

CVRL POLICY MANUAL
TABLE OF CONTENTS

1. ABOUT THE LIBRARY	1
1.1. Vision Statement	1
1.2. Mission Statement	1
2. EXTERNAL POLICIES	2
2.1. Public Service Policies	2
2.1.1. Eligibility for Use	2
2.1.2. Circulation	3
2.1.3. Reservations.....	3
2.1.4. Overdues	3
2.1.5. Lost or Damaged Materials.....	4
2.1.6. Miscellaneous Fines.....	4
2.1.7. Suspension of Cards.....	4
2.1.8. Interlibrary Loans.....	6
2.1.9. Audio-visual Services.....	8
2.1.10. Photocopying and Copyright	8
2.1.11. Reference Services.....	8
2.1.12. Confidentiality of Records.....	9
2.1.12.1. Patron Records Retention Policy	9
2.1.13. Complaints.....	9
2.1.14. Programs.....	9
2.1.15. Special Collections.....	9
2.1.16. Rules of Patron Conduct	10
2.1.17. Meeting Rooms.....	12
2.1.18. Hours of Service	12
2.1.19. Internet and Electronic Resources Access Policy	13
2.1.19.1. Acceptable Use Policy (AUP) for the Internet	13
2.1.19.2. Patron Monitoring and Disclosure Policy	15
2.1.20. Children in the Library	16
2.1.21. Public Relations Policies	17

2.1.22.	Volunteers.....	17
2.1.23.	The Friends.....	18
2.1.24.	Cooperation with Other Libraries and Groups	18
2.1.25.	Relations with Schools	19
3.	INTERNAL POLICIES	20
3.1.	General Management Policies.....	20
3.2.	Physical Facilities Policies	20
3.2.1.	Ownership.....	20
3.2.2.	Insurance	21
3.2.3.	Maintenance	22
3.2.4.	Inventory and Use of Equipment.....	22
3.2.5.	Provisions for Individuals with Disabilities	22
3.2.6.	Bulletin Boards and Distribution of Free Materials	22
3.2.7.	Disaster Recovery Plan.....	23
3.3.	Trustee Policies.....	23
3.4.	Collection Development Policies	24
3.4.1.	Collection Development Goals	24
3.4.2.	Responsibility for Selection	24
3.4.3.	Criteria for Selection and Quality of Materials.....	25
3.4.4.	Type and Formats Collected	26
3.4.5.	Audio-visual Collection.....	26
3.4.6.	Scope and Emphasis of the Collection.....	27
3.4.7.	Duplication of Materials	27
3.4.8.	Collection Development and Access Statements for Children, Young Adults, and Adults	27
3.4.9.	Special Collections.....	28
3.4.9.1.	The Madden-Clark-McKnight Afro-American Collection	28
3.4.9.2.	Genealogy-Virginia History	28
3.4.10.	Updating of Collections	28
3.4.11.	Censorship	28
3.4.12.	The Freedom to Read and the Freedom to View Statements.....	28
3.5.	Gifts	29
3.6.	Inclement Weather.....	29

APPENDICES

Appendix A. Request for Reconsideration of Materials Form

Appendix B. American Library Association's (ALA) Bill of Rights

Appendix C. Freedom to Read Statement

Appendix D. The Freedom to View Statement

Appendix E. Central Virginia Regional Library Director/Manager Absence Plan

UPDATE SUMMARIES

Entire Manual Updated September 16, 2008—Final Update Adopted by CVRL November 18, 2008

CIPA Permission Forms July 1, 2009

CIPA Language as Corrected May 17, 2011

CIPA Language Modified September 17, 2013

Rules of Patron Conduct approved by CVRL Board Sept. 15, 2009

Freedom to View and Read Statements approved by CVRL Board Jan. 15, 2013

Vision and Mission Statements approved by CVRL Board May 20, 2014

DVD Circulation Period Increased approved by CVRL Board May 19, 2015

CVRL Director/Manager Absence Plan approved by CVRL Board September 15, 2015

Eligibility for Use Language approved by CVRL Board January 19, 2016

BCPL Hours Changed May 17, 2016

Circulation 2.1.2 – 2.1.5 approved by CVRL Board on January 16, 2018

Hours Changed-both libraries, section 2.1.18 approved by CVRL Board on May 15, 2018

Farmville Hours Upcoming Change Effective 7/1/19, section 2.1.18 approved by CVRL Board 3-19-19

1. ABOUT THE LIBRARY

1.1. Vision Statement

The Central Virginia Regional Library will:

Be an integral part of our community and an essential contact for all area residents, agencies, community organizations, and businesses in need of information.

Act as a gateway to global resources.

Support the interests of children and adults through the provision of materials for recreation, education, and information.

Offer a wide range of services and programs for a variety of ages and audiences.

Provide information and resources efficiently, accurately and in formats preferred by our customers.

Offer outstanding customer service.

1.2. Mission Statement

The mission of the Central Virginia Regional Library is to serve as a lifelong learning resource by providing access to information and assisting in its use for personal and community development. The library will meet informational needs and assist with educational, civic, and cultural activities using resources, classes and programs.

2. EXTERNAL POLICIES

2.1. Public Service Policies

2.1.1. Eligibility for Use

Anyone who lives, works, or owns property in Buckingham County, Prince Edward County or the Town of Farmville or any adjacent county is eligible for a borrower's card.

A current picture identification (such as a driver's license or a government issued ID card) and proof of address is required to obtain a library card or to change the address on an existing one. If the picture ID does not include the person's current address, a second document, with the customer's name and current address, must be presented. This may be a piece of mail that has been sent through the U. S. Postal System, a pay stub, lease, deposit slip, check, etc.

On the library card application, the applicant must:

- Provide his or her full, legal name and address
- Include the driver's license number if the applicant has one

Juvenile Applicants:

1. There is no minimum age requirement to receive a library card.
2. A child under the age of 18 must state their date of birth and must have their application signed by a parent or LEGAL guardian who agrees to take financial responsibility for all items checked out and any overdue/lost charges.
3. Parents or guardians are responsible for determining the suitability of library items for their children.

Examples of Accepted Forms of Photo ID

- Government issued photo ID
- School ID
- Passport
- Military ID
- Warehouse membership card

Examples of Accepted Forms of Proof of Address

- Utility bill
- Financial/Tax statements
- Vehicle registration
- Mail post marked within 30 days
- Typed lease/rental agreement
- Business license

CVRL Board Approved, January 19, 2016

2.1.2.Circulation

Most library materials circulate for a three-week loan period. Three week loans apply to all children's books, all audiocassettes, and back issues of magazines, as well as most adult books.

Materials can be renewed either by phone, online, or at the library for an additional three weeks if no other person has reserved the item. There is a maximum of one renewal allowed for an item (a total borrowing time of six weeks); however, renewing an overdue item does not erase any accrued fine.

Certain new books, because of their higher demand, circulate for a one week period and may be renewed for an additional week if no other patron has the item on reserve.

DVDs have a circulation period of one week. They may be renewed and reserved just like most other items. There is a maximum of one renewal allowed for a DVD (a total borrowing time of two weeks). Anyone under the age of eighteen must have permission from their parent or guardian to check out DVDs (permission is granted or denied on the registration form for the child's library card).

First-time borrowers may check out up to three items. After they return those items, there is no limit on how many books, CDs, or magazines that may be checked out. There is a limit of four DVDs per person. Library staff may restrict the number of items check out on one subject.

Books and materials designated "Reference" and current issues of periodicals do not circulate.

2.1.3.Reservations

Any item that circulates may be reserved. When the item is available, the library will contact the person requesting it. If the item is not picked up within one week after the person is notified, the reserve will be cancelled.

When a title has more than one person waiting for it, requests will be honored in the order of the date requested.

2.1.4.Overdues

Items are considered due by the closing time of the library on the due date. All items have a one day grace period with no fines charged. Fines will be assessed against the cardholder for any item not returned by the closing time on the date after the due date – this assessment will include fines for the first day the item was overdue. The library will send

out reminder notices when items are overdue; however, prompt return is the responsibility of the borrower whether notices are received or not.

Overdue fines for all materials except videocassettes or DVDs are \$.10 (ten cents) per item per day, to a maximum fine of \$2.00 per item. Returning overdue books stops the daily increase in the fine, whether the patron pays the fine at that time or not.

Overdue fines for videocassettes and DVDs are \$.50 (fifty cents) per day per item, with a maximum of \$4.00 per item.

2.1.5.Lost or Damaged Materials

When library materials are lost or damaged beyond use, the patron checking out the materials will be charged for the value of the materials. Any item that is overdue for six weeks is considered lost and must be paid for before borrowing privileges are restored. The charge for any cataloged item will be a minimum of \$15 or the purchase price of the item, whichever is higher. Parents are responsible for the loss or damage to materials checked out on their children's cards.

In response to extraordinary and/or catastrophic circumstances that prevent a patron from returning materials on time or at all, a library manager may waive overdue fines/charges.

Section 2.1.2 through 2.1.5 approved by CVRL Board 01/16/18

2.1.6.Miscellaneous Fines

A fine of \$1.00 will be assessed for any of the following:

- A. Returning items in damaged but repairable condition.
- B. Losing or damaging a videocassette case, audiocassette case or audiocassette hang-up bag or DVD or CD case.
- C. Replacing a lost card.

2.1.7.Suspension of Cards

Any of the following circumstances may result in suspension of borrowing privileges:

- A. Library materials more than six weeks late.
- B. Accrued unpaid fines totaling \$5.00 or more.

- C. Misuse of library privileges, such as continuing damage to books or chronic overdue materials.
- D. Mail addressed to cardholder is returned by the post office as undeliverable.

Borrowing privileges will be restored when the problem is corrected.

2.1.8. Interlibrary Loans

Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library for a patron. Through interlibrary loan, patrons can access materials from other libraries in Virginia and from other national and international OCLC participating libraries. The requested materials will be sent to the branch of the library where the patron placed the request for checkout.

The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. The library will check both branch collections before requesting items from libraries out of the system.

This service is offered to all patrons holding a valid Central Virginia Regional Library card. Patron's accounts must be in good standing to participate in interlibrary loan.

Patrons may place a request by filling out a form at the service desk or by phone. When placing a request, a patron will need to provide as much information as possible about the item to be requested, along with their name and phone number.

There is no fee for borrowing materials from one branch to another of the library system. For loans outside the system, the library will charge the patron any fees and postage costs incurred.

Request for ILL will be processed promptly by the library staff, but the turnaround time varies depending upon the lending library and the status of the materials requested. Patrons will be notified by phone when materials arrive or if the library is unable to obtain an item.

Because the materials borrowed belong to another library, we must observe any rules or restrictions imposed by the lending library. Borrowers should be aware that many libraries will not lend audio-visual materials, reference materials, books in current and/or high demand, or rare and fragile materials. The loan period and renewal options are determined by the lending library. The library will strictly observe any conditions for use of loaned materials that are imposed by the lending library (e.g., short loan period, in library use only, no renewals).

When materials arrive, the library staff will call the patron. After the patron has been contacted, the patron will have 5 days to pick up the material before it is sent back to the lending library. Patrons who do not pick up out-of-system interlibrary books will be assessed the costs of any fees and postage, which will be added as a fine to their card.

To renew an item obtained from outside the system, please contact the Library at least three weekdays prior to the due date. The staff will attempt to renew the item and notify the

patron if the item may or may not be renewed. Renewals are at the sole discretion of the lending library and cannot be guaranteed.

It is the responsibility of the patron to return the item in a timely fashion. If an item is lost or damaged, the patron is responsible for the cost of the item and any processing fees charged by the lending library. Patrons who consistently abuse interlibrary loan borrowing privileges are subject to suspension of their library cards (see Section 1.1.7 of this manual).

2.1.9. Audio-visual Services

The library has in its collection audio and video materials for both children and adults. Audio materials circulate on the same terms as print materials. Video materials check out for a three-day period, with a limit of two per adult card at a time.

2.1.10. Photocopying and Copyright

Copiers at both libraries are available for the convenience of patrons. Cost of copies and restrictions on use will be determined by the local library board and clearly posted at the copier.

Copies are assumed to be for personal use only. Compliance with copyright laws is the responsibility of the patron making the copies.

2.1.11. Reference Services

The library maintains a core collection of reference materials for patrons' use. In addition, the library staff will gladly assist with individual reference needs. Assistance is not limited to designated reference materials but may involve any materials in the library. Information needs which cannot be met with the library's resources may result in an interlibrary loan request or referral to another agency for assistance.

Staff members shall assist with telephone reference questions if the answer is readily found in basic reference works; however, more involved questions are better handled during a personal visit.

Staff members will not interpret legal materials or medical information or provide advice in areas of law, copyright, or consumer information.

School children seeking help with research assignments are welcome in the library. It is expected that the student will come to the library personally to consult with a staff member.

2.1.12. Confidentiality of Records

Records of library patrons, including but not limited to names, addresses, and individual borrowing records, are confidential information and will not be released to any outside party without a court order.

2.1.12.1. Patron Records Retention Policy

Patrons' records of materials checked out, or computer or other resources used, will be maintained only for that length of time necessary to meet the administrative needs of the library system. These needs include the safe, timely return of borrowed materials and compilation of statistical information for reporting and planning purposes. Once the library's administrative needs have been met, that part of the data identifying individual patrons will be deleted or destroyed.

2.1.13. Complaints

Complaints about the library, its services, policies, or their application should be directed to the local Branch Manager at the library. In the case of a complaint about an individual book, the Reconsideration of Materials Policy will be implemented. (See Appendix A, Request for Reconsideration of Materials Form).

2.1.14. Programs

Programming and publicity for programs are developed and approved by the Branch Manager. Programs sponsored by the library are open to everyone. Programs may, however, be directed at a specific age group, such as pre-schoolers. No fee will be charged for participation in any library-sponsored program. Announcement of library programs will be made in the *Farmville Herald* and on local radio stations.

2.1.15. Special Collections

The library maintains special reference collections in Genealogy and Virginia History and in Afro-American History. Use of these non-circulating collections is unrestricted.

2.1.16. Rules of Patron Conduct

The library's purpose is to welcome and serve everyone in a quiet, safe, attractive, sanitary, and orderly atmosphere. These standards of conduct provide for every person's right to use library materials and to have reasonable access to library facilities without unreasonable interference from any other person.

Inappropriate library activities are those which:

A. Disturb others using the library including:

- Loud talking and other disruptive noises, including audio devices and cell phone conversations,
- Leaving personal items unattended or taking up seats, or limiting others' reasonable use of the library,
- Disturbing, annoying or harassing others, including offensive or abusive language,
- Gambling, selling, soliciting funds, distributing leaflets, or conducting surveys,
- Excessive socializing or proselytizing,
- Bringing in animals or wheeled devices, except as required for persons with disabilities,
- Use of tobacco products on library property,
- Inappropriate displays of affection,
- Blocking driveways or parking areas,
- Any other conduct which interferes with another person's use of the library.

B. Create an unsafe situation, including:

- Running, shoving, pushing or throwing things,
- Leaving unattended persons who need personal assistance or supervision, including children less than 10 years old and persons needing supervision because of physical or mental conditions,
- Blocking doorways, aisles or exits, or using electrical outlets where this presents a tripping hazard,
- Being under the influence of alcohol or illegal drugs,
- Carrying firearms or dangerous weapons of any type, except by law enforcement officers,
- Any other conduct which potentially creates an unsafe situation.

C. Improperly use library facilities, including:

- Sleeping or appearing to sleep or lying down on library property,
- Loitering, defined as remaining in the library or on the premises without reading, studying or using library materials or facilities or being engaged in library-related activities,
- Littering,
- Improper dress or hygiene, including no shoes, no shirt, or offensive body odor,

- Eating or drinking except during appropriate programs and in program area,
- Using restrooms for bathing, shaving, washing hair or clothing,
- Moving furniture or putting feet on furniture,
- Trespassing or attempting to enter nonpublic areas of the library,
- Being on library premises without permission before or after operating hours,
- Engaging in any conduct which interferes with the normal operation of the library,
- Failure to comply with library policies, including internet use policies,
- Failure to comply with reasonable requests of the library staff,
- Any other conduct which is incompatible with the activities of the library.

Consequences of inappropriate behavior:

Patrons who are behaving inappropriately will be warned that the behavior must stop. If the behavior is not corrected, the person will be told to leave the premises. For serious violations, the person may be told to leave immediately.

Anyone who does not leave after being told to do so will be considered a trespasser and the police will be called.

Habitual misbehavior may result in the person being banned from the premises for longer periods up to and including permanent suspension.

Illegal activities will not be tolerated. These include but are not limited to:

- Obscene acts, offensive touching, and other sexual misconduct,
- Use of the internet to access obscene or pornographic sites,
- Fighting or challenging to fight, harassment, or threatening behavior,
- Physical assault,
- Selling or distributing tobacco, alcohol or drugs on library premises,
- Stealing, damaging or misusing library property,
- Engaging in any activity in violation of Federal, State, or local law.

For these offenses the police will be called without notice or warning.

2.1.17. Meeting Rooms

Library meeting rooms are available for educational, civic, cultural and governmental groups. Policy on use of the rooms will be determined by each local library board.

2.1.18. Hours of Service

The Farmville branch is open to the public on Monday through Thursday, 9:00 a.m. to 9:00 p.m.; Friday and Saturday, 9:00 a.m. to 5:00 p.m.; and Sunday 1 p.m. to 5 p.m.

Effective July 1, 2019, the Farmville-branch will be open to the public on Monday through Thursday, 9:00 a.m. to 8:00 p.m.; Friday, 9:00 a.m. to 6:00 p.m.; Saturday, 9:00 a.m. to 5:00 p.m.; and Sunday 1 p.m. to 5 p.m.

The Buckingham branch is open on Monday through Thursday, 9:00 a.m. to 7:00 p.m. and Friday and Saturday, 9:00 a.m. to 5:00 p.m.

This new policy will take effect Monday, July 2, 2018.

Farmville Hours Effective 7/1/19 Adopted by CVRL Board 3-19-19
Other Hours Changes Adopted by CVRL Board 5-15-18

2.1.19. Internet and Electronic Resources Access Policy

Electronic resources offer a world of information at the patron's disposal. Internet resources, however, are not reviewed and selected in the same manner as traditional library resources. Since libraries cannot control information that is contained on the Internet, patrons have the added responsibility of analyzing and evaluating the information they locate. Patrons will therefore want to consider the source of information for authority, bias, and currency.

There are some internet resources which may contain material patrons consider offensive, some which contain medical or legal information of doubtful origin, and some which express extreme viewpoints. Selection of which sites to visit is the responsibility of the patron. Parents are responsible for their child's use of the internet and for instructing their child on limits and safety concerns. The library cannot assume responsibility for any damages, direct or indirect, arising from the use of internet resources.

2.1.19.1. Acceptable Use Policy (AUP) for the Internet

The Library is in full compliance with applicable State and Federal laws concerning filtering of the internet, including the Children's Internet Protection Act (CIPA). To the extent practical, technological protection measures shall be used to block or filter electronic access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors. Because of the operation of filters, access to some websites may be blocked on the Library's computers. CIPA defines the term 'minor' as "an individual who has not attained the age of 17". For other specific definitions of any terms in this policy, refer to the Children's Internet Protection Act.

To the extent practical, the library will promote the safety and security of users of its computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

- A. All users must register to use the internet. Time restrictions and reservation policies vary by location.
- B. Use of express computers is limited to one twenty minute session.
- C. Unsupervised children may not use the internet. Supervision may be provided by a parent, teacher, guardian, or an adult child care provider. The parent or guardian may grant written permission for unsupervised use. A file of completed permission forms will be maintained.

- D. Downloading to a blank disk is permitted within the allowed time frame. Printing costs vary by branch.
- E. Users may not use their own software or upload files from the library's workstations. Patrons are not allowed to save materials on the workstation's hard drive. If found, these files will be deleted periodically without notice.
- F. Unauthorized access and other unlawful online activity are prohibited and may result in the loss of privileges. Prohibited are:
 - a. Use of the workstation for illegal or criminal purposes.
 - b. Use of the workstation to access and/or disseminate obscenity, pornography, and material harmful to others.
 - c. Use of the workstation to "hack" any system.
 - d. Reading, or attempting to read, any protected file including e-mail.
 - e. Installing personal software on the library's computers.
 - f. Altering the functions and/or display of the library's computers.
 - g. Attempting to damage or destroy the library's computers.
- G. Patrons using the internet are subject to the same rules of behavior as all other library users. Behavior which is disruptive or offensive to others may result in being expelled from the building. Patrons should be aware that the workstations are in a public place and their privacy cannot be guaranteed.
- H. The library staff is not available to train persons in the use of computers or searching the internet. Staff can offer general assistance as time permits, but must attend to other duties in the library as well.

2.1.19.2. Patron Monitoring and Disclosure Policy

Workstations and the network (system) at this library are for use by the public and are subject to the rules specified in our internet Acceptable Use Policy (AUP). A full copy of the AUP is available for review. The library does not routinely inspect, monitor, or disclose content but may do so in the course of system management and maintenance. Accordingly, your use of this system constitutes consent to monitoring. You are advised that any evidence of criminal activity identified by the monitoring process, including communications content and transmission details, will be disclosed to law enforcement and national defense agencies as appropriate. In addition, any individuals found to be using the network in excess of their authority or contrary to the library AUP are subject to the penalties stated in the AUP and may be subject to having their activities monitored to ensure compliance with policy.

CVRL Board Approved as corrected, May 17, 2011

2.1.20. Children in the Library

The library welcomes children of all ages as valued patrons who are entitled to the same quality of library services as all other patrons. Children are bound by the same rules of behavior as all other patrons, as well. Parents remain responsible for their children's behavior and safety in the library, just as they are in any other public place. The following specific rules apply to children:

- A. Any child under the age of twelve (12) must be accompanied by a responsible person over the age of sixteen (16).
- B. If a child's behavior is so inappropriate that a staff member must speak to him/her twice, on the third incident the child must leave the library for the day.
- C. The library is not responsible for unattended children in the library. If a child under age twelve (12) is left unattended, a staff member will look for a parent to attend the child. If no parent is in the building, a staff member will attempt to reach a parent by phone. If no parent can be reached, the police will be notified.

2.1.21. Public Relations Policies

The purpose of the public relations program is to make the public aware of the library's services and resources. It is the responsibility of everyone who represents the library to see that the public relations program is carried out. The staff, trustees, friends group, and volunteers will work individually and collectively to enhance the public image of the library.

The CVRL Board established this policy on public relations:

- A. The CVRL Board will support staff training and involvement in the library's public relations program.
- B. The CVRL Board/Library will participate in the public relations events and evaluate the public relations program and public services.
- C. The CVRL Board will budget for public relations.
- D. The library will utilize all free media sources in the community, including local newspapers, radio stations, public service announcements, and TV stations.
- E. Individual trustees will:
 - a. Be vocal, visible, and well-informed.
 - b. Use the library and spread the word.
 - c. Listen to the community.
 - d. Talk to individual groups about the library's progress, plans, and policies.
 - e. Work closely with local officials.
 - f. Tell people what trustees do, who they are, when they meet, and how they can be reached.
 - g. Sell the philosophy and merits of high-quality library service.
 - h. Provide facts and figures to inform the public.
 - i. Support The Friends of the Library and recruit members.

2.1.22. Volunteers

It is the policy of the Central Virginia Regional Library to encourage the use of volunteers in the provision of the library services and the enhancement of the library's image in the community.

It is the responsibility of the branch manager to develop a volunteer program that will enhance the overall operation of the library for the benefit of the community. Any such program should include: methods of recruitment, selection, supervision, and recognition of volunteers.

2.1.23. The Friends

The CVRL Board recognizes the vital role the Friends of the Library organization plays in promoting a wider knowledge and use of the library and its services, and in assisting the board in developing a broader and better library program.

Each local library may have a Friends group. Each member of the board is encouraged to become a member of The Friends group in their area.

The board will seek input from both Friends groups in the appropriate areas.

The board will express appreciation to The Friends for their support and services with activities us as:

- A. Increasing community awareness and use of the library.
- B. Encouraging gifts, endowments, and memorials for the library.
- C. Providing direct financial assistance.
- D. Fund raising.
- E. Sponsoring programs designed to add to the cultural life of the community.
- F. Volunteering to work in the library on specific projects designed by the director.

The Friends may work on cooperative programs for the good of the regional library.

The Friends will work directly with the branch manager of each local library.

2.1.24. Cooperation with Other Libraries and Groups

It is the policy of the Central Virginia Regional Library to cooperate with other libraries and groups, including interlibrary loan, library networks, and other resource-sharing activities.

2.1.25. Relations with Schools

The library welcomes tours and visits by classes or other school groups. To assure that the library staff can devote adequate attention to the visiting groups as well as other library patrons, visits must be arranged 48 hours in advance with the branch manager of the library to be visited.

Although the library is sympathetic to the needs of students, the responsibility for providing textbooks or curriculum-related materials belongs properly to the schools. The public library will provide materials which supplement and enrich the reference, research and recreational needs of student users of all ages.

3. INTERNAL POLICIES

3.1. General Management Policies

The day-to-day operation of each library is conducted under the individual library branch manager's direction. Decisions involving regional functions, duties and concerns will be under the direction of the regional director, who will consult regularly with other library staff.

The treasurer of the library board, with input from the director, prepares a budget annually, which is approved by the board.

3.2. Physical Facilities Policies

3.2.1. Ownership

The library building and adjacent parking lot and grounds in Farmville are owned and maintained by the Town of Farmville.

The library building and adjacent parking lot and grounds in Dillwyn are owned by the Buckingham County Public Library Board (Property: Route #15, McCarter Sub., Lot 4, Route #15, McCarter Sub., Lot 3, Route #15, Carter Street, McCarter Sub., Lot 9.)

3.2.2. Insurance

Administration of the library's property and liability insurance is the responsibility of the treasurer of the Regional Board.

It is the policy of the board to insure catastrophic risks, and to assume minor risks by self-insuring or by the use of deductibles where premium savings warrant.

Insurance on property (except for automotive equipment) shall be purchased on a replacement cost basis without depreciation in the minimum amount of 80 percent of the insurable replacement cost and shall cover perils commonly insured by libraries.

Liability insurance shall cover the library, its board members, and employees as insured. It shall be written on a comprehensive basis, and limits shall be in amounts generally considered to be reasonably adequate in this area.

Workers compensation insurance shall be provided for employees. Other kinds of insurance shall be provided for risks that are common to libraries and that can cause serious loss.

The director shall report all serious losses to the board promptly.

The insurance agent shall place insurance in companies capable of providing loss-prevention services and facilities. The agent shall arrange for the utilization of these services and facilities by the library.

The treasurer shall report annually to the board or a committee thereof, during the month of the commercial package policies' renewal on the current insurance program, including a description of coverage(s), limits of liability, deductibles, and premiums. This report shall also include recommendations, if any, for preserving and protecting the library's property; a list of insured and uninsured losses that have occurred during the past year, and an indication of possible risks of loss for which insurance is not currently available or has not been purchased.

3.2.3.Maintenance

Routine interior and exterior maintenance on the individual library is done by the custodian under the supervision of the local branch manager. It is the responsibility of the local library boards to make recommendations relating to long-term planning for maintenance of, and improvements to, the building.

The local library boards will draw up maintenance schedules, including testing of emergency equipment.

3.2.4.Inventory and Use of Equipment

The branch manager will maintain an inventory of equipment owned by the library at that branch. At the discretion of the branch manager, portable equipment may be used by groups inside the library building, with the understanding that:

- A. Library uses take precedence over such group or individual uses.
- B. The borrower is responsible for returning the equipment in as-borrowed condition, paying for any repairs that may be necessary.

Equipment deemed surplus by the branch librarian will be donated to the local Friends of the Library group for their use, sale, or disposal.

3.2.5.Provisions for Individuals with Disabilities

The library will make all reasonable accommodations to help individuals with disabilities to achieve full use of the library, in compliance with the Americans with Disabilities Act.

Layout and design of the library will take into account the needs of individuals with disabilities. Accommodations will be made in terms of aisle widths, lighting, and other physical barriers. New construction and major renovations will adhere to current accessibility codes.

3.2.6.Bulletin Boards and Distribution of Free Materials

Each local library has a bulletin board area available for public notices. Regulations concerning posting of notices will be the responsibility of the local library boards.

3.2.7. Disaster Recovery Plan

The board maintains a series of procedures that will be implemented in the event of a major disaster. The Central Virginia Regional Library will adhere to the State Disaster Recovery Plan with adaptation to our unique location. The local library boards have the responsibility for adapting and assuring our adherence to these guidelines.

3.3. Trustee Policies

The constitution and bylaws of the board of trustees constitute board policy. Because this is a low-budget agency and board members are volunteers, travel expenses and membership in, and attendance at, professional library organizations are at board members' personal expense.

A copy of the constitution and bylaws of the library board is included in the board records.

The Central Virginia Regional Library (CVRL) Board recognizes that it is a public entity and that its finances and budgets are public record. The CVRL Board meeting reports include financial statements. Any request for additional financial information shall be presented to the board, which will respond in a timely manner.

3.4. Collection Development Policies

The public library will maintain a collection of materials about informational topics of a general, comprehensive nature and topics relating to local and state history. The collection will be developed as a usable collection for the general public rather than as a depository for rare or highly specific documents.

3.4.1. Collection Development Goals

Objectives include:

- A. Providing access to practical and vocational information.
- B. Meeting basic informational needs of the community.
- C. Encouraging the development of reading skills.
- D. Encouraging informed study of contemporary problems representing various points of view.
- E. Supporting the educational, civic, and cultural activities of groups and organizations.
- F. Supporting intellectual, aesthetic, and creative growth.
- G. Promoting the use of books and other materials for recreation and enjoyment.
- H. Encouraging maximum use of the collection.
- I. Providing source materials or interpretations which document and illuminate the past.

3.4.2. Responsibility for Selection

The responsibility for materials selection lies with the staff of the library and ultimately with the regional director, within the framework of policies determined by the library board and national and state guidelines as presented by the American Library Association (ALA) Bill of Rights. (See Appendix B.) The library welcomes recommendations for purchase from the public, but cannot guarantee purchase of any request.

Selection of materials is not restricted by the possibility that children or adolescents may obtain materials their parents consider inappropriate.

3.4.3.Criteria for Selection and Quality of Materials

Selection is to be based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. It is the responsibility of the library to provide materials which will enable the citizen to form his/her own opinions.

The library must follow a policy of selectivity due to space and budget constraints. Any item considered for purchase must be measured against other materials available, including what is already in the collection. Generally, the same selection criteria apply to print and non-print materials and to both adult and children's materials. Selection criteria include the following:

- A. Contemporary significance or permanent value.
- B. Reputation and/or authority of author, editor, or illustrator.
- C. Literary merit.
- D. Price and availability.
- E. Format and ease of use.
- F. Favorable published reviews in standard reviewing sources
- G. Inclusion in standard catalogs, subject bibliographies, indexes, or major literary awards lists.
- H. Patron interest.
- I. Scarcity of information in subject area.

Not all selection criteria need to be met for an item to be acceptable. No material shall be excluded because of the race, nationality, religion, political or social views of the author.

3.4.4.Type and Formats Collected

Adult books will generally be purchased in hardcover trade bindings. Paperback copies may be purchased where hardcover is unavailable or where price is an overriding factor.

Children's books will be purchased for the Easy and Juvenile Collections in hardcover and with library bindings where available. Because of strong reader preference, paperback books (or re-bound paperbacks) may be purchased for the Young Adult Collection.

A large-print collection is maintained for users. Materials selected for this collection meet all regular selection criteria.

Only general-interest or local-interest periodicals are purchased by the library. Some periodicals are donated to the library on a regular basis.

Newspapers judged to be of local interest will be purchased for current use but not retained beyond one month, due to space limitations. Out of date newspapers and magazines are taken to the local recycling center.

3.4.5.Audio-visual Collection

The library collects DVDs and CDs both for children and adults. In general, the same selection criteria apply to audio-visual materials as print materials. The following additional selection criteria apply as well:

The library will purchase audio-visual materials to serve the interests of its patrons. Much of the collection is educational or instructional in nature. No attempt will be made to acquire current-release popular movies because of their high cost, availability through other sources, and ephemeral value. Feature films which represent outstanding examples of their genres, which have won major film awards, or which have won other significant recognition or honors may be added to the video collection.

Children's videos will be chosen which dramatize classic children's stories or the best of contemporary children's literature. Quality of the production and faithfulness to the original shall be of paramount consideration.

Spoken-word audios may be purchased in abridged or unabridged versions.

3.4.6.Scope and Emphasis of the Collection

The library tries to provide, as far as possible, the books and other library materials which will meet the informational and educational needs of the community without attempting to develop an in-depth research collection. Residents have access to libraries at Longwood University, Hampden-Sydney College, and the University of Virginia, as well as other library collections through inter-library agreements.

Emphasis in the collection will be on the practical or applied aspect of subjects, written for the interested lay reader. Professional or technical level materials will not usually be acquired. Textbooks, whether at the college or high school level, will not be purchased unless they are of general value.

Breadth of the collection is an important consideration in selection. Every effort will be made to develop a well-rounded information resource for users.

3.4.7.Duplication of Materials

Because of space and budget limitations, the library will generally not purchase duplicate copies for individual libraries. Exceptions may be made when demand for a book is expected to be unusually high. Spoken-word audio tapes and large-print copies are not considered duplicates for purposes of this policy.

3.4.8.Collection Development and Access Statements for Children, Young Adults, and Adults

Selection of children's materials presents a special challenge because of the great variety of reading levels and interests represented by this group. The library will try to acquire as varied a collection as possible to stimulate its young readers and illustrate for parents the range of materials available. Quality of materials will be emphasized in all children's collections, with heavy reliance on standard bibliographies and award lists.

The library supports the principles expressed by the ALA Free Access for Minors Statement. Responsibility for the reading of children and adolescents rests with their parents or legal guardians. The library will not restrict access to any materials or services based on a user's age, except for those restrictions outlined in the circulation and acceptable use of the internet sections.

3.4.9.Special Collections

3.4.9.1. The Madden-Clark-McKnight Afro-American Collection

The Farmville library houses a special non-circulating collection on black Americans and their history. This collection was established in memory of three former librarians of the Farmville Reading Room. Some of the materials in the collection are from the old Reading Room and are of largely historical interest; new materials are being added to the collection so that current information is also available.

3.4.9.2. Genealogy-Virginia History

A separate collection on local history and materials of interest to persons doing genealogical research is maintained at each library. Because of the rich history of this area, it is impossible to add to the collection every book mentioning our region; rather, the aim is to develop a core collection for persons beginning research.

3.4.10. Updating of Collections

The content of the present collections is continuously reviewed for improvement. Materials may be removed from the collection due to duplication, outdated materials, irreparable items, or low circulation.

3.4.11. Censorship

The board affirms that it defends the principles of the freedom to read and declares that whenever censorship is involved no book and/or library material shall be removed from the library except under the order of a court of competent jurisdiction. The board further believes that censorship is the responsibility of parents. The board adopts and adheres to the ALA's Bill of Rights.

3.4.12. The Freedom to Read and the Freedom to View Statements

The Central Virginia Regional Library board adopts the Freedom to Read Statement (See Appendix C) and Freedom to View Statement (See Appendix D).

Adopted by CVRL Board, January 15, 2013.

3.5. Gifts

Within the provisions of the State Laws, the Board of Trustees adopts the following policies:

- A. Books and other materials may be accepted on the condition that the local library branch manager has the authority to make whatever disposition he/she deems advisable, including sale of items received at whatever price he/she deems acceptable.
- B. Gifts of money, real property, and/or securities will be accepted if conditions attached thereto are acceptable to the Central Virginia Regional Library Trustees.
- C. Personal property, art objects, portraits, antiques and other museum objects will be accepted on the condition that the library director has the authority to make whatever disposition he/she deems advisable.
- D. The library will not accept on deposit, or for inclusion in the collection, materials which are not outright gifts.
- E. A receipt for tax purposes will be given when requested for any donation. However, the library cannot affix a value to the material.

3.6. Inclement Weather

Library employees will adhere to the inclement weather policy of the public offices in their area, i.e., the library will be closed due to inclement weather if the public offices in the same community are closed.

Weekend closings due to inclement weather will be made at the discretion of the director.