

# Pelham Public Library Policies



Approved by

Pelham Library Board

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## BEHAVIOR POLICY

The Pelham Public Library Board has adopted the Patron Behavior Policy to provide a safe, comfortable, and welcoming environment for everyone, including patrons and staff. This policy applies to the use of library facilities, resources and services, whether received in-person, via phone or virtually, as well as the participation in library-sponsored activities on or away from library property. As a community for the sharing of information to all persons, library users and staff are expected to conduct themselves in a manner that is courteous, respectful, and cooperative. Any library user whose behavior, in the opinion of library staff, is disruptive, dangerous, destructive, inhibits access to or the delivery of services or resources to others, or otherwise violates this policy or local, state or federal laws may be asked to immediately discontinue such behavior, leave library property, have library privileges suspended, and/or be subject to legal action.

Examples of unacceptable activities and behaviors include, but are not limited to:

### DISRUPTIVE BEHAVIOR

- Talking or laughing loudly, yelling, or engaging in loud phone conversations
- Running, jumping or throwing things
- Interfering with the free movement of library users or staff or their access to and use of the library and library resources
- Using obscene, derogatory, insulting, or otherwise offensive language or gestures
- Engaging in public displays of physical affection or in lewd behavior including, but not limited to, petting, indecent exposure or sexual acts
- Using library computers or personal devices at a volume that disturbs other patrons or staff
- Soliciting, surveying, petitioning, campaigning, selling of any kind, distributing materials, posting flyers or otherwise engaging in activities for promotion or profit without specific authorization from the library director
- Smoking, chewing or otherwise using tobacco products or e-cigarettes
- Using photographic, video, audio or other recording devices in a way that disrupts library users, violates user or staff privacy, disrupts the staff's ability to perform their duties, or otherwise violates the library's Media Policy
- Drinks with a lid and snacks from the vending machine are allowed in the library. Any other food may be eaten at the outside patio
- Sleeping or appearing to sleep within the library, laying down in the floor or across library furniture
- Any other behavior that disrupts other library users or inhibits staff from performing their duties

### DANGEROUS, THREATENING, OR ILLEGAL BEHAVIOR

- Hitting, pushing, shoving, brandishing a weapon, threatening, or provoking violence
- Harassing any person in the library, including but not limited to:
  - Following, stalking, or lurking
  - Asking personal questions or for personal information
  - Asking staff or library users out on dates
  - Asking embarrassing questions or sharing illicit, lewd, or unwanted information or images
- Threatening or inflicting physical, verbal, or written abuse
- Using racial slurs, derogatory language, or hate speech

- Consuming alcohol or using illicit drugs on library property
- Using library property, materials, or resources in an unsafe manner
- Any other behavior which leads staff or users to reasonably feel unsafe

#### MISUSE OF LIBRARY PROPERTY

- Monopolizing library furniture, equipment, materials or other property that prevents others from using them for an unreasonable amount of time
- Misusing public restrooms, including shaving, bathing, washing clothes, soliciting, meeting, loitering, using drugs, or engaging in sexual acts
- Bringing animals into library facilities, with the exceptions of service animals as defined by the ADA or animals which are part of a library-sponsored activity
- Damaging, destroying, stealing, altering or attempting to alter, or otherwise improperly using any property of the library, library users, or staff
- Taking library materials or other property outside library facilities without following established loan procedures or other authorization
- Hiding or relocating library materials or property
- Leaving personal property unattended on library property

#### OTHER

- Any other acts or conduct in violation of federal, state, or local laws, ordinances or regulations, including but not limited to littering, theft, vandalism, sexual misconduct or possession of illegal weapons or substances
- Failure to follow the reasonable direction of library staff regarding potential policy violations, emergency situations, or other library business
- Failure to vacate the library at closing or when directed by a library staff member
- Exceptions to the policy may be made at the discretion of the Library Director or Library Supervisor. Notwithstanding the foregoing or any other policy or provision of policy, library employees may report to appropriate management, law enforcement, public health or other authority any circumstance, behavior or conduct that, in their reasonable judgment, may constitute a threat, danger, or risk to themselves, the public, any individual on library property, or to property.

#### APPEALS PROCESS

Patrons receiving a written notice of suspension of Library privileges or who are legally trespassed from the premises due to a violation of the Patron Behavioral Policy may within ten (10) days appeal the ruling by written petition to the Director of Library Services. If not satisfied by the Director's response to the appeal, the patron may appeal the decision by a written petition to the Library Board of Trustees within ten (10) days of receiving the Director's response.

## CIRCULATION POLICY

Updated: 4/30/2020

Patrons are responsible for any items checked out on their library card. Patrons are responsible for reporting lost and stolen library card or items to the library. Patrons may not use another person's library card to checkout library materials.

Books check out for fourteen days. Books will renew automatically three times if no one has reserved the book.

You may bring the book back to any Shelby County library and renew it or you may log on to your account online and renew the book.

Books can also be renewed if you call 205-669-3928 and follow the automated instructions.

Overdue fines are .10 per day.

Books from another library can be renewed as long as the owning libraries renewal guidelines are followed.

All transactions must be paid only by cash or debit/credit except for undisputed fines over \$25.00 owed to other libraries or item replacement charges owed to other libraries. It is preferable that the patron pays for these at the owning library. However, they may pay for them at any library. The replacement fees will be routed to the owning library along with the patron's information.

All debit/credit transactions will be for the amount owed only. Do not enter a larger sum and give cash back.

Library staff members are not allowed to waive fines placed by other Shelby County Libraries but can waive replacement cost for other libraries items that have been returned in good condition to our library.

Popular books check out for fourteen days. They are renewable, however if anyone is waiting on the item, it will not renew. Popular books have a \$0.10 per day late fee and are marked with a green strip in the cover.

Books on CD check out for fourteen days and will renew automatically three times if there are no pending holds for the item. Overdue fines are .10 a day.

Adults (18 and older) may check out a total of 20 DVDs for seven days. Only 4 new movies may be checked out by a patron. These are clearly marked with a "New" sticker. Children are not allowed to use an adult library card to check out DVDs under any circumstances. DVDs and Blu Rays will renew automatically one time. Items with a hold request will not renew. Overdue fines are \$1.00 a day.

Adults (18 years and older) may check out 5 Videogames for seven (7) days. Videogames will renew automatically one time if there is not a hold request on the item. There is a limit of 5 videogames checked out by one adult patron per visit.

Parents are responsible for the selection of appropriate materials for their children. Parents are responsible for any items checked out to a child under the age of 18.

Reserved books that are popular materials will be held for 24 hours. Reserved books that are not high demand and inter-library loan items will be held for a maximum of seven days. Failure to pick up reserved materials and inter-library loan materials may be used as justification to disallow patrons this privilege.

Library materials with the exception of HotSpots and Chromebooks may be returned in the outdoor book drop. HotSpots and Chromebooks must be returned inside the library. Book drops are open 24 hours a day.

Pelham books, magazines, DVD's, Blu Rays, and Audio books can be returned to any Shelby County library. Any other items, including, but not limited to, music CD's, Great Courses, and video games must be returned to Pelham Library or a \$5 fine may be charged per item.

Smoking is not allowed in the library. Drinks with a screw cap or lid are allowed. Snacks are allowed, but no meals, including fast food, are allowed inside the library. You may use the outside tables for meals.

Inappropriate behavior will not be tolerated.

## LOST AND DAMAGED ITEMS

Materials which are long overdue and for which the customer has received a bill are considered by the library to be lost and the customer will be responsible for paying the cost of the item. Patrons may return a long overdue item and have the replacement cost for the item waived. The patron will still be responsible for the overdue fees associated with the item. The Polaris Automation System will automatically charge the patron account for lost materials and overdue costs associated with lost materials. Charges for lost materials are applied as recorded within the item record, or within the bibliographic record if item costs are not present.

Fulltime staff members should handle all lost/damaged transactions. If a patron has lost or damaged an item, that patron must pay full retail cost for the item or bring in a new copy bearing the same ISBN number as the lost or damaged item along with receipt of purchase and pay two dollars to cover processing. If the patron pays the full retail replacement cost for replacement of a lost item, that patron must be instructed to keep the receipt, so that if the patron finds the item within 30 days, the patron can return the item along with the receipt for a cash refund minus any overdue charges that may need to be applied.

Disputes over payment for items marked damaged or lost due to long overdue/not returned can only be resolved at the owning library. Patrons must be referred to the owning library. No staff member from another library other than the owning library should be involved with the resolution of lost and/or damaged materials. The only exception will be in circumstances in which loss of materials constitutes a system involvement in which the Director of the Harrison Regional Library may consult with the Director/Directors of member libraries involved.

## SUSPENSION OF PRIVILEGES

The library will find it necessary to suspend a customer's borrowing privileges after the customer has accrued a total of \$10.00 worth of fines on his/her library record. A customer's record will be cleared, and privileges reinstated upon payment of owed fines.

A customer's borrowing privileges will be suspended after he has received a bill for the non-return of any item borrowed from the library. A customer's record will be cleared, and his privileges reinstated upon return of the item and payment of overdue fees, or upon payment of cost of the item.

At the discretion of the Library Director, a customer's borrowing privileges can be suspended for unacceptable behavior including, but not limited to: physical abuse of facilities or resources, physical or verbal abuse of the staff, stealing, vandalism, computer agreement violations, and/or any criminal activities on library property.

Patrons can be banned from one and/or all Shelby County public libraries following the completion of predetermined policies for banning abusive patrons. These policies will be developed and approved by each individual member library's board. Only Library Directors can initiate banning procedures against a customer. It is recommended that each local library consult with their government authority, policy department, and city attorney in regard to the development of such policies.

Should there be a feeling by a customer that his privileges have been unfairly suspended; the patron has the right to appeal to the member library board. The library board of the involved library should have final authority in the matter.

## COLLECTION DEVELOPMENT POLICY

Updated 2024

### PHILOSOPHY

The library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library board affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections. The library upholds the right of individuals to access information and acknowledges that the library is one of the few places people may do so freely.

### SELECTION POLICY OBJECTIVES

The Pelham Public Library aims to meet the informational, recreational, educational and cultural needs of its community by offering a wide selection of library materials in a variety of formats and reading levels. The library attempts to provide the widest range of viewpoints based on quality, cost, and availability of the materials to purchase. The library staff builds and maintains a patron-oriented collection by anticipating and responding to needs and expectations.

Collection decisions are made in conjunction with the strategic initiatives, especially the following:

- Positioning the library as the preferred partner for lifelong learning
- To meet basic informational needs of the community which will enable patrons to make informed judgements in their daily lives
- Providing materials on a wide range of viewpoints and ideas that reflect the diversity of our community
- Developing library services that incorporate both physical and virtual collections
- Committing to excellence in service to improve effectiveness, remove barriers, and expand access

### RESPONSIBILITY FOR SELECTION

Under the guidance of the library director and professional librarians, materials are selected by trained staff in an effort to maintain a well-balanced, up-to-date, attractive, and useful collection of materials that will meet the needs of the community as a whole. The staff contributes to the development of patron-oriented collections by:

- Engaging in open, continuous two-way communication with library patrons and recognizing that individuals have different ways of expressing their needs based on age, language, economic status, culture, or other characteristics
- Interacting with patrons with understanding, respect, and responsiveness
- Handling all requests equitably
- Working in partnership with one another to understand and respond to community needs
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes
- Recognizing that materials of varying complexities and formats are necessary to satisfy diverse needs of library users

- Balancing individual needs and broader community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information
- Seeking continuous improvement through ongoing measurement
- Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened

## SELECTION CRITERIA

Public libraries are diverse and represent a broad demographic. With a patron base that can include infants to the elderly, selection criteria should take into account the various interests and needs of the patrons the library serves. The Pelham Public Library provides collections containing a wide variety of material formats, including print, audio-visual, and electronic. In selecting materials and developing collections for adults, as well as for children and teens, library staff includes materials that represent the broad range of human experience, reflecting the ethnic, religious, racial, and socio-economic diversity not only of the region it serves but also the larger global perspective. Library collections will provide a broad range of opinion on current issues.

Collections contain popular works, classic works, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. In building collections, library staff is guided by the principle of selection, rather than censorship. Furthermore, the selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint. The library board will uphold the principle that while anyone is free to reject for oneself books which do not meet with the individual's approval, one cannot exercise this right of self-selection to restrict the freedom to read of others. The responsibility for the choice of library material for minors rests with their parents or legal guardians.

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable.

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### CRITERIA:

- Present and potential relevance to community needs
- Authoritativeness and accuracy
- Suitability of subject and style for intended audience
- Cost and format (the library does not purchase textbooks or books with moving parts, etc.)
- Current events, currency of information, timeliness, historical relevance
- Relation to the existing collection and to other materials on the subject (including relation to availability within the County library system); filling gaps in collection
- Media attention, bestseller lists
- Reviews and/or awards
- Potential user appeal and relevance to our community
- Popular interest, appeal, or demand (requests by library patrons)
- Comprehensiveness and depth of treatment
- Skill, competence, and purpose of the author
- Reputation and significance of the author or creator

- Objectivity
- Consideration of the work as a whole
- Clarity
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting
- The library does not purchase self-published materials unless reviewed well in established publications or for some other reason that deems it beneficial for the community

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#### SPECIAL CONSIDERATIONS

- Reading list/school assignment materials: While we strive to support the local school curriculum, we are not able to purchase enough books for an entire class, nor are we able to acquire every book on a reading list. The library serves to supplement, not replace elementary, high school, or college libraries
- Parents/guardians are responsible for the selection of appropriate materials for their children. Children may use adult collections. Responsibility for the reading of minors rests with their parents/guardians.
- Duplication of materials occurs in response to community demand, taking into consideration budget limitations and resources available through interlibrary loan.

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#### SPECIAL CONSIDERATIONS FOR ELECTRONIC INFORMATION SOURCES:

- Ease of use of the product
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training
- Availability of the physical space needed to house and store the information or equipment
- Available in full text

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#### WEBSITE COLLECTION DEVELOPMENT

- Links to Internet sites from the library's web pages are selected to broaden, enrich, and complement the library's physical materials and digital resources.
- Most sites linked to by the library are sites that access library digital resources. Other sources are added at the discretion of the librarians to meet the needs and interests of library patrons. Sites are evaluated according to their credibility, quality, and usefulness.
- Other sites linked on the library's website are separate and independent from the library. The library exercises no control over the content of the information provided by the producers of those sites.
- The library does not accept unsolicited suggestions of websites to add to our web pages.

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## REVIEW SOURCES INCLUDE BUT ARE NOT LIMITED TO:

- Booklist
- Goodreads
- Library Journal
- School Library Journal
- New York Times Book Review
- Publishers Weekly
- Shelf Awareness

## COOPERATION WITH OTHER LIBRARIES

The Pelham Public Library expands the resources available to its patrons through interlibrary loan. Materials that cannot be located at the Pelham Public Library may be requested from other Shelby County libraries. Some materials not located in Shelby County may be requested from a library outside of Shelby County through Interlibrary Loan. Materials located at the Pelham library, but currently checked out, may be reserved.

The Pelham Public Library is a member of the Shelby County Library Cooperative. A Shelby County Library card may be used at the Pelham Library as well as any other Shelby County member library. Collection Development Policies vary by library. You may request a copy of the following policies from the Pelham Library Director:

- Alabama Public Library Service Policy, which covers the resources available through the Alabama Virtual Library
- Harrison Regional Library Service, which provides resources to Shelby County card holders.

## ACQUISITIONS PROCEDURES

The Pelham Public Library has a number of selectors on the staff, each responsible for a different level of collection development:

- The library director is ultimately responsible for the overall selection and maintenance of all materials and formats within the collection of the library. However, individual collections are overseen by professional librarians. This responsibility is monitored by the library supervisors and is delegated to these individuals as a result of their education, training, experience, and job classification.
- All materials and formats are selected or approved for the library's collection by a librarian, who is qualified to do so by reason of education, training, experience, knowledge of subject area, and job classification.

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## GIFTS AND DONATIONS

Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. Gifts and donations of materials are reviewed using the same criteria as purchases. The library reserves the right to dispose of any gifts that are given to the library. The library will determine how to best incorporate such materials into the existing collections. Materials not added to library collections may

be used for programs or given to other local organizations such as schools and senior centers or sold in library book sales.

The proceeds from book sales shall accrue directly to the benefit of the library, in a fashion consistent with accepted library policies and services as determined by the Board of Trustees. Any items unsold may then be donated to another organization or discarded.

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#### MEMORIAL AND HONORARY DONATIONS

Funds may be given for the purpose of acquiring materials recommended by library staff as prescribed in this policy, or for purchase of specific items suggested by the donor. When the library receives a cash gift for the purchase of materials, the library staff must make the selection with the general selection principles set forth in this policy.

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#### COLLECTION MAINTENANCE AND WEEDING POLICY

The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection. Library collections are constantly in need of refreshing through evaluation, addition, and removal in order to maintain a quality collection that can best serve the community.

##### Examples of criteria

- Physical condition of item
- Circulation statistics
- Publication date of material
- Accuracy
- Superseded material
- Current interest

Additional guidelines from the CREW Manual (<https://www.tsl.texas.gov>) are followed by staff.

Withdrawn books are sold in library book sales. The proceeds from such sales are used for the benefit of the library.

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#### REPLACEMENT

Libraries do not necessarily replace materials that are lost, damaged or worn out. Current demand for the subject or title is considered as well as several other factors: duplicate copies, existence of adequate coverage in the field with remaining materials, copies elsewhere in the system, availability of more current and authoritative materials, and cost of materials. Every attempt is made to replace materials regarded as essential.

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#### REQUEST FOR PURCHASE

A patron may request that the library purchase a particular item not presently included in its collection. These requests will be subject to the same criteria as all other purchased materials.

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## SELECTION OF MATERIALS ON CONTROVERSIAL TOPICS

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library's collection.

All public libraries contain materials that some patrons may find objectionable. Others may feel that the library has omitted materials that should be included. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

## RECONSIDERATION POLICY

The Pelham Public Library supports the principles stated in the First Amendment of the Constitution of the United States as well as the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to access these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with a library supervisor or its director. If the patron is not satisfied with the response to their request, the manager will provide the patron with information and a form to request formal reconsideration of the library resource.

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## PROCEDURES FOR HANDLING INFORMAL COMPLAINTS

The process begins with a librarian discussing the complaint with the patron who brings it to the service desk. During that interaction, the librarian will respectfully explain that the library has materials for everyone, and everything goes through a selection process or is purchased because of patron requests. The librarian should offer to assist the patron to find alternate materials that would better meet the needs and interests of the patron and/or their family members. If the patron chooses to go forward with the challenge, the complainant should be provided with a request for formal reconsideration form. The staff member should then make the library supervisors and/or the director aware of the nature of the patron's complaint.

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## PROCEDURES FOR HANDLING FORMAL COMPLAINTS

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron, being a confirmed resident of the City of Pelham, who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, collection development policy, Citizen's Request for Reconsideration form, ALA's Freedom to Read Statement, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library director.
3. If more than one item is to be considered, a reconsideration form will need to be submitted for each item. A household may submit no more than 5 items to be reconsidered in a 3 month period.
4. Materials that a patron may request reconsideration of includes but isn't limited to physical library materials (ex book, DVD, game, etc.), library prepared bibliographies and lists, displays, programs, electronic materials, digital resource, or social media post.
5. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
6. Within 15 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
7. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the library board. (PO Box 1627; Pelham, AL 35124)
8. The board will not address an appeal on a specific material or substantively similar subject that has been reviewed within the last 3 years. The board will decide what qualifies as substantively similar.
9. When the board addresses an appeal, they will do so at their next scheduled board meeting so long as the next meeting is not sooner than 10 business days.
10. The board will vote on the request, and the library director will notify the concerned person of the decision in writing within 3 business days.
11. The decision of the board is final.
12. Library Board meetings are public meetings but are not public hearings. Public comments are limited to 3 minutes per person.

## COMPUTER ACCEPTABLE USE POLICY

1. Each user must have a valid Shelby County library card in good standing for computer use. The card number is required each time the user signs in for computer use.
2. It is understood by the computer user that the right to privacy was waived when the acceptable use policy was signed. The computers are monitored by the library staff and records are kept of computer usage.
3. The user signing in must be the actual user. Patrons may not share, loan or borrow cards.
4. Each user can sign up for a one-hour session.
5. No pre-registration for computer use.
6. Users must be at their workstation during the time assigned to them. We will not hold or reserve a workstation.
7. Computer users must not attempt to alter any software or hardware settings, attempt to breach computer security, or damage the equipment in any way.
8. Each user is responsible for all computer equipment, resources, and cost of printouts. Black ink printouts are .10 cents each and must be paid for at the release station before they will be printed. Color ink prints are \$1 dollar. Patrons may add coins or cash for printing at the computers. If a patron needs to make large amount of copies or do not have cash, the patron may add a minimum of \$2.00 on debit/credit card. Funds from debit/credit cards must be added at the downstairs circulation desk. Cards only accepted with valid ID.
9. Pelham Public Library assumes no responsibility for storage devices left at the library. The library assumes no responsibility for documentation of information retrieved from the Internet. The library assumes no responsibility for loss of information on diskettes, disks, or other storage devices.
10. One person per workstation unless a parent is assisting a child.
11. No inappropriate behavior will be tolerated. Inappropriate behavior includes but is not limited to the following:
  - Rough housing or rowdy play
  - Loud and disruptive talking
  - Any act that endangers others or computer equipment
  - Viewing and/or displaying inappropriate material.
12. All computers will be turned off 15 minutes prior to library closing.
13. Staff will assist with computers as time allows but cannot offer personal instruction.
14. Failure to comply with the acceptable use policy may result in disciplinary action up to and including termination of computer center privileges at the discretion of the library director.

Pelham Public Library will follow and strictly enforce Alabama Law 13A-12-200.3 that specifically prohibits the dissemination or display of obscene material.

Persons violating this law will lose computer center privileges and may be reported to the authorities.

Restoration of Computer Center privileges will be determined by the Pelham Public Library Board.

Restoration of computer center privileges will be determined by the Pelham Public Library Board.

## DISPLAY AND READER'S ADVISORY POLICY

Approved: June 24, 2024

### MATERIALS AND RESOURCES

The Pelham Public Library will offer displays of library materials and/or resources that appeal to a range of ages, interests, and informational needs the community. Consideration will be given to the age and intended audience of the display. For example, displays of children's books in the children's department; displays of books for adults in the adult department. Displays will be determined based on the suitability of the subject and style for the intended audience.

Displays of materials and resources in the library are intended to illustrate the width and breadth of available content in the library. Acceptance of a display topic or of materials within the display by the Library does not constitute an endorsement by Pelham Public Library or the City of Pelham of the content of the display, or of the views expressed in the materials on display. The library will not display materials that violate applicable laws.

The Library Director holds the final approval for the display of library materials and/or resources, but librarians choose display topics for the area of the collection they are responsible for. Additionally, employees throughout the library share day-to-day responsibilities of keeping displays filled. Library staff uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- New materials will be displayed in appropriate departments for the material (children's materials in children's department, DVDs with DVDs, etc.)
- Community needs and interest or relation to current events
- Availability of display space
- Holidays, celebrations, and nationally recognized days/months of recognition
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, and programs
- The Pelham Public Library may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays.

### STATEMENTS OF CONCERN

Should a Pelham resident take issue with a display or an item within the display, they may complete and submit a "Request for Reconsideration" form.

### BULLETIN BOARD

The Pelham Public Library provides a bulletin board located on the first floor of the library to inform the public about library events, city business, and on a very limited basis; community events. The primary purpose of the bulletin board is to display official notices from Pelham City Hall. The secondary purpose is to publicize library programs and events. Due to limited space the Pelham Public Library does not allow free standing exhibits or displays by outside groups or agencies. Due to limited space, the library cannot accept brochures, handouts, etc. Literature from an individual advertising a service or product is prohibited.

Services and products include but are not limited to garage sales or items for sale such as houses, pets, or automobiles, as well as services such as house cleaning, piano lessons, tutoring, etc. Political flyers are permitted with the understanding that neither the library nor library personnel endorse any candidate, cause, or political party. The library director reserves the right to approve all materials prior to display. The library director also reserves the right to purge the display area of materials without prior notice.

## READER'S ADVISORY

Reader's Advisory is the act of a library employee assisting a patron to find materials that they are interested in. This can be done through displays, book lists, or through conversation with a patron. Under the guidance of the Library Director, all staff share responsibility for providing this integral library service by virtue of their employment.

When directly assisting a patron with reader's advisory, the staff member will ask lots of questions to help discern what might be a good recommendation.

Consideration will be given but not limited to:

- Patron's age
- Reading level
- Stated interests and/or requested topics
- Type of material
- Stated limitations (no romance books, only nonfiction, large print or audio book only, no graphic violence, etc.)

Library staff will present the patron with options that meet the patron's requests. However, staff cannot have read every book in the library or be able to discern every nuance of a patron's likes and dislikes. It is up to the patron to choose what, if any, materials to check out for themselves or for their minor children. Final selection lies with the patron or the patron's guardian if that patron is a minor.

Items provided to patrons through readers' advisory does not constitute an endorsement by Pelham Public Library, library staff, or the City of Pelham of the content or views expressed in said items.

## MEDIA POLICY

The Pelham Communications Manager or their designee (often the Library Director) shall act as the official City spokesperson for all media questions, including requests by newspapers, television, government officials, etc. No other employee shall take on the responsibilities of the spokesperson or make statements in reference to the City or Library or to any media representative without direct authorization of the Communications Manager or their designee. The media may not interview patrons inside the library without permission of the Communications Manager and Library Director or their designee. The media may interview patrons outside the library building but may not block library entrances. The Library welcomes media coverage of its events and services. However, it is the responsibility of the media to obtain the permission of any library patron or staff member who would be prominently included in the composition or recording. Taking photographs or videotaping of a minor requires the permission of the minor's parent or guardian. The Library undertakes no responsibility for obtaining these releases.

## PHOTOGRAPHY AND VIDEOGRAPHY

While the library is a public place, it is considered a "limited public forum" under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would be disruptive to, or interfere with, the other patrons or staff or be inconsistent with the library's mission.

Subject to the preceding paragraph: photography and video or audio recording by visitors to the library are generally permitted if it is strictly for personal use. In order to ensure that such activity would not be disruptive to, or interfere with, the library staff or patrons, or be inconsistent with the library's mission, all individuals are expected to abide by the library's Behavior Policy.

Persons taking photographs, audio, or videos shall not:

1. Compromise a patron or staff member's right to privacy, including but not limited to what a patron is viewing on a computer or checking out or personal patron information on a staff computer.
2. Harass, intimidate, or threaten a patron or staff member
3. Block library aisles, walkways, stairwells, doors or exits
4. Disrupt others' use of the library or staff's ability to perform their duties

Commercial photography and videotaping in the library or on library grounds requires the written permission of the Library Director. Permission will only be given for uses that do not interfere with patron usage of the library. Commercial photographers/videographers are prohibited from using imagery of library employees or patrons. No identifying images of the Pelham Public Library may be used for the purpose of solicitation or political gain. The Pelham Public Library does not endorse the viewpoints of entities that may use the library for photography or filming. As with amateur photography, persons taking photographs or videos shall not:

1. Compromise a patron or staff member's right to privacy
2. Harass, intimidate or threaten a patron or staff member
3. Block library aisles, walkways, stairwells, doors or exits
4. Disrupt others' use of the library or staffs' ability to perform their duties

The Library often takes pictures and shoots videos to use in library publicity materials and on our website. The Library reserves the right to document its services and the public's use of the library. Official representatives of the Library may take photographs, videotape, or use other recording devices within the library and at library-related events and activities. These photographs and video may be copied, displayed,

published, posted, and telecast for purposes such as promotion, publicity, and news to inform the public about the library. If individuals do not wish the Library to use a picture or video of them or their child, they should tell a library staff member prior to the event.

## APPEALS PROCESS

Patrons receiving a written notice of suspension of Library privileges or who are legally trespassed from the premises due to a violation of the Media Policy may within ten (10) days appeal the ruling by written petition to the Director of Library Services. If not satisfied by the Director's response to the appeal, the patron may appeal the decision by a written petition to the Library Board of Trustees within ten (10) days of receiving the Director's response.

## MEETING ROOMS POLICY

Approved: August 30, 2021

### ROBERTS ROOM A AND B

The public meeting room of the Pelham Public Library is provided to the general public for use in programs of an informative, educational, cultural, or civic nature. Preference is given to Shelby County residents. Use of the public meeting room must in no way infringe upon the normal operations of the library. Final authority regarding the interpretation of guidelines for use of the meeting rooms rests with the Pelham Library Board. Room capacity is determined by parking availability.

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### EXCLUSIONS

- Meetings promoting the sale of a commercial product or service.
- Meetings promoting the interests of an individual including but not limited to private parties such as birthday parties, showers, wedding receptions, anniversary parties, etc.
- Meetings which interfere with the functions of the library due to noise or any other disturbance.
- Meetings held before or after regular hours of operation for the library.

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### RULES AND REGULATIONS

Any organization using the Pelham Public Library meeting room agrees to the following:

1. Meeting must be held during normal operating hours of the library. Meeting must conclude 15 minutes prior to closing of the library. Due to limited parking, meetings may not be held during times deemed to be peak hours when parking is at a premium. The Library Director will determine what times constitute sufficient parking.
2. The meeting room is reserved on a first come, first serve basis. Bookings are not accepted more than 30 days or less than 2 days in advance.
3. A group or individual may reserve library space as often as 4 times in a rolling 4 week time frame. The Roberts Room can be reserved for a maximum of 8 hours and the Mobley Room for a maximum of 4 hours.
4. Refreshments such as snacks or box style lunches may be served but no hot food without prior approval. A cleaning fee of \$25.00 will be assessed to any group that does not clean up after themselves.
5. The library is not responsible for items left in the meeting room. Storage space is not available.
6. All tobacco use and vaping are not allowed.
7. Library or municipal programs take precedence over any and all other programs.
8. All meetings in the library meeting room must be free of charge. Groups using the room may not charge admission, sell items, or request donations for attendance or participation. Instructors who charge a fee cannot reserve the room.
9. The name or address of the library is not to be used in handouts or advertising of any kind except as a source of location. No group may use the library as a mailing address. Groups may not use the library's phone number as a contact for program information.
10. Any advertising, publicity, or other announcement must be approved by the Library Director in advance.

11. The library does not endorse the views of groups meeting in the facility. The library does not sponsor/support the various groups using the meeting room and publicity announcing meetings should in no way imply library sponsorship.
12. Meetings of groups or individuals under 18 years of age must have an adult sponsor in attendance.
13. Groups or organizations using this meeting space may not discriminate on the basis of race, national origin, sex, religion, age, or disabled status in the provision of services.
14. Signs, decorations, or other objects are not to be taped or attached to walls or doors in any manner. No equipment or furniture is to be removed from the meeting room. Groups using the room are responsible for reimbursing the library for any damage to library furniture or equipment.
15. Please notify the library as soon as possible if you need to cancel your reservation or will be more than 30 minutes late. After 30 minutes, reservations will be released. Failure to cancel reservations may result in the loss of meeting room privileges.
16. Violation of these rules may result in the loss of meeting room privileges.
17. The Pelham Library Board reserves the right to cancel the use of the meeting room for any organization if a majority of the Board feel that the organization does not fall within the guidelines of these policies for use of the public meeting room.

## STUDY ROOMS

The Library has a limited number of group study rooms. Individuals and small groups planning short-term study sessions may use the study rooms. Users must check in with staff at the upstairs information desk to use a room.

1. Study rooms cannot be reserved in advance.
2. Study rooms are available on a first-come, first-served basis.
3. Study rooms may be checked out for a period of 1 hour, renewable if there is no one waiting to use a room.
4. Study room use must conclude 15 minutes prior to closing of the library.
5. When study rooms are not available, users who have occupied their room longest will be told to give up the room.
6. Study rooms users must maintain a moderate noise level -- rooms are not soundproof, and loud talking disturbs other individuals studying in adjoining rooms and/or those studying outside of the rooms.
7. Users must use library supplied markers on the boards. No outside markers are allowed.
8. Inappropriate behavior and horseplay is not allowed in the rooms.
9. Walls, furnishings, and glass must not be defaced. No pictures or other items may be attached to the walls or structure. Windows and/or door glass must not be covered in any way.
10. Users must clean up after themselves and leave the room in good condition for the next group, including erasing the board.
11. Food is not allowed in the study rooms, covered drinks and snacks are allowed.
12. Users are not allowed to sleep in the rooms at any time.

Failure to follow the above policies, or other applicable Library policies, may result in a temporary or permanent suspension of access to the group study rooms.

## MOBLEY CONFERENCE ROOM

The Mobley Conference Room of the Pelham Public Library is provided to the general public for business meetings, job interviews, and other professional matters. Use of the Mobley Conference Room must in no way infringe upon the normal operations of the library. Final authority regarding the interpretation of guidelines for use of the room rests with the Pelham Library Board. Maximum capacity for the meeting room is 6 people. The room is not to be monopolized by one group. Library staff may not be able to honor block reservations.

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## EXCLUSIONS

- Meetings promoting the interests of an individual including but not limited to private parties such as birthday parties, showers, wedding receptions, anniversary parties, etc.
- Meetings which interfere with the functions of the library due to noise or any other disturbance.
- Meetings held before or after regular hours of operation for the library.

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## RULES AND REGULATIONS

1. The Mobley Room may be reserved for group meetings only. The Mobley Room may be used for individual study purposes on a first come, first serve basis only. Students may use the room for a period of 1 hour provided there are no group reservations made, and is renewable if there is no individual student waiting to use the room. If the group does not arrive within 15 minutes of scheduled reservation unless library staff are notified, the room will not be held.
2. Meetings must be held during normal operating hours of the library. Meetings must conclude 15 minutes prior to closing of the library.
3. The room is reserved on a first come, first serve basis. Bookings are not accepted more than 30 days in advance. No standing reservations may be made.
4. The library does not endorse the views of groups meeting in the facility. The library does not sponsor/support the various groups or individuals using the conference room and publicity announcing meetings should in no way imply library sponsorship.
5. The name or address of the library is not to be used in handouts or advertising of any kind except as a source of location. No group or individual may use the library as a mailing address. Groups and individuals may not use the library's phone number as a contact for program information.
6. Any advertising, publicity, or other announcement must be approved by the Library Director in advance.
7. Food and alcohol are not allowed, covered drinks are allowed. Smoking is not allowed.
8. The library is not responsible for items left in the conference room. Storage space is not available.

9. Meetings of groups or individuals under 18 years of age must have an adult sponsor in attendance. Children 14 years and under must have a parent or guardian in the library. Children 6 and under must have a parent or guardian on the same floor.
10. Groups or organizations and individuals using this meeting space may not discriminate on the basis of race, national origin, sex, religion, age, or disabled status in the provision of services.
11. Signs, decorations, or other objects are not to be taped or attached to walls or doors in any manner. No equipment or furniture is to be removed from the meeting room. Groups using the room are responsible for reimbursing the library for any damage to library furniture or equipment.
12. Violation of these rules may result in the loss of conference room privileges.
13. The Pelham Library Board reserves the right to cancel the use of the conference room for any organization if a majority of the Board feel that the organization does not fall within the guidelines of these policies for use of the room.

## NOTARY SERVICES POLICY

Approved January 27, 2025

The Pelham Public Library offers notarization of certain documents as a free service at the availability of the on-staff notary public.

An official notary public will verify your identity and your signature on legal documents, NOT the content of your document, with proper photo identification.

Call the library for the notary's availability as it varies by day.

Things to know:

- You must bring current, unexpired photo identification with a signature issued by a U.S. state or federal government such as a driver's license, state ID card, U.S. military ID, or passport.
- DO NOT sign the document beforehand. Documents must be signed in the notary's presence.
- When witnesses are required in addition to a notary, you must provide your own witnesses. Soliciting staff or library patrons to serve as witnesses will not be allowed. Witnesses must also have current photo identification with a signature issued by a U.S. state or federal government such as a driver's license, state ID card, U.S. military ID, or passport.

**The library will not supply witnesses for you.**

Notary public will not notarize:

- Documents that are already signed
- Any real estate documents or transactions
- Wills
- Divorce papers
- Government Form 1-9 or Employment Eligibility Verification
- Documents in any language other than English

Notary public will not provide service if the requestor, document, or circumstance of the request raises an issue of authenticity, ambiguity, doubt, or uncertainty for the library. In this event, notary public, at their sole discretion, may decline to notarize said document.

## POLICY ON VIEWING OBSCENE MATERIALS

Approved August 1, 2005

The Pelham Public Library will follow and strictly enforce Alabama Law 12A-12-200.3

That specifically prohibits the dissemination or display of obscene material. The display or dissemination of obscene material shall not be limited to materials or equipment owned by the library but shall include the personal property of the individual if that property results in a visual display of an obscene nature in public view. The library director or the floor supervisor shall determine what constitutes obscene display of materials. The prohibition shall include but not be limited to the following:

- Books with pictures
- Magazines with pictures
- Photographs
- DVDs playing on a personal DVD player
- Materials displayed on a laptop computer.

Persons violating this prohibition will first be asked to conceal these items from public view or leave the library. Repeated offenses may result in expulsion from the library and/or temporary or permanent loss of library privileges. Offenses will be reported to the appropriate law enforcement authorities. Should an individual and the library director disagree about compliance with this policy, final authority shall rest with the Library Board to make a determination.

## PHYSICAL LOCATION AND RELOCATION POLICY

Approved: July 22, 2024

Updated to add additional definition of Sexually Sexplicit: September 29, 2025

Juvenile and teenage patrons may also use adult collections, even though those materials have not been specifically selected for them. The library will make all reasonable effort to place items in age-appropriate categories; however, responsibility for the material selection of a minor rests with their parents and legal guardians.

The Pelham Public Library does not purchase or shelve materials which would meet the legal definition of obscene nor shelve materials “harmful to minors” in areas designated for minors.

Sexually explicit materials will not be located in the Children’s Department or Teen Department. Age-appropriate materials regarding religion, history, biology, or human anatomy should not be construed to be against this rule, per the APLS Admin Code.

Factors used to determine the location of a book will include but not be limited to: intended audience, developmental appropriateness, and quality of content.

A work should be judged as a whole, instead of based solely on the presence of subjects such as trauma, abuse, bullying, assault, and consent. Descriptions of sexual abuse should not be judged as sexually explicit simply for being of a sexual nature.

Sexual education materials which are medically correct shall not be considered sexually explicit.

Nudity and/or depictions/descriptions of human anatomy are not in and of themselves of a sexual nature. Context and the work as a whole must be taken into consideration.

Professional librarians will use their training as well as the guidelines in the Collection Development Policy to place materials in the correct departments. The Teen and Children’s staff will take care to consider the developmentally appropriate placement of materials.

The Pelham Library Board has the final authority to decide if a material is sexually explicit or otherwise inappropriate for minors.

Patrons may fill out a “request for reconsideration” form to challenge the physical location of an item.

## DEFINITIONS

Lacking a legal definition of “inappropriate for minors,” the Pelham Library will apply the definition of “Harmful to Minors” and “Obscene” as stated in Alabama Code Title 13A. Criminal Code § 13A-12-200.1 as synonymous.

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### (11) HARMFUL TO MINORS. THE TERM MEANS:

- a. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors; and

- b. The material depicts or describes sexual conduct, breast nudity or genital nudity, in a way which is patently offensive to prevailing standards in the adult community with respect to what is suitable for minors; and
- c. A reasonable person would find that the material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

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(17) OBSCENE. THE TERM MEANS THAT:

- a. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest; and
- b. The material depicts or describes, in a patently offensive way, sexual conduct, actual or simulated, normal or perverted; and
- c. A reasonable person would find that the material, taken as a whole, lacks serious literary, artistic, political or scientific value.

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SEXUALLY EXPLICIT

The Pelham Library defines sexually explicit as detailed descriptions or depictions of sexual acts to include acts such as masturbation, intercourse, and oral sex.

The following will not constitute sexually explicit content:

- Kissing, hand holding, or touching over clothing
- Sexual content that is alluded to, but occurs off the page
- Non detailed discussions of sexual acts. Ex: I heard that Jane and John had sex.

The Executive Board of the Alabama Public Library Service defines Sexually explicit as any visual, written, or audio content that depicts or describes sexual conduct, including: Sexual intercourse, including genital-genital, oral-genital, anal-genital, or anal-anal contact, whether between persons of the same or opposite sex;

- Sexual excitement;
- Nudity;
- Bestiality;
- Masturbation;
- Sadistic or masochistic abuse; or
- Lascivious exhibition of the anus, genitals, or pubic area of any person.

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AGE GROUPS

For the purpose of this policy, children are defined as persons 12 years of age or younger, and Young Adults or “teens” are defined as persons 13 to 18. The category “New Adult” is a subset of the adult department and contains materials that may be of interest but not limited to persons aged 18-25. Adults are defined as persons over 18 years of age.

## POLICIES IN REGARD TO MINORS

### AFTER SCHOOL POLICY

Updated: July 22, 2024

Pelham Park Middle School Students who are 14 years of age or older are allowed to visit the Pelham Public Library after school starting in September of each school year. However, the following rules and guidelines must be followed:

1. Pelham Park Middle School Students must follow the school dismissal rules (by bus, car, or walking).
2. Eligible (age 14+) middle school students must have their parent or guardian sign an after-school permission form at the Pelham Public Library prior to walking to the library from school.
3. The child must have an active library card to use the Pelham Public Library after school.
4. With the understanding that the Pelham Public Library is not an after-school care facility, eligible Middle School Students can participate in activities/programs provided by the Pelham Public Library or study/read in designated areas.
5. If discipline issues arise with a student at the Pelham Public Library a parent/guardian will be called, and they will sit in director's office or current supervisor's office until such time as their parent/guardian can pick them up. Inappropriate behavior includes but is not limited to loud talking, offensive comments directed at library staff or other library patrons, fighting, interference with other library patrons' use of the facility, running, misuse or abuse of library materials or equipment, and failure to observe courteous behavior to other library patrons.
6. Students will sign in when they come to the library after school and sign out when they leave.
7. If a student leaves the library premises, it is the understanding that the library staff will not attempt to stop or keep track of said student.
8. The Pelham Public Library will be implementing a 3-strike discipline program. In the event 3 discipline issues occur, the privilege of walking to the Pelham Public Library after school will be revoked for the remainder of the school year, and the parent/guardian and school administrator will be notified.
9. Students must be picked up 15 minutes prior to the library closing. The Pelham Public Library Closes at 8:00pm Monday – Thursday and 5:00pm on Friday. Please note the early closing time on Friday. We also recommend that children not be left at the library until 8:00pm. That is a very long day for a child. If a child is in not picked up at closing, and we cannot get in touch with a parent/guardian, the Pelham Police Department will be notified. If a child is not picked up by closing on more than one occasion, the privilege of walking to the Pelham Public Library after school will be revoked for the remainder of the school year.

## UNATTENDED CHILD POLICY

Updated: July 22, 2024

The Pelham Public Library welcomes children and adults. A collection of children's material is available as are numerous activities for children. However, the library does not provide childcare services. It is impossible for library staff to monitor the comings and goings of children as well as recognize if a child leaves with an adult other than a family member or designated caregiver. Due to a concern for, above all, the safety of children while on the library premises; the Pelham Public Library has drawn up the following to serve as rules and regulations in regard to children at the library.

1. Children under the age of 14 must be accompanied by someone 16 years or older while in the library. Children 6 and under must always be directly supervised by a caregiver.
2. Children under the age of 14 may not be dropped off to attend a library program and picked up at a later time including but not limited to story hour, summer reading program, or any other program for children.
3. It is not acceptable for children under the age of 14 to be left at the library under the supervision of a sibling who is less than 16 years old.
4. Children 14 years or older may be at the library unattended as long as they exhibit appropriate library behavior.
5. Inappropriate behavior includes but is not limited to loud talking, offensive comments directed at library staff or other library patrons, interference with other library patrons' use of the facility, running, misuse or abuse of library materials or equipment, and failure to observe courteous behavior to other library patrons. If a child exhibits inappropriate behavior, the parent of the child will be contacted to take the child home. Failure to follow appropriate library behavior will result in library staff instructing parents that their child may not be left unattended at the library even if the child is 14 years old or older. Continued inappropriate behavior may result in the loss of library privileges.
6. Children under the age of 18 may not be left alone on library property at closing time.
7. If a child is left at the library after closing time, at least two library staff members will wait with the child for twenty minutes while trying to reach the parents. After twenty minutes the Pelham Police Department will be called to take the child and await the arrival of a parent.
8. Parents arriving to pick up a child who has been left at the library after closing time will be asked to sign an incident report and will be informed that should this inappropriate behavior recur; the Shelby County Department of Human Resources will be called to intervene.

9. Children may not be left unattended in parked cars in the library parking lot. The Pelham Police Department will be called if such an incident comes to the attention of library staff and the child appears to be in any danger.

## JUVENILE LIBRARY CARDS POLICY

Approved: July 22, 2024

An individual under the age of 18 may be issued a library card with the permission of their parent/guardian. By signing the Application/Contract for Shelby County Library Card, the parent/guardian certifies the following:

I approve the issuance of a library card to the child whose name is signed to this application and agree to give immediate notice of change of address or loss of card. I agree to pay any fines or other charges imposed for later return, loss, damage or mutilation of library materials. As all materials will be available to this child, I assume the responsibility of monitoring the child's library use.

At the Pelham Public Library, Juvenile Cards exclude the checkout of DVDs and Video Games. Other materials are not limited.

Parents/guardians may access their child's library account via the online catalog by logging in using the child's library card number and PIN. PINs are set up as the month and day of the individual's birth. Library staff may also provide account information to the juvenile's parent/guardian.

Should a parent/guardian prefer to have further limits to what their child may check out, it is recommended for the parent to have their own card rather than the child. They may then be the one to checkout materials on behalf of their child.

Library staff are unable to act in loco parentis. The responsibility for the choice of library material for minors rests with their parents or legal guardians.

## SAFEGUARDING MINORS

The safety of minors while they are visiting the library is of utmost importance. The Pelham Public Library has the following to assist in safeguarding minors:

- Collection Development Policy
- Unattended Child Policy
- Guidelines for Juvenile Library Cards
- Patron Behavior Policy
- Physical Location and Relocation Policy
- Separate collections for children, teens, and adults

However, the ultimate responsibility for safeguarding minors from "sexually explicit or other material deemed inappropriate for children or youth" is left to the parent/guardian. Additionally, the library is a public space, and parents/guardians should use the safety precautions they would in any public space.

## PROCTORING POLICY

As part of the Pelham Public Library's mission to provide lifelong learning, FREE test proctoring services are offered to students (subject to availability of personnel, facilities, and technology required). The reference department is the point of contact for this service.

### THE STUDENT WILL:

- Agree to adhere to all library guidelines when testing at Pelham Public Library.
- Be the liaison between the school and the proctor.
- After a test time has been scheduled with the library, arrange for the test or password (s) to be sent to the library.
- Contact the library at least one day prior to the test to be sure it has arrived.
- Contact the library at least one day in advance to schedule an exam.
- Bring a picture ID, student ID, pens/pencils and a basic calculator if required.
- Provide addressed envelopes and stamps for postage, if required for returning completed test results to school.
- Relinquish use of personal laptops, cell phones, Blackberry's, etc., if required by the school. The library cannot provide a secure or locked area for these devices.
- Call to cancel at least 24 hours prior if unable to keep reserved testing time. Failure to do so may result in loss of proctor privileges.

### THE LIBRARY WILL:

- Provide a designated contact number, e-mail address, and address. Correspondence will be handled via email, phone, or in person.
- Provide a testing area, located in our reference department, with library staff supervision, from 10am to 30 minutes prior to closing time. If a quiet, self-contained testing area is required, the library may suggest another facility offering proctoring services.
- Provide a laptop, if needed, for the student to use for online testing. However, we will not download testing software that is not compatible with our network.
- Check the student's photo ID.
- Provide and collect all scratch paper
- Report any perceived violation of the posted exam rules to the school.
- Maintain a file for the student that will contain this signed agreement and a copy of student's photo ID for six months after the designated testing time.
- Forward tests via e-mail or mail at the student's expense.

## LIMITS TO PROCTORING SERVICE:

- Due to limited staffing, staff will not be able to proctor exams over 2 hours long.
- PPL cannot guaranty proctoring service without 24 hour advance notice.
- Pelham Public Library (PPL) will not accommodate requests for unscheduled proctoring.
- PPL will not proctor an exam brought in by the student.
- PPL cannot guarantee that technical problems will not occur when using the library computers.
- PPL will not be responsible for tests that are interrupted by library emergencies, power failures, or computer hardware/software failures.
- PPL will not be responsible for any delayed tests or for completed tests once they leave the library's possession and have been sent to the school.
- If test results/materials are to be returned to the school by mail, PPL will send them promptly but cannot make a guarantee that the testing institution will receive them by a specific date.
- PPL reserves the right to substitute a proctor if the original proctor is unavailable.
- PPL reserves the right to decline to administer tests that are staff intensive.

## SOCIAL MEDIA POLICY

### PURPOSE

Social media provides a valuable and timely way for the Pelham Public Library to disseminate and promote information about library news, events, projects, and services. Social media assists the Library in following its mission of identifying community needs, promoting library services for both adults and children, and serving as a center for reliable information. The Pelham Public Library regards social media as equally important as any other venue for the dissemination of library information. These forums are intended to create welcoming and inviting online spaces where library users can interact with library staff and other library users while finding useful and entertaining information related to the library's activities and resources.

### DEFINITION

Social media is defined as any web application, site, or account created and maintained by the Pelham Public Library. Examples of social media include but are not limited to Facebook, Instagram, Twitter, library blogs, and website.

### PARENTAL CONTROLS AND PRIVACY

As with more traditional resources and the Internet, the Pelham Public Library does not act in place of, or in the absence of, a parent/guardian and is not responsible for enforcing any restrictions which a parent/guardian may place on a minor's use of social media applications.

The Library does not collect, maintain, or otherwise use the personal information stored on any third party site in any way other than to communicate library-related information with users on that site, unless granted permission by users for Library contact outside of that specific site. Users may remove themselves at any time from the Library's friends, fans, followers, or subscribers or request that the Library remove them.

Users should be aware that third party websites have their own privacy policies and should proceed accordingly. Users are encouraged to protect their privacy by not posting personally identifying information, such as last name, school, age, phone number, or address.

### USAGE RULES

The Pelham Public Library welcomes the comments, posts, and messages of the community and recognizes and respects differences in opinion. However, all comments, posts, and messages will be periodically reviewed, and the Pelham Public Library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate or off-topic.

The Pelham Public Library is not responsible for or liable for any content posted by any participant in a Library social media forum who is not a member of the Library's staff.

Users should have no expectation of privacy in postings on Library sponsored social media sites; by using such sites, you consent to the Library's right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. Messages can potentially be read by anyone once posted, regardless of status on friends, fans, followers, or subscribers. The Library recommends that users do not post their personal information or contact information on social media sites.

Content containing any of the following will be removed immediately from any Pelham Public Library social media forum:

- Obscene content or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Plagiarized material
- Comments, links, or information unrelated to the purpose of the forum
- Spam or other commercial, political, or religious messages unrelated to the Library or its social media postings
- Solicitation of funds
- Any images, links, or other content that falls into the above categories

The Library reserves the right to ban or block users who have posted in violation of this policy.

In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State Law.

Reviews and comments (both positive and negative) are welcomed on the Library's Social Media platforms. However, specific complaints can often be addressed more quickly and specifically if they are communicated directly to Library Administration. Please help us provide the best service possible by contacting Administration with problems or complaints.

## LIBRARY MANAGEMENT OF SOCIAL MEDIA ACCOUNTS

Only library employees will be allowed to manage official Pelham Public Library accounts. Library Director must approve who has access to those accounts.

Staff must follow the procedures and guidelines set forth in the library's Policies and Procedures.

Every effort will be made to follow appropriate security protocols to protect library accounts from being hacked etc.

All posts will meet with professional standards. No graphic content/images, vulgar language, or hate-speech shall be used in any library affiliated social media. No political or religious speech shall be used either. Social media will be used to share library related business, programs, or information related to books, media, and other items of interest to library patrons.

All staff will follow the City of Pelham's "Social Networking Policy" as set forth in the Administrative Policies and Procedures Manual.

Failure to do so may result in disciplinary action.

## VOLUNTEER POLICY

From time to time the library will make use of volunteers. Volunteers are defined as individuals who perform library functions but are not compensated. Volunteers will fall into the following categories:

1. Community Service workers assigned by Shelby County court system
2. Civic groups such as Boy Scouts or Girl Scouts
3. Senior citizen groups
4. High School Students fulfilling community service requirements
5. Junior Librarians
6. other adults

Use of volunteers is at the discretion of the library director. While volunteering at the library volunteers are expected to exhibit the same level of professionalism as the employees. Should a volunteer fail to exhibit such professional behavior the library director has the sole discretion to terminate volunteer activities for that individual.

All volunteers must fill out a volunteer waiver form before volunteering for the library.

Signed forms will be kept on file at the library.

## TECHNOLOGY POLICIES

### CHROMEBOOK LENDING POLICY

Pelham Public Library recognizes the importance of internet and digital communication for the community at large. Without opportunities to engage in an online world, both educational and employment-related skills are minimized. Pelham Public Library has made a commitment to providing equitable access to technology resources, including internet access at the library building, internet enabled devices for in-library use, and now, internet enabled devices for check out/use outside the library.

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### LIBRARY OWNERSHIP

- Pelham Public Library retains ownership of the Chromebook laptops, cases, cords, and any installed software on the Chromebook laptops.
- Pelham Public Library will provide technical support for using the Chromebook laptops and will be the sole responsible agent for updates/upgrade/maintenance on Chromebook laptops.
- Basic instructions, a copy of this policy, and appropriate phone numbers will be included in each case upon checkout for patron ease/information.

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### BORROWING REQUIREMENTS

- Patron(s) must have a card in good standing and be over 19 years of age to check out a Chromebook laptop. Minors may use Chromebook laptop, if checked out by their parent or guardian.
- Prior to completing the check out, Pelham Public Library staff will review pertinent contact information, including address and phone number to ensure contact can be made regarding the Chromebook laptop.
- A limit of one (1) Chromebook laptop can be checked per household for a period of two (2) weeks.
- Chromebook laptops may be placed on hold. Patrons have 24 hours to pick up a Chromebook laptop that is being held for them.

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### RESPONSIBILITY OF BORROWER

- Removal of stickers, serial numbers, or other identifying markings on Chromebook laptop or associated items is prohibited and will be considered theft.
- Refrain from eating or drinking while using the Chromebook laptop.
- Save files on Google Drive/other cloud storage rather than directly on the Chromebook laptop. Any files saved on the Chromebook laptop directly will be deleted upon return to the library and will not be saved in any other format.
- Carry the Chromebook laptop in its assigned case and insert/remove storage devices (such as flash drives) and power cords carefully.
- Keep the Chromebook laptop in a safe, secure, and temperature-controlled location when not in use. Excessive heat or cold can damage Chromebooks and other electronic devices easily.
- Refrain from installing any further software on the Chromebook laptop.
- Report any problems with the Chromebook laptop immediately with library staff. Do not attempt repairs or cleaning on your own.
- Return in library. Please do not use book drops for return of equipment, as they are not temperature controlled and could result in damage.

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## FINES AND LIABILITY

- If the Chromebook laptop is returned past the due date, the overdue fine rate is \$2.00 per day. These charges will be added to the borrower's account.
- If the Chromebook laptop is returned in the book drop or at another library, a fee of \$15.00 will be added to the borrower's account.
- If the Chromebook laptop has not been returned after 4 weeks, the Chromebook laptop will be billed to your library card and your account will be locked. If the Chromebook laptop is still not returned, or replacement cost paid, and no contact can be made with the patron, the library may report the Chromebook laptop as stolen. Local law enforcement will handle the matter.
- Patrons will be responsible for replacement costs in the event of loss or destruction of a Chromebook laptop, up to the complete and total replacement cost for the Chromebook laptop and case (\$450). The Pelham Public Library Director will consider the unique circumstances of the borrower and problem with the Chromebook laptop to assess an appropriate replacement cost. Pelham Public Library does not wish for the cost to be prohibitive for patrons to utilize Chromebook laptop and will work with patrons in the event damage has occurred.
- Should a Chromebook laptop be lost due to theft or damaged due to fire, patrons agree to file appropriate police reports/paperwork to document the theft or damage and thus avoid incurring fees. Without a police report or other document of loss, patrons will remain responsible for replacement costs.

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## PROPER USE OF A CHROMEBOOK

- By checking out a Chromebook laptop, patrons agree to abide by this policy as well as the Pelham Public Library's Computer Center Acceptable Use Policy and Alabama Code § 13A-12-200.3 that specifically prohibits the dissemination or display of obscene material.
- Failure to comply with the Acceptable Use Policy could result in disciplinary action. Restoration of Computer Center privileges will be determined by the Pelham Public Library Board.
- Persons violating Alabama Code § 13A-12-200.3 will lose library computer center privileges, Chromebook laptop borrowing privileges, and may be reported to the authorities.

## HOTSPOT LENDING POLICY

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### GUIDELINES FOR BORROWING AND USE OUTSIDE OF THE LIBRARY

- Patrons must be 19 years of age or older and must read, understand, and sign this agreement at the Circulation Desk in the presence of a library staff member each time a Mobile Hotspot is checked out.
- A valid Shelby County Library Card AND a current driver's license, passport or military photo ID must be presented at the time of checkout.
- Patron must be a Pelham resident.
- Patrons must be in good standing with the library (no overdue items, lost items, or fines over \$3) with a current address on file.
- Mobile HotSpots may only be checked out from and returned to the Circulation Desk at the Pelham Public Library.

- Mobile HotSpots may be checked out for one week with no renewals. HotSpots may be placed on hold. Patrons have 24 hours to pick up a HotSpot that is being held for them.
- Overdue Mobile HotSpots will be deactivated within 24 hours of due date.
- The Mobile HotSpot can provide Wi-Fi Internet access for up to 10 devices.

PRIVACY ALERT: The library disclaims all liability for loss of confidential information or damages resulting from that loss and accepts no responsibility for breach of privacy.

NOTE TO PARENTS/GUARDIANS: Internet content filtering is NOT provided through the Wireless HotSpot. Parents/Guardians are responsible for monitoring what their children access via the Wireless HotSpot

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#### FINES AND LIABILITY

- The overdue fine is \$2.00 per day until returned.
- Patrons will be charged \$25 for Mobile HotSpots returned to a book drop (indoor or outdoor) or to another library.
- The Mobile HotSpot should be kept in a temperature-controlled environment; DO NOT leave it in your car.
- The patron is responsible for costs associated with loss or damage of the Mobile HotSpot and/or peripherals.

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#### PATRON AGREES:

1. To abide by the Pelham Public Library's Mobile HotSpot Lending Guidelines as stated above.
2. Not to use the Mobile HotSpot in any way that violates federal, state or municipal laws.
3. To pay an overdue fine if returned late.
4. To pay full repair and/or replacement costs should the Mobile HotSpot or any peripherals be stolen, lost, not returned or damaged.
5. To return the Mobile HotSpot to the Circulation Desk at the Pelham Public Library and understand that returning it to a book drop (indoor or outdoor) or to another library will result in a \$25 fine

Request for Reconsideration Form

Library Bill of Rights

Freedom to Read

Freedom to View

**REQUEST FOR RECONSIDERATION FORM**

The Pelham Public Library has delegated the responsibility for selection and evaluation of library resources to the Director and appropriate library staff and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form by mail or email:

Pelham Public Library  
Attention: Director  
PO Box 1627  
Pelham, AL 35214

email:mcampbell@pelhamalabama.gov

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you a resident of the City of Pelham? Yes No      Do you represent yourself? Yes No

Do you represent an organization? Yes No

If yes, name of organization: \_\_\_\_\_

Resource on which you are commenting:

- Book/eBook
- Audio recording
- DVD/bluray
- Magazines
- Game
- Website or online resource (please specify): \_\_\_\_\_
- Library program
- Library display
- Other: \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

What brought this resource to your attention? \_\_\_\_\_

Have you examined (read, listened, viewed etc.) the entire source? Yes No

If not, which section(s) did you review?

\_\_\_\_\_  
\_\_\_\_\_

What concerns you about the resource? Please be specific, cite pages or sections. (Use additional pages if necessary.) \_\_\_\_\_

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Are there resources you suggest to provide additional information and/or viewpoints on this topic?

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What action are you requesting the committee to consider?

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The library appreciates your interest.

Upon receipt of this form, the director, with appropriate professional staff, will review it and the material in question, to consider whether its selection follows the criteria stated in the library collection development policy.

Within 15 business days, you will be sent a letter stating the director's decision and the reasons for that decision.

## LIBRARY BILL OF RIGHTS

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

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

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

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

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

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

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

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

\* The Pelham Library will follow Alabama Code Title 41. State Government § 41-8-10 which states: It is recognized that public library use by an individual should be of confidential nature. Any other provision of general, special or local law, rule or regulation to the contrary notwithstanding, the registration and circulation records and information concerning the use of the public, public school, college and university libraries of this state shall be confidential. Registration and circulation records shall not be open for inspection by, or otherwise available to, any agency or individual except for the following entities: (a) the library which manages the records; (b) the state education department for a library under its jurisdiction when it is necessary to assure the proper operation of such library; or (c) the state Public Library Service for a library under its jurisdiction when it is necessary to assure the proper operations of such library. Aggregate statistics shown from registration and circulation records, with all personal identification removed, may be released or used by a library for research and planning purposes. Provided however, any parent of a minor child shall have the right to inspect the registration and circulation records of any school or public library that pertain to his or her child.

## FREEDOM TO READ STATEMENT

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

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

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

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

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

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

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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

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

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

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

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

- American Library Association
- Association of American Publishers

Subsequently endorsed by:

- American Booksellers for Free Expression
- The Association of American University Presses
- The Children's Book Council
- Freedom to Read Foundation
- National Association of College Stores
- National Coalition Against Censorship
- National Council of Teachers of English
- The Thomas Jefferson Center for the Protection of Free Expression

## FREEDOM TO VIEW

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979.

This statement was updated and approved by the AFVA Board of Directors in 1989.