



FREDERICK
COUNTY
**PUBLIC
LIBRARIES**

Policy Manual

Table of Contents

Alcohol	4
Borrowing.....	5
Displays	6
Employee Discipline	7
Facilities Naming.....	8
Fines and Fees.....	9
Internet	10
Library Cards	11
Materials Selection Policy.....	12
Meeting Rooms.....	13
Privacy.....	14
Public Comments at Board of Trustees Meetings	15
Rules of Conduct and Behavior Governing the Use of Facilities and Grounds.....	16
Addendum A	17
Addendum B	18
Addendum C	19

Preface

The Library Board of Trustees for Frederick County Public Libraries (Board) regularly adopts, revises, and reaffirms library policy. These policies seek to reflect the Mission, Vision, and Values established by library staff and approved by the Board, and serve to assist staff in providing the best possible service to the citizens of Frederick County.

Mission

By facilitating the public's freedom to explore, to invent, and to transform, FCPL connects people to ideas and to each other, helping to foster individual and community growth.

Vision

An informed, empowered, and vibrant community.

Core Values

We are kind. We listen and connect. We create.

Alcohol

At the discretion of the Library Director, Frederick County Public Libraries reserves the right to host events where food and beverage, including alcoholic beverages, may be served and consumed on the premises.

Adopted by the Board of Trustees of Frederick County Public Libraries on 4/3/13.

Revised 9/6/17. Reaffirmed 9/5/18, 9/4/19.

Borrowing

Most Library materials can be borrowed for 21 days and renewed up to 10 times unless the material is reserved; see chart below.

Most books, CDs and audiobooks	21 days
Express Books (red sticker on spine and back)	7 days – no renewals
DVDs / Playaway Views / Launchpads / Video Games / Magazines/ Hot Spots	7 days
Express DVDs (red sticker on spine)	3 days – no renewals

Extension of due dates may be possible at the discretion of library staff. Book drops are open at all times. Digital content borrowing terms are set by each resource provider and are not covered by this policy.

Adopted by the Board of Trustees of Frederick County Public Libraries on 9/6/17. Reaffirmed 9/5/18. Amended 9/4/19.

Displays

Display materials are placed in an area designated by each library branch. All materials for public posting will be displayed as space allows, on a first-come, first-served basis, at the discretion of the Branch Administrator or their designee.

Permission to display materials does not constitute endorsement by Frederick County Public Libraries.

Priority will be given to library programs and services first, government publications and dated local events second, and all other publications third. No material will be returned.

Material to be included for handout or posting must be submitted to library staff in each branch for approval.

Material left for public pickup or posted without the knowledge and approval of library staff in each branch will be discarded without notification.

FCPL will distribute free community newspapers which contain news and feature articles directly relevant to the local community.

Registered political parties may distribute election information for two weeks prior to general elections.

The following items will not be displayed:

- Petitions
- Business cards
- Employment announcements

This display policy does not apply to programming offered by FCPL partners.

FCPL reserves the right to remove items from display at any time.

Revised policy approved by the Board of Trustees of Frederick County Public Libraries 11/4/15. Reaffirmed 9/6/17, 9/5/18. Amended 9/4/19.

Employee Discipline

Frederick County Public Library (FCPL) employees are subject to the disciplinary and grievance procedures in the Frederick County Government (FCG) personnel rules, except as specifically provided herein or as provided in State law or regulations. Grievances shall follow Chapter IX, Section 2, of the FCG personnel rules, with the final decision being made by the FCPL Director. Appeals of disciplinary actions other than suspension or dismissal shall also follow Chapter IX, Section 2, with the final decision being made by the FCPL Director. Appeals of suspensions will follow the process in Chapter IX, Section 1, with the final decision being made by the Library Board of Trustees if the employee appeals the FCPL Director's decision. Appeals of dismissals will also follow the process in Chapter IX, Section 1, with the appeal going to the FCPL Director and then to the Library Board of Trustees. When the Board of Trustees' decision is not unanimous, the employee may appeal to the State Board of Education for a final decision.

Adopted by the Board of Trustees of Frederick County Public Libraries on 11/2/16. Reaffirmed 9/6/17, 9/5/18, 9/4/19.

Facilities Naming

I. Purpose

This policy establishes recommendations for the naming of spaces and fixtures within the areas on the grounds of the Frederick County Public Libraries facilities. This policy does not address naming Library buildings.

II. Scope

The Library Board of Trustees (Board) will consider naming facilities of the Frederick County Public Libraries pursuant to the criteria and procedures established by this Policy.

III. Criteria

In order to recognize the generosity of an individual and/or corporation, foundation and/or other donor, the Library may choose to name a collection, facility, portion of a facility, etc. The Board has the sole right to name or rename a space and retains the authority to reject naming proposals at the recommendation of the Director of the Frederick County Public Libraries (Director).

In general, the contribution required for naming each library space or fixture should reflect at least 60% of the construction cost based on current market values (as a guideline only), to be approved of by the Board.

To inquire about naming opportunities within the Frederick County Public Libraries, please contact the Director.

Adopted by the Board of Trustees of Frederick County Public Libraries on 6/13/13. Reaffirmed 9/6/17, 9/5/18, 9/4/19.

Fines and Fees

Overdue fines are not charged on children's items. Overdue fines on all other items are \$.25 per day, excluding Hotspots. Maximum fines are \$5.00/item. Library hotspots fines are \$2.00 per day until returned.

Patrons with total fines of \$20 or more may not borrow or renew library items. Following an overdue notification and a 60-day period, an account balance of more than \$25 (accrued fines plus the cost of the material) is forwarded to a collections agency. A non-refundable fee of \$14 is added to the account.

If items are lost or damaged, the cardholder must pay the replacement cost plus a processing fee for each item. At the patron's request, and if found, the lowest price reflected on Amazon for a new copy of the item (matching ISBN) may be accepted as the replacement cost. The library will acquire all replacement copies. Once a lost item has been paid for, no refunds will be issued.

Library Hotspot Replacement Costs:

- Carrying Case: \$12
- Kit replacement cost (unit, cable, adapter & case): \$92.00
- USB cable & AC power adapter replacement cost: \$15.00
- Mobile Hotspot Unit incl. USB cable and AC power adapter: \$80.00

Book Sale Fees: Hardbacks \$1.00, Paperbacks \$.50, Magazines \$.25, DVDs \$2.00, Books on CD \$2.00, Music CDs \$2.00. Frederick County Public Libraries will allow a 10% discount for all purchases over 10 items.

Library Cards for Out-of-State Residents: \$40.00

Notary Service: \$2 per seal or free with a library card

Meeting Room Fees:

MEETING ROOM:	C. Burr Artz / Urbana / Thurmont Large Community Rooms	All other meeting rooms
Hourly Rate:	\$50.00	\$35.00

Revised policy approved by the Board of Trustees of Frederick County Public Libraries on 9/6/17. Reaffirmed 9/5/18. Amended 9/4/19.

Internet

The Internet is an ungoverned and unregulated source of information. The library cannot control what others provide on the Internet. The library provides a choice to individual members of our community to access the Internet according to their personal values and beliefs.

Frederick County Public Libraries provides free access to the Internet and its resources for all library users. Library patrons are advised, as with all library materials, to exercise judgment and discrimination when evaluating the usefulness and reliability of material found on the Internet.

Access to obscene matter and child pornography is prohibited on all library computers. As with other library materials, restriction of minors' (children under 18) access to the Internet is the responsibility of parents/legal guardians. Parents/legal guardians are responsible for the information selected or accessed by their children. Staff will actively intervene when they observe inappropriate behavior or it is brought to their attention.

In compliance with Maryland State law, all public access Internet computers in FCPL branches are filtered with commercially purchased software to block objectionable material. Children's Internet access computers are filtered at a more stringent level than Internet computers for adult use. Please be aware that no filtering software is 100% effective.

Users are responsible for compliance with all copyright notices and restrictions attached to web content, all state and federal laws, and the Library Rules of Conduct.

Adopted by the Board of Trustees of Frederick County Public Libraries on 9/4/02 and amended on 6/6/12. Revised 9/6/17. Reaffirmed 9/5/18, 9/4/19.

Library Cards

Library cards are free to anyone who lives or works in Maryland and to anyone with a valid card from any of the following libraries: District of Columbia; Cities of Alexandria and Falls Church; and Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia. Proof of name and address required.

A person under the age of 14 must have the signature of a parent or legal guardian to obtain an FCPL library card. The parent or legal guardian must provide proper proof of address.

Out of State residents may obtain a card for a one-time fee of \$40.00.

To obtain a library card, registrants must produce photo identification and proof of their current address. Examples of acceptable proof of address include, but are not limited to, personal checks with name and address, bills that reflect name and address, or a signed lease agreement that shows name and address.

If no proof of address is available, a registrant may receive a card and check out 3 items. Upon their next visit or within 60 days, whichever comes first, the individual must present proof of address, or the account will be removed from the system.

Cards expire if not used in 2 years. Library cardholders are responsible for lost or damaged materials, and parents/guardians are responsible for all materials borrowed on their child's (under 18 years old) card.

Revised policy approved by the Board of Trustees of Frederick County Public Libraries on 9/6/17. Reaffirmed 9/5/18. Amended 9/4/19.

Materials Selection Policy

It is the function of the Frederick County Public Libraries to provide materials for all citizens of all ages. As many subject fields as possible are provided; limitations are those of budget and space. Our selection is based upon principles rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. Materials will serve to meet the diverse needs and interests of the community, representing a variety of viewpoints, in accordance with the Mission, Vision, and Core Values of Frederick County Public Libraries, the Library Bill of Rights of the American Library Association (see Addendum B), and ALA's Freedom to Read Statement (see Addendum C).

Adopted by the Board of Trustees of Frederick County Public Libraries on 7/30/57. Revised 7/30/72, 9/6/17. Reaffirmed 9/5/18, 9/4/19.

Meeting Rooms

Meeting rooms in the Frederick County Public Libraries provide an opportunity for bringing together the resources of the County and the activities of the community. The Library welcomes the use of its meeting rooms for public gatherings of civic, cultural, educational, or charitable service to the community. The rooms may not be used for purely social purposes or for regular business operations.

The public must be welcome where no meeting room fee has been charged. If a meeting room fee has been charged, the group reserving the room *may* charge an admission fee, sell products within the confines of the meeting room, and close the meeting to the public. Gatherings that pertain to internal Library/Government work-related activities are not open to the public. All other gatherings shall be open to the public and shall include the opportunity for reasonable and thoughtful presentation of differing views.

For-profit businesses/organizations are charged a fee for use of the meeting rooms. Non-profit organizations and community groups that will be charging an admission fee or selling products within the confines of the meeting room are also charged a fee. The Library reserves the right to allow admission charges and/or the sale of products by any entity presenting a program sponsored by or with the Library.

Non-profit, community-interest, and for-profit businesses and organizations shall have a limit on the number of times they may reserve use of the rooms to allow equitable use for all members of the community. Reservations may be made up to two months in advance.

Although programs and meetings may be held in the library, neither the name nor the address of the library may be used as an official address or headquarters. Any publicity (brochures, flyers, radio, television, or electronic announcements, or any other form of announcements) must carry the name of the entity sponsoring the meeting. In addition, a statement must be included that the library does not promote or endorse the views of the program sponsors or presenters. Failure to follow instructions for publicity may result in loss of Meeting Room privileges.

The Library may revoke permission for any entity to use any of its meeting rooms at the discretion of the Branch Administrator or due to violation of established policies and procedures, including Frederick County Public Libraries' Rules of Conduct.

*Revised policy approved by the Board of Trustees of Frederick County Public Libraries 11/4/15.
Reaffirmed 9/6/17, 9/5/18, 9/4/19.*

Privacy

Frederick County Public Libraries takes the security and confidentiality of personal data very seriously. The Library does not retain records of customer account activity and personal data beyond what is necessary to conduct account operations properly. Credit card payments are processed in compliance with the Payment Card Industry Data Security Standard to ensure secure transactions. Library staff do not release such information to individuals or to any private or public agency. The Library will comply with all proper judicial processes, such as a government order to produce documents or information, while preserving customer confidentiality to the extent allowed by law.

Parents and/or legal guardians shall have complete access to the library records of their minor child/children. Library staff may access personal data stored in the library's computer system only for the purpose of performing their assigned library duties.

The Library uses the web analytics tool Google Analytics to gather information about library-maintained website usage. This tool uses cookies to collect statistical data such as browser type and operating system to determine usage patterns. Google Analytics collects this information anonymously and does not identify individuals or information about specific users. Library users may opt out of being tracked by Google Analytics without affecting their use of library-maintained websites at <HTTPS://SUPPORT.GOOGLE.COM/ANALYTICS>.

Adopted by the Board of Trustees of Frederick County Public Libraries on 6/6/12.

Revised 9/6/17. Reaffirmed 9/5/18, 9/4/19.

Public Comments at Board of Trustees Meetings

A maximum of 30 minutes will be reserved for public comments at all Library Board meetings, 15 minutes at the beginning of the meeting and an additional 15 minutes at the end of the meeting. If more people wish to speak than time allows, public comments shall continue at the discretion of the board.

The board will hear public comments prior to voting on each agenda item. Public comments will follow staff presentation and board comments.

Persons desiring to speak should register 10 minutes prior to the scheduled meeting start time indicating (1) name of speaker, (2) topic(s) to be discussed, and (3) whether the speaker is speaking as an individual or representing an organization. Additional public comments may be solicited by the Board from individuals who have not signed up prior to the meeting.

Speakers shall be allotted up to three (3) minutes each and may not yield all or part of their time to anyone else.

If individuals have specific concerns relating to actions of staff members, such concerns may be communicated to the Director at any time.

Adopted by the Board of Trustees of Frederick County Public Libraries 10/6/04.

Revised 9/6/17. Reaffirmed 9/5/18, 9/4/19.

Rules of Conduct

Frederick County Public Libraries is a place for everyone, shared by the community, and used by many people for widely different reasons. All library users are expected to abide by the following:

- Respect the comfort and safety of fellow library users and library staff. If your behavior is making others unsafe or uncomfortable, we'll ask you to stop.
- Comply with requests from library staff. If you don't, we reserve the right to suspend privileges and/or access.
- Comply with local, state, and federal laws. If you break the law, you will be banned and we may prosecute.

If you feel that something or someone is making your experience here uncomfortable or unsafe, please let a staff member know.

Approved by the Board of Trustees of Frederick County Public Libraries 3/4/09. Revised 9/6/17. Reaffirmed 9/5/18. Amended 9/4/19.

Addendum A

Maryland Association of Public Library Administrators

Cooperative Borrowing Agreement

[HTTP://WWW.MAPLAONLINE.ORG/DOCUMENTS/COOP_BORROW.PDF](http://www.maplaonline.org/documents/coop_borrow.pdf)

The Maryland public library systems believe in the spirit of cooperation in providing public service to the residents of Maryland.

I. GENERAL PRINCIPLES

1. Maryland residents are eligible to use any Maryland public library system and check out materials subject to the lending system's current policies and procedures. The intent of this principle is so that non-county residents are able to borrow materials on the day they come to the library.
2. Library users will be governed by the rules of the library system from which they borrow or use materials.
3. All public library systems will use the bar code of the resident's existing library card, if possible, in order to register the resident into the library database.
4. All public library systems will accept returned materials borrowed from other public library systems in the state and send them to the owning system.
5. All Maryland public library systems will adhere to the Cooperative Borrowing Agreement.

II. SPECIFIC PRINCIPLES

- A. Lending libraries will be responsible for notifying customers of overdue materials and securing the return of these materials or payment for lost materials.
- B. Materials that are returned damaged should be returned to the owning library with a brief explanation attached.
- C. Library materials owned by one library system and returned to another library system will be cleared of all fines when they reach the owning library. Note: Other fees may still apply.

Addendum B

ALA Library Bill of Rights

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

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 proscribed 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.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Addendum C

American Library Association (ALA) Freedom to Read Statement:

[HTTP://WWW.ALA.ORG/ADVOCACY/INTFREEDOM/STATEMENTSPOLS/FREEDOMREADSTATEMENT](http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement)

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that

publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. *Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004. Last Updated 4/29/17.*