Blanche R. Solomon Memorial Library Policy

1. General Library Objectives

The general library objectives of the Blanche R. Solomon Memorial shall be:

* 1. To assemble, preserve and administer, in organized collections, books and related educational and recreation material in order to promote, through guidance and stimulation the communication of ideas, am enlightened citizenship and enriched personal lives.
	2. To serve the community as a center of reliable information.
	3. To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition in ideas.
	4. To support educational, civic, and cultural activities of groups and organizations.
	5. To provide opportunity and encouragement for children, young people, men and women to educate themselves continuously.
	6. To continually seek 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 of services to meet community needs.
	7. To provide opportunity for recreation through the use of literature, music as funds allow.
1. Who may use the Library:
	1. The library will serve all residents of the community. 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 or attending local schools or employed in Headland area shall be considered residents.
		1. Out-of-county residents (patrons who do not reside in Henry County) may be eligible for a library card through an annual subscription cost of $10 as of March 2022.
	2. The use of the library or its services may be denied for due cause. Such cause may be the failure to return books or to pay penalties, destruction of library property, disturbance of other library patrons, not dressing according to library dress code which states shirts and shoes have to be worn, revealing clothing which will be distracting to other library patrons are forbidden or any other objectionable conduct on library premises.
	3. Overdue fines rate is five cents per book, one dollar per DVD per day after the due date.
	4. Verification of name and address has to be furnished before a library card is issued.
2. Services of the Library
	1. The library will select from a mass of available materials, books and other materials to best meet the needs of the community.
	2. The library staff will provide guidance and assistance for people to obtain the information they seek as recorded in print or other non-print sources.
	3. The library will cooperate with available resources to avail the user of information by borrowing from other libraries
		1. Through inter-library loan
	4. The library will lend to other libraries materials which are requested for patrons which are not available in the borrowing library. Patrons in this library will have a priority in the use of materials.
	5. The library will observe the following schedule: open Monday from 12:00 until 7:00, Tuesday, Wednesday, Thursday, and Friday from 9:00 until 5:00, and closed on Saturday and Sunday. Notice of closing on holidays will be posted in advance on all social platforms, as well as advertised in-house.
	6. Minors’ library cards will be issued for children ages 4-17 with adults filling our registration form.
		1. Emancipated minors can apply for a card with proof of emancipation.
3. Library Materials and Collection Development
	1. The library will provide any material which helps to meet its objectives in keeping with available funds. These materials may include books, Ebooks, periodicals, pamphlets, newspapers, pictures, slides, films, music scores, maps, audio visual recording, microforms and other formats. Weeding from time to time can and will occur to maintain a collection of merit. Old, unused, damaged, and out-of-date materials will be weeded. Collection will be evaluated by comparing it to professionally accepted lists of recommended basic materials. Thereby a collection of merit will be built by adding to specific identified subject areas.
	2. All materials except those which are in special demand cannot be duplicated, including rare and fragile items, will be lent for home use under library regulations and procedures.
	3. The adult and children collections, including reference collection shall be evaluated, weeded and new purchases recommended by librarian. Areas to be evaluated will be weeded by first shelf-reading to be sure materials are in order. Weeding will be done according to the CREW Method, revised and updated by Jeannette Larson in 2012. After weeding in the section, books in all categories should be compared to a list of Standard Sources. Those materials on the list of Standard Sources shall be compared to the existing collection to determine gaps, weaknesses and important works missing from the collection. Priorities shall be set for selecting and replacement of materials, and weak areas of the collection. Items currently in print shall be selected for purchase. Selection shall be done carefully, and at the discretion of the librarian.

The library subscribes to the Library Bill of Rights of the American Library Association which affirms its belief in the following basic policies:

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

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

 Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of “age” reaffirmed January 23, 1996.

* 1. The library also subscribes to the Freedom to Read Statement prepared by the American Library Association and the American Book Publisher’s Council.
1. Physical Facilities
	1. The Board of Trustees accepts the responsibility to see that the public library building facilities are provided which will adequately meet the physical requirements of modern, aggressive library service.
		1. The Board of Trustees will acquire sites and/ or new buildings only after a service program has been adopted and the librarian or a consulting librarian has written an outline of the community library’s needs.
		2. The Board of Trustees accepts the responsibility to secure the funds for needed facilities.
		3. The librarian, the architect, and the Board of Trustees as a planning team, with the assistance of consultants, will endeavor to plan facilities to meet the recognized standards and the needs of the community.
		4. A charge of $25.00 will be requested of anyone using the meeting room for after hours rental, with the exception of civic or non-profit organizations. A responsibility form is to be signed and room is to be left in the same order it was found in.
			1. Please refer to the Meeting Room Policy for further information
2. Gifts
	1. Within the provisions of the state laws, the Board of Trustees adopts the following policies:
		1. Books and other materials will be accepted on the condition that the librarian has the authority to make whatever disposition he/ she deems advisable.
		2. Gifts[[1]](#footnote-0) or money, real property, and or stock will be accepted if conditions are attached thereto are acceptable to the Board of Trustees.
		3. Personal property, portraits, antiques, and other museum objects will not be accepted.
		4. The library will not accept deposit materials which are not outright gifts.
3. Public Relations
	1. Some of the primary public relation goals of the library are:
		1. Understanding the library’s objectives and services by governing officials, by civic leaders, and by the general public.
		2. Active participation in the varied services offered by the library to people of all ages.
	2. The board recognizes that the public relations involves 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.
	3. The librarian and staff will be expected to make talks and to participate in community activities. A reasonable amount of library time will be allowed for staff members for preparation and speaking.
4. Personnel Policies
	1. Persons seeking employment must make a written application, preferably on forms adopted by the city. All staff members will be hired on a six month probation. Selection of the library director will be made by the local board, subject to approval of the administrator. Staff members will be hired by the library director and board members.
	2. Staff members should give written resignation to the library director. Resignation of the library director should be given to the local board, mayor with a copy sent to the administrator. The library director may recommend to the local board the termination of any employee or the employment of prospective staff. Termination of an employee’s service by the local board for any reason must be in writing with reasons clearly shown and a copy sent to the administrator. Two week’s written notice must be given for termination or resignation. A staff member, upon termination, shall receive terminal vacation. Staff members are required to attend the quarterly staff workshop meetings. Unauthorized absences from any such meetings shall be subject to discipling action, including loss of vacation time.
	3. All full-time and regular personnel shall be given twelve days one (1) day per month, sick leave per year. Sick leave may accumulate to one hundred twenty days. (This does not include part-time workers) Sick leave cannot be used for vacation purposes.
	4. City employees who have been in continuous employment of the city for twelve months or longer shall be entitled to ten (10) vacation days (8 hours per day) each year with pay; those who have been in continuous employment of the city for ten years shall be entitled to fifteen (15) vacation days (8 hours per day) with pay each year and those employed after 20 years of continuous service receive twenty (20) vacation days (8 hours per day) each year. Vacations shall be taken at the time when their absence shall not hinder the progress of the library programs. Attendance of staff members at a meeting called by the Alabama Public Library Service, Regional Administrator, or meetings of professional library associations shall be considered as time engaged in employment on the regular salary basis.
	5. Holidays shall be taken as directed by the Mayor and City Council.

Adopted: 1974

Revised: June 3, 2022

1. Dictionary definition of a gift is something that is voluntarily transferred by one person to another without compensation”. A gift is a transfer that is motivated by a detached or disinterested generosity or out of affection, respect, admiration, charity, or similar impulses.

Gifts are irrevocable. The donor may specify the general use of the gift, but have no ties to the gift after the transaction has occurred. [↑](#footnote-ref-0)