



## Art Display Policy

### Purpose

The Warren County Memorial Library welcomes artists and collectors of all disciplines to display their works and collections. Exhibits and collections will not be excluded because of the race or nationality or the social, political, or religious views of the artist or collector. Exhibits and displays are intended for the cultural, informational, and recreational enjoyment of our residents.

### Goals of Art Exhibits and Collection Displays

- To support the community's cultural and artistic activities;
- To nourish educational, intellectual, aesthetic and creative growth with a wide range of art, collections, and displays;
- To encourage individuals who may be contributing to the increase of knowledge or extension of the arts;
- To reach non-traditional library customers.

### General Guidelines

- Library use of display areas takes precedence over any other use. The library reserves the right, without notice, to cancel the use of the display areas by outside exhibitors if the administration determines that the display space is needed for library purposes.
- When these spaces are not in use, the library may provide, at its discretion and subject to stipulations below, space for the display of collections or materials which are of general interest to the public.
- Displays or exhibits promoting local educational, cultural, or recreational opportunities are encouraged. Those setting up displays are asked to remember that these spaces are public areas that are readily accessible by library users of all ages.
- The presence of a particular display in the library does not indicate that the library either advocates or endorses the viewpoints of exhibits or exhibitors.
- The artist/collector is responsible for setting up his or her display – both arranging and dismantling. Both installation and removal must be done during regular library hours. No additional hooks, nails, or other fasteners will be attached to the walls without consent of the library.
- Artwork and collections must be ready for exhibition with items having proper attachments for hanging or be ready for display in cases.
- No prices should be affixed to items. No exhibited items may be sold through library staff. Exhibitors may leave business cards and/or brochures containing contact information for library customers to contact the owner directly.



- Prior to displaying, all exhibitors must sign a Waiver of Responsibility form that releases the library from any responsibility for loss or damage to items displayed at a library.
- The library will not provide storage for the property of exhibitors beyond the period specified for the display. Exhibits left beyond this period will be considered abandoned property and will be disposed of accordingly.
- All exhibits are free and open to the public.



## Art Exhibits & Display Waiver of Liability Form

Art Exhibits and Displays Waiver of Liability Form

Name \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

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

I understand that my artwork or other property is scheduled to be on display from \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy). I agree to pick up my artwork on or before \_\_\_\_\_ (mm/dd/yy) during normal hours of operation and understand that items not picked up by this date will become property of the Warren County Memorial Library.

I, (print name) \_\_\_\_\_, agree to the following:

I acknowledge that my property, including, without limitation, any art or other items on display, may be damaged, lost, or stolen during the exhibition or during the unpacking, packing, or transportation of the items and I acknowledge and understand the risk involved by allowing such property to be display by the Warren County Memorial Library.

I understand that the library does not insure any exhibits or displays and if I so choose I must acquire my own insurance. If I so choose such insurance, I agree to submit a copy to the library. I agree that I will have a period of no longer than seven business days to remove any and all property from the Warren County Memorial Library once the exhibit ends.

I hereby represent and warrant that I have read this Art Exhibits & Displays Waiver of Liability form in its entirety and fully understand its contents. I have signed the waiver voluntarily and of my own free will. By signing this waiver, I release and hold harmless the Warren County Memorial Library, its Board of Trustees, employees, or representatives from and against any and all claims of injury or damages relating to the above provisions.

Artist/Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Library Staff Member's Name & Signature \_\_\_\_\_ Date: \_\_\_\_\_



## Collection Development Policy

### Purpose

The Warren County Memorial Library is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community. This policy is to provide guidance for the selection and withdrawal of library materials in order to meet the needs of the community. As the community changes, the library will continue to reassess and adapt its collections to reflect new and changing areas of interest and concern. However, no changes will be made that violate the principles contained in the [Library Bill of Rights](#), adopted and amended by the Council of the American Library Association (ALA) [Freedom to Read](#) policy statement.

### Policy Statement

The Warren County Memorial Library offers a full selection of materials in different formats.

### Scope of the Collection

The library provides materials and services that reflect the diverse educational, informational, and recreational needs of its users and provides access to content through print, multimedia, and technology:

- Assistive technology; magnifiers, assistive listening, and software
- Circulating non-print; audio and visual formats
- Circulating print; hardcovers, paperbacks
- Electronic resources; resources for learning and research; e-books, e-audios, videos, images, and digital historical archives
- Non-circulating print; reference, local history

### Selection & Collection Maintenance

Professional staff reviews the collection on an ongoing basis in order to maintain its relevance and usefulness to the community. Responsibility for materials chosen and resource access is shared with designated selectors who work as a team to represent all aspects of the collection. All staff members are encouraged to participate in the selection of library resources.

It is the Library Director's responsibility to support collection development through staffing and resources.



### **Selection Guidelines**

Selection is an ongoing process. Staff considers the following criteria when selecting materials, though an item need not meet all of the criteria to be selected:

- Access of material elsewhere in the area
- Consideration of vendor / publisher availability to libraries
- Currency and accuracy of the information
- Popular demand
- Positive reviews in professional journals and review sources
- Price and affordability
- Qualifications of the author, creator, or publisher of the work
- Relevance to the interests and needs of the community
- Representation of inclusive points of view based on our diverse population
- Space availability
- Suitability of format or physical form for library use

### **Collection Maintenance**

In order to provide the best service to our community, the collection is regularly evaluated. The following are the criteria for withdrawal from the collection:

- Availability of shelf space
- Duplication
- Format
- Items are out of date, contain inaccurate data, or are not historically significant
- Items are worn, stained, or damaged beyond repair
- Low circulation
- New, current, or more comprehensive resources are available

Whenever possible, items removed from the collection will be sold by the Friends of the Library or selected vendors with proceeds to benefit the library.

If items are withdrawn by reason of condition, loss, or damage, they will be considered for replacement.

### **Consideration for Purchase**

The library encourages input from the community concerning the collection. All suggestions for purchase are subject to the same selection criteria as other materials. It is the library's intent that suggestions for purchase are to be used to help the library in developing collections which best serve the overall interests and needs of the community.



## **Donations**

The library accepts donations of books and other materials in good condition. These items will be considered for addition to the collection and subjected to the same selection criteria as purchased items. The library may give donated materials to the Friends of the Library or use them for program giveaways.

## **Local History Donations**

Due to preservation limitations, the library does not collect rare books or personal papers, photographs or artifacts of public officials and citizens past or present.

## **Gifts**

The library is pleased to accept monetary gifts intended for the purchase of library materials when the donors' intentions for the gifts are consistent with the library's collection development objectives. Those who wish to make donations of this type should contact the Library Director.

## **Local Authors**

The Warren County Memorial Library recognizes and supports the talent of local authors and, whenever possible, wishes to include their works in the collection. Donations by local authors are welcomed with the understanding that acceptance of material does not guarantee addition to the permanent collection.

## **Intellectual Freedom**

Principles of Intellectual Freedom and the Freedom to Read will be protected, defended, and communicated within the community served by the Warren County Memorial Library. Library personnel will periodically inform civic, educational, and religious groups, political bodies, and the citizenry at large of those principles through public appearances use of the media, and informal discussions.

Every Trustee and staff member shall be familiar with, committed to, and prepared to defend, these principles and corresponding policy statements.

## **Request for Reconsideration**

The library selects materials using established criteria. Requests for removal of items from the collection may be made using a formal procedure, beginning with completing the Request for Reconsideration Form.



## Procedures for Handling Challenges

In accordance with American Library Association (ALA) guidelines, any questions or complaints about Library materials will be handled courteously and calmly, recognizing the sincere concern of the complainant. If the professional librarian is available, the complaint will be referred to her/him, but all staff members will be prepared to deal with a complainant. Once the complaint is heard, the librarian or other staff member will explain the principles of selection to the complainant and attempt to resolve the differences with the complainant through informal discussion. The staff member's defense shall relate to the principles, not the particular work in question.

If no resolution is reached through the initial discussion, the complainant should be offered the Request of Reconsideration form on which to file a formal request for review. In order for action to be taken on a request, the form must be completed and signed, identifying the complainant.

The Library Board of Trustees will have a standing committee to deal with issues of, and challenges to, intellectual freedom. Composition of the committee shall be:

- Three members of the Library Board of Trustees
- The Chairman of the Board
- The Library Director

When a complaint has been made in writing and signed, the Library Board of Trustees' Intellectual Freedom Committee will meet to consider it. The committee will have access to the work in question, reviews of the work, and any other pertinent information regarding the reasons for its inclusion in the collection, as well as the Selection Principles and Selection Criteria from this policy, and the ALA documents which have been adopted as part of this policy.

The Committee will review the objection in terms of these documents and decide if the item in question is in accordance with the Collection Development Policy. The committee will reply in writing to the complainant, within 30 days of the filing of the Request for Reconsideration.

If a challenged work is found to be in accordance with policy, it will be reinstated to its proper place in the collection; if it violates policy, it will be removed or relocated to a more appropriate section.

If, after receiving the Committee's response, the complainant continues to feel that the problem has been dealt with inadequately, he/she may appeal to the Library Board of Trustees as a whole. The Board will contact the ALA and State Offices for Intellectual Freedom and with their advice determine the appropriate course of action for resolving the issue. Throughout the process the complainant will be kept informed, treated with courtesy and respect. A resolution will be sought as quickly as possible.



## **Responsibility**

Professional staff reviews the collection on an ongoing basis in order to maintain its vitality and usefulness to the community. Responsibility for materials chosen and resource access is shared with the Library Director and designated selectors who work as a team to represent all aspects of the collection. All staff members are encouraged to participate in the selection of library resources. The Library Director is the final authority with regard to enforcing this policy.





## Community Bulletin Board Policy

### Purpose

The Warren County Memorial provides public bulletin boards in order to display information that meets the educational, recreational, civic, and cultural needs of the community. Priority will be given to Library notices on the public bulletin boards. Other notices will be posted as space permits. Notices may be posted by community and non-profit organizations and clubs, educational institutions, and government agencies. For-profit companies and individuals may also post notices that are consistent with the policy statement above. Political advertisements will not be accepted for display.

### Policy Statement

Notices need approval by the Library prior to posting. The Warren County Memorial Library Director or their designee will determine whether a notice may be posted based on the policy statement above. Items not accepted for posting will not be returned. Unauthorized items posted on any Library bulletin board will be removed and discarded.

Items accepted for posting will be marked with the date of the posting. Items not pertaining to a specific date may be removed after one month on the bulletin board. Library staff will regularly remove notices that promote events that have already passed. Notices should generally be no larger than 8-1/2" x11" but larger notices will be considered, space permitting.

Posting of materials in the Library does not necessarily indicate the Library's endorsement of the issue or event promoted by those materials. All notices and displays are posted at the risk of the person or group, and the Library bears no responsibility for damage to notices or for their unauthorized removal from display areas.



## Computer & Internet Use Policy

### Purpose

The Warren County Memorial Library is committed to providing free and equal access to the technological resources and materials community members need to be informed and engaged. In order to ensure equal access, protect customer privacy, and maintain library equipment, the following policy has been established regarding both computer use and internet access at the Warren County Memorial Library.

### Computer Use Guidelines

- Customer Computer Access: Warren County residents may sign in to a public computer using their library account.
- Visitor Computer Access: Visitors to Warren County may request a computer pass from a service desk.
- Wireless Access: Customers with their own internet-enabled device can access the county's wireless network. No password is required.
- Session Length: Time limits on computer use may be imposed as demand necessitates.
- Saving Work: Customers are responsible for saving their work to an external drive or web-based resource. Any files created or saved to the computer are erased after each session.

### User Responsibility

- Content: Library customers are responsible for determining the accuracy and appropriateness of information accessed through the Internet. As with other library materials, it is the responsibility of parents or guardians to guide their children's use of the internet. The library has no control over the information accessed through the internet and cannot be held responsible for its content.
- Security: All library Internet access is provided through an unsecured public network. However, our networked public computers do have several security layers in place to protect customers. Your browsing history and any files created or saved to the computer are erased after each session. The security of wireless internet connections is determined by the customer's device security settings.
- Inappropriate Use: Customers are prohibited from using the library's network for illegal activity, as described in Chapter 14, Article 60 of the North Carolina General Statutes, or to display material that violates the provisions of Chapter 14, Article 26 of the North Carolina General Statutes.
- Filter: An internet content filter that complies with the Children's Internet Protection Act protects customers from opening sites that include inappropriate content, as defined by Chapter 14, Article 26 of the North Carolina General Statutes (14-190.1 to 14-190.15).



The library cannot guarantee that all such materials will always be blocked. The filter for an individual computer may be disabled temporarily upon customer request.

### **Use by Minors**

The library's Safe Child Policy applies to computer and internet use by minors. Library staff will follow guidelines set by that policy to address any issues that may arise. As with other library materials, the library affirms the responsibility of parents or guardians to guide their children's use of the internet.

### **Conduct & Courtesy Policy**

The library's Conduct and Courtesy Policy applies to customer computer and internet activities. Library staff will follow guidelines set by that policy to address any issues that may arise.

### **Responsibility**

The Library Director is the final authority with regard to enforcing this policy.



## Conduct & Courtesy Policy

### Purpose

The Warren County Memorial Library offers library service to all residents of Warren County, regardless of gender, sexual orientation, age, religious beliefs, ethnicity, or economic status. The Library staff is committed to providing a welcoming, quiet, safe environment in which to study, browse, and utilize library resources and services.

Staff and library users have a right to assume that their time spent in the library will be safe, free from physical or psychological harassment, stress or discomfort. In order to maintain a welcoming and safe environment for all concerned, the following rules of conduct and courtesy must be maintained. Failure to follow these policies may result in loss of access to the privilege of utilizing library resources and services.

### Actionable Items

#### Actionable Items include:

- Disturbing or offending library users or staff, by engaging in discourteous conduct, nuisance, or unreasonable behavior
- Impeding or in any way interfering with the free movement of any individual or group
- Threatening the safety or rights of an individual, including, but not limited to, abusive/obscene language, violent or discourteous behavior, or threats of violence
- Conducting loud conversations, use of cell phones in undesignated areas, laughter, or noise that is disturbing to others and impedes their use of library resources
- Harassing staff or library users, including, but not limited to, staring at or following individuals around the building
- Failing to supervise children or teenagers. Parents are expected to monitor their child's behavior while they are visiting the library
- Defacing or destroying library materials, buildings, or property
- Stealing library materials, using false identification to obtain a library card
- Refusing to comply with reasonable requests by any member of the library staff
- Possessing or consuming alcoholic beverages, illegal drugs, or weapons while in or on library property
- Smoking in the building
- Using radios, CD players, and all other audio equipment in unauthorized areas in such a manner that transmits sound to others
- Soliciting or selling of any kind, unless approved by the Library Director
- Posting notices or distributing leaflets without authorization
- Bringing animals other than certified service dogs into the building



- Use of library telephones by any person other than library personnel unless approved
- Rearranging furniture or equipment from one location to another without permission
- Entering non-public areas without the permission of a staff member
- Displaying other behaviors inappropriate in a public setting including, but not limited to, running, sleeping, and public restroom bathing
- Violating computer use policy
- Consuming food or beverages unless as part of a library sponsored event
- Committing a criminal offense, as defined by local, state, or federal authorities

### Related State Statutes

Violators of the Warren County Memorial Library rules may be subject to exclusion from the library premises. Criminal behavior will be prosecuted under the law.

North Carolina Statutes pertaining to Rules of Conduct and Courtesy in the Library include:

- G. S 14-33: Misdemeanor assaults, batteries and affrays
- G. S 14-76: Larceny, mutilation, or destruction of public records and papers
- G. S 14-127: Willful and wanton injury to real property
- G. S 14-132: Disorderly conduct in and injuries to public buildings and facilities
- G. S 14-159.12: First degree trespass
- G. S 14-159.13: Second degree trespass
- G. S 14-190.9: Indecent exposure
- G. S 14-204.1: Loitering for the purpose of prostitution offense
- G. S 14-269: Carrying concealed weapons
- G. S 14-277.1: Communicating threats
- G. S 14-398: Theft or destruction of property of public libraries, museums
- G. S 153A-266: Powers and duties of trustees



## Donation & Gift Policy

Thank you for your interest in donating to the Warren County Memorial Library. The library welcomes monetary gifts and material donations. The library reserves the right to accept or decline acceptance of any gift. Upon receiving the donation, it becomes the sole property of the Warren County Memorial Library. The library reserves the right to decide the disposition of each gift. The library accepts gifts according to the following guidelines:

### Monetary Gifts

The library welcomes and appreciates monetary contributions. The gift will be placed in an operational expenditure line where funds are needed at the discretion of the Library Director.

### Donated Materials

The library accepts gifts of gently used books, DVDs, and CDs. The same evaluative criteria that are applied to selection of purchased materials are used to decide whether or not donated items will be added to the Library's collection. Donated books that are not added to the library's collection, may be used in our Little Free Libraries, or sold by the Friends of the Warren County Memorial Library to support library programs and services.

#### The library accepts:

- Hardcover and paperback books that are new, clean, and are in very good condition.
- Commercially produced DVDs / CDs that are new and in very good condition with no scratches, cracks, or damage.

#### The library will not accept:

- Books that are moldy, mildewed, musty, or that have broken bindings, missing pages, writing or highlighting, torn or missing covers, soiled pages, smoke, water, or other damage
- Books with bugs
- Readers Digest (or other condensed books)
- Textbooks, encyclopedias, dictionaries, law books, workbooks or study guides
- Magazines or magazine collections (including National Geographic and Readers Digest) or Professional Journals
- Audiocassettes
- Wall maps
- Homemade or bootlegged audio-visual materials
- Computer programs, software, or guides
- Boxes that have been in long-term storage, stored in a garage or shed, or in trash bags
- Boxes that have not been inspected by the donor



Donations should be brought to the library in a sturdy, unsealed box for easy inspection and storage. Due to limited staff and storage space, the library will not be able to immediately empty boxes / containers to return to donor. Please limit your donations to two boxes per month in order for staff to review and store. Donated items should not be left outside the library. Items that are left outside of the library will be thrown away.

### **Tax Receipt**

Tax receipts are available upon request. You will be asked to provide the quantity of each format donated such as hardbacks and paperbacks. No dollar value will be assigned by the library. Please check with your tax professional for guidelines about donations

### **Gifts of Personal Property**

Because the library does not serve the function of a museum, gifts of items for permanent display or preservation are not accepted unless the item is specifically related to the Warren County Memorial Library.



## Faxing Service Policy

The fax machine will be available for the sending and receiving of public correspondence. Sending and receiving will be done by the Library staff.

To receive a fax, the patron must notify the Library that a fax is expected and provide a telephone number where the patron may be reached.

Payment is due upon the sending or receiving of the fax.

The cost of sending and receiving a fax is \$2.50 for the first page and \$.50 for each additional page.

Fax Cover Sheet disclosure reads

"Warren County Memorial Library is not responsible for any information transmitted by the sender".





## Library Definitions

The term “Library” means an institution established by the state, a county, city, township, village, school district, or unit of government, a combination of local units of governments and authorities, a community college or university or any private library open to the public.

“Library Record” means a document, record, or other method of storing information retained by a library that identifies a person as having requested or obtained specific information or materials from a library. Library record does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library material general.

## Confidentiality of Library User Records

"Disclosure" A library shall not disclose any library record that identifies a person as having requested or obtained specific materials, information, or services, or as otherwise having used library, except as provided for in the following subsection.

### Exceptions to Confidentiality of Library User Records

Library records may be disclosed in the following instances:

- When necessary for the reasonable operation of the library
- Upon written consent of the user
- Pursuant to subpoena, court order, or where otherwise required by law.



## Meeting Room Policy

### General Policy

Warren County Memorial Library maintains the Community Meeting Room for cultural, educational, and civic programming for the citizens of Warren County. The meeting room is intended primarily for library, county, civic and community programs and meetings of interest to the general public. The meeting room is free and open to the public.

### Capacity

The capacity for the meeting room is 100.

### Who May Use

The meeting room may be reserved for use by educational, civic, cultural and governmental groups for educational, civic, cultural, and governmental activities. Private organizations may also be allowed to use the meeting room for educational meetings open to the public. Committees or associations affiliated with one or more churches will be allowed the use of meeting space for business meetings when no religious services are involved.

### Limits for Use

The meeting room may not be reserved for religious services. During non-library sponsored programs, sale of goods and other activities which would result in financial gain are not allowed.

### Priority of Use

Priority is given to public library programs. Agencies of Warren County Government will receive first consideration in scheduling events to be conducted in the meeting room. Booking of the meeting room by other entities shall be on a first come, first serve, basis.

### Reserving the Meeting Room

The meeting room may be reserved up to a year in advance. A request for the use of meeting room should be made in advance to the library staff. Before reserving a meeting room, a Meeting Room Use Agreement must be completed and signed. Groups wishing to use the meeting room on a regular basis may do so by completing a Meeting Room Schedule Form and submitting to the library staff. All regular scheduled meetings must end 30 minutes prior to library closing unless otherwise approved by the Library Director.

Only adults may reserve the meeting space. Adult supervision and responsibility are required for events designed primarily for children. Use of the meeting room must comply with local fire and safety regulations.



To reserve meeting room, the following information is needed:

- Name of organization
- Name and phone number of contact person
- Number of persons expected
- Date and time period meeting room is wanted
- Any special equipment needed

### **Liability**

Anyone utilizing the meeting room assumes liability for any personal injury, damage or loss suffered during the period of the agreement.

### **Damage to Meeting Room**

Anyone utilizing the meeting room assumes all responsibility for damage or loss to Library's facilities, equipment and property. The individual signing the Meeting Room Use Agreement will be held responsible for compensating Warren County for any and all such damages or losses. Library facilities may not be used for any activity which has a high potential for damage to the building or danger or physical harm to the persons present.

### **Food & Drink in the Meeting Room**

Light refreshments, covered dish, and catered meal functions may be served in the meeting room. The group is responsible for leaving the meeting room and kitchenette area, if used, in the same clean and orderly condition it was found upon initially entering the facility. No alcoholic beverages are allowed in or on the Library premises. Groups or organizations will be held responsible for any damages, including cleaning of carpet, if stained.

The library is a tobacco-free building. Failure to comply may result in loss of meeting room privileges.

### **Meeting Room Equipment and Amenities**

The meeting room is equipped with tables, chairs, a podium, whiteboard, flip chart easel, TV, DVD player, videoconferencing equipment, and a kitchenette area for use. The library's laptop may be used upon request. The library does not provide supplies for these items.



## **Meeting Room Set Up & Closing**

Anyone reserving the meeting room will be responsible for setting up the space. Library staff are available to assist with accessing room equipment and amenities. The meeting room must be returned to its original condition. Groups may not store any meeting supplies at the library. Arrangements to use furniture or equipment other than library furniture or equipment should be made when the reservation is made. The meeting space must be secured upon leaving the premises.

## **Cancellation of Reservations**

Anyone canceling a reservation for use of the meeting room should notify the library immediately. Failure to notify the library staff of cancellations may result in denial of future use of the meeting room.

## **Loss of Privilege**

Further use of library meeting room may be denied at the request of the Library Director, with the approval of the Warren County Board of Commissioners or its designee, to anyone who has violated the policies and procedures related to the use of the meeting room of the Warren County Memorial Library.

## **Library Endorsement**

Permission to use the Warren County Memorial Library meeting space is not an endorsement of the group or the group's beliefs by the library, library staff, the Warren County Board of Commissioners, or any other agency or department of Warren County government.



## Library Meeting Room Schedule 2024

In order to ensure that your meetings are scheduled appropriately, we are asking organizations that request ongoing or perpetual reservations to submit this form on an annual basis. The dates are entered on a first come first serve basis.

NAME OF ORGANIZATION \_\_\_\_\_

Contact Person and Number \_\_\_\_\_

Please list each desired date below.

| <b>Month</b> | <b>Day</b> | <b>Time</b> |
|--------------|------------|-------------|
| January      |            |             |
|              |            |             |
| February     |            |             |
|              |            |             |
| March        |            |             |
|              |            |             |
| April        |            |             |
|              |            |             |
| May          |            |             |
|              |            |             |
| June         |            |             |
|              |            |             |
| July         |            |             |
|              |            |             |
| August       |            |             |
|              |            |             |
| September    |            |             |
|              |            |             |
| October      |            |             |
|              |            |             |
| November     |            |             |
|              |            |             |
| December     |            |             |
|              |            |             |

PLEASE RETURN TO: Warren County Memorial Library  
119 S. Front Street  
Warrenton, NC 27589



## Meeting Room Use Agreement

A completed application must be submitted for each date of use. Each application will be reviewed and the applicant will be contacted in regard to the application's status within 48 hrs. Reservation for the meeting room are not confirmed until the application has been approved. Programs are scheduled 30 minutes after opening and 30 minutes before closing unless arrangements are made with the Library Director.

Date \_\_\_\_\_

Three-day notice: Yes No

Date Needed \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Organization Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone(day) \_\_\_\_\_ Phone(evening) \_\_\_\_\_

Email Address \_\_\_\_\_

Approximate number of participants \_\_\_\_\_

Type of Activity \_\_\_\_\_

I accept full financial responsibility for the loss or damage to any equipment checked out or damage to the facility.

I have read and accept the use of terms outlined in the Meeting Room Policy.

In consideration of this agreement being accepted, and desiring to be legally bound to myself, my heirs, assigns, executors, and administrators, I/we hereby waive and release the County of Warren from responsibility for any injuries, physical or otherwise, received by any person in our group participating in activities in or on the Warren County Memorial Library premises.

Signature \_\_\_\_\_

After the meeting, please notify the library staff of the actual number of participants who attended the meeting.

Actual number of participants: \_\_\_\_\_

Employee's Initials \_\_\_\_\_



Equipment Request: Please arrive early to receive items reserved and/or technical assistance on the day of event. Please select **None** if you do not need any of the listed equipment.

### Equipment Request list

- None
- Library's Laptop
- Videoconferencing equipment
- Technical Assistance
- Library Display/Literature
- TV/DVD
- Microphone & Podium
- Whiteboard/Markers
- Table/Chair Set Up
- Kitchen



## Group Home Service Policy

A provisional resident card will be issued to those living in group homes under the following conditions:

- There must be a letter on file from the group home director stating that he/she will be responsible for all residents living in the group home who obtain library cards. The letter should include the names of residents authorized to borrow, the names of staff who are authorized to sign for residents, should be on letterhead stationery, and should include the following statement:

\_\_\_\_\_ Group Home, located at \_\_\_\_\_, is a group home and accepts responsibility for all library cards, books and any other library property borrowed by residents of the home. Contact person and phone number \_\_\_\_\_.

Letter should be signed by director/owner and dated.

- The director must have a library card.
- The group home resident must come in with an employee from the group home when he or she obtains his or her library card.
- The employee must have identification stating that he or she is an employee of the group home.
- The employee will sign for the resident with the understanding that the director is responsible and linked to the resident and the resident is linked to that group home "organization."
- A letter will be sent to the director of the group home each time a resident obtains a borrower's card.
- The resident of a group home will be issued either an adult or juvenile provisional resident card, depending on the age of the resident and, in the case of a resident who is 16 or older, the preference of the group home director.
- The owner is also responsible for ensuring the prompt payment of fees associated with lost or damaged items. There will be no waiver of fees.

All provisional card uses, other than stated above, falls under the circulation policy of the Warren County Memorial Library.





## Day Care Policy

A provisional group library card will be issued to the director under the following condition:

- There must be a letter on file from the Daycare center director stating he/she will be responsible for all material delivered to the center. The letter should include the name of the Daycare, the director signature and the letter should be on letterhead stationery, and include the following statement:
  - \_\_\_\_\_ Daycare, located at \_\_\_\_\_, is a daycare and accepts responsibility for all library books and any other library property delivered by the
  - Outreach Technician. Contact person and phone number \_\_\_\_\_
- The director must have a library card.
- The daycare center must have a minimum of five children in order to be eligible for children's services.
- The daycare center must be located in Warren County
- The Outreach Technician will deliver and pickup materials monthly at center.
- The Outreach Technician will provide story time by appointments only.
- The children attending the daycare are not allowed to take materials home.
- The director is responsible for all fees associated with lost or damaged materials.

All provisional card uses, other than stated above, falls under the circulation policy of the Warren County Memorial Library



## Homebound Delivery Services

Warren County Residents who are physically unable to visit the Warren County Memorial Library will be considered for Homebound Services. Homebound is defined as an inability to leave home or requiring a considerable effort by the individuals to leave home, such as relying on a wheelchair, cane or needing the assistance of another person. This definition generally applies to persons with short- or long-term disabilities.

### Short Term

Short Term is defined as a person who is limited to physical activity for less than six months and only leaves their home infrequently and for short durations.

### Long Term

Long Term is defined as a person who is limited to physical activity for more than six months or a person possessing progressively degenerative illness and only leaves the residence for medical purposes.

### Request Form

The homebound patron is required to complete the request form and any additional forms before services are provided.

### Library Card

The homebound patron must have a Warren County Memorial Library card before services are provided. It is the responsibility of the Outreach Technician to ensure that a patron has a borrower's record on file. If the requester does not have a borrower's record on file, the Outreach Librarian must follow all borrower provisions stated in the Warren County Memorial Library policy.

### Circulation Provisions

The homebound patron is subject to all provisional card use under the Material Circulation Policy.

### Fines & Fees

The homebound patron is subject to all provisional card use under the Replacement Cost Policy. If material is lost or damaged the homebound patron is responsible for payment of the items.



### **Scheduled Deliveries and Retrieval of Materials**

The Outreach Technician will deliver and retrieve material on a bi-weekly basis. It is the responsibility of the Technician to ensure all materials are retrieved. It is the responsibility of the homebound patron to notify the Outreach Technician if he or she will not be available for delivery or retrieval, and is responsible for renewing by phone or online.

### **Suspension of Services**

The Warren County Memorial Library reserves the right to suspend Homebound Services. It is the responsibility of the homebound patron to provide a safe environment for the Outreach Technician to deliver and retrieve material. The Outreach Technician reserves the right not to enter the home and leave the home immediately if a threat is present. The Outreach Technician has the right to recommend suspension of services for the following reasons:

- If animals are not confined and present a threat,
- Home is unsafe, unsanitary, or if there is not a clear and safe passage
- Patron is unruly, uses abusive, sexual or obscene language, or is not dressed appropriately (revealing attire)
- Patron presents a health threat; such as having an airborne disease

If the Outreach Technician recommends suspension, the Library Director will draft a letter within 10 business days stating the reason for the suspension. The suspension notification will be reviewed by the Library Board of Trustees at the next scheduled monthly meeting to determine if the patron services will resume or be cancelled indefinitely. The Library Director will send a letter to the homebound patron notifying them of the Library Board of Trustees' decision.

A person must meet the following criteria to qualify for homebound services:

- Be under the care of a physician due to surgery, injury or an acute illness
- Have a certificate of eligibility completed by a physician, or other professionals such as a social worker, physical therapist, or a homecare nurse.
- Be a homebound student as defined by the school system. The homebound student must submit a letterhead memo from the school stating he/she is homebound.
- Can only leave their home infrequently and for short durations. This includes residents of nursing and retirement homes.



## Homebound Request for Service Form

Patron's Name: \_\_\_\_\_

Patron's Card Number: \_\_\_\_\_

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

\_\_\_\_\_

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

Patron's Telephone Number \_\_\_\_\_

Emergency Contact Number \_\_\_\_\_

Please select the appropriate circumstance(s) which prevents your visitations to the Warren County Memorial Library.

- Short Term (a person who is under the care of a physician care due to surgery, injury or an acute illness for six months or less)
- Long-term illness or disability (a person who is under the care of physician due to surgery, injury for more than six months)
- Other circumstances not listed: please explain below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**WCML**

wcmllibrary.org  
252-257-4990



## Privacy Policy

### Purpose

The Warren County Memorial Library is committed to protecting the right to privacy for its patrons. This confidentiality extends to information received, materials borrowed, and other personally identifiable uses of library materials, facilities, or services. The Library Director is the final authority with regards to enforcing this policy.

### Policy Statement

The library will not share your personal information with any groups outside of Warren County Government. Any personal information you give us will only be used to provide or improve library services. The library follows North Carolina Statute 125-19 which requires all public libraries to guarantee the privacy of customer records.

### Your Account

Information about your library account is available only to you. If you would like to allow another person to use or check your account, be sure to give them your card.

### Parents & Children

Children's records are also protected. Parents or legal guardians may access or update the information on their child's library account, as long as they provide either their library card, their child's library card, or photo ID to prove their identity.

### Computer and Internet Access

**Public Computer Use:** The library does not collect information regarding public computer use aside from sign-in time and session length. Your browsing history and any files created or saved are erased after each session.

**Public Wireless Access:** When you use the library's wireless network, your computer's IP address is automatically recorded for statistical purposes. An IP address is a number that is assigned to a computer whenever it connects to a network. The library will not use this information to seek a profit. The library will not share this information with any third parties, except to carry out their duties as a part of the Warren County Government or follow legally-binding orders from law enforcement.

### Third-Party Resources

The library provides access to third-party websites and resources, which are not covered under this policy. Customers are encouraged to review the Privacy Policy for all third-party websites and resources before using them.

### Responsibility

The Library Director is the final authority with regard to enforcing this policy.



## Safe Child Policy

### Purpose

The Warren County Memorial Library welcomes children of all ages to use library materials and services. Our goal is to provide a safe and positive experience to all children when they are in the library. Library staff is available to nurture a child's love of reading, support learning, and assist their search for information. Library staff is not, however, responsible for a child's care and supervision while they are in the library.

### Supervision of Children

The responsibility for the care, safety and behavior of a child lies with their parent or caregiver. A caregiver is defined as an individual, at least 16 years of age, who acknowledges this responsibility for the child. Children under the age of 10 must be supervised by a parent or caregiver at all times while in the library. Supervision includes a parent or caregiver staying within earshot of the child and maintaining a clear line of sight. The only exception is when a child is attending a library program. In this instance the parent or caregiver must, however, remain in the library in case an emergency should arise.

In the event that a child under the age of 10 is left unsupervised, during normal library hours, a library staff member will make every effort to locate the child's parent or caregiver. If a parent or caregiver cannot be found within a reasonable amount of time, local law enforcement (911) will be contacted.

### Unattended Children at Closing Time

In the event that a child under the age of 16 is left at the library at the time of closing, a library staff member will make every effort to locate a parent or caregiver. Staff will offer the use of the phone to call a parent/caregiver. If a parent or caregiver has not arrived after 15 minutes, local law enforcement (911) will be notified. Two staff members will remain with the child at the library until authorities arrive. If law enforcement chooses to transport the child to the police department, a notice will be placed on the front door informing anyone looking for the child that he/she has been placed in the care of law enforcement officials. The following day it will be the responsibility of the library staff member in charge, from the previous day, to inform the library director of the above action. A letter will be sent to the parents or guardians explaining the library policy and procedures concerning minors left unattended at the library.

**Under no circumstances will library staff transport the child in their personal vehicles.**

**Personal vehicles may not be used as a place to wait for parent/guardian or police arrive.**





### **Conduct & Courtesy**

The library's Conduct and Courtesy policy applies to all patrons, regardless of age. Library staff will follow guidelines set by that policy to address any behavioral issues that may arise with children. Thank you for helping us make the library a safe and inviting environment for visitors of all ages.

### **Responsibility**

The Library Director is the final authority with regards to enforcing this policy.

**WARREN COUNTY LIABILITY RELEASE AGREEMENT**

12/04/2023

I, \_\_\_\_\_, desire to Volunteer/Intern office, field operations, and/or personnel. This may include operations which would require me to ride in vehicles operated by employees of Warren County.

I understand that my volunteer duties may expose me to the risk of injury to myself and to my property as a result of occurrences and events at the locations where I may be situated.

I hereby waive for myself, my heirs, executors, administrators, or assigns, any and all claims, demands, actions, or causes of action, against Warren County, its deputies, agents, and employees, of whatever kind or nature that may arise in any manner by reason of injury or damage to my person or property or both, while I am participating in this program.

I do hereby agree that I will not assert any claim or instigate any suit or action against Warren County, its deputies, agents, or employees, either directly or indirectly, for injury of any kind or any damages which may arise in any manner while I am participating in this program.

This Agreement shall hold Warren County, its deputies, agents, and employees harmless for any injury, including but not limited to, claims for wrongful death, arising any manner to me while participating in this experience.

I do hereby agree and understand that if I am authorized to participate in this program, my only capacity will be that of a volunteer. I understand that I am not permitted to take part in any action OR assist or perform any task or function unless specifically requested to do so by the Warren County personnel I am assigned to Volunteer/Intern with.

I certify that I have adequate insurance to cover any claim, injury, or damage that may occur while participating, or else I agree to cover the cost of such injury or damage. I further certify that I have no medical, physical, or mental condition which could interfere with my safety or the safety of others in this activity. I also certify that I have had sufficient opportunity to read this entire document. My signature on this document is completely voluntary, as is my participation in this program. I have read and understand this document, and I agree to be bound by its terms.

The undersigned agrees to maintain confidentiality with any and all information obtained or observed during the Program.

Signature of Volunteer/Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Volunteer/Intern: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**MEDICAL INFORMATION:**

Person to be Notified in Case of Injury/Illness: \_\_\_\_\_ Phone #: \_\_\_\_\_

List any medicines you are allergic to:  
\_\_\_\_\_

List any other allergies (bee stings, food, insect bites, etc.): \_\_\_\_\_

Nature of reactions: \_\_\_\_\_

List any medical concerns (i.e.: diabetes, heart conditions, existing injuries, etc.): \_\_\_\_\_

**INSURANCE INFORMATION:**

Warren County does not provide insurance for Volunteers/Interns. Therefore, it is each participant's responsibility to be covered by his/her own Hospitalization Policy.

Name of Insurance Company: \_\_\_\_\_ Policy or Certification #: \_\_\_\_\_

**PARENT/GUARDIAN SECTION**

12/04/2023

*("IF" VOLUNTEER/INTERN IS UNDER 18 YEARS OF AGE)*

Name of Volunteer/Intern: \_\_\_\_\_ Location: \_\_\_\_\_

I certify that my child is fully capable of participating as a Volunteer/Intern with Warren County Memorial Library and has my permission to participate. I have read and understand the Volunteer/Intern Policy.

As the Parent/Guardian of the above-mentioned Volunteer/Intern, I understand the purpose of the Volunteer/Intern requirements and hereby provide my consent. I give permission for myself and/or my child to be photographed while participating and/or attending an activity related to the Volunteer/Intern assignment. I understand that any photos may be used in future publicity. I understand that I must adhere to all of the information within this Volunteer/Intern Packet as well.

Signature(s) of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**EMERGENCY RELEASE WAIVER**

The undersigned Parent/Guardian of \_\_\_\_\_ hereby authorizes Warren County Memorial Library to provide and render necessary medical care and treatment of the aforesaid Volunteer/Intern or minor child, of any illness or injury, which may be suffered at any time while in its custody. It is understood that time permitting, specific permission of the Parent/Guardian will be secured in the event of any medical treatment or surgery is to be undertaken, but that, should an emergency arise, this authorization and consent authorizes the County to recommended treatment in such event. Also, I (We) hereby accept responsibility for any accident which may occur in connection with this activity, hold harmless the County of Warren, and all other parties involved in the promotion and/or conducting of the above activity As well, I (We) understand that Warren County Memorial Library provided NO medical insurance coverage or Worker's Compensation for this Volunteer/Intern activity.

Signature(s) of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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



## Volunteer Policy

### Statement

We appreciate our community's interest in helping the operations of Warren County Memorial Library on a volunteer basis. We have committed ourselves to the recruitment and training of volunteers solely on the basis of the individual's qualifications, without regard to race, color, religion, age, sex, disability, veteran status, or national origin in compliance with the Federal and State Equal Employment Laws.

### Volunteer Guidelines

In making an application for Warren County Memorial Library Volunteer/Intern Service, I understand and acknowledge the following information:

- Warren County Memorial Library cannot guarantee placement. The Library will, however, make every effort to match volunteer applicants to volunteer opportunities. Your application will be held in our active files for six months.
- Warren County Memorial Library (WCML) reserves the right to reject a candidate for any reason which the library, in its sole judgment, determines will or may affect the best interests of the Library. Furthermore, WCML reserves the right to withhold the reason(s) for such refusal.
- Some volunteer activities are inherently dangerous, or may involve the use of equipment or facilities which could be dangerous. No assurance is provided that volunteers will not be exposed to danger.
- WCML accepts the service of all volunteers with the understanding that such service is at the discretion of the library. Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library.
- Volunteers may at any time, for whatever reason, decide to sever the volunteer's relationship with the library. Notice of such a decision should be communicated as soon as possible to the Volunteer's Supervisor.
- A Volunteer Liability Release form and Volunteer Parent/Guardian Consent form must be filled out and authorized by the signature of a parent or legal guardian.
- Volunteers are required to comply with the departments policies and procedures.
- Volunteers are not authorized to drive a county vehicle nor shall a volunteer drive his/her own vehicle while performing volunteer duties for the county.

I have read and understand the above and have had the opportunity to ask questions, which if asked, were satisfactorily answered.

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_