**Meeting Date:** Tue 4/19/2022  
**Meeting Time:** 12:00 PM - 1:00 PM  
**Meeting Location:** Virtual & 3490 Overseas Highway, Marathon, Florida 33050

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Presenter(s)</th>
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<tbody>
<tr>
<td>12:00</td>
<td>Call to Order &amp; Approval of the Agenda</td>
<td>Meg Cabot</td>
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<tr>
<td>12:05</td>
<td>Approval of Minutes <em>(see agenda packet)</em></td>
<td>Meg Cabot</td>
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<td>12:10</td>
<td>Introduction of new Board Member Beth Ramsay Vickrey</td>
<td>Kimberly Matthews</td>
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<td>12:15</td>
<td>ARPA grant update</td>
<td>Kimberly Matthews</td>
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<td>12:20</td>
<td>BOCC facility needs assessment directive</td>
<td>Kimberly Matthews</td>
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<td>12:25</td>
<td>Highlight of Public Service Accomplishments</td>
<td>Michael Nelson</td>
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<td>12:30</td>
<td>Donation of the Logbook <em>(see agenda packet)</em></td>
<td>Kimberly Matthews</td>
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<td>12:35</td>
<td>Update on the Board email addresses</td>
<td>Jim Molenaar</td>
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<td>12:40</td>
<td>MCPL Policy Manual status <em>(see agenda packet)</em></td>
<td>Kimberly Matthews</td>
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<td>12:45</td>
<td>Professional Development Spotlight: Banned Book trend in public schools and how Public Libraries differ</td>
<td>Michael Nelson</td>
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<tr>
<td>12:55</td>
<td>County Ordinance revisions regarding the Library Advisory Board <em>(see agenda packet)</em></td>
<td>Kimberly Matthews, Jim Molenaar</td>
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<tr>
<td>1:00</td>
<td>Adjourn</td>
<td>Meg Cabot</td>
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Announcements

1. The American Relief Funds from the Federal Government, via the State of Florida has approved our grant request. We have received the largest grant in the history of this library system. The $975,240 grant will be used to expand out our Envisionware technology currently at the Marathon branch to the other four branches. This will also allow us to complete an RFID conversion from bar codes to the more technically advanced RFID tags for check in, check out, inventory, etc. Additionally, we will purchase 2 standalone 24/7 library branches (outdoor “vending machine” for lack of a better word, that allows people to search and check out materials). One will be placed in Stock Island, and the other between Islamorada & Key Largo. We have until September 30, 2022 to spend the funds of this grant.

2. The county approved the creation of two new positions to assist in the large-scale library programs and daily concerns. The Monroe County Public Library is happy to introduce Michael Nelson as the new Assistant Director-Public Services. He will handle the front of house concerns and forward-facing/patron-facing services, managing the five branch managers, etc. We are also happy to inform you that Anne Rice is the new Assistant Director-Support Services. She will handle the back of house concerns, computers, business office, book processing, the Florida History archives, etc.

Review of Sunshine Rules – Jim M.

1. Florida has an ‘open meetings’ law. Essentially, whatever government offices meet about, the public has a right to hear.

2. When the LAB has a meeting to take action, you will need a majority of the board members. You’ll need 3 out of 5 present.

3. Do not discuss topics that are being discussed in these meetings amongst yourselves when you’re not a meeting.
4. Our meetings are considered open session where someone is taking notes. Notes will not be taken verbatim. At each meeting, you will get the minutes in advanced. You can correct issues with the minutes from the previous meeting at that time.

5. Attending virtually (ex: via Zoom) is considered attendance. You are considered present.

6. Each meeting will maintain a physical presence to offer the public the opportunity to join. The public will have the opportunity will be to join the physical meeting, not virtually.

7. Florida Sunshine Law – The public has the right of access to state and local government proceeding. The public can submit a public records request for LAB meetings and correspondence related to this county business.

8. The public has a right to review emails that are transmitted using county email addresses and can request emails regarding county business transmitted using person email addresses. Kimberly will reach out to IT to get dedicated email addresses for the board members. So public records requests can be pulled from that email account.

9. When making phone calls & leaving voicemail messages about county business, those calls and voicemails become public records.

10. Your home address, date of birth, if you supplied them and did not request it not be publicized, this info is subject to public record.

11. Essentially: Don’t put things in print you don’t want to have read. Don’t discuss among yourselves about library business.

Future Meetings

1. A week or two before each upcoming meeting, we will get the minutes and agenda to you and posted on the website.

2. So, for the next meeting schedule on April 19th, we will have the minutes and agenda to you by April 4th or 5th

3. If you’d like to have something specific on the agenda, email Kimberly to have it added. Otherwise, she will set the agenda.

4. Kimberly proposed and the board said they would be interested in using 15 minutes of the meeting time to discuss/learn about library issues (ex: library security, patron management, library ethics, etc.).

Adjournment 12:33
Agenda Item: Donation of the Logbook
MONROE COUNTY ACCEPTS DONATED 200-YEAR-OLD LOGBOOK RECORDING THE FOUNDING OF KEY WEST

KEY WEST, FL – On Sunday, March 20, the Monroe County Library System accepted the donation of the 200-year-old original logbook of LCDR M.C. Perry’s voyage on the U.S. Schooner Shark, in which he documents the claiming of the Florida Keys for the United States. The book will be kept safely in Key West’s Florida Keys History Center at the Key West library. The book was donated by the Key West Maritime Historical Society and Haffenreffer Foundation after the naval rarity was bought for $52,500 at the Doyle Auction House in New York City earlier this year.

The handing over ceremony kicked off the Key West bicentennial week festivities and was fittingly done aboard the USCG Cutter Ingham, docked at the Truman Waterfront.

“This is the most complete account of the founding of Key West through the firsthand descriptions of the captain,” said Corey Malcom of the Key West Maritime Historical Society. “The logbook describes in detail the journey that laid the foundation of the first days of Key West.”

Within the book and letters to the government from 1822, Key West was described as uncultivated, with a fine harbor to escape bad weather, freshwater springs, and abundant fish, turtles, and Key deer to eat. When Perry claimed Key West for the United States, the area was occupied by smugglers, wreckers, and outlaws.

“This is the one and only surviving relic of Key West’s start,” he said. “The genesis of Key West is in this logbook.”

No one is sure who had the logbook in the days leading up to its auction.
“We are so grateful to be the recipients of this kind of donation. It speaks to the trust this community has for the Florida Keys History Center at the Library, knowing we will keep this type of historical document safe in perpetuity,” said Kimberly Matthews, Monroe County’s Director of Libraries. “There are many valuable assets in the Monroe County Public Library, which is why it is important to maintain our facilities at the highest possible levels when they serve as protectors of these irreplaceable assets.”

While the logbook will not be available to checkout, a digitized version will be made available for the public to read at www.keyslibraries.org. Excerpts from the logbook can also be found daily in the Key West Citizen’s “Today In Keys History” section -- this week showcases the founding of Key West, known in the 1800s as Thompson Island.

—30—

KRISTEN LIVENGGOOD/Monroe County

1. Monroe County Mayor Pro Tem Craig Cates, center, and Director of Libraries Kimberly Matthews accept the donation from Key West Maritime Historical Society’s Corey Malcom aboard the USS Ingham on Sunday in Key West.

2. Cates, left, Mary and Karl Haffenreffer, Matthews, and Monroe County Historian Emeritus Tom Hambright view the original book for a brief moment before it goes back into its preservation box.

3. The 200-year-old original logbook of LCDR M.C. Perry’s voyage on the U.S. Schooner Shark documents the claiming of the Florida Keys for the United States.

Kristen Livengood
Monroe County Public Information Officer

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Monroe County Public Library Policy Manual

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MONROE COUNTY PUBLIC LIBRARY SERVICE POLICY

The Monroe County Public Library system strives to offer excellent library service to all. While quality of library collections and facilities is important, a consistently high degree of service to the public is the core of the Library’s mission.

Library users are entitled to courteous, knowledgeable, and helpful service from well-trained staff. This Public Service Policy affirms our guarantee to library users. All other library policies should be interpreted in light of the following principles.

1. Library users are provided the same quality of service without discrimination, regardless of any criteria. Users’ needs and requests are considered with equal importance and respect.
2. Library users are the most important aspect of our work. This means serving a library user takes precedence over any managerial or clerical function.
3. Judgment calls are always made in the library user’s favor. Library staff will never be disciplined for errors made in good faith pursuant to this policy.
4. Library users requesting assistance via telephone, fax and internet receive the same level of service as walk-in users.
5. When staff member is unable to comply with a library user’s request, every attempt is made to offer an alternative.
6. Library policies exist to ensure equitable service and access to library resources. Therefore, all staff members are familiar with library policies and are able to articulate the rationale behind them.

(09/20/2000)

PUBLIC ACCESS TO POLICY MATERIALS

A complete and up-to-date copy of these policies, along with the Monroe County Personnel Policies and Procedures Manual and the Monroe County Safety Policies and Procedures Manual, will be kept available for convenient public access at each branch of the Monroe County Public Library. The Monroe County Public Library System is a Department of the Monroe County Government, under the jurisdiction of the Board of County Commissioners and the County Administrator.
PREAMBLE

CODE OF ETHICS; the Library provides the highest level of service through appropriate and
usefully organized resources; equitable service policies; equitable access; and accurate, unbiased,
and courteous responses to all requests.

We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

We protect each library user’s right to privacy and confidentiality with respect to information
sought or received and resources consulted, borrowed, acquired or transmitted.

We recognize and respect intellectual property rights.

We treat co-workers and other colleagues with respect, fairness and good faith, and advocate
conditions of employment that safeguard the rights and welfare of all employees of our
institutions.

We do not advance private interests at the expense of library users, colleagues, or our employing
institutions.

We distinguish between our personal convictions and professional duties and do not allow our
personal beliefs to interfere with fair representation of the aims of our institutions or the
provision of access to their information resources.

We strive for excellence in the profession by maintaining and enhancing our own knowledge and
skills, by encouraging the professional of co-workers, and by fostering the aspirations of
potential members of the profession.

From the American Library Association Code of Ethics, Adopted by the ALA Council June 28,
1995.

SECTION 1 – LIBRARY BOARD

1.01 LEGAL ESTABLISHMENT OF LIBRARY BOARD

The Monroe County Public Library Advisory Board is established, governed, and maintained in
accordance with Monroe County Ordinance 6-1981 and its revisions.

SECTION 2 – GUIDELINES FOR PATRONS

2.01 LIBRARY HOURS OF OPERATION
The Monroe County Public Library maintains regular hours of operation as posted on the library website and physical doors. In accordance with national and state requirements, the libraries are open a minimum of 40 hours per week. Operating hours may change in response to customer needs, emergency actions, and other extenuating circumstances.

Libraries are closed on Sundays and on the BOCC approved holidays in accordance with Monroe County Personnel Policy.

In addition to the above-designated holidays the board of commissioners, in its sole discretion, may grant other special holidays during the course of a year to some, or all, County employees.

2.02 RULES GOVERNING THE USE OF THE LIBRARY

The Library has the responsibility to maintain each of its facilities in a clean, pleasant, and safe manner. Every individual has the right to use the Library undisturbed and every library employee has the right to work without undue interference. To guarantee these rights, rules of conduct have been outlined in Monroe county code, Article IV, Sec. 10-51 and 10-52 (See APPENDIX H and APPENDIX I), which apply to behavior on the premises of all Library property. These rules will be posted in English and in Spanish, in all County Libraries. In addition to the rules of conduct listed therein, patrons are to be reminded of the following:

Smoking, eating, and drinking are not permitted in the Library.

Alcohol is not permitted on the premises.

Sleeping and/or loitering are not permitted on the premises.

Pre-school aged children are not to be left unattended.

Feet are to be kept off tables and chairs.

Bed rolls, back packs, and parcels are not permitted in the materials collection areas.

2.03 OBTAINING A LIBRARY CARD AND BORROWING MATERIALS

A. LIBRARY CARDS.

Library cards may be used at all County libraries and are available at no cost to residents of Monroe County.
1. ADULT CARDS. Library cards are free of charge to residents of the Monroe County and to persons who pay property taxes or license a business in Monroe County but reside elsewhere. Military personnel and family on active duty or retired in Monroe County are also eligible for a free resident card.

To receive a free library card, applicants typically provide a valid Florida Driver’s License or Florida ID card displaying their current Monroe County address. If these forms of identification are not available, or if the address is not current or local, an applicant may provide a valid, government-issued photo ID card with one of the following:

- Monroe County Property Tax Receipt or Business License
- Pay stub, IRS return or printed bank checks showing applicant’s name and local address
- A current residential lease of at least 6 months
- Monroe County College, School or Employer ID
- Current Monroe County Utility Bills
- Monroe County Voter’s Registration Card
- Current Monroe County Vehicle or Vessel Registration

Library card holders agree to be responsible for materials borrowed and for all fees incurred for lost or damaged materials. Library registration and circulation records identifying individual readers are considered confidential, as described in Florida Statute 257.261 (See Statement of Confidentiality, Appendix F.)

2. RECIPROCITY AGREEMENT: The Monroe County Public Library System has an agreement with the Southeast Florida Library Information Network for reciprocal use of library cards and the ensuing borrowing privileges.

3. CHILDREN'S CARDS: Children who reside in Monroe County may be issued a library card upon request of parent/caregiver. If the child is twelve (12) or under years of age, a library card application form must be signed by a parent/caregiver, who will be held responsible for library materials borrowed, as well as for fees accrued on that card. The adult also accepts all responsibility for the selection of materials made by the child. Unaccompanied juveniles thirteen (13) or older may present a school ID or signed application form for issuance of a library card. The Monroe County Public Library System does not act in loco parentis, i.e., in the place of a parent. Any restrictions placed on a child's use of the Library are the responsibility of the child's parent/caregiver, and the Library is not responsible for enforcing such restrictions. All circulating materials, regardless of format, may be checked out to children upon compliance with required registration procedures.

4. EASY ACCESS CARD: An Easy Access Library card is available to Monroe residents who have picture ID but cannot provide address verification. Patrons
with this type of card may use library Internet computers and have full access to all online databases and services. Easy Access cards also allow for the checkout of up to three physical items. Up to three holds may be placed with Easy Access cards. Easy Access cards may be renewed in accordance with library circulation procedures.

5. INSTITUTIONAL CARDS: Institutions located in Monroe County which offer services to persons who cannot take advantage of library service through the regular channels are eligible to register as Institutional Patrons. To do so, proof of the legal name and address of the institution is required. Such proof consists of a letter placed on file with the Branch Manager, on the institution's letterhead, signed by the director or other authorized person, requesting institutional patron status, and stating that the institution will be responsible for all activities associated with card use (damages, losses, penalties, fines, etc.)

6. NON-RESIDENTS: Individuals who are not Monroe County residents may pay a $30.00 annual non-refundable fee for a library card which entitles them to borrowing privileges at all Monroe County Library branches.

7. EXPIRATION OF LIBRARY CARDS: All library cards must be renewed every two years, including Institutional Patron cards, which require a new letter of request to be placed on file. There is no charge for card renewal upon its expiration.

8. LOST LIBRARY CARDS: Lost or stolen library cards should be reported immediately. Timely reporting of the loss prevents the library patron from being held responsible for materials checked out on his/her lost or stolen card. Some proof of identity must be presented when applying for a library card replacement. If there are any charges against the patron's record, they must be cleared before a replacement card can be issued.

9. LOSS OF PRIVILEGES: All rightful fees must be paid to maintain borrowing privileges. Failure to pay for lost/damaged materials, or a failure to return library materials may result in the loss of the patron's library borrowing privileges. It is the Library's practice to provide notification of and to bill for overdue materials, but failure to receive notification of overdue or of fees accrued does not abrogate the patron's obligation to return such materials or to pay such rightful fees.

B. BORROWING LIBRARY MATERIALS

1. CARD USAGE: All valid Monroe County Public Library cardholders are eligible to check out circulating items from any Monroe County Library location. If a customer’s card is not readily available, a valid I.D. may be presented for checkout of library materials. Library cards are only transferable when the
cardholder has provided permission directly to the library. (Exception: a parent/caregiver who has signed as being responsible for a juvenile’s card may use that card for borrowing library materials.) If a cardholder chooses to allow other persons to use their card, the cardholder remains responsible for all items checked out on that card, as well as for any fees or fines that may accrue as a result of that use.

2. READERS’ RIGHT TO PRIVACY: reaffirming the Library’s concern for readers’ rights of privacy, the library will not disclose to anyone the names of, or other information regarding, readers and will not identify materials called for or examined by them. (See APPENDIX F: STATEMENT OF CONFIDENTIALITY.)

3. RESERVING MATERIALS: If a patron wishes to obtain a book or item(s) not currently on the library’s shelves but listed in the library catalog, a reserve request may be placed for the item(s). As the requested material becomes available, the patron will be notified. Materials not picked up by the given date will be made available to the next person on the reserve list, or returned to the library shelves. Unless excluded due to damage in transit susceptibility, all normally circulating materials at all branches are loanable throughout the system, regardless of the length of time the item has been in the lending library’s possession. The requesting agency is responsible for determining if demand necessitates purchasing an additional copy of the requested title.

4. INTER-LIBRARY LOANS: Every effort is made, through an inter-library loan network, to obtain materials which are needed, but not available in the Monroe County Public Library System.

5. MATERIALS AVAILABLE FOR LOAN: A valid library card entitles the patron to the full range of circulating library materials throughout the system’s collection. These include, but are not limited to: books, periodicals, video and audio materials. Use of any available materials within the library building does not require a library card.

6. BORROWING LIMITS: Generally there are no limits on the number of library materials checked out at any one time. There are, however, some materials that are limited to use in the library exclusively, such as reference materials. Additional limits may be set by a particular branch depending on availability of materials. Temporary limits may be placed on materials in high demand at a particular time, e.g., holiday materials or materials needed for school reports by a number of patrons at one time.

7. STANDARD LOAN PERIOD: The Library reserves the right to manage loan periods to meet urgent demands on the collection. It is the Library’s right to recall
materials after the first basic loan period. The standard loan periods are as follows:

a. BOOKS, MAGAZINES, AUDIO: Two (2) weeks with five renewals if no other patron has requested these materials. A block will be placed on requested materials and their loan period cannot be renewed. Available materials may be renewed by telephone and/or by the on-line public access catalog.

b. REFERENCE MATERIALS: In-library use only. Exceptions may be taken under consideration by the Reference Librarian or the Branch Manager.

8. EXTENDED LOAN PERIOD: Patrons may be granted extended loan periods for special need, or to cover times when they will be out of town. The individual library, at the discretion of the Branch Manager, will determine which books or materials it will lend for extended loans. (For example, books in heavy demand may be excluded.)

9. VIDEO MATERIALS BORROWING POLICY:

a. FREEDOM TO VIEW: The Monroe County Public Library system supports the American Library Association interpretation of the Bill of Rights, which affirms that librarians have a responsibility to ensure access for all, including children and young people, to videotapes and other nonprint formats, and to all materials and services that reflect diversity sufficient to meet their needs. As with books and other materials, the Library cannot act in loco parentis, but does acknowledge, support and encourage the exercise by parents of their responsibility to guide their own children’s reading and viewing. (See APPENDIX C: FREE ACCESS TO LIBRARIES FOR MINOR, and APPENDIX D; ACCESS FOR CHILDREN AND YOUNG PEOPLE TO VIDEOTAPES AND OTHER NONPRINT FORMATS.)

b. ELIGIBILITY: It is understood that those rules which govern the borrowing of all other library materials, also apply to video materials.

c. CIRCULATION OF VIDEO MATERIALS: Video materials shall circulate for one (1) week, with renewals allowed. Renewal may be made by telephone and/or by the online public access catalog. (See Sec. 2.03.B.3).

d. RETURNING VIDEO MATERIALS: Video materials may be returned to the library via the video return drop box. At locations where a Media Box is used, borrowers are encouraged to return their video items directly to the Box. The borrower is responsible for damages incurred as a
result of using the book drop for video return. In addition, a patron who uses the book drop for video return may forfeit video material borrowing privileges.

e. VIDEO MATERIALS BORROWER RESPONSIBILITY:

I. DAMAGES: Borrowers are held responsible for the safe return of video materials and for the cost of repair or replacement, should the materials be lost or damaged. Evidence of tampering with video material will result in the forfeiture of video borrowing privileges.

II. COPYRIGHT LAW: All of the video materials in the library’s circulating collection are protected by the copyright laws of the United States, which must be strictly observed. The materials are available for private home use only, unless otherwise indicated.

III. RESTRICTIONS ON VIDEO USAGE: Admission fees are not permitted at any film, filmstrip, video, or DVD showing, nor may these materials be used for fundraising purposes.

10. RETURNING MATERIALS: Regular circulating materials may be returned to any branch in the system. Book drops may be used for book materials, but due to the likelihood of damage to the material, not for any audio-visual items, including, but not limited to, audio cassettes, video materials, and CD’s. Such materials must be returned inside the library during the open hours.

11. AUDIOVISUAL EQUIPMENT: In addition to the materials described above, the Library has various audiovisual equipment, such as film projectors, VCR’s, TV’s, overhead projectors and other types of equipment. These items do not circulate, but are available for use within the library for library-sponsored programs or for programs presented by groups who are registered to use the meeting/conference room and have a signed designee to accept responsibility for their use. In-library use of these items is also available to individuals, at the discretion of the Branch Manager.

2.04 SCHEDULE OF FINES/FEES

A. FINES: Overdue materials are not charged a daily fine. Following a 10-day grace period past due date, the patron’s account is blocked from further renewals, checkouts, and access to certain online resources. After 28 days past due date, overdue items are considered lost and the patron is billed for replacement value. When overdue items are returned, replaced, or paid, all blocks are resolved and lost item fees waived.
B. REPLACEMENT FEES: A replacement fee is charged when library materials are lost or damaged to the extent that they can no longer be used. This fee covers the current purchase price of the same or a similar item. Alternative replacement of lost or damaged material is acceptable, at the discretion of the Branch Manager.

The fees to be charged for lost or damaged materials are determined as follows:

BOOKS: the cost of replacement of a work of fiction or non-fiction, whether adult or juvenile, is to be taken from a current ordering source, catalog, listing, etc. If the exact edition is no longer available in print, the cost of a comparable edition is charged, i.e., a hardcover book is to be replaced only by a hardcover, and a paperback only by a paperback. If the book is no longer available in any comparable edition, a flat fee system will be used, based on the most recent pricing information available.

NON-BOOK MATERIALS: Replacement cost is to be taken from a current ordering source, catalog, listing, etc. If the material is no longer available for purchase, replacement charges will be based on comparable materials. The total replacement cost for multiple sets is not to exceed the actual value of the set.

2.05 UNATTENDED CHILDREN:
A. STATEMENT: In order to prevent undue disruption of normal library activities, to provide for the general welfare of all persons using the library, and to provide for the general safety of children using the Monroe County Public Library system, the following rules and regulations shall be and are made a matter of policy at the Monroe County Public Library system.

B. RESPONSIBILITY: The Monroe County Public Library system assumes no custodial responsibility for children left unattended on library premises.

C. CHILDREN FIVE YEARS OR YOUNGER: All children aged seven years or younger shall, at all times, be attended and adequately supervised by a responsible person, e.g., an adult or a mature adolescent. If a child is left unattended, the staff on duty shall attempt to identify and locate the parents or responsible adult.

1. IMPLEMENTATION OF POLICY:

   a. When the parent is located, the Library policy on unattended children will be thoroughly explained.
b. If the parent is not found in the building, a staff member should stay with the child until the parent can be found.

c. If the parent has not been located within 20 minutes, or if the library is closing, a staff member shall call the police non-emergency number.

d. Under no circumstances shall a staff member take a child out of the building.

D. CHILDREN EIGHT AND OLDER: Children age eight (8) and older may use the library unattended, subject to rules and regulations promulgated by the Monroe County Public Library system concerning behavior and conduct.

E. DISRUPTIVE BEHAVIOR:
   1. Children who are being disruptive will be asked by staff to correct their behavior.
   2. If the parents refuse or are unable to control the child, the family will be asked to leave.
   3. If the child over seven years of age is unattended and parents cannot be located within the building, a staff member will attempt to contact a parent.
   4. Older, unattended children will be cautioned about their disturbance and advised the next time they will be asked to leave.
   5. If the disruptive behavior continues, the child will be asked to leave. Staff will ensure the child leaves the building.

2.06 USE OF PERSONAL ELECTRICAL/ELECTRONIC EQUIPMENT

   A. RESTRICTIONS: Personal electrical/electronic equipment may be used only in designated library areas, as determined by the Branch Manager.

SECTION 3 – USE OF LIBRARY FACILITIES

3.01 USE OF CONFERENCE AND MULTI-PURPOSE ROOM AND AUDIO-VISUAL EQUIPMENT

   A. LIMITATIONS: Use of Library facilities is open to programs sponsored or cosponsored by the Library, to Monroe county, federal, and state governmental agencies, and to public meetings held by groups headquartered in Monroe County which are civic, cultural, educational, intellectual, or charitable in nature. Such use does not imply Library endorsement of the aims, policies, or activities of any group. Application for the use of any meeting room will be made with the respective Branch concerned. However, final authority for use of space will rest with the Library Director.
B. REGULATIONS: The following regulations apply to all programs scheduled in Library facilities:

1. All programs must be free of charge and open to the public as space permits. No collections may be taken or sales made. Written exceptions may be submitted to the Director of Libraries in advance for sales during author book signings, public performance or exhibits, or for non-profit agencies or groups to cover costs incurred for class supplies or speaker fees. Library facilities shall not be used for personal or private profit, aggrandizement, or advertising. (11/20/2012)

2. In case of exhibits, the Library shall not be held responsible for loss or damage, and any insurance arrangements will be THE RESPONSIBILITY OF THE EXHIBITOR. Exhibitors will be required to sign waiver forms and follow Display Policy.

3. Sponsors may be required to execute a “hold-harmless” agreement and/or furnish appropriate insurance naming Monroe County as additional insured for certain types of programs, in compliance with the “Use of County Property” policy and procedures.

4. Monroe County government agencies take preference over outside groups when scheduling the use of meeting rooms. Once an outside group has booked the room, however, every effort shall be made to avoid a forced cancellation in favor of the County agency.

5. Refreshments may be served only by permission and special arrangement. Smoking and alcoholic beverages are prohibited.

6. The Library reserves the right to cancel or reschedule any program or exhibit when necessary.

7. Meetings held in library facilities outside of library hours are subject to the terms and fees of Monroe County’s Policy of the Use of County Property.

8. Maintenance employees are not available to organizations at any time. Organizations using the meeting room are responsible for any needed arrangement of furniture before their meeting as well as rearranging and cleaning of the meeting room at the conclusion of the meeting. Monroe County governmental agencies are responsible for making their own arrangement with the Public Works Department for such duties and are required to restore the meeting room to its original condition within a reasonable amount of time following the meeting.
9. Rooms may be booked up to six (6) months in advance, on a first come/first served basis. If available, community and civic organizations may reserve library meeting rooms for a maximum of two successive days. Organizations may not store materials in the libraries for future meetings or events.

10. The audio-visual equipment owned by the Monroe County Public Library may be used within the library facilities, with a signed designee of the group to accept responsibility, but may not be loaned to leave the facilities.

3.02 APPLICATION/REQUEST FOR USE OF MULTI-PURPOSE OR CONFERENCE ROOM OF THE MONROE COUNTY PUBLIC LIBRARY SYSTEM (See APPENDIX J)

3.03 DISPLAY FACILITIES

A. STATEMENT: The Monroe County Public Library provides display facilities where available and whenever possible. These facilities may include locked glass display cases, limited bulletin board space, and limited wall space. The Library provides display space as a means of attracting community attention and promoting the Library, its materials, collections, and services. Groups, organizations, assemblies, collectors, specialists, institutions, industries, and individuals may use these facilities for displays of educational, cultural, or recreational interest. However, use of these facilities does not imply library endorsement of the display or of the aims, policies, or activities of the sponsoring agent. All exhibitors must complete an Application for the Use of Library Display Facilities for approval by the Branch Manager.

B. PRIORITY: FIRST PRIORITY FOR USE OF MONROE COUNTY LIBRARY DISPLAY FACILITIES IS RESERVED FOR THOSE DISPLAYS SPONSORED OR CO-SPONSORED BY THE LIBRARY.

C. POLICY: Before a display is accepted, it must be previewed by the Branch Manager or a designated representative for originality, professional quality (where appropriate), and condition. Items suitable for hanging must be properly outfitted with the necessary hardware. Temporary art displays and/or collections will be subject to the same criteria as permanent collections. (See SEC. 6.02.E.1.)

D. PRICES: NO SALE PRICES MAY BE VISIBLE WITH THE OBJECTS DISPLAYED. A list of persons participating in the display, and their local phone numbers, may be made available to inquiring patrons. Prices are not to be quoted verbally, and under no circumstances may staff accept money for the sale of any display item.
E. INSURANCE: If insurance is desired, it must be obtained by the individual or group responsible for a given display. The Library has no responsibility to provide liability coverage of any kind – including fire, theft, or vandalism. In those rare instances where the Library may itself solicit or sponsor a display, it may also provide insurance, but is not under obligation to do so.

F. TRANSPORTTION: Individuals or the official representative of the displaying groups are responsible for transporting the display, arranging it, and removing it at the end of its allotted schedule. Individual items within a display may not be withdrawn prior to the conclusion of the display time and removal of the entire display may not be done without permission of the Branch Manager.

G. RESPONSIBILITY: The Library shall not be held responsible for loss or damage to exhibits, special equipment, or any other materials owned by an individual or group and displayed or used in such a display in the Library.

H. GLASS CASES: The time limits for displaying in the glass cases are determined by mutual agreement between the Branch Manager and the displaying individual or group. A 30-day time limit is recommended. The glass cases may be reserved in advance: when this is done, the dates agreed on should be adhered to strictly.

I. AGREEMENT: Individuals or the official representative of the displaying group will sign a statement indicating their understanding of the above and concurrence with it. The Branch Manager will sign the agreement to indicate approval of the display on behalf of the library.

J. TIME LIMIT: Time limits for displays are to be determined by mutual agreement between the Branch Manager and the displaying individual or group.

K. AUTHORITY: The Branch Manager or a designated representative has the authority to accept or reject a display based on the stated policy. Appeals to the decision must be made in writing to the Library Director.

L. APPLICATION FOR DISPLAY: The Branch Manager or designee provides the Application for the Use of the Display Facilities. Applications should be filled as early in advance of installation as scheduling requires, up to one year in advance. The Branch Manager shall maintain a calendar of these bookings and a two-year file of the applications.

M. POSTERS AND FLIERS: Libraries having space available are encouraged to have a library bulletin board and a community bulletin board for displaying items of community interest. Where only one bulletin board is feasible, library material will have first priority.
Commercial advertisements are not accepted for the bulletin boards. The Library does understand that for some community activities, such as recreational programs or adult educational programs, a fee is required. The Library will post fliers for such events if they meet the other requirements.

All items for the bulletin board must be approved by the Branch Manager; no formal application is required. Fliers and/or posters from recognized educational facilities will be accepted and displayed as space is available.

Display of fliers or posters for events, other than Library-sponsored ones, on the bulletin board does not imply Library endorsement of the aims, policies, or activities of the event or the sponsoring agent.

3.04 APPLICATION FOR THE USE OF DISPLAY FACILITIES (See APPENDIX K)

3.05 COLLECTING/SELLING ACTIVITIES

A. RESTRICTIONS: No employee of the Monroe County Public Library, while on official duty or on library premises, shall engage in collecting or selling activities for personal profit.

3.06 POWER FAILURE

A. POLICY: All library users, with the exception of staff, will vacate library premises in the event of a power failure. Users may return when power is restored.

SECTION 4 – USE OF COMPUTER EQUIPMENT

4.01 COMPUTER TECHNOLOGY

A. STATEMENT: In order to meet the changing needs of the residents of Monroe County and in response to advances in communications technology, the Monroe County Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, lifestyle, and educational needs of Monroe County’s diverse, multicultural community.

The Monroe County Public Library does not monitor and has no control over the information infrastructure accessed through the internet and cannot be held responsible for its content. As with other library materials, restriction of a child’s access to the internet is the responsibility of the parent/legal caregiver. All users of the internet, as well as other library resources, should use judgment in evaluating the value and accuracy of information found.
The Monroe County Public Library supports the American Library Association’s Library Bill of Rights (for which see APPENDIX A) as well as the specific interpretations of that document concerning “Access to Electronic Information, Services, and Networks” (APPENDIX E) and “Access for Children and Young People to Videotapes and other Nonprint Formats” (APPENDIX D).

SECTION 5 – LIBRARY MATERIALS

5.01 MATERIALS SELECTION

A. STATEMENT: This policy for the selection of books and all other library materials (including internet access and other electronic media) for the use of the public has been developed as a flexible guide for all those concerned with the selection process for the Monroe county Library System. It is intended as a broad guide and not as a procedure manual.

B. POLICY ON LIBRARY MATERIALS SELECTION: The Monroe County Public Library system honors our citizens with widely separate and diverse interests, backgrounds and needs. They further recognize the library was created to serve all of the people within the Monroe County Library’s service area, regardless of race, age, lifestyle, creed, or political persuasion, and therefore declare as a matter of library materials selection policy that:

1. Library material selection is and shall be vested in the Library Director of the Monroe County Public Library, and, under the Library Director’s direction, qualified members of the professional staff. Any such material or internet access selection shall be held to be selected by the Library.

2. Selection of library material shall be made on the basis of its value to all of the people of the community. No library material access shall be excluded because of race, nationality, or the political or social views of the author or others contributing to their creation. The Library must be responsible to public suggestion of items and subjects to be included in the library collection.

3. The Monroe County Public Library believes that censorship is a purely individual matter and declares that while an individual is free to reject books and other information sources of which he or she does not approve, the individual cannot exercise this right of censorship to restrict the freedom of others to read, view, or hear. Parents have the responsibility to guide and direct the reading/viewing/listening of their own minor children. The Library does not stand in loco parentis.
4. Library staff defends the principles of the freedom to read, view or hear and declares all materials selected under this policy are considered constitutionally protected until such time as they are determined unprotected by jurisdictional action and after appeals, if any, have been heard.

C. SELECTION STANDARDS: While all staff members, as well as the general public, may recommend materials to be considered for purchase, all recommendations are channeled through regular processes and considered in the light of regular selection standards. To build collections of merit and significance, materials will be considered according to objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the following standards:

1. Suitability of physical form for library use.
2. Suitability of subject and style for intended audience.
3. Present and potential relevance to community needs.
4. Appropriateness and effectiveness of medium to content.
5. Insight into human and social conditions.
6. Importance as a document of the times.
7. Relation to existing collection and other material on subject.
8. Reputation to existing collection and other material on subject.
10. Attention of critics, reviewers, and public.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no material will be sequestered except for the purpose of protecting it from injury or theft.

D. LIMITATION IN SELECTION: As the Library is limited in its selection of materials by its financial resources and available space, certain limitations are necessary; e.g., in the fields of law and medicine, only the more general works of community interest and use are selected; in the field of religion, a representative collection of beliefs and practices of the world’s principal faiths and religions is maintained—purely devotional materials are not generally selected for inclusion. In all areas, selection is based on the merits of the work as well as serving the needs and interests of the community.

The Library acknowledges a particular interest in local and state history. It therefore takes a broad view of works by and about Florida and/or Florida Keys authors, as well as general works related to the State of Florida and/or the Florida Keys, but is under no obligation to add to its collection any such materials if it does not seem in the public interest to do so.
E. CHILDREN’S MATERIALS: The Library is deeply committed to the conviction that a public library should provide all children with the freedom to select books and materials without being limited to an artificial grouping by age or grade level. The Library will not restrict children’s access to available materials, and bears no responsibility for a child’s selection of such. Supervision of children’s selection and use of materials rests with their parents or caregivers. Library selection of adult materials for its collection will not be inhibited by the possibility that such materials may come into the possession of children.

F. SERVICE TO STUDENTS: The Library selects materials to serve students but does not duplicate material which should be provided by school libraries. Textbooks are purchased only when they provide the best coverage of a subject and are useful to the general public. They will not be duplicated to satisfy the demands of a specific school course. The Library assumes its responsibility to be that of providing books which will broaden the student’s interest in a particular subject that may stem from the use of a textbook, rather than in providing the textbook itself.

G. GIFT MATERIALS: The library system welcomes the donation of books and other library materials from individuals, corporations, and other sources. Such gifts are accepted only with the understanding that they may be retained, relocated, or discarded at the discretion of the library staff. Such gifts as are retained cannot normally be given special housing but will be integrated into the general library collection. If the donor insists that it be retained in a special outlet or that its use be restricted in any way, these materials may not be accepted until clearance is received from the Library Director.

The same standards of selection are applied to gift materials as to materials purchased from library funds. Replacement and duplicate copies are added to the collection if needed. The costs of processing and the availability of shelving space are also factors in determining the acceptance of gifts. Gifts which do not meet the Library’s standards for the collection may be placed in the Friends of the Library book sale. Unneeded duplicate copies may be placed in the book sale or given to another branch where they are not yet in the collection. The Library does not provide valuations of gifts for tax deductions or other purposes.

Choice of memorial books or other materials may be left to the library staff, or the donor may indicate a particular book or subject desired. Often the library selection will reflect the special interests of the person being commemorated.

Memorial materials are shelved with the regular collection, according to subject classification, so that they will be available and useful to persons seeking materials on a particular subject. Book plates will be placed in each item if requested by the donor.
H. WITHDRAWAL OF MATERIALS FROM LIBRARY COLLECTION: Outdated, seldom used, or shabby items can weaken a collection as surely as insufficient acquisitions. Weeding the collection and selection of items for discard are the ultimate responsibilities of the Library Director and/or his/her designee, but each manager is regularly responsible for the upkeep of his/her branch collection. Continuous appraisal of the book collection, the pamphlet files, the periodical files, and the audio-visual materials is as essential as their initial selection for the library.

In general, the same criteria apply to weeding as are used in the selection of new materials and are largely based on the following consideration:

1. Materials which contain outdated or inaccurate information
2. Superseded editions
3. Worn or badly marked items
4. Seldom used titles
5. Availability of the material elsewhere in the system collection and/or convenient access to the material through the inter-library loan system.

I. REPLACEMENT OF MATERIALS: The Library will not automatically replace all materials withdrawn because of loss, damage, or wear. The same criteria that apply in original selection will apply to replacement with particular attention given to the following:

1. Continued value of the particular title
2. Demand for the specific title
3. Extent of adequate coverage of the field in the existing collection
4. Availability of newer or better material in the field
5. Number of copies in the unit and/or system
6. Availability of the item in another format and/or through the inter-library loan system

J. DEACCESSIONING MATERIALS: Materials which are replaced, outdated, obsolete, beyond their useful service life or which are no longer needed as determined by library professionals may be offered for sale or donation to other governmental units or, if no other governmental unit desires the materials, to a non-profit agency as defined in Florida Statute 273.01(3). The cost of transferring the property shall be paid by the governmental unit or the private nonprofit agency purchasing or receiving the donation of surplus property. If the materials are offered for sale or donation and no other governmental unit or non-profit agency expresses an interest in the materials, the value of which the Library Director determines to be $5,001 or higher, shall be sold by public auction to the highest responsible bidder, after publication of notice not less than 1 week nor more than 2 weeks prior to sale in a newspaper having general circulation in Monroe County. Materials, the value of which is known to be or the director determines to be under $5,000, or materials which have been offered
for sale at public auction and which have received no bids may be disposed of in the most efficient and cost effective means available.

5.02 REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

A. PROCEDURE: All members of the public may voice their opinions verbally, but before any action concerning the material in question is taken, a written, specific Request for Reconsideration form must be completed and filed with the Library by the complainant. This request will be placed before a library staff committee which will include Librarians holding a Master’s Degree in Library Science and have experience selecting in adult, young adult and children’s collections. The committee will review the material and all appropriate supporting documentation including professional reviews, data and trend in the collection usage and American Library Association recommendations. The Committee will make a recommendation of action and so notify the complainant.

If the complainant wishes to pursue the matter further, the complaint will be forwarded to the Library Director for a further recommendation. If the complainant is not satisfied with the decision of the Director, the challenge will be presented for final disposition to a Collection Assessment Team, consisting of the Library Director, the Assistant Director—Public Services, and a member of the Library Advisory Board. The complainant will be notified when the Team will meet to act on the request, but attendance is not required.

Material will retain its status in the collection until a decision to retain, remove or reclassify is made.

5.03 REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS (See APPENDIX L)

5.04 FREE PUBLICATIONS

A. STATEMENT: Materials produced by the Library or other local, state, or federal governmental agencies will be distributed in the library as space allows. The Library will make every effort to make available current County-generated information such as Board of County Commission meeting agendas, Land Use material, and other similar information relevant to County activities and interests, but it cannot be considered a depository for such materials.

Materials promoting general awareness of, or the philosophy of, local non-profit organizations as well as those described above, in addition to educational institutions and recognized community groups, will be displayed as space allows, with the approval of the Branch Manager or a designee.
5.05 FLORIDA HISTORY DEPARTMENT PHOTOGRAPHS

Monroe County Public Library provides its customers with access to most of the original items in its Florida History archival collections. Library staff, however, reserves the right to restrict handling or copying of materials which may jeopardize the records’ continued preservation.

Customers may duplicate archival materials using their own digital capture or photographic equipment. Some archival material may also be available in digital format. Downloads of low-resolution, archival images or audio files from the library’s websites are available free of charge. High-resolution reproductions (generally, uncompressed, full-size master files) can be provided on removable storage media (such as compact disc) at a cost of $10.00 per image. Non-profit and research organizations may be granted a waiver of this fee, at the discretion of Library staff.

Monroe County does not hold copyright over the original images in the archival collections. Responsibility for identifying and satisfying any copyright claims to the original images must be assumed by those wishing to reproduce the images.

For non-county residents unable to visit the archives, basic look-up and copying services (such as obituaries and city directory listings) are provided at a cost of $5.00 for each search. Shipping costs are the responsibility of the customer. Materials from the Library archives will not be loaned to customers for the purpose of outside copying.

SECTION 6 – GIFTS AND DONATIONS POLICY

6.01 ACCEPTANCE OF GIFTS, PLAQUES, AND DONATIONS

A. POLICY: Donations to the Monroe County Public Library System will generally be accepted only when there are no conditions imposed by the donor with regards to use, location, rebinding, or disposal.

B. RESTRICTIONS: Should a donor wish to place any restrictions(s) on a gift, all details with regard to that specific gift and the restriction(s) shall be referred to the Library Director for a determination as to its acceptability.

C. PLAQUES. In accordance with the Board of County Commissioners’ direction on 22 April 1992, permitting the presentation of plaques, the Library has limited the size of interior plaques in the Monroe County Public Library facilities to 8 ½” x 18”. Any and all such presentations must be referred to the Library Director for written approval prior to formal acceptance by the Library. Specific approval by the Library Director must also be received in advance of acceptance.
D. GIFTS AND CASH DONATIONS: Any donated gifts purchased for the Monroe County Public Library System, or cash donations given to the library for any purpose other than the purchase of library materials, with a value equal to, or in excess of, $500.00, must be presented to and approved by the Library Director prior to formal acceptance of the specified purchased gift or cash donation by the Monroe County Public Library System. The donor should first approach the Manager of the Library concerned, who will discuss the offer with the Library Director to determine need and feasibility, as well as any maintenance or other possible long-term obligations that may be incurred by acceptance of the offer. The Director then approaches the County Administrator for approval and reports back to the Manager and the gift giver for implementation. Such approval is also required for any gift project affecting the library structure proper. Cash donations of this nature, that have no undue restrictions placed on them, may be accepted conditionally prior to this formal acceptance procedure.

This procedure is in keeping with the standard Monroe County protocol for handling any unanticipated funds, including grant moneys, which can be formally accepted only upon approval by the County Attorney and the Board of County Commissioners.

1. POLICY: Any offering to the library of non-library material, such as framed art, sculpture, etc., for permanent display as library property, will be approved by the Library Director prior to its acceptance. Both original works of art and reproductions may be chosen. Care will be used to select items of special interest to the community. The following general criteria will be taken into account in the selection of all items of this type:

   a. Artistic merit of the original work of art.
   b. Artistic reputation of the artist.
   c. Importance of the artist historically, or in the contemporary or local scene.
   d. The contribution the item will make to the institution.
   e. The suitability of the item for general viewing.

6.02 GIFT MATERIALS RECEIPT FORM (See APPENDIX M)

6.03 CASH DONATIONS RECEIPT FORM (See APPENDIX N)

SECTION 7 – FRIENDS GROUPS

7.01 FRIENDS ORGANIZATIONS AND ACTIVITIES
A. STATEMENT: Members of the Friends of the Library provide invaluable assistance with fundraising and advocacy. Their interest, volunteer time, and support contribute significantly to responsive public service and library development for the people of Monroe County.

Friends of the Library are non-profit groups organized on the local level and governed according to specific organizational by-laws. Local Friends groups represent their communities and the entire Monroe County Library system by serving as support groups to the Library Advisory Board, Library Director, and Library Managers.

As representatives of the Monroe County System, all Friends activities should be in accordance with the policies and procedures of the library system, follow the terms of their MOU with the BOCC and follow local, state, and national public library laws. Activities should also conform to any state regulations administered through the Division of Library and Information Services, Florida Department of State.

7.02 LIBRARY VOLUNTEERS AND ACTIVITIES

Library volunteers generously contribute to our vitality while fostering investment in our communities. To uphold accountability and public safety, library volunteers are required to satisfy conditions of Monroe County Administrative Instruction no. 4715.4 and its revisions.

Exemptions to the Administrative Instruction include, but are not limited to:

- Back-office duties, such as book-mending, document scanning, and furniture refinishing.
- Grounds-keeping, such as watering, raking, graffiti removal, and litter collection.
- Middle School and High School students fulfilling class/school community involvement requirements may volunteer by approval of the Assistant Director—Public Services.
- Friends of the Library volunteers participating in Friends events, such as author lectures, book sales, and book donation sorting.

Under no conditions are volunteers allowed to access federally-protected patron information, act in the capacity of a librarian, nor be within a library public area without a badge identifying them as a volunteer.
The ALA Library Bill of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.


Inclusion of “age” reaffirmed January 23, 1996.
The American Library Association’s
The Freedom to Read Statement

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish
and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

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

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

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

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

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

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

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

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

A. 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.

1. 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.

2. 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.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

6. 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.

B. FREEDOM TO READ

We affirm these propositions:

1. It is in the public interest for librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

2. Librarians 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 circulated.

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

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

5. 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.

6. It is the responsibility of 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.

7. It is the responsibility of 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.
C. FREE ACCESS TO LIBRARIES FOR MINORS

An Interpretation of the Library Bill of Rights

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the LIBRARY BILL OF RIGHTS. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the LIBRARY BILL OF RIGHTS states, "A person’s right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Libraries cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and
governing bodies should maintain that parents - and only parents - have the right and responsibility to restrict the access of their children - and only their children - to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials, or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

D. ACCESS FOR CHILDREN AND YOUNG PEOPLE TO VIDEOTAPES AND OTHER NONPRINT FORMATS

An Interpretation of the Library Bill of Rights

Library collections of videotapes, motion pictures, and other nonprint formats raise a number of intellectual freedom issues, especially regarding minors.

The interests of young people, like those of adults, are not limited by subject, theme, or level of sophistication. Librarians have a responsibility to ensure young people have access to materials and services that reflect diversity sufficient to meet their needs.

To guide librarians and others in resolving these issues, the American Library Association provides the following guidelines.

Article V of the Library Bill of Rights says, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

ALA's Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights states:

The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.

... [P]arents - and only parents - have the right and responsibility to restrict the access of their children - and only their children - to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions or parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.
Policies which set minimum age limits for access to videotapes and/or other audiovisual materials and equipment, with or without parental permission, abridge library use for minors. Further, age limits based on the cost of the materials are unacceptable. Unless directly and specifically prohibited by law from circulating certain motion pictures and video productions to minors, librarians should apply the same standards to circulation of these materials as are applied to books and other materials.

Recognizing that libraries cannot act in loco parentis, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Published reviews of films and videotapes and/or reference works which provide information about the content, subject matter, and recommended audiences can be made available in conjunction with nonprint collections to assist parents in guiding their children without implicating the library in censorship. This material may include information provided by video producers and distributors, promotional material on videotape packaging, and Motion Picture Association of America (MPAA) ratings if they are included on the tape or in the packaging by the original publisher and/or if they appear in review sources or reference works included in the library's collection. Marking out or removing ratings information from videotape packages constitutes expurgation or censorship.

MPAA and other rating services are private advisory codes and have no legal standing*. For the library to add such ratings to the materials if they are not already there, to post a list of such ratings with a collection, or to attempt to enforce such ratings through circulation policies or other procedures constitutes labeling, "an attempt to prejudice attitudes" about the material, and is unacceptable. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the Library Bill of Rights.

*For information on case law, please contact the ALA Office for Intellectual Freedom.

Adopted June 28, 1989, by the ALA Council; the quotation from Free Access to Libraries for Minors was changed after Council adopted the July 3, 1991, revision of that interpretation.
E. ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

INTRODUCTION

The world is in the midst of an electronic communications revolution. Based on its constitutional, ethical, and historical heritage, American librarianship is uniquely positioned to address the broad range of information issues being raised in this revolution. In particular, librarians address intellectual freedom from a strong ethical base and an abiding commitment to the preservation of the individual’s rights.

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. These rights extend to minors as well as adults. Libraries and librarians exist to facilitate the exercise of these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

The American Library Association expressed these basic principles of librarianship in its Code of Ethics and in the Library Bill of Rights and its interpretation. These serve to guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to electronic information, services, and networks.

Issues arising from the still-developing technology of computer-mediated information generation, distribution, and retrieval need to be approached and regularly reviewed from a context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are not swept away.

Electronic information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it. Even so, many people, for reasons of technology, infrastructure, or socio-economic status do not have access to electronic information.

In making decisions about how to offer access to electronic information, each library should consider its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.
The Rights of Users

All library system and network policies, procedures or regulations relating to electronic resources and services should be scrutinized for potential violation of user rights.

User policies should be developed according to the policies and guidelines established by the American Library Association, including Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting access to Library Materials, Services and Facilities.

Users should not be restricted or denied access for expressing or receiving constitutionally protected speech. Users’ access should not be changed without due process, including, but not limited to, formal notice and a means of appeal.

Although electronic systems may include distinct property rights and security concerns, such elements may not be employed as a subterfuge to deny users’ access to information. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Users also have a right to information, training and assistance necessary to operate the hardware and software provided by the library.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice. Users should be advised, however, that because security is technically difficult to achieve, electronic transactions and files could become public.

The rights of users who are minors shall in no way be abridged.*
Equity of Access

Electronic information, services, and networks provided directly or indirectly by the library should be equally, readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by all libraries and information services that receive their major support from public funds (50.3; 53.1.14; 60.1; 61.1). It should be the goal of all libraries to develop policies concerning access to electronic resources in light of Economic Barriers to Information Access: an Interpretation of the Library Bill of Rights and Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities.

* See: Free Access to Libraries for Minors: an Interpretation of the Library Bill of Rights; Access to Resources and Services in the School Library Media Program; and Access for Children and Young People to Videotapes and Other Nonprint Formats.
F. STATEMENT OF CONFIDENTIALITY

1. The Monroe County Public Library recognizes and affirms that its circulation records and other records identifying the names of library users are confidential in nature.

2. All Monroe County Public Library System librarians and 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.

3. The Monroe County Public Library shall resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

4. The Monroe County Public Library will protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.

5. The Monroe County Public Library is bound by and adheres to the State of Florida Statute 257.261, which states that "All registration and circulation records of every public library, except statistical reports of registration and circulation, shall be confidential and exempt from the provisions of s. 119.07(1). Except in accordance with proper judicial order, no person shall make known in any manner any information contained in such records, except as provided in this section. As used in this section, the term 'registration records' includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term 'circulation records' includes all information which identifies the patrons borrowing particular books and other materials. This section does not prohibit any library, or any business operating jointly with the library, from disclosing information to municipal or county law enforcement agencies."
officials, or to judicial officials, for the purpose of recovering overdue books, documents, films, or other items or materials owned or otherwise belonging to the library. This section does not prohibit any library, or any business operating jointly with the library, from disclosing information to municipal or county law enforcement officials or to any business for the purpose of collecting fines or overdue books, documents, films, or other items or materials. In the case of a public library patron under the age of 16, a public library may only release confidential information related to the parent or guardian of the person under 16. Any person who violates this section is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083."
G. RULES OF PATRON CONDUCT

PLEASE DO NOT ENTER THE BUILDING WITHOUT SHIRT AND SHOES OR IN BATHING ATTIRE

SMOKING, FOOD AND/OR BEVERAGES, AND PETS (WITH THE EXCEPTION OF ASSIST ANIMALS) ARE NOT ALLOWED IN THE LIBRARY BUILDING

PLEASE DO NOT BRING BED ROLLS, BACK PACKS, OR PARCELS INTO THE BUILDING (THEY MAY BE LEFT AT THE FRONT DESK)

WHILE ON LIBRARY PREMISES, PLEASE DO NOT:

-- SLEEP

-- LOITER OR SOLICIT

-- HARASS PATRONS OR LIBRARY PERSONNEL

-- BE DRUNK OR DISORDERLY

-- LEAVE PRE-SCHOOL CHILDREN UNATTENDED

-- PLACE FEET ON TABLES OR CHAIRS

-- ENGAGE IN DISRUPTIVE NOISE AND/OR BEHAVIOR

THE VIOLATION OF ANY ONE OF THESE RULES MAY SUBJECT THE INDIVIDUAL(S) INVOLVED TO EXCLUSION FROM THE LIBRARY PREMISES
H. MONROE COUNTY CODE
ARTICLE IV. PUBLIC LIBRARIES

Sec. 10-51. Declaration of purpose.

Each branch of the county public library is declared to be a limited public forum that
must be managed to foster a quiet and orderly atmosphere conducive to every
library patron's constitutionally protected interest in receiving and reading written
communication.

Sec. 10-52. Rules of Conduct

In order to best protect the constitutional rights described in section 10-51, the
following rules of conduct for library patrons are adopted for all county public
libraries:

1. Library patrons must be engaged in activities associated with the use of a
public library while in the building. Library patrons not engaged in reading,
studying, using the library materials, or attending scheduled on-site programs,
must leave the building.

2. Library patrons may not be intoxicated while in the building.

3. Library patrons may not solicit money or other valuable consideration from
other persons while in the building.

4. The library restrooms are only for the temporary convenience of library
patrons. Library patrons may not use the restrooms for shaving, washing
clothes or bathing.

5. Library patrons must respect the constitutional rights of others as described in
section 10-51 and must not harass or annoy others through noisy or
boisterous activities, by staring at another person with the intent to annoy that
person, by following another person about the building with the intent to annoy
that person, by playing walkman or other audio equipment so that others can
hear it, by singing or talking to others or talking in monologues, or by behaving
in a manner that reasonably can be expected to disturb other library patrons.

6. Library patrons must not interfere with the use of the library by other patrons or
interfere with library staff in the performance of their duties.

7. Library patrons may not enter the building without a shirt or other covering of
their upper bodies or without shoes or footwear. Library patrons whose bodily
hygiene is offensive so as to constitute a nuisance to other persons must
leave the building.
I. ARTÍCULO IV. BIBLIOTECAS PÚBLICAS

Sec. 10-51. Declaración de propósito.

Cada sucursal de la biblioteca pública del condado es declarada ser un foro público limitado que tiene que ser administrado para crear un ambiente silencioso y ordenado que conduzca a la protección del interés constitucional de cada persona que utiliza la biblioteca en cuanto a poder recibir y leer comunicaciones escritas. (Ord. No. 18-1996, 1, 3-20-96)

Sec. 10-52. Reglas de conducta.

Para mejor proteger los derechos constitucionales descritos en la sección 10-51, las siguientes reglas de conducta, para personas que utilizan la biblioteca, han sido adoptadas por todas las bibliotecas públicas del condado.

(1) Mientras están en el edificio, los usuarios de la biblioteca tienen que ocuparse en actividades asociadas con el uso de una biblioteca pública. Los que no están ocupados en el estudio, en la lectura, en el uso de los materiales de la biblioteca, o asistiendo a una actividad programada en el lugar, tienen que salir del edificio.

(2) Utilizadores de la biblioteca no pueden estar bajo la influencia del alcohol o de las drogas mientras se encuentran en el edificio.

(3) Las personas que usan la biblioteca no pueden solicitar dinero u otras cosas de valor de personas que se encuentran en el edificio.

(4) Los servicios de baño son para la comodidad temporal de las personas que usan la biblioteca. No deben ser utilizados para afeitarse, bañarse o lavar ropa.

(5) Las personas que utilizan los servicios de la biblioteca tienen que respetar los derechos constitucionales de los demás, como están descritos en la sección 10-51. No deben molestar a los demás con actividades ruidosas o bullosas. Tampoco pueden mirar fijamente a otra persona ni seguirla por el edificio con la intención de molestarla. No pueden tocar un radio "walkman" u otro tipo de radio, tan fuerte, que los demás lo puedan oír. No deben cantar, ni hablar con otras personas, ni hablarse a sí mismos. No pueden comportarse de una manera que, lógicamente, pueda llegar a molestar a otras personas en la biblioteca.

(6) Las personas que usan la biblioteca no deben interferir con otras personas que están usando los servicios de la biblioteca. Tampoco pueden interferir con el personal de la biblioteca en la ejecución de su trabajo.

(7) Los utilizadores de la biblioteca no pueden entrar en el edificio sin camisa u otra cobertura del torso. Tampoco pueden entrar sin zapatos. Utilizadores de la biblioteca cuya higiene personal constituye una molestia a otras personas, tendrán que salir del edificio.
J. APPLICATION/REQUEST FOR USE
OF THE MULTI-PURPOSE OR CONFERENCE ROOM
OF THE MONROE COUNTY PUBLIC LIBRARY SYSTEM

Application form must be completed before any program will be scheduled.

Please print or type.

Room Requested

Location

Name of Organization

Date(s) Requested

Hours

Topic, Purpose & Type of Program or Exhibit

Approximate Length

Equipment Needed: (please describe physical set-up for room in space provided below)

Microphone

Lectern

Chairs (Number)

Table(s)

Other

AV Equipment

Organization Representative

Address

Phone

(AM)

(PM)

THIS ORGANIZATION AGREES TO ABIDE BY THE REGULATIONS GOVERNING
THE USE OF THE FACILITY, AND BE RESPONSIBLE FOR REPAIR OR
REPLACEMENT FOR DAMAGE TO THE ROOM, FURNITURE, OR EQUIPMENT. WE
ALSO AGREE TO PERFORM ANY NECESSARY CLEANUP.

Signature

Title

Date

PHYSICAL SET-UP DESCRIPTION: (SET-UP AND BREAKDOWN TO BE DONE BY
PERSON OR GROUP REQUESTING ROOM USE)
K. MONROE COUNTY PUBLIC LIBRARY

APPLICATION FOR THE USE OF DISPLAY FACILITIES

This certifies that I have read and understand the EXHIBIT AND DISPLAY POLICY for the Monroe County Public Library System. In signing this agreement I consent to honor all sections of the policy.

EXHIBITOR/ORGANIZATION

FOR INDIVIDUAL:
ADDRESS __________________________ PHONE __________________________

FOR SPONSORING GROUP:
PRESIDENT OF ORGANIZATION _______________________________________
CONTACT PERSON ________________________________________________
ADDRESS __________________________ PHONE __________________________

INSTALLATION DATE _____ TIME _____ DISMANTLING DATE _____

DISPLAY CASE __________________________________ DEPT.
WALL SPACE (SQUARE FOOTAGE) ________________________________
NUMBER OF PIECES ____________________________________________

OTHER INFORMATION __________________________________________

In consideration of the opportunity afforded to participate in the display exhibit function of the Monroe County Library System, and in recognition of the possible damage or loss which may occur to any exhibit which I may display in the Library, I hereby knowingly, freely, and voluntarily waive any right or cause of action, of any kind whatsoever, arising as a result of damage or theft from which any liability may or could accrue to the Monroe County Library System or their agents individually.

________________________
Signature

MONROE COUNTY LIBRARY SYSTEM USE ONLY

Approved by ______________________________________

Date __________________________________________
Department ______________________________________
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title ___________________________ Book ___________________________
Periodical ____________________________ Other ____________________________

Author ____________________________

Publisher ____________________________ Date ____________________________

Request Initiated By ____________________________

Address ____________________________

City ____________________________ State ____________________________ Zip ____________________________ Phone ____________________________

I am representing:  
____________ Myself  
____________ An Organization (Name) ____________________________  
____________ Other Group (Name) ____________________________

1. I did ____ I did not ____ read the entire work. If not, I read pages ____________________________

2. I objected to: (Please be specific. Cite pages.) ____________________________

3. I feel that reading this work could result in: ____________________________

4. I would recommend this work for the age group of: ____________________________

5. I feel that the theme of this work is: ____________________________

6. I feel that this work should be:  
__________________ Returned to the staff selection committee/department for reevaluation.  
__________________ Other. Explain ____________________________

In its place, a work I would recommend is: ____________________________

__________________

Signature ____________________________ Date ____________________________
M. MONROE COUNTY PUBLIC LIBRARY SYSTEM

GIFT MATERIALS RECEIPT FORM

Materials offered to the Monroe Public Library System as gifts must meet the library system's written selection standards criteria prior to being accepted and added to the library system's materials collection.

Gifts will be accepted with the understanding that the library system has the right to dispose of the gifts in any manner that the library system deems suitable.

RECEIVED OF: NAME______________________________

ADDRESS______________________________

______________________________

TELEPHONE______________________________

______________________________BOOKS IN ________________________________ CONDITION

______________________________MAGAZINES IN ________________________________ CONDITION

______________________________PAPERBACKS IN ________________________________ CONDITION

______________________________RECORDINGS IN ________________________________ CONDITION

______________________________VIDEO CASSETTES IN ________________________________ CONDITION

______________________________OTHER IN ________________________________ CONDITION

Your generosity and thoughtfulness in making this donation to the community through the Library is greatly appreciated.

_______________ Date __________________________  Received By ____________________________

______________________________ Title ____________________________

______________________________ Library Name ____________________________
N. MONROE COUNTY PUBLIC LIBRARY SYSTEM

CASH DONATION RECEIPT FORM

DATE: ____________________________
NAME: ____________________________

ADDRESS: ____________________________________________
Street

City State Zip

PHONE: ____________________________

AMOUNT: ____________________________ CHECK # __________
PURPOSE/RESTRICTION: ____________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Library Manager Signature

Library Name
Monroe County Ordinance- Library Advisory Board

Sec. 15-72. Duties.

The county library advisory board shall have the following duties, functions, and responsibilities:

(1) To serve in an advisory capacity to the board of county commissioners, county administrator and county library director in respect to all matters pertaining to the county library system and public services;

(2) Serve as a community standard sounding board for library administration and the board of county commissioners Furnish information to, advise, and counsel the board of county commissioners in respect to the appropriate means and methods by which adequate library facilities and services may be provided to all residents of the county;

(3) Recommend to the county administrator the appointment of a county library director;

(4) Make Review and provide feedback to library staff on continuing studies of all existing and future needs of the county in respect to public library facilities and services;

(5) Review the financial position of the library system and make reports and through research efforts obtain information regarding financing both through matching funds, donations and other possible grants;

(6) Keep constantly aware of Maintain reasonable awareness of public library standards, trends, regulations and legislation;

(7) Formulate or recommend actions to raise the quality of service and utilization of professional and financial assistance from state, national and other local sources;

(8) Review, provide feedback on and serve as a sounding board for various library plans and policies presented by library administration;

(8) Review with the administrative staff, book and material selection programs, plans and policies;

(9) Promote and solicit bequests, donations and contributions, for the county library system, and recommend policies governing acceptance for such donations;

(10) Establish, promote and participate in a planned public relations program for the library system;

(11) Perform and carry out such other duties and functions of an advisory nature as may be assigned by the board of county commissioners;

(12) File an annual report on or before each October 1, to the county government on the status of the county library system and such other times as the advisory board deems proper.

(Code 1979, § 10-43; Ord. No. 6-1981, § 6)