

Daphne Public Library Policies



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I. Library Overview

A. Introduction

The Daphne Public Library serves a diverse community of over 29,000 residents, including young families, retirees, and individuals from various economic backgrounds. Our staff is dedicated to providing equal and respectful service to all patrons. In addition, we collaborate with other public libraries in Baldwin County to share materials. Most items from these libraries can be checked out at the Daphne Public Library.

B. Mission Statement

The mission of the Daphne Public Library is to inform, educate, and culturally enrich the lives of the greatest possible number of citizens of all ages, cultures, and economic backgrounds. The library collects, organizes, and provides access to educational, informational, recreational, and cultural resources to meet the service needs of the community. We are dedicated to the highest standards of ethics and public service, striving for the maximum effectiveness and economy in library operations. The library is committed to meeting the Standards for Public Library Service in Alabama. The Daphne Public Library Board of Trustees, director, staff, and volunteers will strive for thoroughness, equity, and fairness in serving individuals and organizations throughout the community. We are dedicated to the development of full and equal access to information for all people.

Adopted by the Daphne Public Library Board, August 8, 2005.

C. Library Hours and Location

The Daphne Public Library is located at the intersection of U.S. Highway 98 and Whispering Pines Road in Daphne, Alabama.

- **Physical Address:** 2607 U.S. Highway 98, Daphne, Alabama
- **Mailing Address:** P.O. Box 1225, Daphne, Alabama 36526

The library is open approximately 57 hours per week during the following hours:

- **Monday through Thursday:** 9:00 am – 8:00 pm
- **Friday:** 9:00 am – 6:00 pm
- **Saturday:** 9:00 am – 2:00 pm

D. Holidays

The library follows the City of Daphne holiday schedule and will be closed whenever the city is closed. If a designated city holiday falls on Friday, the library will be closed until the following Monday. If a designated city holiday falls on Monday, the library will be closed on Monday. The library will be closed on

Saturdays associated with major holidays, including Memorial Day, Labor Day, and Thanksgiving, whenever these holidays fall appropriately. The library will close at 5:00 pm on days preceding Thanksgiving, Christmas, and on New Year's Eve when the library is open.

E. Emergencies and Disasters

The City of Daphne, the library director, and the library board will have the authority, during emergencies and disasters of an immediate nature, to take necessary steps to protect or repair the library building and materials without holding a board meeting. In the case of emergencies or disasters not of an immediate nature, a board meeting will be held to determine the best plan of action. All three entities will act, at all times, in the best interest of the library. In the event that a meeting cannot be held, the mayor, library director, and/or director of Public Works will make the appropriate decisions. The mayor's instructions take precedence since the building is city property.

F. Authorization: Code of Alabama

Section 11-90-1

Powers of Counties and Municipalities as to Establishment and Maintenance of Free Public Libraries Generally

The county commissions of the counties of this state and municipalities, through their governing bodies, may establish and maintain or aid in establishing and maintaining free public libraries for the use of the citizens of the respective counties or municipalities, either separately or in connection with public schools. To that end, they may accept gifts, donations, and bequests of land, buildings, or money and may make appropriations from the county or municipal treasury in support thereof in such sums as they may deem proper.

(Acts 1920, Ex. Sess., No. 93, p. 146; Code 1923, §1545; Acts 1939, No. 198, p. 350; Code 1940, T. 55, §285.)

Section 11-90-2

Library Boards - Composition; Appointment and Terms of Members; Vacancies in Office

The government and supervision of such libraries shall be vested in a Library Board consisting of five members who shall be appointed by the county commission or the governing body of the municipality. The terms of membership on the Library Board, as first appointed, shall be as follows:

- One member for one year,
- The second member for two years,
- The third member for three years,
- The remaining two members for four years.

After the first term, all appointments shall be for four years. The county commission or governing body shall fill all vacancies, including expired and unexpired terms. Members of the Library Board shall serve without compensation. (*Acts 1919, No. 763, p. 1124; Code 1923, §1546; Acts 1939, No. 199, p. 351; Code 1940, T. 55, §286.*)

Section 11-90-3

Library Boards - Powers and Duties

(a) The Library Board shall have full power and authority to:

1. Control the expenditure of all funds received or appropriated for such libraries;
2. Erect or rent buildings at a cost not in excess of the funds available to it;
3. Purchase books and equipment;
4. Provide a system of library service to be made easily available to all citizens of the county or municipality through a central library, branches, stations, book truck service, or other appropriate means;
5. Elect a librarian and other employees; and
6. Manage and control the library to carry out the full intent and purpose of this chapter.

A careful and complete record and set of books shall be kept by the Library Board, showing the proceedings of their several meetings and the receipts and disbursements in detail of all funds.

In counties where a city having a population of not less than 65,000 already maintains a free public library, a separate county Library Board need not be appointed. The county libraries and the appropriations authorized shall be administered by the governing Board of such free public library on such terms as may be agreed upon between the county commission and the said governing Board.

(*Acts 1919, No. 763, p. 1124; Code 1923, §1547; Acts 1939, No. 200, p. 351; Code 1940, T. 55, §287.*)

Section 11-90-4

Establishment and Maintenance of Joint Library Service

In lieu of establishing or maintaining free public libraries exclusively for a single county or municipality in the manner provided in this chapter, the Library Board of any county or municipality free public library may contract with the Library Board of another political unit or governmental agency or instrumentality for the establishment or maintenance of joint library service upon terms as may be agreed upon by the contracting parties. Where there is no existing public library,

the power to contract shall vest in the county commission of the county or the governing body of the municipality.

Included in the power conferred is the determination of the basis and personnel of representation of the local political units on the joint Library Board administering the joint library service established under this section. Such a Board, when appointed, shall have the powers and duties granted by this chapter to county or municipal Library Boards. County and municipal Library Boards or joint Library Boards shall have the power to cooperate with all state and federal agencies and institutions in furtherance of the purpose of this chapter. All municipal, county, and joint Library Boards shall submit records and reports as may be required by the public library service.

Provided, that nothing in this section shall be construed as infringing upon any municipal charter provisions governing the administration of existing free public libraries.

(Acts 1919, No. 763, p. 1124; Code 1923, §1548; Acts 1939, No. 201, p. 352; Code 1940, T. 55, §288.)

G. Library Board of Trustees

1. The Daphne Public Library Board of Trustees

The Daphne Public Library Board of Trustees is comprised of five members. A list of the current board members and terms will be updated each year. Board members serve for four years, with new terms beginning on October 1. Board members rotate off the board in a manner that ensures experienced members are always retained. The most current Board of Trustees of the Daphne Public Library By-Laws is attached at the rear.

2. Duties

The advisory board is appointed by the Library's governing body to serve as a liaison between the library and its citizens. The board advises the library director and the governing body on matters related to the library and its services and promotes the library and its programs. Regular library board meetings typically occur on the second Thursday of each month at 4:30 pm in the library's Board Room.

The advisory board's duties and responsibilities include:

- Attending library board meetings
- Acting in an advisory capacity to the governing body on matters that pertain to the library

- Receiving suggestions and recommendations from citizens relating to library service
- Referring complaints, compliments, and suggestions to the library director, who reports to an administrative official, who then reports to the governing body
- Understanding how the library is organized and functions
- Familiarizing themselves with the collection, staff, and activities of the library to communicate knowledgeably with citizens and elected officials
- Approving any expenditures of public funds to the American Library Association in an open, public meeting

H. Friends of the Daphne Library

Friends of the Daphne Public Library (FODL) is a group of people who have joined together to form a non-profit support organization to fund and otherwise support the Daphne Public Library and its staff.

Purposes:

1. To improve the services and resources of the libraries
2. To promote citizen involvement in library activities
3. To provide services such as funding for library programs, helpers for various children's and adult programs, provision of refreshments for said programs, fundraising, and bringing in authors
4. To act as an advisory group to the library administration.

The aim of the Friends of the Library is to allow our libraries the opportunity to offer programs and services that could otherwise not be attempted. Anyone with a desire to see the Daphne Public Library thrive and grow can be a Friend of the Library.

II. Patron Behavior Policy

A. Purpose

The purpose of this policy is to ensure that the library remains a welcoming, safe, and respectful environment for all patrons, staff, and visitors. All patrons are expected to adhere to these rules to maintain a positive library atmosphere.

B. General Conduct

1. **Respect for Others:** Patrons must treat all library staff and other patrons with courtesy and respect. Abusive, harassing, or threatening language and behavior are not tolerated.
2. **Noise Level:** Patrons must maintain a low noise level to avoid disturbing others. Cell phones should be set to silent or vibrate mode. Phone conversations should be brief and held in the library's lobby.
3. **Personal Belongings:** Patrons must keep their personal belongings with them at all times. The library is not responsible for lost, stolen, or unattended items.
4. **Appropriate Attire:** Proper attire, including shirts and shoes, must be worn at all times while inside the library.

C. Use of Library Resources

1. **Library Materials:** All materials must be handled with care and returned on time. Damaging or defacing library property, including books, computers, furniture, and facilities, is strictly prohibited.
2. **Computer and Internet Use:** Library computers and internet services are provided primarily for research, education, and information purposes. Patrons must adhere to the library's computer use policy, which prohibits accessing inappropriate or illegal content.
3. **Food and Beverages:** Only beverages in covered containers are permitted in most areas of the library. Consumption of food is restricted to the Café Area.

D. Prohibited Behavior

1. **Disruptive Activities:** Running, roughhousing, excessive noise, or any behavior that disrupts the library environment or impedes the use of the library for its patrons is prohibited.
2. **Substance Use:** The use of tobacco, alcohol, or illegal substances is strictly forbidden on library premises.
3. **Solicitation and Loitering:** Soliciting, panhandling, selling goods or services, and loitering on library property are not allowed.

4. **Illegal Behavior:** Any behavior or actions that violate local, state, or federal laws will not be tolerated.

E. Children and Youth

1. **Supervision of Children:** Children under the age of 14 must be accompanied and supervised by a responsible adult at all times. The library is not responsible for unattended children.
2. **Youth Conduct:** Youth are expected to follow the same rules of behavior as all other patrons. Disruptive behavior will result in a request to leave the library.

F. Safety and Security

1. **Emergency Procedures:** In the event of an emergency, patrons must follow the instructions of library staff and emergency personnel.
2. **Weapons:** Weapons of any kind, except those carried by authorized law enforcement personnel, are prohibited on library property.

G. Enforcement

1. **Violation of Rules:** Failure to comply with these rules may result in a verbal warning, temporary or permanent expulsion from the library, suspension of library privileges, or legal action.
2. **Right to Appeal:** Patrons who wish to appeal a decision related to enforcement of this policy may submit a written request to the Library Director within 5 business days of the decision.

H. Policy Review and Amendments

The library reserves the right to modify this policy at any time. Patrons are encouraged to check regularly for updates.

III. Library Cards and Circulation

A. Library Cards

Library cards are issued free of charge to Baldwin County residents. To obtain a library card, residents must provide two forms of identification, including one with a photo, such as a driver's license, showing their name and current Baldwin County address. A personal check or utility bill may also be used to verify residency in Baldwin County.

- All library cards must be renewed annually.
- Patrons must present their library card or a valid driver's license each time they check out items.
- Parents or guardians are responsible for library materials borrowed by their children under the age of 18.
- Any fines incurred by minors are the responsibility of the parent or guardian who signed the library card application.

B. Juvenile Card Policy

Library cards for patrons under the age of 18 require the permission of a parent or guardian. By signing the application/contract for the Daphne Public Library card, the parent or guardian agrees to the following:

- I approve the issuance of a library card to the child named on this application and agree to notify the library immediately of any change of address or if the card is lost.
- I assume responsibility for monitoring my child's use of library materials. Juvenile cards exclude the checkout of DVDs and video games; however, all other materials are accessible without restriction.
- I agree to pay any fines or charges for late returns, loss, damage, or mutilation of library materials.
- I agree that upon my child's 18th birthday, their card will change from a juvenile card to an adult card and any fines incurred on their juvenile card will be transferred to my account.

Parents or guardians may access their child's library account, and library staff will provide account information to the parent or guardian upon request. If a parent or guardian wishes to impose further limits on what their child may check out, they are advised to check out materials for their child using their own library card. Library staff cannot act "in loco parentis" (in place of the parent). The responsibility for selecting appropriate materials for minors rests solely with their parents or legal guardians.

C. Circulation Policies

Patrons are responsible for any items checked out on their library card. It is the patron's responsibility to report lost or stolen library cards or items to the library immediately. Patrons are not permitted to use another person's library card to check out materials.

1. Checkout Guidelines

- Patrons may check out up to 25 items per library card.
- All materials are checked out for a period of two weeks.
- There is a limit of five each of the following Daphne-owned materials per card: DVDs, audiobooks, and music CDs. Only adults may check out DVDs.
- There is a limit of three video games per card, and only adults may check them out.
- High-demand books or books placed on hold by another patron may be restricted to a specific check-out period with no renewal.
- Patrons with overdue items, outstanding fines, or unpaid fees for lost or damaged materials may not check out additional items until their account balance is below \$10.00.

2. Reserved Books or "Holds"

- Patrons may request that items currently in circulation be placed on hold. Upon availability, the patron will be notified by phone or email, and the item(s) will be held at the front desk for five business days from the date of notification.
- Patrons may also place Camellia Net items on reserve.

3. Renewals

- Materials may be renewed up to four times.
- Print and audio materials may be renewed in person or by phone unless the item has been placed on hold by another patron.
- Renewal requests must be made before the item's due date.
- Audiovisual materials may not be renewed unless they are returned in person and no holds are placed on the item.

4. Fines and Charges

The following fines and fees apply, regardless of the policies of other Baldwin County libraries:

- \$0.10 per day for print materials and music CDs.
- \$0.50 per day for audiovisual materials (audiobooks, DVDs, video games).
- The maximum overdue fine is \$5.00 per item or \$25.00 per card, excluding fees for lost or damaged items.

Materials are checked for damage each time they are checked out and returned. Patrons are expected to replace or pay for any damaged items. If items are lost or damaged, replacement costs will be based on the original purchase price. The library only accepts payment for lost or damaged items and will not accept replacements, new or otherwise.

If a lost item is found and returned in good condition after payment has been made, the library cannot issue a refund for replacement costs, fees, or fines.

When a patron pays for lost or damaged materials, no overdue fine will be charged for those particular items.

A fine balance of over \$10.00 will prevent a patron from checking out additional materials.

Fines must be paid with cash or check. There is no statute of limitations on fines or fees owed to the library.

5. Circulation Records

Circulation records and other library records that identify materials borrowed by individual users are confidential. Such records will not be disclosed to any individual, state, federal, or local agency except under due process, order, or subpoena authorized by applicable federal, state, or local laws related to civil, criminal, or administrative discovery procedures or legislative investigative power, where a proper showing of good cause has been made in a court of competent jurisdiction. However, parents or guardians of minors under the age of 18 may request access to their child's borrowing records. The library does not retain circulation records following the return of materials. Patrons should not expect to retrieve this information from the staff.

IV. Reference and Reader's Advisory Policies

A. Reference Limitations

The library will not provide, by email, phone, or interlibrary loan, information or copies of pages from City directories. Patrons may access reference materials inside the library to find this information.

Library staff will not give legal, tax, or medical advice, nor will the library staff assess the value of antiques or collectibles. Library staff cannot provide suggestions for patrons purchasing computer equipment or any other items. Library staff may provide resources for patron research; however, evaluation of the information must be the responsibility of the patron.

B. Policies for Proctoring Exams

1. Patrons must be scheduled for testing at least one week in advance for proctored exams. "Walk-in" students needing exams proctored will not be accommodated.
2. Students must present an acceptable form of photo ID to take a test. Only the following forms of ID will be accepted:
 - State issued driver's license
 - State issued identification card
 - Military ID
 - Passport
3. Students requiring proctoring of online exams may need to bring their own computer to access the library's internet.
4. Cell phones will not be allowed in the testing room and the student will only have in their possession what is specifically indicated on the exam by the issuing school/organization.
5. Parts of exams cannot be timed and the maximum length for any exam will not exceed three hours.
6. A proctoring fee of up to \$25.00 may be charged for all professional exams (or \$25.00 per class per semester for college students). Fees should be paid when the student arrives for the exam. Only cash or checks made payable to the Daphne Public Library will be accepted. Checks may be deposited immediately.
7. Tests will be administered in a private, observable meeting room; however, the proctor will not necessarily be in the room at all times.
8. Test materials (including test booklets, proctor instruction sheets, answer sheets, etc.) that are not mailed to the university/organization will be shredded after 30 days following the date of the exam.

C. Reader's Advisory Policies

1. Purpose

Reader's Advisory is a service provided by library staff to assist patrons in finding materials that align with their interests and informational needs. This service is essential to fulfilling the library's goals of supporting lifelong learning, literacy, and community engagement. All library staff members share the responsibility of providing high-quality reader's advisory services under the guidance of the Library Director.

2. Guidelines for Reader's Advisory Services

When engaging in reader's advisory, library staff will use a variety of techniques and questions to help patrons discover materials that may interest them or fulfill specific informational needs. The following considerations will guide staff in recommending materials:

- Patron's Age
- Reading level/ability
- Expressed interests or requested topics
- Specific preferences or restrictions (e.g., no western books, preference for historical fiction, large print, or audiobook formats)

3. Services to Children

Library staff will assist children with reader's advisory if the child is a library cardholder, indicating parental approval for the child's use of the library collection, or if a parent or guardian is present during the interaction.

4. Responsibilities and Limitations

While library staff will provide recommendations based on their knowledge of the library's collection and available reader's advisory resources, it is important to note that:

- **Staff Limitations:** Staff cannot be expected to have read every book in the collection or to know the specific nuances of every patron's likes, dislikes, and preferences.
- **Patron Responsibility:** The final decision on which materials to borrow rests with the patron or, in the case of minors, their parent or guardian.

5. Disclaimer

Materials recommended through reader's advisory services do not constitute an endorsement by the library, its staff, or the City of Daphne of the content or viewpoints expressed in those materials. The library supports the freedom of individuals to explore a diverse range of ideas and viewpoints through its collections.

V. Collection Development Policy

A. General Collection Development

The overall purpose of the library is to serve all of the citizens of the City of Daphne and surrounding areas by offering services, resources, and facilities to meet their informational, educational, and recreational needs and interests. The term “citizen” encompasses individuals and groups of every age, educational level, philosophy, economic level, ethnic origin, and human condition. The library is a free public library that strives to provide high-demand, high-interest materials in a variety of formats for people of all ages. The library aims to provide timely, accurate, and useful information for all community residents. The library endeavors to assist students of all ages in meeting educational objectives established during their formal courses of study.

The library neither encourages nor discourages any particular viewpoint. Selection of materials by the library does not mean endorsement of the contents or the views expressed in those materials.

The library considers reading, listening, and viewing to be individual, private matters. While anyone is free to select or reject materials for themselves or their child, the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own child. The library does not stand in the place of parents (in loco parentis).

B. Selection of Materials

1. Selection

The ultimate responsibility for the selection of print and non-print materials rests with the library director, who operates within the framework of policies established by the State Library and public library best practices. An effort will be made to cover all reasonable topics of interest.

Selections will be made using standard library aids such as Booklist, Library Journal, Publishers Weekly, School Library Journal, and other review media deemed acceptable by the library director. The library welcomes and will consider all requests made by patrons but is under no obligation to fill any particular request if it is not deemed to be within the framework of the library’s collection development criteria or budgetary restraints.

The selection of materials may be determined in part by:

- The need for additional material in the existing collection
- The physical limitations of the building
- The suitability of the format of the material for library purposes
- Budgetary considerations
- Availability of special materials in more comprehensive library collections in the area, such as the genealogy collections at the Foley Public Library
- The need for reading material to suit readers of all reading levels

Factors considered when adding specific material to the library collection include, but are not limited to:

- Collection objectives
- Present collection composition
- Current or historical significance of author or subject
- Authoritativeness
- Timeliness
- Public interest
- Level of demand
- Audience for materials
- Community relevance
- Diversity of viewpoint
- Effective expression

The library will not purchase or otherwise acquire any material advertised for consumers under the age of 18 that contains obscenity or is sexually explicit. Age-appropriate materials regarding religion, history, biology, or human anatomy will not be considered sexually explicit or obscene.

2. Weeding

An up-to-date, attractive, and relevant collection will be maintained through a continual weeding and replacement process. Items will be weeded based on condition, number of checkouts, and availability of space in the library.

3. Gift Books

Gift books are appreciated and are accepted with the understanding that they must meet the same standards that apply to purchased materials. The library reserves the right to make decisions about short-term and long-term retention of gifts and donations. The decisions made by the library director concerning gifts and donations will be final.

4. Memorial Books and Honor Books

Monetary donations for the purchase of memorial and honor books will be selected based on information from the donor or appropriateness of the material and in accordance with the library's collection development policies. Memorial and Honor items are the property of the library and will be treated as all other library materials are treated.

Memorial and honor books will be designated as such within the 590 tag on the MARC record as of June 2008. Honorees may be searched by keying the name into the search box on OPAC, with the "notes" selection highlighted.

5. Patron Requests

Whenever the library budget allows, patron requests for materials will be fulfilled in a timely manner. Materials can be requested by filling out a Patron Request form. The purchase of materials requested will be determined by budgetary constraints and the need for the materials as determined by staff.

6. Reconsideration of Materials

A Daphne Public Library cardholder may request that materials be removed from circulation by submitting a Citizen's Request for Reconsideration of Materials form. It is requested that the patron discuss their concerns with the library director prior to completion of the form.

Materials will be catalogued in the area of suitable use. Library materials in question will remain in use within the library during the period of time that the library director evaluates the reconsideration request and speaks with the library board.

7. Physical Location and Relocation Policy

Juvenile and teenage library card holders have access to the entirety of the library collection. The library will make all reasonable effort to place items in age appropriate categories; however, responsibility for the material selection of a minor rests with their parents and legal guardians. The Daphne Public Library does not purchase or shelve materials which would meet the legal definition of obscene nor place materials "harmful to minors" in areas designated for minors, the Child. Sexually explicit materials will not be located in the Children's Department or Teen Department. Age-appropriate materials

regarding religion, history, biology, or human anatomy should not be construed to be against this rule, per the APLS Admin Code.

Factors used to determine the location of a book will include but not be limited to: intended audience, developmental appropriateness, and quality of content. A work should be judged as a whole, instead of based solely on the presence of subjects such as trauma, abuse, bullying, assault, and consent. Descriptions of sexual abuse should not be judged as sexually explicit simply for being of a sexual nature. Sexual education materials shall not be considered sexually explicit. Nudity and/or depictions/descriptions of human anatomy are not in and of themselves of a sexual nature. Context and the work as a whole must be taken into consideration.

The Teen and Children's staff will take care to consider the developmentally appropriate placement of materials. Patrons may fill out a Citizen's Request for Reconsideration of Materials form to challenge the physical location of an item.

Definitions

Lacking a legal definition of "inappropriate for minors," the Daphne Public Library will apply the definition of "Harmful to Minors" and "Obscene" as stated in Alabama Code Title 13A. Criminal Code § 13A12-200.1 as synonymous.

(11) HARMFUL TO MINORS. The term means: a. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors; and b. The material depicts or describes sexual conduct, breast nudity or genital nudity, in a way which is patently offensive to prevailing standards in the adult community with respect to what is suitable for minors; and Approved 7-23-2024 c. A reasonable person would find that the material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

(17) OBSCENE. The term means that: a. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest; and b. The material depicts or describes, in a patently offensive way, sexual conduct, actual or simulated, normal or perverted; and c. A reasonable person would find that the material, taken as a whole, lacks serious literary, artistic, political or scientific value.

SEXUALLY EXPLICIT: The Daphne Library defines sexually explicit as detailed descriptions or pictorial depictions of sexual acts to include acts such as masturbation, intercourse, and oral sex. The following will not constitute sexually explicit content:

- Kissing, hand holding, or touching over clothing

- Sexual content that is alluded to, but occurs off the page
- Non-detailed discussions of sexual acts.

For the purpose of this policy, children are defined as persons 12 years of age or younger, and Young Adults or “teens” are defined as persons 13 to 18. Adults are defined as persons over 18 years of age.

VI. Daphne Local History Collection

A. Circulation

1. The Daphne Local History Collection materials will be non-circulating due to the rarity and irreplaceability of many items in this collection.

B. Collection Use

1. Patrons over eighteen years of age may use the Daphne Local History Collection materials. Patrons between eight and seventeen must use these materials in the presence of an accompanying adult. Children under the age of eight will not be allowed to use the materials.
2. Materials in the Daphne Local History Collection will be available for use during the operating hours of the Daphne Public Library.
3. Patrons must request the retrieval of items from the facilitator of the Local History Collection, Reference Librarian, or Library Director. Patrons may use only two items at a time.
4. Picture identification must be presented with the request and retained by staff during use.
5. Materials must be used in view of the front desk.
6. Materials should be handled with care. Pages should not be turned down or marked. Only pencils should be used for note-taking. Books should not be lain open facedown.
7. Patrons may not photocopy materials themselves. Requests for copies must be made through the facilitator of the Local History Collection, Reference Librarian, or Library Director. Copies will be made at the current rate set by the library.
8. Upon return, items will be thoroughly checked for damage. Once the condition is verified, the patron's identification will be returned.
9. Only the facilitator of the Local History Collection will handle shelving and maintenance. Volunteers will not handle these materials.

F. Collection Development

1. Statement of Purpose
 - o The Daphne Local History Collection serves the public of the Daphne area and Baldwin County by selecting, collecting, preserving, maintaining, and making available materials related to the history and culture of the Daphne area, Baldwin County, the State of Alabama, and the Territory of Alabama. All material selection decisions are made by the facilitator and approved by the Library Director.

2. Priorities and Limitations

- Collection Strength: Foundation provided by the Toulmin Collection.
- Collection Level: Covers history, literature, culture, folk history, maps, music, and oral history of Daphne and surrounding areas.
- Collection Weaknesses: Efforts will be made to fill gaps in reference or background material for the Daphne area.
- Materials: Includes books, pamphlets, oral histories, maps, government publications, biographies, and personal papers.
- Geographic Areas Collected: Primarily Daphne, Eastern Shore, Baldwin County, Alabama, and the Territory of Alabama.
- Chronological Periods Collected: Focus on the period from Native American occupation to the present.
- Subject Areas Collected: General history, culture, natural history, and other areas of Daphne and surrounding regions.
- Languages: Primary language will be English.
- Forms of Materials Collected: Books, pamphlets, oral histories, maps, government publications, and personal papers.
- Exclusions: Newspapers due to cost and space; limited articles will be collected.
- Donations: Materials must automatically become the property of the library; no loans or temporary deposits will be accepted.
- Storage: Materials will be stored in locking cabinets and handled with care. Temperature and humidity levels will be monitored.

3. Shared Service Agreements

- The Daphne Local History Collection acknowledges genealogical collections by the Foley Public Library and Mobile Public Library. It will focus on biographical and historical materials specific to the Daphne area.

4. Weeding Policy

- Materials may be weeded if they do not meet the collection development policy or if a more appropriate resource is acquired.

VII. Display Policy

A. Book and Library Material Displays

The Daphne Public Library curates displays of library materials and resources to cater to a broad range of ages, interests, and informational needs within the community. Displays are designed to showcase the diversity of the library's collection and are organized according to the intended audience and the departmental location of the materials. For example, children's materials will be displayed in the children's area, and DVDs will be displayed with other DVDs.

Library displays aim to highlight the variety of content available to patrons while adhering to all applicable laws. The final approval for all library displays rests with the Library Director, although library staff across all departments share the day-to-day responsibilities of maintaining and replenishing displays.

Criteria for Display Topics, Materials, and Resources:

- **New Materials:** Featured in the appropriate department based on the material type (e.g., children's materials in the children's section).
- **Community Needs and Interests:** Displays reflect the diverse needs and interests of the community.
- **Relation to Current Events:** Displays may align with significant local, national, or global events.
- **Availability of Physical Space:** Displays are designed based on the space available within the library.
- **Holidays, Celebrations, and Recognition Periods:** Materials that celebrate or recognize specific days, months, or cultural holidays.
- **Cultural or Educational Significance:** Materials of educational value or cultural importance.
- **Relevance to Community Events:** Displays may feature materials that relate to upcoming or ongoing community events.
- **Alignment with Library Collections, Resources, and Programs:** Displays will support and enhance the library's existing collections and programming.

B. Informational Displays

The Daphne Public Library maintains a bulletin board in the library lobby to display official city documents, such as current city ordinances and other information provided directly by the City Clerk. Additionally, the library offers limited display space to inform patrons about library events and programs and, selectively, about community events.

The following guidelines apply to informational displays:

- Information on events that are for-profit, religious, or political in nature will not be displayed.
- All materials proposed for display must receive prior approval from the Library Director.
- The Library Director reserves the right to remove any material from the display area at any time without prior notice.

VIII. Computer Usage Policies

A. Use of Library Computers

1. General Use and Access to Computers

- All users of the Daphne Public Library have access to library computers.
- Library card holders under the age of 18 must have signed parental permission on file to use the computers.
- Visitors aged 18 and older without library cards may request a guest pass at the front desk by presenting a valid photo ID.
- Patrons must present their library card or photo ID each time they wish to access the library's computers.
- Computers are available on a first-come, first-served basis. When all computers are in use, patrons may register to wait for the next available station.
- Reservations for group use of the computer lab must be made at least two weeks in advance and require approval from the library director.

2. Computer Use Guidelines

- Patrons must not unplug, turn on, turn off, remove, modify, or damage any computer equipment. Users are prohibited from reconfiguring or attempting to reconfigure any computer or system and may not move or remove equipment.
- Patrons are not allowed to use personal software, paper, ink, or other computer supplies on library equipment. Files must be saved to a personal USB flash drive, as unsaved work will be lost when sessions end abruptly. All files saved to the hard drive will be cleared daily for privacy.
- The library is not responsible for damage to personal flash drives or computers, or for any data loss, damage, or liability resulting from computer use.
- Headphones must be used when listening to audio and are available for checkout with a library card or driver's license at the front desk.
- Each patron is allowed two hours of computer use per day, in one-hour increments. After the first hour, a user must wait one hour to log back on if all computers are occupied. If computers are available, use can continue for the second hour. Extended time requests for testing, job applications, or college applications can be arranged.
- Access to obscene, hate, or pornographic websites is strictly prohibited.
- Computer use will end 15 minutes before closing time. Computers will automatically shut down at this time, and any unsaved work will be lost.

3. Limits of Staff Assistance

- To ensure equitable access to library resources, staff assistance is limited. Staff can help patrons access programs and explain basic usage but cannot provide in-depth individual training outside of scheduled sessions.
- Staff members are not permitted to make adjustments or repairs to personal laptops or devices.
- Staff cannot assist with any online transactions, including purchases, exchanges of money, personal property, or personal information. This includes, but is not limited to, job applications, tax forms, or medical forms.
- Staff is limited to help for up to 15 minutes at any given time; if help is needed beyond that time, an appointment should be made.

4. Internet Filtering

- The library uses an internet filter to comply with the Children’s Internet Protection Act (CIPA) and other relevant laws. If a site is blocked by the filter, patrons can request access by using the "request permission" form that appears when the site is blocked. If deemed appropriate, access will be granted.
- The library complies with all federal, state, and municipal laws regarding computer use, including CIPA guidelines, to remain eligible for grants.

B. Use of Library Copy Machines/Printers

The Daphne Public Library provides copy machines/printers as a service to the public. All charges for copies must be paid at the time of use through the vending copy machine. Patrons are encouraged to preview their prints before paying, as refunds will not be issued for user errors.

1. Copyright Compliance

- Patrons must comply with all copyright laws and licensing agreements when using library resources, including computers and printers. Failure to adhere to these rules may result in the revocation of computer and printing privileges.
- The 1976 Copyright Act allows libraries to provide limited copying services. The following guidelines must be followed:
 - Copied material must display a copyright notice: “NOTICE: This material may be protected by copyright law. (Title 17 U.S. Code)”.
 - Copies must be used for private study, scholarship, or research.
 - Library materials may not be copied in large quantities, nor should copying replace the purchase of or subscription to materials.

Due to the evolving nature of these services, policies are subject to change without notice at the library's discretion.

IX. Meeting Room Policy

A. Overview

The public meeting rooms at the Daphne Public Library are available for use by the general public for programs of an informative, educational, cultural, or civic nature. Preference is given to Daphne residents. The library offers several meeting rooms of varying sizes for reservation:

- **Community Room:** Maximum capacity of 50 people.
- **Board Room:** Maximum capacity of 12 people.
- **North Porch:** Maximum capacity of 16 people.
- **East and West Porches:** Maximum capacity of 4 people each.

B. Meeting Room Use

1. Meeting rooms may be reserved by nonprofit, educational, civic, cultural, and governmental groups.
2. Meeting rooms are not available for private parties, political meetings, or meetings promoting commercial businesses or interests. Groups may not charge fees, fundraise, or sell products.
3. At least one adult must be present and responsible for activities at all times.
4. Use of meeting rooms is limited to the library's operating hours.
5. The library director reserves the right to cancel any meeting that compromises the safety of library staff or patrons or disrupts regular library operations.
6. The library's name or address must only be used to indicate the location of a meeting. No group may use the library as a mailing address or use its phone number as a contact for program information.
7. All advertising, publicity, or other announcements related to meetings must be approved by the library director in advance.
8. The library does not endorse the views of groups using the meeting rooms and does not sponsor or support the various groups. Publicity for meetings should not imply library sponsorship.

C. Scheduling the Meeting Rooms

1. Meeting room reservations are handled by the booking coordinator. In their absence, the library director will manage tentative scheduling.

2. A Meeting Room Reservation Form must be completed by the person responsible for scheduling the room, who will also be held accountable for any damages or cleaning issues.
3. Rooms are available by reservation in advance. If a room is not reserved, it may be used on a first-come, first-served basis, at the discretion of the booking coordinator or library director.
4. A maximum of two meetings per organization may be booked per month. Meetings can be scheduled no more than three months in advance and no less than three days in advance.
5. Library-sponsored programs have priority in meeting room scheduling. The library director reserves the right to change or cancel reservations if they conflict with a library program.
6. Scheduling should include time for set-up and clean-up.

D. Refreshments

1. Light refreshments may be served in the Porch meeting rooms. Hot food requires prior approval from the library director. Alcoholic beverages are not permitted.
2. Food and/or beverages other than water are not permitted in the Community Room or Board Room.

E. Set-Up and Clean-Up

1. Early set-up requires prior approval from the booking coordinator or library director.
2. Groups are responsible for arranging meeting room furniture to suit their needs and must return it to its original configuration afterward.
3. Groups must leave the meeting room and furnishings clean. All trash should be placed in receptacles, and tables and chairs should be wiped down after use.
4. Signs, decorations, or other objects must not be attached to walls or doors. No equipment or furniture may be removed from the meeting room or block the room's exits. Groups are responsible for reimbursing the library for any damage to furniture or equipment.
5. A \$25.00 fee will be charged to any group that fails to clean up after themselves.

F. Security Requirements for HOA Meetings

1. All homeowner's associations (HOAs) using the library's meeting rooms are required to provide security for every meeting. An off-duty Daphne law enforcement officer must be present for the full duration of the meeting.
2. Proof of security arrangements must be submitted to the booking coordinator or library director no later than 48 hours before the scheduled meeting.
3. The cost of security is the responsibility of the HOA reserving the room.
4. Failure to provide required security will result in cancellation of the meeting room reservation.
5. The library may suspend or revoke meeting room privileges for any HOA that fails to comply with this requirement or violated meeting room or behavior policies.

X. Notary Policy

A. Daphne Public Library Notary Services

The Daphne Public Library offers notary services as a free courtesy. Our notaries are available to witness the signing of documents and validate the signer's identity in conjunction with their ID. Notary services are available by appointment.

1. Identification Requirements:

- Valid Photo ID: Patrons must present a valid photo ID that has not expired. Acceptable forms of ID include:
 - Driver's License
 - State-Issued Non-Driver ID
 - Passport (Passports require additional proof of residency, such as a printed bill or voter registration card with the signer's name and address.)

2. Eligibility Criteria:

- Patrons must be:
 - A Baldwin County resident
 - Employed in Baldwin County
 - A student attending school or afterschool programs in Baldwin County

3. Document Requirements:

- Documents Must Be Prepared: Patrons must bring all documents that need notarization, fully completed but without signatures.
- Documents must be printed or typed. Handwritten documents will not be notarized.

4. Allowable Documents for Notarization:

- Bill of sale transactions
- Powers of attorney
- Trusts/Wills
- Affidavit forms
- Certified copies
- Grants/educational documents
- Parental consent for travel
- Beneficiary designations

5. Limitations

Library staff cannot provide legal, medical, or valuation advice or assist in the preparation of personal documents. The staff designated as notary will not notarize marriage certificates and reserves the right to refuse notary service for any reason.

XI. Appendices

A. Library Board Bylaws

The Board of Trustees of Daphne Public Library By-Laws

Article 1. Name

The name of this organization is The Board of Trustees of Daphne Public Library.

Article II. Purpose

The Board of Trustees of the Daphne Public Library was established by Ordinance 1968-10, of the City Council (then known as the “Town Council”) of the City of Daphne, Alabama, under Alabama Code, Title 44, Sections 285-288, on October 21, 1968. The Board was established to provide “management and control” of the Daphne Public Library and was charged with certain responsibilities as follows:

Section 1. Financial Matters. The Board of Trustees shall serve in an advisory capacity in the control and management of any securities and money appropriated to, or donated for, the use of the Daphne Public Library. The Library Board delegates its power and authority to the City of Daphne to control the expenditure of all funds received. The Board may make recommendations to the City for utilizations of funds upon a majority vote by a quorum of the Board.

Section 2. Employees. The Board of Trustees shall serve in an advisory capacity for all employees of the library. Any recommendations to the City shall be determined by a majority vote of the quorum present at a board meeting. The Board of Trustees may confirm the selection of the Library Director. If the Board does not confirm the Library Director and send said confirmation to the City within ten (10) days of the appointment of the Library Director by the City then the appointment shall be deemed confirmed. Said confirmation may be accomplished through a majority vote of the quorum present. The Board shall have the right to petition the City to veto or remove the Library Director for cause by unanimous vote of the membership of the Board. This petition shall be voted upon and notice given to the City no later than 14 days after the events prompting the vote for veto or removal.

Article III. Membership

As provided by Alabama Code, the membership of the Board of Trustees shall consist of five members, appointed by the City Council, serving terms of four years and/or until their successors shall be appointed.

Section 1. Terms. Members were originally elected on a staggered basis of from one to three years with two members being elected for four years. Members subsequently are elected for a period of four years to the date of expiration of their full terms, which by custom is October 1. A member may serve a maximum of three full, four-year terms. In the event a member shall vacate the board prior to the expiration of his/her term(s), the vacancy shall be filled by the City Council for the balance of said term.

Section II. Attendance. A third unexcused absence from meetings of the Board during any six-month period shall constitute a Trustee’s resignation from the Board. The Board may, at its discretion and for good and sufficient reasons, reinstate a Trustee so removed.

Article IV. Meetings of the Board

Section 1. Regular Meetings. The Board of Trustees shall meet at least six times each year at the Daphne Public Library and at a date and time to be determined by the Board. Minutes of such meetings shall be duly and properly preserved by the Secretary of the Board.

Section 2. Special Meetings. Special meetings may be called by the Chair of the Board or upon written request of a majority of the Trustees then in office.

Section 3. Notice. Trustees shall be notified of the time and place of the meeting not less than five calendar days before the date thereof. In the case of special meetings notice of the meeting shall specifically state the purpose or purposes for which the meeting is called.

Section 4. Quorum. For all meetings of the Board of Trustees a majority of the Trustees then in office shall constitute a quorum. Once a quorum is present to call the meeting to order it cannot be broken by the withdrawal of any of those present.

Article V. Officers.

Section 1. Number. The officers of this organization shall consist of the Chair, the Vice Chair, and the Secretary. The Library Director shall fill the position of Secretary. In the absence of the Director, the Chair shall name another Board member to assume said duties.

Section 2. Nomination of Officers. A Nominating Committee consisting of the Library Director and two Trustees appointed by the Chair shall prepare a slate of nominees for the offices and present the slate for election by the Trustees at the first meeting following October 1 of each year. Nominations may be made from the floor; only members of the Board of Trustees in good standing may be considered.

Section 3. Election and Term of Office. Officers shall be elected for a term of one year by a majority vote of the Trustees present and shall be installed and take office at the next regular meeting of the Board. The Chair and Vice Chair may be reelected to not more than two (2) full terms in the same office.

Section 4. Vacancies. Any and all vacancies on the Board shall be filled by the Daphne City Council.

Section 5. Chair. The Chair shall preside at all meetings of the Board of Trustees, appoint any and all committees as deemed necessary, serve as an ex-officio member of those committees, and represent the Library in its public affairs.

Section 6. Vice Chair. The Vice Chair shall assume the duties of the Chair, in the event of the Chair's absence or disability. At the Chair's discretion, the Vice Chair may be assigned to various committees, to chair committees, or to head up special projects of the organization.

Section 7. Secretary. The Library Director shall fill the position of Secretary unless the Trustees have appointed one of the Trustees. The Secretary shall attend all meetings of the Board, record attendance, keep the minutes of the meetings, and maintain a file of those minutes and any other reports acted upon in the meetings which shall be available to members of the Board and other appropriate persons at all times.

Section 8. Removal. Any officer may be removed from office by the affirmative vote of three-fifths of the Board then in office at any regular or special meeting called for that purpose. Any officer proposed to be removed shall be entitled to at least five (5) days' notice in writing of the

proposed action and shall be entitled to appear before and be heard by the Board prior to such action.

Section 9. Compensation. No Trustee of the organization shall receive any compensation whatsoever for or in connection with service as Trustee of the Daphne Public Library. He/she is, however, entitled to reimbursements for expenses incurred while carrying out his/her duties as a Library Board member.

Article VI. Auxiliaries of the Board

Section 1. Committees. The Board may, from time to time, establish Ad Hoc Committees to complete specific tasks with members drawn from the Board itself and/or from the community at large. A full and complete report of their activities and findings shall be provided to the Board at each regular meeting of the Board.

Section 2. Foundations. The Board may, at its discretion, incorporate a separate organization under the laws governing foundations and their operation, which shall seek non-profit status from the U.S. Department of Internal Revenue. Said Foundation shall serve as a repository of contributed funds intended for providing materials and services for the Daphne Public Library, such funds to be handled as detailed in Article II, Section I of this document.

Section 3. Ex-Officio Members. The Board may, at its discretion, invite other members of the community to attend its meetings as Ex-Officio members, take part in discussions, and provide information and assistance but have no official vote. Such Ex-Officio members may include, but shall not be limited to the Library Director, the Presidents or Chairs of the Friends of the Daphne Public Library and the Daphne Library Foundation, and representatives of the Daphne City Council or its designees.

Article VII. Amendments to Document

The By-Laws may be amended at any meeting of the Board of Trustees provided (a) a quorum is present, (b) a majority of those present vote in favor of the amendment and (c) all members of the Board have been advised in writing of the content of the proposed amendment at least ten (10) days prior to the vote.

Adopted: Original By-Laws were unanimously adopted by the Daphne Public Library Board of Trustees at their regular monthly meeting, June 12, 2007. Revised By-Laws were proposed and approved at the Daphne Public Library Board of Trustees at their regular monthly meeting, on February 13, 2014. Revised By-Laws were proposed and approved at the Daphne Public Library Board of Trustees at their regular monthly meeting, on February 11, 2021.

_____ Chairman of Library Board of Trustees

_____ Attestation by Secretary of Library Board of Trustees

B. Current Library Board of Trustees

Board of Trustees – Fiscal Year 2024

Board Member Name

Kathi Alsip
1320 Old County Road
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Email: KgALSIP@aol.com

Nancy Volovecky
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