

# CLAYTON COUNTY LIBRARY SYSTEM POLICY

It is the policy of the Clayton County Library System to provide the best possible service to the citizens of Clayton County. It is against the policy of the Clayton County Library Board of Trustees and Georgia law to divulge information contained in Clayton County Library System's circulation or registration records.

In this policy statement the term adult refers to a person 18 years of age or older. As a public library system, it is our responsibility to provide a wide range of materials for our users to select from according to their needs. It is not the policy of the library system to usurp the parents' prerogative to guide in the selection of appropriate reading material for their own children.

All library users, including children, are expected to behave in the library in a manner respecting the rights of other library users and library staff. Unsafe or disruptive behavior cannot be allowed. When unsupervised children are left alone at the library, it is a misuse of the library. The library staff cannot accept responsibility for these children, or for children left on the library premises after closing hours. Should any of the above difficulties occur, the library staff may ask a person behaving unacceptably to leave the library and may contact the proper authorities. The Library Board of Trustees has adopted a Conduct in Libraries Policy and the Director, Library Services, will set a course of action the library staff will follow if library users engage in conduct that is not permitted.

If a library user's behavior in the library or use of library services causes disruption of library operations, the Director, Library Services may recommend to the Chairman of the Library Board of Trustees that the library privileges of that user be suspended for a specific period of time or permanently. During a suspension of library privileges the library user may not come on any library property or communicate with the library staff (except the library director). The library user will be notified of the suspension in writing. A suspension of library privileges may be appealed to the Library Board of Trustees at any regularly scheduled meeting.

## I. LIBRARY CARDS

Library cards will be issued to the following:

### A. Residents of the state of Georgia

1. With verification of address, a library card will be issued upon request. Request may be rejected because applicant (or one for whom the applicant is responsible) has a delinquency record with the library, or with one of the libraries in the PINES system. Materials checked out on a borrower's card are the responsibility of the card holder.

2. Children 17 years and younger may have their own library card, with their parent or guardian's permission. Parents or guardians are

responsible for materials borrowed by children. Library users under 18 must have parental permission signed by the parent or guardian on the library card application prior to use of the Internet in the library.

B. Out of State residents

1. Upon providing proof of ownership, non-residents who work or own property in the state of Georgia will be issued a free library card.
2. A patron who resides out of state and does not work or own property in the state of Georgia may be issued a library card valid for one year, for a charge of \$25.00, which is due at the time of registration.

C. Temporary Residents

If an individual will reside temporarily in Georgia for a limited time but resides out of state permanently, they may be eligible for a temporary card for a fee of \$12.50 charged and due at the time of registration. Checkout will be limited to a maximum of five items simultaneously. The card will expire six months from the date of registration.

II. MATERIALS AND EQUIPMENT

- A. Books, video cassettes, art prints, and audio recordings may be checked out by any person with a valid library card.
- B. In the interest of offering all library patrons access to the materials they need for informational and recreational purposes, the Clayton County Library System allows no more than 100 items to be checked out on any patron's card at any time.

No more than 20 (twenty) of the items borrowed may be new materials, defined as those items published within the last twelve calendar months. No more than ten new fiction items and ten new nonfiction items may be checked out at any time.

III. FINES AND FEES

Fines and fees are charged for overdue, lost and damaged library materials and equipment. Patrons who lose and pay for materials and equipment and who subsequently find the item may receive a refund for the item paid for providing the item is returned to the library within six months from the time it was paid for. The fine, up to the maximum, will be deducted from the refund. In order to encourage the return of overdue library materials, various maximum fines will be in effect for materials returned in the same visit to the library. If the item's price is less than the maximum fine, the fine will be the price minus 50 cents.

Daily fine rates are as follows:

|                            | FINE PER DAY | MAXIMUM FINE                                  |
|----------------------------|--------------|---|
| Books                      | \$ .10       | \$5.00 per item, or                           |
| Audiobooks & compact discs |              | the price of the item<br>if less than \$5.00, |

minus 50 cents. For three or more items, the maximum fine will be \$15.00\*.

|            |        |   |
|------------|--------|---|
| Pamphlets  | \$ .05 | \$ .50 per item.<br>\$2.00 per group.                       |
| Art Prints | \$ .25 | \$ 3.00 per item.   |
| Videos     | \$ .50 | \$ 5.00 per item, or<br>\$15.00 for more than three items*. |

\*more than three items returned at the same time

#### IV. SERVICE

A. The six Clayton County Libraries will be open to the public the following hours:

|               |                                      |                   |
|---------------|--------------------------------------|-------------------|
| HEADQUARTERS: | Monday, Tuesday, Wednesday, Thursday | 9 AM - 9 PM       |
|               | Friday                               | 9 AM - 6 PM       |
|               | Saturday                             | 9 AM - 5 PM       |
|               | Sundays (Sept. – May)                | 1:30 PM – 5:30 PM |
| JONESBORO:    | Monday & Tuesday                     | 9 AM - 9 PM       |
|               | Wednesday, Thursday, Friday          | 9 AM - 6 PM       |
|               | Saturday                             | 9 AM - 5 PM       |
| RIVERDALE:    | Monday & Tuesday                     | 9 AM - 9 PM       |
|               | Wednesday, Thursday, Friday          | 9 AM - 6 PM       |
|               | Saturday                             | 9 AM - 5 PM       |
| FOREST PARK:  | Monday & Tuesday                     | 9 AM - 9 PM       |
|               | Wednesday, Thursday, Friday          | 9 AM - 6 PM       |
|               | Saturday                             | 9 AM - 5 PM       |
| MORROW:       | Monday & Tuesday                     | 9 AM - 9 PM       |
|               | Wednesday, Thursday, Friday          | 9 AM - 6 PM       |
|               | Saturday                             | 9 AM - 5 PM       |
| LOVEJOY:      | Monday & Tuesday                     | 9 AM - 9 PM       |
|               | Wednesday, Thursday, Friday          | 9 AM - 6 PM       |
|               | Saturday                             | 9 AM - 5 PM       |

All branches of the library system will be closed on all holidays designated by the Clayton County Board of Commissioners. The libraries may be closed on an emergency basis at the discretion of the Director of Library Services.

Effective August 1, 1987, smoking will not be permitted inside the libraries.

## B. Library Programs

It is the policy of the library to provide a wide variety of free programs and events for children and adults. These currently include storytimes, films, etc. for children and programs and seminars of an educational, recreational or cultural nature for adults. When possible, there are special library events keyed to national celebrations such as National Library Week and National Children's Book Week. A monthly calendar of events will be available at all branches giving specific times and dates for library programs.

C. The public library serves students of all ages as individuals; but it cannot meet full curriculum of any given course of study. Those pursuing a particular curriculum may use available public library materials; but allowing special privileges and extra demands on the collection or on the library programs in order to serve in lieu of a structured school library or to support a curriculum or specific ideology is not physically practical or financially possible.

D. It is the policy of the Clayton County Library System to provide reference and information services by phone and in person as requested.

E. Clayton County Library System serves all residents of the county on an equal basis.

## F. Internet

Clayton County Library System provides public access computers for any person with a library card in good standing to use the Internet and personal productivity software. Use of the library system's computers is governed by the Internet Safety and Use Policy adopted by the Library Board of Trustees and Rules of Conduct for Use of Library Computers as set by the Director, Library Services.

The Internet is a decentralized global system with information from various sources including corporations, foundations, organizations and individuals. The library is not responsible for the content or accuracy of the information on the Internet or the statements, views and opinions expressed. Although we use filtering software to reduce the likelihood of accessing inappropriate and/or illegal content, such filters are not 100% effective. There are images and information on the Internet which may be offensive to some people and inappropriate for viewing by children.

Any library user under age 18 must have parental permission signed by the parent or guardian on their library card application and must have that library card in his/her possession each time he/she wants to use a computer with Internet access in the library.

## G. Extending Services

1. Buildings: additional buildings will be planned based on population growth and need.

2. Deposit collections of relevant materials will be placed in institutions such as nursing homes upon request.

3. Shut-in service and/or books-by-mail service will be provided for Clayton County residents who are physically unable to come to the library.

H. Multi-purpose rooms and display areas

The multi-purpose rooms and display areas of the libraries are available for the purpose of promoting library, cultural, educational and civic activities. Permission for use of the facilities is at the discretion of the Library Director or the Library Director's designated representative.

V. PERSONNEL

Leaves of absence and vacation for Clayton County employees shall be determined by the Civil Service Law and Rules and Regulations of the Civil Service System of Clayton County. The personnel policies for the state paid librarians will be the same as those for the county employees. The individual employee must request extended leave or vacation in advance and those requests must be approved by the Director based on the best welfare of the library.

The library will close on all days designated by the Board of Commissioners as holidays. The library will close at 6 PM on the day before a holiday. Because holidays designated by the Board of Commissioners fall on weekdays, if Christmas Eve, Christmas Day, New Year's Day or the 4<sup>th</sup> of July occur on a Saturday or Sunday, the library will be closed on those Saturdays or Sundays but those Saturdays or Sundays will not be considered holidays for pay purposes. The library will be closed on Easter Sunday.

THIS POLICY STATEMENT IS ADOPTED AS AMENDED BY THE CLAYTON COUNTY LIBRARY BOARD OF TRUSTEES, TUESDAY, OCTOBER 25, 2005.

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Judy Serritella, Chair