Sign up for only one computer at a time.
- Report any loss or theft of their library card immediately.
- Observe the legal protections provided by copyright and license law, and computer abuse laws.
- Observe posted time limits and regulations.
- Close all programs, log off and leave the workstation immediately at the end of their allotted time.
- Limit computer usage to a maximum of two people per computer station.
- Assume full responsibility for filing electronic forms.
- Report equipment problems promptly to Library staff.

Supervising Children's Use

It is the Library's policy that parents or legal guardians must assume responsibility for deciding what resources (*e.g., online catalog, web site search engine, subscription databases and electronic books, journals or articles*) are appropriate for their children. There will be some resources that parents may feel are inappropriate for their children. Parents should let their children know if there are materials that they do not want them to use. Parents should supervise their child's Internet sessions.

In agreement with CIPA regulations, all Library public-access workstations use filtering software to access the Internet. No filtering software can control access to all materials that an individual may deem inappropriate. Bay City Public Library does not guarantee the total effectiveness of technological protection measures such as filtering software.

Information on teaching children and teens to avoid the dangers that exist on the Internet can be found at [NetSmartz](#).

This site is sponsored by the [National Center for Missing and Exploited Children](#).

Choosing and Evaluating Sources

The Internet is a global entity with a highly diverse user population and information content. Library customers use it at their own risk. The Library cannot protect users from materials they may find offensive. In choosing sources to link to our home page, we follow generally accepted library practices. Beyond this, we do not accept responsibility for content found in an Internet source. We are not responsible for changes in content of the sources to which we link, nor for the content of sources accessed through secondary links. As with printed information, not all sources on the Internet provide accurate, complete, or current information. Users should evaluate Internet sources just as they do printed publications, questioning the validity of the information provided.

Internet Functions Supported

The Library provides graphical browsers at all locations. The Library does not provide electronic mail accounts, Internet Relay Chat, or Newsgroups. Printing is available at all sites for a fee per page.

Copyright

U.S. copyright law ([Title 17, U.S. Code](#)) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use". Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.

The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

Confidentiality

In general, the Library will treat information stored on computers as confidential (whether or not that information is protected by the computer operating system). Requests for disclosure of information will be honored only under one of the following conditions:

- when authorized by the owners of the information;
- when required by local, state or federal law.

As part of normal system maintenance, network administrators do monitor system activity, but the Library does not reveal information about an individual's use of computer resources unless compelled to do so.

Activities on public computers or the Library public wireless network cannot be guaranteed any right to privacy. Patrons should exercise caution on any computer when transmitting personal or sensitive information.

Liability

The Library buildings may be subject to power surges and power outages, which may affect personal equipment and transactions taking place on public computers. The Library assumes no liability for any loss or damage to users' data or devices, invasion of the user's privacy, or for any personal damage or injury incurred as a result of using the Library's computing resources. The Library is not responsible for the theft of personal computers or other devices, personal

property loss or damage.

The Bay City Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its Internet server (home pages), Internet connections (wireless or wired) or from its connections to other Internet services. The Library does not guarantee that individual users are protected from accessing information they personally may deem undesirable or disturbing.

Users acknowledge that security errors and hacking are an inherent risk associated with any wireless Internet service, and agree that they knowingly assume such risk, and further agree to hold the Library harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into the user's computer.

Web site Comment Form

In accordance with the Children's Internet Protection Act ([CIPA ~ Public Law 106-554](#)), Bay City Public Library does filter Internet access to certain visual depictions that are 1) obscene, or 2) child pornography, or 3) harmful to minors.

If you were unable to access a Web site and you do not believe the content of that Web site falls into the above-mentioned categories, or if you were able to access a web site that you feel does fall into one of the above-mentioned categories, please complete the Website Comment Form so that our filtering software company may review the site in question.

Use of Volunteers

The Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are expected to conform to all policies of the City of Bay City and the rules outlined in this manual, and are selected and retained for as long as the library needs their services. Volunteers may be used for special events, projects, and activities or on a regular basis to assist staff.

Volunteers must be at least 14 years of age and complete a volunteer form. Minor volunteers must have a parent/guardian release. Volunteers who work with the public may be subject to a background check, providing references, going through a formal interview, and attending an orientation.

Services provided by volunteers will not be used in place of hiring full- or part-time staff. Volunteers may apply for paid positions under the same conditions as other outside applicants.

Grants

All grant proposals are subject to the City of Bay City Finance Department Policies and Procedures. The purpose of a grant is to assist the library with starting new or expanding current programs and services that reflect the Bay City Public Library's Mission and Vision Statements. Grants should not be expected to diminish, curtail, substitute or cut in any way the local funding of the Library.

Outreach Services

The Library provides outreach services to the community via through various methods. All outreach must be approved by the Director.

Mobile Library collections. These collections can be delivered to approved locations that target underserved populations in the community. Items circulated via the Mobile Library are not subject to fines or fees. The Library has the right to refuse serving patrons or organizations who display a pattern of failing to return or damaging materials.

Guidelines for Mobile Library Rotation Crates Shared with Local Organizations

- Review all books in the crate to determine if they meet your institution's standards
- There will be no penalty for lost or damaged books, but an organization may be taken off the rotation list if items continue to go missing or get damaged.
- The library reserves the right to not include an organization in a rotation. If an organization is removed from the rotation, they may reapply for the rotation after 60 days.
- All CD's, cassette tapes, & stickers have been removed
- Crates will be dropped off to participating institutions by the library on a regular basis unless it is a holiday or if there is severe weather
- Crates will be picked up from participating institutions by the as scheduled so that the library can sanitize the books unless it is a holiday or if there is severe weather
- The library will notify the institution immediately if the rotation's drop off or pick up needs to be rescheduled
- Contact the library as soon as possible if the rotation's drop off or pick up needs to be rescheduled

Exhibits

Exhibits and displays in the Bay City Public Library are arranged to provide educational and cultural stimulus and to promote reading. The cooperation of non-profit organizations in the loan of materials for display is welcomed. Non-profits must be registered with the Internal Revenue Service. Businesses may only display materials on the day(s) they have partnered with the library for programs.

Posters, leaflets and other promotional literature announcing community activities sponsored by any group or organization for cultural purposes may be submitted to the Library Director for approval for public distribution.

To encourage a sense of community and connectivity, personal collections may be allowed at the availability of exhibit space and at the discretion of the Library Director.

Art Display

The Bay City Public Library encourages area residents to display their artwork in designated areas. Artwork on display will be available for public viewing at all times the library is open. The library will provide a hanging system for these pieces and further holes in the wall are not allowed. Easels may also be provided if space allows.

All artists wishing to display their work in the library must complete and sign an Art Exhibit Application form. The library is not responsible for damage to the art displayed. Artists are responsible for insuring materials displayed.

Confidentiality of Library Records

Records of this library which identify or serve to identify a person who requests, obtains, or uses library materials or services are confidential and are exempt from required disclosure under the Texas Open Records Act Section 552.124.

Exceptions

Such records generally may be disclosed **only** if:

1. The library determines that disclosure is reasonably necessary to the operation of the library and the records are not confidential under other state or federal law.
2. The records are released to the person to whom the information relates; or the person to whom the information relates has given permission, in writing, for the information to be released.
3. The records are required under a **valid** court order or subpoena, as provided under the provisions of the Texas Open Records Act. Only the Library Director will release records in this circumstance.

This policy will be implemented by procedures set out in The Bay City Public Library Procedures Manual.

Each Employee and Volunteer (hereafter called Employee) who provides services for the Bay City Public Library shall be bound by this confidentiality agreement.

An Employee shall not disclose Patron information, including address, telephone number, reading preferences, circulation statistics, or overdue/fine status, to any outside agency or individual. Nor shall he or she make personal comments on a Patron's choice of reading material.

An Employee shall ensure that all staff, volunteers, and board members receive a copy of the confidentiality policy.

Violations of the policy may result in reprimand, loss of certain job/volunteer responsibilities, or termination.

Americans with Disabilities Act Compliance

POLICY WITH REGARD TO THE AMERICANS WITH DISABILITIES ACT

This library fully intends to comply with the spirit and letter of the law with regard to its services and treatment of all patrons with disabilities.

To that end, this library will make any reasonable effort to inform its staff and volunteers of the law and make them aware of the problems of the disabled as well as the special services that are mandated by ADA. These may include assistance with the electronic catalog, telecommunications devices for the deaf, large print materials and a willing attitude to retrieve materials from shelves or relocate activities to accessible areas.

The library will survey its physical facility for architectural barriers and make any reasonable effort to modify any existing problems, to the extent budget considerations allow. All major defects will be addressed in any remodeling or alteration of the facility.

The library will fully investigate any complaints alleging non-compliance with ADA.

Library Bill of Rights and Freedom to Read Statement

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.

- a. 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.
- b. 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.
- c. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- d. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- e. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- f. 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.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council

THE FREEDOM TO READ

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 books from sale, to censor textbooks, to label "controversial" books, 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 avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. 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.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. 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.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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 stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which 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 towards 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 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 which are unorthodox or unpopular with the majority.
2. 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 which 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.
3. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books 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.

4. It is contrary to public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. 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 which draws up lists of writers to whom it will not listen, whatever they may have to say.

5. 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 literature 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 experience 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 taste differs, and

taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

6. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or 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 the citizen. 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.

7. 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.

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.

8. 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 expended on the trivial; it is frustrated 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 their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens 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 books. We do so because we believe that they are good, 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 15, 1953; revised January 28, 1972; January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee. A Joint Statement by: American Library Association & Association of American Publishers.

Subsequently Endorsed by:

American Booksellers Association	National Association of College Stores
American Booksellers Foundation for Free Expression	National Council of Teachers of English
American Civil Liberties Union	P.E.N. - American Center
American Federation of Teachers AFL-CIO	People for the American Way
Anti-Defamation League of B'nai B'rith	Periodical and Book Association of America
Association of American University Presses	Sex Information and Education Council of the U.S.
Children's Book Council	Society of Professional Journalists
Freedom to Read Foundation	Women's National Book Association
International Reading Association	YWCA of the U.S.A.
Thomas Jefferson Center for the Protection of Free Expression	

THE TEXAS LIBRARY ASSOCIATION INTELLECTUAL FREEDOM STATEMENT

A. Preamble

The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, and shall be protected against extra-legal, irresponsible attempts by self-appointed censors to abridge it. The Association believes that citizens shall have the right of free inquiry and the equally important right of forming their own opinions, and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the LIBRARY BILL OF RIGHTS of the American Library

Association, Freedom to Read Statement, and interpretative statements adopted thereto.

B. Areas of Concern

1. **LEGISLATION.** The Texas Library Association is concerned with legislation at the federal, state, local and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local and school district level which might restrict, prejudice or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the American Library Association's LIBRARY BILL OF RIGHTS and the Freedom to Read Statement.

The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.

2. **INTERFERENCE.** The Association is concerned with the proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgment, or on the procedures or practices of librarians.

The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgment or on the procedures or practices of librarians; receives requests for advice and assistance where freedom has been threatened or curtailed; and recommends action to the Executive Board where it appears necessary.

3. **MATERIALS SELECTION POLICY.** The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials.

The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the LIBRARY BILL OF RIGHTS.

4. **EDUCATION.** The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the LIBRARY BILL OF RIGHTS and the ALA Freedom to Read Statement.

The Intellectual Freedom Committee supports an active education program for librarians, trustees, and the general public.

5. **LIAISON WITH OTHER ORGANIZATIONS.** The Texas Library Association, in order to encourage a united front in defending the rights to read, shall cooperate with other organizations concerned with intellectual freedom.

The Intellectual Freedom Committee advises on TLA positions and cooperates with other organizations.