

GREENLEE COUNTY LIBRARY SYSTEM LIBRARY OBJECTIVES

The general library objectives of the Greenlee County Library System shall be:

- To assemble, preserve and administer, in organized collections, books and related educational and recreational material in order to promote through guidance and stimulation the communication of ideas, an enlightened citizenship and enriched personal lives.
- To serve Greenlee County and adjacent area (Graham County & Virden NM) residents as a center of reliable information.
- To provide a place where inquiring minds may encounter the original, sometime unorthodox and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition in ideas.
- To support educational, civic and cultural activities of groups and organizations.
- To provide opportunity and encouragement for children, young adults, men and women to educate themselves continuously.
- To seek continually to identify community needs, to provide programs of service to meet such needs, and to cooperate with other organizations, agencies, and institutions which can provide programs or services to meet community needs.
- To provide opportunity for recreation through the use of literature, music, films and other art forms.

CONFIDENTIALITY OF LIBRARY RECORDS

All records of the Greenlee County Library System are confidential. They will not be released to anyone with the exception of a law enforcement officer producing a search warrant. Patrons should not feel coerced in any way but should feel free to read whatever they desire to read. “We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.” (ALA Code of Ethics, Article III)

CENSORSHIP/RECONSIDERATION OF LIBRARY MATERIALS

The Greenlee County Library System fully subscribes to the “Library Bill of Rights” of the American Library Association and the “Freedom to Read” statement prepared by the American Library Association and the American Book Publishers’ Council, both of which are attached to this document. (See appendices A & B)

A citizen objecting to a book or other material at the Library will be requested to complete a form, "Patron's Request for Reconsideration of Library Materials". (See appendix C)

The form will be reviewed by the Library Director or a substitute designated by the director and three members of the Greenlee County Library System Advisory Board. In the absence of a Library Director, the review will be made by four members of the Library Advisory Board. The review will be within seven working days if at all possible. Should a delay occur in the review process, the patron making the request will be notified of the delay and the reason thereof.

OVERDUE MATERIALS

The libraries in Greenlee County will share their overdue lists. A person who has overdue materials at any library will be considered overdue at all libraries in the county and will not be able to checkout any material until all obligations are met.

Greenlee County Library System does not charge daily fines.

Replacement value of materials which are lost, stolen or not returned will be charged.

Accounts more than one month overdue will be billed for the replacement cost of the overdue material and possible legal action may be taken.

Notification of Overdue Materials will consist at minimum of the following steps:

1. A phone call when materials are past due
2. Offer of one-time renewal of items by phone
3. Another phone call if past due issue has not been resolved
4. Letter listing overdue materials and their replacement value when items are one month overdue giving a deadline date to return or replace items. This letter will also notify patron of cancellation of all County Library privileges including e-Reader services and possible legal action. Other letters may be sent at the discretion of the librarian.
5. If replacement value of items is over \$150, notification will be sent to the County Attorney's Office for legal action.

LIBRARY ADVISORY BOARD

The Library Advisory Board (hereinafter "board") acts in an advisory capacity.

The Board shall consist of six members who shall be selected as follows:

- No more than two members from each supervisor district;
- All six members shall be selected by the Greenlee County Board of Supervisors;

- As new libraries are established, changes to membership shall be at the discretion of the Board of Supervisors.

Term: The members of the Board shall serve staggered terms. The initial board shall draw lots to determine the three members to serve a one-year term and those to serve a two-year term. From that point forward, all members appointed shall serve a two-year term.

- The office of Board member shall be honorary and without compensation.
- In the event of the resignation, death, or removal of any board member, the Board of Supervisors shall appoint a new member to serve for the remainder of the unexpired portion of the term vacated.
- If any member is absent for three (3) consecutive meetings, the Board of Supervisors declare the position vacant and a new member will be selected as directed in Section 1.
- Four members of the board constitute a quorum.

Organization Meetings and Officers: The Board shall meet for business purposes on the second Tuesday of every other month, and at such other times as needed. Regular meetings will be held alternating between the Duncan, and Clifton libraries.

Meeting notices and agendas will be posted at the County Courthouse in Clifton, the Clifton and Duncan Libraries and the Greenlee County Webpage.

Minutes of the meetings shall be kept and submitted to the Board of Supervisors.

The Board shall elect a president, vice-president, and secretary who shall serve for a one-year term. Election of officers shall be held at the January meeting each year.

A board member may allow another to vote for them by proxy if proxy permission is given in writing within one week of a scheduled meeting. Proxy voting shall not be allowed for more than two consecutive board meetings.

The Board shall have the following powers and duties:

- To advise the Board of Supervisors on matters relating to the oversight and distribution of the state grant-in-aid and the provisions of library services to county residents.
- Make and enforce all rules, regulations, and by-laws necessary for the administration and oversight of the state grant and other funding for the libraries under the control of the board of supervisors.
- Purchase necessary books, journals, publications and other personal property as needed for library operation.

- To receive, accept and acquire by gift or bequest real and personal property in the name of the Greenlee County Library System for library purposes subject to the terms of the gift.
- Work with all the librarians in the county system in the development of a short term and long term plans for the provision of library services countywide.
- Work in concert with the local librarians within the system in the development of the budget for the state grant-in-aid and other funding received.

STANDARDS OF ACCEPTABLE BEHAVIOR AND CONDUCT OF LIBRARY PATRONS

- Do not disturb the enjoyment of the library by others, by unreasonable or excessive noise or by distracting activity or actions of any kind including solicitations of any kind.
- Do not damage, mutilate, deface or destroy any library materials, equipment or property.
- Do not smoke tobacco or any other material or use any smokeless tobacco while in the library.
- Do not consume food or beverages in the public service areas of the library.
- Do not bring firearms, illegal substances, weapons, bicycles, skateboards or roller skates into the library.
- Do not bring animals into the library. This does not apply to those trained to assist physically challenged people.
- Supervise the small children for whom you are responsible when they are in the library and insure that they comply with these Rules and Regulations.
- In the event that one or more of these Rules and Regulations is violated by a patron, the library director, or designee shall have the authority to take whatever action is deemed reasonably necessary under the circumstances, including calling the police, limiting, suspending or canceling the patron's library privileges.

INTERLIBRARY LOANS

Interlibrary loans will be handled according to the Rules and Regulations of the Arizona Network (AZNET).

There will be no charge for interlibrary loans made by this library. If there is a charge by the lending library, they may be passed on to the borrowing patron.

The patron will be notified in advance of any charges and given the opportunity to refuse the material before shipment, if possible.

PERSONNEL – COUNTY LIBRARIAN

The Board of Supervisors shall appoint a County Librarian who shall serve as an ex-officio member of the Library Advisory Board.

The position of County Librarian is an at-will position and is compensated.

Expenses relating to the duties may be reimbursed through the state grant-in-aid or other available funding upon approval of the board and in accordance with the rules and regulation governing the grant.

USE OF AND LIMITATIONS OF USE OF LIBRARY

The libraries will serve all residents of Greenlee County and adjacent area (Graham County and Virden, NM). Service will not be denied or abridged because of religious, racial, social, economic, or political status. Persons residing outside of the geographical area but owning property, working or attending an educational institution in the area are considered residents. Non-residents may be required to make a deposit and/or to pay a fee of \$10.00 to obtain a library card to be used for the borrowing of materials. This fee is at the discretion of the librarian. No fee will be charged for materials loaned through the Interlibrary Loan system.

The use of the libraries or its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public whose demands for staff time, available materials, or space would prohibit attention and service to other individuals or groups.

The use of the libraries or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.

SERVICES OF THE LIBRARY

The libraries will select from the mass of available materials, and organize for easy access, those books and materials which best meet the needs of the community.

The libraries staff will provide guidance and assistance for people to obtain the information they seek as recorded in print, audio-visual and computer resources.

The libraries will provide information and materials to help patrons to:

- Equip themselves for efficient activities in useful occupations and practical affairs, including vocational information, parent and home education, child care, nutrition, physical health, emotional stability and growth, budgeting and consumer information and specialized business, industrial and agricultural information.
- Increase competence to form sound judgments on public problems and to encourage expression of their opinions and to act according to their judgment.
- Increase understanding and appreciation of literature, the arts, sciences and political and natural world.
- Promote personal and social well-being and develop creative and spiritual capacities.
- The libraries will initiate programs, exhibits, book lists, etc., to stimulate the use of library materials for the enlightenment of people of all ages.

The libraries will cooperate with other community agencies and organizations to:

- Determine and meet the educational needs of the community.
- Help them with their programs through such services as programs, planners' clinics, discussion leadership training, special bibliographies, materials and exhibits.

The libraries accept a responsibility for securing information beyond its own resources by:

- Collecting information about, and listing for referral, resources of agencies, institutions, organizations, and individuals in and beyond the community.
- Borrowing for patrons with serious interests, materials which are not owned by the library and which cannot be purchased or materials for which the demand does not justify purchase.
- Lending to other libraries materials which are requested for patrons with serious interests which are not available in the borrowing library. Patrons of this library have a priority in the use of materials.
- Endeavoring to maintain a balance in its services to men, women, young adults and children. The public library will cooperate with, but cannot perform the functions of school or other institutional libraries which are designed to meet curricular needs.
- Providing library services during the hours which best meet the needs of the community and through service outlets located at points of maximum convenience to the public.
- Periodically reviewing library services to determine whether the needs of the community indicate that present services should be discontinued or other services should be added.
- Providing Reference Services to patrons by telephone. Said services shall not interfere with service to in-house patrons. The request will be taken and the call will be returned as soon as possible. Telephone Reference Services shall not exceed 15 minutes of staff time.

MATERIALS SELECTION

The libraries will provide any materials which help to meet its objectives. Materials may include: Books, periodicals, pamphlets, newspapers, pictures, slides, films, music scores, maps, e-Reader services, recordings and microforms.

Materials acquired will meet high standards of quality in content, expression, and format.

The libraries will keep informed of other publicly available resources of books and other materials in the area to avoid unnecessary duplication.

The libraries will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools and by institutions of higher learning. The public library has materials for self-study, but is not primarily designed to furnish reading required for academic study.

All materials will be lent for home use under library regulations and procedure except those which are in special demand and cannot be duplicated, including rare and fragile items, or those which are prohibitively expensive.

As a responsibility of library service, books and other reading material selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should any book be excluded because of the race or nationality, or the political or religious views of the writer.

There should be the fullest practicable provisions of material presenting all points of view concerning the problems and issues of our times, international, national, and local; and books or other reading matter of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.

Censorship of books, urged or practiced by volunteer arbiters or morals or political opinion or by organizations which would establish a coercive concept of Americanism, must be challenged by libraries in maintenance of their responsibility to provide public information and enlightenment through the recorded word.

Libraries should enlist the cooperation of allied groups in the field of science, of education, and of book publishing in resisting all abridgment of the free access to ideas and full freedom of expression that are the tradition and heritage of Americans.

As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members.

Materials which are no longer useful in the light of stated objectives of the library will be systematically weeded from the collection according to accepted professional practices.

GIFTS

Within the provisions of the state laws, the library adopts the following policies:

- Books, personal property, art objects, portraits, antiques, and other museum objects will be accepted on the condition that the librarian has the authority to make whatever disposition he or she deems advisable using the policy on library materials selection.
- Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Advisory Board and to the governing bodies involved.
- The library will not accept for deposit materials which are not outright gifts.

CIRCULATION

Adult library cards will be issued to those who have reached age 18.

Juvenile library cards will be issued at the librarian's discretion. The application must be signed by a parent or guardian who will be responsible for all materials checked out on the card.

Period of loan is two (2) weeks for all items. This loan period may be changed at the discretion of the librarian at each individual county library. This policy will apply to all patrons at that library and will be noted when a new library card is issued.

Lost material is charged at replacement cost.

COOPERATION WITH OTHER LIBRARIES

The libraries recognize that no single library can meet all demands in its community. Libraries in different political subdivisions working together, sharing their services and resources, can meet more nearly the full needs of their users.

The Advisory Board and the librarians will be alert to opportunities of cooperation with other libraries, to strengthen the services and resources of the libraries within the system.

PUBLIC RELATIONS

Some of the primary public relations goals of the libraries are:

- Understanding the libraries' objectives and services by governing officials, by civic leaders, and by the general public.
- Actively participating in the varied services offered by the library to people of all ages.

The Advisory Board recognizes that public relations involve every person who has any connection with the library. The board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

The librarian and professional staff within the Greenlee County Library System will be expected to make presentations and to participate in community activities. A reasonable amount of library time will be allowed for staff members to prepare. Materials to be used by press, radio, or television will be approved by the director or in the absence of the director by the Advisory Board officers.

Adopted 7/06

Amended 1/2014

Approved by Board of Supervisors 1/2014

Clifton Public Library Computer/Internet Use Policy

The internet can be used for informational, educational, and recreational purposes. It can take you outside library walls and into an electronic world of information with all the excitement and risks of the world at large. The Clifton Public Library offers access to the internet as a free service to its patrons. The Library, in compliance with the Children's Internet Protection Act, does filter access to the internet.

Much of the information you find may be valuable, but not all internet resources are reliable, current or accurate. You may find opinions, ideas, and images, which are controversial, divergent, inflammatory, and offensive. By providing access, the library does not endorse or sanction the content or point of view of information or commentary found on the internet.

The library wishes to make the internet and all computer resources available to anyone who respects the rights and property of others, including the library, and who abides by these policies. The library and internet users must be mindful and respectful of the rights of other patrons (particularly children) not to be inadvertently exposed to material and images they (or their parents) may find personally unsuitable. In fact, the library and internet users are obligated to comply with federal and state laws; ARS 13-3501, and 13-3507; regarding the use of computer resources in the prevention of exposure to certain explicit images and material.

Any information that you enter into the internet can be read by other people and the internet sites you access can be tracked by other people. The library is not responsible for loss of privacy, damages or loss of information caused by use of the internet services and does not ensure your confidentiality.

Use of the library's computers shall be consistent with its goals, policies, and procedures, and with applicable local, state, federal, and international laws. Users of the library's computers shall not interfere with the operations, integrity, or security of those systems, nor otherwise inhibit normal library activities.

The Clifton Library reserves the right to alter the provisions of this policy and to change the conditions of use of its electronic information systems, in accordance with its mission. The library reserves the right to terminate or change, without notice, the nature of access to specific electronic resources, in accordance with its mission.

Users who access the internet at the Clifton Public Library are required to conduct themselves in an ethical and legal manner. It is the responsibility of each user to be guided by the following principles.

Conditions of Use:

- ❖ Children 12 and under must be accompanied by a parent or legal guardian to access the internet. Children age 13-17 must have a parent or legal guardian's signature on file at the library before accessing the internet. Parent or guardians are responsible for the Internet information selected and/or accessed by their children.
- ❖ Respect for the privacy and sensibilities of other users.
- ❖ In accordance with US Law (US Code, Title 17) users shall not reproduce or distribute copyrighted materials without the permission of the copyright holder. Users of the Library

- ❖ computer terminals are solely responsible for use of material that may constitute copyright infringement.
- ❖ Users shall not attempt to upload, install, set up, run, or execute any program or software not authorized by the library on any of the library's electronic information systems.
- ❖ Users shall not access or communicate through any form of chatroom or chat lines.
- ❖ Users shall refrain from violating local, state, (ARS 13-3501, 13-3506, 13-3507) and federal laws and regulations regarding the access, display or transmission of explicit sexual materials.
- ❖ Users shall refrain from violating local, state (ARS 13-3707) and federal laws regarding telecommunications fraud.
- ❖ Users shall have access to the library's electronic systems on a first come, first serve basis.
- ❖ Users shall limit their use of the library's electronic systems if other users are waiting for access to those systems. No single user shall use the system for more that 30 minutes if others are waiting to use them.

The Following are unacceptable use violations:

- ❖ Damaging, destroying, or altering, without authorization, any computer or electronic equipment, software, or data belonging to the library, other persons, or other organizations. Arizona Law (ARS 13-2316)
- ❖ Violating the terms of the licenses under which the library offers the use of software and data.
- ❖ Using the internet for illegal activity. Using the library's electronic systems to display explicit sexual material. (ARS 13-3501, 13-3506, 13-3507)
- ❖ Gambling on the internet.
- ❖ Wasting finite resources. (This includes printing excessive amounts of information).

Users who violate The Clifton Public Library's ethical use or legal use policies, or who refuse to comply with the conditions of use will be asked to leave the library, and may lose library privileges. Users who employ the library's electronic information systems to commit illegal acts may also be subject to prosecution by local, state, or federal authorities.

Wi-Fi Use

The Library's wireless network is not secure, and the Library cannot guarantee the safety of your traffic across its wireless network. The Library assumes no responsibility for the configurations, security or files on your device resulting from connection to the Library's network. Information sent to or from your device can be captured by anyone else with a wireless device and appropriate software. The Library is not able to provide technical assistance. If you need assistance, contact the manufacturer of your laptop or software. The Library is not responsible for any changes you make to your computer's settings.

Hours of Wi-Fi accessibility is at the discretion of the Library Director. For operational reasons, we may have to: interrupt the service; change the code or access numbers; or make minor changes to certain technical specifications. There may be time limits associated with access and access may be suspended at any time; access to the library's wireless network is not guaranteed.