



Cherokee County Public Library

Policy and Procedures Manual

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CHEROKEE COUNTY PUBLIC LIBRARY

POLICIES

Updated by Elaine Henry, Library Director
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LIBRARY ORGANIZATION AND GOVERNING STRUCTURE

The **Cherokee County Public Library** (the "Library") is a department of the Cherokee County, Alabama Government. Library personnel whose salaries are paid by the Cherokee County Commission (the "Commission") come under the County Commission Personnel Policies. Library personnel, facilities, and operations are governed in general by the policies set by the Cherokee County Commission.

Funding for the Library comes from the Alabama Public Library Service and the Cherokee County Commission.

Funds for the operation of the Library are approved annually by the Cherokee County Commission and appropriated to the Library. The Library receives state aid from the Alabama Public Library Service. The Library Director is responsible for the expenditure of all funds received or appropriated for the Library. While the Library does not endorse all of the American Library Association initiatives, any use of public funds from state aid for ALA-related conferences or training shall be approved by the Library Board in an open public meeting following advance public notice.

The Board of Trustees consists of five members whose appointment must be approved by the Cherokee County Commission. The rules governing the Board are outlined in their By-Laws. The Director, appointed by the Board and approved by the Cherokee County Commission, is responsible for administering the policies and procedures adopted by the Board for the operation of the Library.

MISSION STATEMENT

The Cherokee County Public Library's mission is to enrich the lives of its community members by empowering each individual in personal, educational, and professional growth. The Library is committed to improving literacy and fostering lifelong learning by connecting the community with access to information, ideas, and knowledge through books, programs, technology, and gathering spaces.

POLICIES AND REGULATIONS

Borrowing Eligibility

1. Resident of Cherokee County 19 or over with valid identification
2. Anyone working or owning property in Cherokee County
3. Residents of Calhoun, DeKalb, or Etowah counties who can furnish all required information, including name, address, and phone number of an alternate contact not living in the applicant's household.
4. Applicants must provide a piece of received mail with both their name and address on it.
5. Children ages 6-18 must have the signature of a guardian who is a library cardholder.

Checkout Policy:

1. First time checkout: 1 item; then 5 may be checked out per card.
2. Items check out for 2 weeks at a time and can be renewed twice if not on reserve for another patron.
3. Nonfiction items are limited to 2 per subject area.
4. Reserved items are held for 3 business days after notification.

Responsibility of Borrowers:

1. Return books/materials in good condition by the due date. Note: an after-hours book drop is located on the right side wall outside the front entrance.
2. Patrons are responsible for any damage or loss of books/materials.
3. Please notify the library of changes in telephone number or address.

Fines and Fees:

- | | | |
|--------------------|----------|------|
| 1. Lost card | | 3.00 |
| 2. Copy machine | per page | .10 |
| 3. Computer copies | per page | .20 |
| 4. Fax machine | per page | .50 |

PATRON RECORDS PRIVACY

Confidentiality

The information that Cherokee County Public Library requires a person to provide in order for that person to become eligible to borrow books and other materials, as well as information identifying the individual borrowing particular books or materials, are "confidential" in nature. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public. This restriction shall include the press and any State, Federal, or local government agency. The release of statistical information is permitted, provided no individual is identified in the information released.

Procedure for Access

Library staff shall observe the following procedures:

- On receipt of any legal process, order, or subpoena, the Library staff member in charge will immediately consult with the Library Director or Board Chair.
- All requests shall be referred to the Library Director for appropriate disposition.
- The Library Director will consult with the County Attorney to consider appropriate action.
- Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the County Attorney, the Library will resist its issuance or enforcement until any such defect has been cured.

PATRON REGISTRATION POLICY

Procedure

A. Adult Cards

- Library cards are issued to residents of Cherokee County, land owners, and patrons working in Cherokee County over the age of 18. Cards can be issued to Calhoun, DeKalb, or Etowah residents with the required information.
- Patrons must complete a membership application form. A staff member must witness the signature on the application form.
- Proof of Identification consists of a picture ID and other proof of current mailing address. P.O. Boxes may not be used as a permanent address. Proof mailing address may include utility bill, checkbook, etc.

B. Teen Cards

- Patrons from 13 years of age through 18 years of age may apply for a youth card.
- The application must have a parent or legal guardian's signature indicating responsibility for the teen's library use. In addition, the application must be linked to a parent or legal guardian's library card. Youth cards may only be used to check out materials from the Juvenile and Children's Departments.
- Parents wishing to grant their minor children access to the entire library collection should check the permission box on the youth application, allowing access to the adult and/or young adult collection.

C. Children's Cards

- Patrons 6 years of age through 13 years of age may apply for a children's card.
- The application must have a parent or legal guardian's signature indicating responsibility for the child's library use. In addition, the application must be linked to the parent or legal guardian's library card. Children's cards may only be used to check out materials from the Children's Department.

D. Other Criteria:

- Each patron is responsible for materials checked out on that individual's borrower card. If a card is lost or stolen, it is the patron's responsibility to notify the library.
- A replacement card will be issued at a cost of \$3.00.
- One (1) item may be checked out the first time on a new patron card. When both items are returned, a limit of five (5) items may be checked out on a card.
- Books are checked out for a two-week period and may be renewed two more times unless the book is on reserve for another patron.
- Books can be renewed or placed on reserve by phone, website, or Librista app.
- Library materials will not be checked out if the patron owes fees for lost or damaged books.
- Patrons with lost or damaged books and /or library materials shall be charged the current retail replacement price.
- The Librarian may deny service to any person for failure to return borrowed items, refusal to pay fines, destruction of library property, or objectionable conduct in the library

PATRON BEHAVIOR POLICY

Purpose

The goal of the Cherokee County Public Library is to provide all members of the community with free, open, and equal access to ideas and information. To accomplish this, the Patron Behavior Policy assists staff, volunteers, and patrons to ensure that library facilities are safe, welcoming environment with equitable access to materials and services for all library users. The following behavior is considered unacceptable and may result in patrons being asked to leave the library, the police being notified, or being banned from the library for a period of time as determined appropriate by the Director.

Disruptive/Inappropriate Behavior:

- Talking or laughing loudly, yelling, or engaging in loud phone conversations.
- Running, jumping, or throwing things.
- Interfering with the free movement of library users or staff or their access to and use of the library and library resources.
- Using obscene, derogatory, insulting, or otherwise offensive language or gestures.
- Engaging in public displays of physical affection or lewd behavior.
- Sleeping or bathing in library facilities.
- Using library computers or personal devices at a volume that disturbs other patrons or staff.
- Soliciting, surveying, petitioning, campaigning, selling of any kind, distributing materials, posting flyers, or otherwise engaging in activities for promotion or profit without specific authorization from the library director.
- Food or beverages in approved areas.
- Smoking, chewing, or otherwise using tobacco products or e-cigarettes/vapes.
- Littering (This includes unattended personal property).
- Neglecting to provide proper supervision of children.
- Entering the library without proper attire or with offensive personal hygiene.
- Trespassing in nonpublic areas.

Dangerous, Threatening, or Illegal Behavior:

- Criminal behavior as defined by local and federal law.
- Hitting, pushing, shoving, brandishing a weapon, threatening, or provoking violence.
- Harassing any person in the library, including but not limited to:
 - Following, stalking, or lurking
 - Asking personal questions or for personal information
 - Asking staff or library users out on dates
 - Asking embarrassing questions or sharing illicit, lewd, or unwanted information or images

The following steps will be taken when a patron is observed committing an offense except in extreme cases of harm to the library, self, or others, in which case the patron will be banned immediately by the Director.

1. Staff should alert the Director of any inappropriate behavior they observe.
2. Director will issue a verbal warning.

- The Director should approach the individual(s) in question and courteously point out the problem behavior, asking that it be corrected.
3. Banned for a period as determined by the Director with a written letter.
 - If the appropriate behavior is not corrected, the Director, in the presence of at least one other staff member, should ask the individual(s) to leave the building, except in the case of minor children.
 - If the individual(s) involved are minor children, the Director or staff member should make every effort to locate the responsible adult and resolve the problem behavior through him/her. If the minor children are unaccompanied by an adult, the staff member should ask the children to sit quietly until an adult arrives to take charge of them.
 4. A written letter shall set forth the period during which the patron shall be banned from the library and shall specify the reasons for the determination and the duration of the period- depending on the nature and the seriousness of the offense and any history of prior behavior problems.

SAFE CHILD POLICY

Purpose

The purpose of this policy is to outline responsibilities of parents/guardians in regarding children using the Cherokee County Public Library.

The Cherokee County Public Library strives to create a welcoming and safe environment for children. The Library offers many programs and services to encourage children to develop a love of books, reading, and learning. However, the safety and well-being of children at the library is a serious concern. The responsibility for the safety and behavior of children in the library rests with the parent or legal guardian and not with the library staff.

- To ensure the safety of all patrons, children 13 years and under may not be left unattended in the library.
- Library staff are not responsible for children in the library.
- The responsibility for the safety and behavior of children in the library rests solely with the parents and legal guardians.
- If a behavioral issue arises, the parent will be contacted and expected to take action.
- If attempts are unsuccessful after 15-30 minutes, staff will notify the Centre PD and Cherokee County DHR that the child had been left after hours.
- If the police department picks up the child, a note will be left on the Library's door stating, **"Unattended child is in the custody of the Centre PD and DHR; contact Central Dispatch at 256-927-3939 for more information."** An incident report form will be completed and submitted to the Library Director—a copy will be provided to the Centre Police Department when the police department is called.
- Under no circumstance will library staff transport a child from the Library.

HEALTH AND SAFETY POLICY

It is the responsibility of the Cherokee County Public Library to maintain a healthy and clean environment for all library users and to protect the County's investment in library collections, furnishings, equipment and property.

In order to fulfill this responsibility, the library may restrict a user's ability to borrow materials and/or to visit library facilities when such use may jeopardize the health and cleanliness of library facilities, furnishings, collections and users. Examples of situations where **borrowing** of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a customer may have been returned with insects that are known to be damaging to library materials, e.g. roaches, silverfish and some types of beetles
- Evidence that items on loan to a customer may have been returned with insects that can result in pest infestations in library facilities, e.g. bed bugs or roaches
- Evidence that pests that may result in infestations in library facilities are present on the person or possessions of a library visitor

Examples of situations where **access** to Library facilities may be suspended include, but are not limited to:

- Patrons or patron possessions with fleas or lice
- Patrons with clothing that is stained with urine or feces
- Patrons with non-emergency bleeding wounds that cannot be controlled with an ordinary Band-Aid. (Library staff may ask persons in such situations to leave the library until the situation is under control)
- Should it become necessary to suspend Library privileges of a customer in order to protect Library collections, facilities or other users, notification of the suspension will be made by the person in charge of the Library in which the incident occurred. Access to facilities and borrowing will be restored when the suspended customer provides documents attesting that the situation that caused the loss of privileges has been remediated.

Examples of this documentation include, but are not limited to:

- Receipts for treatment and subsequent inspection from a licensed pest control company
- A written statement from the owner or property manager of a multi-family rental residence verifying such treatment and inspection

Any patron that has privileges suspended under the terms of this policy may request a re-evaluation of their suspension by the Library Board of Trustees.

COLLECTION DEVELOPMENT POLICY

Purpose

The Cherokee County Public Library shall strive to provide materials and access to information to meet the information and learning needs of the residents of Cherokee County.

Responsibility for materials selection and all library activities rests with the Director, who operates within the framework of policies determined by the Cherokee County Public Library Board of Trustees. Under the Director's supervision, trained staff members strive to maintain a well-balanced, up-to-date, attractive, and useful collection of materials that will meet the needs of the community as a whole. Factors affecting materials selection include suitability of material's format for library purposes, availability of funds, availability of new materials in needed subject areas, replacement of outdated and worn materials (weeding), and space.

Materials are selected and retained to reflect the community's diversity of interests, perspectives, and backgrounds. The Library also seeks to bring awareness of those cultures, traditions, and ideas not represented in the local community.

General Criteria for the Selection of Library Materials

1. Appropriateness to the Library's mission and service roles.
2. Anticipation of and response to continuing and changing needs and interests of the community and individuals.
3. Current and historical significance.
4. The attention to critics and review.
5. Budgetary consideration.
6. Physical limitations of the facility.
7. Availability of the materials through inter-library loan.
8. Patron requests.
9. Physical quality of material.
10. Professional judgment.

Selection Process

The majority of the materials selection process is done online through vendor sites. These vendors provide thorough product descriptions, including cover art, reviews, excerpts, and more, facilitating the selection process. Additional materials are selected from review journals, print and online catalogs, awards lists, and bestseller lists. The Library also accepts patron requests, which are considered based on the criteria for selection found below.

Selection is an ongoing process which includes the following steps:

1. Evaluate the existing collection and assess needs.
2. Consult reputable, professionally prepared selection aids and vendor sites.
3. Keep up-to-date on high-interest titles reviewed in popular media as well as bestseller and awards lists.
4. Solicit and consider recommendations for acquisitions from patrons.
5. Judge gift materials by the criteria listed in the Donation Policy to Cherokee County Public Library, accepting or rejecting them based on those criteria.
6. Remove obsolete materials from the collection.

Examples of Sources used during the Selection Process

The staff members in charge of collection development use a variety of resources to assist them in selection. These include:

- Professional journals (e.g., Library Journal, School Library Journal, Booklist, Publisher's Weekly, Kirkus)
- Popular media (e.g., Oprah's Book Club, Book Riot website)
- Bestseller list (e.g., New York Times, Amazon)
- Vendor catalogs (e.g., Baker & Taylor, Barnes & Noble)
- Social reviewing sites (e.g., Goodreads, Common Sense Media)

Adult Collection

The collection includes classic literature, standard titles, diverse genres, and special interests. There is no single standard for inclusion in the fiction collection. Because of the large volume of published fiction, it is possible to purchase only a representative selection emphasizing major authors and the most popular examples of a genre.

Patron requests for fiction are purchased whenever possible and influence the addition of more copies. Genre fiction such as mysteries, romances, espionage, horror, thrillers, science fiction, fantasy, and westerns are purchased in proportion to demand. Efforts are made to complete series, purchase award-winning titles, and represent local authors.

Nonfiction

The nonfiction collection emphasizes timely, accurate, and useful informational materials to support individual and community interests. It emphasizes materials that are current and in high demand. Resources are available for all ages and reading levels in various formats. Materials are selected to represent a continuum of opinions and viewpoints when available.

For more in-depth research, patrons are directed to use the Alabama Virtual Library and other search engines.

Audio Books (CDs)

Audio materials

Young Adult Collection

Hardback and paperback collection of standard fiction. A highly selective collection of nonfiction resources for personal research focusing on adolescent development issues

Children and Teen Collection

The range of users served by juvenile and children collections includes infants, preschoolers, elementary, middle, and high school students. The Library selects materials for children and teens to foster reading, support recreational interests, and provide materials on a wide range of topics for educational pursuits. Age-appropriate materials regarding religion, history, biology, or human anatomy should not be construed to be against this rule. The selection of children's and teen materials is subject to the Library's Selection Criteria, as well as a review of the appropriateness of content and suitability of subject and style for the

minor audience. The children and teen collections at the Library will be shelved in age-appropriate sections designated for minors under the age of 18 following the obscenity laws of Alabama Code Title 13A. Criminal Code §13A-12-200-1.

Responsibility For The Use Of The Collection By Minors

Only parents or legal guardians have the authority and responsibility to decide the reading, viewing, or listening use of library materials for their own minor children.

The primary collections include:

Picture Books- board books, simple concept and informational books, classic and contemporary preschool stories, and audiobooks.

Level Readers- books specifically designed for the emerging reader with controlled and/or progressively constructed vocabularies.

Easy Fiction- very simple chapter books and sophisticated picture books.

Juvenile Fiction- quality contemporary and historical fiction for readers from middle school to high school, as well as genres (fantasy, science fiction, mystery).

Manga and Graphic Novels: a selection of books in graphic format in fiction, nonfiction, and classics.

Additional Selection Criteria for Material for Youth:

1. Age and interest-appropriate content and presentation.
2. Quality and aesthetics of illustrations to stimulate the imagination.
3. Information and stories, which represent a spectrum of family styles, values, and interests.
4. Materials which represent the richness and diversity of young people's local and world community.
5. Materials that meet the particular developmental needs of youth at different stages.

The public Library must not deny service on the basis of age, race, sex, or creed. Exercising discretion in the location of sexually explicit material or other material deemed by the Library Board to be inappropriate for children or youth does not constitute a denial of service on the basis of age. Taking age into account when recommending, displaying, or otherwise actively prompting library materials does not constitute a denial of service on the basis of age.

Genealogy and Local History

The Library maintains a growing collection of local and family history and genealogical materials. This collection is considered reference materials that does not circulate.

Evaluation of the Collection

Collection Development is an all-encompassing and ongoing process. With this understanding, staff involved in collection development will continuously evaluate existing collections and make recommendations to update and /or delete titles. Final decisions regarding the deletion of titles shall rest with the Director unless delegated otherwise.

Criteria:

- Physical condition
- Frequency of circulation
- Currency and accuracy of information
- Number of copies within the Library

De-selected library materials are removed of property labels, stamps, and barcodes. Then, the materials can be sold in the saleroom.

RECONSIDERATION OR RELOCATION OF LIBRARY MATERIALS

Form (see Appendix II)

While the selection of materials appropriate to the community's needs is one of the basic duties of the library staff and the Director, it is not possible to read or view every item added to the Library's collection. It is recognized that a community member may find an item personally objectionable or wish that an item be added to or deleted from the Library's collection. The choice of library materials to use is also an individual matter. The responsibility for minors' reading and use of library materials rests ultimately and entirely with their parents or legal guardians.

Since the Library is a tax-supported institution, any citizen has the right to question the inclusion or exclusion of any title in the Library's collection. Procedures have been established to ensure serious consideration of any request for removal, restriction, or addition of any item in or to the Library's collection. However, until such an examination has been made and a decision reached by the Cherokee County Public Library Board, no such removal shall occur.

Patrons with complaints concerning material content shall be given the "Request for Reconsideration or Relocation of Library Materials" form to fill out. Such forms shall be forwarded to the Director. Only the Director may take action to remove such items or move them to a more appropriate collection, or they may refer the matter to the attention of the Cherokee County Public Library Board at the next regularly scheduled meeting. The Library Board will make a recommendation on retaining, moving, or withdrawing the item. A decision by the Board to keep an item in the collection will stand unless a judicial decision overrules its. The Library's philosophy is that censorship is a purely individual matter, and while anyone is free to reject for oneself any book or other material that they may find inappropriate, they cannot exercise the right of censorship to restrict the freedom of others.

Each request form will be limited to a single title. Multiple requests may be submitted by the same person, but the Library staff will determine which materials will be reviewed first and will generally conduct only one review at a time. Library materials shall only be subject to review once every five years. Due to fiscal and staffing constraints, a maximum of three book complaints is allowed per household per 12 months.

Patrons are required to complete and submit a reconsideration form to the Library Director in full.

- Patrons must be a resident of Cherokee County, Alabama. Proof of residence (a valid photo ID) is required when submitting the form. All forms submitted by nonresidents will be dismissed.
- Material in question must be read or listened to in its entirety to be considered for review. Any forms that indicate otherwise will be dismissed.
- Any incomplete forms will be dismissed.
- Forms, if applicable, should include supporting documentation of concern, including but not limited to professional reviews and citations.

Reconsidering materials involves:

- Reading or listening to the material.
- Checking general acceptance of the material by reading reviews and consulting recommended reading lists from reliable sources.
- Determine the extent to which the material supports the collection development policy.
- Evaluating materials for its strength and values as a whole and not in part.

At the end of the reconsideration process, one of the following decisions will be made:

- Retain the material
- Move to a different collection in the Library
- Withdraw from circulation

DONATION POLICY

Cherokee County Public Library greatly appreciates item donations, both from the public and from businesses and organizations, which support and further the mission of the library. Donations are valuable to augment the Library's collection and provide a source of funds when items are offered for sale. All item donations become the property of Cherokee County Public Library and will be used to the best advantage of the Library, at the discretion of the Library Director.

Donations of goods and materials

Acceptable donations would include new and well-maintained books, VHS videos, DVD videos, CD-ROM games, CDs, maps, historic Cherokee County documents, etc. Special donations of goods--such as magazine subscriptions, furniture, décor, or other specialty items—need to be discussed with the Library Director in advance.

Restrictions: Certain materials cannot be accepted because of the costs to the Library. (Costs might include staff time, storage considerations, maintenance fees, upgrades, etc.) Donations of goods that require an ongoing commitment of budget or significant staff time for repair, maintenance, upgrades, or other costs cannot be accepted by the Library without approval by the Library Director.

The library also cannot accept:

- Anything donated with restrictions as to disposition or use, such as a special collection of books that must be kept together or shelved in a particular place.
- Books and materials stained with water or dust; with mold or insect infestation, (which could spread to the existing collection), etc.; or anything with a noticeable odor. This restriction is necessary for the health of both our patrons and the library staff. Please find another source for disposal of these items.
- Stuffed animals or dolls, due to the difficulty of cleaning them and the potential for allergic reactions.
- Anything that needs repair (exceptions may be made for historical records or documents pertaining to Cherokee County, at the Library Director's discretion.)
- Vinyl records or music cassettes.
- Encyclopedias over 10 years old.
- Textbooks over 5 years old.
- Computer/Technology manuals over 5 years old.
- Reader's Digest Condensed Books in large quantities.
- Magazines over 1 years old.
- Items or materials of an inappropriate nature, as determined by the Library's collection development policies and community standards as interpreted by the Library staff. (i.e. Offensive or overtly biased material, or paintings not appropriate for viewing by children may be refused.)

Library staff members cannot estimate the value of donated books, beyond recording the number and type donated. The Library cannot and does not appraise books, works of art, or any other items, nor can it pay for such appraisals. Donors who wish to have the value of a donation specified must make all arrangements for and bear all costs of an appraisal.

Gifts which meet the stated criteria are accepted in honor or in memoriam of a person or event. Acknowledgment of such a gift will be made to the donor and up to three other persons or entities as requested. Recognition of an honorary or memorial gift is made as outlined below, according to the nature of the gift.

- Acknowledgment letters are usually not written for donations of used materials. At the request of the donor, the Library will supply a Donation Receipt form signed by the employee receiving the materials. The form may be used by the donor to keep an official record of the donation.
- Gift plates to recognize the donor are not routinely placed in or on used items donated and added to the Library collections. The donor may request that gift plates be placed in or on donated items.
- Gift plates recognizing the donor are customarily placed in/on new items donated and added to the Library collections or/on items purchased by the Library with monetary donations. This is also true in most cases of honorary and memorial donations.
- In the case of the gift of a collection of materials, the Library will work with the donor regarding the arrangement, location, and maintenance of the collection. The Library may not be able to or wish to agree to all the donor's requests with regard to such issues as keeping all items together as a discrete collection, signage, and additions to the collection. Final acceptance and disposition of all such donated items will be at the discretion of the library director.

Gifts of Memorabilia and Realia

- The Library accepts gifts of real items if those items support the mission of the Library. Most items in this category accepted by the Library will be those that have cultural or historical significance to the Cherokee County, Alabama area and are appropriate for inclusion in the Library's Special Collections.
- Although the wishes of the donor regarding the location, placement, and display of an item will be taken into account, the item's final disposition is the sole prerogative of the Library Director.
- The Library will work with any donor who wishes to seek recognition for the donor or an honoree to determine an appropriate form of identification of this recognition on a case-by-case basis.
- The Library will not accept real items that cannot be properly cared for or secured within normal operations and procedures of the Library.

Donation Receipt Form (see Appendix IV)

Deed of Gift

The donation has been received by the Cherokee County Public Library as a gift, and the owner or his agent with full authority, desiring to absolutely transfer full title by signing below, hereby gives, assigns, and conveys finally and completely, and without any limitation or reservation, the property described above to the library and its successors and assigns permanently and forever, together with (when applicable) any copyrights therein and the right to copyright the same.

Materials transferred will be open for unrestricted use to any qualified researcher subject to the rules and regulations of the Cherokee County Public Library. Donations will be handled in accordance with the terms listed on the reverse of this agreement. The Cherokee County Public Library may use its discretion in disposing of materials deemed inappropriate for archival retention or for the general library collection unless instructions to return any unwanted materials are stated below.

Information on Donors and Donated Materials:

When a donor transfers materials to the Cherokee County Public Library, the library organizes and preserves the donation and makes it available to researchers.

The following is a list of services the library will provide regarding your donation:

- The donation will be organized and, if appropriate, a bibliographic record and /or finding aid (index) will be created to describe the content and the arrangement, as resources allow.
- The donation will be physically stabilized and preserved as resources allow; materials will be placed in non- damaging containers and stored in facilities that provide appropriate temperature and humidity control and security.
- The donation will be available to researchers in the library after it is organized, physically stabilized, and prepared for use.
- The library will provide reference services for the donation, and, if appropriate, will have the materials listed in national and international bibliographic sources and online databases.
- Some or all of the materials may be digitized and made publicly available in an online repository.
- When applicable, the library will alert researchers to existing copyright relating to the donation and will include such statements in the bibliographic record and or finding aid.
- The library will require that appropriate and complete citation be included in all information relating to the donation, such as exhibitions, publications, and media productions.
- The library will permanently maintain confidential files documenting the acquisition of the donation and its use.

Form (see Appendix V)

DISPLAY POLICY

Purpose

The Cherokee County Public Library's Display Policy provides a basis for the display of library materials curated by library staff, informs the public about the principles and criteria upon which these decisions are made, and promotes the purpose of the Library's mission.

The Cherokee County Public Library is committed to improving literacy and fostering lifelong learning by connecting the community with access to information, ideas, and knowledge through books, programs, technology, and gathering places.

Display Selection Procedure

The Cherokee County Library Board of Trustees has delegated to the Library Director and staff members the responsibility for the selection of library materials for display. The selection of display topics and materials is based on the following:

- Community needs and interest
- Historical, cultural, informational, or educational significance or value
- Relation to Library collections, resources, exhibits, and programs
- Relevance to current national and local trends and events
- Representation of a variety of viewpoints

Locations of Displays

Displays will be located in areas of the Library that are accessible to all patrons, regardless of age. Depending upon the collections from which the materials are being used, specific displays will be located in areas intended for specific age groups, such as the children or adult sections.

Procedure For The Questioning of Library Displays by Patrons

Library patrons who have questions or concerns about library displays may bring their concerns to the attention of the Library staff. The following procedure should be used:

- The patron is referred to a professional staff member.
- This staff member makes every attempt to satisfy the patron's concern and answer questions by sharing and clarifying the established display policies.
- After the interaction, the staff member will notify the Library Director in a brief written statement regarding the date, circumstances, and result of the patron's concern.
- A patron who wishes to pursue their question further is referred to the Library Director and fills out a Request for Reconsideration of Library Materials form. The Library Director and Library Board of Trustees will review the form to ensure that the content aligns with the library's guidelines and Collection Development Policy.
- Upon completion of the review process, the reviewing board will prepare a written recommendation. The Director notifies the patron in writing of their final decision on the complaint regarding the display of the material.

Form (see Appendix II)

COMPUTER USAGE POLICY

1. Users must sign in at the circulation desk and provide a contact phone number.
2. There is a one-hour time limit per day. Before time runs out, you may request an extension at the desk.
3. Items may be printed at a cost of .20 per page.
4. No more than two people are allowed at each workstation at a time. If their behavior or conversation disturbs other library users or library staff, one person will be asked to leave the workstation.
5. The sound on the computers must remain off. Earbuds or headphones may be used when necessary.
6. Installation, downloading, or modification of software is prohibited.
7. **The Cherokee County Public Library will strictly enforce Alabama State Law 13A-12-200.3 and 13A-12-191 which specifically prohibits the dissemination or display of obscene matter.**
8. **Library computers must not be used for illegal activity, to access illegal materials, or to access materials that would be considered obscene by community standards. Users must respect copyright laws and licensing agreements.**
9. The Library and its staff are not responsible for any damage that may occur due to the use of this system, such as a loss of data from delays or service interruptions due to mechanical failures.
10. The patron and/or the parent or guardian of a user will be held financially liable for damage to a workstation's hardware or software or for illegal or unethical acts performed through the library system.
11. Parents are responsible for monitoring the sites viewed by their children.
12. **Children may not be left unattended while a parent or guardian is using the computer lab.**
13. Computers shut down one-half hour before library closing time: 4:30 P.M. Mon., Tues., Thurs., Fri., and 11:30 on Wed.
14. Library staff can only assist in a limited way if they are not busy with other duties. Library policy **does not allow** staff to view or enter the personal data of patrons, such as passwords, account numbers, etc.
15. Users are reminded that not all sources on the Internet provide accurate, complete, or current information.
16. This is a public computer network. You are responsible for your own safety on the Internet.
17. **Users may not sync their accounts, browsers, or devices to the Library's computers. This exposes them to privacy and security risks and is strictly against library policy.**
18. **Users are responsible for the protection of their private data. This includes logging out of their personal accounts and deleting personal information they have saved to the computer. The Library assumes no liability.**

Before you leave the computer lab, remember:

19. Closing your browser window or logging out of the Library's Libshield time management program will NOT log you out of personal accounts you have accessed via the Internet. At the end of your session, please make sure you have logged out of all personal accounts. If you have saved any documents to our computer, delete them and empty the trashcan. Then log out of the Libshield program at the right of your screen. Do not turn off the computer.

INTERNET SAFETY POLICY

Internet Access

The Library collection is supplemented by the wide variety of resources available through the Alabama Virtual Library and the Internet. Computers are provided for our users to access these online resources in the Library.

The content of the Internet is unregulated, and the Library has no control over the resources available there. Information found on the Internet may be reliable and current, or it may be inaccurate, out of date, illegal, obscene, or sexually explicit. Because the Library cannot monitor or control the information available through the Internet, users access the Internet at their own discretion.

In order to provide equal access for users to library computers and the Internet, the Library sets time limits for computer usage and requires user sign-up.

Users are expected to utilize the Library computers in a responsible manner and to respect the rights of other users. Any actions that will cause damage to computer software or equipment that result in the invasion of privacy or harassment of others will **NOT** be allowed.

The Library will have no liability for direct, indirect, or consequential damages related to the use of information accessed through the Library's Internet services. Since software and information downloaded from any source, including the Internet, may contain computer viruses, users are advised to utilize virus-checking software on their home computers.

Failure to comply with this policy and its procedures may result in the **loss of the user's right to access Library computers.**

Technology Protection Measures

The Library uses technology protection measures to prohibit minor's access to harmful materials, as required by the Children's Internet Protection Act (CIPA):

- Access by minors to inappropriate matter on the Internet and the World Wide Web
- Uses that compromise the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access, including hacking and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors
- Technology protection measures are not foolproof and may not always prevent Library patrons and staff from inadvertently accessing offensive text or images. Sites that contain inoffensive and useful information may also be erroneously blocked.
- Adults or minors may also request access to websites that are erroneously blocked. Library staff will review the sites in question and provide access to those that are blocked in error.

Use of the lab implies the following: I agree to abide by the Cherokee County Public Library's rules. I understand that I forfeit my rights to use the Library's computers if I break these rules.

PROGRAMMING POLICY

Cherokee County Public Library offers programs that support our patrons in their home lives, learning, and leisure activities. In planning programs, the Library considers:

- The Library's Long-Range-Plan
- Regional needs
- Purpose of the program
- Quality of the presentation
- Appropriateness of content to the audience
- Other programs available in the community.

STATISTICS/EVALUATIONS

Attendance statistics, and evaluations are kept to determine the impact of the program on the audience, to help in preparing budgets, and to aid in future planning. A consistent effort is made to represent diversity in programs presented at the Library.

Quality programs form an integral part of library service. Therefore, the Library will provide staff, materials, and training to maintain quality programming.

In addition to program time for the presenter, there may be other staff requirements. Programs with anticipated large attendance may require additional staff or volunteer help to assist with the program. It is important that ample staff be available to provide assistance to library audiences before, during, and after the program.

Tours are given at the request of a group or individual. Tours may be considered a program if there is preparation of materials and information involved.

Participation in library programs implies consent to be photographed. Patrons may opt out of this provision in advance for themselves or minor children by notifying a staff member before the program begins.

PROGRAMS OFFERED INCLUDE:

- **PRESCHOOL STORYTIME** most often consists of sessions twice weekly in Fall (beginning after Labor Day in September and concluding in December, with breaks during holiday weeks) and Winter/Spring (beginning the second week in January and concluding in April). The Library also hosts storytimes with guest readers during the month of June. Story presentations are available to the public or individually at the request of a community group.
- **SUMMER READING PROGRAMS** are presented in conjunction with the Summer Reading calendar and are based on the annual theme as selected by Alabama Public Library Service.
- **ADULT PROGRAMS** include both programs scheduled for the public and those presented in conjunction with other community organizations. These programs may take place in the Library or elsewhere in the community.

STORYTIME POLICY

The Cherokee County Public Library seeks to offer an active schedule of programs appropriate for young children. Among these is Storytime.

Storytime is more than reading stories aloud; it is a lively, curiosity-sparking early literacy experience crafted to introduce and celebrate children's literature. Research-based principles guide the design of each program, and this approach makes the books much more accessible to our youngest readers. Complementary music and art components are planned for each theme to supplement children's understanding of the literature. As such, these programs are always conducted by one of the professional children's librarians, with the possible exception of guest educators, library board members, and community groups known to the library.

Storytime presentations are designed to meet the individual needs of preschool children from babies through age 5. During the school year, Storytime is offered twice weekly, repeating the same program both times to accommodate the busy schedules of parents and other caregivers. During the month of June, programs are designed for both preschoolers and early elementary school students.

Storytime at the Cherokee County Public Library is intended to be both a reading presentation and interactive time between parents/caregivers and children. Therefore, during Storytime programs for children younger than 5, a parent or an adult care-giver must stay. Well-behaved siblings are also welcome. Any exceptions to these guidelines are at the discretion of the librarians.

Storytime is provided as a service to the community and there is no charge. Children's programs at the Cherokee County Public Library are open to any children who use the Library.

A patron may be asked to leave the Storytime if the librarian judges that the patron's actions are interfering with the ability of others present to listen.

Interpretation and application of this policy are at the discretion of the Library.

PRESENCE OF ANIMALS IN THE LIBRARY

Cherokee County Public Library is concerned with the safety and welfare of both staff and patrons. Due to liability concerns, the Library permits the presence of animals inside the building only under the following circumstances:

If the animal is a service animal or emotional support animal;

If the animal is part of a Library-approved program, such as summer reading programs that feature animals, or green bag garden presentations that include animals for educational purposes. In these cases, liability rests with the presenters of these programs and not with the Library per se.

In all cases, the Library reserves the right to ask that owners maintain control of any animal brought onto library property. Owners may instructed by library staff to remove any animal that interferes with Library operations or poses a risk to the health and safety of library patrons or staff.

CONFERENCE ROOM RULES

The Cherokee County Public Library Conference Room (“Room”) is available to nonprofit community groups and organizations engaged in educational, cultural, intellectual, or charitable activities. The Room is available only during the Library’s hours of operation.

The Library and its affiliated organizations and programs have first priority for use of the Conference Room.

No group whose purpose is commercial in nature may use the Library space, even if the planned event meets other use criteria. Use of the conference room for private parties is not within the scope of this user policy. Those using the Room can charge no admission for any event; nor may collections be taken, funds solicited, or any direct sales made. There is no charge for use of the room, but donations may be made to the Library.

Reservations must be made with the Library Director for specific hours, and groups must leave promptly at the conclusion of the specified time. Failure to cooperate with this rule will result in denial of future use privileges. Meetings will be confined to the Room unless previous arrangements have been made to use other Library areas at the Library Director’s discretion.

Any use of the Room which disturbs the Library or its users is prohibited.

Smoking or use of alcoholic beverages is prohibited.

Groups are responsible for their own set-up of chairs, etc. They must clean up the Room, returning the furniture to its original position. Furniture must not be dragged across the tile floor. Garbage must be removed. Set-up and clean-up must occur within the reserved time for the meeting. Groups will be held responsible for any damage that occurs during the meeting time. If facilities are not left as found, the responsible group will be charged a fee for cleaning or repairs, to be assessed by the Library Board of Trustees (“Board”).

If a conflict arises over the interpretation of these regulations, the matter will be referred to the Board.

Exceptions and/or changes to this policy must be approved by the Board. However, the Library Director is granted power to waive rules if, in his/her judgment, emergency or other conditions warrant this action. The Library Director must report all such waivers to the Board.

The Board and the library staff do not assume responsibility for loss, theft, or damage incurred to person or other property brought into the building or onto the grounds, nor do they assume liability for any injury to person or persons during the time the Room is used. The Board and the library staff assume no liability for vehicles or equipment on the library grounds.

VOLUNTEER POLICY

Definitions

A volunteer shall be considered as any individual, 16 years or older, who assists with work done at Cherokee County Public Library without remuneration. Exceptions to the age requirement may be made by the Library Director, in the case of younger volunteers who are well-known to the Library staff and with the written permission of their parents or guardian. Volunteers may include students whose purpose is to earn academic credit as part of an authorized school or organization.

Statement of Purpose

Cherokee County Public Library shall use the services of volunteers to:

- Supplement the efforts of paid Library staff in meeting demands for quality public service.
- Serve as a method for encouraging citizens to become familiar with their Library and the services being offered.
- Staff or support fundraising activities sponsored by the Library.

Cherokee County Public Library shall make use of the services of interested volunteers to supplement and not replace the work done by Library staff.

Recognition

Recognition is an important component of a volunteer program and is often the only way in which the Library can say “thank you” to a volunteer. The library staff and Library Board shall find ways of recognizing volunteers throughout the year.

General Provisions

Nothing in this policy shall be deemed to create a contract between the volunteer and the Cherokee County Public Library or Cherokee County Commission. Both the volunteer and the Library have the right to terminate the volunteer’s association with the Library at any time, for any reason, with or without cause.

Neither the Cherokee County Commission nor the Cherokee County Public Library will provide any medical, accident, or worker’s compensation benefits for any injuries sustained while functioning as a volunteer.

Prior to engaging in any volunteer activity, each volunteer will be required to submit a Library Volunteer Application form for volunteer work, and visit with a supervisory staff member.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: shelving books, cleaning shelves and furniture, helping to prepare for programs, assisting with maintenance of the Book Sale room, and guiding patrons during library programming. Normally, volunteer activities will not involve use of the Library’s computer system to check books in or out or to complete other tasks involving patron records.

Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the Library in time to begin work as scheduled or call the Library if they will be absent. All volunteer work must be completed within normal Library hours.

Exceptions may be made by the Library Director.

Recruitment and Supervision of Volunteers

Volunteers will be sought through a variety of methods (Teen Advisory Board, applicants from local schools, Community members who wish to share a skill) to meet specific as well as general project needs. Recruitment shall be the responsibility of the Library Director.

When appropriate, the Library may expand the duties of long-term, trusted volunteers and potentially fund training for these individuals if mutually agreeable.

The following guidelines have been established to provide consistent information to volunteers and to assure that volunteers fully understand the commitment they are making:

- A volunteer represents the Library to the community while actively serving as a volunteer.
- A volunteer is expected follow approved policies and procedures of the Library while volunteering in the Library building and at Library events elsewhere.
- A volunteer is oriented, trained, and supervised on a continual basis concerning those policies and procedures necessary for the activities being carried out.
- Of special importance in carrying out volunteer activities is observance of the Library Bill of Rights as adopted by the Cherokee County Public Library Board of Trustees. Under the Library Bill of Rights, the Library must protect the confidentiality of each Library user, and assure equal access and the freedom to read and inquire of each user regardless of age, religion, race, national origin, background, and views. In carrying out these requirements, volunteers actively working in the Library may not express their religious, political, social, or other personal views to members of the public. They must protect the confidentiality of each Library user. Violation of these special trusts, policies, or procedures is reason to discontinue the volunteer services.
- In light of the time and expense involved in training and supervising volunteers, the Library may decide to discontinue or change a volunteer's service assignment, which it determines is not beneficial
- Volunteers fill out an information form, which is used by the Library to ensure that the volunteers are involved in activities appropriate to their skills, experience, and interests. References are requested, to be contacted by a supervisory staff person. Accepting the services of a volunteer is done at the sole discretion of the Library Director. Foremost in the Director's decision will be the need for a volunteer, the appropriateness of the volunteer's skill level, the evaluation of provided references, and the benefit to the Library as a whole.

ORIENTATION FOR VOLUNTEERS

1. Introduce the person doing orientation, and introduce volunteers to other staff.
Review volunteer policy, Library Bill of Rights, and confidentiality.
2. Discuss specific job description and parameters of that job
3. Inform volunteers of dress code.
4. Inform volunteers about breaks.
5. Discuss with volunteers the seriousness of the Library Bill of Rights, confidentiality, and policies and procedures and what constitutes dismissal.

Example of situations that constitute dismissal:

- Giving out a patron's address or phone number to another person.
- Not letting a person check out a book of their choice (it does not matter what the volunteer thinks about the book).
- Discussing with anyone what someone else has checked out.
- Violating Library policies.
- Hand out volunteer badge.
- Be sure volunteer has filled out Volunteer Information Form, has been given Library Bill of Rights, and has been given the procedures for the job they are to do.

RIGHTS AND RESPONSIBILITIES OF STAFF WORKING WITH VOLUNTEERS

RESPONSIBILITIES:

- To provide an accurate job description.
- To prepare professional staff.
- To prepare all participants through an orientation.
- To offer a well-planned program of training and supervision.
- To be ready to place the volunteer.
- To treat volunteers as co-workers with acceptance and trust.
- To avoid confusing jargon.
- To give the volunteer a significant task.
- To continue to inform the volunteer.
- To give the volunteer proper recognition.
- To evaluate with the volunteer.

To provide opportunities for the volunteer's personal growth.

Form (see Appendix II)

THE FREEDOM TO READ

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.

REQUEST FOR RECONSIDERATION OR RELOCATION OF LIBRARY RESOURCES

The Board of Trustees of the Cherokee County Public Library has delegated the responsibility for selecting and evaluating library resources to the Library Director. It has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures.

Please return the completed form to the Library Director, Cherokee County Public Library, 310 Mary Street, Centre, AL 35960.

Date _____ Name _____ Phone _____

Address _____

City _____ State _____ Zip _____ Email _____

Do you represent: _____ yourself _____ an organization?
Which organization? _____

Resource on which you are commenting:

_____ Book _____ Display _____ Library Program _____ Other _____

Title: _____

Author _____

Please answer the following questions as fully as possible:

1. How did the resource come to your attention?
2. Have you examined (read/heard) the material in its entirety? If not, what selection or part did you read or view?
3. What are the specific matters that concern you? Be as specific as possible, cite pages, etc. (use other side or additional pages if necessary)
4. Are there resources you recommend that provide additional information and /or other viewpoints on this topic?
5. Have you read any reviews on this work? Please attach.

Thank you for your comments. Use the back of this page for further comments, if necessary.

VOLUNTEER INFORMATION FORM

1. Date: _____

2. Name: _____
(Last)(First)(Middle)

3. Current address: _____

4. City: _____ 5. State _____ 6. Zip _____

7. Home/message phone: _____

8. Do you have a current driver's license and use of an automobile?
Yes _____ No _____

9. Have you been convicted, or have you served time in a correctional institution within the past seven (7) years, for any crime, which might have some bearing on your fitness to serve as a Library volunteer?

Yes _____ No _____ if yes give details on a separate sheet.

10. List the days and hours you are available for volunteering.

11. Indicate the kinds of activities or tasks you think you might be able to do or would like to learn to do in the Library:

12. Previous volunteer/work experience, education, special training and/or hobbies:

13. I certify that all statements above and attached to this Information Form are true and complete to the best of my knowledge. I understand that false statements shall be sufficient cause for my volunteer activities to be discontinued by the Library.

I have read and understand the Volunteer Policy of Cherokee County Public Library as well as the Library Bill of Rights.

Signature of volunteer _____

Date _____

EVALUATION OF VOLUNTEERS

Appraisal for _____ Present Position _____
(Name of Volunteer)

Supervisor _____

Hours Donated From _____ to _____

Cherokee County Public Library

310 Mary Street Centre, Al 35960

256-927-5838 & Fax: 256-927-2800

www.cherokeecountypubliclibrary@gmail.com

DONATION RECEIPT

Date: _____

Name: _____

Address: _____

City/ State/Zip Code: _____

Phone: _____ E-Mail: _____

____ I **donated** (The Library does not estimate the value of donation)

_____ Value \$ _____

_____ Value \$ _____

_____ Value \$ _____

____ I **contributed** a cash gift of \$ _____

____ **In Memory of** (plate) _____

By _____

____ **In Honor of** (plate) _____

By _____

Title _____

Note: For tax purposes, value declared must be equal to current depreciated value of donated items. As required by IRS Code, there were no goods or services provided to you in consideration of this gift.

Thank you!



Cherokee County Public Library

310 Mary Street Centre, AL 35960

Phone: 256-927-5838/Fax: 256-927-2800

Email: cherokeecountypubliclibrary@gmail.com

Deed of Gift

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Description of Donation:

Agreement:

The donation has been received by the Cherokee County Public Library as a gift, and the owner or his agent with full authority, desiring to absolutely transfer full title by signing below, hereby gives, assigns, and conveys finally and completely, and without any limitation or reservation, the property described above to the library and its successors and assigns permanently and forever, together with (when applicable) any copyrights therein and the right to copyright the same.

Materials transferred will be open for unrestricted use to any qualified researcher subject to the rules and regulations of the Cherokee County Public Library. Donations will be handled in accordance with the terms listed on the reverse of this agreement. The Cherokee County Public Library may use its discretion in disposing of materials deemed inappropriate for archival retention or for the general library collection unless instructions to return any unwanted materials are stated below.

Information on Donors and Donated Materials:

When a donor transfers materials to the Cherokee County Public Library, the library organizes and preserves the donation and makes it available to researchers.

The following is a list of services the library will provide regarding your donation:

- The donation will be organized and, if appropriate, a bibliographic record and /or finding aid (index) will be created to describe the content and the arrangement, as resources allow.
- 2. The donation will be physically stabilized and preserved as resources allow; materials will be placed in non-damaging containers and stored in facilities that provide appropriate temperature and humidity control and security.
- 3. The donation will be available to researchers in the library after it is organized, physically stabilized, and prepared for use.
- 4. The library will provide reference services for the donation, and, if appropriate, will have the materials listed in national and international bibliographic sources and online databases.
- 5. Some or all of the materials may be digitized and made publicly available in an online repository.
- 6. When applicable, the library will alert researchers to existing copyright relating to the donation and will include such statements in the bibliographic record and or finding aid.
- 7. The library will require that appropriate and complete citation be included in all information relating to the donation, such as exhibitions, publications, and media productions.
- 8. The library will permanently maintain confidential files documenting the acquisition of the donation and its use.

Conditions Governing Gifts:

- It is understood that all gifts are outright and unconditional.
- 2. Gifts to the library may be deductible in accordance with provisions of federal income tax laws.
- 3. The donor name on this form has not received any goods or services from the library in return for this gift.
- 4. The staff of the library is not permitted to furnish appraisals.
- 5. Cherokee County Public Library gratefully acknowledges your gift.

Signature:

Donor: _____ Date: _____

Donor (print name): _____

Library representative: _____

Date: _____