

**City of Mount Pleasant  
Mount Pleasant Public Library  
Policies  
2022**

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**MOUNT PLEASANT CODE**

**CHAPTER 92: LIBRARIES**

Section

- 92.01 Designating library as a community library
- 92.02 Fines and recovery of Overdues
- 92.03

Cross-reference

Library Board, see §§31.20 et seq.

**§92.01 DESIGNATING LIBRARY AS A COMMUNITY LIBRARY.**

(A) The Texas State Library and Archives Commission having authorized the designation of the Mount Pleasant Public Library as a community library, as a part of the state library system under House Bill 260, 61<sup>st</sup> Legislature, 1969 (Art. 5446(a), V.A.C.S.), such designations is hereby accepted, and hereafter the Mount Pleasant Public Library shall be a community library, as defined by such act.

(B) The Library Board shall recommend to the City Council the person or persons to be appointed representative for the purpose of electing advisory council members. ('87 Code, #2-54) (Ord. No. 1971-13, passed 12-17-71; Am. Ord. 2001-20, passed 11-20-01)

**§92.02. FINES AND RECOVERY OF OVERDUES.**

A registered library account holder with outstanding overdues and/or fines will not be allowed to check out items until their record is clear. After four weeks patrons with overdue materials will be notified by mail. Several attempts will be made by mail collect fines.

**§92.03 THEFT OF MATERIALS / VANDALISM.**

(A) Every person who shall take from the Mount Pleasant Public Library any book, pamphlet, periodical, DVD, audiobook, paper or other property, except in accordance with the rules of such library, shall be deemed guilty of a misdemeanor and, on conviction thereof, shall be punished by a fine as provided in § 10.99. ('87 Code, #2-52) Penalty, see § 10.99

(B) Every person who shall willfully or wantonly cut, mutilate, mark, tear, write upon, deface or otherwise destroy or injure in whole or in part, any book, pamphlet, periodical, map or document, picture or written or engraved or printed paper belonging to the Mount Pleasant Public Library, or shall suffer any such injury to be inflicted while such property is in his custody, or shall willfully or wantonly injure any of the furniture or property in the building of the public library or any part thereof, or any fixtures therein or appertaining thereto, shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine as provided in§10.99. ('87 Code, §2-53) Penalty, see § 10.99

**LIBRARY BOARD**

**§31.20 BOARD CREATED.**

There is hereby created in and for the city an administrative department to be designated as the "Library Board." ('87 Code, §2-61) (Ord. passed 7-3-67)

**§31.21 COMPOSITION.**

The Library Board shall be composed of five members.

The Council may appoint no more than two emeritus members to the Board. Emeritus members of the Board shall be non-voting members. An emeritus member shall be a qualified elector of the city who has served ten years on the Library Board and provided a significant contribution to the city in the development and growth of the library. With the exception of voting and holding an officer position, an emeritus member shall have all the rights and privileges of a member of the Library Board. The terms of an emeritus Board member shall be set in accordance with all other terms for Board members under this code; however, an emeritus member shall not be subject to the term limitations for voting Board members contained in this code. ('87 Code, §2-62) (Ord. passed 7-3-67; Am. Ord. 1992-2, passed 2-18-92; Am. Ord. 2009-3, passed 3-17-09)

**§31.22 APPOINTMENT OF MEMBERS.**

The members of the Library Board shall be appointed by a majority vote of the City Council. ('87 Code, §2-63) (Ord. Passed 7-3-67)

**§31.23 MEMBERS TO BE CITIZENS.**

Each member of the Library Board shall be a resident citizen of the city, unless such citizenship shall be waived by a majority vote of the City Council. ('87 Code, §2-64)

**§31.24 TERMS OF MEMBERS.**

The term of office of the members of the Library Board shall commence on February 1, except for the filling of vacancies. The members shall be appointed for a term of two years with the terms of three members expiring on January 31 of each odd-numbered year and terms of two of the members expiring on January 31 of each even-numbered year. ('87 Code, §2-65) (Ord. passed 7-3-67; Am. Ord. 1992-2, passed 2-18-92)

**§31.25 COMPENSATION OF MEMBERS.**

The members of the Library Board shall serve without compensation. ('87 Code, §2-66) (Ord. passed 7-3-67)

**§31.26 REMOVAL OF MEMBERS FROM OFFICE.**

Any member of the Library Board shall be subject to removal from office by the City Council for any cause deemed by the Council sufficient therefore in the interest of public service. ('87 Code, §2-67) (Ord. passed 7-3-67)

**§31.27 FILLING OF VACANCIES.**

All vacancies occurring in the membership of the Library Board shall be filled by appointment by a majority vote of the City Council and for the unexpired term of the vacancy. ('87 Code, §2-68) (Ord. passed 7-3-67)

**§31.28 ORGANIZATION.**

The members of the Library Board shall organize and select officers of such Board from its membership. ('87 Code, §2-70) (Ord. passed 7-3-67)

**§31.29 MEETINGS.**

The members of the Library Board shall hold such meetings as the Board may determine or shall meet at the request of the City Council or City Manager. ('87 Code, §2-71) (Ord. passed 7-3-67)

**§RULES OF PROCEDURE; RECORD OF PROCEEDINGS.**

The Library Board shall adopt its own rules of procedure and keep a record of its proceedings. A copy of such record shall be filed with the City Secretary. ('87 Code, §2-72) (Ord. passed 7-3-67)

**§31.31 QUORUM.**

A simple majority of the members of the Library Board shall constitute a quorum of the Board for the transaction of all business. ('87 Code, §2-73) (Ord. passed 7-3-67)

**§31.32 POWERS AND DUTIES; RECOMMENDATIONS SUBJECT TO CITY COUNCIL.**

- (A) The powers and duties of the Library Board shall be as follows:
- (1) Abide by applicable ordinances of the city;
  - (2) Recommend policies to govern the operation and program of the library;
  - (3) Assist in planning and give guidance for expansion of the library facilities;
  - (4) Assist in interpreting the policies and functions of the Library Department to the public;
  - (5) Encourage in every possible way the development and advancement of the public library.  
( '87 Code, §2-74) (Ord. 1969-1, passed 1-23-69; Am. Ord. 2001-20, passed 11-20-01)
- (B) All recommendations of the Library Board shall be subject to modification or veto by the City Council. (87 Code, §2-74) (Ord. passed 7-3-67)

## **PERSONNEL AND EMPLOYMENT PRACTICES**

The Mount Pleasant Public Library is a department of the City of Mount Pleasant. Personnel services are coordinated through the City of Mount Pleasant's personnel office. The Mount Pleasant Public Library supports and adheres to all laws and policies dealing with equal employment opportunity, the Civil Rights Acts, the Americans with Disabilities Act, fair employment practices, and other federal, state, and local legislation concerned with employment and hiring practices. Additional policies pertaining to personnel practices have been implemented and are included in the City of Mount Pleasant's Personnel and Operations Handbook.

### **MISSION STATEMENT**

The purpose of the Mount Pleasant Public Library is to serve all citizens of Mount Pleasant by offering the services, resources and facilities to fulfill their informational, educational and recreational needs and interests. The term "citizens" encompasses individuals and groups of every age, educational level, philosophy, occupation, economic level, ethnic origin and human condition.

The Mount Pleasant Public Library shall strive toward the following goals:

- To assemble, preserve, and administer books and other related educational, informational, and recreational audiovisual materials, within the framework of its budget in order to promote an enlightened citizenship and enrich personal lives.
- To serve the community as a center of accurate information.
- To provide digital resources for all ages.
- To accumulate fiction and non-fiction resources for the use and benefit of our citizens.
- To initiate activities which will encourage the most effective use of library materials.
- To cooperate with educational, civic, and cultural groups and organizations whose aims are compatible with those of the Library.
- To provide literacy and life-long learning for all citizens.



**AMERICANS WITH DISABILITIES ACT**

The Mount Pleasant Public Library adheres to the Americans With Disabilities Act of 1990 that assures equal access to employment opportunities and access to all library facilities, activities, and programs. Every attempt will be made to accommodate the needs of persons with disabilities and the library welcomes input from persons with disabilities about ways the library can more completely serve them. Questions about ADA compliance and complaints or suggestions about accessibility of library facilities, activities, and programs should be addressed to the library director.

### **HOURS OF OPERATION**

The Mount Pleasant Public Library will normally be open 50 hours per week. The library director, with the approval of the Mount Pleasant City Council, will determine days and hours of operation.

The library is currently open:

Monday-Wednesday 9:00 a.m. to 6:00 p.m.

Thursday 9:00 a.m. to 8:00 p.m.

Friday 9:00 a.m. to 6 p.m.

Saturday 10:00 a.m. to 1:00 p.m.

Circulation and public access computers will shut down the last fifteen minutes the library is open.

The library will close on holidays as outlined in the City of Mount Pleasant's Personnel and Operations Handbook and other times deemed necessary by the library director with the approval of the City Manager and/or the City Council. Except in case of emergencies, notice of closings will be posted in the library and online at least one week in advance.

## INTERNET AND ELECTRONIC INFORMATION ACCESS (INTERNET SAFETY POLICY)

### Purpose

The Mount Pleasant Public Library provides access to the Internet as one means of fulfilling its mission. All Internet resources accessible through the library are provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using library resources and facilities.

### Disclaimer

The Mount Pleasant Public Library cannot control the content of resources available on the Internet and cannot be held responsible for its content. The Internet offers open access to information, ideas and commentary from around the world in an unregulated medium. As such, it offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages, but also enables access to some material that some may find offensive, disturbing and/or illegal. The availability of information does not constitute endorsement of the content by the Mount Pleasant Public Library. The Internet, as an information resource, enables the library to provide information beyond the confines of its own collection. Library users use it at their own risk. **Access, use, or dissemination of information via the Internet in the library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian.** The public library does not serve in place of a parent. Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with parents or guardians.

In consideration for the privilege of using the Internet and for having access to the free information contained within it, you hereby release and hold harmless the City of Mount Pleasant, its officers, agents, servants, or employees, the Mount Pleasant Public Library, its staff, volunteers, representatives or advisors, either directly or indirectly from the use of this system, whether or not caused, in whole or in part, by alleged negligence of the City of Mount Pleasant, its officers, agents, servants, employees, volunteers, representatives or advisors.

### Responsibilities of Users

- By logging on to the Internet, patrons agree to abide by the library policy on public use of computers.
- Users must limit time to 45 minutes when others are waiting. Users will end their session and leave the computer when asked to do so by authorized library staff.
- Two people may share one computer workstation as long as their behavior or conversation does not disturb others.
- Computers shut down 15 minutes prior to library closing. Users should print all documents before this deadline.
- Users are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else.
- Users will respect copyright laws and licensing agreements. Materials obtained or copied on the Internet may be subject to laws that govern making reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of "Fair Use." Patrons are responsible for compliance with all international, national and state laws governing copyrighted materials.

- Users will respect the privacy of other library users, and will refrain from attempting to view or read material being used by others.
- Payment is required by users who incur charges for printing.

### **Acceptable Use**

Internet access computers may be used to access information, except as otherwise specified as unacceptable, from a variety of sources such as educational or commercial. The user is the selector of the material accessed and is therefore the responsible party. The user is responsible for complying with all restrictions governing access to specific sites. Any fees are the responsibility of the user, not the library. In case of minors, fees are the fiscal responsibility of the parent or guardian. In no event shall the Mount Pleasant Public Library have any liability for lost profits or for any direct or indirect special, punitive or consequential damages, or any liability to any third party.

Internet access computers may be used to access a variety of electronic communications resources including email and chat rooms. Although the library does not provide email accounts to users, Internet access computers may be used to access free email accounts available from a variety of sources. Users, including minors, are warned that other individuals may obtain unauthorized access to personal information and/or may misrepresent themselves. Users are advised not to share personal identification information to unknown or otherwise unverified sources via electronic communication.

Portable storage devices are permitted.

### **Unacceptable Use of Computer Workstation**

Patrons using the Internet in the library may not display text or graphics defined by federal or state law as obscenity or pornography. Deliberate and continued display of some materials that are not obscene or pornographic may still constitute sexual harassment. Actions that violate federal, state, or local laws will be referred to the appropriate law enforcement agencies. Repeated actions that create a disturbance or that may be considered sexual harassment may result in the loss of library privileges. US copyright law governs unauthorized use or distribution of copyrighted materials. Users may not copy or distribute electronic materials, except as permitted by the Fair Use regulation without permission of the copyright owner.

§43.22 of the Texas Penal Code prohibits the intentional or knowing display of an obscene photograph, drawing, or visual representation, while being reckless about whether a person is present who will be offended or alarmed by the display.

§43.24 of the Texas Penal Code prohibits the display of harmful material, defined in the law similarly to indecent material under federal law, if the displayer is reckless about whether a minor is present who will be offended or alarmed by the display.

*For more information see the complete text of Sections 43.22 and 43.24 of the Texas Penal Code.*

Users will not make any attempt to misuse the computer. Misuse includes, but is not limited to, using the computer for illegal activities; using the computer to access inappropriate, obscene or pornographic material; using the computer to access gambling sites; hacking into the library computer system or any other computer system; damaging or attempting to damage computer equipment or software; interfering with systems operations, integrity or security; gaining unauthorized access to another person's files;

sending harassing messages to other computer users; altering or attempting to alter the library computer's settings; and violating copyright laws and software licensing agreements. Misuse of the computer may result in loss of computer privileges, potential loss of library privileges and possible prosecution. Damages resulting from the misuse are the responsibility of the user or in case of minors, the parent or guardian.

Users may not install, download, or modify software. Users may not attach hardware to any of the workstations (laptops, scanners, etc.)

The Library reserves the right to terminate the Internet access privileges of any person abusing these principles.

### **Printing From Computer Workstations**

Copies printed from computer workstations can be picked up at the circulation desk.

Charges for copies:

Black & White .25 per page

Color .50 per page

Caution needs to be taken before printing—some printouts can be lengthy.

Computer users wishing to supply their own paper may do so; however, the charge for copying is still the same.

## **LIBRARY PROGRAMS**

The Mount Pleasant Public Library offers programs for citizens of all ages. Programs may be developed and presented by library staff or may be co-sponsored by the library and other community organizations. Preschool story time programs will be presented by library staff on a regular schedule throughout the year. Other programs for children and adults will be planned as staff time and budget permits, and as interest warrants. Each year the library director will establish a budget for hiring performers and purchasing material for children's programming.

Speakers from community groups and businesses may be invited to present programs on topics of general interest or of a timely nature. Presenters may not directly solicit business before, during, or following a program, although cards and brochures may be left on the display table for attendees to pick up. No fees may be charged to attend any library sponsored or co-sponsored programs; however, fees for *materials* may be assessed.

Library programs are generally open to anyone wishing to attend. If space restrictions or program requirements limit the number of people who may attend, preference will be given to members of the Mount Pleasant Public Library or registered program participants. Persons attending library sponsored or co-sponsored programs are expected to adhere to the library's policies on patron conduct.

## **REGISTRATION OF PATRONS**

The Mount Pleasant Public Library has a responsibility to protect the taxpayers' investment in the collection of the library; therefore, identification and verification of residence is required to obtain a library card. Identification can be established through a current driver's license or valid picture identification issued by a governmental agency. If no valid picture identification is available, staff may accept other *reasonable* forms of identification that establish identity/residency. A parent or guardian must assume responsibility for materials borrowed by a person under eighteen years of age; therefore, it is the adult's identification that is required for registration of a minor.

### **City of Mount Pleasant/Titus County Resident**

Library borrowing privileges are available at no charge to residents of Titus County.

### **Out-of-County Residents**

Residents living outside of Titus County may apply for borrowing privileges by paying a \$20 annual fee.

### **TexShare Participants**

The Mount Pleasant Public Library participates in the Texas State Library TexShare Card Program. TexShare card holders may apply for borrowing privileges at no charge. (*See TexShare Policy, page 15.*)

## **BORROWING TRANSACTIONS**

The following checkout limits, loan periods, etc., have been established to provide library users with an adequate amount of time to both use the library materials and return them so that they are available in a reasonable amount of time for other users.

Library staff may ask to see some identification before checkout of materials to a person who has forgotten his/her library card.

### **Checkout Limit**

Members may check out a TOTAL of 10 items per card.

| <u>Format:</u> | <u>Limit:</u> |
|----------------|---------------|
| Books          | 10            |
| Audiobooks     | 10            |
| DVDs           | 5             |

### **Loan Period**

All items are due back to the library two weeks from the checkout date.

### **Fines**

Fines for all materials are .25 per day, not to exceed \$10 per item.

Members with outstanding overdues and/or fines will not be allowed to check out items until their record is clear. To provide more flexibility, the library has a payment plan where patrons can make small payments until the fine is paid in full.

### **Renewals and Reserves**

Items may be renewed twice if there is no reserve placed on the material.

Reserves may be placed on any circulating items.

Members will have two days to check out reserved material.

### **Replacement Fees**

Borrowers are responsible for the care of library materials checked out to them. If materials are lost or returned damaged, borrowers will be billed for the cost of replacing the material, plus the cost of processing the replacement copy. No overdue fines will be added to the cost of replacement.



The library reserves the right to assess and declare the condition of all returned library materials. Library staff will assess damage to the materials. Full replacement cost of the item may be assessed. Highlighting, pen marks, crayon marks and liquid stains are just a few examples of damage to library materials. Replacement cost for library materials is based on the list price plus processing fee. Cardholders may not provide replacement copies for lost or damaged items. Payments are non-refundable.

- Lost or Damaged Book, Audio, DVD, etc: \$5.00 processing fee+list price
- Lost or Damaged Barcode: \$1.00 replacement fee
- Lost or Damaged Book Jacket \$4.00 replacement fee
- Lost or Damaged Book Jacket Protector \$1.00 replacement fee
- Lost or Damaged material packaged with item \$8.00 replacement fee
- Lost or Damaged CD Storage Case: \$2.00 replacement fee
- Lost or Damaged DVD Case: \$1.00 replacement fee
- Lost or Stolen Library Card: \$5.00 replacement fee

The Mount Pleasant Public Library will hold damaged items for two months before discarding. Patrons paying for damaged items during this time period will receive the damaged item.

Excessive abuse of library materials may result in suspension of library privileges for a time to be determined by the Library Director. Violators may appeal a decision of the Director to the Library Board who will review the circumstances of the case and confirm, cancel or change the period of suspension. The suspension will be a term no longer than three months.

Because the automated circulation system can look up patrons by name, it is not mandatory that a member replace his/her library card when it has been lost. The \$5.00 fee will be applied if the member asks for a new card. All fines and fees carry over to the new card number.

## **TEXSHARE**

The Mount Pleasant Public Library participates in the Texas State Library TexShare Card Program. The program is a free reciprocal borrowing program. It is designed to allow the registered users of participating institutions to directly borrow materials from the library of other participating institutions across the state of Texas.

An eligible patron of a TexShare library may use the collections of the Mount Pleasant Public Library on site, and, upon completion of the borrower's agreement and with proper identification, borrow materials that they may take away with them. Any individual known to have outstanding charges at his/her home library may be denied the right to participate in the TexShare Card program.

### **Eligibility Requirements for Mount Pleasant Public Library Members**

Applicant must be 18 years or older:

Applicant must be a registered user of the Mount Pleasant Public Library for a minimum period of one year. (The TexShare card program is a service for "exemplary" patrons. It is not automatically distributed to all registered library users.)

### **Responsibilities of TexShare Members**

Eligible patrons will:

- Obtain and sign the TexShare Card
- Present appropriate identification when using the TexShare Card
- Observe the regulations of the lending library
- Return materials in person or by mail within the loan period prescribed by the lending library
- Pay fines or any other charges assessed by the lending library (including charges incurred as the result of late return, damage, or loss of materials.)

### **Borrowing Transactions for Out-of-County TexShare Members**

The Mount Pleasant Public Library extends the same lending privileges to TexShare members that are given to home library patrons.

The Mount Pleasant Public Library will waive the \$20 annual charge for out-of-county memberships. Card holders will be issued a Mount Pleasant Public Library card that will expire one year from the date of issuance. After that date, memberships may be renewed if patron is in good standing with the library.

**Procedure:** Family TexShare Cards from other Libraries:

The Mount Pleasant Public Library does not issue family cards; therefore, one (1) Mount Pleasant Public Library card will be issued to (1) TexShare applicant.

Children of TexShare applicants wishing to participate in the library's Summer Reading Club may be issued a SRC temporary card for \$1. These temporary cards should reflect the same card number issued to TexShare applicant. (Temporary cards are only good for the SRC season.)

## **CONFIDENTIALITY OF LIBRARY PATRON RECORDS**

The freedom to read encourages responsible citizenship and open debate in the marketplace of ideas. The beneficial objectives of a free democratic society will be promoted if citizens have, and are assured that they have, the freedom to read and the opportunity to consider all types of information.

The First Amendment of the Constitution of the United States protects free speech and a free press. The Constitution of Texas provides that “no law shall ever be passed curtailing the liberty of speech or of the press”. A corollary of those constitutional guarantees is the corresponding freedom to read what is written, hear what is spoken, and view other forms of expression without fear of intrusion, intimidation or reprisal. The guarantee of privacy for readers, hearers and viewers will ensure this freedom.

The library is a central resource where information and differing points of view are available. Library users will be free to use the library and its materials and services without government, community, or individual interference.

This library policy is pursuant to Vernon’s Annotated Civil Statutes, Article 6252-17a, referred herein as the Texas Open Records Act relating to making confidential a record that would identify a person who uses library services or materials.

The Mount Pleasant Public Library supports every patron’s right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in library sponsored programs (see *Parental/Guardian Permission Form*, page 50), record of library visits, and/or any data that contain information that links a specific patron to specific materials or services used. Each patron has individual control over his or her borrower’s card and presentation of the card permits access to information about the borrower’s current circulation record. Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, reservation of materials), the library will not maintain a record of transaction. When no longer needed for library administration purposes, records will be expunged.

In compliance with the Texas Open Records Act, no information will be released to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the library administrator.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.

## **FINES AND RECOVERY OF OVERDUE MATERIALS**

Library materials are purchased for use by all citizens of Mount Pleasant. The Mount Pleasant Public Library establishes regulations for the loan of materials, including circulation periods, renewal processes, and fines for late return. The City of Mount Pleasant believes that the individual who chooses to keep materials past their due date, or who refuses to settle unpaid fines or fees, compromises to some extent his or her right to privacy. The library will provide sufficient information to allow an individual other than the holder of the borrower's card to settle unpaid fines or fees on that card. The library will attempt to recover overdue materials and will notify patrons of unpaid fines and fees according to procedures established by the City of Mount Pleasant:

- Borrowers who have non-returned materials may receive a telephone reminder and two written notices.

Patrons with outstanding overdues and/or fines will not be allowed to check out items until their record is clear. To provide more flexibility, the library has a payment plan so that patrons can make small payments until the fine is paid in full.

### Exemptions

In recognition of in-kind services rendered, current members of the following groups will be exempt from paying overdue fines:

- City Council
- Library Board
- Library Staff
- Library Volunteers (i.e. Friends of the Library)

The library does not charge overdue fines resulting from the death, hospitalization, or serious illness of a cardholder or a cardholder's close family (as determined by library staff).

## INTERLIBRARY LOAN

The Mount Pleasant Public Library participates in the national interlibrary loan program that permits the library to borrow materials for its patrons from other libraries. This interlibrary loan service is available to all patrons whose record is clear of fines and overdue items. Books, audio, video, and photocopies of articles from periodicals not owned by the Mount Pleasant Library, or that are otherwise unavailable, may be requested for loan through interlibrary loan. Recordings, microfilm, and genealogy materials may be requested but are often difficult to obtain. Items owned by the library, but checked out to another patron, may not be borrowed through interlibrary loan unless the item requested is more than two months overdue. (See *Interlibrary Loan Form*, page 48.)

The Mount Pleasant Public Library charges return postage on all interlibrary loans. The patron is responsible for fees imposed by the lending library. Every attempt will be made to borrow items from libraries that do not charge fees for loaning materials. If a patron does not wish to borrow an item due to charges that are imposed (such as insurance fees, photocopying charges, lending fees), this must be stipulated when request is made.

The circulation period for items lent on interlibrary loan will be the same as that for regular circulation. Patrons will not be granted renewals. Failure to return interlibrary loan items on time or to pick up items ordered may result in the suspension of interlibrary loan services for the delinquent patron. Overdue fines for interlibrary loan materials will be assessed. Replacement costs for the lost or damaged items will vary with the lending library and are the responsibility of the patron.

The library may restrict the number of items requested by an individual patron or "meter" the number of items referred through interlibrary loan when necessary to ensure fair, equitable, and timely service within the constraints of budget and staffing. This action will only be taken in consultation with the patron and alternative sources for service will be suggested. Requests that staff determines may violate copyright laws will not be accepted. Photocopies received through interlibrary loan will be stamped with a notice of copyright.

Service will be provided as quickly as possible. Turnaround time varies depending upon the lending library and the materials requested.

## **PROTECTION OF COPYRIGHT**

It is the intent of the Mount Pleasant Public Library to comply with Title 17 of the United States Code, titled "Copyrights," and other federal legislation related to the duplication, retention, and use of copyrighted materials. A notice of copyright will be prominently placed on the photocopier and any other library equipment which are capable of duplicating or reproducing copyrighted materials. Library staff will refuse to duplicate any materials if doing so would violate copyright and will, when asked, inform patrons if materials being borrowed are subject to copyright restrictions (see also, "Interlibrary Loan") and staff will refuse any request that would violate copyright regulations.

Audiovisual materials for which the library has purchased public performance rights will be so labeled. Items without public performance rights are for personal and home use only. Library staff will follow copyright law in selecting and using materials for public performance. Original or copyright-free art will be used to produce library publicity items or for creating displays and decorations.

## SELECTION OF MATERIALS

The Mount Pleasant Public Library provides materials and services to support the informational, educational, recreational needs and interests of the citizens of Mount Pleasant.

The primary service priorities of the Mount Pleasant Public Library are:

- Current Topics and Titles
- General Information
- Digital and Information Commons

These services will be considered in the development of the collection and will receive priority in the allocation of resources and funds.

Selection and purchase of library materials rests with the library director who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. First, the recreational, educational, and informational needs of the community will be considered in selecting materials.

Before the beginning of each budget year, the director will determine how limited funds will be allocated among the major collection subdivisions (e.g., adult non-fiction, fiction, youth collection, reference, periodicals, digital). Circulation statistics and counts of in-house use of materials will be maintained to assist in decision making. Average cost per item will also be considered in allocating funds.

Materials will be selected based on positive reviews in professional journals or actual examination and evaluation of materials. Instead of reviews, popular demand (bestsellers, school bibliographies, local interest) may be used as the criterion for selection of materials. Suggestions from the community for items to be considered for purchase are strongly encouraged, but materials must meet selection criteria.

The Mount Pleasant Public Library does not attempt to acquire textbooks and valuable first editions, manuscripts, and collectors' items are not deemed suitable for the collection. Multiple copies of popular books may be purchased to meet demand. Paperback books will be purchased when available to meet short-term demand. The library will attempt to have information available in a variety of formats when available and practical. Generally, only one copy of materials in other formats (DVD and CD) will be purchased unless high, long-term demand is anticipated. Video and audio recordings will be selected for potential long-term use to meet general interests. Regardless of an item's popularity, the library may choose not to select it, if its format is not durable enough to withstand reasonable library use or would require excessive staff time to maintain.

The presence of materials in the library must not be construed as a personal endorsement of their contents by any member of the staff, the Library Board, or the City Council. The library has a responsibility to collect materials expressing a variety of views and opinions.

The library subscribes to the principles of the American Library Association's *Library Bill of Rights* and the Texas Library Association's *Intellectual Freedom Statement*.

The library recognizes that many materials are controversial and that any given item may offend some patrons. Responsibility for the reading of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of children. Selections will be made on the merits of the work in relation to the building of the collection and the interest of the community.

Objections to items in the collection should be made in writing to the library director. (See also the "Request for Reconsideration of Materials" policy, page 25). Materials that no longer meet the needs of the community and no longer support the library's collection will be withdrawn and disposed of in accordance with the library's "Deselection of Materials" policy (page 26).

### **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:

- 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.
- Libraries should provide materials and information presenting all points all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfilment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- 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 June 19, 1939. Amended February 2, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, and Amended January 29, 2019, by the ALA Council.

### **INTELLECTUAL FREEDOM STATEMENT**

#### **A. PREAMBLE**

The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, and shall be protected against extra-legal, irresponsible attempts by self-appointed censors to abridge it. The Association believes that citizens shall have the right of free inquiry and the equally important right of forming their own opinions, and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the Library Bill of Rights of the American Library Association, Freedom to Read Statement, and interpretative statements adopted thereto.



**B. AREAS OF CONCERN**

- **LEGISLATION.** The Texas Library Association is concerned with legislation at the federal, state, local and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local and school district level which might restrict, prejudice, or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the Library Bill of Rights and the Freedom to Read Statement. The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.
- **INTERFERENCE.** The Association is concerned with the proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgment, or on the procedures or practices of librarians. The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgment or on the procedures or practices of librarians; receives requests for advice and assistance where freedom has been threatened or curtailed; and recommends action to the Executive Board where it appears necessary.
- **MATERIALS SELECTION POLICY.** The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials. The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the Library Bill of Rights.
- **EDUCATION.** The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the Library Bill of Rights and the ALA Freedom to Read Statement. The Intellectual Freedom Committee supports an active education program for librarians, trustees and the general public.
- **LIAISON WITH OTHER ORGANIZATIONS.** The Texas Library Association, in order to encourage a united front in defending the right to read, shall cooperate with other organizations concerned with intellectual freedom. The Intellectual Freedom Committee advises on TLA positions and cooperates with other organizations.

Adopted September 15, 1972, by the TLA Council.

Reaffirmed April 7, 1995, by the TLA Council.

## GIFTS

The Mount Pleasant Public Library welcomes gifts of new and used books, CDs, DVDs, and similar materials. Items will be added to the collection in accordance with the selection policy of the library. Once donated, items become the property of Mount Pleasant Public Library, and may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. (See *Gift Receipt Form*, page 45.) It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the selection policy of the library. Books, videos, and other materials purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible. (See *Book Dedication Form*, page 46.)

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the Library Board and, if necessary, approved by the City Council based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

**MATERIALS IN LANGUAGES OTHER THAN ENGLISH**

The Mount Pleasant Public Library strives to have a collection that reflects the diversity of the population it serves. To that end, part of the collection development budget will be allocated to purchase materials in the preferred language of residents who are not native speakers of English. Materials considered for purchase will be evaluated as much as possible under the same guidelines and policies used for English-language materials. When necessary, staff will seek assistance in the selection of materials from appropriate community members. Citizen recommendations are always welcome and appreciated.

## REQUEST FOR RECONSIDERATION OF MATERIALS

The Mount Pleasant Public Library welcomes comments and suggestions regarding the continued appropriateness of materials in the collection, especially concerning outdated materials. Suggestions will be considered and utilized by the library in the ongoing process of collection development.

Individuals may take issue with library materials that do not support their tastes and views. Staff is available to discuss concerns and identify alternate materials that may be available. If a patron's concern is not satisfied through discussion with staff, a formal, written request for reconsideration of materials may be submitted to the library director. Copies of this form are available at the circulation desk. (See *Citizen's Request for Reconsideration of Material Form*, page 47.)

The Mount Pleasant Public Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until after a court of competent jurisdiction has ruled against the material. No materials will be knowingly added to the library collection that have been previously determined to be in non-compliance with local laws.

For a request for reconsideration to be considered, the form must be completed in full. The patron submitting the request must be a registered user of the Mount Pleasant Public Library. The reconsideration form will be referred for action to the Materials Selection Committee, composed of the Library Director, the Library Board, and the City Manager. The committee will meet to discuss the item in question. The patron will be notified of each Library Board meeting at which the request is to be acted upon and will have the opportunity to express an opinion prior to the Board's discussion of the committee recommendation. The Library Board will vote on the action to be taken regarding the item. Since the Board was appointed to represent the community, the decision will be final.

The patron will receive a written statement of the committee's decision concerning the item in question within 30 days of the meeting. The response will indicate the action to be taken and reasons for or against the request.

### DESELECTION OF MATERIALS

The library collection will be examined on an on-going basis for the purpose of weeding, binding, or repair of materials to maintain a balanced, timely, and attractive collection. Materials that no longer fit the stated priorities of the library will be withdrawn from the collection. This may include materials that are damaged, include obsolete information, or that no longer circulate. Decisions will be based on accepted professional practice, such as those described in *The CREW Method*, and professional judgment of the library director or designated staff.

Items withdrawn from the collection will be placed in the library's book sale. Discarded magazines or newspapers may be given to other area libraries or social service agencies at the discretion of the library director.

## **REFERENCE AND INFORMATION SERVICES**

The staff at Mount Pleasant Public Library endeavors to provide accurate information and materials in response to requests from library users in an efficient, courteous, and timely manner. Questions are generally answered in the order received, with priority given to questions asked by patrons in the library.

Services available through the library include information services (answers to specific questions, call number and ownership of a specific book, recommendations on subject materials); instructions on the use of the library and library materials (indexes, online services, catalog, reference tools); bibliographic verification of items requested (title, author, publisher, ISBN, price); reader's advisory (suggestions on books to read, DVDs to view, CDs to hear); referral to community services; and assistance in locating materials.

Before responding to a reference request, staff must understand the question completely. When answering specific information questions, staff will always cite the source of the answer. Personal beliefs, opinions, and experiences are generally not acceptable sources of answers to reference questions but, if given, will be appropriately identified. Staff will accompany the patron to the location of the desired material in the library and confirm that the information meets the patron's needs.

Telephone reference service is usually limited to supplying readily available information that does not require extensive research and that can be accurately imparted over the telephone. Extensive research that requires selection of appropriate materials, interpretation of data and sources, or analysis of information is best performed by the patron. Detailed information, especially that which is subject to analysis or interpretation, will not be relayed over the telephone. Samples of available materials can be gathered and held for patrons to pick up.

Staff cannot photocopy materials to be mailed except under circumstances authorized by the library director (for disabled patrons who cannot come to the library and for other libraries). Telephone reference questions that can be answered quickly (two or three minutes) without affecting service to patrons in the library should be handled while the patron waits. Questions that require more time to answer, or that are received while other patrons are waiting in the library, will be handled as callbacks. All callbacks will be cleared by the end of the day, or the patron will be notified of the delay. Privacy and concern for accuracy of information will be considered when leaving messages on answering machines or with another household member.

Additional care and caution must be exercised when providing legal, medical, or consumer information. To avoid misunderstandings, it is preferred that patrons visit the library to review this information, rather than receive it over the telephone. Staff will provide definitions, quote material verbatim, and direct patrons to information sources. Staff will not offer advice or opinions, condense or abstract information, or suggest a course of action or diagnosis. Staff will provide the source and copyright date for legal and medical information.

All requests for reference information are confidential. Staff may consult with each other or with other libraries, agencies, and organizations to answer the question.

### **HOMEWORK ASSISTANCE**

Homework questions from students, regardless of age or grade level, will be answered in the same manner as any other reference question (see also the policy on “Reference and Information Services”). Priority will be given to questions asked by patrons in the library. Telephone assistance will be limited to short, factual questions that can be answered without interpretation of materials. Materials may be pulled from the shelves and held for patrons to pick up. If a teacher informs library staff that research process, and use of research materials located are part of the assignment, staff will defer to the teacher’s request and limit assistance to helping students with their research without supplying answers.

Internet access is available in the Youth Services Department. Access points and links to information resources are selected by library staff. Computers in the Youth Services Department are reserved for children’s use. Adult patrons may access the internet at public internet terminals reserved for adults. WIFI is also available.

**SCANNING**

Scan service is available at the Mount Pleasant Public Library. The public copier has a scan function. Staff is trained and available to show patrons how to use the machine. Ten scans can be made for twenty-five cents. Information entered is immediately erased after a scan is finished.



## PHOTOCOPYING

The Mount Pleasant Public Library provides a photocopier for public use, primarily to facilitate using non-circulating materials such as reference books, magazines, newspapers, and local history materials.

Photocopiers are self-service and, with the exception of assisting disabled patrons, staff is not available to make copies. Staff will not knowingly violate copyright law when assisting with the copier. Patrons using the photocopier must adhere to the U.S. Copyright Law when copying materials subject to copyright.

Under special circumstances, staff can mail photocopies to those who are not able to come to the library (disabled patrons and patrons living outside the service area). There will be a charge for the cost of copies, plus postage and handling.

The library attempts to maintain its equipment in good working order; however, the library is not a print or copy shop. Copies are for convenience only and those seeking print quality copies (such as for resumes, business correspondence, etc.) will be directed to local printing businesses. The library will reimburse for copier malfunctions or poor-quality copies. Patrons wishing to supply their own paper may do so; however the charge for copying is the same. Black and white copies are twenty-five cents each and color copies are fifty cents each.

### INTERNET USE

As part of its mission to provide a broad range of information in a variety of formats, the Mount Pleasant Public Library provides access to the Internet. Computers are available for patrons who wish to conduct Internet searches.

The library is responsible for only the information provided on its home page. Access points and links to information resources on the library's home page are selected by library staff and are checked regularly to ensure that they remain valid and consistent with the roles of the library. The library cannot monitor or control information accessed via the Internet. The library cannot guarantee that information on the Internet is accurate. If requested, staff will assist patrons in conducting searches and offer guidance on evaluating sources and verifying information.

Library staff will assist patrons with searches and suggest search strategies, but can provide only limited assistance in teaching patrons how to use the Internet. TexShare, books and other learning resources are available to familiarize patrons with the basics of Internet searching.

See *Internet and Electronic Information Access policy*, page 8.

**NOTARY SERVICE**

The Mount Pleasant Public Library provides at least one Notary available to notarize documents for patrons. There is no charge for this service.

### USE OF MEETING ROOMS

A meeting room is available in the Mount Pleasant Public Library primarily to support library programs and functions which further the goals of the library. When not being used by the library or city, the room is available to non-profit organizations. It is not available to any for-profit groups, religious groups or political groups.

The meeting room may be reserved up to ninety days in advance, but a reservation can be canceled because of city or library programs. A copy of the meeting room policy will be provided with the application for meeting room use. A completed and signed application must be returned to the library director within two business days, or the reservation may be subject to cancellation.

Groups using the meeting room are required to set up for their meeting, return furniture to its original location, sweep, take out the trash, and leave the room clean and in good condition. Meeting planners should bring their own equipment and supplies. Supplies housed in the kitchen belong to, and for use of, the Friends of the Library.

Use of the meeting room does not imply endorsement, support, or co-sponsorship by Mount Pleasant Public Library of the activities that take place in the meeting room or the beliefs of the group using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the library in any advertising or publicity.

No selling, solicitation, or taking of orders may occur without written permission from the library director. No admission may be charged for programs held in the meeting room. Groups failing to comply with any part of this policy or the established procedures will be denied further use of the meeting room. A library staff member may be present at any time during the meeting.

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Signature of responsible representative

### **USE OF TEEN ROOM**

The Teen Room is a designated room for young adults ages 13-17. Parents may come and go and check out YA books, but they are not allowed to “camp” in the room. If a parent needs to help their child with homework or computer use, they may do so at the tables in the adult area. If a child has a disability, he/she may use the handicap-accessible computers available in the adult area.

### **USE OF GENEALOGY ROOM**

The Genealogy Room is reserved for patrons interested in working on their family tree. Two computers are available in that room and are reserved for genealogy work.

A sign is posted on the door asking the patron to check at the circulation desk for help. An available librarian will unlock the door.

## EXHIBITS AND DISPLAYS

The library welcomes exhibits and displays of educational, artistic, and cultural materials that promote interest in the use of books, library materials, and information, or that share information about local art and cultural groups. Preference will be given to exhibits that are timely and of general interest. Displays that focus on a public issue (including elections and political issues) must include information about major aspects of differing points of view. Displays that are solely commercial in focus are not appropriate.

The library director may reject any exhibit or display that does not fit the mission of the library or that is not neat and presented attractively. Labels for exhibit items must be neat and legible.

The library will take reasonable care to ensure the safety and security of items displayed; however, the library assumes no responsibility in the event of loss, theft, or damage of items. Exhibitors are encouraged to insure items of value and will be required to sign the library's Exhibit Application and Release document releasing the library from responsibility for loss, damage, or destruction. Exhibitors agree to be responsible for and to pay for any and all damages to library property resulting from the installation or removal of an exhibit.

Items displayed may not include price tags or other information regarding the purchase of items. Items must be removed as scheduled by the library director or they will be removed and stored for 30 days by the library staff. After 30 days, they will be disposed of in accordance with local law. Display of items in the library does not indicate endorsement of the issues, events, or services promoted by those materials.

## PATRON CONDUCT

The Mount Pleasant Public Library encourages people of all ages to visit the library. Those using the library and its resources have the right to expect a safe, comfortable environment that supports appropriate library services.

Individuals demonstrating unacceptable behavior will be required to leave the library after one warning from library staff. Unacceptable behavior includes, but is not limited to:

- Loud talking
- Noisy boisterous actions
- Uncooperative attitude
- Running
- Sleeping/Loitering
- Offensive body odor
- Eating or drinking
- Smoking in the building or on the premises
- Petitioning/Soliciting
- Misuse of library property
- Theft of library property
- Shirts and shoes must be worn at all times
- Actions that deliberately annoy others or prevent the legitimate use of the library and its resources

Parents are responsible for ensuring the appropriate behavior of their children while in the library. Children under age 10 should not be left unattended in the library. Unattended children frequently become disruptive when they are tired and bored. Unattended children who are disruptive must call a parent to pick them up immediately. If a parent or other responsible adult cannot be located, the child will be placed in the care of the Mount Pleasant Police Department. Under no circumstances will library staff take children out of the building, or transport children to another location.

Children and/or parents are expected to pick up toys after playing in the Children's Department.

Library users may not bring animals inside the library, except when they are part of a library program or when they are registered service animals.

Bicycles, skateboards, scooters, or similar equipment are not permitted in the library. Skateboarding, rollerblading, riding scooters or bicycles anywhere on library property is not permitted. A bicycle rack is available outside.

Violators of the above rules may be removed and excluded from the library. If necessary, police will be contacted to assist library staff in enforcing these rules.

### UNATTENDED CHILDREN

The Mount Pleasant Public Library is a public facility that offers services to a wide range of citizens. Children are especially welcome; however, the library is not a childcare provider. *It is never appropriate to leave a child at the library unattended for hours.* Staff may call the Mount Pleasant Police Department to report an abandoned child if a parent cannot be located.

The library has the responsibility to provide an environment that is safe and comfortable for every patron who is appropriately using its services and facilities. The responsibility for the care, safety, and behavior of children rests with the parent or caregiver, whether in the library or on library premises. A caregiver must be at least 16 years old.

Children and young people are expected to adhere to the same standards of patron conduct expected of adults.

Children through the age of 4 must always have a parent/caregiver in the immediate vicinity. Parents or caregivers may not leave their young children unattended while using other areas of the library.

Children, ages 5-9, may use the library unattended as long as their parent/caregiver is in the building. If the child's conduct becomes unacceptable, they will have to stay with their parent/caregiver throughout the remainder of the visit.

Children, ages 10-12, may use the library unattended for an amount of time appropriate to their maturity level.

Unattended children who are not using the library appropriately or who require excessive staff attention or supervision, will be asked to call their parents for pickup. If no parent can be contacted, library staff will either allow the child to remain in the library under close supervision until a parent can be contacted, or contact the Mount Pleasant Police Department, depending on the severity of the situation.

The library is not responsible for children outside the building who await transportation or who are socializing. However, children who have not been picked up at closing time will be given the opportunity to call a parent. Children, ages 12 and under, who have not been picked up within 15 minutes after closing will be left in the care of the Mount Pleasant Police Department. Under no circumstances will staff transport children in a vehicle or accompany them home.



## **HARASSMENT AND LEWD BEHAVIOR**

Patrons and staff have the right to enjoy an environment free from harassment or lewd conduct. Anyone, including patrons, who harasses staff or another patron will be asked to leave the library and a report will be filed with the director. Repeated acts of harassment or acts that may escalate into violent or illegal actions, will be reported to the Mount Pleasant Police Department.

Lewd acts or sexual misconduct is not appropriate in the library. Those who commit these acts will be given one warning and then asked to leave. Serious acts and acts involving minors will be reported to the Library Director. All serious acts will be reported to the Mount Pleasant Police Department.

## **PHOTOGRAPHING AND VIDEORECORDING IN THE LIBRARY**

Photography or videography is generally permitted if it is for general library promotion by the media, student projects, or strictly for personal use.

In order to protect the rights of individual library patrons and to reduce distractions, photography and videography are restricted as follows:

- Under no circumstances may the public, members of the media, or library staff take photographs or video without the express permission of any library patrons who would be prominently included within the composition.

Requests to photograph or video for commercial purposes are not permitted without the approval by the library director. Requests must be submitted in writing for review by the library director.

**PATRON USE OF LIBRARY SUPPLIES**

The Mount Pleasant Public Library supplies scratch paper and pencils for note taking but cannot provide other office or school supplies. Office supplies purchased with library budget funds are for use by the library staff in the completion of their work. Because they are purchased with public tax funds, they cannot be given away. Small quantities of typing paper, pens, etc., are available for purchase at the circulation desk priced on a cost-recovery basis.

**THEFT OF MATERIALS**

To protect the investment in library materials made by taxpayers, vandalism of materials will be reported to the police.

Bedrolls, duffel bags, suitcases, and other large tote bags must be left at the circulation desk. The library will exercise caution with items stored at the desk but cannot assume responsibility for any loss, damage, or theft.

**FRIENDS OF THE LIBRARY**

The Friends of the Mount Pleasant Public Library is a non-profit, volunteer organization which connects library advocates and provides additional resources to strengthen library services.

The mission of the Friends of the Mount Pleasant Public Library is to enrich library services for the benefit of individuals and the community by promoting and supporting the services of the library.

## VOLUNTEERS

The Mount Pleasant Public Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are expected to conform to all policies of the Mount Pleasant Public Library and the rules outlined in the volunteer application and are selected and retained for as long as the library needs their services. Volunteers may be used for special events, projects, and activities or on a regular basis to assist staff. Services provided by volunteers will supplement, but not replace, regular services. Volunteers will not be used in place of paid staff. Volunteers may apply for paid positions under the same conditions as other outside applicants.

**FORMS**

- 44—Library Card Application Form
- 45—Gift Receipt Form
- 46—Book Dedication Form
- 47—Request for Reconsideration of Material Form
- 48—Interlibrary Loan Request Form
- 49—Suggest for Purchase Form
- 50—Parent/Guardian Permission Form
- 51—Application for Meeting Room Form
- 52—Adult Volunteer Form
- 54—Juvenile Volunteer Form
- 55—Exhibit Application and Release Form

**Mount Pleasant Public Library**  
**LIBRARY CARD APPLICATION**

Date \_\_\_\_\_

Card Number \_\_\_\_\_

OC Fee (\$20 Annual) Collect-     Titus County    TexShare \_\_\_\_\_  
Card #: \_\_\_\_\_ Exp \_\_\_\_\_

Name/Nombre: \_\_\_\_\_  
(Full Legal Name)                      Last /Apellido                      First/Nombre                      Middle/Segundo nombre

Address/Direccion De Correspondencia:  
\_\_\_\_\_  
Physical or P.O. Box                      Street/Calle                      City /Ciudad                      State /Estado                      Zip//Codigo Postal

Cell Phone/Celular \_\_\_\_\_                      Provider: \_\_\_\_\_  
Proveedor celular \_\_\_\_\_

Other/Otro Phone: \_\_\_\_\_                      Email: \_\_\_\_\_

Contact Preference/ Preferenciade Contacto :                       Text Message/Mensaje de texto                       Email/Correo

Identification/Identificacion: \_\_\_\_\_                      Date of Birth: \_\_\_\_\_  
TX DL / State Issued ID / Licencia de Manejo                      Fecha de Nacimiento

**Cards for Dependent Children under 18 years/Tarjetas para hijos menoresde 18 anos**

| Nino 1) Last Name /Apellido | First /Nombre | Middle/Segundo | Birthday/Fecha de Nacimiento | Card # |
|-----------------------------|---------------|----------------|------------------------------|--------|
| Child 1) _____              | _____         | _____          | _____                        | _____  |
| Child 2) _____              | _____         | _____          | _____                        | _____  |
| Child 3) _____              | _____         | _____          | _____                        | _____  |

List additional names on back /Liste nombres adicionales atras ►

I accept full legal responsibility for use of the card or cards listed above, including any and all fines or fees incurred, lost, damaged or stolen material I agree to report the loss of this card immediately and / or any changes to the patron information I understand that all cards may be blocked for excess fines, fees, etc., on any one card, and that as a result, all cards will be invalid until all accounts are cleared.

\_\_\_\_\_  
Responsible Party's Signature

Acepto toda la responsabilidad legal para el uso de la tarjeta o tarjetas que se enlistan mas arriba, incluyendo cualquier multas o gastos efectuados por la perdida, dano o material robado. Estoy de acuerdo en informar de la perdida de la tarjeta inmediatamente o cambios en el patron. Entiendo que todas las tarjetas pueden ser bloqueados por el exceso de multas, tasas, etc.en cualquier tarjeta, y como resultado de ello, todas las tarjetas seran validas hasta que todas las cuentas esten pagadas.

\_\_\_\_\_  
Firma de Poseedor de tarjeta



**GIFT RECEIPT FORM**

The Mount Pleasant Public Library welcomes and accepts gifts with the understanding that items donated may or may not be added to the library collection. Acceptance of gifts will be determined by the Library Director on the basis of their suitability to the Library's purposes and needs in accordance with the standard selection policy.

Please understand that the Library will not make a dollar evaluation of gifts. If you require a list of titles donated, please make it before bringing materials to the Library. The list will be certified at the time of donation.

For income tax purposes, this is to verify that:

\_\_\_\_\_

Donor

\_\_\_\_\_

Address

has donated the following to the Library:

\_\_\_\_\_

(Number of items and type of material)

\_\_\_\_\_  
Mount Pleasant Public Library

\_\_\_\_\_  
Date

BOOK DEDICATION FORM

Please circle one:

- Birthday
  In Honor Of
- In Memory Of
  In Recognition Of

Dedicated to: \_\_\_\_\_

Title You Would Like to Dedicate: \_\_\_\_\_

Please send acknowledgement of this contribution to: \_\_\_\_\_

This donation was made by: \_\_\_\_\_

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

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

*Thank You!*

The next time you are faced with finding the perfect way to express your feelings, consider a gift that keeps on giving...

A Library Book dedicated to that special someone, date or event.



Achievement

Anniversaries

Appreciation Birthdays Holidays

Memorials Retirement

Weddings



Come by the library and select from the collection set aside for the Book Dedication Program; or, consult with the librarian if you have a specific title in mind.

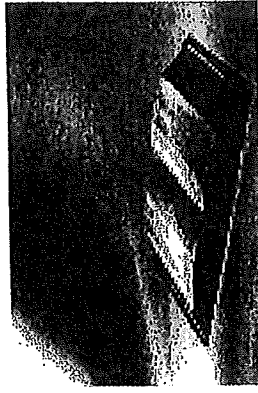
For donations of \$10.00 or more, a book can be added to the library's collection.

After you have made your selection, simply complete the order form on back stating how you would like the dedication to read. We'll send an acknowledgement card to the individual(s) you've honored.

Books donated are recognized with a book plate.

BOOK  
DEDICATION  
PROGRAM

Give a Gift  
That Will  
Keep On Giving



MOUNT PLEASANT  
PUBLIC LIBRARY

213 North Madlison  
Mt. Pleasant, Texas 75455  
(903) 575-4180  
Email: library@mpcity.org

**CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIAL**

Author: \_\_\_\_\_

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

Publisher: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Library Card Number: \_\_\_\_\_

What is your objection to the material? (Please be specific; cite pages. If additional space is required, use the back of this form.)

\_\_\_\_\_

What do you feel might be the result of reading or using this material?

\_\_\_\_\_

Did you read or examine the material completely? \_\_\_\_\_

If not, what parts? \_\_\_\_\_

In your judgment, is the material of any value? \_\_\_\_\_

Are you aware of the judgment of this material by literary critics? \_\_\_\_\_

What do you believe is the theme or purpose of this material?

\_\_\_\_\_

In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and / or perspective on the subject?

\_\_\_\_\_

Signature of the Patron: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**MOUNT PLEASANT PUBLIC LIBRARY  
INTERLIBRARY LOAN REQUEST FORM  
COST PER ITEM- \$3.00**

|                       |                 |
|-----------------------|-----------------|
| Staff Use Only        |                 |
| Date: _____           | Received: _____ |
| Staff initials: _____ | Returned: _____ |
| Transaction #: _____  | Location: _____ |

The Mount Pleasant Public Library charges return postage on all interlibrary loans. The patron is responsible for charges or fines imposed by the lending library. Every attempt will be made to borrow items from libraries that do not charge fees for loaning materials. If a patron does not wish to borrow an item due to charges that are imposed (such as insurance fees, lending fees, photocopying charges), this must be stipulated when the request is made. Fines for overdue materials and processing costs for lost items will vary with the lending library and are the responsibility of the patron.

**LOAN REQUEST**

CHOOSE ONE: **BOOK BOC CD DVD VHS**

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

Author: \_\_\_\_\_ Date of Publication: \_\_\_\_\_ Publisher: \_\_\_\_\_

ISBN: \_\_\_\_\_ Accession #: \_\_\_\_\_

**PHOTOCOPY REQUEST**

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

Author: \_\_\_\_\_ Date: \_\_\_\_\_ ISSN: \_\_\_\_\_

Magazine / Journal / Newspaper title: \_\_\_\_\_

Volume: \_\_\_\_\_ Issue: \_\_\_\_\_ Pages: \_\_\_\_\_

**You must have a valid library card for an ILL request to be filled.**

Name: \_\_\_\_\_ Library Card: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

It generally takes two to four weeks to process requests. Please indicate the last usable date for this item: \_\_\_\_\_

**COPYRIGHT NOTICE:**

The copyright law of the United States (Title #17, United States Code) governs the making of photocopies or other reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses a photocopy or reproduction for purposes of "fair use", the user may be liable for copyright infringement. This institution reserves the right to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

|  |                    |
|--|--------------------|
| By signing this form you agree to abide by the copyright law of the United States and also agree to return the requested item by its due date in the same condition in which it was received. Furthermore, you agree to pay all fees and other charges assessed by the loaning institution and Dallas Public Library for borrowing, late return, loss or damage of all items borrowed through the Interlibrary Loan Service. |                    |
| <b>Signature:</b> _____  | <b>Date:</b> _____ |

**SUGGESTED FOR PURCHASE FORM**

I suggest the library purchase the following item:

TITLE: \_\_\_\_\_

AUTHOR: \_\_\_\_\_

PUBLISHER: \_\_\_\_\_

YEAR: \_\_\_\_\_ ISBN: \_\_\_\_\_

Where did you hear about this title? \_\_\_\_\_

The Library is under no obligation to purchase your suggestion.

If you would like to be notified upon purchase, give your name, address and phone number below:

DATE: \_\_\_\_\_

PATRON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PARENTAL / GUARDIAN PERMISSION FORM**

State law requires that the Mount Pleasant Public Library have signed, written permission from a minor's parent or legal guardian before the library may post the child's name, or use his name or photograph in news releases. By state law, a minor is any person under the age of 18 years.

You currently have a minor enrolled in a program sponsored by the library, or have one you wish to enroll. Please complete the following:

Name of Minor Child: \_\_\_\_\_

|  | YES | NO |
|--|-----|----|
| The Mount Pleasant Public Library may post my child's name in the library.                   |     |    |
| The Mount Pleasant Public Library may exhibit arts or crafts made by my child.               |     |    |
| The Mount Pleasant Public Library may exhibit the above with my child's name posted on item. |     |    |
| The Mount Pleasant Public Library may use my child's picture in news releases.               |     |    |
| The Mount Pleasant Public Library may use my child's name in news releases.                  |     |    |

Signed: \_\_\_\_\_  
(Parent or Guardian)

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

**APPLICATION FOR MEETING ROOM USE**

The meeting room is available for use by non-profit organizations only during hours that the library is open. There is no access prior to 10:00 a.m. and the room must be vacated one hour before the library closes. Please allow time for setup and cleanup in addition to program time.

The act of filling out this application does not guarantee the room for your organization. Please do not notify members of your group or consider the room booked until this form has been signed by the library director.

Name of your Organization and Department: \_\_\_\_\_

Purpose of your meeting: \_\_\_\_\_

Date of your meeting: \_\_\_\_\_

What time would you like the room open? \_\_\_\_\_

What time does your meeting start? \_\_\_\_\_

What time does your meeting end? \_\_\_\_\_

Is the meeting free of charge for those attending?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

The library has 6 small tables (2x4) that can be combined to form 1 large table (seating capacity of 12). Chairs will be made available for use with the tables or alone.

Refreshments are permitted when approved in advance by the Library Director. If you plan to serve food or beverages, please describe what you will be serving:

\_\_\_\_\_

¶

The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of the library meeting rooms. The undersigned assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to Library facilities or Library or personal property, or loss of Library or personal property that may result from this use. The Mount Pleasant Public Library will not be responsible for any materials, equipment, or personal belongings left in the building. The Mount Pleasant City Council requires that any group utilizing the meeting room comply with the provisions of the Americans with Disabilities Act which requires that a meeting or materials at a meeting be provided in an accessible format in response to a request.

\_\_\_\_\_  
Date of application

\_\_\_\_\_  
Signature of applicant

Contact person: \_\_\_\_\_  
(Inquiries from the library or the public will be directed to the contact person.)

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

City: \_\_\_\_\_

Zip code: \_\_\_\_\_

Work phone #: \_\_\_\_\_ Home phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

.....

Approved / Yes: \_\_\_\_\_ No: \_\_\_\_\_

\_\_\_\_\_  
Library Director



# APPLICATION

Please print clearly & complete each section.

Mount Pleasant Public Library  
 213 North Madison  
 Mt. Pleasant, TX 75455  
 903-575-4180

TODAY'S DATE: \_\_\_/\_\_\_/\_\_\_

NAME: \_\_\_\_\_  
Last First Middle Initial

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE (H): (\_\_\_\_) \_\_\_\_\_ PHONE (W): (\_\_\_\_) \_\_\_\_\_

PHONE (C): \_\_\_\_\_ E-MAIL: \_\_\_\_\_

- Application Signed
- References checked
- Applicant Approved

**EMERGENCY CONTACT**

NAME: \_\_\_\_\_  
Last First Middle Initial

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE (H): (\_\_\_\_) \_\_\_\_\_ PHONE (W): (\_\_\_\_) \_\_\_\_\_

PHONE (C): \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

**VOLUNTEER ASSIGNMENT INTERESTS**  
 (please check all that apply)

- Cleric       Displays
- Genealogy     Mailings
- Book Repair    Plant Care
- Shelving       Technology
- Special Events / Projects
- No Preference

**VOLUNTEER AVAILABILITY**

| SCHEDULE:    | MON                      | TUES                     | WED                      | THURS                    | FRI                      | SAT                      |
|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 9:00 - 11:00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9:00 - 1:00  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2:00 - 4:00  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 2:00 - 6:00  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |

I will be available to volunteer starting:

\_\_\_\_\_ Month \_\_\_\_\_ Day

**REFERENCES**

Personal Reference: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name

Employment/School Reference: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name

Volunteer Reference: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name

**BACKGROUND**

Languages Spoken: \_\_\_\_\_ Employer: \_\_\_\_\_ Degrees: \_\_\_\_\_ Highest grade completed: \_\_\_\_\_





I certify that the statements made in this Volunteer Application are true, correct, and given voluntarily. In addition, I understand that this information may be disclosed to any party with legal and proper interest, and I release the Mount Pleasant Public Library from any liability for supplying such information.

I understand that the Mount Pleasant Public Library reserves the right to screen volunteers, and the library will not accept as a volunteer anyone who would jeopardize any aspect of library service or the safety of library customers and staff.

I understand that if I am unable to show up for a scheduled time for any reason, I am to notify my library supervisor as soon as possible.

I understand that if I miss my scheduled date and time of service without prior notification, my volunteer opportunity may be terminated by the affected library supervisor.

I understand that in my capacity as a volunteer I may come in contact with confidential information. I do hereby agree to protect this information to the best of my abilities as a volunteer and not divulge it during or after my service as a volunteer has ended.

I understand that I will not be paid for my services as a volunteer, and I am giving my time freely to the library. I further understand that as a volunteer, I am not eligible for workers compensation insurance.

I also understand that by volunteering, I am not guaranteed any special consideration for any future permanent employment with the Mount Pleasant Public Library, should I ever apply for a position.

I do hereby agree to indemnify and hold harmless the Mount Pleasant Public Library from any and all claims or causes of action that may arise from the performance of my duties. I waive any right of action I have against the Mount Pleasant Public Library and the City of Mount Pleasant in consideration of my participation as a volunteer.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

LIBRARY USE ONLY

DATE: \_\_\_/\_\_\_/\_\_\_

VOLUNTEER SERVICE BEGINS: \_\_\_/\_\_\_/\_\_\_

VOLUNTEER SUPERVISOR'S NAME: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**EXHIBIT APPLICATION AND RELEASE**

I/we the undersigned, hereby lend the following works of art or other material to the Mount Pleasant Public Library for exhibit purposes only. In consideration for the privilege of exhibiting them in the library, I/we hereby release the Mount Pleasant Public Library from responsibility for damage to or the loss and/or destruction of these materials or any part thereof while they are in the possession of the library.

**EXHIBITOR:** Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

**EXHIBIT:**

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

Dates you would like exhibit to run: \_\_\_\_\_ to \_\_\_\_\_.

Description of materials loaned:

**WAIVER OF INSURANCE:**

I have read and agree to abide by the Exhibit Policy of Mount Pleasant Public Library. I hereby do not hold Mount Pleasant Public Library liable for any damages, injuries, theft, etc. while exhibit is on display at the library.

Signature of Exhibitor: \_\_\_\_\_

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

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

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