

The Policies of the Board of Trustees of the Auburn Public Library

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Mission Statement

The mission of the Auburn Public Library is to provide excellent library service to all residents of Auburn. Excellent service includes appropriate library service hours and necessary trained staff to provide access to educational, cultural, and recreational library resources.

Special emphasis is placed on:

- Providing current, high-demand materials in a variety of formats for persons of all ages.
- Encouraging young children to develop an interest in reading and learning through programs designed especially for children.
- Providing timely, accurate, and useful information for community residents in their pursuit of personal interests.

Collection Management Plan

Purpose of the Collection Management Plan

The Collection Management Plan is intended to provide guidance, within budget and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the Auburn community. It directly relates the collection to the library's Mission Statement and defines the scope and standards of the collection.

As the community changes, the library will reassess and adapt its collection to reflect new and differing areas of interest, concern, and formats. The Collection Development Policy will periodically be evaluated and revised as necessary to provide guidance for implementing changes throughout the collection.

Philosophy of Collection Management

In support of its mission, the Auburn Public Library fully endorses the principles documented in the *Library Bill of Rights* and the *Freedom to Read Statement* of the American Library Association. The library upholds the right of the individual to access information without restriction, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

Through effective collection management, the Auburn Public Library is committed to the following:

- meeting the information needs of the Auburn community,
- assisting individuals in achieving intellectual growth and enjoyment of life to the fullest through recreational reading, listening, and viewing,
- supplementing formal study and encouraging informal self-evaluation and learning,
- stimulating thoughtful participation in the affairs of the community, the country, and the world by providing access to a variety of opinions on matters of current interest, and
- connecting readers of all ages and audiences with resources arranged to facilitate effective and appropriate discovery through browsing.

Intellectual Freedom

The Auburn Public Library functions as a provider of information on many topics, levels, and opinions. To meet its goals and objectives, the library must protect the freedom of all to choose their own information in their preferred format. The responsibility of the library is to serve the entire community, not to promote - and above all, not to censor - any particular political, moral, philosophical, or religious conviction or opinion.

Patrons with concerns about the content of any library materials will be asked to follow the steps outlined in the section of this manual entitled *Reconsideration of Library Materials*.

Scope of the Collection

The primary responsibility of the Auburn Public Library is to serve the residents of Auburn by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs. Materials are selected to aid individuals, groups, and organizations in attaining practical solutions to daily problems and to enrich the quality of life for all community members. Major emphasis is placed on educational and recreational needs; therefore, a broad choice of print and non-print materials is selected to accommodate the diversity of reading levels and interests of users of all ages.

The interests and needs of the actual and potential users of the Auburn Public Library are continually evaluated so that the library has a collection reflecting the community that it serves. While the library serves the basic reference needs of the community, budget and space limitations, as well as local needs, preclude the library from duplicating the specialized and comprehensive collections that exist elsewhere in the immediate area. Access to these collections is provided through interlibrary loan and direct referral.

Responsibility of Collection Management

Ultimate responsibility for managing library collections rests with the Library Director, who routinely delegates aspects of selection and deselection to professional library staff.

Selection Criteria

The general criteria listed below apply to the selection of all materials for the Auburn Public Library. Materials are evaluated as complete works and not on the basis of a particular passage. A work will not be excluded from the library's collection solely because it represents a sensitive aspect of life, a frankness of expression, or controversial subject matter. Not all titles selected will meet all of the criteria listed, but will meet at least one of the following:

- public demand and interest
- timeliness and/or significance of the subject
- reviews in professionally recognized sources
- local or community relevance
- authority and competence of the author and/or reputation and standing of the publisher
- contribution to diversity, depth, or breadth of the collection
- effectiveness and suitability of format, durability, and ease of use
- replacement of lost or worn copies or updating of outmoded information
- support of the library's mission

Purchase requests made by library patrons are an important consideration in materials selection. Titles suggested for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library's intent that suggestions for purchase be used to help the library in developing a collection that serves the needs of the community.

Widely diverse points of view, including controversial and unorthodox subjects, will be available in the collection. Inclusion in the collection does not imply library approval or agreement with the contents. The Board of Trustees and the Library Director recognize that some materials are controversial and that any given item may offend some patrons. Selections will not be made on the merits of any anticipated approval or disapproval but solely on the merits of the work in relation to building the collection and to serving the interests of all the library's patrons.

Self-Published Works

In addition to previously stated selection criteria, self-published works must also meet **two** of the following special criteria in order to be considered for addition to the library collection:

- availability for purchase through an approved vendor
- reviewed positively in professional literary or trade journals or other industry-respected sources
- patron demand
- appearance on nationally recognized bestseller lists, such as those of *The New York Times*

- local significance (local author or local subject)
- award-winning title
- popularity of styles, authors, characters and/or series in the existing collection
- significant online buzz, including social media or crowd-sourced reviews

Selection Tools

The Auburn Public Library uses the following resources when selecting material for the collection:

- professional journals
- trade journals
- subject biographies
- publishers' catalogs and promotional materials
- reviews from reputable sources
- popular and news magazines
- related websites and commercial websites

Gifts for the Collection

The Auburn Public Library encourages gifts of materials or money for materials by groups or individuals, foundations, corporations, etc. The library accepts gifts for its collection that fall within needed subject categories, as determined by the Library Director and the staff. Monetary gifts to the collection are welcome and may be designated as memorials or honoraria. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The library retains unconditional ownership of the gift.
- The Library Director makes the final decision on the use or other disposition of the gift.
- The library reserves the right to decide the conditions of display, housing, and access to the materials.
- Gift materials will not be tracked beyond the means necessary for established statistical purposes.
- Donations of money designated for the periodicals and newspapers collection are accepted in lieu of actual subscriptions. These contributions offset the high cost of periodical subscriptions and maintain the continuity of subscriptions from year to year.
- Donors of the funds may suggest subjects or titles to be acquired with their donation, but the library reserves the right of final decision.
- The library offers memorial and honorary bookplates that can be attached to materials purchased with money donated for this purpose.
- Because of the cost of handling special collections, the library reserves the right to evaluate such collections individually. Groups or collections of materials cannot necessarily be kept together.

Duplication of Material

Multiple copies of materials are purchased in response to patron demand as evidenced by number of holds, anticipated popularity, repeated requests, and monitoring of the collection. For popular fiction and non-fiction titles, the Auburn Public Library strives to maintain a ratio of one copy for every five holds placed on specific titles by library patrons; however, exceptions may be made depending on demand, timeliness, and availability.

Fiction

The library's collection includes a wide variety of contemporary works of fiction representing all genres, international works, and important novels of the past. The library places emphasis on acquiring fiction that is representative of the diverse community that it serves and satisfying the range of interests and recreational needs of its users.

Because of the volume of new fiction published each year, very few titles will be collected retrospectively. Exceptions will be made for new editions or translations of essential classic titles or to replace missing or worn copies of works with enduring popularity. Special emphasis is given to providing multiple copies of high-demand titles in order to fill patron requests as quickly as possible.

Non-Fiction

The library aims to acquire materials that provide core knowledge in a variety of topics, with emphasis placed on materials representative of current community interests. In addition, the library selects, makes accessible, and promotes the use of materials that seek to do the following:

- address contemporary issues
- provide self-help information
- facilitate continuing education
- enhance job-related knowledge and skills
- increase knowledge of affairs of the community, the country, and the world
- support business, cultural, recreational, and civic endeavors in the community
- nourish intellectual, aesthetic, creative, and spiritual growth
- present different viewpoints on issues
- celebrate local history, persons, and events

Large Print

The large print book collection strives to meet the needs of visually impaired patrons. Emphasis is placed on popular fiction, including mysteries and westerns, along with high interest non-fiction, such as biographies and health-related materials.

Periodical Collection

The print collection of newspapers and magazines provides current and retrospective information aimed at meeting the research and recreational needs of the community. The collection also contains periodicals that serve the professional reading needs of the library staff. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books.

The periodical collection consists of a diversity of publications in fields that are of current interest to the community. It includes basic and popular reading magazines and a small selection of business, trade, financial, and local publications. Journals that are highly technical or scholarly are generally not included in the collection. In addition to magazines, the collection includes newspapers published locally and nationally.

Within a limited retention model, back issues of some magazines are available for review.

Reference Collection

The library maintains a small collection of reference materials to satisfy the need within the community for information that cannot be readily obtained through digital resources. Reference sources typically summarize or give a comprehensive overview of a topic, and they remain in the library to be readily available to all patrons. Selection criteria of particular importance for reference sources are the following:

- accuracy
- arrangement
- ease of use
- uniqueness of information
- authority
- documentation and indexing
- demonstrated need for the specific title or information therein

As part of the reference collection, the library provides Auburn residents with information on local government actions, services, and programs. Additionally, reports produced by the City of Auburn are made available for public review. Depending on the nature of the content, some of these materials will become a standing part of the collection, while others will be discarded when no longer in demand.

Certain literary works and educational materials may be designated as non-circulating and utilized in the library to support library programs.

Textbooks

Recognizing the responsibility of schools and universities to provide access to required textbooks for their students, the Auburn Public Library does not acquire textbooks required for school curricula. The library may elect to acquire textbook-style works in order to provide broad or introductory coverage in high-interest subject areas if other survey materials are not available.

Media

The library's goal is to provide a collection of instructional, educational, and recreational-based audio and visual materials that will enhance the library's existing fiction and non-fiction collections. The media collection will follow the same selection and deselection criteria as other library collections.

Periodically, new forms of media are introduced and are studied carefully to assess their suitability for public library use. Sufficient time is given to properly determine whether they will receive lasting and widespread acceptance before they are adopted by the library.

Digital Resources

Digital resources consist of content that is accessed via computers and mobile devices. These resources are often referred to as databases or as online or electronic media.

The library collects a variety of digital resources that may include some or all of the following: full-text periodicals, reference sources, images, electronic books, both textual and audio, and streaming video. Through digital resources, the library aims to extend access to library information, as patrons can access these collections within or beyond the physical library facility. The electronic format enables increased usability of library resources and improved searching and interactivity. Because these resources expand the depth and breadth of the collection, the need to purchase some resources in print format is alleviated.

When selecting digital resources, library staff will evaluate the following in addition to the criteria employed for the collection at large:

- compatibility of the content and/or software with popular electronic devices
- ease of use
- usage restrictions
- ownership/licensing of the content and usage models
- possible impermanence of the technology
- relationship of the resource to the print collection
- availability of remote access
- quality of technical support
- usage statistics

Reconsideration of Library Materials

The Auburn Public Library Board of Trustees recognizes that the Auburn Public Library serves a community with diverse interests and needs. To that end, the Library strives to build a collection that will entertain, enlighten, inform, and inspire our patrons. At the same time, the Library Board of Trustees also recognizes the right of citizens to question materials that have been purchased for the Auburn Public Library collection.

The Auburn Public Library has developed the following policy and procedures for the reconsideration of library materials:

- 1) A patron who objects to a particular title in the library collection may express his or concerns to a staff member. The patron may be referred to the current building supervisor, the Assistant Library Director, or the Library Director, who will explain the library's collection management policy.
- 2) If the patron still objects to a particular title in the library collection, then the patron may state his or her opinions and concerns in writing and request a formal reconsideration of the title in

question. The patron will be asked to complete the Request for Materials Reconsideration form, which is given to the Library Director.

- 3) The Library Director will review the patron's concern and will assemble a review committee consisting of three librarians. The review committee will examine and evaluate the material in question in its entirety to determine whether or not the item was selected in accordance with the library's Collection Management Policy.
- 4) The Library Director will review the committee's recommendation and make a decision regarding whether or not the material in question was selected in accordance with the library's Collection Management Policy and whether the item should be retained, removed, or reclassified. The Library Director will respond to the patron in writing to inform him or her about the status of the library material in question and to explain the review committee's reasoning behind their decision. The Library Director will inform the Auburn Public Library Board of Trustees about the matter at their next regular meeting.
- 5) If the patron is not satisfied with the decision reached by the review committee and the Library Director, then the patron may express his or her concerns during Citizens' Communication at the next regular meeting of the Auburn Public Library Board of Trustees. At that time, the Auburn Public Library Board of Trustees may elect to evaluate whether or not the item was selected in accordance with the Collection Management Policy and may determine whether the item should be retained, removed, or reclassified. The decision of the Library Board shall be considered final.

Collection Maintenance

The Auburn Public Library collection is continually maintained and evaluated through deselection of unused, outdated, outmoded, and worn materials. The systematic removal of materials from the collection, or deselection, is an important component of total collection development. Ongoing evaluation of materials is necessary in order to maintain a current, accurate, and inviting collection. Deselection improves the accessibility of the remaining materials, enhances the appearance of the collection, and helps improve the overall circulation of materials. Maintenance of the library's collection through constant re-evaluation by the library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily on the professional expertise of the library staff in assessing the needs of the community in relation to the content of the collection.

Library materials are discarded for one or more of the following reasons:

Usage/Age:

- infrequent circulation
- lack of in-house use
- outdated or inaccurate information
- wear or damage

Value/Quality:

- subject matter is no longer of current interest or historical or literary significance
- lack of community or regional interest
- availability of better materials in the field
- physical appearance/condition relative to other factors of importance
- multiple copies of a title no longer in demand

Space Allocation:

- relative to other factors, the material is occupying space that could be utilized more effectively

Deselected materials cannot be reserved. Discarded materials become surplus property and may be sold by the Friends of the Library for fundraising purposes or otherwise discarded at the discretion of the Library Director.

Replacement

Replacement of deselected materials is not automatic. The decision to replace is influenced by the following factors:

- popular interest
 - adequacy of coverage in the subject area
 - significance of the subject area to the community
 - cost and availability
 - availability of space
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Borrowing Privileges

The Auburn Public Library extends free borrowing privileges to anyone who:

- lives, owns, or rents property in Auburn, or
- is employed in Auburn*, or
- attends a SACS-accredited educational institution, kindergarten through college, in Auburn, or
- has a valid Horseshoe Bend Regional Library card.

Individuals not meeting the above criteria may get a library card by paying a non-refundable fee of 25 dollars per person, per year.

All applicants must provide valid identification. Any applicant under eighteen years of age must have a parent or guardian present to sign the application and show valid identification.

The library will not issue a card to anyone known to have overdue materials or unpaid fines to another library until the lending library acknowledges that those delinquencies have been cleared.

*Being employed in Auburn is defined as: (1) being employed by an Auburn business which possesses a current City of Auburn business license, (2) being self-employed and possessing a current City of Auburn business license, or (3) being employed by a government entity whose office or school is located within the Auburn city limits.

Computer Use Privileges

The Auburn Public Library extends free use of public access computers to all registered Auburn Public Library patrons in good standing. The patron's library card number will serve as the computer login ID. The Auburn Public Library Board hereby authorizes the library staff to develop and establish procedures in accordance with this policy for the use of public access computers. Such procedures may include but are not limited to: time limits, scheduling procedures, staff assistance, charges for printing, issuing guest passes, and penalties for misuse.

Length of Loans

| Type of Material | Loan Period |
|--|-----------------------|
| Books | 2 weeks (14 days) |
| Audio-visual Materials | 2 weeks (14 days) |
| Reference Books, Newspapers, Periodicals | For in-house use only |

Number of Items Loaned

Physical Media

A borrower may check out a total of twenty (20) items concurrently from the in-house collections. Within this overall limit, certain material types have further limitations, as indicated below:

| Type of Material | Loan Limit |
|---|----------------------------------|
| Books | 20 per card |
| <ul style="list-style-type: none">Material Types included: Hardcover Book, Paperback Book, Large Print Book, Board Book, etc. | |
| Audiovisual and Mixed Material Types | 5 of each material type per card |
| <ul style="list-style-type: none">Material Types included: Blu-Ray Disc, Book on CD, Compact Disc, DVD, Kit, etc. | |

Downloadable Media

Includes titles made available to Auburn residents through the City's contractual service with OverDrive, Inc:

| | |
|---|---------------------|
| Digital downloads | 5 per eligible card |
| <ul style="list-style-type: none">Material Types included: eBook, Audio eBook, Streaming Video File, etc. | |

Number of Items Loaned per Topic

The Library Director may place a limit on the number of items per topic that may be checked out. This will be done when, for example, a school project places a heavy demand on limited resources.

Renewals

Any circulating item may be renewed up to three (3) times, provided that the item has not been placed on hold at the request of another patron. Circulating items may be eligible for additional renewals at the discretion of the library staff.

Reserves

The library will place on reserve materials requested by local school teachers who fill out the appropriate reserve forms.

The library will place on hold items in circulation as requested by a patron.

Lost or Damaged Materials

The full retail price will be charged for any lost or damaged item. Patrons have the option either to pay the full retail price or to replace the item with an exact replica in new condition. The item must have the same ISBN to ensure it is the same format and edition as the original item.

Damaged items paid for by the borrowing patron are still the property of the library and will be disposed of at the discretion of the library staff.

Additional materials may not be checked out until all charges for lost or damaged items have been cleared.

Responsibilities of Borrowers

It is the responsibility of all patrons to:

- return all materials borrowed on time to the Auburn Public Library.
- pay all overdue fines.
- pay or otherwise resolve all fees for lost or damaged items.
- present library card (or library card barcode via an app on a smartphone or mobile device) for each check-out.

Borrowing privileges will be denied to:

- patrons with fines in excess of \$10.00.
 - all family members if any member of the family has fines in excess of \$10.00.
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Fines and Fees

| Type of Fine | Amount |
|------------------------------------|--|
| Overdue book | \$0.10 per item, per day (\$5.00 maximum, per item) |
| Overdue audio-visual item | \$0.10 per item, per day (\$8.00 maximum, per item) |
| Overdue ILL item | \$1.00 per item, per day (\$20.00 maximum, per item) |
| Replacement Borrower Card | \$2.00 per card |
| Replacement CD/DVD Case | \$1.50 per case |
| Miscellaneous Minor Damage or Loss | A small amount to be determined by the Circulation staff |
| Non-resident Borrower's Fee | \$25.00 per person, per year |
| Printouts from Electronic Sources | \$0.10 per printed page (black and white) \$0.25 per printed page (color) |
| Card Stock | \$0.05 per sheet (plus printing charge, if applicable) |
| Envelope | \$0.05 each (plus printing charge, if applicable) |
| Labels | \$0.25 per sheet (plus printing charge, if applicable) |
| Recordable CD | \$1.00 per disc |

Unattended Child Policy

Children of all ages are encouraged to visit the library with their parents to take advantage of the resources available. The Library Board emphasizes that a child's health, safety, and behavior while in the library are the responsibility of the parent or guardian. While the Library Board is sympathetic to those families who have difficulty finding appropriate child care, the library cannot assume that level of responsibility for these children.

Children who patronize the library should be encouraged to learn appropriate use of library resources and to respect other patrons. A child will be treated with the same respect as any person.

Children age seven (7) or younger must be accompanied by a parent or responsible caregiver age sixteen (16) or older at all times.

Children age eight (8) or older are not to be left in the library without a parent or other responsible caregiver except in the following circumstances:

- To attend a scheduled, supervised library function. Parents should return to pick up the child as soon as the program is over.
- To work on a specific project such as a school assignment.
- To select library materials to be checked out, to do research, and to read.

In the above situations, a parent or guardian must be immediately able to get to the library should any problem arise. If, in the judgment of library staff, an unattended child requires parental supervision, library staff will notify the child's parent or the appropriate authorities.

Library staff will not assume responsibility for keeping the unattended child within the library building nor will they assume responsibility for the safety of a child once he/she leaves the library.

Under no condition will a library employee provide transportation for a child.

In case of an emergency involving an unattended child, library staff will call 911 for help and report to the authorities that the child's parent is not present.

When, in the judgment of the library staff, a child is required by his/her parent or guardian to remain at the library on a regular basis in lieu of day care, library staff will notify the appropriate authorities and action will be taken by the Library Board.

Behavior Policy

To ensure a safe, comfortable environment and to ensure that all our patrons receive the best possible library service, the Board of Trustees has adopted the following policy. All patrons are required to comply with this policy.

The following are prohibited on library property:

- Any conduct that violates Federal, State, or local law, ordinance, or regulation.
- Selling and/or soliciting, except as permitted under Federal, State, or local law, ordinance, or regulation. Exceptions may be made for situations that are directly related to a Library program and/or with approval in advance by the Library Director.
- Distributing or posting promotional materials that have not been approved by the Library Director.
- Messy, odorous, or greasy foods; uncovered beverages; and food deliveries. Covered drinks and non-messy, non-odorous snack foods (such as individual "snack-size" servings of chips, cookies, candy, or energy bars) are allowed.
- Possessing, consuming, or being under the influence of alcohol or illegal drugs.
- Smoking or other uses of tobacco.
- Sleeping.
- Not wearing shoes or shirt.
- Bringing animals or pets into the library with the exception of assistance animals as defined by Federal and State law.
- Any loud, unreasonable, and/or disturbing noises created by persons or mechanical or electronic devices.
- Intentionally damaging, destroying, or stealing any library property or any patron's or employee's property.
- Violating the Library Board's Unattended Child Policy.
- Misuse of rest rooms, including shaving or bathing.
- Carrying weapons of any type on one's person in violation of any State law.
- Engaging in disorderly conduct, fighting or challenging to fight, or using offensive words likely to provoke violence.
- Using obscene or abusive acts and/or language.
- Trespassing on library property.

Failure to comply with this policy may result in exclusion from the library for the day, for a period of time to be determined by the Library Director, or permanently, or in arrest.

Special Assistance for Patrons

Hearing Impairments

Auburn Public Library will make a reasonable effort to make library-sponsored programs available to the hearing impaired.

Preferential seating will be given to hearing impaired patrons who let us know they need to be seated close to the speaker.

If possible, a signing interpreter will be provided for deaf patrons when those patrons inform us in writing at least fourteen days prior to an advertised library-sponsored event that they will attend.

Auburn Public Library will make reasonable efforts to locate an interpreter for the occasion.

Auburn Public Library will pay the fees charged by the interpreter if the library budget has sufficient funds to do so.

Physical Impairments

Staff members on duty at the Circulation desk will make every effort to render aid to disabled patrons who require assistance while entering or exiting the building.

Confidentiality of Library Records

Account Access by Third Parties

Information regarding the library materials an individual patron uses is confidential and will not be divulged to another individual or to any agency unless Auburn Public Library is presented with a court order to do so.

Account Access and Updates by Patrons

Requests from library patrons for personal account access and updates (renewals, holds, etc.) may be made through a variety of means, including but not limited to email and telephone, provided that the communication offers acceptable verification of the patron's identification, such as an email sent from the account associated with the patron's registration or the patron providing verbal documentation of contact information. Library staff will make this determination, as appropriate.

Information from the City Directory

Auburn Public Library provides a city directory for use in the library. Telephone requests for information from the city directory will not be honored. However, such requests made through the mail or interlibrary loan will be honored.

Procedures

It is the responsibility of the Library Director to establish procedures regarding the daily operation of the library.

Internet Access

Auburn Public Library offers access to the Internet via computers and a wireless network that are available to all users of the library. Internet access is intended as a means of enhancing reference and research resources available at the Library.

The Internet is a global entity with a highly diverse user population. Library patrons use it at their own risk. The Auburn Public Library does not monitor and has no control over the information accessed through the Internet and assumes no responsibility for its content or for any damages, direct or indirect, arising from its use. As with other Library materials, parents and guardians of minor children must assume responsibility for their children's use of the Internet through the Library's connection.

Internet access at Auburn Public Library is provided through the City of Auburn. Access points in the Youth Services area are filtered by software installed on the City's main server.

The following actions will not be permitted when accessing the Internet at the Auburn Public Library:

- Harassing or insulting others via the Internet
- Violating copyright laws
- Downloading, displaying, or sending offensive messages or images
- Using obscene language
- Damaging computers or computer systems and software
- Using other software on the Library's computers

Failure to use the Internet appropriately and responsibly as defined in this policy and in the Auburn Public Library's Internet procedures will result in the patron's loss of Internet use privileges.

The Auburn Public Library Board hereby authorizes the library staff to develop and establish procedures in accordance with this policy for the use of Internet access. Such procedures may include but are not limited to: time limits, scheduling procedures, staff assistance, privacy for users, and penalties for misuse.

Interlibrary Loan

Borrowing Policies

The Auburn Public Library will honor requests from registered library patrons in good standing for materials not available in its collection, with the following exceptions or conditions:

Requests made by telephone are not accepted. Patrons must complete and sign a written request to obtain materials through interlibrary loan.

A bibliographic citation is required for all requests. Library staff can assist patrons in obtaining appropriate bibliographical information.

Each patron will be limited to two (2) active requests at any given time. Active requests include those being researched by staff, those with materials in transit, and those with materials currently checked out to the patron.

The following are not available via interlibrary loan (ILL):

- Books published within the previous twelve months.
- Books on current bestseller lists or those receiving any other type of heavy usage or attention.

- Textbooks.
- Audio-visual materials, microforms, and other non-book formats.
- Items usually requested as “document delivery services,” including copies of magazines and journals not available through the Library’s online resources.
- Easy fiction, unless the patron’s request is related to scholarly research.
- Multiple copies of requested titles.
- Rare, one-of-a-kind, excessively expensive, and/or irreplaceable items.

The Auburn Public Library reserves the right to deny an ILL request if attempting to fulfill the request is deemed to be not in the best interest of the library.

Students from Auburn University or any other higher education institution should consult with their institution’s library to request items on class bibliographies. Items instructors may have placed on reserve at their institution’s library should be requested there.

Faculty, staff, and students with borrowing privileges at Auburn University’s library or any other local higher education institution will be asked to use their institution’s ILL service for requests related to academic assignments or scholarly research.

Requests for genealogical materials are generally not accepted unless a complete bibliographical citation is available and names of people to be researched are stated.

The library staff cannot guarantee how long it will take to obtain materials via ILL.

All conditions set forth by the lending library will be honored.

Renewals are not permitted on items obtained through via ILL. Each item must be returned by the due date shown on the ILL sleeve.

Patrons must agree to accept full responsibility for items borrowed while the items are in their care. Overdue fines for ILL items are charged at a rate of \$1.00 per item, per day, up to the full replacement cost of the item. Patrons must agree to pay in full any and all bills for materials lost, stolen, or damaged, including the full replacement price charged by the lending library, any processing fee that may be charged by the lending library, and a \$25.00 processing fee charged by Auburn Public Library.

Although postage and related charges are generally absorbed by the libraries involved in most of our ILL transactions, patrons must agree to pay for such charges if they are incurred.

All library borrowing privileges, including use of public access computers, will be denied to any patron who fails to return or pay any related charges for ILL items.

Abuse of the ILL service, including excessive lost / damaged materials or overdue materials, may result in permanent revocation of ILL privileges.

Lending Policies

The Auburn Public Library will honor requests from other libraries for loan of its materials following the same conditions for borrowing materials as noted above. The following are some exceptions and/or additional conditions particular to lending:

Requests made by telephone are not accepted. A written request will be required.

The library reserves the right to deny any request for materials from another agency when need by local patrons is anticipated.

Items are sent on loan for a period of six (6) weeks.

Renewals are generally not granted as the library tries to provide a liberal loan period.

Any borrowing library that fails to return a book on loan, after a sufficient waiting and notification period, will be billed for the retail cost of the book.

The Auburn Public Library reserves the right to set forth special conditions on books loaned.

Gifts to the Library

Non-monetary Gifts

Auburn Public Library reserves the right to accept or reject non-monetary gifts such as books, magazines, tapes, videos, furnishings, equipment, etc. with the understanding that the gifts will be used or disposed of as the Library Director chooses. The library staff will not evaluate for tax purposes the worth of such gifts to the Library. All gifts made to the Library become the property of the City of Auburn.

Monetary Gifts:

The library will accept monetary gifts with the understanding that the gifts will be used in one of the following ways:

1. Monetary gifts in any amount intended for the purchase of books or other media will be handled by the library staff in the manner approved by the Library Director. The selection and retention of these materials will be in accord with the established library policies and procedures.
2. Monetary gifts in any amount for purposes other than the purchase of books or other media will be accepted by the Auburn Public Library Board of Trustees on a case by case basis. The Library Board may choose to reject any gift if the conditions attached to the gift are not acceptable to the Board. If no conditions are attached to the gift, the money will be acknowledged by the Library Director and used according to the following guidelines:
 - Gifts under \$500 will go to the Friends of Auburn Public Library.
 - Gifts of \$500 or more will be approved and accepted by the Library Board with appropriate recognition.
 - Gifts of \$20,000 or more will be approved and accepted by the Library Board. These gifts may also be recognized by using a part of the gift to purchase artwork for the library or in a manner mutually acceptable to the donor and to the Library Board.

The Library Board retains the right to dispose of any artwork that has been purchased for the library. It is suggested that a certified appraiser assist with the valuation of any artwork that is sold.

Guidelines for Choosing Artwork

1. The library board may appoint a committee of three or five persons to select artwork. It is suggested that the committee be composed of non-Board members. A Board member may be appointed as liaison.
2. The Library Board will decide the amount of money available for the artwork. The committee will be informed of this amount plus any special requests by the Board or the donor. First preference in the selection will be given to an artist with an Alabama connection.
3. The committee will report its recommended selection(s) to the Board for final approval. The Board will have full responsibility for the purchase as well as any special considerations or agreements therein.

Displays and Exhibits

The message board, the display case, and the bulletin boards are for library use only. Notices, displays, or exhibits for civic or nonprofit, nonreligious groups may be permitted if space is available.

The decision to display any material will be made by the Library Director.

Proctoring of Examinations

Auburn Public Library staff may proctor examinations for library patrons in good standing and for non-patrons who can show proof of residence or employment within the city limits of Auburn. Proctoring examinations is not a primary library service. This service will be offered only so long as it does not interfere with the performance of regular duties of the library staff. The Library Director will establish procedures to be followed.

Bylaws of the Board of Trustees of the Auburn Public Library

I. Name, Board Membership, and Responsibilities

The name of this organization shall be the Board of Trustees of the Auburn Public Library, Auburn, Alabama. The Board shall have those duties and responsibilities authorized by the Code of Alabama, 1975, Section 11-90-1 et seq.

The Board of Trustees shall be comprised of five trustees appointed by the Auburn City Council.

The term of office shall be for four years, and vacancies shall be filled by the Council for the remainder of the un-expired term.

Trustees shall serve without compensation.

II. Meetings

There shall be at least six regularly scheduled meetings per year, the day and time of which shall be reviewed each May or as necessary. Proper notice must be given, and the Board shall abide by all requirements of Alabama law (*Code of Alabama, 1975, Section 13A-14-2*).

The election of officers will be conducted each year at the January meeting.

A special meeting may be called by the President or by request of two members. Only items on the announced agenda may be considered at special meetings.

A quorum of the Board consists of three members.

III. Officers and Duties

The officers of the Board shall consist of a President and a Vice-President. The Library Director shall serve as Secretary/Treasurer to the Board.

Officers shall be elected in January of each year by a majority vote of the full Board. Officers shall be elected annually to serve for one year. Officers shall assume their duties at the close of the January meeting at which they are elected.

The Board may function as a committee of the whole without appointment of standing committees. Special committees may be authorized and appointed by the President for specific, limited purposes and shall serve only until completion of the assignment.

1. The President's Duties

- a. Shall preside at Board meetings.
- b. Shall be empowered to call Board meetings.
- c. Shall insure that the Board provides support and guidance concerning the activities and welfare of the Auburn Public Library.
- d. Shall be empowered to appoint committees.
- e. Shall insure that the Board reviews its bylaws and policies at least once every three years.
- f. Shall insure that the Board annually updates its goals and long-range plans.

g. Shall provide a new Board member, prior to his/her first Board meeting, with information on all items on the current agenda, as well as miscellaneous orientation materials.

2. The Vice-President's Duties

- a. Shall conduct meetings and handle Board business in the absence of the President.
- b. May be assigned responsibility for committee work or other such activities as delegated by the President.
- c. Shall co-sign with the Library Director all checks drawn on the Library Board checking account.

3. The Secretary/Treasurer's Duties

- a. Shall keep the minutes of all Board meetings and report these minutes at each meeting.
- b. Shall make an annual report of all business of the Board.
- c. Shall give notice of all meetings and conduct necessary correspondence of the Board.
- d. Shall hold and disburse, subject to the order of the Board, all Library Board funds.
- e. Shall make a financial report at each regular meeting.
- f. Shall make an annual financial report to the Board.

IV. Library Director

The Board shall recommend for employment a qualified Director who shall administer policies adopted by the Board; employ, direct, and supervise staff members; prepare required reports; recommend policies and procedures; and promote effective library service.

V. Adoption of Amendment to Bylaws

Amendments to these bylaws or to any policy documents of the Board may be adopted by a majority vote of members of the Board present at a regular meeting subsequent to prior written notification of the proposed change.

VI. Order of Business

Parliamentary procedure, which allows everyone to be heard as part of an orderly process, is the accepted method of conducting business.

Robert's Rules of Order, Newly Revised shall be used as the basis for parliamentary procedure.

The agenda for each regular meeting of the Board shall include the following, as applicable, not necessarily in the order listed:

- Call to order
- Roll Call
- Minutes of the previous meeting
- Correspondence to the Board
- Recognition of visitors and establishing time limits for presentations

- Financial reports
 - Report of the Director, to include statistical and program information
 - Reports of officers and committees
 - Unfinished business
 - New business
 - Announcements
 - Adjournment
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VII. Date of Adoption

Adopted January 16, 1997. Revised March 21, 2002.