

Indian River County Library System
Policies & Procedures
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Indian River County Library System Policies

Section I

Introduction

For purposes of this manual, policy is defined as: written statements of decisions made to implement the goals and to achieve the objectives of the Indian River County Library System, in compliance with Indian River County policies. Procedures are defined as detailed specifics stating how policies shall be implemented.

The importance of adopted policies is to provide consistency and direction for library services. Policies support the library system's plans, goals, and objectives; reduce uninformed decision making and crisis response to problem situations; assure fair treatment; and protect the rights of the library patrons and staff.

The importance of specific procedures is also to provide consistency and direction as they apply to properly carrying out the adopted policies. The manual is designed so that it can be continuously updated.

The policies in the manual comply with the requirements set forth in the Florida Statutes (Chapter 257), with the Administrative Code of Florida (Chapter 18-2), and with the First Amendment of the United States Constitution.

Policies include these categories: management, services, registration/circulation, collection selection/development, and the use of library facilities by other groups.

Since all situations that might arise at the library cannot be anticipated, this manual cannot serve as a finalized code. It is hoped that the guidelines provided in this manual will allow the staff to resolve situations that arise that are not treated directly here.

General Principles of the Library System

Purpose of the Library System

Public libraries, through their service and facilities, contribute to the quality of life in the communities they serve. A public library system committed to excellence will assist in enhancing the quality of life for all of the residents of Indian River County. The mission of the Indian River County Library System is embodied in the Mission Statement (see Page 2).

Service Principle

The users of the Indian River County Library System deserve the highest quality service possible in order to fulfill their educational, informational, cultural, and recreational needs. High quality library service is dependent upon the following factors: well-selected and well-maintained collections of library materials in adequate numbers to respond to user needs, the availability of qualified and enthusiastic personnel, convenient hours of service, inviting physical facilities that are accessible to all segments of the county, and financial resources to meet library needs of the residents of the county. The Indian River County Library System subscribes to the principles and statements included in the Library Bill of Rights (Appendix A) and the Freedom to Read Statement (Appendix B), in the latest versions, as adopted by the American Library Association (ALA).

Standards

The Indian River County Library System recognizes the importance of standards appropriate to public library service, which standards are developed by the American Library Association, the Florida Library Association (FLA), the State Library of Florida, and other similar organizations and agencies responsible for the development of standards. Unless otherwise accepted, the Indian River County Library System uses such standards as guidelines for the system.

Mission Statement

The mission of the Indian River County Library System is to provide the means by which people of all ages, interests, and circumstances may avail themselves of the recorded wisdom, experiences, and ideas of others. In support of this mission, library materials are assembled, organized, and made accessible to all. Opportunities for personal, educational, cultural, and recreational enrichment are offered. Collections of library materials, services, and programs are planned and developed to respond to individual and community needs. A trained and skilled staff and the latest technologies are employed to facilitate and enhance the use of the resources of the library system. By committing themselves to excellence in all facets of the library system's services and operations, the library administration, and staff, reaffirm the democratic ideals upon which the American public library is founded.

Personnel Matters and Emergency Procedures

Job descriptions and other relevant personnel matters are available in the Indian River County Human Resources Department.

Emergency procedures to be followed are: any staff member may call 911 in the event of an emergency, the person in charge should be notified immediately, use the emergency call list to alert other appropriate persons. All accidents should immediately be reported to Risk Management.

An accident/incident report must be filled out and signed by the injured party (or responsible party) and by a library staff witness. All forms are available in the Administration office and public service desks.

The non-emergency police number is posted at all desks.

Hours of Service

Indian River County Library System hours of service are subject to change with the availability of staff. Visit our web site: www.irclibrary.org

Brackett Library

Monday	9:00 a.m. – 5:00 p.m.
Tuesday	12:00 p.m. – 8:00 p.m.
Wednesday	12:00 p.m. – 8:00 p.m.
Thursday	9:00 a. m. – 5:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	Closed
Sunday	Closed

Gifford Library

Tuesday	1:00 p.m. – 5:00 p.m.
Wednesday	1:00 p.m. – 5:00 p.m.
Thursday	1:00 p.m. – 5:00 p.m.
Friday - Monday	Closed

Marion Fell Library

Monday	Closed
Tuesday	1:00 p.m. – 5:00 p.m.
Wednesday	Closed

Thursday 1:00 p.m. – 5:00 p.m.
Friday – Sunday Closed

North Indian River County Library

Monday 10:00 a.m. – 8:00 p.m.
Tuesday 10:00 a.m. – 8:00 p.m.
Wednesday 10:00 a.m. – 8:00 p.m.
Thursday 10:00 a.m. – 5:00 p.m.
Friday 10:00 a.m. – 5:00 p.m.
Saturday 10:00 a.m. – 4:00 p.m.
Sunday Closed

Law Library—Located on the 2nd floor of the Main Library

Indian River County Main Library

Monday 10:00 a.m. – 8:00 p.m.
Tuesday 10:00 a.m. – 5:00 p.m.
Wednesday 10:00 a.m. – 5:00 p.m.
Thursday 10:00 a.m. – 8:00 p.m.
Friday 10:00 a.m. – 5:00 p.m.
Saturday 10:00 a.m. – 4:00 p.m.
Sunday 1:00 p.m. – 5:00 p.m.

Friends of the Library

The Friends serve as the support group for the libraries and are the lobbying arm of the libraries on the local, state, and federal government levels. The Friends may volunteer their services within the library and may raise funds for “special” projects (over and above county allocated funds). The Friends are a separate entity from the libraries with their own policies, procedures, and officers. Cooperation between the Friends and the libraries is essential. The Library Director serves as the liaison with the Friends organization.

The Friends may have an office, used book store, and/or a gift shop in library facilities. These spaces are contracted and allotted to the Friends by Indian River County with any restrictions required by Indian River County. Library staff is not involved with these decisions.

Internal organization of the Friends groups is not an Indian River County decision. The Friends establish their own procedures for their own operations.

Any problems that may arise concerning the allotted space or spaces, the use of, and/or the restrictions set by Indian River County shall be handled through the General Services Department, as the library facilities are county owned. Because of liability, accountability, and insurance factors, the Friends must request in writing permission to place items in the libraries. No action should be taken by the Friends before written permission is received.

Literacy Services of Indian River County

Literacy is considered in the Florida Long Range Plan as a natural extension of library services to the public, stating that our mission is to provide library services to all segments of the population. On the national and state levels, literacy has become an integral part of public library services. LSCA (Library Services and Construction Act) funds were allocated to public libraries in Florida who requested and qualified for the funds to combine efforts with local literacy services to combat illiteracy in their communities. One of the requirements for receiving and expending these funds for the grant time period was to pick up the core of the service locally at the end of the funding (four years in Indian River County).

To continue cooperative efforts to combat illiteracy in Indian River County, the Indian River County Library System may contract with the Literacy Services of Indian River County for allotted space in the libraries for an office. The Library may also provide available space for tutors to teach their students to read (prior arrangements will be made in accordance with meeting or study room policies). The libraries may also purchase and make available to the public, materials which further this cause. As a logical extension of public library services and to adhere to the State plan, the Indian River County Library System will strive to meet the needs of all segments of the county's population.

As with the Friends, Literacy Services of Indian River County will establish its own policies and procedures and will follow the contractual agreements/restrictions the county establishes for its facilities.

Volunteers

The information demands of modern society have made it impractical to operate a public library solely through the use of donated labor; however, the use of volunteers can be a means of supplementing the library's services. Effective volunteer programs generally require that the individuals offering their talents to the library should, as far as possible, be treated as if they were paid staff. Volunteers working in library programs should be recruited for specific positions with properly developed job descriptions and should regularly be evaluated on the effectiveness of their service.

The Indian River County Library System encourages interested persons to volunteer at the libraries. Appropriate forms should be filled out for the library files and for the volunteer to choose the best days/times to volunteer and to select tasks preferred. Every effort will be made to accommodate the preferences.

After proper training, the volunteer may begin work.

Volunteers must understand that the libraries follow Indian River County policies and procedures. Volunteers should never become involved with the daily operations of the libraries or with management decisions. Any suggestions are welcome and should be directed to the Library Director or Volunteer Coordinator.

Material Selection

The objectives of the Indian River County Library System are to select, organize, preserve, and make easily and freely available to the people of the county printed and other materials (within the limitations of space and budget) which will aid them in the pursuit of education, information, research, and recreation.

Intellectual Freedom and Censorship: The library system preserves the rights of citizens to obtain information on all sides of potentially controversial issues, so that individuals can decide for himself/herself the value of opposing ideas. In representing various sides of a question, the public library thus provides the citizen with reliable sources of information on which to base intelligent decisions.

The library has a responsibility to protect the rights of mature and sophisticated readers; materials which may be considered frank or offensive to some are included if review material and/or staff opinion suggests that the work makes a significant contribution either to the literary or informational complexion of the collection or to contemporary thought and style.

Parents and legal guardians are responsible for the reading habits of their children and young adults. Selection of materials is not inhibited by the possibility that particular materials may inadvertently come into the possession of children and young adults.

Responsibility for Selection: The Library Director has the ultimate authority for selection with cooperation of the library staff within the system.

General Principles: Selection will be based on the following:

1. Professional knowledge and reputation of the publisher
2. Needs and resources of service area
3. Merit of work to existing collections
4. Professionally accepted reviewing sources
5. Bibliographies
6. Examination of materials when possible

Materials will be selected in a variety of formats as best represents the message of the author.

Suggestions for additions to the collections from the public are welcome.

Registration Matters

Adult Applications: An application for a free library card must be completed by residents and/or property owners of Indian River County. A card applicant must provide one of the following forms of identification:

1. Tax record for property ownership in the county
2. State of Florida driver's license showing an Indian River County address
3. Rental lease for a minimum of six (6) months in the county
4. Current voter's registration card for the county
5. Current verification of a child's registration in county schools
6. High school identification card or accepted form from middle school and/or junior high
7. Current automobile registration with county address
8. Proof of employment as a certified teacher (or faculty) in an Indian River school
9. Current utility bill

Children's cards for children and youths (under age 16) must be co-signed by a parent/guardian/grandparent. The home or work telephone number of the parent/guardian/grandparent must be on file in the library. **The responsibility for what a minor borrows rests with the parent/guardian/grandparent. All costs associated with fines, replacement, lost, or damaged items are the responsibility of the parent/guardian/grandparent.**

Library cards are valid for two years from the patron's birthdate. Patrons must bring library cards into the library to be updated.

Non-Residents of Indian River County: Anyone who is unable to meet one of the necessary residency requirements as stated above may apply for a non-resident library card. The fee for a non-resident card is \$10.00 for a 3 month card, \$20.00 for a six month card, and \$30.00 for a 12 month card. These cards may be renewed at the end of the appropriate time period at the same cost.

Computer only cards may be purchased for \$5.00 annually. An application must be filled out and appropriate identification shown.

Lost or stolen library cards should be reported to the library system as soon as the loss is noted. A \$2.00 replacement fee will be charged.

Card Holder’s Statement of Responsibility:

Borrower’s must understand their responsibility as stated here (and as printed on each library application): “I understand when I receive my Indian River County Library System library card that I am responsible for following all library policies and procedures with regard to the borrowing and returning of library materials. I am responsible for all materials checked out of the library system on my library card and will pay all appropriate charges for lost or damaged materials and for materials returned after their due date. Failure to return library materials may also be in violation of local ordinances and could result in a misdemeanor charge being filed.” Adults co-signing a minor’s application are also subject to the above.

Circulation Matters

Circulation Procedures

Library materials are available to be borrowed by persons who hold a valid library card.

Loan Periods:

Circulating books, magazines, and audiobooks	28 days
E-books & E-Audio	2 weeks
Reference books (requires a deposit set at the Director’s discretion)	24 hours
One Week Wonder books	7 days
Book Club in a Bag	6 weeks
Audiovisual materials (CD’s, DVDs)	1 week
Audiovisual Equipment	24 hours

Number of Items Allowed:

Circulating books	50 per card
E-books & E-Audio	5 per format per card
Audiovisual materials (Audiobooks, CD’s, DVDs)	5 per format per card
One Week Wonder books	1 per card
Magazines	5 per card

Circulating items may be renewed unless there is a reserve from another patron placed on the items. Patrons may renew online.

Circulating items may be reserved. Items may be reserved online.

One Week Wonder books may not be reserved or renewed

Items are considered overdue or late when they are returned one or more days following the due date. Fines will be charged and collected. Fines will be attached to the patron's card when late items are returned and fines unpaid.

Fines are:

Books and magazines	25 cents per day
Audiovisual items	50 cents per day
Equipment	\$25.00 per day

Fines will not exceed the cost of the item.

Lost or damaged items are the responsibility of the borrower. Costs associated with replacing the items lost or damaged are determined by the replacement cost and any re-processing fees. (If the item is part of a set and the entire set must be re-purchased, than that is the replacement cost.)

Emails are sent one day prior to the due date as a reminder. Emails are sent to inform patrons that their items are overdue at the 2 week mark and another email at one month. Then a bill is emailed at 6 months.

Fines and other fees may change due to budgetary issues.

Failure to Return Indian River County Property

Failure to return county property could result in the negligent borrower being charged with a misdemeanor offense. Legal action could be taken by the Indian River County's State Attorney's Office.

Interlibrary Loans

The Indian River County Library System will make every reasonable effort to obtain for its users library materials that may be borrowed from other libraries. Users must have a valid library card in good standing in order to use the interlibrary loan service. The library system recognizes that interlibrary loan is a service that always requires the cooperation of another library and that the cooperating library's policies and procedures must be followed.

Requests are limited to 3 active requests at a time, no audiovisual materials are loaned by other libraries, and no items published in the current year are loaned by other libraries.

If the lending library levies charges for postage, handling, or the copying of materials, that charge will be passed on to the borrower requesting the material.

Lost or damaged materials will be charged to the user to reimburse the lending library. Failure to pay for overdue, lost, or damaged interlibrary loan materials will result in a “stop” on the patron’s library card to discontinue future use.

Public Service Guidelines

It is the policy of the Indian River County Library System to provide the highest quality of user-oriented library service possible within the resources available.

Service to the public should be a cooperative effort of the entire library staff. The system’s objective is to satisfy the library needs of the user so well that he/she/they will continue to use the services of the library system.

As is the case with all subject areas, the basic obligation of the library staff is to point out the sources that are available to library patrons and to instruct them in how to find the information they seek. If the library patron is unable to obtain the needed information sought from the Indian River County Library System, he/she should be referred to other sources.

Gifts, Books and Other Library Materials

It is the general policy of the Indian River County Library System to always strive to have current, factual, relevant materials in its collections for the users of the Library System.

Gift materials must meet the following criteria before they can be accepted by the Library System collections:

1. Gift materials must meet the same general principles as purchased materials in order to be included in the Library System collections.
2. Books and other materials will be accepted on the condition that the Library Director has the authority to make whatever disposition of the offered materials he/she deems necessary.
3. Memorial books will be selected by the Library Director and the donor consistent with the needs of the Library. Written acknowledgment for each book will be made to the donor and the relative(s) mentioned. A special memorial book plate will be placed in each book.
4. The Library System will not accept for deposit books or other materials that are not outright gifts to the Library System.

5. Gifts of money, real property, and/or stocks and bonds will be accepted by the Library System if conditions attached thereto are acceptable to the Director of the Department of General Services, the Library Directors, the County Administrator, and the Board of County Commissioners.
6. Personal property, art objects, portraits, antiques, and other objects will be accepted or rejected on a case-by-case basis after review by the Library Director and other applicable county staff, and must meet a Library collection need.

By law the Library System cannot, under any circumstances, endeavor to provide an appraisal or place a value on a proposed gift of books, art objects, or other materials. The Library System will provide to the donor a signed statement acknowledging receipt of the item(s) and that the value placed on the item(s) was determined by the donor.

The Friends of the Indian River County libraries are the most appropriate organization to accept donations. All their proceeds benefit library programs and services.

Disputed Title

The Indian River County Library System respects the opinion of those who may find reason to disagree with its choice of titles for the collections of the library system and therefore has established procedures for such disputes if and when they occur.

A library patron may initiate a review of any title (item) by completing a reconsideration form (samples attached). Upon completing the form, the Library Director will communicate with the patron and a decision will be made. Should it become necessary, the decision of County Administration will be sought.

Request for Reconsideration of Audiovisual Materials

Title _____

Format _____

Author _____

Producing Company (if known) _____

Year produced/Copyright date _____

Request initiated by _____

Address _____

City _____ State _____ Zip _____

Telephone _____ (Home) _____ (Work)

Library Card # _____

Do you represent: _____ Yourself _____ An organization _____ Other group (name)

1. To what in the work do you object? Please be specific.

2. Did you view/listen to the entire material _____ If not, what parts? _____

3. What do you feel might be the result of exposure to this material?

4. For what age group would you recommend this material?

5. What do you believe is the theme of this material?

6. Are you aware of judgments of this material by professional critics?

7. What would you like your library to do about this material?

8. In its place, what material would you recommend?

Signature _____

Date _____

PLEASE NOTE: This is a public document under Public Law. Your name and address are subject to disclosure upon public request.

Request for Reconsideration of Print Materials

Title _____

Book _____ Periodical _____ Other _____

Author _____

Publisher _____

Copyright date _____

Request initiated by _____

Address _____

City _____ State _____ Zip _____

Telephone _____ (Home) _____ (Work)

Library Card # _____

Do you represent: _____ Yourself _____ An organization _____ Other group (name)

1. To what in the work do you object? Please be specific.

2. Did you read the entire work? _____ If not, what parts?

3. What do you feel might be the result of reading this work?

4. For what age group would you recommend this work?

5. What do you believe is the theme of this work?

6. Are you aware of judgments of this work by literary critics?

7. What would you like your library to do about this work?

8. In its place, what work would you recommend?

Signature _____

Date _____

PLEASE NOTE: This is a public document under Public Law. Your name and address are subject to disclosure upon public request.

Rules of Behavior

The library is open to all for reading and research. Library users are expected to respect the rights of others. Library users are expected to:

- Wear shoes and shirts
- Have cell phones on silent or vibrate mode and take calls outside
- Converse quietly
- Refrain from disruptive behavior and abusive language.
- Refrain from writing on or defacing library property.
- Refrain from soliciting.
- Refrain from sleeping or bathing in the library.

The following are prohibited within the library.

- Talking on cell phones in quiet areas
- Smoking
- Bedrolls, blankets, large plastic bags, or large boxes.
- Birds, snakes, insects and animals (except service animals).
- Food. Drinks must be covered.
- Gambling
- Intoxication or any drug-induced state.
- Use of electronic equipment NOT belonging to or approved by the library.
- Skateboards, bicycles, scooters, etc.

Unattended or Disruptive Children

The Indian River County Library System welcomes children to use its facilities and services. The system emphasizes children's programs. However, responsibility for children using the library rests with the parent/guardian/grandparent or assigned chaperone, not with library personnel.

For the purposes of this policy, and as defined in Chapter 1.01 of the Florida Statutes, a minor is any person under 18 years of age.

Preschool age children (children ages 8 and under), may not be left unattended in the library; they must be accompanied by a teenager or an adult. Responsible parties not attending a program with a preschooler must remain in the library building.

If a child is left unattended and it is 30 minutes or less until closing time, or if an unattended child becomes distraught, library staff may, if necessary, use the following procedures in order to resolve the situation:

1. Try to identify the child and locate the parent or responsible party by walking through the building with the child and/or page the child's parent/guardian/grandparent using the latter's name and/or the child's name. If no name is available, describe the child's physical appearance.
2. If the parent/guardian/grandparent is not located within 30 minutes (ten minutes if building is closing), library staff should attempt to locate the parent/guardian/grandparent by telephone, utilizing library records, telephone directories, or other sources available, if necessary.
3. If, after exhausting all other sources, no contact has been made with the parent/guardian/grandparent, the staff member will call the local police. The staff member shall wait with the child until the police arrive. Under no circumstance should library staff transport a child to another location.

Children who remain outside a library facility at closing time are not necessarily covered by the above procedures unless, depending on the circumstances, it is apparent to library staff that a child is distraught or in obvious trouble. Library staff may use the above procedures and best judgment in dealing with such situations.

Disruptive behavior is any behavior on library premises that infringes on the rights of others using the library. Disruptive children will not be allowed to interfere with library service to others. Disruptive children will be approached in the following manner by library staff:

1. Library staff will give a verbal warning to the child indicating that such behavior is disruptive to other library users and is unacceptable behavior.
2. If the disruptive behavior continues, approach the parent/guardian/grandparent with the same warning. If the child is unattended, give the child a second warning.
3. If the disruptive behavior continues:
 - a. Request the parent/guardian/grandparent to escort the child from the library premises.
 - b. If the child is unattended and 12 years of age and older, ask the child to leave the library premises.
 - c. If the child is younger than 12 years of age and unattended, follow the procedures outlined above.

4. If the child's disruptive behavior continues and he/she refuses to leave library premises, library staff should call the police.

Library staff should document any and all incidents involving unattended and/or disruptive behavior and submit a report to the Library Director.

Use of Library Meeting Rooms

Meeting rooms may be used by organizations and businesses for programs and meetings when such use does not conflict with the library's programs and services, Constitutional Officers or Indian River County business. The library system reserves the right to determine whether a proposed use of its facilities is appropriate, and to give or withhold permission for such use. The sale of merchandise/services and solicitation are not allowed.

A prospective user of library system meetings rooms may:

- Inquire about available facilities and dates.
- Obtain an application for use.
- Complete and return the application to the appropriate library staff.
- Receive from library staff confirmation of the accepted application for the specific date, or notice of refusal.

The following conditions for use must be followed by all who wish to use a meeting room of the library system:

- Meeting rooms are only available during regular library hours (except Sundays).
- The event must be open to all citizens in the community.
- The event must be free of charge.
- Smoking is not allowed in the rooms.
- Rooms cannot be reserved as the regular meeting place for any organization for longer than the current calendar year.
- Organizations may be asked to move set dates in order to accommodate special library programs, Constitutional Officers' or County business meetings.
- Library personnel are not available to assist in the handling of exhibits and other materials needed by groups using the room.
- Organizations are responsible for setting up and cleaning up the room.
- Refreshments may be served in the multi-media (large) meeting room only at the discretion of the Library Director.

A responsible party from the organization must sign a meeting room contract (Attachment A).

Seating capacity is governed by the Fire Marshall. Additional seating may be provided by the organization reserving the room, with the organization being responsible for delivering, setting up, and removing the seating, and as long as seating does not exceed the Fire Marshall limits.

Any violation of the above could result in denial of future meeting room use.

*In the event publicity concerning the meeting is circulated which lists the library address, the following disclaimer must be included:

“This event is not sponsored by the Indian River County Library System.”

The user shall be responsible for any and all loss, accident, neglect, injury, or damage to person, life or property that occurs while using the facilities or premises.

The group’s responsibility for the room shall be terminated only when they have informed an authorized staff member that they have vacated the room and that it is ready to be secured. Youth or children’s groups must be supervised at all times by responsible adults provided by the sponsors of the activity.

Meeting Room Charges:

Half day is 4 hours or less. Please include your set-up and clean-up in your scheduling.

North Indian River County Library

Meeting Room	Usage Type	Full Day	Half Day
Large room (200)	Non-commercial	\$ 50.00	\$30.00
Large room (200)	Commercial	\$110.00	\$60.00
Study rooms	No Charge		

Brackett Library

Meeting Room	Usage Type	Full Day	Half Day
Bjorkman room (30-40)	Non-commercial	\$30.00	\$10.00
Bjorkman room	Commercial	\$60.00	\$35.00
Conference & study rooms	No Charge		

Indian River County Main Library

Meeting Room	Usage Type	Full Day	Half Day
Large room (200)	Non-commercial	\$50.00	\$30.00
Large room (200)	Commercial	\$110.00	\$60.00
History room (25)	Non-commercial	\$30.00	\$10.00
History room (25)	Commercial	\$60.00	\$35.00
Conference & Study rooms	No Charge		

****Effective January 1, 2018, meeting room rentals will be subject to sales tax as required under Florida Statute 212.031. If your organization claims tax exempt status, a current State of Florida Consumer Certificate of Exemption must be provided****

Bulletin Boards and Community Announcements

The Indian River County Library System maintains several community bulletin boards throughout the library system in its buildings. In its capacity as a public institution, the library system schedules educational, cultural and recreational activities for the community. The library system has priority access to bulletin board space within and without its buildings. Any remaining space is available for use by the public at the discretion of the Library Director.

A sample should be brought in for library staff to review and sign off on before any information is posted on the bulletin board. The purpose of the bulletin boards is to display public service information. No solicitation is allowed.

Exhibits

Exhibits function as an integral part of the Indian River County Library System's total program of service and are planned to direct the attention of the public to the library materials, services, and aims of the library system.

The library system shall control the content and arrangement of all exhibits. Exhibits of materials by individuals or groups should first be presented to the appropriate library staff with regard to exhibit content, theme, number and size of articles to be exhibited and desired running time of the exhibit.

The library system reserves the right to reject any part of an exhibit or to change the manner of display if the items to be exhibited are contrary to the library's community responsibility, or if the actual exhibit is different than what was actually proposed, or if public complaints are voiced. Every item used must meet the library system's standards

of value and quality. All exhibits must be scaled in size and form that complement the normal service of the library system.

Booklists, posters, signs, brochures, publicity, and all materials relative to the exhibit must also be approved by appropriate library staff.

All exhibits and displays shall be coordinated and approved by the applicable library and library department staff.

The library system may utilize materials from its own holdings in order to publicize its own collections and services.

The library system may invite, or accept offers, from outside exhibitors (individuals or groups) to display their own materials in the buildings of the library system. The materials to be exhibited must be acceptable as outlined above. Outside exhibitors must request in writing in order to exhibit. The request should include a list of the contents and description of the exhibit. Final authority rests with Indian River County Management.

The Indian River County Library System does not carry specialized insurance that covers all types of exhibits. The library system is protected against fire and other natural occurrences, vandalism and malicious mischief, but the replacement value of specific items cannot be guaranteed. The library system requires the use of the LIABILITY RELEASE FORM on all non-library materials.

The Indian River County Library System shall in no way act as an agent for the sale of items from an outside exhibit. The following conditions apply:

1. Purchase prices shall not be posted, nor shall they be listed in exhibit brochures.
2. Inquiries from visitors to the exhibit regarding purchase prices shall be referred to the outside exhibitor or his/her agent.
3. Transactions for the purchase of exhibit items shall be directly between the purchaser and the exhibitor or his/her agent. Such transactions shall not be conducted in library buildings.
4. The library system shall receive no fees, commissions or other remuneration in connection with the sale of material from outside exhibits. Donations are accepted.
5. Library system staff members shall be treated as any citizen with regard to the purchase of items from outside exhibits, in accordance with 2, 3 and 4 above.

6. In accordance with items 1 through 5 above, no exhibit material that is sold during its display in the library system may be removed from the exhibit before the end of the exhibition period, unless such removal and rearrangement of the exhibit is approved by the Library Director.

Liability Release Form

Date _____

I, _____, hereby release the Indian River
County Library System and Indian River County from any liability for loss or damage
to the items, listed on the attached record, which I have provided to be exhibited at the
_____ Library from _____
to _____.

Signature _____

Title _____

Organization _____

Address _____

Telephone _____

Signature, Library System Representative

Please keep original in library system file.

Please send copy to: _____

Indian River County Library System Computer Usage Policy, Disclaimer, and Electronic Resources Code of Conduct

Purpose:

Essential to the purpose of the Indian River County Library System is to enhance through its services and facilities, the quality of life for all residents of Indian River County.

To fulfill our mission, Indian River County Library System provides access to a broad range of information resources, including those available through the Internet. We make this service available as part of our mission to offer a broadly defined program of informational, educational, cultural, and recreational enrichment opportunities for people of all ages and background which reflect the diversity of interests and opinions in our communities.

In offering Internet, the library system cannot control access points which change rapidly and unpredictably. The Internet is an unregulated medium and while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some materials that may be offensive or disturbing.

The library system does not offer e-mail accounts to library customers; however, customers may be able to access their e-mail accounts. Wireless access is available. Ask library staff for information.

Usage Guidelines:

Users of the Internet Public Access Computers shall:

1. Respect the privacy of others.
2. Observe the legal copyright license and protection to programs and data.
3. Abide by the designated time limitations.
4. Show a library card in good standing.
5. Understand that terminals are provided to library customers for the purpose of accessing informational and reference resources.
6. Follow the library system rules for Internet access.

Unacceptable Uses:

1. Use of any computer or terminal for illegal or commercial purposes.
2. Violation of computer system security.
3. Destruction of or damage to equipment, software, and/or data.
4. Use of profanity, obscenity, other language, images or behavior which may be disruptive to library operations.
5. More than 2 people per terminal.
6. Displaying and/or printing obscene materials. In accordance with Florida Statutes, Chapters 847.011 (1)a and 847.0133 (1), displaying obscene materials to minors or printing such materials is a violation of the law and could result in penalties up to and including imprisonment.

Any violation of any of the above will revoke a customer's library card and the use of library equipment.

Youth Access to the Internet:

Please be aware that some information on the Internet is of a mature nature and may not be suitable for children. Parents and/or guardians/grandparents are responsible for information selected and accessed by children. The best way to ensure that children are having a positive online experience is for parents/guardians/grandparents to know what their children are doing.

Parents concerned about their children's use of the Internet are solely responsible for setting standards and establishing guidelines for their own children, understanding that other parents are solely responsible for their children.

It is impossible for Indian River County Library System staff to control or monitor the flow of information or to control or monitor children's use of the library system's resources.

Internet Use Procedures and Rules of Conduct:

1. Use of all computers, including Internet stations, is on a first-come, first-serve basis.
2. Internet use is limited, based on number of library customers waiting. No more than 3 hours total per day per customer.
3. Printing is .10 for each page. Printing charges may increase as costs of paper, toner, etc., increase. Notice will be given prior to any increases.

4. Downloading is allowed. Users must supply their own storage device and know that compatibility with library PCs is not guaranteed.
5. No more than 2 people per computer is allowed.
6. The computer area is a quiet area. Excessive noise, unruly behavior and talking on cell phones are not allowed.
7. Failure to abide by the rules will result in loss of privileges.
8. All computer use must be completed 15 minutes before closing of the library facilities. Announcements are made and it is your responsibility to track the time.

Disclaimer

Since the Internet is a global electronic network, there is no local/state/federal control of its users or content. The Internet and its available resources may contain material of a controversial nature. The library system cannot censor access to material nor protect users from offensive information. Parents of minor children must assume sole responsibility for their children's use of the Internet through the library system's connection.

Library system staff cannot guarantee the availability or reliability of information links on the Internet. Not all sources on the Internet are accurate, complete, or current; therefore, patrons need to be responsible consumers.

Library system staff are not always readily available to train the public on Internet use. It is the sole responsibility of library customers to receive Internet training and/or expertise on their own.

Parents and children are encouraged to ask for Internet Safety web sites at the reference Desk.

All Internet activity is monitored by the Internet server. All visited sites are logged daily. Some site access may be denied. URL request forms are available at the Reference Desk.

3D Printer Policy and Procedure

Purpose

The Library desires to offer community access to new and emerging technologies. 3D printers inspire new interest in creative design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printers.

Policy

The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

- I. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
 - e. No materials will be printed large than 9" x 5" x 5".
- II. The Library cannot guarantee quality or stability, nor confidentiality of designs. Responsibility for removing rafts and supports is up to the user.
- III. The Library reserves the right to refuse any 3D print request for just cause.
- IV. A fee will be charged to cover the printing costs depending on the size and material used in any print job. Example: Below 20 grams \$2.00, 20-50 grams \$4.00, 51-90 grams \$6.00.
- V. Items printed from Library 3D printers that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.
- VI. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

Procedures

The procedure for printing from the Library's 3D printers is as follows:

I. Design creation:

- a. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format.
- b. Any item submitted must be reviewed for feasibility by library staff. Any items determined to be a high risk for failure will not be printed.
- c. Digital designs also are available from various file-sharing databases such as Thingiverse.com.

II. Submitting a design for printing:

- a. Persons wanting to use the 3D printer shall bring their file (in .stl, .obj, or .thing format), no longer than 25MB, to the 3D printing class/program. Staff will add the model to the printing queue.
- b. If there is high demand, the Library will schedule only one print per day per person or entity.
- c. The files will be readied for printing in Simplify3D or other authorized software. The Library will view all files in Simplify3D or other authorized software before printing.
- d. Wait/pickup time: Items may be picked up at the Circulation Desk during normal library hours. Patrons will be notified when their item is ready for pickup.

III. Please note that procedures governing the use of the Library's 3D printers are subject to revision in response to unforeseen circumstances.

Definitions

- 3D printing: the process of making a physical object from a digital model.
- 3D Printer: a 3D printer uses melted plastic to produce objects designed on a computer.

Attachment A – **SAMPLE ONLY**



CONFIRMATION FOR IRC MAIN LIBRARY MEETING ROOM

ORGANIZATION NAME:

ADDRESS:

RESPONSIBLE PARTY:

TELEPHONE:

PURPOSE OF MEETING:

MEETING ROOM REQUESTED:

DATE(S) REQUESTED:

DATES NOT AVAILABLE: N/A

TIME REQUESTED:

MEDIA EQUIPMENT NEEDED:
(Please see request form enclosed)

PLEASE READ AND INITIAL THE FOLLOWING RULES AND REGULATIONS FOR THE USE OF THIS ROOM.

1. MEETING ROOMS ARE AVAILABLE DURING LIBRARY HOURS (EXCLUDING SUNDAYS) UNLESS APPROVED BY THE DIRECTOR OF LIBRARY SERVICES. _____
2. ANY PERSON ADVERTISING A MEETING AT THE LIBRARY IN A MISLEADING WAY, SO THAT IT APPEARS TO BE GOVERNMENT SPONSORED, SHALL BE DENIED ANY FUTURE ACCESS TO THE MEETING ROOMS. _____
3. THE ORGANIZATION/RESPONSIBLE PARTY IS RESPONSIBLE FOR ITS OWN SETUP AND CLEAN-UP OF THE MEETING ROOM (CHAIRS AND TABLES) AND REMOVAL OF TRASH. _____
4. NO REFRESHMENTS ARE ALLOWED UNLESS YOU ARE USING THE VERO BEACH MULTIMEDIA ROOM. _____
5. **A COUNT OF PERSONS ATTENDING YOUR MEETING MUST BE REPORTED AFTER EACH MEETING.** _____
6. THE ORGANIZATION/RESPONSIBLE PARTY IS RESPONSIBLE FOR ANY DAMAGES TO LIBRARY PROPERTY, MATERIALS AND/OR EQUIPMENT. _____
7. THE ORGANIZATION/RESPONSIBLE PARTY MUST PROPERLY SECURE THE LIBRARY FACILITY AND EQUIPMENT WHEN THE MEETING IS OVER. _____
8. PERSONS ATTENDING CANNOT BE CHARGED A FEE AND NO SALES OF ANY NATURE WHATSOEVER ARE ALLOWED. _____
9. MEETINGS CANNOT INTERFERE WITH LIBRARY CLOSING PROCEDURES. _____
10. ANY ORGANIZATION/RESPONSIBLE PARTY WHO WISHES TO SHOW A FILM MUST PROVIDE PUBLIC PERFORMANCE PERMISSION. _____
11. INFLAMMABLE SUBSTANCES, EXPLOSIVES, AND INHERENTLY OR POTENTIALLY DANGEROUS MATERIALS OR INSTRUMENTS SHALL NOT BE BROUGHT ON THE PREMISES. _____
12. ANY PERSON OR GROUP CONDUCTING ANY UNLAWFUL ACTIVITY IN A MEETING ROOM SHALL BE DENIED ANY FUTURE ACCESS TO THE MEETING ROOMS. _____
13. NOISE LEVELS SHOULD BE KEPT TO A MINIMUM AS TO NOT DISTURB OTHER PATRONS USING THE LIBRARY. _____
14. EACH ORGANIZATION IS RESPONSIBLE FOR RENEWING THEIR CONTRACTS AT THE END OF THE YEAR. ROOMS ARE BOOKED ON A FIRST COME FIRST SERVE BASIS. _____

****IN THE EVENT OF ANY CANCELLATIONS, NO MONEY SHALL BE REFUNDED**

****THIS AGREEMENT IS NOT A CONFIRMATION UNTIL IT HAS BEEN SIGNED AND RETURNED WITH A PAYMENT.**

SIGNATURE: _____

-----STAFF USE ONLY-----

FEE:
PAID: