



## **CCPLS Policy Manual**

### **MISSION OF THE CULLMAN COUNTY PUBLIC LIBRARY SYSTEM**

The mission of the Cullman County Public Library System is to make connections in our community providing patrons with opportunities for growth, discovery, inspiration, and services to meet a multitude of individual needs.

Revised July 2024

Amber Thornton, Library Director

Shelby Creekmore, Assistant Director

CCPL Board Members

Jill Meggs, Rusty Turner, Drew Green, Tanya Allcorn, Brooke Desnoes

# Table of Contents

1. Membership Policies	3
2. Computer and Internet Acceptable Use	4
3. Circulation	7
4. Materials Recovery	9
5. Materials Selection	10
6. Reconsideration of Materials	12
7. Special Collections	13
8. Children and Young Adults	15
9. Unattended Children Policy	16
10. Bulletin Boards and Information Distribution Area	17
11. Displays	18
12. Notary Public	19
13. Computer Printing, Copying, and Fax Services	20
14. Meeting Room Usage Policy	21
15. General Rules of Conduct While Using CCPLS Libraries and Enforcement	22
16. Confidentiality of Library and Borrowers Records	25
17. Material Donations	26
18. Online Services (Hoopla, Libby)	27
19. Programming	28
20. Community Service and Application	29
21. Volunteers and Application	31
22. Proctoring	33
23. Borrow A Librarian	34
24. Personnel	35
Appendices:	
Reconsideration of Materials/Displays Form	36
Application for a library Card	37
Minor Library Use Waiver	38
Donation of Materials Form	39
Electronic Device Borrowing Agreement	40

## MEMBERSHIP POLICY

### General Membership:

Any person who resides, works, or attends school in Cullman County over the age of 18 is entitled to free membership in the Cullman County Public Library System provided they can prove their identity and their address, school enrollment, or business address. Persons will have to renew their membership every two years.

Children under the age of 18 years are also entitled to general membership, provided that a responsible party (parent or guardian) agrees to be responsible for any and all items borrowed on the membership card. Proof of identity and address shall be required for the responsible party.

A library card allows Patrons access to books, DVD's, audiobooks, mobile hotspots, computer usage, and online services.

### Institutional Membership:

Businesses, governmental agencies, institutions, etc. may be allowed institutional membership in the Cullman County Public Library System provided the chief executive officer/general manager of said agency makes such request in writing on company letterhead and agrees to be responsible for materials his/her employees borrows on the membership card. Such membership is renewable every two years.

### Educator's Membership:

Teachers in Cullman County educational institutions are eligible for Educator's Membership, allowing them extended borrowing privileges for materials to be used in the classroom. Such membership is valid for two years and is renewable. This also applies to Homeschool teachers as well.

### Paid Membership:

Persons who do not fit any of the above criteria may receive membership in the Cullman County Public Library System by paying a \$10.00 annual usage fee. Such membership is limited to one year and is renewable.

Any person with membership in the library system shall be required to follow circulation policies and rules and is responsible for any and all materials borrowed on their membership card. Failure to follow library circulation rules, or failure to be responsible for items borrowed on a membership card are grounds for revocation of membership as determined by the Director or his/her designee.

## COMPUTER & INTERNET ACCEPTABLE USE POLICY

The Cullman County Public Library System provides the public with access to Internet resources through public computers and a wireless network. This Acceptable Use Policy is designed to provide a safe environment for research, learning, and personal enrichment.

The Library System does not monitor and has no control over materials obtained on the Internet, and cannot be held responsible for its content. The Library System cannot control access to materials or protect patrons from materials they may find offensive. While federal laws require the library to provide filtering software on Internet access to obtain federal funding for telecommunications and technology, the Library recognizes and hereby warns the public that no such software is fool-proof, and it will not guarantee that such software will block access to material that persons may find objectionable. The Library System assumes no responsibility for any damages, direct or indirect, arising from access to the Internet obtained in any Cullman County Public Library.

The Library System reserves the right to enforce computer & Internet usage rules that shall be included as a part of this policy. Failure to abide by these standards may result in the loss of Internet, computer, and Library privileges.

- All Computers are on a first come, first serve basis. Adult patrons may log in to any available computer using their library card number. **If you do not have a library card, you must present a valid photo id in order to receive a guest pass to use computer services.**
- **All patrons under age 18 must have a signed Minor Internet Permission Form on file** at the library in order to use the computers. **Children under 12 must have a parent or guardian physically beside them while using a computer.**
- The computers will automatically become unavailable and shut down 15 minutes prior to closing. Patrons should save their work accordingly. Patrons are to take personal responsibility for saving work, especially near closing times, and during severe weather events.
- All users of internet information resources are expected to use these resources in a responsible manner. Violators may lose the privileges to access these resources.

## COMPUTER & INTERNET USAGE RULES

1. Library Internet computers are for library-related learning, research, and information. Be considerate of your use of the Internet. You are in a public place where children may be present. It is the responsibility of parents or guardians to determine what is appropriate for their own children.
2. No food or drink is permitted in the computer area.
3. Patrons are generally not limited to time usage per day, but usage may be limited due to computer availability. Usage time may be limited to 15 minutes when other patrons are waiting.
4. Please be mindful of others and silence your cell phone. Calls should be taken outside if at all possible. If you need to conduct business that includes the use of a cell phone, please ask for access to one of our study rooms.
5. Minors age 12 and under must be accompanied by an adult parent, guardian, or teacher when accessing the Internet.
6. A parent, guardian, or legal caregiver must, through signature, be responsible for the access of minors up to age 18. A copy of the initial authorization will be kept on file for future reference.
7. The library computers and internet cannot be used for visiting pornographic websites or for viewing images that contain nudity, sexual acts, etc. Even "accidental" viewing will be considered a violation of this policy.
8. Do not alter the hardware or software. It is not acceptable to use any library equipment in a manner that disrupts normal use and service. The library's computers cannot be used to engage in activities that are illegal.
9. Respect the privacy of others. Do not attempt to view or read materials being used by other patrons.

10. Disruptive behavior or noise will not be tolerated in the computer lab. This includes, but is not limited to, loud voices, obscene language or gestures, and cell phones.

11. There is a \$.10 charge per page for computer printing.

12. User is expected to abide all copyright and licensing rules regarding software.

13. The computers at Cullman Public Libraries are public access computers and are randomly monitored by library staff to ensure materials being viewed are following the Computer and Internet Acceptable Use Policy.

14. Library staff members are authorized to terminate any user's session or to prohibit a user from subsequent sessions if given cause to believe that the user has failed to comply with above policies.

## GENERAL CIRCULATION POLICIES

The library card is the official membership card of the Cullman County Public Library System. The card is required to borrow materials from the library as well as to access certain library services. These cards should be protected by the holder and persons should not allow other persons to use their card. Any membership holder is responsible for all items checked out on their individual card.

### **Check Out Periods:**

Generally, all circulating items are loaned for two weeks. Most circulating items may be renewed for an additional two-week period except where noted elsewhere in this policy.

### **Check out limits:**

Adult and Institutional cards: 15 items

Children's card: 10 items

Educator's Membership card: 25 items

### **The following items are limited by type to the circulation periods specified:**

Patrons may check out up to 5 audiovisual items (i.e., DVD's, audiobooks, etc.). These items may be checked out for 2 weeks with no renewals.

New Books/Popular Items: 3 items per card, two-week circulation: no renewals

Book items borrowed on Educator Loan cards will circulate for four weeks with no renewals.

In order to insure equal access, the Library System will not renew items that another patron has placed on hold.

Items returned to the Library System often must be inspected or otherwise processed. Therefore, no items may be returned on one library card then immediately checked back out on another card belonging to the same or another person. The Library System reserves the right to limit the number of items checked out by one person or family in a particular subject area to not more than 4 items so as not to deplete the collection depending on current or anticipated need by the community as a whole.

**Non-Circulating Items:**

The Library Director or his/her designee may designate certain items as Reference, Desk Reference, Special Collections, or otherwise non-circulating materials. Such items shall not circulate and must be used inside their designated facility.

**Return of Items and After-hours book returns:**

Items are to be returned on or before the date that they are due. Items may be returned to the desk or designated place at any Cullman County Public Library System facility. Outside after-hours book returns are available for books only at certain branch libraries, and users of such returns should determine their availability at their preferred library.

Audio-visual items of any type must be returned to the desk at any library or to the after-hours video return located with the book drop at the Central Branch. Note there is a separate side for these materials to keep books from damaging the other materials. Any audio/visual left in a regular book drop will incur a \$5.00 damage fee per item.

**Lost or Stolen Membership Cards:**

Membership cards can be used to borrow items of monetary value, and members are responsible for all items borrowed on their cards, therefore, it is imperative that lost or stolen cards be reported immediately to the Circulation Department at the Central Library. Persons are responsible for items borrowed on stolen cards if they fail to report a card stolen.

**Lost/Damaged items:**

Borrowers are responsible for any and all items borrowed on their card, regardless of who actually borrowed the item. The charge for lost, stolen or damaged items shall be the cost of the item and a \$5.00 processing fee. In lieu of paying for the item, the borrower may choose to replace the item with another similar item with the approval of the Library Director. The borrower shall still be responsible for any and all processing charges.



## Materials Recovery

The Library System will send a notice via text, email, or United States Mail to persons who have items more than two weeks overdue. For each mailing, the Library System may levy a \$.50 fee for mailing and processing.

**The Library System employs an outside recovery firm or collection agency to recover library materials that have not been returned within a reasonable period of time. Costs associated with such recovery will be passed on to the borrower. Our current recovery agency is Unique Management Systems.**

### Revocation of Borrowing Privileges

The Library System reserves the right to revoke the borrowing privileges of a member provided that they continually fail to follow library circulation rules or regularly fail to return materials. A member may appeal such revocation to the Director for administrative review. The Director will review the situation and notify the member of his findings and subsequent decision on the matter. Should the Director rule that privileges are to remain revoked, the member shall have a right to appeal his decision to the Public Library Board for administrative review. In either case, the repeal of borrowing privileges shall stand until the review process is complete.

### Materials Recovery Process

1. The Library System will send a reminder via text or email when items are due.
2. The Library System will send a notice via text, email, or U.S. mail to persons who have items more than 2 weeks overdue.
3. Items will be marked as lost after being out for 60 days. This will charge your library account for the cost of the item plus a \$5.00 processing fee. **This fee can be removed by simply returning the lost item in its original condition to the library.**
4. If the fees owed exceed \$25.00, your library account will be referred to Unique Management Services Collection Agency. If your account is referred to UMS, a service fee of \$10 will be added to your library account. **These fees, less the \$10.00, can still be waived if the items are returned to the library in original condition.**
5. You will not be allowed to check out items until fees have been paid. If you are unable to return books or are unable pay fees, please contact the Library Director.

# MATERIALS SELECTION POLICY

## Policy Statement

The Cullman County Public Library System shall strive to provide citizens of all ages, backgrounds, and persuasions with a well-balanced collection of print and non-print materials, as well as technology resources to meet the informational, educational, and recreational needs of the community. The CCPLS strives to meet the current requirements of the community and anticipate future needs.

## Responsibility for selection

Though the overall responsibility for the collection rests with the Cullman Public Library's leadership, the responsibility for selecting and retaining materials is delegated to a team of qualified and knowledgeable staff who employ the criteria outlined in this policy. The final responsibility for material selection and retention resides with the Library Director. The Library offers various online media services for E-materials. The selection of some of the material available rests with the providers of the services and not with the Library.

## General criteria for selection

The permanent book collection should reflect a broad fiction selection of classics, as well as standard and popular items, and basic non-fiction titles covering a wide range of subject areas for the researcher and the recreational reader. Online materials will also be available following these same policies. If determined necessary by the Library Director and/or the Board of Trustees, specialized genealogy collections may be developed to meet specific research, information, or recreational needs of the community.

Materials selection sources, such as Library Journal or Booklist, will be utilized as guide for collection, development; but these references will not be solely relied upon. Patron demand and perceived needs must still be considered even if reviews for a particular item are not favorable. In most instances, the library will purchase a title if there are demands from the community for it, because the importance of on-demand purchasing is recognized. Popular Reading will be given a strong emphasis. Periodicals will reflect a selection of scholarly and lay publications, with an emphasis being on the latter.

Materials will be selected in a variety of formats, including books, serial publications and periodicals, online formats, and a variety of audiovisual materials. Such materials will reflect the diversified needs and preferences of the community.

Widely diverse points of view, including controversial and unorthodox subjects, may be available in the collection. Inclusion in the collection does not imply library approval or agreement with the contents. The Board and Staff recognize that some materials are controversial and that any given item may offend some patron/s. Selections will not be made on the basis or merits of anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and to serving the interests of all the patrons.

#### Selection Criteria for Minors

The CCPLS personnel will be diligent in the attempt to safeguard minors from materials deemed inappropriate when selecting materials by using multiple resources to review materials for content before purchasing. These criteria will also apply to any content the libraries may take in as donations. The purpose for these selection guidelines will help protect minors from being exposed to sexually explicit materials, or materials deemed inappropriate for children or youth in the library.

#### Evaluation of the Collection

Collection Development is an all-encompassing and on-going process. With this understanding, staff involved in collection development will continuously and vigorously evaluate existing collections and make recommendations to update and/or delete titles. Final decisions regarding deletion of titles shall rest with the Library Director or his/her designee

## Reconsideration of Library Materials

While the selection of materials appropriate to the needs of the community is one of the basic duties of the library staff and of the Library Director, it is not possible to read or view every item added to the collections of the Cullman County Public Library System. It is recognized that a member of the community may find an item personally objectionable or wish that an item be added to or deleted from the library's collection.

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 which will insure 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 Public Library Board of Cullman County, no such removal, etc., shall take place.

Since all political, religious, and social opinions should be represented in a public library, no group or individual will be permitted to impose a partisan emphasis on the library's collection. Frankness of language, a widespread and contemporary phenomenon, will never, in itself, be considered sufficient justification to remove or restrict library materials. The responsibility of the library is to serve all the community, not to promote – and above all, not to censor-- any particular political, moral, philosophical, or religious conviction or opinion. It is not the purpose of the library to stimulate, nor to cater to anti-social, prurient, or immoral interests. But no one, least of all a free public library, has the right to restrict what another may not read, see, or hear.

Patrons with complaints concerning material content shall be given the "Citizens Request for Reconsideration of Library Materials" form to fill out. Such forms shall be forwarded to the Library Director and/or the Assistant Director for review. The Director may act to remove such items or move them to a more appropriate collection, or refer the matter to the attention of the Public Library Board of Cullman County at their next regularly scheduled meeting. A decision by the Board to keep an item in the collection will stand unless subsequent judicial decisions are rendered which prohibit housing the material in the library's collections. 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 which he/she may find inappropriate, he/she cannot exercise the right of censorship to restrict the freedom of others.

## SPECIAL COLLECTIONS POLICIES

The Library System, fulfilling its role of serving as the collective memory of this community, shall develop and maintain special collections of various formats to document the history and heritage of this community, its culture, its businesses and institutions, its artistic heritage, and the history and heritage of its people. As these collections are intrinsic, they require special rules regarding their use and regarding the provision of information services using these resources. Public access to these collections shall be granted and the following rules shall apply:

### General Usage Rules:

1. Persons using the Special Collections Area of the Library System must register prior to accessing the collections. Patrons should only take in laptops, phones, notebooks, and pencils. Large bags are prohibited.
2. Pens are not allowed in the Special Collections area. Persons should use pencils only.
3. Certain items, due to preservation requirements, might not be available for photocopying. The intense light makes paper degrade more quickly. A picture may be taken by a patron or library staff member and printed at the front desk.
4. Archival Collections are open daily and available unless another patron has reserved the room. Persons seeking to use the Special Collections room may call ahead to determine its availability. Persons using archival collections must follow preservation procedures as outlined by the Librarian at the time access is granted. This may include the wearing of special gloves, use of special papers and materials, or refraining from handling certain materials.
5. The copying of items from the Archives Department, particularly photographs and fragile or one-of-a-kind documents, is left solely to the discretion of the County Librarian or his/her designee. The Library may and likely will use a third-party vendor for such reproduction, and will charge market prices for such copying, along with a \$5.00 handling fee, collectable in advance. In no instance may a patron borrow an

item from the Archives or the Special Collections to take it to a third-party vendor (or elsewhere) for copying or for other reasons without the written permission of the County Librarian.

6. The Library System retains copyright on all original items in the collection, including manuscripts and photographs. Permission to copy may be granted as long as proper credit is given to the Cullman County Public Library System.

#### Special Collections Department Service Standards:

1. Due to staffing, the Library System's employees cannot conduct in-depth genealogical or historical research for patrons by mail, telephone or from requests received via the Internet. Staff will assist patrons in any way possible who visit the Special Collections Department and are conducting their own research.

2. On requests for obituaries, a correct name and approximate date of death must be provided. Library staff will check "The Cullman Tribune" (weekly paper) for the week of the date given and for two following weeks and will copy the obituary, assuming that the material can be photocopied due to preservation needs.

3. Persons needing in-depth research work or assistance may be referred to a list of persons in the area who conduct genealogical research for a fee, or to the North-central Alabama Genealogical Society or the Cullman County Historical Society.

4. Staff may, on being asked a clear, specific historical or genealogical question related to a specific reference work, check that reference work for the information and provide such information to the researcher, providing that time and staffing permit.

5. The Service Standards of the Library System's Information Services Policy shall also apply to Special Collections Information Services where they do not conflict with preservation issues.

## SERVICES TO CHILDREN AND YOUNG ADULTS

Children of all ages are encouraged to visit the library and take advantage of the resources available to them to meet their informational, recreational and educational needs. Parents and/or legal guardians are fully responsible for their minor children/charges at all times and are expected to comply at all times with Library policies. Any library user whose behavior, in the opinion of Library staff, is disrespectful to others, disruptive, inhibits access to or the delivery of services or resources to others, or otherwise violates this policy or local, state or federal laws may be asked to immediately discontinue such behavior, to leave library property, or have library privileges suspended.

Children from birth through age 12 must be accompanied by a parent, legal guardian, or responsible caregiver. In this instance, "Responsible Caregiver" is an individual designated by the parent or legal guardian who is responsible for monitoring or caring for a child or vulnerable adult and who must be at least 18 years old. The Library assumes that an adult with a child is either a parent, legal guardian, or parent-assigned responsible caregiver and staff will not question their decision unless a child is in immediate physical danger.

All children 17 years of age and under must have a signed parental consent form on file at the library in order to use the computers. Children from birth through age 12 must be accompanied by a parent, legal guardian, or responsible caregiver while using a computer.

All CCPLS libraries have designated sections for minors under the age of 18. We strive to make sure these sections remain free of materials containing obscenity, sexually explicit content, or other materials deemed inappropriate for children or youth. Age-appropriate materials regarding religion, history, biology, or human anatomy should not be construed to be against this rule.

## UNATTENDED CHILDREN POLICY

The Cullman County Public Library System welcomes library use by children. Staff members are available to assist children with library materials or services. The Library desires to provide a safe and appropriate environment for visitors of all ages. The Library, however, is a public building with staff trained to provide public library services. The Library is not equipped-and it is not the Library's role to provide long- or short-term child care. In no way shall the library or its employees accept this role or take responsibility for a child.

For the safety and comfort of children, a responsible adult or caregiver should accompany children while they are using the Library. While in the Library, parents and caregivers are responsible for monitoring and regulating the behavior of their children.

Library staff members will be guided by this policy in situations, such as:

- An unattended child is found frightened or crying in the Library.
- An unattended child is perceived to be endangering him or herself, or that another person in the library poses a perceived threat to the unattended child.
- An unattended child violates other Library conduct policies, or commits an illegal act.
- An unattended child exhibits specific inappropriate behavior
- An unattended child has not been met by a responsible caregiver at closing time

After evaluating the situation, Library staff members will attempt to contact the parent or guardian of an unattended child. In the event that the parent or guardian cannot be reached, the child will be placed in the care of the appropriate local law enforcement agency.

For the protection of the child but particularly for the protection of the library employee, in absolutely no case is an individual library employee to be left alone with a child without another person or persons present. Any employees finding themselves in such a situation must call for the assistance of another employee immediately.



## COMMUNITY BULLETIN BOARD

A bulletin board is provided by the Library as a community service to publicize local groups, meetings, fundraising events for nonprofit organizations, educational opportunities (Educational or instructional opportunities may be posted, regardless of whether they are of a for-profit or nonprofit nature), or other services that are of a nonprofit nature.

Personal ads and campaign literature may not be posted. Items may be rejected for lack of space.

The items will be removed monthly, when they are no longer timely, or when space is required for more current items.

Members of the public are not permitted to post notices on the library's community board without approval from authorized library personnel. Notices posted without authorization will be removed.

Notice size (physical dimensions) can be restricted if deemed necessary to maximize available space.

The library does not necessarily advocate or endorse the viewpoints of organizations permitted to post notices on the Library bulletin board.

The Library accepts no responsibility for loss or damage to any item accepted for posting.

All posted items are discarded after they are removed.

Failure to comply with these rules may result in denial of future posting privileges

### **Distribution Areas**

Non-profit organizations may provide dated materials related to their not-for-profit purpose for passive distribution only in areas designated for that purpose. Passive distribution means leaving the materials with Library staff for Library visitors, if they so choose, to review and/or take with them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging Library visitors to review or take any materials with them.

### **Terms for Use**

All materials posted or distributed must comply with this policy and any other applicable Library regulations or guidelines. No other materials may be posted or distributed. No materials deemed inappropriate for minors shall be posted.

To ensure equitable access to limited display space available at each facility, a branch or department manager (or designee) may establish criteria for that facility regarding posting and distribution of material, including:

The Director, or his/her designee, is responsible for the administration of this policy on a system-wide basis. Branch managers are responsible for the administration of this policy within their facilities.

## Displays

The Cullman County Public Library System offers exhibits/displays in library facilities. Library exhibits are used to assist patrons in their exploration of educational, cultural, intellectual and civic activities. The displays incorporate library materials whenever possible, as a means of informing users of the range of library resources and services. The Library endeavors to offer exhibits of diverse subject matter for children, adults and families.

The Library reserves the right to arrange exhibits in all library facilities and to make the final decision regarding content and physical presentation of all exhibits and displays.

The Cullman County Public Library is a family friendly. Therefore, all displays will be appropriate for viewing at any age.

Certain areas of library service outlets may be designated as gallery space for regular exhibitions, particularly of the work of local artists. The Library Director shall develop rules and procedures for the operation of such facilities subject to the review of the Public Library Board.

## NOTARY

The Cullman County Public Library offers Notary Public services at no charge to the public. The Notary witnesses the signing of a document or signing of a sworn statement on a document. Notary services are offered most days depending on the availability of our Notaries, or by appointment.

The Library's Notary is simply witnessing the signing of a document and is only verifying the following:

- 1) The signer of the document appeared before the Notary.
- 2) The Notary positively identified the signer.
- 3) The signer both acknowledged the signature is his/hers, and the signature was made willingly.

A current valid photo ID is required for notary services. Acceptable forms of ID are:

- Driver's license
- Non-driver ID issued by the Motor Vehicle Commission
- US or foreign passport
- US military ID
- Green card

Documents in any language other than English will not be notarized. Library Notaries are not able to give legal advice. Library Notaries cannot pre or postdate any document. The signature line should not be completed beforehand. Notaries must see the document be signed. Library Notaries reserve the right to decline service for any reason

## **FAX**

### Outgoing Fax Service:

The Library shall fax outgoing items at a rate of not less than \$1 for the first page and \$.25 for every subsequent page. It shall be the sender's responsibility to determine that appropriate addressing information is provided on a cover page or on the first page of the document. The Library makes no representation and does not guarantee that faxes will be received by the intended recipient.

### Incoming Fax Service:

The Library will receive incoming faxes for users at the rate of not less than \$.10 per page. Incoming faxes will be held for recipients for 3 business days and will then be discarded. Library staff may require photo identification from the recipient before providing the incoming fax to them.

## **PHOTOCOPYING SERVICE & FEES**

The Library System may elect to provide public photocopiers at any service outlet of the Library System. This may include equipment to print items from microfilm, microfiche, or other similar media formats. Public use of photocopiers and similar equipment shall not be routinely regulated and persons using photocopiers and similar equipment are responsible for any and all violations of federal copyright law and other related laws that inherently apply to the copying of documents. The Library System accepts no responsibility for public misuse of photocopying equipment.

Fees for photocopying service shall not be less than \$.25 per page.

## **COMPUTER PRINTOUTS & FEES**

The Library System may elect to provide public printers and other similar peripheral devices at public computer workstations at any service outlet of the Library System. Public use of such equipment may be regulated to control waste and protect privacy, but for no other reason; and persons using photocopiers and similar equipment are responsible for any and all violations of federal copyright law and other related laws that inherently apply to the copying of documents. The Library System accepts no responsibility for public misuse of such copying equipment.

Fees for such printouts shall not be less than \$.10 per page.

The Library System reserves the right to utilize hardware or software to adequately control the use of printing systems, which may require users to identify themselves.

## MEETING ROOM USAGE

The Community Room of the Cullman County Public Library exists to primarily provide space for library programs and meetings. The room is available for public use at any other time. **The room may be used by any non-profit, non-religious, and non-political organization or group free of charge.**

**For-profit entities**, religious and political organizations and groups may use the room provided that it is not needed for library programs or already reserved by a non-profit, non-political, non-religious group, provided they pay a **\$50 usage fee**. This fee guarantees the use of the room for a 2-hour time slot.

The Community Room must be reserved in advance. This is done on a first-come, first served basis. The room must be reserved for specific amounts of time. Often, more than one group is scheduled for a particular day, so the user must request precise periods of time. These time periods must include set-up and clean-up time. In all cases, time schedules will be strictly adhered to.

The facility will be set up based on requirements given by the group at the time of registration. Furniture may not be moved without prior approval by the library.

If a group is meeting after library hours, it is the groups' responsibility to pick up keys for the facility before the library closes. The individual who registers for the room on behalf of the group is responsible for seeing that the library is locked after the meeting concludes and that the key is returned in the bookdrop. That person is also responsible for lost keys and a charge of \$10.00 will be levied in the event that the key is lost.

Lights should be turned off after the use of the room. Thermostats are not to be changed, as they are set on the most comfortable and energy efficient level.

Refreshments may be served in the room. The registering individual is responsible for the insuring that the room is straightened up after use and insuring that the room is left in order consistent with the way it was found. Trash must be removed from the building and tables must be wiped clean of any spills or debris. There are no facilities or equipment for cooking, preparing, serving, or storing food and drinks. Use of alcoholic beverages and smoking is prohibited in public buildings in the City of Cullman.

## **RULES OF CONDUCT WHILE USING CCPLS LIBRARIES**

The Cullman County Public Library System is supported by the taxes of the people of Cullman County and its various municipalities who expect each of our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending Library- or community-sponsored programs and meetings. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds. In addition, the Library has a strong commitment to intellectual freedom and to freedom of access to information.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or law enforcement officers will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises and expulsion from the Library for a period of one day to one year, or in arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment.

Individual patrons have the right to request an administrative review of an expulsion, which shall be referred to the Library Director or the Public Library Board (See enforcement below).

Library or security employees, at their discretion, may search bags, briefcases, purses or any other similar item brought into the library by visitors, either on the visitor's entry to or exit from the library.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property:

- Engaging in any activity in violation of Federal, State, local or other applicable law, or Library policy.
- Carrying firearms and dangerous weapons of any type (except by law enforcement officers and authorized security personnel of the Cullman County Public Library System).
- Being under the influence of alcohol/illegal drugs, and selling, using, or possessing alcohol/illegal drugs.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts such as sex acts and indecent exposure.
- Soliciting or conducting surveys not authorized by the Library.
- Stealing, damaging, altering, or inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers, or other equipment or furnishings.

- Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours, or camping or loitering on Library grounds, including before or after library operating hours.
- Fighting or challenging to fight, running, pushing, shoving, horseplay or throwing things.
- Creating disruptive noises such as loud talking, screaming, or banging on computer keyboards.
- Gambling and group activities which are disruptive to the Library environment.
- Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones and other communication devices in a manner that disturbs others.
- Using restrooms for bathing or shampooing, doing laundry, or changing clothes.
- Littering.
- Smoking, chewing, and other tobacco use in Library facilities.
- Entering the Library without shoes and/or a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.
- Consuming food or beverages in public areas of the Library, including restrooms (except for drinking fountain use, baby bottles, nursing, and authorized use in meeting rooms and auditoriums).
- Bringing in articles that are too large to fit under one Library chair.
- Using wheeled devices in Library property or on Library grounds, except in designated areas, including skateboarding, roller-skating, bicycling, scooters, and shopping carts (except for wheelchairs, walkers, and strollers).
- Moving Library furniture from where it is placed by Library staff.
- Lying down or sleeping in the restrooms or on any floor, couch, table, or seat in the Library, and by blocking aisles, exits, or entrances by sitting or lying down in them.
- Neglecting to provide proper supervision of children (see Unattended Children Policy).
- Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director.
- Otherwise using library facilities, grounds, or property, including equipment and materials for purposes other than their obvious purposes.

## Enforcement

The Public Library Board formally delegates to Library management and/or Security Officers and local law enforcement the authority to enforce the Rules of Conduct, including the withdrawal of permission to remain on Library premises and the barring of certain persons from trespassing on library grounds or facilities. Patrons shall have the right to submit a written request for an administrative review of an exclusion order which is for a period greater than seven days. Patrons shall include in the request any written documentation they seek to have considered in the review process. The exclusion order shall remain in effect pending administrative reviews or until it expires, whichever comes first.

If a patron timely requests an administrative review, the Library Director shall review and provide the patron with a decision in writing. If the Library Director withdrew permission to remain on Library premises or barred a person from Library property, the request will be forwarded to the Public Library Board for review of the decision. The Chairman of the Library Board, or another Board member acting as the Chairman's designee, shall review the exclusion order, considering only the written record and the patron's written administrative review request, and shall issue a final decision. If a patron is unhappy with that decision, the patron may then request an administrative review of the matter at the next scheduled regular session of the Board. As such a review would involve discussion of the good name and character of individual/s, such a review would be held in an Executive Session of the Board.

The Library Director is authorized to develop procedures for the implementation of this policy including appropriate timelines for filing requests for administrative and Library Board reviews. Generally, such requests should be filed within 3 business days.



## CONFIDENTIALITY OF LIBRARY AND PATRON RECORDS

It is the policy of the Cullman County Public Library to protect the privacy of those who use the library materials. Staff members and volunteers shall protect information about library borrowers including their requests for information and materials, their loan transactions, and library staff shall not transmit such information to individuals or to any private or public agency without an order from a court of competent jurisdiction.

Pursuant to the Code of Alabama, 1975, Sections 41-8-9 & 41-8-10, the circulation and registration records of the Library are not available to the public. However, individuals may inspect their own records, and the parents of a minor child may inspect the child's records.

Those agencies identified in the code of Alabama, 1975, Section 41-8-10, may have access to library records upon demonstrated need and with the approval of the Library Director.

Persons, firms, corporations, or agencies other than those mentioned in paragraphs one and two above, shall have access to library records only by obtaining an appropriate order or subpoena from a court of competent jurisdiction, as may be authorized by law.

Upon receipt of a court order or subpoena, the Library Director shall consult with the City Attorney or designated legal counsel to determine if the court order or subpoena complies with applicable law. If the order or subpoena is not appropriate or does not comply, then the Library may seek relief through a protective order. Further, such counsel for the Library and the Library Director shall have discretion to seek judicial relief if they deem it appropriate.

Any matter relating to the release or publication of the circulation and registration records of the Library that are not provided for in the above statements are to be referred to the Library Director. The Director shall work with the Library Board in deciding any issues arising from such matters.

Should any portion of this policy conflict with existing local, state, or federal law, then the laws will have precedence.

Minimum records kept:

The Cullman County Public Library System keeps the minimum number of records necessary for maintaining operations. For example, when a customer logs off a Library computer, no information is retained that identifies the customer to the computer session.

## DONATIONS

The Library System gratefully welcomes donations of books, media, and monetary contributions toward the purchase of materials. The Library reserves the right to decide the disposition of all gifts received.

Gifts accepted for addition to the Library's collection become the property of the Cullman County Public Library System and will be placed where most appropriate.

Materials containing mold or which are damaged may be discarded. Material not utilized in the Library's collection may be sold in Library book sales or will be transferred to the Friends of the Cullman County Public Library, a non-profit organization, for use in their book sales. The proceeds from both the Library and Friends of the Library book sales are donated to the Library in support of our mission, programs, and to enhance the Library's collections.

The library cannot use encyclopedias or magazines.

R-rated movies are not included in our collection, but can be put directly into the book sale.

Due to the high volume of donations, the library will not be able to return donated items if decided that they will not be added to the collection.

The library will also accept monetary donations, memorials, and honorariums.

Funds donated to enhance the collection will be used to purchase items in accordance with the selection policy of the library.

The Director will send letters to patrons/friends who give significant monetary donations which are tax deductible.

The library will provide a donation letter acknowledging receipt of items when requested.

## Online Services

### Hoopla

Hoopla Streaming Service Policies Hoopla is available to library patrons with a valid library card who are in good standing with the library. Hoopla allows patrons to stream videos, music, audiobook, comics, and eBooks on your mobile device.

Register for a hoopla account by visiting [hoopladigital.com](http://hoopladigital.com) or using the hoopla app on your device. You will need to provide an email address, create a password, and have your library account information ready.

Patrons with an expired library card will be blocked from Hoopla until their card has been renewed.

A limit of 10 check outs per month is set for all library cards. These limits may be adjusted at the Library Director's discretion for budgeting purposes.

Items may be renewed twice. All items borrowed through the Hoopla website may be streamed on a computer, tablet or smart phone, or downloaded using the mobile app.

All items will expire automatically, so no fines will be assessed.

### Libby

The Libby app is the easiest way to get connected with digital books, audiobooks, and magazines from the Cullman County Public Library System.

Install the app and then follow the prompts to find your library and then sign in with a valid library card.

Borrowing books is just the same as borrowing from the library. Limits and holds do occur. Books will also be returned automatically on the due date.

## Programming Policy

The Library provides programs to serve the Library's mission and to expand the visibility of the Library in the community. Ultimate responsibility for the planning and implementation of programs rests with the Library Director, who administers under the authority of the Library Board of Trustees. The Library Director, in turn, delegates the authority for program management to appropriate departmental staff.

The library uses the following criteria to make decisions about program topics, speakers, and resources:

- Community needs and interests
- Budget and cost of the program
- Space requirements
- Connection to other community programs, exhibitions or events
- Relation to library collections, resources, and programs
- Library policy

In addition, the library actively partners with other community agencies, organizations, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. The Library Board reserves the right to exercise discretion over all programming.

Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants and program topics, speakers and resources are not excluded from programs because of possible controversy.

## CCPLS Community Service Information

- To qualify for a volunteer position at the Cullman County Public Library your offense must be a misdemeanor and of a non-violent nature. If a person is under age 18, a parent or guardian must sign your application.
- A community service application must be filled out.
- Appropriate dress is required of the volunteer.
- Appropriate behaviors and language are expected.
- Tardiness is not acceptable.
- Work schedules are to be arranged ahead of time. Volunteers will not be allowed to show up whenever they want to do service.
- A maximum of 4 hours of service per day unless granted additional time by the supervisor on duty.
- Under no circumstances will the library knowingly engage persons charged as being a sex offender.
- If you need to cancel your workday you must give the library ample notice unless it is an emergency situation.
- Community Service Volunteers must be willing to complete a variety of tasks according to the discretion of the supervisor. Potential tasks may include, but are not limited to: cleaning, organization of the library materials, filing, office tasks
- The volunteer will be supervised throughout the day of service. If the supervisor determines that the volunteer is repeatedly not completing assigned tasks, or not completing the tasks correctly, then the work sheet will not be signed verifying hours worked. If the problem persists, the service opportunity may be terminated.

## CCPLS Community Service Application

**Important:**

If you are younger than 18 years of age you must obtain a parent or guardian signature to participate.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Emergency Contact Phone # \_\_\_\_\_

**Availability**

**During which hours are you available to volunteer?**

Morning: \_\_\_ Mon. \_\_\_ Tues. \_\_\_ Wed. \_\_\_ Thurs. \_\_\_ Fri. \_\_\_ Sat.

Afternoon: \_\_\_ Mon. \_\_\_ Tues. \_\_\_ Wed. \_\_\_ Thurs. \_\_\_ Fri. \_\_\_ Sat.

Number of Hours Needed \_\_\_\_\_

Deadline to Complete Service Hours \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(If under 18)

Guardian Signature \_\_\_\_\_

Community Service Coordinator: Debra Reynolds 256-734-1068 ext.307

## CCPLS Volunteer Information

Volunteering at the CCPLS can be a rewarding and exciting experience. Volunteer time, energy, talent, and commitment are valuable assets to the library. Volunteer opportunities offer citizens a way to contribute to the community and learn more about the library. Below are some listed volunteer possibilities and expectations.

- If a person is under age 18, a parent or guardian must sign your application.
- Volunteers are expected to adhere to all library policies and procedures during their shifts.
- Procedures and requirements for volunteers will vary with age of volunteer.
- Volunteers may be used to support staff in offering current library services.
- A volunteer application must be filled out.
- Volunteers are responsible for maintaining the confidentiality of all library information. Failure to do so will result in immediate termination
- Appropriate dress is required of the volunteer.
- Appropriate behaviors and language are expected.
- Work schedules are to be arranged ahead of time. Volunteers will not be allowed to show up whenever they want to do service.
- A maximum of 4 hours of service per day unless granted additional time by the supervisor on duty.
- Under no circumstances will the library knowingly engage persons charged as being a sex offender.
- If you need to cancel your workday you must give the library ample notice unless it is an emergency situation.
- The volunteer will be supervised throughout the day of service. If the supervisor determines that the volunteer is repeatedly not completing assigned tasks, or not completing the tasks correctly, the service opportunity may be terminated.

### **Volunteer duties may include:**

shelf maintenance

cleaning books

book repair

teaching and or assisting with technology as appropriate

various cleaning tasks

filing

making copies or brochures

special projects as assigned

## CCPLS Volunteer Application

Thank you for your interest in helping the libraries of Cullman County grow! Your support makes many of the library's educational and recreational programs possible. By volunteering, you are helping others help themselves and your support is appreciated! Please take a moment to complete this application so that we may match you with our current volunteer needs.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Emergency Contact Phone # \_\_\_\_\_

### Availability

During which hours are you available to volunteer?

Morning: \_\_\_ Mon. \_\_\_ Tues. \_\_\_ Wed. \_\_\_ Thurs. \_\_\_ Fri. \_\_\_ Sat.

Afternoon: \_\_\_ Mon. \_\_\_ Tues. \_\_\_ Wed. \_\_\_ Thurs. \_\_\_ Fri. \_\_\_ Sat.

Number of Hours You would like to work each shift \_\_\_\_\_

Do you have any previous volunteer experience? \_\_\_\_\_ If yes,  
Where? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(If under 18)

Guardian Signature \_\_\_\_\_

Thank you again! Your application will be turned over to aide in the appropriate department.

Volunteer Service Coordinator: Debra Reynolds 256-734-1068 ext.307



## Proctor Services

Library proctoring involves guidelines and processes for supervising exams or tests administered to students or individuals in a library setting. Library proctoring procedures include:

1. **Scheduling and Appointment:**
  - Students or candidates should schedule their exams in advance to ensure availability of proctors and necessary resources.
  - Specify the preferred method of scheduling (by phone, or in-person).
2. **Identification and Verification:**
  - Students will need to present valid identification to verify their identity before the exam.
  - Procedures for confirming the student's registration for the exam.
3. **Exam Delivery:**
  - Clarify how exams are delivered to the library (sent directly by the institution to the Proctor's email).
  - Ensure that the library has adequate space and resources to accommodate the exam requirements (e.g., computers, internet access, quiet study area).
4. **Proctoring Guidelines:**
  - Define the responsibilities and expectations of the proctor, such as monitoring behavior, ensuring compliance with exam rules, and preventing cheating.
  - Specify whether the library provides any specific materials or resources (e.g., scratch paper, calculators) or if students must bring their own.
5. **Exam Security:**
  - Procedures for handling and securing exams before, during, and after administration.
  - Guidelines on maintaining confidentiality of exam content and student information.
6. **Accommodations for Special Needs:**
  - Outline procedures for accommodating students with disabilities or special needs.
  - Ensure accessibility requirements are met (e.g., wheelchair access, screen readers).
7. **Completion and Return of Exams:**
  - Specify how completed exams are returned to the institution (electronically, by fax, etc.).
  - Confirm any paperwork or documentation required for returning exams.
8. **Fees and Payment:**
  - \$35 fee is due upon arrival the day of the exam
9. **Contact Information:**
  - Provide contact details for questions or concerns regarding proctoring procedures.
  - Include hours of operation and availability of proctoring services.

## Borrow A Librarian

Get up to 45 minutes of one-on-one technology assistance with a librarian! We can help you with:

- Computer basics
- Setting up an email (phone number required to create an email account)
- Microsoft Office (Word, Excel, Powerpoint)
- Learning to use your mobile phone, E-Reader, Kindle, tablet, or other device
- Using OverDrive/Libby or Hoopla
- Using the library catalog

Please call 256-734-1068 or email [cullmanpubliclibrary@gmail.com](mailto:cullmanpubliclibrary@gmail.com) to schedule an appointment.

Note: Appointments can only be scheduled Monday through Friday during our hours of operation.

Please include your name, contact information, and details of what you would like assistance with. Please include preferred date and time for an appointment. Our librarians will get back with you to confirm your appointment.

Before your session:

- Make sure to bring passwords to access your device and/or accounts.
- Bring in any device you need help with.
- Please be aware that we are unable to troubleshoot or fix malfunctioning devices, assist with viruses, replace physical parts on devices, or participate in credit card transactions.

## **CCPLS Personnel Policies**

### **BASIC PERSONNEL POLICY**

The Public Library Board of Cullman County shall hereby adopt and utilize the personnel policies set forth by the Cullman County Commission as the official personnel policies which shall govern all employment-related operations of the Public Library System, including those set forth in the Cullman County Employee Handbook, most recent edition. The only exception to this policy shall be employees hired as part of external programs (such as the NARCOG program or the Flourish program). Employees of such programs will follow the personnel rules set forth by the employing organization.

In no instance is a policy, procedure, or directive of the Public Library Board or the administration to be interpreted as contrary to any policy or codes of the Cullman County Commission or the Cullman County Personnel Board. In case of any conflict between library and county policies, county policies shall prevail.

### **OFFICER IN CHARGE, DEFINED**

The Library Director or his/her designee may, appoint library employees to serve as Officers-In-Charge of a facility in his/her absence. Officers-In-Charge shall be responsible for overseeing all library or facility operations for a set time period.

### **ADMINISTRATIVE MEMORANDA**

The Library Director or his designee/successor may issue Administrative Memoranda which shall in-effect serve as policy until the Public Library Board can adopt such policy. Proper records shall be maintained of all memoranda issued. Administrative Memoranda may also serve as interpretations of policy or as guidance in procedural matters where documented precedent is required, or when the subject does not warrant Board policy.

### **Professional Organizations**

Personnel may obtain memberships in any professional organization, but any library funds used to purchase memberships must obtain through prior approval from the Library Board in an open public meeting.

## Request for Reconsideration of Library Materials or Displays

Cullman County Public Library  
200 Clark St NE  
Cullman, AL 35055

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self?  Or an organization?

Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

Book (e-book)  Movie  Magazine  Audio Recording  Display

Digital Resource  Newspaper  Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?

\_\_\_\_\_

4. What concerns you about the resource?

\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_

6. What action are you requesting be considered?

\_\_\_\_\_

## CULLMAN COUNTY PUBLIC LIBRARY SYSTEM

I hereby apply for membership in the Cullman county Public Library System and for use of its collection and services. I understand that I am responsible for any and all materials borrowed from any Cullman County Library with the membership card, that I am responsible for fines should these materials become overdue, lost or stolen. I understand that I am responsible for reporting to any Cullman County Library any changes of contact information within three weeks. I also understand that if my membership card is lost or stolen, I must report that loss or theft to any Cullman county Library immediately. I understand that my failure to do so may result in my being responsible for materials checked out on the card prior to its being reported lost or stolen. I understand that if my membership card is lost or stolen, I am responsible for paying a \$3.00 replacement fee. By signing below, I understand these responsibilities.

### RESPONSIBLE PARTY OR ADULT APPLICANT INFORMATION

Name/ Last \_\_\_\_\_ First \_\_\_\_\_

Middle \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address if different \_\_\_\_\_

Phone/Home \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_ Cell Phone Carrier \_\_\_\_\_

DOB \_\_\_\_\_ Drivers License Number \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

### STUDENT APPLICATION INFORMATION

For persons age 17 and under

Name/ Last \_\_\_\_\_ First \_\_\_\_\_

Middle \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ DOB \_\_\_\_\_

Adult signature \_\_\_\_\_ Date \_\_\_\_\_

### STAFF USE ONLY

Card Number Assigned 22134000 \_\_\_\_\_ Date \_\_\_\_\_

Staff Initials \_\_\_\_\_ Branch \_\_\_\_\_

**Minor Internet Permission Form  
For Minors Under 18 years of age**

Children under 12 years of age must have a parent/guardian physically with them while using a computer.

Please refer to the Cullman County Public Library System’s Computer and Internet Acceptable Use Policy for guidelines regarding the use of these services. A copy of this policy is posted on the wall in the computer area.

The Library System assumes no responsibility for damage, direct or indirect, arising from access to the Internet obtained in a Cullman County Public Library.

By completing this form, you are permitting your child to access the Internet in a Cullman County Library facility. You are agreeing that you accept the responsibility for what your child should request, and or gain access to via the Internet. You are also agreeing that you are aware that the library does not electronically monitor and has no control over the information and images accessed through the internet and cannot be held responsible for its content. Though library computer content is filtered, there is no way to guarantee what users may be able to access on devices. By signing below, you are agreeing that you are responsible for the minor’s use of the materials and subject matter accessed, use of the equipment, and all charges incurred. In order to void this agreement, you must provide a statement in writing revoking access for the minor listed below.

Minor’s Name( print)\_\_\_\_\_

Parent/Guardian’s Name(Print)\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_

**Minor Library Use Waiver**

At the CCPLS we strive to create a library that is welcoming to families. We label books and media according to age classifications to help guide you, and your child in selecting the appropriate materials for your family. It is impossible for us to read every book in the library system and as a result, we cannot guarantee that content deemed inappropriate or offensive to some will not be found. It is the parent/guardian responsibility for what your child checks out, or reads at the library. The Library System assumes no responsibility for damage, direct or indirect, arising from access to the materials obtained in a Cullman County Public Library.

By signing below, you are permitting your child to access the Cullman County Library facilities. You are agreeing that you accept the responsibility for what your child should request, and or gain access to via the Library.

Minor’s Name( print)\_\_\_\_\_

Parent/Guardian’s Name(Print)\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_



## ACKNOWLEDGEMENT OF DONATED MATERIALS

The Cullman Public Library accepts gifts of new and used books, audio-visual materials, and other similar materials. Once donated, items become the property of the library. They will be made available for use by the Cullman Public Library System and may be added to the Library's collection within the selection policy of the Library and withdrawn when necessary.

Donated materials may also be given to other libraries or non-profit agencies, sold, traded, or discarded if they are not deemed usable.

Please print the following information:

Donor's name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Street \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Type of Material Number of Items

Hardback Books \_\_\_\_\_

Paperback Books \_\_\_\_\_

CDs \_\_\_\_\_

DVDs \_\_\_\_\_

Other (specify) \_\_\_\_\_

Materials Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Your donation is greatly appreciated. All donations are tax deductible.

**Cullman County Public Library System  
200 Clark Street NE  
Cullman, Alabama 35055**

**Electronic Device Borrowing Agreement**

To check out an electronic device you must:

- **Present both, your Cullman County Public Library Card and your current photo Identification each time you check out an electronic device.**
- Must be a **current resident** of library service area, Cullman County. Not allowed on out-of-county residents (even with out-of-county library card) or transient library cards.
- Have a Cullman County Public Library Card without fines or fees.
- Be 19 years of age or older and have signed an "Electronic Borrowing Agreement" on file, assuming all financial responsibility for lost, stolen, or damaged equipment. No check out on child/student library card.
- **Must be** returned during normal business hours to a staff member at the circulation desk. **DO NOT PLACE IN BOOK DROP**
- **Must be** returned fully charged, with all equipment included (bag/case, charging cable, outlet adapter, instruction card, etc.)

**You May:**

- Check out electronic device MiFi/Kindle/Roku/Launchpad for up to two weeks, with no renewals.

**Fines and replacement lost for lost or damaged items:**

Late fees - \$3.50 per day

Kindle/Launchpad/Wireless hotspot unit - \$135.00

Bag/box/container - \$10.00

Charger/Cable - \$5.00

Outlet Adapter \$5.00

---

**MiFi/Kindle Borrowing Agreement**

By signing this form I acknowledge that I understand and agree to the terms of the Cullman County Public Library System's Circulation Policy. I agree by checking out this electronic device, I am assuming responsibility for the entire cost of the device, all accessories and a processing fee. I understand the library will use any appropriate means to collect amount owed for device.

\_\_\_\_\_ Library Card Number \_\_\_\_\_  
Patron name (print)

---

Patron Signature                      Date                      Staff initials

**This form must be signed and an electronic copy attached to library users account.**

**Revised 8/2020**