

**POLICY MANUAL FOR ORANGE BEACH PUBLIC LIBRARY**

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## TABLE OF CONTENTS

### POLICIES OF THE ORANGE BEACH PUBLIC LIBRARY

1. Meeting Room Policy	3
2. Borrowing Privileges	6
3. Circulation Policies	8
4. Displays and Exhibits	9
5. Confidentiality of Library Record	9
6. Service Points and Hours	9
7. Notary Services	9
8. Exam Proctoring Policy	10
9. In-depth Reference Work	10
10. Materials Access Policy	11
11. Gifts	11
12. Emergency Procedures	12
13. Patron Conduct Policy	12
14. Unattended Children	13
15. Use of Volunteers	14
16. Interlibrary Loan	14
17. Collection Development Policy	15
18. Library Phone Use Policies	19

### APPENDICES

I. Documents Related to the Confidentiality of Library Records	19
II. Policy on Confidentiality of Library Records	
III. Suggested Procedures for Implementing “Policy on Confidentiality of Library Records”	20
IV. Policy Concerning Confidentiality of Personally Identifiable Information about Library Users	21
V. Confidentiality and Coping with Law Enforcement Inquiries: Guidelines for the Library and its Staff	22
VI. Library Bill of Rights	22
VII. The Freedom to Read Statement	27
VIII. Freedom to View Statement	28
IX. Gift/Donation Acknowledgement	29
X. Hold Harmless Form/Community Service Hours Log	30
XI. Citizen’s Request for Reconsideration of Materials	32
XII. Makerspace Use Waiver	33
XIII. Resolution Supporting Children’s Materials Policies	34
XIV. Orange Beach Library Card Application	35
XV. No Restrictions Waiver	36
XVI. Teen Waiver	37
XVII. Young Adult Waiver	38

## **POLICIES OF THE ORANGE BEACH PUBLIC LIBRARY**

The mission of the Orange Beach Public Library is to provide our community free and open access to the information, materials and services they need for life-long learning, civic engagement and the exchange of ideas.

### **1. Meeting Room Policy**

#### **A. PURPOSE**

In keeping with the Library's mission to offer a welcoming place for community interactions, the library meeting room is available for use by community groups for informational, educational or cultural meetings and programs when not needed for library purposes. Use of the library meeting room does not imply endorsement by the library staff or Library Board of the viewpoints presented. The library staff and board reserve the right to refuse service at their discretion.

#### **B. POLICY**

1. The Library Board encourages the widest possible use of the library meeting room by government agencies and non-profit community groups as long as this use does not interfere with the normal functions of the library.
2. All meetings shall be open to the public.
3. The meeting room may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.
4. Groups may schedule use of the meeting room only during regular library hours.
5. Meeting Room bookings are subject to cancellation with notice if the room is needed for library programming.
6. Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those covered by the library policy which allows performers at Orange Beach Public Library programs with pre-approval to sell sound recordings, videos and books related to their performance.
7. No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the Library co-sponsors the program.
8. Smoking is not permitted in the library or its meeting room.
9. There is no charge to use the library meeting room. However, users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
10. Maximum occupancy of the room is 80 people.

## C. GENERAL RULES AND REGULATIONS REGARDING MEETING ROOM USE

### 1. Reservations

- a. Groups interested in using the Library meeting room may do so by contacting the library in person or by telephone to request reservation of the meeting room. Groups will need to provide the name of the group, the nature of the meeting, the name and contact number for an authorized adult representative of the group. By providing this information the group agrees that the General Rules and Regulations Regarding Meeting Room Use has been read and understood.
- b. The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.
- c. Meeting rooms are scheduled on a first come, first served basis.
- d. Reservations may be made no more than six months in advance. However, the Library does reserve the right to cancel a scheduled meeting with notice if the room is needed for library programming. The Library will make every effort to avoid a cancellation but does reserve that right.
- e. Library staff should be notified in advance of cancellations.

## D. CONDITIONS OF USE

### 1. Schedule

- a. Meetings must be held during regular library hours.
- b. Meetings must end on time so the room can be cleared or prepared for other meetings. All meetings must end 15 minutes before closing.

### 2. Open Meetings

- a. Meetings must be free and open to the general public at all times.

### 3. ADA Requirements

- a. Groups are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices.

- b. Sample statement for publicity:

If you need an interpreter, materials in alternative formats or other accommodations to access this meeting or program, please contact (name of person/organization) one week in advance of the program or meeting.

### 4. Food or Drinks

- a. Groups who use the library rooms may serve light refreshments (note: alcoholic beverages are prohibited).

b. The group is responsible for leaving the room in the condition in which it was found. Charges will be assessed for damages or required extra cleanup.

#### 5. Equipment and Media

a. Subject to availability, the following audiovisual equipment may be used in the Library meeting room: LCD projector and projection screen.

b. There is no charge for the use of the equipment. Equipment should be reserved at least one week in advance of the meeting. It is recommended that the equipment be reserved at the time the room is reserved. The library cannot provide operators for the equipment. If instruction is required for equipment operation, it is suggested that a representative of the group set up an appointment with appropriate library staff.

#### 6. Internet/PC Use

a. The Library supports wireless Internet access throughout the library including the meeting room.

#### 7. Signs

a. Signs, working papers or posters may not be attached to the walls of the meeting rooms.

b. Notice of public meetings at the Library may be posted on the Community Bulletin Board located in the lobby of the Library. Any additional signs or posters placed anywhere in the building must be approved by Library Administration or the Librarian-in-charge.

#### 8. Makerspace Use

The Orange Beach Public Library maintains our Makerspace as a resource for the community. Some of the equipment may be dangerous due to sharp edges or hot surfaces. Use of these materials by an adult may be done unsupervised at any time the meeting room is not in use for another event, but we request users sign our Makerspace Use Waiver. The library reserves the right to give fifteen minutes of warning to a Makerspace user that the room will need to be vacated in order to allow staff to set up for a previously scheduled program or event.

Materials that may cause injury will be labeled as such using adhesive stickers in plain sight. These stickers will proclaim that the library is not liable for injuries sustained by use of the materials, and ask users to sign the Makerspace Use Waiver. The sticker will state that minors under 18 must have the Waiver signed by a parent or legal guardian.

During Makerspace "Open Hours" adults will still be asked to sign the Makerspace Use Waiver, but minors without a guardian present will not be excluded from participation. Minors who have not yet returned a Waiver will be supervised with great care and sent home with a hold-harmless agreement for their parent or legal guardian to sign. If a minor is unable to obtain a signature they may only use the Makerspace under supervision during "Open Hours." The Makerspace Use Policy and Use

Waivers will be placed on display in the library meeting room. Signed waivers will be kept in a binder by the Reference Librarian.

Access to resources is on a first-come-first-served basis, please call 981-2923 and ask if a particular device is currently in use. Long 3-D prints are allowed, but may be paused by staff to avoid setting off our motion sensors overnight. We will restart prints that were unfinished when the library re-opens. If a print fails due to pause-and-restart problems, staff will attempt to make accommodations, but cannot guarantee time overnight due to safety and security concerns.

Staff will assist with printing by appointment or during Makerspace "Open Hours."

Any charges for expended materials used in our Makerspace will be clearly posted.

There is no charge for using the Makerspace equipment, but donations are appreciated.

Use of some of our materials may require significant time to deploy, and although we will accommodate needs when possible, a one-day notice for use of some tools may be needed.

Current items requiring notice:

1. Green Screen, Lighting Kit, and Camera
2. Sewing Machine
3. While the 3D printer does not require a lot of setup, it may be in use for multiple hours, please call to check on its availability.

## **2. Borrower Registration and Borrowing Privileges**

- A. Any person may apply for a library card. There are several levels/types of cards a patron may receive. These cards each have different privileges and restrictions based on age, location of residence, proof of residency, or length of stay. All adult persons who desire a library card must present a valid government photo ID (driver's license, military ID, etc.). The applicant must also fill out and sign an application form and present the documentation in-person. Residency may be established by driver's license, utility bill, voter registration, personalized check, mail, or rental agreement.
- B. Children may apply for library cards as soon as they are able to sign the application form. If under 18, Children and the parent or guardian must appear in person to fill out and sign an application. Depending on the level of access granted to the child a parent/guardian may be required to fill out a waiver. The Parent/Guardian of minor children will be held responsible for any damaged, lost or overdue materials checked out on the child's card.
  - a. It is the policy of the Orange Beach Public Library that parents and guardians, not the library staff or trustees, are responsible for monitoring and approving the selection of materials made by minor children. The parents are able to select various levels of access for their children through their child's card type. This limits the child to obtaining material in areas that are curated for that particular age range. It is still possible that even through staff's best intentions and efforts that material may be deemed offensive in any particular level by an individual, but be completely unbecoming to another. Every household and individual will have different opinions on what is considered appropriate.

It is the parents or guardians – and only these – who may restrict their children – and only their children – from borrowing specific library materials in a category they have given their children access to. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children. The Library staff and trustees cannot and do not act in loco parentis

- C. Library privileges will be extended to applicants without regard for educational, social, racial or cultural status.
- D. Owners of Orange Beach Public Library borrower cards assume responsibility for the care and safekeeping of all materials borrowed on their cards. The person in whose name the card is issued assumes responsibility for settling any and all fines, damages, losses, or other assessments incurred by the use of their cards.
- E. Card owners are asked to report changes in names, addresses, and telephone numbers to the Library as soon as possible, so that the Library's borrower records can be kept up to date. Card owners should also report lost, stolen, or damaged cards to the Library as soon as possible.
- F. Lost, stolen or damaged library cards may be replaced for no fee.
- G. Borrowing privileges may be permanently suspended when a patron has unpaid fines for overdue, lost or damaged materials. Borrowing privileges may also be suspended for continued abuse of library rules, falsification of eligibility requirements, persistent damage to items beyond normal wear and tear expected during a circulation, or abusive and/or destructive behavior in the library.
- H. Patrons are strongly encouraged to present their library cards at the time of checkout. A person who has forgotten his/her card may present a valid government photo identification (driver's license, military ID, etc) or satisfy the staff member of their identity by providing correct answers to questions such as date of birth, address, and phone number.
- I. The Library encourages borrowers to use their own library cards exclusively and not to lend them for use by other persons. However, when a patron wishes to borrow materials using a card that belongs to another person, the Library staff is authorized to use its judgment in assessing the safety of the transaction, and to permit such a transaction when circumstances warrant. Under no circumstances should a person use another person's library card to avoid paying any fines or fees assessed against his/her own card. The person in whose name the card is issued is responsible and liable for any and all fines, damages, losses, or assessments against said card. Children's cards may be restricted from borrowing children's materials due to unpaid charges on a responsible parties card at staff discretion. Children are only allowed to use the card that is assigned to them. They may not use a parents'/guardians' card without their parents/guardian being present at the desk at time of checkout.
- J. Blind and physically disabled or homebound patrons may be served by the library through the Alabama Regional Library for the Blind and Physically Handicapped.
- K. All employees are prohibited from visiting staff members' residences during designated work hours. Such visits are deemed unnecessary and are not a required aspect of your job responsibilities.
  - a. Employees may choose to visit staff members' residences during their personal time, but this must not interfere with their assigned work hours or duties.
  - b. This directive aims to maintain professionalism, uphold boundaries, and ensure that work-related activities are conducted in appropriate settings.
- L. Adult Learners working with partnering agencies (such as the South Baldwin Literacy Council) who are in need of access to Learning Express Library or other online resources requiring a

valid library card and who are unable to appear in person may be issued a card over the phone using the following procedure:

#### PROCEDURE FOR ISSUING LIBRARY CARDS TO SOUTH BALDWIN LITERACY COUNCIL PATRONS

1. Patron will contact the library by phone or receive an application from South Baldwin literacy tutor. Information needed by phone to issue a card:
  - Name
  - Email Address
  - Address
  - Telephone Number
  - Date of Birth
  - Driver's License Number or alternate ID

After receiving this information, give the patron card number.

2. Denote in notes field of patron record – SBLC- to signify South Baldwin Literacy Council patron.
3. Put patron's name and SBLC on card and file card in library card drawer located at circulation desk.
4. After receiving patron application from patron or tutor, mail card to library patron. Mailing fees may apply.

### 3. Circulation Policies

- A. The checkout period for all library materials (i.e. books, cassettes, audio books, compact disks, etc.) shall be 14 business days, unless otherwise specified by the due date. Renewals shall be permitted for library materials, provided the item in question is not "on hold" for another patron. Telephone renewals will be accepted. Items may also be renewed online. Items may be renewed up to four times. Further renewals may be granted at the discretion of staff members for unique circumstances.
- B. A limit of three or five items within any one category (new books, DVDS, audio books, etc.) may be enforced at the discretion of the Director.
- C. Reference materials will be circulated at the discretion of staff.
- D. Reserves for books will be accepted and handled on a "first come, first served" basis. Language learning materials requiring long periods of constant use will be allowed three renewals before the next hold is honored to allow adequate time to use the materials.
- E. Lost or damaged materials will be handled as follows:
  - a. Patron must pay the cost of repair plus any processing fee for damaged materials. Replacement or repair costs can be waived at discretion of staff if an item can be considered to have experienced long-term wear-and-tear over its shelf life.
  - b. Patron must pay the cost of replacement of item plus any processing fee for lost materials or materials damaged beyond reasonable repair. At the discretion of the Director, replacement items may be substituted for lost or damaged items.
- F. All library patron information is confidential. Employees must, therefore, treat all patron matters accordingly as stated by the Privacy Act (Code of Alabama 41-8-10). No patron information, including home address, phone number, and materials checked out, may be revealed to anyone, except by the patron him or herself, with proper identification. The content of patron records may not be disclosed to anyone except under subpoena. Employees will be subject to



appropriate disciplinary action, up to and including dismissal, for improperly revealing information of a confidential nature. See Appendix

#### **4. Displays and Exhibits**

- A. The library welcomes noncommercial displays and other materials of general interest to the community. However, it is the policy of the library not to advertise commercial endeavors unless specifically related to the goals of the library or sponsored by a non-profit entity. Placement of exhibits must be mutually agreeable to the librarian and the exhibitor and must in no way interfere with the normal operation of the library.
  
- B. The library's bulletin board(s) provides space for information and publicity about library and community events. Information about library events and official library notices or memos take precedence over other news. Community material and other items to be placed on the bulletin board must be left with the library staff member in charge and will be screened by the Library Director. Political or religious endorsements may not be displayed in the library.

#### **5. Confidentiality of Library Record**

- A. Pursuant to the Code of Alabama, 1975, Sections 41-8-9 and 41-8-10, the circulation and registration records of the library are not available to the public. However, individuals may inspect their own circulation and registration records.
  
- B. Those agencies identified in the Code of Alabama, 1975, Section 41-8-10 may have access upon demonstrated need and approval by the Library Director. Persons, firms, corporations or agencies other than those mentioned above shall have access 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 other legal counsel to determine if the court order complies with applicable law. If the order or subpoena is not appropriate or does not comply, then relief through a protective order may be sought. Further, such counsel for the library and the Library Director shall have discretion to seek judicial relief if they deem it appropriate to do so. (See Appendices I-V).

#### **6. Service Points and Hours**

The Orange Beach Public Library will be open 53 hours per week. The hours of operation will be:

Monday	9 a.m.-6 p.m.
Tuesday	9 a.m.-6 p.m.
Wednesday	9 a.m.-6 p.m.
Thursday	9 a.m.-8 p.m.
Friday	9 a.m.-6 p.m.
Saturday	9 a.m.-3 p.m.

#### **7. Notary Services:**

The Notary witnesses the signing of a document or signing of a sworn statement on a document. 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 using valid, government-issued photo identification.
- 3) The signer both acknowledged the signature is his/hers, and the signature was made willingly.

4) Users of notary services may not solicit witnesses on library property.

**Notary Limits:**

The Library's Notary is not authorized to notarize certain documents, including but not limited to wills. Users should seek alternative notary services for these types of documents.

Please note, notary services are provided at the discretion of the notary. Notarization services will end 30 minutes prior to closing, except at Notary's discretion.

**8. Exam Proctoring Policy**

- A. In support of long-distance learning and our commitment to support lifelong learning, the Orange Beach Public Library provides exam proctoring services at the convenience of staff.
- B. There is no charge for proctoring services at the Orange Beach Public Library. However, all expenses, including faxing, copying and postage, are the responsibility of the test taker.
- C. The Library will meet the proctoring requirements of the testing institution wherever possible; however, the Library cannot guarantee direct in-room supervision of the student during the test. The Library cannot guarantee quiet conditions for test taking.
- D. Proctoring services can only be provided during regular Library hours. Test takers who must use a Library computer for an online test will be referred to the Computer Lab for use of public-access computers. It is the test taker's responsibility to ensure that the Library's computer resources are adequate for their test taking requirements. Test takers may also use their own wireless computer.
- E. Test takers are responsible for supplying all materials, including paper, pencils and calculators that may be needed to take a test. Test takers will not bring cellular phones into the Library or other equipment or materials prohibited by the exam instructions.
- F. Test takers will contact the Circulation Desk or Administration to set up an appointment for proctoring. Arrangements can be made by phone, e-mail or in person. The Library must be provided with the following information: test taker's name, phone number and/or email, and the name of the institution. As a courtesy, the Library will attempt to notify the student whenever a test is received.
- G. Exams can be received or returned through the US Postal Service, by e-mail or by fax. As previously noted, all expenses are the responsibility of the test taker. Any postage incurred by mailing exams to the test taker's institution will be paid by the test taker or the institution. The Library can also receive tests from delivery services such as FedEx or UPS. Since the Library is not a pickup site for these delivery services, tests cannot be returned in this manner.
- H. It is the test taker's responsibility to follow up with the institution, to ascertain that the exam was received there. The Library will not keep copies of test materials unless specifically asked to do so by an institution. The Library will not hold tests beyond their expiration date. If the test has not been taken by the expiration date, the test will be destroyed.
- I. If it is determined that the proctoring request is unreasonable or its demands are too burdensome to administer, the Library reserves the right to deny this service.

## **9. In-depth Reference Work**

- A. Genealogical questions will be referred to the Foley Public Library which offers one of the largest genealogy collections in the county. If patrons are performing online genealogical searches in the library every effort will be made to help them with their research.
- B. Only spelling, brief dictionary definitions and factual information will be provided for medical and legal questions. No opinion, interpretation or advice will be given.
- C. Brief, factual information will be provided for consumer information questions over the telephone but lengthy articles or charts must be consulted by the patron in person. No opinions or advice will be given.
- D. Contest, exam, quiz or school assignment questions will be treated as any other request for information. Length of time required to answer a question and staff available for reference work will be the factors considered in whether a question can be answered by telephone or if the patron must research the question in person. Reference questions requiring lengthy research, interpretation of material, mathematical calculations or formulation of opinion will only be undertaken by library staff if time allows.
- E. Library patrons will be instructed in the use of library reference materials and tools. Library staff will assist users in learning how to use the materials provided by the library.
- F. Criss-cross and city directory information will not be given out over the telephone.
- G. Patrons may not be paged at the library except in case of an emergency. The library's telephone is for official library use only and may not be used by patrons except in case of an emergency.

## **10. Materials Access Policy**

- A. At the Orange Beach Public Library, access to materials will adhere to both local and state regulations. While minors select materials, library staff will not oversee their choices, deferring this responsibility to the child's parent(s). Material borrowing will be permitted based on the patron's card restrictions. This encompasses open access to electronic information sources. However, access to electronic materials will be limited to 30 minutes if another patron is waiting to use the computer.
- B. Internet Policy
  - a. The library provides internet access in accordance with our mission of satisfying our patrons' need to know. The internet allows users to connect to networks of resources outside the library. The library does not actively monitor users and has no control over the information accessed through the internet and cannot be held responsible for its content. The exception to our control is the passively used website blocking software that prevents users from accessing material against the library's computer usage policy. Information on the internet may be reliable and current or it may be inaccurate, out of date or unavailable. Library users access the internet at their own discretion. As with other library materials, restriction of a child's access to the internet is the responsibility

of the parent/legal guardian. Library policy and procedures cover all library resources and activities. Patrons must sign in before using the internet.

## **11. Gifts**

- A. The library gratefully accepts gift books and other materials that are in good condition and can be of value to the library.
- B. Gift materials will become the property of the Library and will be added to the collection according to the library's Selection Policy. Disposition of gifts not meeting the needs of the collection shall be the discretion of the Library Director.
- C. Patrons are advised that gift materials to the library are tax deductible as donations to a non-profit organization. The library does not accept responsibility for assigning a dollar value to donated items. The library does provide a form acknowledging the gift. (See Appendix IX)
- D. The Orange Beach Public Library does not accept copies of materials from authors or publishers that were not requested by the library. Nor does the library host book signings for materials that are unsolicited, as this may be seen as an endorsement of said materials. The Library is happy to be directed to published, third-party review sources on materials that an author wishes to have the library purchase. Selection of these materials will be based on the quality of these reviews and the quality of the review source. Weight is given to publications over sites like Amazon.com, but enough activity and positive review on vending sites may elicit a materials purchase. Once an author's work is solicited by the library due to the quality and quantity of third-party reviews, book-signings or other programs hosted by an author are at the discretion of adult programming.
- E. The library follows all state, city, and board guidelines for the reception of gifted materials.

## **12. Emergency Procedures**

- A. The Emergency Procedures of the Orange Beach Public Library shall be as those dictated by the Emergency Operation Plan of the City of Orange Beach and the Orange Beach Public Library Disaster Plan.

## **13. Patron Conduct Policy**

The Patron Conduct Policy is designed to provide a safe and welcoming environment for everyone, including patrons, volunteers, and staff. This policy applies to the use of library facilities, library card privileges, access to library resources and library services in any form, including but not limited to in-person, phone and virtual, as well as participation in Library sponsored activities on or away from the library property. It is the goal of the Orange Beach Public Library to provide free, open and equal access to ideas and information to all members of the community. As such, all library users are expected to conduct themselves in a manner that is courteous, respectful and cooperative at all times.

### **I. Trespassers**

Any person violating any of the following rules shall be deemed a "trespasser"; Persons violating Orange Beach Public Library Rules are subject to having their library privileges revoked.

### **II. Imminent Danger**

Any person may, without prior notice or warning, be immediately removed from the Orange Beach Public Library if their presence or conduct poses an immediate and imminent danger to any person or property. Weapons, including firearms, knives and other objects that might be used to harm a person or damage property are prohibited.

### III. Major Offenses

Persons in apparent violation of Federal, State or local law are to be reported to the Orange Beach Police Department by the highest ranking Orange Beach Public Library staff member present. The following examples of prohibited, illegal behavior are cited by way of illustration and not limitation.

- A. Obscene acts, sex offenses and indecent exposure.
- B. Physical assault.
- C. Robbery or theft.
- D. Public intoxication.
- E. Narcotics (sale, use or possession).
- F. Damaging any library property or materials.
- G. Disorderly conduct, unreasonable noise, fighting, harassment or threatening behavior.
- H. Littering.
- I. Smoking.

### IV. Minor Offenses

Persons engaging in any of the prohibited activities listed below shall be warned. If this fails, the person shall be asked to leave the premises by a Library staff member. In the event that this fails, the Orange Beach Police Department will be contacted in order to remove the "trespasser" from the Library.

- A. Soliciting, petitioning, interviewing, campaigning, survey-taking, canvassing or selling in the public areas of the Library. Exceptions may be made by the Library Director when the activity will benefit the Library.
- B. Loud, distractive and/or abusive talking.
- C. Sleeping (except in short dozing or napping for rest while studying).
- D. Wandering through the non-public areas of the Library.
- E. Entering the Library bare-footed, without a shirt, with offensive body odor or hygiene, filthy clothing, or otherwise attired so as to disrupt the quiet and studious atmosphere or regular service provided by the Library.
- F. Carrying duffel bags, suitcases or other luggage onto Library property. Book bags, briefcases, and handbags are allowed. Any baggage may be prohibited based on hygiene or sanitation concerns.

## 14. Unattended Children

- A. The library encourages children of all ages to visit the library with their parent/caregiver to take advantage of the resources available to them. It is the responsibility of the parent/caregiver to ensure the proper behavior of the children in the library. Children under the age of 12\* may not be left in the library unaccompanied by a parent or other adult (age sixteen or older).
- B. Library staff are not responsible for the supervision of children left unattended by their parent/caregiver. Disruptive children will be required to leave after receiving one warning.

Library staff may be required by law to notify the appropriate authorities if they observe that there is significant evidence of abuse or neglect.

- C. Under no circumstances will library staff transport or take a child away from the library building save for scheduled library programming around the library grounds, wind water learning center, senior center, or kids park.
- D. If a child is left unattended at the library at closing time, two members of the staff will stay with the child for up to 15 minutes, after that the police will be called and requested to supervise the child until the child's parent/ caregiver can be located.
- E. If a child under the age of 12\* is left at the library during regular hours unattended by a parent or other adult (age 16 or older) a note stating that the library's policy on unattended children will be sent with the child to the parent/caregiver. If the child is left unattended a second time, police or other appropriate child welfare authorities will be notified.

\*\*\*Exceptions are made if the child is attending a library program (ages 9+). However, if the child leaves the program area the parent/caregiver must be present.

## **15. Use of volunteers**

- A. Volunteers are a valuable addition to a library's resources. Participation in library projects and day to day operation is encouraged. Prospective volunteers are requested to sign a hold harmless agreement contained in our Community Service Hours Log. (See Appendix VI)

## **16. Interlibrary Loan**

- A. Interlibrary loan service will be provided by the Orange Beach Public Library when adequate materials are not available on site. ILL requests must be made in person and the ILL form must be filled out and signed (see Appendix VII). Patron must have a valid library card to request ILL service.
- B. Only three ILL requests may be processed at one time.
- C. In most instances, non-print materials may not be requested through ILL.
- D. Responsibility for replacement of items lost or damaged by the borrower rests with the patron who requested the ILL and on whose card the item was checked out.
- E. The ILL loan period for patrons will be for two weeks or as defined by the lending library.
- F. Postage and handling may be charged when more than ten ILL items are requested by one patron in one calendar year. Overdue fines will be charged for ILL materials not returned by the due date in the amount of \$1.00 per day per item.
- G. If a patron does not return ILL materials in a timely manner, or does not pick up ILL materials before they need to be returned to the loaning library, the patron will be warned that ILL

privileges will be denied upon the next occurrence. If this happens a second time, ILL privileges will be suspended with reinstatement at the discretion of the Director.

- H. When possible, items can be provided using one of the Kindle readers. Use of Kindle ILL should be the primary method for providing service if the patron is willing to use the device and the device is available. Limits for digital ILL costs is \$25. Digital ILL materials count for ILL limits, and after 10 ILLs of any time in one year, full cost of any additional Kindle materials purchased will be charged.

## **17. Collection Development Policy**

### **A. Community to be served**

- a. The City of Orange Beach is a resort area and has an extremely unusual and varied population. We have approximately 8,447 (Alabama Public Library Service, Montgomery, Alabama, 2022 ) year-round residents but may have five to ten times that population at peak times of the year. Late fall and winter sees an upsurge in population and demand for services, due to the influx of our winter residents. Again, in the summer we have an increased population, made up largely of vacationers and people with summer homes in Orange Beach.

### **B. Priorities and Limitations**

- a. Priority will be given to those items most widely meeting the needs of the community. Reference materials will be purchased with the aim of satisfying the informational needs of a wide group of patrons. Funding limitations may restrict the number of items the library is able to purchase but every effort will be made to satisfy requests for information, either through materials on hand, from other libraries, or through online service(s).

### **C. Selection**

#### **1. Purposes of materials selection policy**

- a. To further the stated goals, objectives and functions of the library.
- b. To guide librarians in the selection of materials.
- c. To inform the public about selection principles.

#### **2. Responsibility and authority**

- a. Final responsibility and authority for selection rests with the Library Director who operates within a framework of policies adopted by the Library Board. Other Library staff members may be active in materials selection, depending on their knowledge of the collection and the needs of the community and on their critical judgment of materials available.

#### **3. Criteria for selection of materials**

In general, the basic principles listed below will guide the selection of materials. Nonfiction materials should possess qualities of:

- a. Contemporary significance or permanent value
  - b. Accuracy and objectivity of approach
  - c. Authority of the author in the field
  - d. Clear presentation and readability
  - e. Social significance
4. Works of imagination should possess qualities of:
- a. Representation of important movements, genres, trends of national culture
  - b. Vitality and originality
  - c. Artistic integrity
  - d. Effective characterization
  - e. Authenticity of historical or social setting
  - f. Sustained interest
5. Specifically, materials considered for inclusion in the library's collection meet one or more of the following standards:
- a. Importance of subject matter collection
  - b. Serious literary, artistic, political or scientific value
  - c. Permanence
  - d. Timely value
  - e. Historical value
  - f. Readability
  - g. Scarcity of material on subjects
  - h. Reputation and significance of author, illustrator, editor, artist, performer, etc.
  - i. Price
  - j. Format
  - k. Availability of material
6. In addition to the above standards, periodicals will be evaluated according to the following criteria:
- a. Indexing in standard sources
  - b. Frequency of use
  - c. Interest, as indicated by patron request
  - d. Reputation and quality of publication
  - e. Needs of the community
  - f. New titles on subjects of current interest
7. Audiovisual Materials will be evaluated according to the above standards and additionally, according to:
- a. Popularity
  - b. Availability
  - c. Price
  - d. Usability
  - e. Merit (winning recognized awards)
  - f. Lasting appeal



g. Quality of content

8. Local and State Community Standards

The Orange Beach Public Library will use community standards, and State guidelines when procuring materials for its Children's Department. See Resolution No. 24-073 in Appendix entitled "A Resolution Supporting the Orange Beach Public Library Materials Policy".

- a. The library has further stratified its collections for better browsability and age appropriate content. This can be seen in the newly created teen section (ages 10 to 13) and young adult section (ages 14-18).
- b. Library sections designated for minors under the age of 18 remain free of material containing obscenity, sexually explicit, or other material 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. Staff will work to identify problem materials and make sure they are in age appropriate collections. This is an ongoing process that we will continue going forward.
- c. Collection development for these sections should not include any material advertised for consumers under the age of 18 which contain obscenity, sexually explicit, or other material 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.
- d. Library cards for minors under the age of 18 require parental approval before a minor's card is permitted to check-out materials from the library's adult sections. The level of cards available are as follows:
  - o Restricted children's card: (ages: birth to 9 years). The child can access the children's collection
  - o Restricted teen card: (ages: birth to 13 years) the child could only access materials from the children through teen collection with parental permission.
  - o Restricted young adult card: (ages: birth to 18 years) the child could only access materials in the children's through young adult collection with parental permission.
  - o Unrestricted library card: (Any ages) that grants the child access to any collection in the library with parental permission.

D. Statement of Intellectual Freedom/Request for Reconsideration

The presence of materials in the library must not be construed as a personal endorsement of their contents by any member of the staff, library board, or the city council. The library has a responsibility to collect materials expressing a variety of views and opinions, many of which the persons responsible for maintaining the library may find personally unacceptable. In the event a patron voices an objection to material(s) in the library, he or she will be asked to complete the

“Citizen’s Request for Reconsideration of Materials” form (see Appendix VII). The request will be considered and the patron informed of the library’s decision.

The Orange Beach Public Library supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States. Materials available in the library present a diversity of viewpoints and opinions that satisfy the broad interests of our community. The library upholds the right of the individual to access these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library believes that individuals have the freedom to accept or reject an item from the library’s collection for their personal use. Responsibility for the materials that a child uses in the library is the responsibility of the parents and/or legal guardians, not the library.

While a patron may personally object to certain materials in the library collection, they may not exercise censorship to restrict access to those materials by other library users. An item in the collection will not be removed at the request of anyone who disagrees with the content or format; however, if a patron objects to material held by the library, he or she may complete a Patron’s Request for Reconsideration of Materials Form where the below procedures will be followed to determine if an item will remain in its current location, be relocated to a different location in the library, or be removed from the library.

In order to have a request considered, the patron must:

- Be an active registered borrower of the Orange Beach Public Library. Account must be active for at least six months and the Patron must have activity on their account within the last three months.
- Complete the Patron’s Request for Reconsideration of Material Form
- Supply his or her full name and address. Anonymous forms will not be considered.
- Have submitted no more than 3 requests in the last 12 months. (Each request will be limited to a single title. Multiple requests may be submitted by the same patron; however, a maximum limit of 3 reconsideration requests are allowed per household per 12 months.)

If a complaint is made, the following procedures shall be followed:

- The challenged materials will remain in circulation during the reconsideration process.
- The Library Director will request a review of the challenged material by a Review Committee within 15 business days.
- The Review Committee, which will remain anonymous to the public, will meet once all members have been able to review the material in its entirety.
- The Library Director will inform the patron of the decision made by the Review Committee within 5 business days of the decision.

#### E. Evaluation of the collection and withdrawal of materials

The library will maintain an ongoing process of evaluation of materials. Weeding of materials will be done constantly for condition and currency, and through targeted projects annually. Those materials removed from the collection will be offered for sale at the library’s book sale or recycled. Items which are physically damaged but which are important to the collection will be replaced by the same or similar new titles. Older editions of important works will be replaced by new editions when necessary.

#### F. Patron Requests

All patron requests for the library to purchase specific titles will be considered. Decisions will be made using the same criteria as stated in the materials selection policy (see Section 15-C-3).

## **18. Library Phone Use Policies:**

### **Public Use of Library Telephone Policy**

Library telephones are for library business only. However, there are situations where the public is allowed to use library telephones. These situations include:

- Contacting parents or family members of patrons to inform them of injury or illness due to an emergency occurring in the library.
- Children calling to be picked up from the library or to inform parent/guardian of the child's location.

The library telephone may not be used for personal business, which includes, but is not limited to:

- Using the telephone to place an order for personal items
- Placing toll-free or long-distance calls to other businesses, friends or relative
- Conducting personal business with the library's telephone

Patrons are reminded to ask a library employee to use the library's telephone.

Patron calls may only be made via the phone located at the circulation desk telephone.

All patron calls on the library telephone must be limited to no more than two minutes.

Exceptions to these limitations may be made by any management staff member for rare and extenuating circumstances.

### **Incoming Telephone Calls for Library Patrons Policy**

Orange Beach Public Library will not accept incoming telephone calls for library patrons or confirm their presence in the library. To protect patrons' right to privacy and for their safety and security, personal information, including whether or not a person is or has been in the library, will not be made available over the telephone.

## APPENDIX I

### DOCUMENTS RELATED TO THE CONFIDENTIALITY OF LIBRARY RECORDS

Code of Alabama, 1975

Section 41-8-9

"Registration records" defined.

As used in Section 41-8-10, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes all information which identifies the patrons utilizing particular books and any other library materials in any medium or format.

(Acts 1983, No. 83-565, p. 866, &sect; 1.)

Section 41-8-10

Registration, etc., records of public libraries to be confidential; right of parents to inspect records.

It is recognized that public library use by an individual should be of confidential nature. Any other provision of general, special or local law, rule or regulation to the contrary notwithstanding, the registration and circulation records and information concerning the use of the public, public school, college and university libraries of this state shall be confidential. Registration and circulation records shall not be open for inspection by, or otherwise available to, any agency or individual except for the following entities: (a) the library which manages the records; (b) the state education department for a library under its jurisdiction when it is necessary to assure the proper operation of such library; or (c) the state Public Library Service for a library under its jurisdiction when it is necessary to assure the proper operations of such library. Aggregate statistics shown from registration and circulation records, with all personal identification removed, may be released or used by a library for research and planning purposes. Provided however, any parent of a minor child shall have the right to inspect the registration and circulation records of any school or public library that pertain to his or her child.

(Acts 1983, No. 83-565, p. 866, &sect; 2.)

## APPENDIX II

### POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

1. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power.
2. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.\*

\*Note: Point 2, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

1. Consult Legal Counsel: Libraries should consult with legal counsel to ensure policies comply with federal, state, and local laws on confidentiality and privacy.
2. Referral Process: Staff members receiving requests for user information should direct the requester to the responsible officer who will explain the library's confidentiality policy.
3. Legal Review: The director, upon receiving legal requests, should consult with the institution's legal officer to assess the validity and necessity of the request.
4. Proper Documentation: If the request lacks proper form or cause, the library should request corrections before releasing any records.
5. Responding to Legal Process: Typically, legal requests come in the form of subpoenas requiring the responsible officer to testify or provide specific records.
6. Staff Training and Reporting: Staff should be trained to report any unauthorized demands or threats regarding user records to the appropriate officer.
7. Escalation Protocol: Any privacy-related issues not covered above should be referred to the responsible officer.

See also Confidentiality and Coping with Law Enforcement Inquiries: Guidelines for the Library and its Staff (Appendix V).

## **APPENDIX III**

### **POLICY CONCERNING CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION ABOUT LIBRARY USERS**

In a library, whether physical or virtual, individuals have the fundamental right to explore topics of interest without fear of intrusion or scrutiny from others. This principle of privacy ensures that any personally identifiable information held by the library about its users remains confidential.

Librarians, bound by ethical duties and legal statutes across various jurisdictions, safeguard the privacy of library users. This commitment extends to all aspects of users' interactions with the library, encompassing information sought or received, resources consulted, and services utilized.

Furthermore, the protection of freedom of speech and press, as guaranteed by the First Amendment, necessitates the preservation of individuals' rights to access information without government interference or intimidation.

Libraries serve as vital pillars of democracy by offering access to a wide range of viewpoints and ideas. Upholding the privacy rights of library users is essential to preserving the impartiality and integrity of libraries as inclusive spaces for intellectual exploration.

## **APPENDIX IV**

### **Confidentiality and Coping with Law Enforcement Inquiries Guidelines for the Library and its Staff**

#### **General Guidelines**

Confidentiality of library records is a basic principle of librarianship. As a matter of policy or procedure, the library administrator should ensure that:

- The library staff and governing board are familiar with their state's library confidentiality statute or attorney general's opinion.
- The library adopts a policy on users' privacy and confidentiality, which includes procedures for the staff and board to follow if the library is served with a court order for records or if law enforcement agents conduct inquiries in the library.
- The library staff is familiar with the library's policy on confidentiality and its procedures for handling court orders and law enforcement inquiries.

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Note 1. While library registration records are not included in this policy, libraries must be cautious about making these records available to third parties.

## **APPENDIX V**

### **Library Procedures Affect Confidentiality**

Law enforcement visits aside, be aware that library operating procedures have an impact on confidentiality. The following recommendations are suggestions to bring library procedures into compliance with most state confidentiality statutes.

- Avoid creating unnecessary records. Only record a user's personally identifiable information when necessary for the efficient operation of the library.
- Avoid retaining records that are not needed for efficient operation of the library. Check with your local governing body to learn if there are laws or policies addressing record retention and in conformity with these laws or policies, develop policies on the length of time necessary to retain a record. Assure that all kinds and types of records are covered by the policy, including data-related logs, digital records, and system backups.
- Be aware of library practices and procedures that place information on public view, e.g., the use of postcards for overdue notices or requested materials, staff terminals placed so that the screens can be read by the public, sign-in sheets to use computers or other devices, and the provision of titles of reserve requests or interlibrary loans provided over the telephone to users' family members or answering machines.

## Recommended Procedures for Law Enforcement Visits

### Before any visit:

- Designate the person or persons who will be responsible for handling law enforcement requests. In most circumstances, it should be the library director, and, if available, the library's legal counsel.
- Train all library staff, including volunteers, on the library's procedure for handling law enforcement requests. They should understand that it is lawful to refer the agent or officer to an administrator in charge of the library, and that they do not need to respond immediately to any request.
- Review the library's confidentiality policy and state confidentiality law with library counsel.
- A court order may require the removal of a computer workstation or other computer storage device from the library. Have plans in place to address service interruptions and any necessary backups for equipment and software.

### During the visit:

- Staff should immediately ask for identification if they are approached by an agent or officer, and then immediately refer the agent or officer to the library director or other designated officer of the institution.
- The director or officer should meet with the agent with library counsel or another colleague in attendance.
- If the agent or officer does not have a court order compelling the production of records, the director or officer should explain the library's confidentiality policy and the state's confidentiality law, and inform the agent or officer that users' records are not available except when a proper court order in good form has been presented to the library.
- Without a court order, neither the FBI nor local law enforcement has authority to compel cooperation with an investigation or require answers to questions, other than the name and address of the person speaking to the agent or officer. If the agent or officer persists, or makes an appeal to patriotism, the director or officer should explain that, as good citizens, the library staff will not respond to informal requests for confidential information, in conformity with professional ethics, First Amendment freedoms, and state law.
- If the agent or officer presents a court order, the library director or officer should immediately refer the court order to the library's legal counsel for review.

### If the court order is in the form of a subpoena:

- Counsel should examine the subpoena for any legal defect, including the manner in which it was served on the library, the breadth of its request, its form, or an insufficient showing of



good cause made to a court. If a defect exists, counsel will advise on the best method to resist the subpoena. (Note 2)

- Through legal counsel, insist that any defect be cured before records are released and that the subpoena is strictly limited to require release of specifically identified records or documents.
- Require that the agent, officer, or party requesting the information submit a new subpoena in good form and without defects.
- Review the information that may be produced in response to the subpoena before releasing the information. Follow the subpoena strictly and do not provide any information that is not specifically requested in it.
- If disclosure is required, ask the court to enter a protective order (drafted by the library's counsel) keeping the information confidential and limiting its use to the particular case. Ask that access be restricted to those persons working directly on the case.

If the court order is in the form of a search warrant:

- A search warrant is executable immediately, unlike a subpoena. The agent or officer may begin a search of library records as soon as the library director or officer is served with the court's order.
- Ask to have library counsel present before the search begins in order to allow library counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant.
- Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned.

If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA Patriot Act amendment):

- The recommendations for a regular search warrant still apply. However, a search warrant issued by a FISA court also contains a "gag order." That means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant.
- The library and its staff must comply with this order. No information can be disclosed to any other party, including the patron whose records are the subject of the search warrant.
- The gag order does not change a library's right to legal representation during the search. The library can still seek legal advice concerning the warrant and request that the library's legal counsel be present during the actual search and execution of the warrant.

Note 2. Usually, the library can file a motion to quash the subpoena or a motion for a protective order. Normally, a hearing is held where the court will decide if good cause exists for the subpoena or if it is defective, and then decide whether the library must comply with the subpoena. Consult with counsel on all issues, including the payment of costs if the library is the unsuccessful party.

After the visit:

- Review the court order with library counsel to ensure that the library complies with any remaining requirements, including restrictions on sharing information with others.
- Review library policies and staff response and make any necessary revisions in light of experience.
- Be prepared to communicate with the news media. Develop a public information statement detailing the principles upholding library confidentiality that includes an explanation of the chilling effect on First Amendment rights caused by public access to users' personally identifiable information.

## **APPENDIX VI**

### **Library Bill of Rights**

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- V. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs of or affiliations of groups requesting their use.

## APPENDIX VII

### The Freedom to Read Statement

The freedom to read is vital for our democracy but faces constant threats. Across the nation, both private and public entities are attempting to restrict access to reading materials, censor content in schools, label viewpoints as "controversial," distribute lists of "objectionable" books or authors, and purge libraries. These efforts suggest a belief that our tradition of free expression is outdated and that censorship is necessary to address perceived threats to safety, national security, political stability, and moral integrity.

Most attempts at suppression undermine the core principle of democracy: that individuals, through critical thinking, can discern between what is beneficial and harmful. Americans are trusted to recognize propaganda, misinformation, and differing viewpoints, and to make informed decisions about what they read and believe. However, the pressure to conform to prevailing norms, whether through actual censorship or self-censorship, stifles free expression and inhibits societal resilience and growth.

In our rapidly changing society, the freedom to read remains among our most cherished liberties. It enables the dissemination of new ideas and diverse perspectives, fosters intellectual discourse, and enriches our collective knowledge. Publishers and librarians play a crucial role in upholding this freedom by providing access to a wide range of views, even those that may be considered unconventional, unpopular, or challenging.

Coercing individuals' reading choices based on personal biases, political affiliations, or societal standards is contrary to the public interest. It undermines the principles of intellectual freedom and diminishes the richness of our cultural landscape. Moreover, attempts to label or restrict certain expressions impede the democratic exchange of ideas and weaken the foundations of our society.

In affirming these principles, we recognize the inherent risks of freedom, including exposure to challenging or disagreeable ideas. However, we believe that the benefits of an open and intellectually diverse society far outweigh the dangers. Ultimately, the freedom to read is not just a privilege but a cornerstone of democracy, deserving of our unwavering commitment and support.

## APPENDIX VIII

### Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or film maker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Library Directors in February 1979. This statement was updated and approved by the AFVA Board of Library Directors in 1989.

**APPENDIX IX**

**GIFT/DONATION ACKNOWLEDGMENT**

GIFT/DONATION ACKNOWLEDGMENT

The Library gratefully accepts gift books and other materials that are in good condition and can be of a value to the library collection.

Gift material will become a part of the library's collection according to its selections policy. Disposition of gift material not meeting these criteria shall be at the discretion of the Library Director.

Patrons are advised that their gift material to the library are tax deductible as donations to a non-profit organization and may be declared on their income tax forms as such. The library does not accept responsibility for assigning a dollar value to such material, as it is not in the retail market. However, it does acknowledge each gift upon request at the time it is received. The form below is provided for the convenience of the donor.

This form is to be completed upon request at the time of each donation of gift materials.

.....

The ORANGE BEACH PUBLIC LIBRARY hereby gratefully acknowledges the receipt of \_\_\_\_\_ (total) NEW and/or USED

- \_\_\_\_\_ Paperbacks
- \_\_\_\_\_ Soft Cover
- \_\_\_\_\_ Hard Cover
- \_\_\_\_\_ Audiobooks
- \_\_\_\_\_ Videotapes
- \_\_\_\_\_ DVDs

From \_\_\_\_\_ on this date \_\_\_\_\_.

These materials shall be accepted according to the Library's selection policy.

\_\_\_\_\_  
Librarian

## Appendix X

### Community Service Hours Log

Name \_\_\_\_\_

Hours Required/Needed \_\_\_\_\_

I hereby waive, release, and forever discharge the Orange Beach Public Library, hereinafter OBPL, including its employees and volunteers, from any and all liability for any personal injuries and/or property damage that I may incur as a result of my participation in any OBPL volunteer activities, including any personal injuries and/or property damage that I believe I have sustained as a result of the negligence, in part or in whole, of OBPL.

I further agree to indemnify OBPL, including its employees and volunteers, from any and all claims of any nature whatsoever, including, but not limited to, personal injury and property damage, by any third party or third parties, which they claim are caused, in whole or in part, as a result of any act(s) or conduct, whether unintentional, negligent, or intentional, which may occur immediately prior to, during, or immediately following any OBPL activities or events.

In addition, I agree that I cannot hold the event location owners liable for any damages. Lastly, I agree to respect the privacy and confidentiality of OBPL participants and will not photograph or videotape them. I also give OBPL consent to take my photograph and/or video footage while I am on property during volunteer service operations.

By executing this waiver, release, agreement to indemnify and hold harmless, I acknowledge that I understand and agree to accept each of the statements, waivers, releases, and agreements contained in this document and by me affixing my signature below, I affirm that I will abide by these policies.

***\*By signing below, I declare that I am of legal age and do hereby understand and agree to the statements and terms above.***

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

Printed Name: \_\_\_\_\_

***\*For minors (under the age of 18): By signing below, I declare that I am the parent or legal guardian of the above named person and do agree to the statements and terms listed above.***

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

Printed Name: \_\_\_\_\_

Date	Time In	Time Out	Total Hours	Staff Signature





## Appendix XI

### Orange Beach Public Library Request for Reconsideration of Material Form

The trustees of Orange Beach Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

In order to have a request considered, the patron must:

- Be an active registered borrower of the Orange Beach Public Library. Account must be active for at least six months and the Patron must have activity on their account within the last three months.
- Complete the Patron's Request for Reconsideration of Material Form
- Supply his or her full name and address. Anonymous forms will not be considered.
- Have submitted no more than 3 requests in the last 12 months. (Each request will be limited to a single title. Multiple requests may be submitted by the same patron; however, a maximum limit of 3 reconsideration requests are allowed per household per 12 months.)

Orange Beach Public Library. 26267 Canal Road Orange Beach AL 36561

Date \_\_\_\_\_

Name \_\_\_\_\_

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

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

Are you a registered borrower of this library? \_\_\_\_\_ Card# \_\_\_\_\_

Do you represent self? \_\_\_\_ Or an organization? \_\_\_\_ Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

Book \_\_\_\_ E-book \_\_\_\_ Movie \_\_\_\_ Magazine \_\_\_\_ Audio Recording \_\_\_\_

Digital Resource \_\_\_\_ Game \_\_\_\_ 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 the committee consider?

## APPENDIX XII

**Please sign this Makerspace Use Waiver  
before using the Makerspace if you have not already done so.**

**If under 18, please ask a staff member if they can supervise you before using any Makerspace resources.  
Take this waiver home for your parent or legal guardian to sign.**

Makerspace tools may have sharp edges and/or extremely hot surfaces! Please be careful!

I hereby waive, release, and forever discharge the Orange Beach Public Library, hereinafter OBPL, including its employees and volunteers, from any and all liability for any personal injuries and/or property damage that I may incur as a result of my use of the Library Makerspace, including any personal injuries and/or property damage that I believe I have sustained as a result of the negligence, in part or in whole, of OBPL.

I further agree to indemnify OBPL, including its employees and volunteers, from any and all claims of any nature whatsoever, including, but not limited to, personal injury and property damage, by any third party or third parties, which they claim are caused, in whole or in part, as a result of any act(s) or conduct, whether unintentional, negligent, or intentional, which may occur immediately prior to, during, or immediately following any OBPL activities or events.

In addition, I agree that I cannot hold the event location owners liable for any damages. Lastly, I agree to respect the privacy and confidentiality of OBPL participants and will not photograph or videotape them. I also give OBPL consent to take my photograph and/or video footage while I am using the makerspace.

By executing this waiver, release, agreement to indemnify and hold harmless, I acknowledge that I understand and agree to accept each of the statements, waivers, releases, and agreements contained in this document and by me affixing my signature below, I affirm that I will abide by these policies.

***\*By signing below, I declare that I am of legal age and do hereby understand and agree to the statements and terms above.***

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

Printed Name: \_\_\_\_\_

***\*For minors (under the age of 18): By signing below, I declare that I am the parent or legal guardian of the above named person and do agree to the statements and terms listed above.***

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

Printed Name: \_\_\_\_\_

Initial here if you agree to allow your child to use the Makerspace unsupervised: \_\_\_\_\_

Initial here if you wish your child to only use the Makerspace when supervised by the library staff: \_\_\_\_\_

RESOLUTION NO. 24-073

**A RESOLUTION SUPPORTING THE ORANGE BEACH LIBRARY  
CHILDREN'S LIBRARY MATERIALS POLICY**

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FINDINGS:

1. The City Council has been made aware through public comment, as well as national and state news, that concerns have arisen regarding the age appropriateness of some content in children's materials in the library and the accessibility to these materials by young children.
2. The City of Orange Beach is a family friendly community and seeks to reassure its residents that it remains firm to its commitment to maintain that status by supporting the creation of a policy by the Orange Beach Public Library regarding access to materials by children.
3. The policy provides that books and media containing material not appropriate for all audiences will be provided to children only with consent of a parent and reiterates that pornographic materials are not available at the Orange Beach Public Library.
4. This policy places the Orange Beach Public Library in line with new standards that are currently being implemented and developed across the state.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE BEACH, ALABAMA, AS FOLLOWS:

1. That the City Council of Orange Beach does hereby support the establishment of policies implemented by the Orange Beach Public Library requiring parental consent for children to access materials containing subject matter not appropriate for all ages.

ADOPTED THIS 16<sup>th</sup> DAY OF APRIL, 2024.

  
\_\_\_\_\_  
Renee Eberly  
City Clerk

CERTIFICATE

I, Renee Eberly, City Clerk of the City of Orange Beach, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. 24-073, which was duly and legally adopted at a regular meeting of the City Council on April 16, 2024.

  
\_\_\_\_\_  
City Clerk



APPENDIX XIV

ORANGE BEACH PUBLIC LIBRARY APPLICATION FOR LIBRARY CARD

Bring the completed form and identification to the Orange Beach Public Library.

Name \_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth \_\_\_\_\_

Do you own property in Orange Beach? \_\_\_\_ Yes \_\_\_\_ No

If not, will you be staying for more than a month? \_\_\_\_ Yes \_\_\_\_ No

Permanent Address \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip code)

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
(Please read below before signing)

***If under 18 years of age, name of responsible parent/guardian***

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

Print Parent/Guardian Name \_\_\_\_\_

**Children's Card Levels (please select one):**

- Children's Card (Birth to 10 years old)**
- Teen Card (Birth to 13 years old)**
- Young Adult Card (Birth to 18 years old)**
- Unrestricted Access (All material available)**

NOTE TO PATRONS: The issuance of a library card involves privileges and responsibilities. Free use of library materials requires your agreement to abide by library rules. All library policies are available for viewing in the "Policies of the Orange Beach Public Library" policy manual. Respect for library materials and other library users is required for all library patrons. Your signature constitutes an agreement to abide by the rules of the library.

Application taken by: \_\_\_\_\_

**APPENDIX XV**

Orange Beach Public Library  
26267 Canal Rd  
Orange Beach, AL 36561

Dear Parent or Guardian,

**Acknowledgment and Consent for Full Collection Access/No Restrictions**

We appreciate your engagement with Orange Beach Public Library and your child's interest in exploring our collection. Before granting access to this collection, please read and sign the following acknowledgment and consent form.

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**Acknowledgment and Consent Form for Full Collection Access/No Restrictions**

I, \_\_\_\_\_, acknowledge that my child, \_\_\_\_\_, is interested in accessing the collection at Orange Beach Public Library. I understand that the collection as a whole contains a wide array of material that can include mature content.

I understand that individual sensitivities and preferences may vary, and that it is an individual's responsibility to decide what material is appropriate for their own personal consumption. With this stated, I give permission to my youth to have full access to all of the library's holdings.

I release Orange Beach Public Library, its staff, and affiliates from any liability or responsibility for my child's choice of materials. I recognize that Orange Beach Public Library aims to promote learning, literacy, and a love for reading, and that my child's exploration of more mature themes may be part of this educational experience.

I agree to engage in open communication with Orange Beach Public Library regarding any concerns or questions I may have. I understand that if there are specific guidelines or recommendations for parents, Orange Beach Public Library will provide them upon request.

I have read and understand the terms of this acknowledgment and consent form. By signing below, I grant permission for my child to access the collection at Orange Beach Public Library with no restrictions.

[Signature] \_\_\_\_\_ [Parent/Guardian Name]

Date: \_\_\_\_\_

**APPENDIX XVI**

Orange Beach Public Library  
26267 Canal Rd  
Orange Beach, AL 36561

Dear Parent or Guardian,

**Acknowledgment and Consent for Access to Teen Collection**

We appreciate your engagement with Orange Beach Public Library and your child's interest in exploring our curated juvenile collection designed for ages 10 through 13. Before granting access to this collection, please read and sign the following acknowledgment and consent form.

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**Acknowledgment and Consent Form for Access to Teen Collection**

I, \_\_\_\_\_, acknowledge that my child, \_\_\_\_\_, is interested in accessing the teen collection at Orange Beach Public Library. I understand that the teen collection is curated for ages 10 through 13 and may contain material of a more mature nature than what my child has previously encountered.

I acknowledge that Orange Beach Public Library has taken measures to curate this collection with age-appropriate content. However, I understand that individual sensitivities and preferences may vary, and it is my responsibility as the parent or legal guardian to determine whether the content within the juvenile collection is suitable for my child.

I release Orange Beach Public Library, its staff, and affiliates from any liability or responsibility for my child's choice of reading material within the teen collection. I recognize that Orange Beach Public Library aims to promote learning, literacy, and a love for reading, and that my child's exploration of more mature themes may be part of this educational experience.

I agree to engage in open communication with Orange Beach Public Library regarding any concerns or questions I may have about the content within the teen collection. I understand that if there are specific guidelines or recommendations for parents, Orange Beach Public Library will provide them upon request.

I have read and understand the terms of this acknowledgment and consent form. By signing below, I grant permission for my child to access the teen collection at Orange Beach Public Library.

[Signature] \_\_\_\_\_ [Parent/Guardian Name]

Date: \_\_\_\_\_

**APPENDIX XVII**

Orange Beach Public Library  
26267 Canal Rd  
Orange Beach, AL 36561

Dear Parent or Guardian,

**Acknowledgment and Consent for Access to Young Adult Collection**

We appreciate your engagement with Orange Beach Public Library and your child's interest in exploring our curated Young Adult Collection designed for ages 14 through 18. Before granting access to this collection, please read and sign the following acknowledgment and consent form.

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**Acknowledgment and Consent Form for Access to Young Adult Collection**

I, \_\_\_\_\_, acknowledge that my child, \_\_\_\_\_, is interested in accessing the Young Adult collection at Orange Beach Public Library. I understand that the juvenile collection is curated for ages 14 through 18 and may contain material of a more mature nature than what my child has previously encountered.

I acknowledge that Orange Beach Public Library has taken measures to curate this collection with age-appropriate content. However, I understand that individual sensitivities and preferences may vary, and it is my responsibility as the parent or legal guardian to determine whether the content within the young adult collection is suitable for my child.

I release Orange Beach Public Library, its staff, and affiliates from any liability or responsibility for my child's choice of reading material within the young adult collection. I recognize that Orange Beach Public Library aims to promote learning, literacy, and a love for reading, and that my child's exploration of more mature themes may be part of this educational experience.

I agree to engage in open communication with Orange Beach Public Library regarding any concerns or questions I may have about the content within the young adult collection. I understand that if there are specific guidelines or recommendations for parents, Orange Beach Public Library will provide them upon request.

I have read and understand the terms of this acknowledgment and consent form. By signing below, I grant permission for my child to access the young adult collection at Orange Beach Public Library.

[Signature] \_\_\_\_\_ [Parent/Guardian Name]

Date: \_\_\_\_\_