

Pflugerville Community Library Policies

I. Mission Statement:

The Library joyfully engages, inspires, informs & entertains the Pflugerville community.

II. People in the Library

A. Who May Use the Library

Anyone may come into the Library and use materials on the premises. Residents of the area encompassed by the boundaries of the Pflugerville Independent School District are eligible to apply for free Library Cards. Residents of areas outside these limits may apply for a non-resident card for an annual fee.

Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age or sexual orientation.

The use of the Library may be denied for due cause. Such cause may include failure to return Library materials or to pay penalties, destruction of Library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on Library premises.

B. Patron Responsibilities

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. Patrons of all ages should wear appropriate clothing and footwear to conform to public health issues. Cell phone use in the Library will be permitted as long as conversational tones are maintained. Drinks with lids and snack foods will be allowed as well. Patrons are expected to clean up any trash associated with food or drink consumption. If trash remains after appropriate warnings from staff the patron may be considered to have created a public nuisance.

If a patron creates any public nuisance, that patron may be restricted from the Library and from the use of Library facilities. Disruptive patrons of any age will be given a warning; warnings for young children

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will be directed to the parent or attending adult if they can be found. If the staff has to intervene a second time, the disruptive patron will be asked to leave the Library. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, may be referred to the Pflugerville Police Department. Dangerous or illegal behavior will be reported to the police immediately. Under no circumstances will the Library staff provide transportation to patrons of any age.

Young Children:

The Pflugerville Community Library encourages visits by young children, and it is our desire to make every visit memorable and enjoyable for the child. However, Library staff is not permitted to assume responsibility for the care of unsupervised children in the Library.

Children under the age of six must be accompanied by a parent/adult guardian while in the Library. Children between the ages of six and eleven must be accompanied by a caregiver over the age of sixteen while in the Library. If a young child is attending a Library program, the parent/guardian is to remain in the Library throughout the program.

Parents who leave a child unattended in the Pflugerville Community Library are exposing their child to potential harm and may themselves be committing an offense under Texas Penal Code, Section 22.041c, Abandoning and Leaving Unsupervised Children which states,

A person commits an offense if, having custody, care, or control of a child younger than 15 years, he intentionally abandons the child in any place under circumstances that expose a child to an unreasonable risk of harm.

If the Library staff becomes aware of any child left at the Library, and the parent/guardian cannot be located, the Pflugerville Police Department will be notified.

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C. Volunteers

The City of Pflugerville and the Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Pflugerville Community Library. All volunteers undergo a background check to ensure a safe environment for children and staff. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the Library and the communities it serves.

III. Library Services

A. Hours

The Library will be open for regular hours set by the Library Director with assistance from the Library Board and approval of the Pflugerville City Council. The Library follows the holiday schedule of the City of Pflugerville.

B. Library Materials & Equipment

1. Library Cards

Patrons must have a Library Card to borrow materials. This requires an application and the presentation at the Circulation Desk of a current Texas driver's license or Texas ID. If the address is not current on these, an acceptable proof of address is required. These would include a checkbook, recent mail received at that address or house/rent contracts.

Applicants under the age of 18 must have the consent of a parent or legal guardian to obtain a card. This releases the Pflugerville Community Library from responsibility for the content of materials within our Library. Parents or guardians are responsible for all monies accrued on the child's account.

The following statement will be printed on each Library Card:

This card is a contract with the Pflugerville Library. I accept responsibility for all use of this card, including fees & policies.

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Each borrower is expected to sign his/her card at the time it is issued. Borrowers are responsible for lost or stolen cards until the missing cards are reported to the Library.

If the qualifications listed above are met, free Library Cards may be issued to all residents within the boundaries of the Pflugerville Independent School District. Non-resident cards can be issued for an annual fee. Replacement cards are available for a small fee.

All Library Cards expire after one year. In order to renew a Library Card, patrons must verify residence and contact information and clear all outstanding fines and bills.

2. Borrowing Materials

A patron wishing to check out materials must show their PCL library card. If the PCL library card is not readily available, a valid Texas driver's license may be used. Minors without a library card at time of checkout may be questioned about address and telephone number for verification of identity.

At time of application, a new borrower shall be limited to five items the first check out. When those first items are returned, after they have been checked out for at least three days, regular checkout rules will apply.

Regular patron limits shall be 20 items total per card at any given time. The 20 items may be materials of any medium or combination thereof. All items may be checked out for 2 weeks at a time. They may be renewed twice, unless there is a reserve waiting list.

Reference and special collections may not be checked out without arrangement by the Director.

Patrons are responsible for the use, care and damage of library materials checked out by them. Conversely, PCL, its staff and/or the City of Pflugerville is not responsible for any damage to patron's equipment if incurred while using library materials. Patrons use library materials at their own risk.

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3. *Interlibrary Loans (ILL)*

ILL service allows patrons to receive and check-out materials from libraries all over the world. ILL service is open to all those who have held Pflugerville Library cards for 3 months or more and are currently in good standing. Good standing includes; no current Pflugerville Library fees in excess of \$5 and no current fines or materials outstanding on a Pflugerville TexShare card or ILL request.

There is a limit of 5 outstanding ILL items at any one time. While ILL service is generally free to the patron, if the transaction cost of a requested item is in excess of \$5, the patron who requested it will be contacted before the item is processed and given the choice to pay the fee in excess of \$5 or nullify the transaction.

ILL service is an interaction with other libraries. The Pflugerville Library cannot guarantee the requested item will be made available. Failure to return ILL items on time or when recalled by the lender will subject the patron to the lending library's fine policy and will result in suspension of all PCL privileges.

4. *TexShare Card Program*

PCL participates in the TexShare Program. This program allows our patrons to have access to other libraries in the area without having to pay non-resident fees. TexShare service is open to all those who have held Pflugerville Library cards for 3 months or more and are currently in good standing. Good standing includes; no current Pflugerville Library fines in excess of \$5 and no current fees or materials outstanding on a Pflugerville TexShare card or ILL request.

TexShare service is an interaction with other libraries. The Pflugerville Library cannot guarantee the requested item will be made available. TexShare cardholders must observe the regulations of the lending library and return materials in person or by first class, insured mail as prescribed by the lending library. Failure to return TexShare items on time will subject the patron to the lending library's fine policy and will result in suspension of all PCL privileges.

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Patrons must present both their PCL card and Texas driver's license to be issued a Pflugerville Library sponsored TexShare card. The card expires after one year and can be renewed provided the patron has no unpaid fees or overdue books.

5. Online Access

Patrons can access their account, the card catalog, databases and extensive e-resources on-line. The circulation desk will provide patrons with the information necessary to access on-line resources when a library card is granted.

The library will not censor access to material or protect users from offensive information. It is not responsible for damages to a patron's equipment or data that might be incurred from the use of technologies at the library.

6. Equipment

The library provides a wide-range of equipment and technology for patron use. Unless these items are circulating, they are available on a first-come first-served basis. However, in order to make the service available to as many patrons as possible, the library may limit the time available to each patron in times of high demand.

Copiers and printers are available as well. There are federal restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

Library staff is available for general assistance in using the public computers; however, they are not expected to train patrons in the use of application programs.

C. Meeting Rooms

Library programs will have first priority in reserving Library meeting rooms. Subsequently they are available to residents of the City of Pflugerville on a first-come, first-served basis under these conditions:

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- The room will be used for Library partner groups or civic non-profits for non-social, non-commercial purposes. Anyone making a reservation may be asked the nature of the meeting concerned.
- Reservations will not be accepted more than 90 days in advance.
- The room will be left clean & ready for the next user. The person making the reservation will be asked to leave a Texas Drivers License or car keys at the desk during the meeting. These will be returned after the post-meeting damage and cleanliness check.
- Groups may use a room no more than once a month, for no more than 3 consecutive hours.
- Refreshments (not to include alcohol) may be served if they are provided by the group.
- Tables & chairs are available in each room. Setting up and breaking down the furniture arrangement is the responsibility of each group.

Poppy, Cosmos, & Lantana may be made available outside of Library hours under these conditions:

- A request for out-of-hours reservation is made at least 30 days in advance of the event.
- For each hour outside of regular Library hours, a staff and cleaning fee will be assessed. This fee must be paid during regular Library hours prior to the event.

Exceptions to the above may be made at the discretion of the Library Director. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff, Library Board or the City of Pflugerville. The Library does not assume any liability for groups or individuals attending a meeting in the Library.

D. Art & Displays

As an educational and cultural institution, the Pflugerville Community Library welcomes exhibits and displays of interest, information, and enlightenment to the community. Displays of art, craft, historical material, nature study, or any other material deemed of general interest may be exhibited.

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Displays will be chosen on as inclusive a basis as possible with the understanding that the Library is open to people of all ages at all times. The Library will be offering its exhibit space with a priority on Library programs and a preference for broadly defined local artists. Final decisions as to inclusion of materials will be made by the Director.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

1. Facilities

As of the opening of its expanded facility, the Pflugerville Library will have 3 primary display areas:

- The Great Hall
- The Serenium (Quiet Reading Room)
- The Glass Display Cabinet

The Great Hall and Serenium displays are limited to materials that hang on the wall. The Library will provide a hanging system for these pieces and further holes in the wall are not allowed. Floor mountings requiring screws, bolts, or holes in the floor will not be possible. These spaces offer extensive natural light and further special lighting will not be provided.

The Glass Display Cabinet offers a limited amount of display space for three-dimensional objects. Potential exhibitors are encouraged to see the space before applying for its use.

Artwork in these areas may be listed for sale using small cards posted near the pieces. Adhesive for such cards may not leave marks on the wall. These cards must provide direct contact information for the artist as the Library cannot handle sales of displayed items.

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2. Exhibitions

Exhibit length is for 4 to 8 weeks, to coordinate with reasonable holiday calendars and breaks and is confirmed with artist. The Glass Display Cabinet is usually limited to 4 weeks at a time. It is expected that materials will remain on exhibit for the entire period.

Meeting Rooms may be reserved for receptions to celebrate exhibition openings.

3. Artist Responsibilities

Artists/Exhibitors are responsible for:

- all types of insurance for his/her exhibits
- the installation and removal of his/her materials within the deadlines specified by contract
- the planning and execution of his or her own exhibit opening if one is desired. This includes cleaning the room and returning furniture to its usual locations so that it is ready for Library use
- providing contact information
- providing publicity information (usually a photo or short biography). Information may be edited by the Library.

IV. Library Management

A. Collection Development

The purpose of the Pflugerville Community Library collection is to provide all individuals in the community with selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the Library must have a selection policy with which to meet community interests and needs. The materials selection/collection development policy is used by the Library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

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The ALA *Library Bill of Rights* and the *Freedom to Read Statement* have been endorsed by the Pflugerville Community Library Board and are integral parts of the policy.

1. Criteria for Selection

The main points considered in the selection of materials are:

- a. Popular demand/appeal
- b. Individual merits of the item
- c. Existing Library holdings
- d. Budget

2. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process is the responsibility of the Library Director. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

3. Potential Problems or Challenges

The Pflugerville Community Library recognizes that certain materials may be controversial and that any item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Library materials will not be marked or identified to show approval or disapproval of their contents.

4. Challenged Materials

Although materials are carefully selected, differences of opinion can arise regarding suitability of materials. Patrons requesting that materials be withdrawn from or restricted within the collection may

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complete a “Statement of Concern about Library Resources” form which is available in the Library. The inquiry will be placed on the agenda of the next regular meeting of the Pflugerville Library Board.

B. Donations

As the Library is a public, tax-supported institution, no special favors or privileges will be granted to any individual or organizational donor. In accepting a gift, the Library, Friends of the Pflugerville Community Library and the City of Pflugerville are not obligated to bear any present or future expenses or other obligations related to or ensuing from the gift.

Donor gifts will be retained as long as they serve the best interests of the Library, with no obligation for perpetual use, display, maintenance or housing, unless otherwise set forth by agreement with the City Council.

The Library and City may choose to recognize donations with a display. Individual, family, and/or corporate donors may be recognized by name or, in the case of a memorial, honor, or tribute donation, by the designee’s name. No business or corporate logos will be displayed in association with names on a donor wall. Requests for donor anonymity will be honored.

The final decision for acceptance of any naming gifts or exceptional contributions for the Library rests with the City Council of the City of Pflugerville.

C. Lost & Found

The Library is not responsible for items left behind.