

BRYAN + COLLEGE STATION PUBLIC LIBRARY SYSTEM
LIBRARY POLICIES – approved January 9, 2007
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Bryan + College Station Public Library System

Policy: CIRCULATION

LIBRARY CARDS - A library card is free to any permanent resident of Brazos County. To obtain a card, a person must show a photo ID, such as a driver's license and proof of current address. Children applying for library cards must be accompanied by parent or guardian with acceptable identification. Children must be able to write their complete names. The initial card for Brazos County residents is free of charge. A \$3.00 fee is charged to replace a lost card. Only one library card is required for use in the system. It is valid at the Bryan Library, Larry J. Ringer Library, and Carnegie Center of Brazos Valley History.

NONRESIDENT LIBRARY CARDS - Library cards are issued to out-of-county residents for a fee of \$24.00 a year.

NON-BORROWER CARDS - Patrons who do not qualify for a regular library card, but wish to use the library computers can obtain a free non-borrower card, renewable every 6 months. Patrons must be able to show a photo ID to obtain the card.

LOAN PERIODS

3 weeks – Books, audiocassettes, books on CD

1 week – Magazines, videos, DVD's

6 weeks – Framed art prints, sculpture

LATE CHARGES - Adult Collection - \$.25 per day with a maximum being the replacement cost of the materials (books, periodicals, audiocassettes, books on CD, and materials from the vertical file).

Videocassettes, DVD's, adult framed art prints and sculpture - \$1.00 per day with a maximum being the replacement cost of the materials.

LOST MATERIALS - Charges for lost or irreparably damaged items include the replacement cost of the item plus a \$5.00 non-refundable service charge.

RENEWALS - Library materials may be renewed once. Renewals may be made by telephone, on the online catalog, or in person.

HOLDS/RESERVES - Patrons may place holds/reserves on library books and other materials that are listed on our automated catalog. This includes books owned by Bryan and College Station Libraries. Many books not available in the Bryan + College Station Library System may be obtained through Interlibrary loan.

INTERNET ACCESS TO CATALOG - Find our catalog on the Internet at: www.bcslibrary.org

Bryan + College Station Public Library System

Policy- COMPUTER LAB USE - GUIDELINES

The Gates Computer Lab at the Bryan Public Library is available for organizations to use to teach their members computer skills. The person making the reservation must have a library card in good standing. Reservations can be made up to 3 months in advance and they must be made in person at the library. Any reference librarian can make the reservation.

The lab may be booked for periods when the library is open, but patrons must be finished 30 minutes before closing. There are 10 classroom computers and one instructor computer.

Users are not required to have a library card. The groups using the lab are expected to be not for profit organizations, but under certain circumstances, with the approval of the Community Librarian, a business could reserve the lab to teach their employees new techniques.

The computers must be used as they are. The Library cannot download software for the group. Exceptions may be made for Texas State Library workshops. Groups booking the lab must provide their own instructor. The Library will not provide support for the lab other than routine logon, setup of projector. The patron making the reservation is responsible for the care of the equipment. The instructor must take responsibility for patrons under the age of 18 who use the Internet.

No food or drink is allowed in the lab.

Reservations must be made in person. We will be happy to answer questions over the telephone, but we will not confirm the date until you sign the reservation form.

Bryan + College Station Public Library System

Policy – COMPUTER LAB USE - RESERVATION FORM

Date of Reservation _____
Time of Reservation _____ to _____

Lab Reservation Form

As the responsible party, I agree to the following:

1. I have a library card in good standing.
2. I am accountable for the condition of the Lab and all computers, as well as for any material viewed by participants on the Internet.
3. A Group is defined as 1 instructor and 4 or more students.
4. The Group is identified as not-for-profit organization.
5. The Group will provide its own instructor for the class. I understand the Library will not provide support for the lab except for routine logon.
6. No food or drink will be allowed.
7. I will not leave the Lab unattended for long periods of time. If the group takes a lunch break I will inform the Library staff to secure the computers.
8. Class must be completed and Lab back to original state 30 minutes before Library closing.

Signature: _____ today's date: _____

Patron name printed: _____ Library card number: _____

Patron home phone: _____ Patron work phone: _____

Group name: _____ Number of people expected: _____

Purpose of program: _____

Do you plan to use the projector & screen? ___ Yes ___ No

Do you plan to use the dry erase board and markers? ___ Yes ___ No

I understand that if any participants are under 18 years of age they have their parent's permission to use the Internet.

Signature _____ Today's date _____

Staff member signature _____ Date: _____

Bryan + College Station Public Library System

Policy - DEED OF GIFT – CARNEGIE HISTORY CENTER

I, the undersigned Donor, hereby donate and convey to The Bryan + College Station Public Library System on behalf of the Carnegie Center of Brazos Valley History, hereinafter “Carnegie Center”, all rights, title, and interest that I possess in the following materials:

Description: _____

Date Material Received on Site (to be supplied by library unit) _____

Appraised Value (if Donors have had gift appraised):* _____

*Please attach copy of independent appraisal if available

If you do not intend to take a tax deduction, please initial here: _____

I understand that the location, retention, cataloging, and preservation of the materials or other considerations relating to their use or disposition are at the discretion of the Carnegie Center in accordance with institutional policy. Materials added to the collections shall be accessible to all persons qualified to use materials in the Carnegie Center subject to the terms and conditions, if any, stated below.

Terms and Conditions: _____

Copyright Interests:

_____ I represent and warrant that I control the copyright in some or all of the donated materials. (Please indicate below the materials for which you control the copyright and the nature of your copyright control, e.g., sole/joint owners, heirs, literary executors, trustees.)

_____ I do not control copyright in any of the donated materials.

_____ To the best of my knowledge, the copyright is controlled by

Name: _____

Address: _____

Phone Number: (_____) _____ E-mail address _____

Copyright Conveyance If you wish to transfer, convey, and assign to the Bryan + College Station Public Library System on behalf of the Carnegie Center any copyright which you control in the above-named materials, subject to the limitations, if any, stated below, please initial here _____

If you do not wish to transfer copyright, but give permission for the library to make copies for users of the materials, please initial here: _____

Limitations: _____

I represent and warrant that I am the sole owner of the materials described above and that I have full right, power, and authority to give the materials to The Bryan + College Station Public Library System. I have received an Explanation of all terms and conditions of this Deed of Gift and agree to them as indicated by our signatures below.

If applicable, I understand the sections on “Copyright Interests” and “Copyright Conveyance” and acknowledge that the information I have provided is accurate.

First Donor’s signature: _____

Date: _____

Donor’s Name and address: _____
(PLEASE PRINT) _____

SSN: _____ **Phone Number:** (____) _____

The Carnegie Center, on behalf of the Bryan + College Station Public Library System, gratefully acknowledges receipt of this gift and agrees to the stipulations outlined above, subject to acceptance by the Community Librarian, for the Bryan + College Station Public Library System.

Community Librarian signature: _____
Date: _____

Bryan + College Station Public Library System

Policy – DEED OF GIFT (involving joint donation) – CARNEGIE

We, the undersigned Donors, hereby donate and convey to The Bryan + College Station Public Library System on behalf of the Carnegie Center for Brazos Valley History, hereinafter “Carnegie Center”, all rights, title, and interest that we possess in the following materials.

Description: _____

Date Material Received on Site (to be supplied by library unit) _____

Appraised Value (if Donors have had gift appraised):* _____

*Please attach copy of independent appraisal if available

If you do not intend to take a tax deduction, please initial here: _____

We understand that the location, retention, cataloging, and preservation of the materials or other considerations relating to their use or disposition are at the discretion of the Carnegie Center in accordance with institutional policy. Materials added to the collections shall be accessible to all persons qualified to use materials in the Carnegie Center subject to the terms and conditions, if any, stated below.

Terms and Conditions _____

Copyright Interests

_____ We represent and warrant that we control the copyright in some or all of the donated materials. (Please indicate below the materials for which you control the copyright and the nature of your copyright control, e.g., sole/joint owners, heirs, literary executors, trustees.) We do not control copyright in any of the donated materials.

To the best of our knowledge, the copyright is controlled by

Name _____

Address: _____

Phone Number : (_____) _____

E-mail address: _____

Copyright Conveyance

If you wish to transfer, convey, and assign to the Bryan + College Station Public Library System on behalf of the Carnegie Center any copyright which you control in the above-named materials, subject to

the limitations, if any, stated below, please initial here _____

If you do not wish to transfer copyright, but give permission for the library to make copies for users of the materials, please initial here: _____

Limitations: _____

We represent and warrant that we are the sole owners of the materials described above and that we have full right, power, and authority to give the materials to The Bryan + College Station Library System. We have received an Explanation of all terms and conditions of this Deed of Gift and agree to them as indicated by our signatures below.

If applicable, we understand the sections on "Copyright Interests" and "Copyright Conveyance" and acknowledge that the information we have provided is accurate.

First Donor's signature: _____ Date _____

Donor's name and address: _____
(PLEASE PRINT) _____

SSN: _____ Phone Number: (_____) _____

Second Donor's signature: _____ Date _____

Donor's name and address: _____
(PLEASE PRINT) _____

SSN: _____ Phone Number: (_____) _____

The Carnegie Center on behalf of the Bryan + College Station Public Library System, gratefully acknowledges receipt of this gift and agrees to the stipulations outlined above, subject to acceptance by the Community Librarian, for the Bryan + College Station Public Library System.

Community Librarian's signature: _____

Date: _____

Bryan + College Station Public Library System

Policy – DEED OF GIFT (explanation) CARNEGIE

The Deed of Gift form is designed to assign legally to The Bryan + College Station Public Library System, on behalf of the Carnegie Center of Brazos Valley History (“Carnegie Center”) materials which you as a Donor are conveying to the Carnegie Center to be administered in accordance with its established policies. The Deed of Gift form constitutes the transfer of legal ownership of the materials and serves to define the terms of the transfer.

It is recommended that, whenever possible, the Deed of Gift form be used to document all in-kind gifts of \$250 or more to the Bryan + College Station Public Library System, and for in-kind gifts below that amount which include unique archival materials for which copyright conveyance may or may not be involved.

Donation of Gift- The “Description” portion of this section will be completed by a Carnegie Center representative. The Description of the donation will describe the material being transferred and date received on site.

Appraised Value- The Donor is advised that if a tax deduction on a gift is to be taken, the Internal Revenue Service has regulations for filing tax-deductible contributions valued at \$250 or more. If the value of the donation is greater than \$5,000, an independent appraisal is required and the Carnegie Center is required to sign IRS Form 8283 acknowledging receipt of the gift. To be acceptable to the IRS, the appraisal must be made no more than 60 days before the date of the contribution and before the due date of the tax return. The Donor is asked to present the appraisal and completed IRS Form 8283 to the Carnegie Center at the time of the gift. The Form will be returned to the Donor with proper signature.

Disposition of Materials- In order to make the most effective use of resources, the Carnegie Center reserves the right to determine the disposition of donated materials.

Terms and Conditions- Although most Donors will have no need to limit access to materials which they are donating, the option of placing reasonable restrictions on access to the materials or a portion of the materials is available to a Donor. The Community Librarian for the Bryan + College Station Public Library System will be happy to discuss terms of restrictions with a Donor. Any restrictions on access mutually agreed to will be for a specific period of time and will apply to all researchers.

Copyright Interests - Because assignment of copyright is often complex, the Carnegie Center staff is happy to work with the Donor to clarify questions of copyright control. Copyright in writings and original creations contained in a donated collection is controlled by the individuals or organizations that created them unless the copyright has been conveyed legally to the Donor or other party.

If you, as Donor, control the copyright in all or some of the materials being donated, please check the first box in this section of the Deed of Gift and explain the extent of your copyright control.

If you, as Donor, do not control copyright in any of the donated material, please check the second box.

If you have any information about the holder of the copyright please check the third box and supply as much of the requested information as possible.

Copyright Conveyance - The Carnegie Center encourages Donors to transfer any copyright they may control to the Bryan + College Station Public Library System whenever possible. Copyright ownership by the Bryan + College Station Public Library System facilitates use by scholars. If you wish to do so, please initial the first paragraph in the “Copyright Conveyance” section of the Deed of Gift.

Assignment of copyright may be conditional. For example, a Donor may wish to stipulate “Copyright retained during my lifetime” or something similar in the “Limitations” space provided in the Deed of Gift.

Change in Provisions- If a Donor feels that any terms in the agreement should be deleted, the Donor is encouraged to discuss the matter with the Community Librarian for the Bryan + College Station Public Library System to verify that the desired change in terms is feasible.

Acknowledgment of Receipt of Gift- This section of the Deed of Gift serves to formally acknowledge the receipt of a donation under the terms mutually agreed to by the Carnegie Center and the Donor. The Donor will receive a copy of the Deed of Gift form signed by the Community Librarian of the Carnegie Center. Formal acceptance of gifts by the Community Librarian of the Bryan + College Station Public Library System serves to complete the donation transaction. The Carnegie Center will also send to the Donor an official receipt for charitable deduction purposes for in-kind gifts valued at \$250 or more.

Bryan + College Station Public Library System

Policy – EMERGENCY SITUATIONS – FIRE, WEATHER

FIRE: In the event of a fire in the library, patrons are asked to evacuate the building according to directions of the staff members in charge of the procedure. Patrons are expected to comply in a safe and orderly fashion.

- Bryan Library - Exit on the south side (if not affected by fire), and gather at the Fireman's Statue on the south side. Do not use the elevator.
- Larry J. Ringer Library – Evacuate as directed and gather at the grassy knoll on the west side of the library towards the gas station.
- Carnegie History Center - Exit through the back door and go across the railroad track to the Bryan Library Lawn or the LaSalle Hotel parking lot. Do not use the elevator.

WEATHER : In the event of inclement weather whereby the safety of patrons are at risk due to tornadoes or hurricanes, the staff members in charge may direct patrons to safety according to the procedures described in the “Tornado Guide for Libraries .” All three libraries have a battery operated NOAA weather radio. At the advisement of NOAA or local weather broadcasts, patrons will be escorted to designated safe places in the building.

- Bryan Library – Proceed down the stairwell to the basement. Do not use the elevator.
- Larry J. Ringer Library - Seek safety in the windowless staff area directly behind the circulation desk or the women's public restroom.
- Carnegie History Center – Gather in the small hallway on the first floor that goes to the restroom. Do not use the elevator.

Staff will insist that patrons not leave the building when it would further endanger their lives. Parents with children at school should remember that all schools have established safety procedures for these conditions and those children are much safer in a building than in a vehicle.

Bryan + College Station Public Library System

Policy: EXHIBIT SPACES AND BULLETIN BOARDS

The Bryan + College Station Public Library System offers free use of the library's exhibit spaces and bulletin boards. The Library exhibit spaces are available to organizations engaged in educational, cultural, intellectual or charitable activities.

The Bryan + College Station Public Library System endorses the policies set forth in the Library Bill of Rights:

Article I: Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Article II: Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Article VI: Maintains that exhibit space should be made available "on an equitable basis, Regardless of the beliefs or affiliations of individuals or groups requesting their use."

Criteria for the exhibit spaces and the bulletin board are listed below:

Groups within the community served by the library are eligible to request use of the exhibit spaces for a period of one month. Display materials should fit inside the display case. The frequency with which material may be posted for the same group is 18 months.

Those who object to the content of any exhibit held at the library may submit their complaint to the Community Librarian and/or their own exhibit proposal to be judged according to the policies established by the library.

The Bryan + College Station Public Library System does not endorse the viewpoints of those whose works are represented in our collection, nor does the library endorse the beliefs or viewpoints of topics that may be the subject of library exhibits.

Bryan + College Station Public Library System

Policy: GIFTS TO THE LIBRARY SYSTEM

Gifts of books and other materials are accepted with the understanding that they may be used or disposed of as the library system sees fit. New titles acquired in this matter are subject to the basic standards of selection. Replacements 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 acceptance of gifts. Gifts once accepted and processed for the collection, become subject to the library system's regulations and procedures.

The library will not accept for deposit any books or materials which are not gifts.

The library cannot provide transport for gifts and cannot be responsible for materials left on the loading dock areas.

While the library cannot provide valuations of gifts for tax deductions or other purposes, a form acknowledging the donation is available at the time of delivery of the materials.

Bryan + College Station Public Library System

Policy: INTERLIBRARY LOAN

The Bryan + College Station Public Library System participates in Interlibrary Loan services (ILL). This service constitutes a partnership between this system and others across the nation to loan and/or receive library materials not in our collection. This means that if a specific book or journal/magazine is not listed in our library catalog, a patron has the privilege to request the material through ILL. The library system will only accept requests for books and magazine/journal articles. We do not request movies, music CDs, audio books, etc.

In order to request an item through ILL, a patron's account must be current and in good standing. No items will be ordered or released if the account is not clear. If, for any reason, there is a problem with the account, a librarian can assist the patron in resolving the problem.

A patron is asked to provide as much information as possible, which includes name, valid library card, and telephone number. For books, supply the author, title and any publication information that will assist library staff in ordering the book. If only a certain section of the book is desired, i.e., a certain chapter or page range, indicate this information on the form. For articles, supply the author and title, the title of the journal or magazine, the volume and issue number, or the date of the issue, and the page numbers of the articles. The library will notify the patron if the requested item cannot be ordered, if the form is missing pertinent information, if the lending library charges a fee for the requested item, if the library receives the item, or if the item is overdue.

Normally, this service is free; however, some libraries request a nonrefundable fee to lend certain titles. If this is the case, the ILL librarian will contact the patron about the cost of the item. If the patron does not want to pay the fee, then the request will be cancelled and the patron may request another item. If the patron decides to pay the given amount, the library will re-request the item and a statement will be sent with the material. This adds to the amount of time needed to deliver the item. When invoiced, the patron will pay the amount to the lending library and the ILL staff will send the invoice and payment to the lending institution.

A library patron may have up to four *active* ILL requests at one time. Once a patron returns a book or picks up a requested article, another request can be made. Note that it may take anywhere from two weeks to two months or more to receive the requested item; it will depend on the location of the lending library and the number of copies available. If the item is needed by a certain date, provide this date on the "Date Needed By" blank.

Patrons are instructed to return the items on or before the due date posted on the due-date slip located on the front cover of the book. Also, they are asked to return the book to the library from which it was borrowed. If the book was "checked out" from the Bryan Public Library return it to Bryan Public Library Reference desk. Or if it was checked out at Larry J. Ringer Library, return it there.

Bryan + College Station Public Library System

Policy: INTERNET AND COMPUTER USE

Warning: Viewing sexually explicit images on the Internet will result in immediate and permanent loss of computer privileges.

Internet Disclaimer

The internet is a global electronic network which enables the library to provide information to patrons beyond the library's collection. It includes useful ideas, information, and opinions from around the world. In offering Internet access, the library cannot control:

- accuracy and validity of the information.
- availability of links users would like to visit.
- materials you may find offensive.

Many sites carry information you may find controversial, indecent, or inappropriate. Users are responsible for the access points they reach. Parents are encouraged to work with and supervise their minor children's Internet sessions.

Policies

Before using these resources, users must acknowledge and agree to the following:

- Use of library computers is conditional upon the user behaving in a responsible and appropriate manner while following all other library policies.
- Computer terminals are open to the public, so users should be cautious about accessing or storing sensitive data, such as private documents or personal financial information.
- Computer equipment must be used as installed. Users may not add, delete or change anything on library computers. The Library will not reconfigure computers to gain access to any specific Internet Service Provider.
- The Bryan + College Station Public Library System is not responsible for Internet usage or access, or for any liability that may occur as a result of using library computers. This includes, but is not limited to, loss of privacy, disclosure of personal or financial information, loss of data, or any related damages.
- The Library will not tolerate users who damage or abuse computer equipment; this includes removing equipment, deliberately installing harmful programs such as viruses or worms, or otherwise inflicting physical damage on any of the computer hardware and may result in immediate and permanent loss of computer privilege.
- Using the Bryan + College Station Public Library System computer equipment or Internet access for illegal, criminal or other unauthorized purposes is a violation of the Library's Internet Usage Policy and will not be tolerated and may result in immediate and permanent loss of computer privilege.

Failure to observe any part of the above agreement may result in the loss of all Bryan + College Station Public Library System privileges and/or criminal prosecution or other legal action.

Bryan + College Station Public Library System

Policy: LIBRARY CONFIDENTIALITY

It is a law in the State of Texas (Texas Open Records Act) and a policy of the Bryan + College Station Public Library System that library transactions are confidential in nature, and that information identifying the names of library users and/or the nature, titles or subjects of the library materials they use will be held in confidence.

All employees of the library have been informed that circulation and other records are not to be made available to any person or to any agency or local, state, or federal government except pursuant to such process, order or subpoena or warrant as may be authorized under the authority of, and pursuant to, local, state or legislative investigative power.

Upon receipt of such process, order or subpoena or warrant, library authorities will consult with legal counsel to determine if such process, order or subpoena or warrant is in proper form and if there is a showing of good cause for its issuance. If the process, order or subpoena or warrant is not in proper form or if good cause has not been shown, such defects must be corrected before the library can comply.

It is further a policy of the Bryan + College Public Library System that no staff member will discuss with any person for any reason the names, reading habits, or inquiries of any library user. Such discussions would be an abridgment of the individual's right of privacy and a serious violation of library policy.

What this means to each staff member: **all library use is confidential.**

Under no circumstances should a library staff member provide access to circulation records to any individual, even if that individual is a police or enforcement official.

Under no circumstances should a staff member discuss with any individual or enforcement official the nature or titles of books read by another individual.

Under no circumstances should a staff member discuss with any individual the nature of another individual's request for information.

Any representative of a local, state or federal agency, or any law enforcement officer who requests access to such information must do so through the Community Librarian, or in her absence, through the librarian on duty at the adult reference desk.

Any official request for access to information must be reported immediately to the Community Librarian, or in her absence, through the librarian on duty at the adult reference desk.

Texas Statutes Section 552-124 Exception: Records of Library or Library System.

(a) A record of a library or library system, supported in whole or in part by public funds, that identifies or serves to identify a person who requested, obtained, or used a library material or service is excepted from the requirements of Section 552-021 unless the record is disclosed:

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

(2) Under Section 552-023; or

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

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

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

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

Bryan + College Station Public Library System

Policy: MATERIALS SELECTION POLICY

Description of Community Served

Bryan, College Station and Brazos County are centered in an area bounded by the metropolitan areas of Dallas-Fort Worth, 170 miles north; Austin, 103 miles west; San Antonio, 166 miles southwest; and Houston, 95 miles southeast. Approximately 75 percent of Texas' population resides within 200 miles of Bryan and College Station.

The area is classified as East Central Texas about 140 miles north of the Gulf of Mexico. County boundaries are formed by the Brazos River on the south and the Navasota River on the east.

Bryan and College Station lie in an area known as the Post Oak Belt, where fields and rolling green hills have an abundance of trees including the post oak, live oak, elm and hickory. Elevations in Brazos County range from 200 to 400 feet MSL.

Area lakes cover over 180,000 acres and include Lake Somerville, Lake Livingston, Lake Conroe, Gibbons Creek Reservoir, Lake Limestone and Lake Bryan.

Bryan and College Station are cities similar in size, with a combined population approaching 152,415 people. The cities have separate city governments as well as police and fire protection, and there are there are cooperative entities, such as the public library system, the Economic Development Corporation, the Chamber of commerce, 911 Emergency services, the Brazos Animal Shelter and others.

Ethnic population categories as stated in the 2000 census show 74.5% are white; 10.7% are black; 17.9% are Hispanic; 0.4% are American Indian; 4.0% are Asian, and 8.4% are other. The groups do not add to 100 because some people reported more than one category.

Bryan and College Station is the home of Texas A&M University. The university has more than 44,000 students and offers extensive intellectual and cultural advantages to the community.

Bryan and College Station is a mid-size community that has ample space for future growth and accessibility of residential developments, green areas, and numerous educational, cultural and recreational opportunities with minimum transit time.

Service Statement

The Bryan + College Station Public Library System provides free library service to all citizens of Brazos County. We attempt to fill the informational, recreational, cultural and educational needs of our users, and to encourage non-users to partake of our services. We continually try to find ways of expand our services to more people so that we can serve every possible kind of library user. In this effort, we provide materials old and new, classic and ephemeral, orthodox and unorthodox, in many media, including several forms of print, video and recordings.

To sum up, it can be said that our goal, in addition to supplying information and recreation, is to make available all recorded ideas for all people.

The City of Bryan has provided and funded public library services to residents of Brazos County and surrounding counties since 1903 when the Carnegie Library opened. In 1979 the City of College Station began annual contributions to the Bryan Library budget. In 1982 Bryan approved an ordinance charging an annual fee for residents living outside Brazos County who wish to borrow materials.

In 1986 the City of Bryan contracted with the City of College Station to provide branch library services in that community. The library is administered by the Bryan Community Librarian. Direct and indirect costs are paid by the City of College Station. College Station continues to contribute outright to the Bryan Library book budget in addition to its contractual costs. Brazos County no longer contributes to library services.

Authority and Responsibility for the Maintenance of Library Collections

It is a function of librarians to select and to discard library materials and offer advice on their use. They are fitted for this task through training and experience. However, they must of necessity work within limitations of space and budget. And although they try to inform themselves as well as possible, they must work within limitations of knowledge. Selection and withdrawal processes are, therefore, cooperative, and we welcome advice and suggestions from members of the community, Library Board members, or authorities in various fields. Librarians, however, are responsible for judging the needs of the collection and they must make the final choices.

Final authority for the collections rests with the Community Librarian.

Withdrawals of Materials from Library Collections

Materials are regularly discarded from the collections. They are withdrawn because they are out-of-date, so badly worn or damaged that they cannot be bound or mended, because it is cheaper to replace them, or because they are once-popular materials that are no longer used. Space, the cost of replacement, and the appearance of the collection are factors in these decisions. Withdrawn materials are sold at the Friends of the Library book sales or appropriate portions are used in the picture files and displays.

Gifts

Gifts of books and other materials are accepted with the understanding that they may be used or disposed of as the library sees fit. New titles acquired in this manner are subject to the basic standards of selection. Replacements 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. The library does not provide evaluations of gifts for tax deduction or other purposes.

Freedom to Read, See and Hear

We believe it is essential, in a free society, for all citizens to have access to all library materials. Therefore, no restrictions are placed on what anyone may read, see, or hear in the collection of the Bryan + College Station Public Library System. Well-intentioned persons or groups occasionally question items in library collections. Although we understand and appreciate their fears and doubts about the effects of materials on impressionable persons, we take the position that the risk of not providing access to information and ideas is greater than the risk of providing it. Information, graphics and text accessed on the Internet are not considered a part of the library collections. The library system does not filter public access computers but users must sign a statement that they will not use the computers for viewing prurient interests. The result of such use will result in loss in immediate and permanent loss of computer privileges.

Sometimes suggestions are made regarding the restriction or removal of certain library materials, and we, therefore, wish to enunciate the following principles:

Controversial Materials: In an effort to provide our patrons with diverse sources of information and the widest possible range of ideas and viewpoints, we acquire some controversial materials. Some of this material may be offensive to individuals or groups because of perceived profanity, social economic and political ideas, religious viewpoints, and the background of the author, the kinds of information provided, or other reasons. Acquisition or use of any item does not imply approval or endorsement of the contents. Indeed, it cannot, since such a variety of ideas is collected. We do believe it is essential to provide such materials if the American ideal of freedom is to be retained.

Age: Judges, legislators, educators, and others are giving increasing recognition to the fact that children and young adults need access to all the information and ideas that are essential to their growth. Therefore, anyone, of any age, who is eligible for a library card may have the use of any item in the library, and is not to have to that privilege limited by any staff member. If parents wish to deny their children access to certain materials, they must take that responsibility themselves.

Labeling: It is sometimes suggested that a label be affixed to library materials indicating a political or social point of view or indicating that an item is questionable or controversial. Such labeling is subjective and suggests that Americans are incapable of making up their own minds about controversial subjects, and this practice is contrary to the American idea of the free market place of ideas. We do not subscribe to this practice.

We are willing to re-examine our position on any item in the library's collections. In order to deal with objections to any item in the library's collections, a procedure has been established. No item is to be removed or restricted—because of a complaint—except in accordance with this procedure.

Privacy

Reaffirming the Bryan + College Station Library System's uninterrupted concern for intellectual freedom and for readers' rights of privacy, the library will not identify materials called for or examined by them. An exception will be made only following a showing satisfactory to the Community Librarian or his/her deputy designated for the purpose of binding legal process.

Guidelines for Adult Materials Selection

Collections of adult materials must fill the informational, recreational, and educational needs of a wide range of library users whose reading levels vary greatly. These needs are met by many media and forms of materials, in English, Spanish, and other languages; included are books, periodicals, newspapers, microforms, recordings, videocassettes, framed art reproductions, talking books on CDs, DVDs, sculpture reproductions, and online databases.

Adult collections cover a wide range of subject areas and contain a variety of points of view on any given subject. Adult collections are not standardized through the system. The branches select materials to meet the specific needs of the community in which it is located. All users, regardless of age in the library's service area, have access to materials anywhere in the system through both the Twin City Interlibrary loan process and direct referral of the user to another unit in the system.

Adult specialists select books, periodicals, and recordings on the basis of published reviews from general mass-audience periodicals and from specialized library review sources. In some cases, when published reviews are not available, materials are sent to staff members to review. Videocassettes are selected by using reviews, knowledge of the content of the film, review of the film, recommendations of library users. The videocassette collection is a part of the adult collection. There is no separate children's videocassette

collection. A major element in the selection of materials for the library is the knowledge and experience of the librarians.

The factors which determine the acquisition of materials include content; authority, e.g., background of the author; sources used; reputation in the field of the publisher or producer, etc.; current interest in the subject; relative value in the field covered by the material and the value of the material in relation to the collection for which it is being considered., e.g., duplication of material already published or available in the other libraries; more up-to-date than material in the collection, etc., effectiveness of presentation., e.g., organization of content; format; use of illustrations., e.g., funds available, size of the other libraries in the system.

The library's entire collection of adult materials is re-evaluated periodically. Librarians are assigned sections by the Community Librarian to evaluate and revise portions of the collection and prepare replacement lists.

Reference collections are available for consultation by the public in each library include a selection of basic information sources such as almanacs, atlases, bibliographies,, dictionaries, directories, encyclopedias, handbooks, as well as supplemental sources on a wide variety of subjects, levels, and formats such as books, pamphlets, documents, periodicals, audiovisuals, microforms and online databases. The scope and depth of each collection is determined by local needs and proximity to larger reference collections in the network of the library system or the community.

Guidelines of Young Adult Materials Selection

The Young Adult Fiction collection seeks to provide a range of materials to stimulate the interest of teenagers in reading and in the worlds around them. Material is selected to meet recreational, developmental and informational needs.

Librarians who work with young adults generally select these materials for junior and senior high school age users.

Young Adult titles should be selected from reviews in dependable review sources or read by a librarian.

Four criteria should be used:

1. Does it say something to young people?
2. Is it worth saying?
3. How well is it said?
4. Does it appeal to young people?

The overall merit of a work will be taken into consideration, including its accuracy, interest and value.

The Young Adult Fiction collection is separately identified to provide a transition between the Juvenile and Adult collections in terms of reading interests and abilities. Reference works are not in the Young Adult collection. The young adult has access to the juvenile, adult and reference collections and is assisted by library staff in the use of these materials.

Guidelines for Juvenile Collection

The Juvenile Collection is made up of materials designed to serve the needs of all children from infancy through the sixth grade, as well as adults concerned with this age group. A wide variety of material is considered for the collection, including books and periodicals, filmstrips, posters, and audiocassettes.

In recommending books for the Juvenile Collection, careful consideration is given to each new title and every new edition of a recommended title is treated as new. Literary quality, good design and format, and illustrations are important criteria in this evaluation as are accuracy, relevance, and appropriateness for the intended audience. Books should exhibit non-stereotypical attitudes although new editions of classics and some titles which reflect the beliefs of other times or other cultures may be acceptable.

Non-fiction books are considered in relation to all the other books available on the same subject; special consideration is given to these books which deal with topics about which very little else is available; books on the Southwest, and materials in Spanish.

Audio tapes, both spoken and musical, are available. The quality of the production and the performance, and the relevance to children are of primary importance. Filmstrips are no longer purchased, but the existing collection is used for story time and programming in the library. Framed art prints are no longer purchased. Some art prints for juveniles are located in the adult collection at the main library.

Reviewing and Ordering

Most materials are considered or rejected on the basis of reviews from professional reviewing journals and publications and/or by examination or recommendation of the material by subject experts, librarians, teachers, and patrons. All librarians serve as reviewers.

Each librarian may be assigned an area of the collection. All recommendations are reviewed and approved or disapproved by the Community Librarian.

Also, the following are parts of the Materials Selection Policy are the following ALA statements:

1. Freedom to View
2. Library Bill of Rights
3. Free Access to Library Materials for Minors
4. Freedom to Read Statement
5. Statement on Labeling

Bryan + College Station Public Library System

Policy: MEETING ROOM AND USAGE

Meeting Room Policy/Guidelines

The Bryan + College Station Public Library System welcomes public use of its meeting facilities by community groups.

- Use of Library meeting rooms by any group signifies acceptance of the terms of this policy. The library meeting rooms are designed primarily for library programs and functions which further the goals of the library. When not being used by the library, the rooms are available to not-for-profit community groups based in Brazos County. To provide opportunities for many groups to use the meeting rooms, we ask that groups request to use the large meeting rooms only once a month, for three months in advance. Exceptions to this policy, such as a series of weekly or daily programs, may be scheduled at the discretion of the Community Librarian or the Branch Manager.
- The person reserving the room must be 18 years of age.
- Group study rooms may be reserved for two hours at a time. The person reserving the room must have a valid library card. Due to limited space, study rooms may be reserved no more than three times a week by the same group. Reservations may be made one month in advance. Exceptions to this policy, such as a series of weekly or daily programs, may be scheduled at the discretion of the Community Librarian or the Branch Manager.
- An individual adult with children may not occupy a group study room for the sole purpose of keeping the children under control.
- Meeting rooms are available to meet general informational, educational, cultural, and civic needs including activities such as meetings, discussion groups, panels, lectures, conferences, seminars, and exhibits.
- There is no charge for meeting room use.
- To be eligible to use a meeting room, groups must be a not-for profit group and should include at least five individuals. Groups must be based in Brazos County. State or federal agencies wishing to hold a meeting locally must have a local member of the group reserve the room.
- Meeting rooms are not available for businesses or for the profit of private individuals.
- Meeting rooms may not be used for social gatherings such as weddings, showers, birthday parties, dances, etc.
- All activities held in the library's meeting rooms must be open to everyone.
- Groups using the meeting rooms are not permitted to charge registration fees. Membership dues and voluntary incidental donations (such as coffee money or the recovery of photocopy costs) may be collected.

- Solicitation, money-raising activities, or sales are not allowed.
- Use of the Library's meeting rooms does not constitute library or city endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

Reservations

- The person making the reservation must have a valid library card. The card must be in good standing with no more than \$20 in late charges.
- To provide opportunities for many groups to use the meeting rooms, we ask that groups request to use the large meeting rooms only once a month, for three months in advance. Exceptions to this policy, such as a series of weekly or daily programs, may be scheduled at the discretion of the Community Librarian or the Branch Manager.
- A completed application form must be submitted to the Youth Services Desk in person, by mail, or by fax. Reservations are accepted on a first come, first served basis. The application will be reviewed and the contact person will receive confirmation by fax, telephone, mail, or e-mail, whichever is preferred. The meeting rooms will not be considered scheduled until confirmation is sent.
- Although telephone reservations are not accepted, library staff members are happy to check the general availability of meeting room dates over the phone.
- Groups of young people under eighteen years of age must have the meeting room application signed by a sponsoring adult who must also be present at the meeting.
- In light of the special relationship the library shares with other city departments, the library reserves the right to make special accommodations for their needs.
- Library needs may preempt any other scheduled event.
- Groups may not assign their reservations to other groups

Meeting Room Space at the College Station Public Library

Meeting Room

The meeting room is furnished with forty chairs and several folding tables. A television monitor, video player, and microphone may also be made available upon request. The design of the room allows meetings to continue past library closing time. If groups wish to take advantage of this feature they must make a special request on the reservation form. If a meeting is approved to continue past closing time, the group representative must assure that all library rules and regulations are followed:

- The group must be in the room before the library closes.
- No electrical appliances will be allowed because of safety reasons.
- All trash must be removed.
- The lights must be turned off.
- Everyone must exit through the side door. No one may exit through the public doors.
- The door must close securely.

Group Study Rooms I & II at College Station

- Group study rooms may be reserved for two hours at a time. The person reserving the room must have a valid library card and be 18 years of age or older. Due to limited space, study rooms may be reserved no more than three times a week by the same group. Reservations may be made one month in advance. An individual adult with children may not occupy a group study room for the sole purpose of keeping the children under control. Exceptions to this policy, such as a series of weekly or daily programs, may be scheduled at the discretion of the Community Librarian or the Branch Manager.

Meeting Room Space at the Bryan Public Library

The meeting room is furnished with four large tables and more than one hundred chairs. A large screen television, video player, lectern, additional tables, microphone, projector screen, and internet access for a laptop computer may also be made available upon request. A Yamaha grand piano is available for music recitals. It is not available as a routine practice piano. Please **DO NOT** move the piano or place objects on top of it. When moving the heavy tables, please do not drag them across the floor. It takes two people to move a table.

Care and Use of Facilities

- Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- Personal furniture or equipment may be provided by a group with prior approval. Arrangements for the use of any personal furniture or equipment should be made at scheduling time. In order to ensure easy removal of equipment after the meeting, the appropriate staff member should be notified when the equipment is brought into the building.
- Equipment, supplies, or personal effects cannot be stored or left in the library meeting rooms before or after use.
- Keep all exits unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
- Any announcements or notices to publicize an activity should not be posted or distributed at the library without prior approval from the librarian in charge.
- Items may not be taped to the wall or woodwork.
- Simple refreshments including coffee, doughnuts, box or sack lunches, may be served but kitchen facilities or equipment will not be provided by the library. Groups serving refreshments must complete a separate form.
- Lighted candles are not allowed.
- Smoking and alcoholic beverages are not allowed.
- All trash resulting from the serving of refreshments must be removed by the organization.
- Meeting rooms must be completely vacated fifteen minutes prior to closing except as pre-arranged.
- The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.

- Permission to use the library meeting rooms may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment, or furniture, or causes a disturbance.

The librarian on duty in Youth Services where the meeting rooms are located is responsible for implementing the meeting room policy, maintaining reservation lists, and answering general questions. To discuss exceptions to this policy please speak to the Community Librarian, (979) 209-5614.

Bryan + College Station Public Library System

Policy: MEETING ROOM - RESERVATION FORM

Date of Meeting _____
Time to Access Room _____
Time to Leave Room _____

Name of Group: _____

Person Making Reservation: _____

Library Card # _____ Phone # (hm) _____ (wk) _____ cell _____

Nature of Meeting _____ # expected _____

Please read and check the boxes below:

I understand and agree that:

- The piano will NOT be moved.
- Rearrangement of the furniture is the responsibility of the group.
- Tables and chairs will be returned to the original positions.
- Lighted candles are not allowed.
- Smoking and alcoholic beverages are not allowed

Will Refreshments be served? _____ no _____ yes

If yes, I understand and agree to the following:

- I AGREE TO BE FINANCIALLY RESPONSIBLE FOR ANY CLEANING OR REPAIR COSTS THE LIBRARY INCURS FOR DAMAGES DONE BY THE RESERVING PARTY.
- I will notify library staff immediately of any spills. Refreshments should be simple and easy to manage, since kitchen facilities are NOT available. It is strongly recommended that you DO NOT serve colored punch
- I agree that the group will remove all trash from the meeting room.
- I agree that all tables and chairs will be cleared of crumbs, decorations, and literature.
- I will participate in an inspection of the meeting room after my group exits the room.

NOTE: The above agreement is only a partial listing of the library policy for use of the meeting room. By signing below, I acknowledge I have read and understand the entire library policy for use of the meeting room and agree to be responsible for adhering to all rules and regulations and informing members of my group.

Signature _____ today's Date _____

A copy of this agreement is given to you upon confirmation.

Staff member taking reservation _____

Date of request to reserve room _____ Date confirmed _____

BRYAN + COLLEGE STATION PUBLIC LIBRARY SYSTEM

Policy: MEETING ROOM – SERVING REFRESHMENTS

Your public library system enjoys the opportunity to provide an attractive meeting room for free use by community groups. If you are serving refreshments please notify the library staff if anything is spilled on the carpet. There is a spot cleaner for carpeting available for your use.

Refreshments must be confined to the meeting room; please do not permit your participants to carry food out of the auditorium. At the Bryan Library, please limit your refreshments to the vinyl tile area.

No kitchen facilities are available. Refreshments should be simple and easy to manage. All drinks must be non-alcoholic.

You are expected to clear the tables and chairs of crumbs, decorations, literature, etc.

Please remove your trash from the meeting room.

You are required to participate in an inspection of the meeting room after your group exits. A cleaning charge will be assessed if refreshments have damaged the carpet or the furnishings.

SIGNATURE OF PERSON REPRESENTING GROUP:

INSPECTION REPORT

GROUP REPRESENTATIVE: _____

LIBRARIAN: _____

MEETING ROOM CONDITION: (CIRCLE ONE) OK NOT OK

DESCRIPTION OF CONDITION _____

DATE: _____

Bryan + College Station Public Library System

Policy: MEMORIAL/ HONOR BOOK FUND

The Library System welcomes contributions of money to the book fund in memory/honor of a person or as a donation.

Acknowledgment of a donation is sent to a designated person. For contributions of \$25.00 or more, the Community Librarian selects a book and a special book place in the book identifies the donor and the person honored. Donations under \$25.00 are deposited into the Library's Book Fund and used to purchase books for the collection of either the Bryan Library or the College Station Library.

Please complete the following information:

Circle one: Memory /Honor of _____

Please send acknowledgment of this donation to:

Name _____

Address _____

City/State/Zip _____

Name of Donor _____

Address _____

City/State/Zip _____

Amount of Donation \$ _____ Date _____

Staff Initials

Date Acknowledgment mailed

Notes to Cataloging: _____

Titles Selected:

Bryan + College Station Public Library System

POLICY: PATRON RIGHTS AND RESPONSIBILITIES

Patrons are entitled to fair and courteous service offered by the Library Staff. Library users must treat other users and staff with respect.

Library users displaying destructive, disorderly or disruptive behavior will be asked to leave the premises. If a person displaying such behavior does not leave when asked, law enforcement officers will be summoned for assistance. Repeated incidents of such behavior may result in permanent exclusion from all library facilities.

Weapons of any type are not allowed in the library.

No smoking is allowed.

No soliciting, selling, or begging is allowed in the library or on the premises.

Pets are not allowed with the exception of service animals.

No sleeping is allowed.

Bicycles must remain outside the building.

Skateboards or skates must be held inside the building so as not to create a safety hazard for other users.

Food and open containers of drink may not be brought into the library.

Cell phone use is not allowed in the library.

Use of the library's business phone is for unusual and urgent circumstances.

Shoes and shirts must be worn in the library.

No personal bathing is allowed in the restrooms

Moving the furniture is not allowed in the library

Feet must be kept off the furniture.

Offensive personal hygiene is unacceptable behavior.

People who demonstrate unacceptable conduct will be asked to modify their behavior; or to leave the building or grounds for a period of time as specified by staff.

The Community Librarian is responsible for establishing procedures as appropriate for implementing this Policy.

Bryan + College Station Public Library System

Policy: - REQUEST FOR RECONSIDERATION OF MATERIAL FORM

Type of Material ___ Book ___ Audiocassette ___ Spoken Word CD ___ Video ___ Other
Author _____

Title _____

Publisher (If known) _____

Request Initiated by _____ Phone _____

Address _____

Complainant represents _____ himself

_____ Organization (name _____)

_____ Other Group (Identify _____)

1. To what in the material do you object? Please be specific; cite pages, etc.)

2. What do you feel might be the result of reading this material?

3. For what age group would you recommend this material? _____

4. Is there anything good about this material? _____

5. Did you read the entire item? _____ What parts? _____

6. Are you aware of the judgment of this material by literary critics?

7. What do you believe is the theme of this material?

8. What would you like your LIBRARY to do about this book/material?

9. In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization? _____

Signature of Complainant

Date

Bryan + College Station Public Library System

Policy: REQUEST FOR RECONSIDERATION POLICY

The choice of library materials by library users is an individual matter. While an individual may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner.

Addendum 1

Procedure Request For Reconsideration

A. Any individual expressing an objection to or concern about library material should receive respectful attention from the staff member first approached. This staff member should use his or her own best judgment in attempting to answer the concerns or clarify the situation. If the individual is not satisfied with the explanation received, the staff member should offer the options of speaking with a supervisor or filling out a "Request for Reconsideration" form. He/she may ask for reconsideration in the following manner:

- 1) A "Request for Reconsideration" form must be completed and returned to a staff member at the appropriate service desk. The staff member will give the form to the supervisor, who will forward a copy of the form to the Community Librarian. The Community Librarian may respond in writing to the individual, advising him/her that there will be reconsideration of the item and enclosing a copy of the Selection Policy of the Bryan + College Station Public Library System.
- 2) The Community Librarian will appoint an ad hoc committee including but not limited to the appropriate supervisor and the selector for the subject area to reconsider the item. The supervisor will send the reviewers copies of the form and any reviews that the supervisor has located.
- 3) The reviewers will put their comments in writing to the appropriate supervisor prior to meeting to discuss the title.
- 4) The supervisor will convene a meeting of the reviewing committee, compile the comments, and forward the comments and reviews to the Community Librarian, along with a recommendation.
- 5) The Community Librarian will then make a decision regarding the disposition of the material. The Community Librarian will communicate this decision, along with the reasons for it, in writing to the individual who initiated the request.

Bryan + College Station Public Library System

Policy: SAFE CHILDREN

The Bryan + College Station Public Library System welcomes children of all ages. Children are important and deserve attention, supervision, positive interaction and love. We provide materials, services and programs for the benefit of children in our community. We are dedicated to providing a welcoming, fun, and safe environment for all library customers.

The safety of children in the library is a serious concern to library staff and the Bryan + College Station Public Library System Advisory Board. The system libraries are public buildings and as such, anyone can enter them. Library staff has many duties to perform in order to serve all library customers. They cannot monitor the whereabouts of customers, including children. *Staff can not assume responsibility for the care and safety of unattended children in the library.* Parents and responsible caregivers are expected to provide supervision for children in the system libraries.

We especially want children to have positive experiences in the system libraries. Children left unattended in the libraries may become frightened or anxious. An unattended child may wander through the building and encounter hazards such as stairs, electrical equipment, doors, or furniture. An unattended child might be tempted to leave the building with a stranger. An unattended child could get mixed in with a school group and become lost. An unattended child could become ill. Emergency situations can occur in public buildings, requiring evacuation. An unattended child could panic and become lost in the building.

It is for the safety of each child that the Bryan + College Station Public Library System has adopted this Safe Children Policy. Parents and caregivers are expected to ensure a pleasant and safe experience for the children in their care by abiding by this policy.

For the purpose of this policy, responsible caregiver is defined as the person who accompanies a child to the library and attends to the child while in the library. Responsible caregivers may be a parent, guardian, adult relative, teacher, day care staff, adult baby sitter, or sibling at least age 16. The responsible caregiver must have information to be able to contact a parent or guardian if needed.

Children under age 9 must have a responsible caregiver within sight and conversation distance at all times. The caregiver is expected to supervise the child and ensure that the child's behavior is not disturbing to other library customers. Children age 3 – 8 attending a library sponsored program may be unattended by a responsible caregiver during the program. The caregiver must be present in the library, readily accessible if staff should require assistance with the child.

Children ages 9 – 11 must have a caregiver present in the library during the entire time that they are using library resources. The caregiver must be readily accessible if staff should require assistance with the child. The caregiver should clearly inform the child about his/her location in the library before leaving the child alone.

Children ages 12 and older may be present in the library unaccompanied by a responsible caregiver. The child must have information to be able to contact a parent or guardian if needed. Unaccompanied

children who disturb other library customers or become otherwise disruptive may be asked to leave the library if their behavior is not acceptable after reasonable warning.

Bryan + College Station Public Library System

Policy: VOLUNTEERS

The following is from the City of Bryan Personnel and Administrative Policies and Procedures:

CHAPTER 2. *Categories & Classifications of Employees*

Page 6

VOLUNTEERS

A volunteer is an individual who volunteers time and services without any present or future expectation of payment of any kind. This is not an employment relationship and the volunteer is under no obligation to provide time, duties, or resources other than what he chooses to freely provide.

Volunteers may be required to submit to and successfully clear a background screening, drug test and/or physical examination prior to volunteer work and/or at any time during the volunteer work period.

Volunteers with the City of Bryan are coordinated through the City's established volunteer program, which is administered through the City Secretary's office.

Bryan + College Station Public Library System

Policy: WEB DEVELOPMENT

Site Guidelines

Introduction

Web pages hosted by the Bryan + College Public Library System must meet certain standards. Pages must represent the City of Bryan and the Bryan + College Station Public Library System in a coherent and appropriate manner. Information must be accurate, valid, and up-to-date; support the library missions, goals, and purposes; be organized with easy-to-understand titles and efficient use of space; and present information on the World Wide Web (www.) in a matter befitting the image of the library. All personnel using the library resources to publish on the www agree to respect privacy and confidentiality and to be ethical and professional. These guidelines apply to externally and internally accessible Web pages.

General Guidelines

- Web Authors must comply with all local, state, and federal laws, especially copyright and trademark laws.
- Pages are for educational, informational, or intellectual presentation without direct advertising or solicitation (for financial gain) other than for library purposes.
- Web pages must comply with all library rules and regulations, policies, and procedures, including those on computer use, harassment, use of library property, personal conduct, etc.
- The Community Librarian must approve of page development and revisions and will work with the Web Author, Automation Coordinator and appropriate departmental supervisors to ensure that links from top level pages are accurate, and that superseded information is eliminated elsewhere.
- Each page links to the Bryan +College Station Public Library System Home Page.
- It is strongly encouraged by the city of Bryan that all web sites use Macromedia Dream weaver for web development. The Automation Coordinator provides support for this application. All other programs will be given minimal technical support.
- Choose images that provide visual information over those serving merely decorative function.
- If graphics are used, select a file size that will load quickly.
- Avoid use of unnecessary animation.
- Provide visual consistency across related documents.
- Test pages and download time over modem.
- Recognize the best use of limited network bandwidth.
- Seek assistance from other Web Authors and request feedback from colleagues during development.
- The Bryan + College Station Library System is aware that the development of the www has enabled significant innovation and creativity with regard to online information delivery.
- Web development librarians and staff also acknowledge a traditional place for libraries as selectors and preservers of knowledge which has culture and scientific value.
- With these observations in mind, the Bryan + College Station System post a design goal of “substance over style”. We seek to augment the physical collections of the web services which take advantage of innovations in information technology, but do not discard the historical role of libraries as repositories of valuable knowledge.

- **Content**
- Information must be accurate and not in conflict with that provided by another part of the library. Efforts should be made to avoid duplication of materials found elsewhere.
- It is highly recommended that each page or unit maintain a record of all files, documents, and images on the Web site.
- All content updates for Web sites should be submitted to the Web Author via e-mail. Don't wait until the last minute to submit information for the Web Page.
- Updated materials may be reviewed by the Community Librarian, appropriate departmental supervisors to ensure consistency and accuracy following library and Web Development Guidelines.

Web Working Teams

Members of the Web Working Teams facilitate web development in the Bryan +College Station Public Library System by supporting the work of the Web Authors, providing advice and resources. Library staff members are selected for participation in Web Working Teams by the Community Librarian and Automation Coordinator.

Enforcement

These Guidelines have been constructed as a general framework to guide the development of WWW pages. Significant flexibility exists within the framework of these Guidelines to allow for individual creativity while assuring consistency of library identification and policy. If you are unclear as to the intent of any of the Guidelines or for clarification of a particular design or content you are developing, please contact the Community Librarian.