

# MORGANTOWN PUBLIC LIBRARY SYSTEM POLICY MANUAL

*Revised and Approved November 2018*



## Distribution:

West Virginia Library Commission  
Morgantown Public Library Board of  
Trustees  
Morgantown Public Library System  
Director  
Morgantown Public Library  
Arnettsville Public Library  
Aull Center-Genealogy  
Cheat Area Public Library  
Clay Battelle Public Library  
Clinton District Public Library

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## 1. MISSION OF THE MORGANTOWN PUBLIC LIBRARY SYSTEM

The Morgantown Public Library System will provide the best possible library and information services to all citizens of Morgantown and Monongalia County. The library system will serve the citizens as a focal point of the community and strives to meet their recreation, cultural, information and education needs.



## 2. INTRODUCTION AND ORGANIZATIONAL STRUCTURE

### 2.1. INTRODUCTION

Morgantown Public Library and its branch libraries serve the approximately 98,000 people who live in Monongalia County. Located on the east bank of the Monongahela River, Morgantown is situated on rugged terrain of the Appalachian highlands. The city is approximately seven miles from the Pennsylvania border and sixty-five miles directly south of Pittsburgh.

Monongalia County covers 361 square miles and is one of the largest deep-mine coal producing counties in the nation. Morgantown is the county seat and the home of West Virginia University. The University is the largest single employer in the county and has a student body of more than 29,000 individuals.

### 2.2. LIBRARY SYSTEM INFORMATION

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#### 2.2.1 LIBRARY & BRANCH ADDRESSES

Morgantown Public Library:	373 Spruce Street, Morgantown, WV 26505
Aull Center:	351 Spruce Street, Morgantown, WV 26505
Arnettsville:	4120 Fairmont Road, Morgantown, WV 26501
Cheat Lake:	121 Crosby Road, Morgantown, WV 26508
Clay-Battelle:	PO Box J, Blacksville, WV 26521
Clinton District:	2005 Grafton Road, Morgantown, WV 26508

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#### 2.2.2 LIBRARY INTERNET SITES

Website: [www.mympls.org](http://www.mympls.org)

Facebook: <http://www.facebook.com/pages/Morgantown-Public-Library/159576538057>

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### 2.2.3. HOURS OF OPERATION

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MORGANTOWN PUBLIC LIBRARY IS OPEN TO THE PUBLIC ACCORDING TO THE FOLLOWING SCHEDULE:

Monday - Thursday: 9 a.m. to 8 p.m.  
Friday - Saturday: 9 a.m. to 4 p.m.  
Sunday: Closed

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#### AULL CENTER:

Monday - Wednesday: 9 a.m. to 7 p.m.  
Thursday - Friday: 9 a.m. to 4 p.m.  
Saturday: 9 a.m. to 1 p.m.  
Sunday: Closed

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#### ARNETTSVILLE:

Monday & Wednesday: 11 a.m. to 6:30 p.m.  
Friday: 11 a.m. to 3:30 p.m.  
Tuesday & Thursday: Closed  
Saturday & Sunday: Closed

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#### CHEAT LAKE:

Monday & Wednesday: 10 a.m. to 7 p.m.  
Tuesday & Friday: 10 a.m. to 5 p.m.  
Thursday: 10 a.m. to 4 p.m.  
Saturday: 10 a.m. to 1 p.m.  
Sunday: Closed

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#### CLAY-BATTELLE:

Monday: 10 a.m. to 5 p.m.  
Tuesday: 10 a.m. to 6 p.m.  
Wednesday - Friday: 10 a.m. to 4 p.m.  
Saturday: 9 a.m. to 12 p.m.  
Sunday: Closed

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#### CLINTON DISTRICT:

Monday: 10 a.m. to 5 p.m.  
Tuesday & Thursday: 12 p.m. to 5 p.m.  
Wednesday: 10 a.m. to 7 p.m.  
Friday: 10 a.m. to 3 p.m.  
Saturday: 10 a.m. to 1 p.m.  
Sunday: Closed

Revisions to this schedule shall be made as required by funding conditions. Revisions require approval of the Library Board.

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 2.2.4. TELEPHONE NUMBERS
 

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 MORGANTOWN PUBLIC LIBRARY:
 

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Phone Tree	(304) 291-7425 -- 7428
Circulation Office	ext. 203
Reference Desk	ext. 212
Children's Services	ext. 204
Accounting	ext. 208
Director of Library	ext. 209
Collection Development	ext. 217
Technical Services	ext. 217
Fax	(304) 291-7437

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 BRANCHES:
 

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Aull Center	(304) 292-0140
Arnettsville	(304) 278-2021
Cheat Lake	(304) 594-1020
Clay-Battelle	(304) 432-8530
Clinton District	(304) 291-0703

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 2.2.5 HOLIDAYS OBSERVED BY THE LIBRARY
 

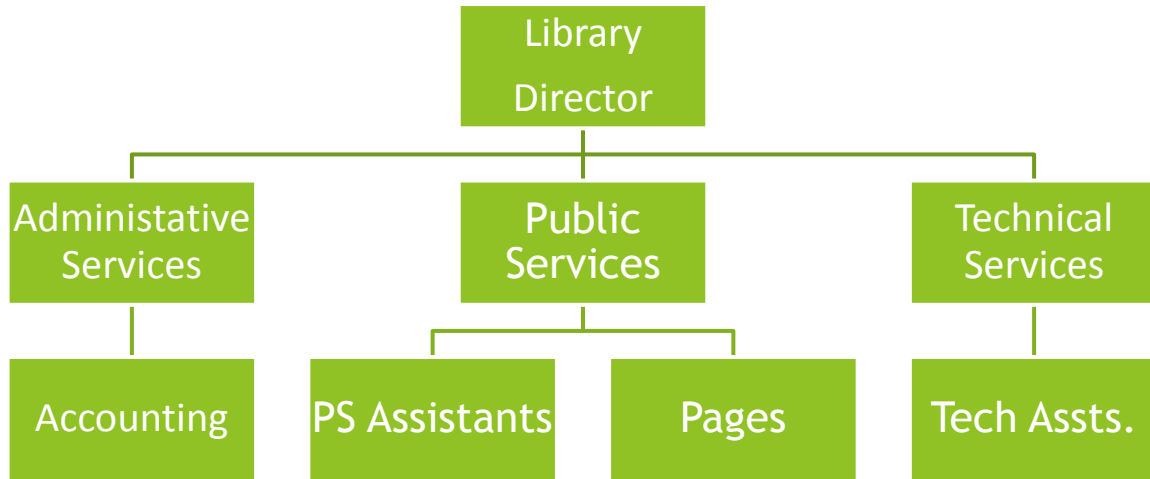
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 THE MORGANTOWN PUBLIC LIBRARY WILL BE CLOSED ON THE FOLLOWING HOLIDAYS:
 

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New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Day before Christmas Day	December 24
Christmas Day	December 25
New Years' Eve	December 31

2.3. ORGANIZATIONAL CHART



### 3. BYLAWS OF THE MORGANTOWN PUBLIC LIBRARY

Pursuant to the Morgantown City Charter, the following bylaws, in connection with the administration, government and protection of the City Library, shall apply.

#### 3.1. LIBRARY BOARD OF TRUSTEES: MEMBERS

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##### 3.1.1. NUMBER, QUALIFICATIONS, ELECTION, AND TERMS OF MEMBERS

The Board shall be made up of five members chosen from the citizens at large of Morgantown time by giving written notice to the Board of Trustees. Such resignation shall take effect upon its acceptance by the Board of Trustees. Any trustee may be removed from office by affirmative vote of a majority of the Board. Repeated failure to attend regularly scheduled Board meeting, failure to reside within the City, or election to a funding body (such as City Council, Board of Education. The Morgantown City Council shall appoint each trustee for a term of five years. Vacancies in the Board shall be immediately reported by the Board to the City Council and filled by appointment in like manner, and if an unexpired term, for the remainder of the term only. No compensation will be paid or allowed any Board member.

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##### 3.1.2. RESIGNATION OR REMOVAL OF BOARD MEMBERS

Any trustee may resign at any, etc.) may be cause for removal.

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##### 3.1.3. OFFICERS

The officers of the Library Board of Trustees shall be a President, Vice President, Secretary, Treasurer, and such other officers as the Board may authorize. The officers shall be elected by the Board of Trustees from among their own members at the annual meeting and shall hold their respective offices for one year or until others are elected in their stead. A vacancy arising in any office may be filled at any regular meeting.

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##### 3.1.4. DUTIES OF OFFICERS

The President shall preside over all meetings, appoint all committees, certify all actions approved by the Board, authorize calls for special meetings, and generally perform the duties of a presiding officer.

The Vice President shall, in the absence of the President, perform all duties of the President.

The Secretary shall keep a true and accurate account of all proceedings of the Board meetings; issue notices of all regular meetings; and on the authorization of the President, of all special meetings; have custody of the minutes and the other records of the Board; and notify the appointing body of any vacancies on the Board. Some or all clerical duties related to this position may be delegated to a Library staff member.

The Treasurer shall have charge of the Library funds, shall sign checks on the accounts on the Board's authorization, and report at each meeting on the state of the funds. Some or all of the accounting and clerical duties related to this position may be delegated to a Library staff member and/or other qualified individuals.

## 3.2. POWERS

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### 3.2.1. GENERAL POWERS

The Library Board of Trustees shall have the power and authority to do and perform all acts and functions consistent with the laws of the state, the charter of the Library, or these bylaws and any amendments. It is the policy of the Board not to manage the Library, but rather to insure that the Library is properly managed. Board members shall not interfere with the day-to-day operation of the Library. However, the Library Director shall assist Board Members in carrying out their responsibilities.

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### 3.2.2. EMPLOYMENT OF THE LIBRARY DIRECTOR

The Board shall employ the Library Director who shall carry out the policies of the Board and performs other duties as specified in the job specifications. (See Personnel Manual)

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### 3.2.3. CORPORATE POWERS

The Board of Trustees shall be a public corporation; and as such it may contract and be contracted with, sue and be sued, and perform such acts as appropriate to a public corporation. The title to all bequests or donations for the benefit of the Morgantown Public Library shall be vested in the Board of Trustees.

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### 3.2.4. BONDED AND INSURED

Library Trustees shall be bonded and insured at adequate levels.

### 3.3. ANNUAL REPORT

The Board of Trustees shall make an annual report for the fiscal year ending June 30 to the governing authorities. The report shall state the conditions of the Library property, the various sums of money received from all sources and how said money was expended, the number and nature of the Library materials collection, the number of items lent, the number of registered Library users, and such other statistics and information as may be deemed of general interest. A copy of the report shall be sent to the West Virginia Library Commission.

### 3.4. COMMITTEES

Committees for the study and investigation of special problems or issues may be appointed by the President to serve until the committee has completed the work for which it was appointed.

### 3.5. MEETINGS

The Library Director or his/her designee shall be in attendance at all meetings.

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#### 3.5.1. REGULAR MEETINGS

The Board of Trustees shall hold all regular monthly meetings at the Library. Meetings shall be held on dates and at times designated by the President and approved by a quorum of the Board. There shall be at least four (4) meetings held per year.

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#### 3.5.2. ANNUAL MEETINGS

An annual meeting shall be held at the time of the regular meeting in May.

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#### 3.5.3. SPECIAL MEETINGS

Special meetings may be called by the President or upon the request of three Board members for the transaction of business stated in the call for the meeting.

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#### 3.5.4. QUORUM

A quorum for the transaction of business shall be a simple majority, three members. Proxies shall not be considered in determining the presence of a quorum.



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### 3.5.5. VOTING

A majority of the members present at a meeting shall be required for adopting any proposal except an amendment to the bylaws. The bylaws shall be amended by three-fourths of the members present at any regular board meeting that has a quorum, providing that the amendment was stated in the call for the meeting which was mailed to members before the meeting.

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### 3.5.6. RULES OF ORDER

All meetings of the Board of Trustees shall be conducted according to Robert's Rules of Order in their latest revision. Such rules shall determine all questions of procedure.

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### 3.5.7. SUNSHINE LAW

Board meetings are open to the public.

## 3.6. ORDER OF BUSINESS

The order of business at the regular meetings shall be as follows:

1. Approval of minutes of the previous months' meeting
2. Correspondence and communications
3. Reports: President, Director, Treasurer
4. Reports of committees (if any)
5. Unfinished/Old business
6. New business
7. Board comments
8. Adjournment

## 3.7. AMENDMENTS

These bylaws may be amended by three-fourths of the members present at any regular Board meeting that has a quorum, providing that the amendment was stated in the call for the meeting which was mailed or delivered before the meeting.

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### 3.7.1. ADOPTION

These bylaws were amended at a duly held meeting of the Board of Trustees on the 21st day of December 2017 and became effective immediately.

\* Adopted by the Board of Trustees, March 11, 1982; amended June 21, 2007, amended December 21, 2017.

## 4. STATEMENT OF GENERAL POLICIES

### 4.1. GENERAL GOALS

It is the general policy of the Library Board to provide, on an impartial basis, the best possible library service to all citizens of Morgantown and Monongalia County. The Library shall serve the citizens as a center of reliable information and shall strive to meet recreational, cultural and education needs. The Library shall serve all users of all ages.

### 4.2. SERVICES OF THE LIBRARY

The Library provides books and materials for information, entertainment, intellectual development, and enrichment of the people in its service area. The Library endeavors to:

1. Select, organize, and make available necessary materials,
2. Provide guidance and assistance to library users,
3. Cooperate with other community agencies and organizations,
4. Secure information beyond its own resources when requested or appropriate,
5. Lend materials to other libraries upon request,
6. Provide special services to the homebound, handicapped and disadvantaged,
7. Maintain a balance in its services to various age groups,
8. Cooperate with, but does not perform the function of, school or other institutional libraries,
9. Provide service during hours which best meet the needs of the community (within budget restraints),
10. Promote and publicize library service, and
11. Periodically review library services being offered.

### 4.3. COOPERATION WITH OTHER LIBRARIES

Since no library can afford the resources required to meet all of its users' needs all of the time, it is necessary and desirable to cooperate with other libraries. The Morgantown Public Library System will participate in the statewide interlibrary loan system.

#### 4.4. PUBLIC RELATIONS

The Library's public relations efforts shall inform the public of library goals and services through newspaper stories and columns, radio announcements, cable TV Community Bulletin Board, the production/distribution of printed materials, the Library's website and social networking sites such as Facebook.

Staff should be encouraged to participate in community activities. Staff members, particularly the Library Director, shall speak to community groups. Every effort will be made to encourage library use and to obtain citizen support for library development.

#### 4.5. RELATIONSHIP WITH SCHOOLS

The public library and the school system are companion educational agencies, but their responsibilities differ in scope, function and emphasis. It shall be the role of the public library to supplement school (including university) library materials and services. Meeting students' school-generated and curriculum-related needs shall not be considered top priority of the public library; however, every effort will be made to cooperate with educational institutions in the service area.

#### 4.6. USE OF LIBRARY SPACE BY GROUPS

The Library subscribes to the philosophy articulated in Article 6 of the Library Bill of Rights which states "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." See [Section 4.1](#) for information on use of Meeting Rooms. Meeting rooms are available at the Morgantown and Cheat Area libraries.

#### 4.7. PUBLIC USE OF LIBRARY PHONES

The public will not be allowed to use Library phones for personal calls. In emergency situations, Library staff will place the necessary call. A pay phone is available for public use in the lobby of the Morgantown Library.

#### 4.8. LIBRARY VOLUNTEER PROGRAM

The Morgantown Public Library values and is committed to using interested community members as volunteers to supplement the efforts of paid Library staff in providing excellent customer service.

The Library Volunteer Program serves as a method for encouraging citizens to become familiar with the Library and its services and helps volunteers become ambassadors for the Library out in the community. Volunteers perform tasks that assist staff in handling Library activities and programs but do not replace paid staff.

The Library Volunteer Coordinator is the Circulation Manager. Volunteers will work under the direct supervision of staff in the section to which they are assigned.

Volunteers must be at least 13 years of age, and must complete an application indicating their interest and availability. Volunteers are asked to commit to working a minimum of one to two hours a week for a period of at least six months.

The Library welcomes high school students who must meet the graduation requirements for community service. The Library also accommodates court ordered community service. Applications will be considered active for six months; after the six months, prospective volunteers must submit a new application to indicate their continuing interest. Prospective volunteers will be interviewed to determine suitability for each position.

Volunteers must have appropriate skills, qualifications and availability for each position; an interview is not a guarantee that a volunteer position will be offered.

Although no formal evaluation process exists for volunteers, every effort will be made to provide appropriate training and guidance. However, if a volunteer is found to be unsuitable or performs work in a manner that is inconsistent with acceptable Library standards, that volunteer may be terminated with the consent of the Volunteer Coordinator or the Director of Library Services.

## 4.9. SUPPORT ORGANIZATIONS

### 4.9.1. FRIENDS OF THE MORGANTOWN PUBLIC LIBRARY

This non-profit, tax-exempt organization supports the City's most essential resource for literacy, research, and lifelong learning. Among its interests and charges, the Friends:

- Operate the Friends Bookstore.
- Sponsor book and author events and programs of cultural and civic interest.
- Raise funds for the Library's collections and programs.
- Purchase copying, computing and other equipment for the Library.
- Recruit and train volunteers for Library programs.

### 4.9.2. SHELLEY A. MARSHALL FOUNDATION

The Shelley A. Marshall Foundation is dedicated to Shelley Marshall, who lost her life at the Pentagon on September 11, 2001. This fund encourages the development of children's library programs.

## 4.10. PROCEDURE FOR HANDLING COMPLAINTS

To encourage and be responsive to suggestions from Library patrons, various forms are used for patrons to file complaints and comments for improvement.

- The Suggestion Box, located between the front doors is available for signed and anonymous statements concerning staff behavior and bringing to attention problem areas. Library Reflection cards are used for this purpose. If a patron leaves his name and address, staff will reply to their comments.

The Library Board is notified concerning the comments.

- Patrons who want to question or express their concerns regarding Library procedure or policy or register a complaint about staff behavior will be asked to fill out the Statement of Concern form. The matter will be investigated and the patron will receive a reply either by letter or by phone.
- Patrons who want to file a complaint regarding Library materials will be asked to fill out the Request for Reconsideration of Library Materials.

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#### 4.11. REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Upon receipt of the Request for Evaluation of Library Materials the Library Director will notify the patron by mail that his/her request is being taken under consideration. If the patron so chooses, he can appeal the response to the Library Board. The Library Board will be informed of all requests.

The Board will evaluate in open meetings the work according to criteria in the Library's Materials Selection Policy. After the evaluation, the Library Board will notify the patron by mail of its decision. Accompanying the decision will be copies of relevant reviews, the Book Selection Policy, the Library Bill of Rights, and/or the Freedom to Read and Freedom to View statements.

All decisions by the Board are final.

## 5. FACILITIES

### 5.1. MORGANTOWN PUBLIC LIBRARY MEETING ROOM POLICY

The Morgantown Public Library System, under the general guidelines of the Library Bill of Rights, shall make meeting rooms available to any non-profit group, at no charge, during library hours, on an equitable basis without regard to race, religion, color, national origin, ancestry, sex, age, blindness, disability, sexual orientation, gender identity, familial status, or veteran status. Business organization who use the meeting rooms will not be charged a fee; however, donation will be accepted. Organizations requesting space must be law abiding groups that do not discriminate.

General guidelines are as follows:

1. Meeting rooms for the public shall be reserved on a first come, first served basis, with priority always given to library meetings or programs. No group shall be denied its place to meet once reserved except for reasons of library activities, personal safety or security, inclement weather, or a library disaster, or for mutually overriding reasons. When changes or cancellations must be made, the library will make every effort to make contact with the registered representative of the group between 24 and 72 hours prior to scheduled room reservation. Cancellations by the group should be made 24 hours in advance.

**For all meetings, only the room reserved may be used, not corridors, staff area etc. , and all meetings must be held during normal library hours.**

2. Since the Morgantown Public Library is a public institution, meetings must be open to the public.

Permission to meet or display in the library does not constitute endorsement of any aspect of a meeting or display. Furthermore, the Board of Trustees and the library staff neither endorses, approves, or disapproves the viewpoints of those groups holding meetings in the library.

3. The group shall hold itself responsible for any damage to meeting rooms, furnishings, or equipment, except for normal wear and tear, mechanical failure obviously not caused by the group, or acts of God. Cost of any damages must be borne by the group.

Groups using the rooms shall be responsible for setting up chairs, tables and other equipment, and at the conclusion of the meeting returning them to where they were originally placed prior to the meeting. The group shall be responsible for maintaining order at all times and insure the cleanliness and orderliness of the room.

Library staff cannot assist with meetings or the arrangement of the meeting room.

4. Groups shall bear complete responsibility for general safety of their group and the general library public during meetings. Failure to do so shall be cause for dismissal and/or future denial of meeting room privileges.
5. Any group wishing to display or use items of unusual value and/or of historical, antique, artistic or other value shall hold the library blameless for any loss or damage. Groups are totally responsible for the care and protection of their own equipment, exhibits, program materials, etc.
6. Groups shall adhere to general library policy with regard to smoking, alcoholic beverages, controlled substances, soliciting, etc.
7. Programs for minors must have responsible adult sponsors present.
8. Organizations may not charge admission, accept donations, nor take collections. They are not to sell or in any way advertise or distribute merchandise.
9. No rooms shall be booked for meetings held regularly on a permanent basis. For instance, no group may reserve a meeting room every Tuesday evening ad infinitum. However, if a group wishes to schedule a two week series on Tuesday evenings, that would be permissible. Series should be for a specific number of meetings relating to a specific theme and should not be any greater than four.



10. Publicity for any and all meetings shall be the responsibility of the group. Any publicity materials used (placed) in the library must be approved beforehand by library staff.

11. The Morgantown Public Library or its branches may not be used as an address or as a headquarters of any organization.

12. The capacity of each room shall not be exceed as follows:

Meeting Room A (ground floor)	50
Meeting Room B (second floor)	20
Meeting Room C (ground floor)	12

13. Organizations and groups shall hold harmless the Morgantown Public Library, the Board of Directors and library staff and any governmental utility supporting the library of any damage or injury suffered because of or resulting from use of the facility or equipment.

14. The decision of the Library Director shall be the determining and final factor in interpreting the use of the meeting rooms.

The Director is authorized to deny permission to use the meeting rooms to any group that is disorderly, destructive, or violates these regulations.

15. Donations will be accepted from any group and will be used for general library materials and programming.

## 5.2. DISPLAY CASE POLICY

When not in use for Library displays, the case located in the Morgantown Library's main floor may be used by non-profit community groups and organizations which are not partisan political or sectarian religious. The display must be visually appealing and primarily artistic, creative, and graphic or three-dimensional in nature. Works of art, crafts, sculpture, photographs, and the like may be included in a display. Items of a commercial nature and items which are for sale may not be included. An assortment of printed items with little or no visual contents is not considered appropriate. Final decision about the appropriateness of a display and its theme rests with the Library Director.

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### 5.2.1. RESERVATIONS

Reservations for use of the display case must be made with the Library Administrative office. The maximum length of time for any display is three weeks. The organization is responsible for putting the display up and taking it down on the last day of the booked time period. The display must include the name of the organization and individual responsible for the display.

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### 5.2.2. SECURITY/LOSS

The display case has a lock which the using organization is responsible for locking. The Library assumes no responsibility for theft, loss of, or damage to materials placed on display, or for injury to persons or property resulting in any way from the organization's use of the display case.

## 5.3. DISSEMINATION OF FREE MATERIAL

Free material may be distributed in the Library subject to availability of space. The Library, at its discretion, may determine the location, number of copies and length of time displayed. Materials posted without Library approval will be removed.

The fact that a person or group is given permission to disseminate materials in the Library in no way constitutes endorsement by the Library Board of Trustees of the policies or beliefs of the person or group.

The Library subscribes to the philosophy articulated in Article 6 of the Library Bill of Rights which states "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."

#### 5.4. POLITICAL ACTIVITY

Campaign materials may not be distributed in the Library.

#### 5.5. PETITIONS

Individuals may gather signatures for petitions or distribute informational materials outside the Library and must be at least 20 feet from the entrance and conducting themselves in such a way that in no way impedes patrons' access into the Library.

Use of Library sidewalks by petitioners in no way constitutes endorsement by the Library Board of Trustees, the City of Morgantown or its officers and employees of the policies or beliefs of the person or group.

#### 5.6. SALE OF MERCHANDISE AND OTHER COMMERCIAL ACTIVITY

Sale of merchandise or the display of merchandise for sale on Library property is prohibited with the following exceptions:

- City or Library merchandise may be sold at Library desks and displayed in Library display cases.
- Books or other merchandise may be sold by Library support groups or in conjunction with Library or City sponsored programs.
- The Library Board and the City may enter into a contract with a vendor for specialized, ongoing services or goods, provided such vendor has met all City and County zoning and business regulations.

The use of Library property to conduct any kind of commercial, for-profit business is prohibited, except as provided above.

## 6. INFORMATION AND MATERIALS MANAGEMENT

### 6.1. TECHNICAL SUPPORT SERVICES

The Technical Support Services Section is responsible for acquiring, cataloging, and processing all library materials. These tasks are accomplished according to accepted standards within the library profession.

Technical Services staff is also responsible for the distribution of the Library's mail, the repair and binding of all Library materials, and the withdrawal of items from the Library collection.

### 6.2. INFORMATION SYSTEMS SERVICES

The Information Systems Section is responsible for maintaining all computer workstations, servers, software, and peripheral equipment within the Library.

This section is responsible for maintaining and supervising the public access services, including Internet access, public printing, and word processing, microform and photocopy machines, Catalog area, Children's Computer Center, and other remote areas of the Library. Specialized training by Information Systems Section staff or volunteers is available to the public and staff as needed.

The Information Systems is responsible for updates for the Library's Internet website and maintaining and upgrading the Library's integrated library system. The Specialist is the liaison with the City of Morgantown's Information Services in regards to the city network and web design.

The Information and Materials Management Library Services Manager is responsible for the administration of the Library's integrated library system.

### 6.3. CIRCULATION SERVICES

The Circulation Services Section is responsible for the orderly movement of all library materials, issuing library cards to eligible residents, searching for book reserves, and answering general telephone inquiries.

This section is responsible for fines and fees, dissemination of free material, and updating the Library's user database.

## 7. PROGRAM AND COLLECTION DEVELOPMENT

### 7.1. REFERENCE SERVICES

The Reference Services Section is responsible for actively providing timely, accurate and useful information and cultural enrichment for community residents in keeping with the mission of the Morgantown Public Library.

The Reference librarians are available to answer reference and research questions for the general public. These requests can be handled on an in-person basis, by phone, fax, or e-mail. Library materials not available at the Morgantown Public Library may be requested through interlibrary loan at the Reference or Interlibrary Loan desks.

The Reference Services Section is responsible for selecting the circulating and reference materials for teens and adults in a variety of appropriate formats for the above collections. The staff will be guided in their choices by the Library Materials Selection Policy.

The Reference Services Section is responsible for providing Library tours, Library instruction and other programming services for teens and adults.

### 7.2. CHILDREN'S SERVICES

The Children's Services Librarian is responsible for providing timely information resources and cultural enrichment for children and their families from birth through the eighth grade.

The Children's Services Librarian offers a summer reading program, special programs during the school year, tours, story times, and library instruction for children and their families and groups and organizations, including school classes, scouting troops, daycare groups, and parent education classes.

The Children's Services staff also offers off-site presentations such as book reviews, storytelling, information on the importance of reading, etc. to parent groups, school classes, and other organizations. Groups desiring such service must make arrangements in advance with Children's Services staff. Priority will be given to groups or organizations that are located, meet, or have headquarters within the boundaries of the City of Morgantown or the Monongalia County School System.

The Children's Services is responsible for selecting the circulating and reference materials for children in a variety of appropriate formats. The staff also maintains a

special collection for parents and teachers. The staff will be guided in their choices by the Library Materials Selection Policy.

### 7.3. OTHER RESPONSIBILITIES

**Volunteers:** Volunteers are utilized in every section of both Divisions. The Library provides general oversight and coordination of volunteers with assistance from individual section volunteer supervisors.

**Literacy:** The Library's commitment to basic literacy is directed at supporting and encouraging volunteer efforts to teach English as a second language (ESL) to small groups. To meet this commitment, the Library provides space for the Literacy Center (located on the ground floor of the Library). Literacy Volunteers are responsible for collection development and training in this area.

**Public Relations and Marketing:** Promoting library programs and services through various publications and media.

## 8. CIRCULATION SERVICES POLICIES

### 8.1. LIBRARY CARDS

It is the goal of the Morgantown Public Library System to make library cards and circulating collections as accessible as possible. A valid library card or an acceptable photo ID may be used to checkout any available item at any branch in the Morgantown Public Library System. When visiting a NorLN member library, or our digital collections your library card may be required. The library does not refuse access to materials based on content but may limit the number of items by format.

Library cards expire yearly and may be renewed over the phone if there are no changes to the mailing address. Patrons who need to update their contact information can be renewed for 30 days but must show proof of new mailing address either in person, or by email. Out of state cards must pay a yearly renewal fee of \$20.

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#### 8.1.1 PATRON TYPES

- **New** - Limited to 5 items the first time they checkout materials, once they are returned, New Patrons are changed to Adult or Juvenile with full borrowing privileges.
- **Adult** - May borrow up to 99 items, format limits may apply to DVDs, CDs...
- **Juvenile** - May borrow up to 99 items, format limits may apply to DVDs, CDs...
- **Temporary** -
- **Young Adult** - no longer in use (10/01/2017)
- **Student** - no longer in use (10/1/2017)

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### 8.1.2. ACCEPTABLE IDENTIFICATION

A photo identification card with current mailing address is required to get an Adult library card. If the address is incorrect or not current, an additional proof of address (such as piece of mail, utility bill, voter's registration, auto insurance, check book, lease agreement, etc.) Digital proof of address will also be accepted. For students with a University Housing address, we need proof of a permanent mailing address (does not have to be local).

Self-made identification will not be accepted.

The patron (all card types) must be present to receive a library card. Exceptions may be made by the Director for group or class card initiatives.

A child, fifteen years or younger, must have in-person consent of a responsible party to receive a card. The child may use the responsible party's identification or school picture identification, with validating current address information. Exceptions may be made by the Director for group or class card initiatives.

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### 8.1.3. LOST CARDS

Any items checked out on a lost/stolen card, before notification to the Library of the problem, are the responsibility of the patron whose name appears on the library card.

## 8.2. LOANS

For the first checkout a new cardholder will be limited to borrowing five items at a time. After successfully returning all the items, patrons will be allowed to borrow 99 (ninety-nine) items on one library card.

Books - 3 weeks

DVDs - limit to 4 items for 4 days.

Music - limit to 10 items for 3 weeks

Audiobooks - limit to 10 items for 3 weeks

## 8.3 RENEWALS

Items may be renewed one time. Items that cannot be renewed are: DVDs, items on hold for another patron, items that have been renewed before, or items cards that have been suspended due to billed, missing or damaged items.



#### 8.4. OVERDUE MATERIALS

Curtsey notices will be sent electronically when an email has been provided, before items are due.

Patrons will receive 2 overdue notices before a bill is sent. Bills will not be sent before an item is 30 days overdue.

#### 8.5. LIBRARY FINES AND FEES

Fines shall not be charged for overdue library materials. Overdue notices shall be sent and users will be strongly encouraged to return materials. A bill will be sent if a user does not respond to the overdue notices. Accounts will be suspended if the bill is not paid.

(policy approved at 11/15/2018 Board of Trustees Meeting)

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##### 8.5.1. LOST OR DAMAGED MATERIAL

Patrons will be charged the replacement cost for any lost material or items damaged beyond repair. If a patron wishes to replace a lost/damaged item, he/she may do so; and processing fees still apply. The replacement must be a new, unused copy of the latest edition, in a comparable format. If a new copy is unavailable a used copy in good condition (spine intact, no markings or stamps from other institutions) is acceptable.

If a lost item is subsequently found and returned by the patron, a refund for the replacement cost of the item is made minus a \$5.00 processing fee. To obtain a refund, the patron must supply a receipt showing proof of payment. This must be done within six months of the date on the receipt.

Cards with bills attached will be suspended for both physical and digital checkouts. Computer usage will not be suspended.

#### 8.6. FEES

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##### 8.6.1. DEPOSIT ITEMS

Fees vary and are based on cost of item. Fees are returned when item is returned on time.

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#### 8.6.2. GENEALOGICAL AND LOCAL HISTORY SEARCHES

Mail requests for genealogical and local history searches shall be charged a \$ 10.00 search fee. This fee includes up to 10 photocopies. The fee must be paid in advance and is charged regardless of the ultimate successfulness of the search. A request for specific pages from specific books and requiring no additional searching shall be charged a fee of \$ 3.00 per request. This includes postage/handling and up to 10 pages of photocopies. Additional pages are \$ .25 each.

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#### 8.6.3. INTERLIBRARY LOAN REQUESTS

Books that the library does not own may be requested through ILL. There is no charge for this service unless the lending library charges MPLS a fee, if so the charges will be passed along to the patron.

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#### 8.6.4. HOLDS AND RESERVES

Materials, except for DVDs may be reserved.

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#### 8.6.5. REPLACEMENT LIBRARY CARD

Replacement fee for a lost card is \$ 3.00.

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#### 8.6.6. PHOTOCOPYING

Fee per page is \$ .10 for black and white and \$ .25 for color.

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#### 8.6.7. FAX SERVICES

A fee of \$1.00 per page is charged, with a maximum of \$5.00.

### 8.7. INTERLIBRARY LOANS POLICY

Recognizing that no library can meet all the needs of its patrons, the Morgantown Public Library System participates in interlibrary loans. The Library will request materials for its patrons and supply materials for patrons of other libraries. The Library subscribes to the philosophy and practices outlined in the Interlibrary Loan Code for the United States developed by the Reference and User Services Association of the American Library Association ([see Section 12.5](#)).

The Morgantown Public Library System considers interlibrary loan requests as circulation records and thus subject to the Library's policies on Privacy and Confidentiality.

Patrons are responsible for any charges made by the supplying library. Patrons are responsible for payment for any item that is lost or damaged before its return to the Morgantown Public Library System.

Interlibrary loan of reference materials, fragile items, most audiovisual materials and current materials generally cannot be obtained and there is no guarantee that a requested item will be obtained. The delivery date of an item cannot be guaranteed. Patrons are limited to submitting no more than five requests at one time.

Patrons will honor any restrictions placed on items by the supplying library, as well as the due date set by the Morgantown Public Library System. If an extension of a loan is requested, the Library will make an effort to have the loan period extended; however, there is no guarantee that an extension will be granted and items are subject to recall by the supplying library.

## 9. COLLECTIONS AND INFORMATION SERVICES POLICIES

### 9.1. LIBRARY MATERIALS SELECTION POLICY

#### 9.1.1. GOALS AND OBJECTIVES

The purpose of the Morgantown Public Library materials selection policy is to guide Library staff and to inform the public about the principles upon which selections are based.

The goal of materials selection at Morgantown Public Library and its branches is to provide library materials for the information, recreational, cultural, and educational needs of citizens within the service area. Library materials include print and electronic books, magazines and newspapers, pamphlets, audio and video cassettes, compact discs (CDs), digital video discs (DVDs), mp3 players and other materials which are made available to library users throughout the service area.

The primary objective of materials selection shall be to collect materials of current significance or interest as well as those of permanent value. The Library staff will be guided by a sense of responsibility to all actual and potential users and will choose materials that strengthen and enrich the collection and maintain an overall balance.

#### 9.1.2. BASIC PRINCIPLES OF MATERIALS SELECTION

The Board of Trustees delegates authority for selection of library materials to the Library staff. The following criteria will be used when selecting library materials:

Basic reviewing sources, standard selection tools, user demand, and staff suggestions form the primary basis for selection decisions.

Suggestions from library users are encouraged, and serious consideration is given such suggestions insofar as they follow this materials selection policy.

Selection of any library materials shall be made on the basis of their interest or value to those served by Morgantown Public Library and its branches.

Materials shall be selected that reflect the variety of opinion available in today's society. Materials presenting various points of view shall be selected so that each library user can reach his or her own conclusions.

Because of the wide range of ages, educational levels, and reading abilities of library users, materials selected shall be of varying complexity.

Library materials selection does not imply acquiring all materials published on a particular subject area, but rather purchase of the best available, most outstanding, or most accessible materials in that field.

Through continuous professional selection of materials, the Library will strive to maintain a balanced collection; however, the quantity of materials purchased in a subject area will depend upon the current need and future demands.

While the Library cannot attempt to supply materials only of interest to special groups, it does recognize the need to select materials that provide for the special needs of its users.

Textbooks and other curriculum related materials will be acquired only when they also serve the general public.

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#### 9.1.3. INTERLIBRARY LOAN

An interlibrary loan network is available to all library users to provide for many needs that cannot be met by the public library collections.

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#### 9.1.4. MULTIPLE COPIES

Multiple copies of materials will be purchased to meet user demand. When five or more requests are held for a book, another copy will be added.

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#### 9.1.5. WEEDING & WITHDRAWAL

Selection of materials for discarding is based on the following considerations: worn out through use, ephemeral material that is not is no longer timely, materials no longer considered accurate or factual, combination of little use and questionable value for the collection, and excess copies of a title no longer in demand.

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#### 9.1.6. REPLACEMENT

It is the Library's policy not to automatically replace materials which have been withdrawn, lost, or the like. Need for replacement is considered in relation to: number of duplicate copies, existence of adequate coverage in the collection, and demand for specific title or subject.

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#### 9.1.7. REGIONAL HISTORY AND GENEALOGY MATERIALS

Published materials about the state and the region will be acquired when they are general in nature and useful to many library users. Insofar as financially feasible, published materials about the city and county will be acquired. As a rule, unpublished materials will not be purchased or accepted for the collection. Rather, the West Virginia University extensive West Virginia and Regional History Collection will be relied upon.

Materials written by West Virginia authors will not be routinely retained or acquired unless they meet the principles of this selection policy.

#### 9.1.8. MATERIALS FOR CHILDREN AND YOUNG ADULTS

In general, the same basic principles stated in this policy shall apply to the selection of library materials for children and young adults. Censorship, if any, of a young person's use of library materials shall be and remain a parental responsibility.

The Library shall provide quality children's materials and will not restrict the reading, viewing, or listening to such materials by any child.

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#### 9.1.9. GIFTS AND ENDOWMENTS

The Library will accept gifts of new books and other items but reserves the right to require that such gift items meet the same principles of selection as apply to library selected/purchased materials. If, when the gifts are evaluated, they do not meet the standards of selection or retention, they will be properly disposed of following the current practice regarding the disposal of materials. Materials will not be accepted with donor restrictions as to use, location of the materials, or permanent retention.

Gifts of books and other items will be acknowledged for tax purposes. In general, used books must be of current usefulness, generally published within the last five years, and in good physical condition.

Specific subject area(s) may be specified by the donor or memorial or endowment materials funds.

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#### 9.1.10. LIBRARY BILL OF RIGHTS

The Board of Trustees of the Morgantown Public Library supports the principles that the freedom to read and view is the right of each individual, and is therefore determined to defend this right by adhering to and supporting the Library Bill of Rights, the Statement on Labeling, the Freedom to Read Statement, and the Resolution on Challenged Materials as adopted by the American Library Association (ALA) and the Freedom to View Statement as adopted by the Educational Film Library Association.

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#### 9.1.11. FREEDOM TO READ, VIEW, AND LISTEN

The Board of Trustees respects the right of persons to express their opinions and will provide the concerned citizen the right to challenge library materials for reconsideration. However, no library materials will be removed from the shelf until the challenge is acted upon and a decision is reached.

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#### 9.1.12. REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Library patrons who want to file a complaint regarding library materials will be asked to fill out the Request for Evaluation of Library Materials form. After the form is filled out completely, it should be returned along with the library material in question, to the Library Director.

The Library Director will review the material and notify the library patron of the decision in writing within 30 days. If the library patron questions the decision of the Library Director he/she may request a meeting with the Director to discuss the matter.

Furthermore, the library patron may discuss the matter with the Library Board of Trustees by asking for the matter to be included on the agenda of the next regularly scheduled Board Meeting. The Board's decision is final.

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#### 9.1.13. CONCLUSION

The Board of Trustees realizes that any library which purchases only those books acceptable to everyone would have very few books. The Board further recognizes the right and privilege of each person to select from the library collection those materials he/she wishes to read, view, or listen to.

The Board of Trustees respects the right of persons to express their opinions, negative as well as positive, with respect to materials purchased by the Library; but, negative attitudes of persons or groups toward any material shall not mean its removal from the Library.

The Board of Trustees expresses its support of the staff responsible for the selection of library materials, and delegates to such staff the authority to purchase those books and other library materials which are considered essential, useful, and within the scope of this selection policy.

The Board of Trustees shall periodically review this Materials Selection Policy.

\*Adopted by the Board of Trustees on January 12, 1984.

## 10. CODE OF CONDUCT

The purpose of the library's Public Code of Conduct is to:

- Protect the rights of individuals using library services.
- Assist staff members in conducting library business effectively.
- Preserve library materials and facilities.

Acceptable library behavior falls into three categories:

### RESPECT YOURSELF

- Behavior, dress and personal hygiene must be appropriate for a public place of business.

### RESPECT OTHERS

- Behavior that restricts library use by other patrons is not acceptable.
- Behavior that interferes with the duties of the library staff is not acceptable.
- Weapons are not allowed in the library, except those carried by law enforcement officers.

### RESPECT THE SPACE

- Patrons must treat library materials, furniture and equipment with care and use them as intended.
- Patrons may not enter non-public work areas unless escorted by library staff.
- Theft or damage of materials, furnishing, equipment or premises will not be tolerated.

Activities that would be a violation of any federal, state or local criminal statute or ordinance are prohibited.

As a consequence for violating this code, library staff may:

- Require violators to leave the premises.
- Call the police.
- Recommend the director bar a patron from the library.

\*Approved by the Board of Trustees November, 2017.



## 11. INTERNET ACCESS AND USAGE POLICY

The Morgantown Public Library System is committed to providing information and resources on a free and impartial basis to all residents of Monongalia County and beyond. The Library endeavors to meet the educational, informational, and cultural needs of its patrons by providing equal access to all of its resources and collections.

As technology has advanced, the Internet -- a global communication and information network - has become a popular and valuable tool for research, study, learning, and entertainment. In keeping with the Library's commitment to serve, the Morgantown Public Library System offers free access to the Internet via individual computer workstations. Due to the nature of this electronic resource, to the scope of its content, and to the Library's limited number of computer workstations, the Board of Trustees of the Morgantown Public Library System has adopted this policy with regard to Internet access and computer usage by library patrons. This policy will be observed by all patrons in conjunction with the Code of Conduct which is posted in numerous locations throughout the Library. The policy will be enforced rigorously by the Library staff.

### 11.1. GUIDELINES

Free access to the Internet is provided by the Library to fulfill its mission of making all of its resources available to its patrons. It is the intent of the Library to have the wealth of Internet material used as a compliment and enhancement to its collections; as another source for learning and study of information material, ideas, and commentary from around the globe.

Though the Library currently offers access to the World Wide Web, it should be recognized that the Library cannot be responsible for its content. Not all information available on the Internet is accurate, current, complete, or free. While much of the information on the Internet is personally, professionally, and culturally enriching, there may be material that is offensive and disturbing to some individuals, or material which may be illegal. Observing that the Library's computer workstations are in a public environment and must be shared by users of all ages with varying backgrounds and sensibilities, the right to complete privacy cannot be ensured. Computer users will be expected to bear this in mind and to respect others while accessing information or images. The Library staff will take immediate steps to have any computer user cease the access of obvious obscene or offensive material.

The Library will not permit its computer users to use its electronic equipment for purposes of gaining unauthorized access to other computer networks or systems (hacking) committing fraud, or for any other unlawful activity under local, state or federal statutes. Any person found to be committing such acts will be subject to appropriate prosecution and punishment as prescribed by law. Likewise, patrons may not damage, misuse, reprogram or tamper with the Library's computers, their settings, or software.

### 11.2. CHILD INTERNET SAFETY

Minor children who use the Internet without supervision may be exposed to inappropriate, disturbing, or obscene information and images. They may also be the targets of crime and exploitation through use of e-mail and other forms of direct electronic communication. It is the responsibility of a child's parent or guardian to discuss the use of the Internet as it relates to family values and boundaries. As with any other library resource, restriction of a minor child's use of the Internet is the sole responsibility of the parent or legal guardian. Adult supervision of children using the Internet is strongly advised. Parents or guardians who have concerns about their children and the Internet, and who wish to see their child have healthy, happy Internet experiences may want to consult several excellent Web sites dedicated to parent/child Internet safety information and education. A Library staff member will be able to provide a list of those sites to anyone requesting them.

### 11.3. CHILDREN'S INTERNET PROTECTION ACT

In December, 2000, the Children's Internet Protection Act (CIPA) was signed into law as a national measure designed to prevent minor children from either intentionally or accidentally accessing visual depictions of obscenity, child pornography, or those that are otherwise harmful to minors. The legislation requires public libraries as well as other institutions which receive forms of federal funding and discounts to install filtering software on its computers. Any future CIPA filtering requirements will be met with full compliance on the West Virginia State Library Commission level and the appropriate filtering software will most likely be installed on the Statewide Library Network of which the Morgantown Public Library is a part. If/when such filtering software or devices are put into use, patrons should be aware that all offensive nature. This, again, stresses the importance of good education and supervision by parents and guardians.

#### 11.4. PATRON RESPONSIBILITY

Patrons may not use a Library computer to transmit or receive illegal (including harmful, obscene, child pornography) or disruptive material. Patrons are expected to respect intellectual property rights by making only authorized copies of copyrighted or licensed data residing on the Internet. Sanctions, restrictions of privileges, expulsion, or legal action may be taken as deemed appropriate in each instance.

The Library does not control information found on the Internet and, therefore cannot be held responsible for its content. Since the Internet is not private or secure, patrons and especially minor children are advised to use caution when transmitting personal information such as name, address, social security number, phone number, credit card number, etc. over the Internet.

There is no fee for use of the Library's computers; however, printing from the terminal will be at the rate of 10 cents (\$ .10) per page. Color copies can be made with special assistance by the Reference staff at a rate of 25 cents (\$ .25) per page. The patron is urged to notify the librarian before the printing process commences.

Due to crowded conditions and to avoid disturbing other patrons, a maximum of two persons may be seated together at a single computer workstation.

Patrons are urged to report any computer hardware or software problem or malfunction to the librarian on duty immediately.

The Morgantown Public Library System encourages all of its patrons to take full advantage of the benefits that its electronic resources have to offer. Patrons who willingly and knowingly violate any of the following computer usage policies will have their computer privileges immediately revoked.

1. Displaying material which can be deemed as obscene or offensive,
2. Using the Internet connection to violate any local, state, or federal law,
3. Damaging, abusing, reprogramming, or tampering with the computer, its settings or software,
4. Behaving in a manner which disturbs other Library patrons or is in clear violation of the Code of Conduct.

\* Adopted by the Board of Directors, May 2002, revised Dec. 2017

## 12. PATRON SERVICES

### 12.1. YOUR RIGHT TO PRIVACY

The Morgantown Public Library recognizes the need to protect your right to privacy about the questions you ask, the materials you read or borrow, and the way you use all library resources. The American Library Association Policy Concerning Confidentiality of Personally Identifiable Information About Library Users was adopted by the Library Board and is available in Section 12.6.

In order to guarantee privacy for each individual, West Virginia Law mandates confidentiality of your registration and borrowing records, and Morgantown Public Library policies and procedures carry out that intent.

### 12.2. WEST VIRGINIA LAW

**The USA PATRIOT ACT overrides state library confidentiality laws protecting library records.**

Library patron registration and borrowing records are confidential under the West Virginia Code 10-1-22.

Library staff cannot give any information about a patron's registration and circulation record to anyone other than the patron, regardless of age or relationship to the patron. For example, a parent cannot be told what material a child has checked out on the child's card without the child's consent.

The Library recognizes that in many families library cards are shared among family members. However, for purposes of compliance with the Library policy and state law, only the person to whom the card belongs may have access to information about materials checked out on that card.

### 12.3. USA PATRIOT ACT

The Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 ("USA Patriot Act") became law on October 26, 2001. The legislation originated with Attorney General John Ashcroft, who asked Congress for additional powers that he claimed were needed to fight terrorism in the wake of the events of September 11, 2001.

The Patriot Act amended over 15 federal statutes, including the laws governing criminal procedure, computer fraud and abuse, foreign intelligence, wiretapping, immigration, and the laws governing the privacy of student records. These amendments expanded to authority of the Federal Bureau of Investigation and law enforcement to gain access to business records, medical records, educational records and library records, including stored electronic data and communications. It also expanded the laws governing wiretaps and “trap and trace” phone devices to Internet and electronic communications.

#### 12.4. LIBRARY STATEMENT CONCERNING THE USA PATRIOT ACT

Although the Morgantown Public Library makes every reasonable effort to protect your privacy, under the federal USA Patriot Act (Public Law 107-56), records of the books and other materials you currently have on loan from this library, your inter-library loan requests placed during the past year or the Internet sites and emails that you access through our computers may be obtained by federal agents.

That federal law prohibits library workers from informing you if federal agents have asked about or obtained our records.

Questions about the law and its enforcements should be directed to the U.S. Attorney General, Department of Justice, Washington, D.C. 20530.

The Morgantown Public Library Board of Trustees takes a position endorsing the modification of the USA Patriot Act to the extent that it affects public library operations and requires library employees to perform in a manner inconsistent with normal library operations and imposes limitations on the intellectual freedom of patrons.

## 13. ALA POLICY GUIDELINES

### 13.1. LIBRARY BILL OF RIGHTS

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

\*Adopted by the American Library Association June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

### 13.2. THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove 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; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

### 13.3. 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 possible 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 guarantee 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 and 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 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed by the ALA Council January 10, 1990.

#### 13.4. ACCESS FOR CHILDREN AND YOUNG ADULTS TO NON PRINT MATERIALS

##### 13.4.1. AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

Library collections of non print materials raise a number of intellectual freedom issues, especially regarding minors. Article V of the Library Bill of Rights states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The American Library Association’s principles protect minors’ access to sound, images, data, games, software, and other content in all formats such as tapes, CDs, DVDs, music CDs, computer games, software, databases, and other emerging technologies. ALA’s Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights states:

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

. . [P]arents—and only parents—have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

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

Policies that set minimum age limits for access to any non print materials or information technology, with or without parental permission, abridge library use for minors. Age limits based on the cost of the materials are also unacceptable. Librarians, when dealing with minors, should apply the same standards to circulation

of non print materials as are applied to books and other print materials except when directly and specifically prohibited by law.

Recognizing that librarians cannot act in loco parentis, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing.

Libraries should provide published reviews and/or reference works that contain information about the content, subject matter, and recommended audiences for non print materials. These resources will assist parents in guiding their children without implicating the library in censorship.

In some cases, commercial content ratings, such as the Motion Picture Association of America (MPAA) movie ratings, might appear on the packaging or promotional materials provided by producers or distributors. However, marking out or removing this information from materials or packaging constitutes expurgation or censorship.

MPAA movie ratings, Entertainment Software Rating Board (ESRB) game ratings, and other rating services are private advisory codes and have no legal standing (Expurgation of Library Materials). For the library to add ratings to non-print materials if they are not already there is unacceptable. It is also unacceptable to post a list of such ratings with a collection or to use them in circulation policies or other procedures. These uses constitute labeling, "an attempt to prejudice attitudes" (Labels and Rating Systems), and are forms of censorship. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the Library Bill of Rights.

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

\*Adopted June 28, 1989. Amended June 30, 2004, by the ALA Council. [ISBN 8389-7351-5]

## 13.5. ALA INTERLIBRARY LOAN CODE FOR THE UNITED STATES

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### 13.5.1. INTRODUCTION

The Reference and User Services Association, acting for the American Library Association in its adoption of this code recognizes that the sharing of material between libraries is an integral element in the provision of library service and believes it to be in the public interest to encourage such an exchange.

In the interest of providing quality service, libraries have an obligation to obtain material to meet the informational needs of users when local resources do not meet those needs. Interlibrary loan (ILL), a mechanism for obtaining material is essential to the vitality of all libraries. The effectiveness of the national interlibrary loan system depends upon participation of libraries of all types and sizes.

This code establishes principles that facilitate the requesting of material by a library and the provision of loans or copies in response to those requests. In this code, "material" includes books, audiovisual materials, and other returnable items as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.

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### 13.5.2. DEFINITION

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library.

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### 13.5.3. PURPOSE

The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, material not available in the user's local library.

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### 13.5.4. SCOPE

This code is intended to regulate the exchange of material between libraries in the United States.

Interlibrary loan transactions with libraries outside of the United States are governed by the International Federation of Library Associations and Institutions' International Lending: Principles and Guidelines for Procedure.

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#### 13.5.5. RESPONSIBILITIES OF THE REQUESTING LIBRARY

The requesting library should establish, maintain, and make available to its users an interlibrary borrowing policy.

It is the responsibility of the requesting library to ensure the confidentiality of the user.

Some requesting libraries permit users to initiate online ILL requests that are sent directly to potential supplying libraries. The requesting library assumes full responsibility for these user-initiated transactions.

Requested material should be described completely and accurately following accepted bibliographic practice.

The requesting library should identify libraries that own the requested material. The requesting library should check and adhere to the policies of potential supplying libraries.

When no libraries can be identified as owning the needed material, requests may be sent to libraries believed likely to own the material, accompanied by an indication that ownership is not confirmed.

The requesting library should transmit interlibrary loan requests electronically.

For copy requests, the requesting library must comply with the U.S. copyright law (Title 17, U.S. Code) and its accompanying guidelines.

The requesting library is responsible for borrowed material from the time it leaves the supplying library until it has been returned to and received by the supplying library. This includes all material shipped directly to and/or returned by the user. If damage or loss occurs, the requesting library is responsible for compensation or replacement, in accordance with the preference of the supplying library.

The requesting library is responsible for honoring the due date and enforcing any use restrictions specified by the supplying library. The due date is defined as the date the material is due to be checked-in at the supplying library.

The requesting library should normally request a renewal before the item is due. If the supplying library does not respond, the requesting library may assume that a

renewal has been granted extending the due date by the same length of time as the original loan.

All borrowed material is subject to recall. The requesting library should respond immediately if the supplying library recalls an item.

The requesting library should package material to prevent damage in shipping and should comply with any special instructions stated by the supplying library.

The requesting library is responsible for following the provisions of this code. Disregard for any provision may be reason for suspension of service by a supplying library.

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#### 13.5.6. RESPONSIBILITIES OF THE SUPPLYING LIBRARY

1. The supplying library should establish, maintain, and make available an interlibrary lending policy.
2. The supplying library should consider filling all requests for material regardless of format, but has the right to determine what material will be supplied on a request by request basis.
3. It is the responsibility of the supplying library to ensure the confidentiality of the user.
4. The supplying library should process requests in a timely manner that recognizes the needs of the requesting library and/or the requirements of the electronic network or transmission system being used. If unable to fill a request, the supplying library should respond promptly and should state the reason the request cannot be filled.
5. When filling requests, the supplying library should send sufficient information with each item to identify the request.
6. The supplying library should indicate the due date and any restrictions on the use of the material and any special return packaging or shipping requirements. The due date is defined as the date the material is due to be checked-in at the supplying library.
7. The supplying library should ship material in a timely and efficient manner to the location specified by the requesting library. Loaned material should be packaged



to prevent loss or damage in shipping. Copies should be delivered by electronic means whenever possible.

8. The supplying library should respond promptly to requests for renewals. If the supplying library does not respond, the requesting library may assume that a renewal has been granted extending the due date by the same length of time as the original loan.
9. The supplying library may recall material at any time.
10. The supplying library may suspend service to a requesting library that fails to comply with the provisions of this code.

\*Prepared by the Interlibrary Loan Committee, Reference and User Services Association, 1994, revised 2001. Approved by the RUSA Board of Directors January 2001.

### 13.6. POLICY CONCERNING CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION ABOUT LIBRARY USERS

“In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one’s interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf” (Privacy: An Interpretation of the Library Bill of Rights).

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to “information sought or received and resources consulted, borrowed, acquired or transmitted” (ALA Code of Ethics), and includes, but is not limited to, database search records, reference interviews, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, or services.

The First Amendment’s guarantee of freedom of speech and of the press requires that the corresponding rights to hear what is spoken and read what is written be preserved, free from fear of government intrusion, intimidation, or reprisal. The American Library Association reaffirms its opposition to “any use of governmental prerogatives that lead to the intimidation of individuals or groups and discourages them from exercising the right of free expression as guaranteed by the First Amendment to the U.S. Constitution” and “encourages resistance to such abuse of governmental power . . .” (ALA Policy 53.4). In seeking access or in the pursuit of information, confidentiality is the primary means of providing the privacy that will free the individual from fear of intimidation or retaliation.

The American Library Association regularly receives reports of visits by agents of federal, state, and local law enforcement agencies to libraries, asking for personally identifiable information about library users. These visits, whether under the rubric of simply informing libraries of agency concerns or for some other reason, reflect an insensitivity to the legal and ethical bases for confidentiality, and the role it plays in the preservation of First Amendment rights, rights also extended to foreign nationals while in the United States. The government’s interest in library use reflects a dangerous and fallacious equation of what a person reads with what that person believes or how that person is likely to behave. Such a presumption can and does threaten the freedom of access to information. It also is a threat to a crucial aspect of First Amendment rights: that freedom of speech and of the press include the freedom to hold, disseminate and receive unpopular, minority, extreme, or even dangerous ideas.

The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that library records contain information that would be helpful to the investigation of criminal activity. The American judicial system provides the mechanism for seeking release of such confidential records: a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.<sup>1</sup>

The American Library Association also recognizes that, under limited circumstances, access to certain information might be restricted due to a legitimate national security concern. However, there has been no showing of a plausible probability that national security will be compromised by any use made of unclassified information available in libraries. Access to this unclassified information should be handled no differently than access to any other information. Therefore, libraries and librarians have a legal and ethical responsibility to protect the confidentiality of all library users, including foreign nationals.

Libraries are one of the great bulwarks of democracy. They are living embodiments of the First Amendment because their collections include voices of dissent as well as assent. Libraries are impartial resources providing information on all points of view, available to all persons regardless of origin, age, background, or views. The role of libraries as such a resource must not be compromised by an erosion of the privacy rights of library users.

<sup>1</sup> See *Confidentiality and Coping With Law Enforcement Inquiries: Guidelines for the Library and its Staff*, ALA Office for Intellectual Freedom, available on the Web at <http://www.ala.org/oif/ifissues>. Adopted July 2, 1991; amended June 30, 2004, by the ALA Council [ISBN 8389-7554-2]

14. PRINTABLE FORMS

MEETING ROOM POLICY

MEETING ROOM POLICY (AULL CENTER)

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

PERSONNEL & POLICY MANUAL ACKNOWLEDGMENT AND RECEIPT

Morgantown Public Library  
373 Spruce Street  
Morgantown, WV 26505  
(304) 291-7425

## MEETING ROOM POLICY

The Morgantown Public Library System, under the general guidelines of the Library Bill of Rights, shall make meeting rooms available to any non-profit group, at no charge, during library hours, on an equitable basis regardless of race, creed, color, sex, political or religious affiliations. Business organizations who use the meeting rooms will not be charged a fee; however, donations will be accepted. Organizations requesting space must be law abiding groups that do not discriminate.

General guidelines are as follows:

1. Meeting rooms for the public shall be reserved on a first come, first served basis, with priority always given to library meetings or programs. No group shall be denied its place to meet once reserved except for reasons of library activities, personal safety or security, inclement weather, or a library disaster, or for mutually overriding reasons. When changes or cancellations must be made, the library will make every effort to make contact with the registered representative of the group between 24 and 72 hours prior to scheduled room reservation. Cancellations by the group should be made 24 hours in advance.

**For all meetings, only the room reserved may be used, not corridors, staff area etc., and all meetings must be held during normal library hours.**

2. Since the Morgantown Public Library is a public institution, meetings must be open to the public.

Permission to meet or display in the library does not constitute endorsement of any aspect of a meeting or display. Furthermore, the Board of Trustees and the library staff neither endorses, approves, or disapproves the viewpoints of those groups holding meetings in the library.

3. The group shall hold itself responsible for any damage to meeting rooms, furnishings, or equipment, except for normal wear and tear, mechanical failure obviously not caused by the group, or acts of God. Cost of any damages must be borne by the group.

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Groups using the rooms shall be responsible for setting up chairs, tables and other equipment, and at the conclusion of the meeting returning them to where they were originally placed prior to the meeting. The group shall be responsible for maintaining order at all times and insure the cleanliness and orderliness of the room.

Library staff cannot assist with meetings or the arrangement of the meeting room.

4. Groups shall bear complete responsibility for general safety of their group and the general library public during meetings. Failure to do so shall be cause for dismissal and/or future denial of meeting room privileges.
5. Any group wishing to display or use items of unusual value and/or of historical, antique, artistic or other value shall hold the library blameless for any loss or damage. Groups are totally responsible for the care and protection of their own equipment, exhibits, program materials, etc.
6. Groups shall adhere to general library policy with regard to smoking, alcoholic beverages, controlled substances, soliciting, etc.
7. Programs for minors must have responsible adult sponsors present.
8. Organizations may not charge admission, accept donations, nor take collections. They are not to sell or in any way advertise or distribute merchandise.
9. No rooms shall be booked for meetings held regularly on a permanent basis. For instance, no group may reserve a meeting room every Tuesday evening ad infinitum. However, if a group wishes to schedule a two week series on Tuesday evenings, that would be permissible. Series should be for a specific number of meetings relating to a specific theme and should not be any greater than four.

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10. Publicity for any and all meetings shall be the responsibility of the group. Any publicity materials used (placed) in the library must be approved beforehand by library staff.
  
11. The Morgantown Public Library or its branches may not be used as an address or as a headquarters of any organization.
  
12. The capacity of each room shall not be exceed as follows:

Meeting Room A (ground floor)	50
Meeting Room B (second floor)	20
Meeting Room C (ground floor)	12
  
13. Organizations and groups shall hold harmless the Morgantown Public Library, the Board of Directors and library staff and any governmental utility supporting the library of any damage or injury suffered because of or resulting from use of the facility or equipment.
  
14. The decision of the Library Director shall be the determining and final factor in interpreting the use of the meeting rooms.
  
15. The Director is authorized to deny permission to use the meeting rooms to any group that is disorderly, destructive, or violates these regulations.
  
16. Donations will be accepted from any group and will be used for general library materials and programming.
  
17. Groups must apply in writing using forms available in the Administrative area on the lower level of the library from 9:00 a.m. - 4:00 p.m. weekdays.

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Morgantown, WV 26505  
(304) 291-7425

The undersigned organization agrees to observe all meeting room policies as listed above. (Please complete the following.)

Requesting Organization's Information:

Date of Application:	
Organization:	
Mailing Address:	
e-mail address:	
Phone Number:	
Contact Person:	(Please Print)
Signature:	

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date



Josephine and William Aull Center

At the Garlow House

351 Spruce Street

(304) 292-0140

## MEETING ROOM POLICY (AULL CENTER)

The Morgantown Public Library System, under the general guidelines of the Library Bill of Rights as adopted by the American Library Association, shall make meeting rooms available at the Josephine and William Aull Center at the Garlow House during normal library hours, on an equitable basis regardless of race, creed, color, sex, political or religious affiliations. Organizations requesting space must be law abiding groups that do not discriminate.

General guidelines are as follows:

1. Meeting rooms shall be reserved on a first come, first served basis, with priority always given to library meetings or programs. No group shall be denied its place to meet once reserved except for reasons of library activities, personal safety or security, inclement weather, or a library disaster, or for mutually overriding reasons. When changes or cancellations must be made, the library will make every effort to make contact with the registered representative of the group between 24 and 72 hours prior to scheduled room reservation. Cancellations by the group should be made 24 hours in advance. (For cancellation fees, see Attachment A.)

**All meetings and special events will be held during contracted hours and shall not go beyond the allotted times.**

2. Permission to meet or display in the library does not constitute endorsement of any aspect of a meeting or display. Furthermore, the Board of Trustees and the library staff neither endorses, approves, or disapproves the viewpoints of those groups holding meetings in the library.
3. The group shall hold itself responsible for any damage to meeting rooms, furnishings, or equipment, except for normal wear and tear, mechanical failure obviously not caused by the group, or acts of God. Cost of any damages must be borne by the group. Groups and individuals should respect and appreciate the historical and monetary value of the property and conduct their behavior

Josephine and William Aull Center

At the Garlow House

351 Spruce Street

(304) 292-0140

accordingly. Any manner of attaching display items to floors, walls, ceilings, or woodwork which will cause defacement or permanent damage is strictly prohibited.

Groups using the rooms shall be responsible for setting up chairs, tables and other equipment, and at the conclusion of the meeting returning them to where they were originally placed prior to the meeting. The group shall be responsible for maintaining order at all times and insure the cleanliness and orderliness of the room(s). Failure to do so shall be cause for dismissal and/or future denial of meeting room privileges.

4. Groups shall bear complete responsibility for general safety of their group and the general library public during meetings. Failure to do so shall be cause for dismissal and/or future denial of meeting room privileges.
5. Any group wishing to display or use items of unusual value and/or of historical, antique, artistic or other value shall hold the library harmless for any loss or damage. Groups are totally responsible for the care and protection of their own equipment, exhibits, program materials, etc.
6. Groups shall adhere to general library policy unless express permission is given in this written policy. No hard alcohol or smoking is allowed in the facility or on the property at any time. For meetings and special events, food and beverages (beer, wine, champagne, and/or non-alcoholic) are permitted.
7. Programs for minors are not permitted.
8. Organizations may not charge admission, accept donations, nor take collections. They are not to sell or in any way advertise or distribute merchandise.
9. No rooms shall be booked for meetings held regularly on a permanent basis. For instance, no group may reserve a meeting room every Tuesday evening ad

Josephine and William Aull Center

At the Garlow House

351 Spruce Street

(304) 292-0140

indefinitum. However, if a group wishes to schedule a two week series on Tuesday evenings, that would be permissible. Series should be for a specific number of meetings relating to a specific theme and should not be any greater than four.

10. Publicity for any and all meetings shall be the responsibility of the group. Any publicity materials used/placed on the library premises must be approved beforehand by library staff.
11. The Morgantown Public Library or its branches may not be used as an address or as a headquarters of any organization.
12. Organizations and groups shall hold harmless the Morgantown Public Library, the Board of Directors and library staff and any governmental utility supporting the library of any damage or injury suffered because of, or resulting from, use of the facility or equipment.
13. The decision of the Library Director shall be the determining and final factor in interpreting the use of the meeting rooms.

The Director is authorized to deny permission to use the meeting rooms to any group that poses a risk, is disorderly, destructive, or violates these regulations.

14. For current fees and facility capacity, please see Attachment A.
15. Groups must apply in writing using forms available in the Administrative area on the lower level of the library.

Josephine and William Aull Center

At the Garlow House

351 Spruce Street

(304) 292-0140

The undersigned organization agrees to observe all meeting room policies as listed above. (Please complete the following.)

Requesting Organization's Information:

Date of Application:	
Organization:	
Mailing Address:	
e-mail address:	
Phone Number:	
Contact Person:	(Please Print)
Signature:	

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

Josephine and William Aull Center  
 At the Garlow House  
 351 Spruce Street  
 (304) 292-0140

## ATTACHMENT A

### Current Fee Schedule and Payment Policy

***Note: A check for the full amount is due in the Library Accountant's office no later than one week in advance of the event.***

Non-refundable Reservation Fee	flat fee	\$50
Set-up Fee (charged in 15 minute increments)	per hour	\$50
Damage Deposit (refundable)	flat fee	\$300
<b>FIRST FLOOR RATE:</b>	<b>501(c) 3</b>	<b>Other</b>
Event or program of up to 5 hours	\$350	\$700
Daytime event from 9 a.m. - 5 p.m.	\$650	\$1,300
All day and evening until 8 p.m.	\$800	\$1,600
<b>BOTH FLOORS:</b>		
Event or program of up to 5 hours	\$500	\$1,000
Daytime event from 9 a.m. - 5 p.m.	\$1,000	\$2,000
All day and evening until 8 p.m.	\$1,500	\$3,000
<b>WEEKEND RETREAT</b>	(negotiable)	
<b>CAPACITY</b>		
Location	With Seats & Tables	Without Seats & Tables
1st Floor	75	200
2nd Floor	45	125
Total Capacity	120	325

**Appointments to view the facility may be made by calling the Morgantown Public Library's Aull Center at (304) 292-0140**

# REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author \_\_\_\_\_ Type of Library Material \_\_\_\_\_

Title \_\_\_\_\_

Publisher \_\_\_\_\_ Publication Date \_\_\_\_\_

Request Initiated By \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Representing: Self \_\_\_\_\_ Organization or Other Group \_\_\_\_\_

1. To what in the work do you object? Please be specific, cite pages of selection:

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

2. What of value is there in this work? \_\_\_\_\_

\_\_\_\_\_

3. What do you feel might be the result of reading, viewing, or listening to this work?

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

4. For what age group would you recommend this work? \_\_\_\_\_

5. Did you read, view or listen to the entire work? \_\_\_\_\_

What pages or selections? \_\_\_\_\_

6. Are you aware of the judgment of this work by critics? \_\_\_\_\_

\_\_\_\_\_

7. What do you believe is the theme or purpose of this work? \_\_\_\_\_

\_\_\_\_\_

8. In its place, what work of equal value would you recommend that would convey as valuable a picture and perspective of a society or a set of values? \_\_\_\_\_

\_\_\_\_\_

# PERSONNEL & POLICY MANUAL

## ACKNOWLEDGMENT AND RECEIPT

The Policy & Personnel Manual describes important information about the Morgantown Library System, and I understand that I should consult my Supervisor or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with MPLS voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or MPLS can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the Morgantown Public Library System. By distributing this handbook, MPLS expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein. I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by the Morgantown Public Library System, and the library reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Board of Trustees of the Morgantown Public Library System has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create; a promise or representation of continued employment and that employment through the Morgantown Public Library System is employment at will, which may be terminated at the will of either MPLS or myself. Furthermore, I acknowledge that this manual is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Morgantown Public Library System or myself.

I have received the manuals, and I understand that it is my responsibility to read and comply with the policies contained, and any revisions made to it.

\_\_\_\_\_ Employee's Signature

\_\_\_\_\_ Employee's Name (Print)

\_\_\_\_\_ Date

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**