POLICY MANUAL

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I. OPERATIONAL POLICIES

1.1 Mission Statement

Your library is a free and trusted gateway to knowledge, entertainment, and helpful services. In a safe space with access for everyone, we serve with kindness and respect. We protect history, prepare you for tomorrow, and help you find the answers you need today.

Adopted by Library Board of Control May 4, 2020

1.1a Organizational Values

1) We value bridges, not walls.--We remove barriers and connect our community with enrichment opportunities and resources that contribute to a higher quality of life in Beauregard Parish.

2) We value learning everywhere, always. – We serve you wherever you are, whether in person, via home delivery, or online.

3) We value “Wow!” service.-- BPL is here for -and because of- you! Count on us for professional-level information services wrapped in honest, reliable, and respectful actions.

Adopted by Library Board of Control February 2, 2021

1.2 Goals & Objectives

While the overall mission of the Library remains constant, the "Goals & Objectives" of the Library will reflect the changing diversity and character of the parish, the changing technology of information delivery systems and the adjustments necessary in the "Goals & Objectives" to meet the mandate expressed in the Mission Statement.

Each year, the Library Board of Control will review, amend and revise the Long Range Plan for library service in Beauregard Parish and adopt goals for the current year.

1.3 Authority

Authority for making and adopting regulations regarding the operations of the Beauregard Parish Library is granted to the Library Board of Control by Ordinance of the Beauregard Parish Police Jury (July 10, 1945) and by Louisiana Revised Statutes 25:211-223.

1.4

Organizational Structure

POLICE JURY

(Governing Authority - Appoints Board)

LIBRARY BOARD OF CONTROL

(Establishes Policies & Hires Director)

DIRECTOR

(Administers Policies & Hires Staff)

STAFF

(Follows Policies & Provides Services)

1.5 Financial Support of the Library

The *Library* receives it financial support from a parish-wide ad valor em (property) tax that must be voted on periodically.

Currently, the millage **is 7.85** mills expiring in December 2032.

The Library currently receives approximately $55,000 - $60,000 in annual State Revenue Sharing funds to replace taxes not collected due to Homestead Exemption.

No other funds are regularly received for the operation and maintenance of the Library except those generated by fees, gifts, and interest.

Amended: 7 Nov 2022

1.6 Board of Control

The Police Jury, as the governing body of the Parish, as provided for in Louisiana Revised Statutes 25:211-223 appoints the members of the Board of Control from names recommended by the Board of Control.

The Board meets and conducts its affairs in accordance with the adopted By-laws and the laws of the State of Louisiana.

The Library Law of Louisiana (Act 36 of 1926) provides no per diem to members for attendance at Board meetings. However, funds are provided for reimbursement of expenses when the Board member is traveling on library business as authorized by the Board.

At the first regular meeting of each year, the Board elects a President and Vice-President to serve for the following year. The Administrative Librarian serves as Secretary of the Board.

The "Duties & Responsibilities" of the Board are listed in the Louisiana Library Association Trustee Manual and that Manual has been approved by the Beauregard Parish Library and becomes a part of this Policy Manual.

a. Policy Responsibility

As provided for by Louisiana Revised Statutes the Board **is** responsible for adopting the Policies for the Library.

The primary consideration is to make the resources and services of the public library available to the greatest number of people in an equitable and fair manner in the most cost effective and efficient manner.

In the absence of a stated policy, the Board of Control grants to the Administrative Librarian authority to make an interim decision. These interim decisions will be sanctioned by the Board. The decision will be considered to be a part of approved library policy until reconsidered at the next regularly scheduled Board meeting.

b. Reconsideration of Library Policy

Suggestions from the public are always welcome. The first step in the reconsideration process is to complete the following form giving as much information as possible.
The form will be presented to the Board at the next regularly scheduled meeting for their review. Until the Board meets and reconsiders the Policy, the Library will continue to operate under the Policy adopted by the Board.

RECONSIDERATION OF LIBRARY POLICY REQUEST FORM

Name(Person initiating request)_____

Street Address_____

Mailing Address_____

City, State, Zip_____

Telephone Number_____Library Card Number_____

Personal Request: yes_____ no_____

Group Request: yes_____ no_____

If yes, specify group name and address:

_____

_____

_____

Policy **for** Reconsideration:_____

_____

Change(s) requested:_____

_____

Reasons for requested change:_____

_____

Do you want to:

be notified of the next meeting of the Board?_____

address the Board on this request?_____

be informed of the Board's decision?_____

1.7 Library Board of Control

a. Approval of a Board Member

The members of the Library Board of Control submit names of potential members during regular sessions of the Board preceding a vacancy on the Board. Anyone interested in serving on the Board may write a letter to the Board expressing their interest in being appointed to the Board. The Board makes recommendations to the Police Jury, (after securing the consent of those to be recommended) based on the selection criteria in the Handbook for Louisiana Library Trustees, and the following considerations:

- ► demonstrated interest in support of the library through Friends Group, volunteer work, tax-election campaigns, club work, and other similar activities
- ► community leader
- ► library user
- ► representative of an identifiable area or group without representation on the Board or replacement for a Board Member who represented the same group or area
- ► resident of the Parish
- ► unrelated to Police Jurors, other Board Members, or Library personnel
- ► have no business associations, contractual agreements or other similar related associations with the Library

The Police Jury makes the appointment to the Board.

REAPPOINTMENT

Board Members may be re-appointed to the Board if they are willing to continue to serve and the Board recommends their reappointment.

b. Removal of a Board Member

Louisiana Law makes no provision for removal of a Board Member once the member has been appointed by the Police Jury.

Recognizing that circumstances may warrant the re-evaluation of a Board Member's ability to represent Parish residents, the Board will encourage members to resign for the following reasons:

- failure to attend three consecutive board meetings
- violating policies and procedures of the Library
- moving out of parish

c. Conflict of Interest

Louisiana Ethics Law does not permit members of Boards or Commissions (or their family members) to engage in any business dealings with that agency.

d. Membership of Board Members in Professional Associations

The Library pays membership dues for Board members to library professional associations (ALA, LLA,) as decided each year when the budget is presented.

Amended by Library Board of Control November, 2019

1.8 Meetings of the Board of Control

a. **Agenda**

The Secretary of the Board prepares the preliminary agenda for the meeting of the Board. Each Board Member may add any items to this agenda at any time through the opening of the meeting.

b. Frequency and Notification of Meeting

The regular meetings of the Board are held quarterly and are announced at the beginning of each fiscal year. The Board is reminded of these meetings at least one week prior to the meetings.

If a quorum cannot be present at these scheduled times an alternate date is selected, when the most Board Members can attend.

Special meetings may be scheduled with at least 24 hours notice to the Board. Emergency meetings may be scheduled to deal with crisis situations as soon as the Board can be contacted.

Amended by Library Board of Control November, 2019

c. Public Notice

Public notice of the meeting is posted at the headquarters of the Library as soon as the Board is contacted and a quorum has confirmed. The notice is posted in accordance with all applicable laws.

d. Meeting Procedures

The presiding officer establishes that a quorum is present.

If quorum is not present, business cannot be conducted. The only vote that can be taken is the one to adjourn.

The following is the usual order of business for the regular meetings:

1.) call to order and recording the roll

2.) amend and/or approve the agenda

3.) approval of the minutes of the preceding regular meeting and any special meetings

4.) visitor's docket

5.) unfinished or “old” business

6.) new business

7.) reports of committees

8.) reports of Director, financial and statistical

9.) adjourn

If a subject has been made a Special Order for the day, it has precedence over all other business except the reading of the minutes.

Special meetings are called to deal with matters that need attention before the next regular meeting of the Board. Business conducted is limited to the item or items that were listed on the meeting agenda call and any amendments to the agenda approved unanimously by the Board.

Amended by the Library Board of Control November, 2019

e. Parliamentary Procedures

Robert's Rules of Order (revised) is the parliamentary guide for all meetings.

f. Executive Sessions

The Board will abide by State Law regarding calling an executive session. If a question exists, the District Attorney will be consulted on the legality of the session.

g. Committees

The board is authorized to establish committees, whereby the purpose of any such committee shall be to facilitate and further the business of the Board.

A committee shall be comprised of a fixed number of Board Members, and/or employees, and/or agents of the Board. The President shall be an ex officio member of any committee. A quorum of committee members must be present at any committee meeting in order to conduct the business of the committee. The President will appoint the members of any committee and designate its chairperson and secretary. The term of any appointment to a committee shall be concurrent with the term of the President or the term of the committee as may be set forth in the subject resolution, whichever is shortest.

The committee chairperson shall be authorized to call a meeting of the committee. When a committee meeting is called, the committee secretary shall post public notice of the meeting, its time, place, and agenda in accordance with legal requirements. The secretary shall prepare the minutes of such meetings to be shared at the next regular meeting of the Board. The committee meeting minutes shall be included in the minutes of the next regular Board meeting.

Addendum by the Library Board of Control November, 2019

h. Minutes

The secretary of the Board records the minutes of each meeting, signs the minutes, and sends them to the legal journal for publication within ten days of the meeting.

At the next regularly scheduled meeting, the Board shall approve the minutes of the previous meeting(s). The secretary and president shall sign the approved minutes. The original copy of the minutes is placed in the Beauregard Parish Library Board of Control Minutes binder.

Amendment by the Library Board of Control November, 2019

1.9 Business Continuity and Data Security

The majority of BPL hardware runs Linux, which is not susceptible to viruses. These machines are rebuilt routinely by an automated process from a single master image. This practice ensures that random file corruption and possible outside attacks on a workstation cannot persist for long. Any machines running Windows are protected with default Microsoft solutions for software based protection, at a minimum. As a precautionary measure, staff and patron data are kept on two separate network segments that enter the firewall on separate ports. Daily backups of all patron and staff data are stored on a dedicated server, which stores daily, weekly, and monthly snapshots for retrieval. Additionally, quarterly copies of the most vital staff files are archived on portable media and stored in a fireproof safe. To insure timely retrieval of critical data in the event of equipment failure, natural disaster, or other, the IT supervisor keeps further backups on portable media. The IT department periodically tests that data retrieval from these backups is valid, per their departmental procedures.

Adopted August 15, 2022

II. PURCHASING POLICIES

2.1 Purchasing Procedures

a. Purchases

All purchases require written approval from the director or designee before payments are made. This may be signified by an e-mail or other written approval of the purchase or by the director's or designee's initials on the PO, quote, invoice, etc.

Major purchases (databases, standing orders, etc.) outside an existing contract require a written quote before the purchase order is issued.

All purchases must be made in keeping with the requirements and thresholds established by the state bid law.

All purchase orders, receipts and / or invoices must be initialed by the staff member receiving the goods or services before payment will be released.

Amended November 1, 2017

b. Bid Procedures for the Library Contracts or Purchases

The Beauregard Parish Library complies with all requirements of the Louisiana Bid Law [R.S. 38:2211-2226].

Prior to bidding, the State Contract Procurement List is consulted to see if a state contract price has been established. If so the Library may purchase under "state contract" rather than bidding the item(s). When applicable, the Library may also request to "piggyback" off another local government agency's contract rather than bidding the item(s).

The Administrative Librarian develops the specifications for the item(s). These specifications are

- reviewed by legal counsel and
- presented to the Board for approval; after Board approval, notices are publicized as required by the Bid Law giving information on where copies of the specifications can be obtained

Bid opening is scheduled in a public meeting of the Board or of a Committee designated by the Board. Comparisons are made of the bids before a meeting of the Board at which time the bid will be awarded.

Library administration is to implement and monitor controls over contracts to ensure the goods are necessary for accomplishing its objectives. Also, administration must ensure that:

- An open and competitive atmosphere is to be provided
- Contracts with related parties (families and business interests) are strictly prohibited
- Payments are made in accordance with the terms and conditions of the contract
- Any modifications or additions of existing contracts are presented to the Library Board of Control for approval
- Contracts and related documents are maintained in an organized manner and in a central location

Amended November 1, 2017

c. Expenditure Authorization

The Board approves the budget for the fiscal year. After the budget is approved, the Administrative Librarian has the authority to expend the funds within the budgeted categories.

Every two weeks, the bookkeeping department prepares a claims list, attached to the invoice and purchase order, if applicable. Each invoice is initialed by staff receiving the item approving the invoice for payment.

This claims list is accompanied by reconciled bank statements as supporting documents. The claims list is signed by the Administrative Librarian and the President of the Board of Control (signing for the Board as designated in the February 1989 minutes) approving payment of these items.

Amended by Board Action on November 1, 2017

d. Payment Procedure

In 1988, the Louisiana Legislature transferred the administration of and accounting functions of the Beauregard Parish Library from the Beauregard Parish Police Jury to the Beauregard Parish Library, effective January 1989.

All checks will be signed by two employees to be considered valid. The Board will approve the Director and 2 or 3 additional employees by name to be included as designated signers for the Library's checks.**

The bookkeeping department is charged with the responsibility of preparing all invoices for payment, issuing the checks, reconciling the bank balance, and keeping all records necessary for the annual financial audit.

**Amend by Board Action 11/1/2017.

2.2 Property & Equipment

a. Supplies

Items costing less than $2,000* are treated as supplies and are not carried in the inventory.

b. Fixed Asset Inventory

Items costing $2000* or more are entered in the fixed asset inventory. The items are tagged with an ownership label with the inventory number.

Library Material. (books, audios, videos, etc.) are considered by State Law to be part of the fixed asset inventory, regardless of the cost of the individual item. The accession number, which is a sequential numbering system by format, becomes the fixed asset inventory number.

* Amended by Board November 5, 2014

c. Disposition of Surplus Property

Removal of all items other than Library Materials entered into the fixed asset inventory requires the approval of the Board of Control at a Board Meeting.

Library Materials are removed from the inventory for non-return or for being damaged while in use (see Over dues and Fines Policy), damaged while in the Library (see Disaster Policy), and for no longer being useful to the collection (see Retention and Weeding

Policies). The annual statistical report presented to the Board each spring shows the number of Library Materials items removed each fiscal year.

If the item is considered a supply and not entered into the fixed asset inventory, Board approval is not required to dispose of the item.

Items that are broken or damaged beyond use are discarded. Other items are listed as being surplus property and placed in a salvage sale.

Items that do not sell are discarded.

When no longer useful by the Library as an option to placing in a sale or discarding, items may be placed on indefinite loan to other governmental agencies.

III. FINANCIAL MANAGEMENT POLICIES

3.1 Budgeting

The Administrative Librarian prepares the Budget for the next fiscal year based on projected income as furnished by the Assessor's Office along with a Budget Message and presents this to the Board at the November meeting of the Board.

The Board considers the preliminary budget and adopts a proposed budget, that is published in the legal journal and made available to the public for comments. A public meeting is held to hear comments from the public. After this public meeting the Board adopts a budget for the next fiscal year.

Year-to-date comparisons of budgeted to actual expenses are presented to the Board quarterly.

Pursuant to R.S. 39:1311, the director shall advise the board when:

1. Actual beginning fund balance fails to meet estimated beginning fund balance by 5% or more and fund balance is being used to fund current year expenditures.
2. Total revenue plus projected revenue within a fund are failing to meet total budgeted revenues by 5% or more.
3. Total actual expenditures plus projected expenditures within a fund are exceeding the total budgeted expenditures by 5 % or more.

Adjustments and amendments are made to the budget during the year at meetings of the Board.

The Library budgets and manages it finances on a "cash basis".

Amended November 1, 2017

3.2 Investments

The Beauregard Parish Library receives the majority of its operating funds for the fiscal year at the beginning of the year.

The Bookkeeping Department will contact financial institutions to determine the best investment opportunities available. The Library will invest funds not needed for immediate operational expenses in the institution that pays the best interest rate and meets the condition of having the funds covered by insurance or having securities pledged to insure the investment

Library funds are deposited in a NOW account as they are received. If the NOW account interest and the Certificate of Deposit interest is comparable, the Library has the option of not investing in Certificate of Deposit, since the NOW account has the added advantage of being available without penalty for early withdrawal.

Library funds are only invested in accounts allowed by State Law for public funds.

3.3 Credit Cards

Credit card accounts are only for the official business of the municipality.

There are generally two types of credit card accounts:

1. general (e.g., American Express, VISA, etc.)
2. stores (e.g., Wal-Mart, etc.)

Credit cards must be placed under strict control and be available for use in limited cases. Credit cards are not to be used for purchases that are subject to the requirements of the Louisiana Public Bid Law.

All purchases made with a credit card must be supported by an itemized receipt that is signed by the employee making the purchase and provided to Accounts Payable immediately. The AP Clerk is responsible for reconciling the monthly credit card statements with receipts before the monthly bill payment is approved by check signers.

a. Applying for a Credit Card

- The card must be issued in the Beauregard Parish Library's name using the Beauregard Parish Library's tax identification number. If an individual's name is also required by the issuing company, the Director's name will be included. However, all credit cards shall always include Beauregard Parish Library as the account owner.
- Cash advances against the card shall not be allowed.

b. Security

- The accounts payable clerk is to maintain a listing of all credit cards, including the card numbers, and the telephone numbers of the credit card companies.
- The office manager is responsible for securing credit cards under lock.
- Employees must immediately notify the Director and AP clerk if a credit card is missing (lost or stolen). The AP clerk is responsible for immediately canceling the card. If a card is stolen, the Director or AP clerk is to notify law enforcement immediately.

c. Issuance

- The long-term issuance of a credit card must be authorized by the Director and be documented in writing using the Credit Card Agreement form and the Credit Card Issuance Log.
- The AP clerk is to maintain a written log for all credit cards to account for the "check-out" and return of credit cards. The log will contain:
    1. business purpose for using the card
    2. the name and/or number of the credit card
    3. dates and times of issue and return

4. signatures of the employee upon issuance and return of the card
5. signature of an other employee witnessing the return of the card

Amended August 15, 2022
Amended November 1, 2017

3.4 Bank Reconciliation

Reconciling the bank balance with the general ledger is necessary to ensure that:

1. all receipts and disbursements are recorded (an essential process in ensuring complete and accurate monthly financial statements)
2. checks are clearing the bank in a reasonable time
3. reconciling items are appropriate and are being recorded
4. the reconciled cash balance agrees to the general ledger cash balance.

The Branch Manager gathers, records, and prepares the bank deposit per approved procedures prior to providing it to the bookkeeping department for deposit.

The bookkeeping department is responsible to receive the monthly bank statements unopened and review them for any unusual deposits and disbursements activity. Any unusual activity must be promptly and thoroughly investigated and reported. The bank reconciliation is to be prepared by an employee who does not have authority to sign checks, or authorize disbursements.

State law [Louisiana Revised Statute (R.S.) 10:4-406(d) (2)] allows the municipality 30 days to examine bank statements and canceled checks for unauthorized signatures or alterations. After 30 days, the municipality is precluded from asserting a claim against the bank for unauthorized signatures or alterations.

Monthly bank reconciliations are to be included in the quarterly packet for review and approval by the Administrative Librarian (or designee) and Library Board of Control President (or designee) and shall be maintained on file for subsequent review and audit.

Bank account balances are to be reviewed regularly to ensure that they are fully secured and that the types of securities pledged by the financial institution are in accordance with state law. See R.S. 39:1221 for kinds of security and R.S. 39:1225 for amount of security.

Amended August 15, 2022
Amended November 1, 2017

3.5 Insurance

a. Liability

Library Buildings are owned by the Police Jury and are covered under any liability insurance that the Police Jury may have.

b. Vehicle

The Library participates in the fleet policy insurance that the Police Jury has on parish vehicles.

c. Performance Bonds

The Library requested an opinion from the District Attorney as to whether any library employee is required to be "bonded". The District Attorney did not reply that bonding was required so therefore, the Library does not "bond" any employee.

d. Facilities and Contents

The Library participates in the blanket policy that the Police Jury has for all buildings owned by the parish under the control of the Police Jury.

e. Risk Management

People in the insurance industry describe insurance items in terms of their risk; thus, considered for the likelihood of loss, an item may be a good risk, a bad risk, or anything in between, based on recognized sources of loss and the nature of controls exercised over them. The science of protecting against and preparing for losses is referred to as "risk management".

Libraries present several loss exposures, including the building and furnishings, the collections, the continuity of operations, and all activities related to the library. Losses can all be protected against through insurance contracts or policies. This is the traditional way of protecting against loss.

3.6 Audits and Financial Reporting

Each year the Board contracts with a firm of certified public accountants to perform a financial audit of the Library's records [LA R.S. 24:513]. The audit must be completed and submitted to the Legislative Auditor no later than six months after the close of the fiscal year. However, an extension may be applied for under certain conditions as set forth by the legislature.

The Library budgets on a "cash basis" vs an "accrual basis" that GAAP mandates must be used for financial audits. It is the auditor's responsibility to make this distinction clear, so that it does not appear that the Library has mismanaged public funds. An accounting system should be maintained that provides timely information and an accurate picture of the Beauregard Parish Library's financial condition. Management should ensure that, insofar as it is reasonably feasible, there are adequate separation of duties to insure assets are safeguarded and the potential for errors in the records are minimized.

The AP clerk is responsible for the preparation of the quarterly financial statements, including budget-to-actual comparisons on all funds of the Beauregard Parish Library. If necessary, the Beauregard Parish Library may contract with an external accounting firm to provide assistance to insure the preparation of timely and accurate financial statements. The Administrative Librarian will review the quarterly financial statements prior to presenting them to the Board of Control at each regularly scheduled meeting of the Board. Discussion of the financial statements should be included on the meeting agenda and reflected in the minutes.

Amended November 1, 2017

3.7 Debt

Any debt to be incurred by the Beauregard Parish Library will require pre-approval by the Beauregard Parish Library Board of Control. Approval of the debt by a majority of voting members at a Beauregard Parish Library Board of Control Meeting is required. If applicable, Beauregard Parish Library Board of Control will comply with EMMA and debt service requirements.

If applicable, supporting documentation for the proposed debt will be submitted to legal counsel. Necessary actions will be taken.

Approved 2/14/2018

3.8 Ethics

Each employee and Trustee is required, by state law, to complete the ethics training for public servants each year between January 1st and December 31st.

The training can be found online through the Louisiana Ethics Administration Program's website. Employees will complete the training online. Trustees have the option of completing the training online or attending an in-person training session.

Once the ethics training is completed, the certificate or other proof of attendance must be obtained. A copy of the certificate / proof must be turned in to the Human Resources Coordinator who files the certificates accordingly by year and provides copies to the Police Jury.

In addition to completing the training, all public servants at BPL are required to follow ethical behavior as defined in Louisiana Revised Statutes 42:1111-1121.

GENERAL PROHIBITIONS (R.S. 42:1111 – 1121)

NOTE: The following is a synopsis of some of the key provisions of the Code of Governmental Ethics. It is only a summary. For the official text of the provisions described below and for the text of other provisions of the Code, including information relative to exceptions to these general restrictions, refer to the Code at LA R.S. 42:1101et seq.

The Code of Governmental Ethics *prohibits* the:

A. 1111A - Receipt of a thing of economic value from a source other than the governmental entity for the performance of official duties and responsibilities.

B. 1111C(1)(a) - Receipt of a thing of economic value for the performance of a service substantially related to public duties or which draws on non-public information.

C. 1111C(2)(d) - Receipt of a thing of economic value by a public servant for services rendered to or for the following:

(1) persons who have or are seeking to obtain a contractual or other business or financial relationship with the public servant's agency;
(2) persons who are regulated by the public employee's agency; or
(3) persons who have substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee's official duties.

These same restrictions apply to the public servant's spouse and to any legal entity in which the public servant exercises control or owns an interest in excess of 25%.

D. 1115 – Elected officials and public employees are prohibited from soliciting or accepting a gift from the following persons:

(1) persons who have or are seeking to obtain a contractual or other business or

financial relationship with the public servant's agency; or
(2) persons who are seeking, for compensation, to influence the passage or defeat of legislation by the public servant's agency.

Public employees, not elected officials, are also prohibited from soliciting or accepting a gift from the following persons:
(1) persons who conduct operations or activities regulated by the public employee's agency; or
(2) persons who have substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee's official duties.

The prohibition against soliciting or accepting a gift from certain persons extends to officers, directors, agents, or employees of such person. The gift prohibition does not prohibit food or drink consumed as the personal guest of the person providing the food or drink, including reasonable transportation and entertainment incidental thereto. The person providing the food and drink may not provide a public servant more than **$65** of food and drink per single event. The $65 limit does not apply to a gathering held in conjunction with a meeting of a national or regional organization or a statewide organization of government officials or employees, or to a public servant of a post-secondary education attending a private fundraiser for the post-secondary institution.
The gift prohibition does not prohibit the receipt of promotional items having no substantial resale value (i.e.: cups, hats, or pens with a company's logo).
Section 1123(26)(b) allows teachers and other school employees to accept gifts valued at $25 or less and $75 as a total in one calendar year from or on behalf of students or former students.

E. 1111E - Receipt of a thing of economic value for assisting someone with a transaction with the agency of the public servant.

F. 1112 - Participation by a public servant in a transaction involving the governmental entity in which any of the following persons have a substantial economic interest:
(1) the public servant;
(2) any member of his immediate family;
(3) any person in which he has an ownership interest that is greater than the interest of a general class;
(4) any person of which he is an officer, director, trustee, partner, or employee;

(5) any person with whom he is negotiating or has an arrangement concerning prospective employment;
(6) any person who is indebted to him or is a party to an existing contract with him and by reason thereof is in a position to affect directly his economic interests.

An elected official may participate in the debate and discussion of a matter which could violate this provision, but only if he discloses the nature of the conflict on the record of his agency prior to his participation in the debate and discussion, and prior to any vote taken on the matter. The elected official is not allowed to vote on the matter and he must recuse himself. R.S. 42:1120.

Appointed members of boards and commissions may recuse themselves to avoid a violation of Section 1112. Unlike elected officials, they may not participate in the debate or discussion of the matter. They must recuse themselves from all participation. R.S. 42:1112D. Other public employees who are not sole decision makers can be disqualified from transactions that would violate this prohibition. A mechanism for disqualification is found in the rules promulgated by the Board. R.S. 42:1112C.

G. 1113A – For public servants, other than legislators or appointed members of boards and commission, bidding on or entering into any contract, subcontract or other transaction under the supervision or jurisdiction of the public servant's agency. This restriction also applies to the immediate family members of the public servant and to legal entities in which the public servant and/or his family members own an interest in excess of 25%.
• 1113B - Appointed members of boards and commissions are not only prohibited from bidding on or entering into such contracts, subcontracts or transactions under the supervision or jurisdiction of their board, but also being "in any way interested" in them. Also, the restriction applies to their immediate family members and legal entities in which they or their immediate family members have a "substantial economic interest."
• 1113C – Legislators are prohibited from bidding on, entering into or being in any way interested in contract, subcontracts or other transactions that are under the supervision or jurisdiction of the legislative branch of government.
This restriction also applies to the immediate family members of the legislator and to legal entities in which the legislator and/or his family members own an interest in excess of 25%.
• 1113D - Additional prohibition applicable to legislators, certain executive branch officials, their spouses or legal entities in which either owns an interest in excess of 5% from entering into a contract with any branch, agency, department or institution of state

government, with a few exceptions.

H. 1116 - A public servant's use of the authority of his office to compel or coerce a person to provide himself or someone else with a thing of economic value that they are not entitled to by law or the use of the authority of his office to compel or coerce a person to engage in political activity. Also, a regulatory employee is prohibited from participating in any way in the sale of goods or services to persons regulated by his agency, if a member of his immediate family or if a business enterprise in which the regulatory employee or members of his immediate family own in excess of 25%, receives or will receive a thing of economic value by virtue of the sale.

I. 1117 - It is prohibited for a public servant or other person to make a payment, give, loan, transfer, or deliver or offer to give, loan, transfer or deliver a thing of economic value to a public servant when the public servant is prohibited by the Ethics Code from receiving such a thing of economic value.

J. 1121- Post Employment

(1) During the two year period following the termination of public service as an agency head or elected official, these individuals may not assist another for compensation, in a transaction, or in an appearance in connection with any transaction involving their former agency nor may they render any service on a contractual basis to or for their former agency.

(2) During the two year period following the termination of public service as a board or commission member, these individuals may not contract with, be employed in any capacity by, or be appointed to any position by that board or commission. The Board has interpreted "board or commission" to include a collective body that shares responsibility for its actions. This would include school boards, police juries, boards of aldermen, a group of selectmen, a council, etc.

(3) During the two year period following the termination of public service as a public employee, these individuals may not assist another for compensation, in a transaction, or in an appearance in connection with a transaction involving the agency in which the former public employee participated while employed by the agency nor may the former public employee provide on a contractual basis to his former public employer, any service he provided while employed there.

Administrative decisions are made in accordance with policies and applicable laws. Regular meetings among members of staff and constant access to inter-departmental communications provide ample on-going opportunities for checking the ethicality of our agency's actions.

If the ethical nature of an action or decision is unclear, the public servant will contact his/her supervisor or the Director prior to taking action to get a second opinion. If there are still questions, the public servant will contact the State Board of Ethics for an opinion.

If an ethics violation becomes known after the fact, it shall be reported to the Director for investigation. If the Director is suspected of knowingly violating ethical conduct, the public servant shall report it to the Board President for investigation.
Ethics violations will result in corrective action up to and including termination.

All Beauregard Parish Library public servants will be notified in writing of changes to this policy, should they occur, and will be required to respond in writing that they have been notified of same. HR will maintain a file documenting these notifications.

Amended August 22, 2022
Amended November 1, 2017

IV. FACILITY POLICIES

4.1 Friends of the Library

The Board encourages the organization and activities of “Friends” group and will offer any support possible to assist the friends in their activities.

The “Friends” are organized as a support group to the Library and have their own organization and officers.

The Library is not responsible for any actions of the Friends group and does not exercise any control over the “Friends.”

4.2 Rules Governing the Use of the Library

Please *enjoy* the use of the Library and *respect* its use by others.

We want the Library to be a comfortable, relaxed and hassle-free place. We cannot enforce absolute quiet—but at the same time we want to provide an atmosphere conducive to study or reading by the *majority* of our users.

If you have any questions or a complaint, ask any staff at our service desks.

Please cooperate with the staff if they ask you to modify your behavior. The staff has the approval of the Library Board of Control to ask users who are disrupting the use of the Library to leave. Those who persist in disruptive behavior may necessitate removal and/or banning from the Library.

Approved by the Library Board of Control

a. Library Photography and Video Policy

The Beauregard Parish Library (the Library) has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This requires the Library to maintain policies that protect the privacy of its patrons and staff and ensures their freedom from harassment, intimidation, and threats to their well-being and safety. As a limited public forum, the Library exercises its right and obligation to provide appropriate safeguards against such behavior by creating and enforcing policies relating to the time, location, and manner of any recordings though not the content thereof.

GENERAL INFORMATION

Non-Commercial Photography

Permission is not required for noncommercial photography and videography in most public areas of the library building. Photography and videos are not permitted in bathrooms, meeting rooms or study carrels that are reserved or in-use by others, and staff-only areas. No specialized equipment other than the camera may be used. This includes but is not limited to tripods and lighting rings.

Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, ii) video or photograph any person without their prior consent, (iii) harass, intimidate, or threaten any person, or interfere with the utilization of library services and resources of any patron or staff member, or (iv) block library aisles, walkways, doors, or exits.

Persons taking photographs and videos of publicly available collections in the library are solely responsible for obtaining consent or other permission when photographing or videoing copyrighted materials. Likewise, they are solely responsible for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video.

Persons taking photographs and videos in the library are required to also comply with other relevant policies including but not limited to our Behavior Policy.

Commercial Photography

Commercial photography is not permitted on library grounds without written permission from the Library Director at least 2 weeks in advance. Commercial photography or filming includes but is not limited to using the library as a set or backdrop for portraiture, model, or product photography. Any commercial photographer obtaining permission to film or photograph on library property must adhere to all other requirements expressed in this policy.

EXTERIOR PHOTOGRAPHY AND VIDEOS

Taking non-commecial photographs and videos on library grounds outside the building does not require permission from the library. However, the activity shall not impede egress or ingress of patrons nor staff to or from the building.

LIBRARY PHOTOGRAPHY, VIDEOS & RECORDING

The Library may take photos, videos and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The Library reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos and audio recordings may be copied, displayed, televised and published (including on any library web site or social media site). Any individual that does
not wish the Library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

LIBRARY BOARD MEETINGS

Pursuant to the Louisiana Open Meetings Act, any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. Recordings may be made by tape, film, or other means and shall not disrupt the meeting or create a safety hazard.

LIABILITY

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from

persons who can be identified in any photograph or video or for copyrighted materials. The Library undertakes no responsibility for obtaining these releases or permissions.

COMPLIANCE
As with all policies, the Library reserves the right to have its staff ask any individual or group violating this policy to cease taking photographs or videos. Continued violation will result in removal from library premises.

Adopted May 2, 2022

4.3 Problem Situations

a. Purpose

The purpose of *this* Policy is to identify those situations that the Board considers disruptive to the intended purpose and usage of the Library or dangerous to staff or users and therefore cannot be allowed to continue.

Specific procedures for handling these situations are in the Branch Procedure Manual listed under Emergency Procedures.

It goes without saying that any written policy will not meet the needs of the situation 100% of the time. However, it is hoped that this policy is sufficiently inclusive to meet the needs of the staff the majority of the time. Staff are encouraged to follow the procedures in the Branch Procedure Manual unless the supervisor indicates otherwise or unless the particular situation requires alternative response. Staff are reminded that the Director and Associate Director can be called anytime the need arises.

b. Non-Distruptive Behavior

Some library users may act strangely or be a source of concern or irritation to the staff and/or public but their behavior does not constitute problem behavior. Examples include sleepers, the person wearing three coats in the summer or mismatched shoes, someone whose body or clothing is so dirty that it is unpleasant to be near, ritual “touchers” or people who exhibit other compulsive behavior or speech, and the simply lonely watchers and talkers. The Library is seen as "safe" and often is sought by people who have difficulty in interpersonal or social situations.

Although it may be strange or eccentric, this behavior does not usually disrupt the functioning of the Library and no action is required on the part of the staff.

HOWEVER, if any of the above situations creates a disruptive or dangerous situation, treat the behavior as defined in the Problem Behavior section.

c. Problem (Disruptive) Behavior

Problem Behavior is defined as any behavior that is disruptive, malicious, or dangerous to the patron or to other patrons and staff.

In addition, some of this behavior may be illegal and should be reported to the proper law enforcement authorities.

This behavior is not permitted in the Library or on Library premises. This policy permits Library staff to ask the person causing the disruption to leave, to call for assistance in having the person removed from the Library premises, and to call law enforcement officers.

This behavior would include but not be limited to:

- one whose behavior is disrupting or is potentially dangerous to self or others whether due to using alcohol or drugs to such an extent that judgment is affected, or to causes not readily known.
- armed, aggressive and/or physically threatening behavior.
- assault - actual physical attack involving patrons and/or staff
- child abuse - the sustaining of physical injury by a child as a result of cruel or inhumane treatment or as a result of a malicious act by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child under circumstances that indicate that the child's health or welfare is harmed or threatened.
- child neglect - passive, negative treatment on the part of a parent or custodian including not feeding, not clothing, inadequate shelter, etc.
- child unattended - young child unable to care for self left in Library unattended or any child not picked up at closing time. This is considered a form of child neglect and will be reported to Child Protection Agencies.

4.4 Site Location/General Considerations

Beauregard Parish is a rural parish without any public transportation system. Users rely on personal vehicles, bicycles, or walking to reach the library branches.

Library research has shown that the best location for libraries is in high traffic areas with easy access near places where the majority of the people shop or conduct their daily activities.

Design and location of buildings are critical elements in the successful accomplishment of the library's mission. The structure itself must accommodate a variety of resources, allowing for their receipt, display, distribution, and return, as well as access for all users groups, including the sight, hearing and mobility impaired.

The Library's first branches were make-do sites, small and poorly suited to the task of providing public library services. Beginning in 1973, the first building was constructed solely for library use. With that facility, a plan for the size and location of future branches began to evolve. With the goal of providing resources as close as possible to the greatest number of residents, the Library strives to select population centers, high use traffic areas, access corridors, and projected developments as areas in which branch libraries should be located.

In order to distribute resources throughout the Parish equitably and economically, long range planning for site location is based on an area concept, building strength into strategically located Area Branches. Each size branch library has a materials collection, staff, and service capability tailored to it and to its surrounding community.

In 1978, a preliminary study of library facilities including circulation trends, collection size trends, and budget trends was prepared. It outlined the criteria that are important in locating library facilities and suggested a comprehensive analysis of facility locations as part of the long range planning process initiated by the Library.

Alternative delivery, information and service mechanisms studied included a mail-a- book service, use of portable structures, circle dial, borrowers agreements with neighboring parish libraries, seasonal mobile service, and service to the home-bound.

4.5 Public Facility Needs Assessment

One of the major responsibilities of the Board is the selection of sites for library facilities. A general plan for the physical development of the Library will be prepared, adopted, reviewed periodically, and amended to adjust for population and service changes and included in the "Library's Long Range Plan".

This assessment was conceived as a long range planning effort to identify and determine the public library facilities that would be needed to provide services to the entire parish and to secure the funding for these facilities.

4.6 Budget Considerations

There are two cost associated with establishing and maintaining a library -- the initial capital outlay for acquisition, construction, and equipping, and the annua1 operating cost. The capital outlay, while usually large, is a one time cost, which when amortized the life of the facility becomes small. The annual operating costs are on-going, adding cumulatively to the library's operating budget. Over the years, they will exceed the capital costs. Even small facilities which cost little to acquire become a drain on system resources in terms of staff costs and maintenance of the materials collection. Cost estimates for annual operating expense must be prepared and source of funds determined prior to selection of site.

Establishment of branches in locations when it does not fit into the Library's overall capital improvement and service plans would dilute service rather than improve it.

4.7 Criteria for Site Selection

1. Identifiable service area.

2. Stable or increasing service area population.

3. Interest of service area residents as determined through:

- library survey response
- history of library support as determined through library tax elections, use of existing library services
- community involvement as determined through civic, educational, and cultural clubs and organizations

4.8 Physical Facilities

The physical facilities of a library should reflect the pattern of service to meet the informational, educational, social, and recreational needs of the area to be served.

The Library should be easy to locate and inviting to enter.

Libraries are not placed where people live but where they go. To reach people, libraries should be located near stores, banks, and office buildings, which are frequently visited by the public in day to day living.

Libraries may be located in public buildings and/or community centers, if other programs in the buildings do not create noise and safety problems, if enough space is provided for books, readers and activities, and if access during evening as well as daytime hours is convenient and safe.

The library structure should be efficient, flexible, and expandable. The building should be planned for a minimum of 20 years expansion of service and community growth. Fixed walls should be kept to a minimum.

The library building should achieve the same level of comfort and efficiency as other public buildings and, in addition, must meet specifications unique to its function.

The basic concept of good building design should include maximum energy efficiency in lighting, temperature, and humidity; sound control; and modern wall, ceiling, and floor treatments which reflect concern for long wear and easy maintenance.

The standards of comfort, beauty, efficiency, and ease of use apply to all service outlets.

Space requirements will be determined by the latest standards for public libraries.

4.9 Meeting Room Facilities

Use of the meeting rooms of the Library are for library initiated programming and cooperative programming with other agencies, organizations, and educational institutions that provide information, education, and recreation to Library users.

Use not related to the above purpose is not permitted.

The Beauregard Parish (Public) Library makes available its meeting facilities in keeping with the Library’s goal of providing information and services that promote lifelong

learning and/or enhance a love of reading to enrich Beauregard Parish residents' quality of life.

The Beauregard Parish Library Board of Control has adopted the *Library Bill of Rights* and this meeting room policy reflects Article 6 which states, "Libraries which make exhibit space and meeting room available to the public they serve should make such facilities available on an equitable basis, regardless of beliefs or affiliations of individual groups requesting their use." As such, meeting room use does not imply the Beauregard Library's endorsement or support of any ideas expressed in the meeting nor of any goals, objectives or ideologies of the person or organization using the library facilities.

If any question is raised about the goals or activities of any organization, group or individual requesting use of the Library's meeting room, the Library Board shall be the final authority in granting or denying permission for use of room.

a. What Facilities are available?

Branches do not have meeting facilities. The following are / will be available at the Library's DeRidder headquarters:

- Meeting room (occupancy maximum: 50 or 33 with tables)
- Small conference room
- 3 Study corrals

The meeting room is the only facility available for reservation; all others are used on a first-come, first-serve basis during open hours.

b. Who is Eligible to Use the Meeting Room?

-Government agencies

-Other not-for-profit groups in need of specific library services

-Groups where a library employee is acting as presenter

-Partner agencies

Proposed addition:

-Organizational members of Friends of the Library

-Individual / Family members of Friends of the Library where the meeting attend number more than 3 but less than 10.

-Beauregard Parish educational, civic, and/or cultural clubs and organizations.

c. General Rules

-Library events may preempt any other scheduled activities.

-There is no charge for using the meeting room during open hours. When applicable, however, fees may apply for set-up and cleaning charges, etc..

-Admission must be open to the public and free of any and all charge.

-The meeting room may not be used for personal or social gatherings such as birthday parties, dances, showers, etc., nor may it be used for religious services or political rallies, caucuses or campaigns for specific partisan issues or candidates. HOWEVER, religious study groups and political forums are permitted.

-The meeting room must be restored to its original condition and the premises vacated prior to the library's closing time. Requests for after-hours use must be made explicitly at least 2 weeks in advance of the program and fees may be charged.

-Solicitation, money-raising activities and/or sales are not allowed. The Library and the Friends of the Library reserve the right to hold sales relevant to the Library.

-Any group composed of minors (under eighteen years of age) must have an adult chaperon attending the meeting. This person must also sign the meeting room application form.

-Children must be supervised by an adult at all times, even if that adult is attending a meeting or program.

-Library staff may attend or observe any meeting or program at any time.

-The Library assumes no responsibility for losses or damages suffered due to meeting room use by the applicant, its guests, members or participants.

-Meeting attendees must not disrupt other library services, block entrances/exits of building or restroom facilities.

d. Scheduling and Advertising

All applications must be made in writing (see Meeting Room Form) and must be made on less than 7 days in advance of the program. Reservations can be applied for up to 2 months in advance.

To ensure that no one group monopolizes the meeting room schedule, no one group may hold more than 6 meetings in the Library's meeting room in any 6 months.

The applicant must sign an agreement for use and replacement of any damaged items before the usage of the meeting room shall be allowed. The Library, in its discretion, may cancel or propose changes to the meeting room schedule at any time.

All advertisements, fliers, press releases, etc. must clearly state the organizational sponsorship as well as stating that the meeting is not sponsored by the Beauregard Parish Library. Exceptions to this will be made in certain instances where the Library is acting as a sponsor or partner.

The Library Board expects that any group using the Library's meeting room will act in compliance with the provisions of the Americans with Disabilities Act and provide for their meeting and materials to be handed out at their meeting to have a variety of accessible formats in response to any request. All advertisements and public notices, regardless of format, should include a statement regarding the availability of accommodations.

Sample statement: "If you need an interpreter, materials in alternative formats or other accommodations to access this meeting or program, please contact (name of person/organization) no later than one week in advance of the scheduled meeting date."

e. Technology, Equipment, and Supplies

The Library will provide:

- trash bin(s) with liner
- tables and chairs
- podium
- one easel

The Library cannot provide refreshments, cleaning supplies or catering services.

Select other equipment may be available upon request. The applicant is responsible for setting up a pre-meeting time to come in and try out personal and/or Library equipment to ensure compatibility. The applicant is also responsible for setting up, operating and properly putting away all equipment including personal and Library owned. Any damages to Library equipment are the responsibility of the applicant.

f. Wireless Technology in the Meeting Room

The Library provides data-line and wireless access. These resources are shared by patrons throughout the building – including the meeting room. The Library provides a high speed line and multiple access points to boost the signal, but capacity issues may arise if a large number of users all access these systems at once. While we monitor our systems closely, we cannot guarantee wireless compatibility or uninterrupted wireless service when groups are using the meeting rooms.

g. Set Up and Clean Up

Applicants are welcome to rearrange meeting room furniture to suit their needs, with library staff approval and following these guidelines:

- Exits must be clear at all times
- Aisles must be kept clear of clutter. At least one aisle measuring no less than 3 ft. wide should be available for traffic to reach the exits.
- Decorations must be approved by the Library prior to installation and no decorations shall be affixed to any walls.

Applicants are responsible for set up and break down. Help with this may be requested no less than 7 days in advance of program and may be granted based upon staff availability.

Meeting rooms must be left in the same condition as found. Applicants are responsible for cleaning up any spills. Any damages must be reported promptly to library staff. Replacement of any damaged items or furniture shall be the responsibility of the applicant.

Light refreshments (coffee, soda, water, juice, cookies, fruit tray, etc.) ONLY are allowed with prior Library approval. The Library will not provide refreshments.

h. Forbidden Items

Smoking, alcoholic beverages, weapons, open flames, burning incense, and lit candles are not allowed.

Adopted by Beauregard Parish Library Board of Control on June 2, 2010.

4.10 Exhibits and Displays

Exhibits and displays are another means of providing information and recreation to the Library's users. All exhibit and display cases are for the use of the Library. Cooperative exhibits and displays may be scheduled with other agencies, organizations, and educational institutions. Library exhibits of items owned by individuals may be scheduled when it meets the Library criteria: informative, educational, noncommercial, nonpolitical, nonsectarian and safe. Owner of items on exhibit or display must sign a form acknowledging that the exhibit owner is aware of the limits of coverage under the Library's policy and the exhibitor is responsible for obtaining any additional coverage needed.

Amended: May 8, 1996 By: Library Board of Control Regular Session

4.11 Weapons

A. It shall be unlawful to possess or carry a weapon, other than a firearm protected by law, on the premises of any Beauregard Parish Library property.
B. Possession or carrying a dangerous weapon on Beauregard Parish Library premises is not permitted. Any such violation shall be subject to arrest and criminal prosecution to the fullest extent of the law and / or permanent expulsion from any Beauregard Parish Library premises.
C. The DeRidder branch of the Beauregard Parish Library, located at 205 S. Washington Ave., DeRidder, Louisiana, is located within a Firearm Free Zone as designated by the City of DeRidder (see City of DeRidder Emergency Ordinance No. O-2017-27, Charter Series). Carrying a firearm in a Firearm Free Zone is a violation of State Law and subject to criminal prosecution in accordance with LSA-R.S. 14:95.2 and 14:95.6 and may be subject to a fine of $2,000.00 and a prison term with or without benefit of hard labor, for not less than one year and no more than five years or both.

Adopted on 3 February, 2020

V. SERVICE POLICIES

5.1 Acquisitions & Collection Development Policy

SPRING 2018

1. OBJECTIVES

- To provide and maintain an organized collection of library materials in a variety of formats reflecting a diversity of ideas in proportion to the community's levels of need and use.
- To promote and provide a quality collection which meets the cultural, creative, educational, reference, research and recreational needs of all patrons.
- To insure that the Library's collection contains good quality, up-to-date materials in all relevant subject areas.

2. LEGAL REQUIREMENTS

The Library as a governmental agency must abide by State Bid Law. Any purchases from a company or agency not listed in the approved vendor list must be approved by the Director before the order is placed.

a.)State Book Contract

Links to digital copies of the library materials contracts are maintained on the State Library of Louisiana website in the information pertaining to Public Libraries.

b.)State Bid Law

38:2212.1(A)(1)(a) All purchases of any materials and supplies exceeding the sum of thirty thousand dollars to be paid out of public funds shall be advertised and let by contract to the lowest responsible bidder who has bid according to the specifications as advertised, and no such purchase shall be made except as provided in this Part.

38:2212.1(A)(1)(b) However, purchases of ten thousand or more, but less than thirty thousand dollars shall be made by obtaining not less than three telephone or facsimile quotations. A written confirmation of the accepted offer shall be obtained and made a part of the purchase file. If quotations lower than the accepted quotation are received, the reasons for their rejection shall be recorded in the purchase file.

3. DISPOSITION OF UNUSED BOOKS ACT 682

Act 682, [Regular Session 1999 SB 1077] R.S.25:151

(B)(1) Notwithstanding any other provision of law to the contrary, each public library in the state of Louisiana may dispose of any superseded, obsolete, unused, or otherwise unnecessary book by permitting it to be claimed as provided in this Section.

(B)(2) If a library book has been out of use for over a year, a public library may, with the approval of the appropriate governing board, dispose of such book by making it available to be claimed by any hospital, correctional facility, public or private institution, nonprofit organization, adult education program, youth organization, school, or any individual for private use free of charge.

(C)(1) A public library seeking to dispose of books as provided Paragraph (B)(2) in this Section shall do so by making all such books available to be selected for ownership in a convenient location in the library.

4. STANDARDS

Louisiana Public Library standards are periodically updated by the Public Library Section of the Louisiana Library Association. The Library will use the most recently updated Standards as a guide for the following aspects of maintaining the collection.

- Materials Per Capita
- Weeding the Collection
- Collection Turnover
- Circulation Per Ca pita

5.2 Materials Selection Policy

The Library attempts to provide materials that will meet day-to-day recreational, informational, educational and cultural interests and needs of the residents of the parish.

1. PURPOSE

The purpose of this selection policy is to:

- enable staff members of the Library who make recommendations for the selection of materials to work with greater consistency toward meeting the stated goals and objectives of the Library.
- inform staff, patrons, board members and the public as to the scope and character of existing collections, and the plans for their continuing development.
- provide guidelines which will assist in the allocation of funds to various departments to purchase current materials, round out the collection and fill in gaps.
- allow latitude in the acquisitions of materials in order to meet the changing needs of the user.

2. OBJECTIVES

The Long Range Plan for Library Service in Beauregard Parish provides guidance for making collection building decisions. As such, it becomes a part of the Materials Selection Policy to communicate priorities to staff and public. Based on the objectives in this Plan, staff will allocate the annual materials collection budget to meet the goals of the Long Range Plan.

3. CRITERIA FOR SELECTION

To build a library collection that meets the goals and objectives as stated in the Long Range Plan for Library Service in Beauregard Parish materials must be measured by objective guidelines. All acquisitions, whether purchased or donated, are considered in light of these criteria. An item need not meet all of the criteria in order to be acceptable. When judging the acceptance of materials several criteria and combination of criteria may be used.

One or more of the following criteria will be applied in selecting the materials best suited to the Library:

- The reputation, significance and/or professional standing of the author, illustrator, publisher, director, performer or others involved in the production of the material.
- The importance of the subject matter to the collection.
- Suitability of subject and style for intended audience.
- Suitability of physical form for library use.
- Availability of material through inter-library network.
- Popular appeal and demand.

- Price.
- Inclusion in standard bibliographies and indexes.

4. SCOPE OF THE COLLECTION

The collection must contain the various positions expressed on important, complicated, and controversial issues, including unpopular or unorthodox positions. The Library does not promote particular views or beliefs, but provides a resource where the user can examine issues freely and make individual decisions.

The Library recognizes that many materials are controversial and that any item may offend some patrons. Selection will not be made on the basis of anticipated approval or disapproval but solely on the merits of the work in relation to the building of the collection and to serving the interest of the users.

Responsibility for the reading, viewing, and listening of minors rests solely with their parents or guardians.

As the community changes, materials which were not recommended for purchase may become of interest. Such materials can be reevaluated.

As a public institution, the Library is committed to the concept of service to everyone. The library shall constantly strive to improve the quality and enlarge the scope of its stock of book and non-book materials. Four factors are vital to the selection of appropriate materials;

(1) The objectives of the Library.
(2) The community served.
(3) The nature and quality of the material.
(4) The suitability of material for inclusion in the collection.

5. SELECTION

Selection is influenced by the existence in the community of other libraries and resources. It is neither necessary nor desirable to duplicate materials that are available elsewhere.

5.3 Materials Selection By Age Group

The Library serves a wide spectrum of age groups With a wide variety of interests. The Library will place emphasis on service to these groups in the following way:

1. *Adults.* Recognizing that out-of-school adults comprise the largest single group of users, the Library will make its first priority providing for the informational, recreational, and self-educational needs of this group.
2. *Preschool.* The Library has traditionally emphasized service and materials for this age group recognizing the importance of encouraging the development of an appreciation of the library's resources during the formative years. No other libraries are available for this age group in our Parish.
3. *Students in Elementary through Secondary Schools*. Emphasis will be placed on providing materials that will attract and stimulate reading and the use of the Library. School libraries exist to provide curriculum support materials and the Library will not attempt to duplicate that role. The Library will not purchase multiple copies of titles to meet school assignments, nor purchase heavily in a given subject, in order to satisfy the demands of an assignment. However, the Library will attempt to respond to general informational needs as well as the recreational and cultural needs regardless of their relationship to school assignments. The Library does not acquire textbooks or other curriculum related materials except when such materials are useful to the general public.
4. *College and University Students*. The Library will not attempt to meet curricular needs of college and university students, recognizing that academic libraries exist for this purpose alone. Rather, the Library will cooperate with Academic Libraries in order to make materials available for commuting and off-campus students. The Library will respond to general informational needs as well as recreational and cultural needs, regardless of the relationship to an assignment.

5.4 Acquisition Policy by Subject Category

1. GENERALITIES (000's)

Bibliographies may be purchased where there is a demonstrated need for further resources beyond the Library's holdings or as buying guides.

Materials relating to Library Science are selected for the professional development and use of the Staff. These titles will be placed in the Professional Collection.

Encyclopedias for general reference use and for circulation are selected using the standard criteria. Titles are replaced on a rotating basis, with at least one title being replaced each year.

Annual Publications are replaced each year.

2. PHILOSOPHY (100's)

The Library selects representative material from all areas included in this classification. In the area of popular philosophy, parapsychology, and occultism, public demand is a major consideration in the Library's selection.

3. RELIGION (200's)

The Library collects materials on the subject of the Bible; Christian doctrinal theology; religious orders; the history and denominations of the Christian church; other religions of the world; and comparative studies of religion. Sectarian materials advocating one religion or belief or inflammatory materials which tend to foster intolerant attitudes are not collected.

4. SOCIAL STUDIES (300's)

The Library attempts to provide materials of interest to the general reader.

No attempt is made to acquire specialized materials that would be required by professionals in these fields.

5. LANGUAGE (400's)

The Library provides a wide variety of works on the history, use, and study of the English Language. "English - Foreign Language" Dictionaries are purchased as the demand arises. No attempt is made to purchase materials in foreign languages.

6. PURE SCIENCES (500's)

The Library purchases for the general, nonspecialist reader materials written on various levels of difficulty for disciplines classified in the Pure Sciences. No attempt is made to provide materials for practicing professionals, students or researchers.

7. TECHNOLOGY (600's)

In this area of applied sciences the Library makes extensive purchases in those areas where there is strong public demand. In the areas where there is less demand the Library attempts to collect basic information. Since public demand for technological information is constantly changing, an on-going effort is made to keep up with the interests in this area.

8. ARTS (700's)

The Library attempts to maintain a core collection which provides representative coverage of the arts of major and minor artists, periods, and media.

Extensive purchasing is made in response to public demand in areas such as handicrafts, sports, recreation, and hobbies.

9. LITERATURE (800's)

Essays, poetry, drama, short stories, and selected works of criticism on these forms are included, but exhaustive literary criticism on any author is not purchased.

Preference is given to American and British works. Representative works of literature of other countries are collected in translation. Emphasis is given to collecting the works of the recipients of nationally recognized awards.

10. HISTORY (900's)

The Library collects works on all periods with the emphasis being placed on the United States.

Travel guides are purchased to meet public demand.

Biographies of well-known, historical, and current celebrities are added as needed to meet public demand.

11. Fiction

Purchases in this area are made to meet the public demand. The works of winners of national awards are purchased when there is sufficient interest. Classics in literature are added as needed.

5.5 Formats

The Library collects materials in a variety of formats for general use, but it does not attempt to collect all formats. As technology changes, new formats will be considered for the collection when a significant portion of the community has the means to use the format.

5.6 Responsibility for Materials Selection

The ultimate responsibility for selection of materials rests with the Administrative Librarian operating within the framework of policies and objectives determined by the Library Board of Control.

Many other staff members participate in the selection process. It is the responsibility of everyone working with the public to record patron requests and needs so that they may be considered during the selection process.

5.7 Retention of Library Materials

1. PURPOSE

The purpose of the Retention Policy is to provide guidelines for staff who are charged with the responsibility of collection maintenance and development. As such this Policy provides valuable assistance in the location of funds for the purchase of new and replacement items for the collection.

When library material is processed into the collection a code will be assigned to the item that will permit a list to be made at specified times so that the item can be re-evaluated for retention purposes.

2. CATEGORY I

Items in the "core" collection which include Classics, those listed in standard bibliographies and indexes, items considered by experts in the field to be the best available, and similar types of items will be evaluated after ten years and replaced if item is worn or damaged. Items that are superseded by later editions will be replaced as these editions become available. Item will be retained until a replacement copy is available, if possible.

3. CATEGORY II

Historical and explanatory works on all of the disciplines are re-evaluated after ten years. Consideration is given to whether newer material is available in the collection that supersedes the information in the works being re-evaluated and the usage of the item being re-evaluated. Physical condition of the item will be considered and if item is retained in poor physical condition a search will be made to secure a replacement copy.

4. CATEGORY III

Theories, practices, and informational materials, including encyclopedias, are re-evaluated after five years. Only items with up-to-date information are retained. Out-of date materials are replaced with newer editions and/or information on new developments. Any item in this category that is retained longer than five years unless it is transferred to a higher category will be evaluated annually.

5. CATEGORY IV

Items that were purchased to meet popular demand such as biographies of current celebrities, multiple copies of best-sellers, road atlases and travel guides that are superseded by each new edition are re-evaluated every three years.

6. CATEGORY V

Items that are annual publications such as encyclopedias, almanacs, yearbooks, statistical reports, abstracts, and bibliographies. These items are usually reference materials. Some of these items may be retained in the reference collection until a newer edition is purchased or transferred to the circulating collection and placed in Category III or IV.

7. FICTION

A careful study is made of each fiction item, five years after the purchase, taking into account many different factors -- physical condition of the book, number of copies in the collection, last circulation date, history of use, whether it is a classic, included in Fiction Catalog, part of a series, reputation and significance of the creator and whether display and promotion will generate further use. Items that have served their purpose are considered for discard.

8. MAGAZINES, NEWSPAPERS AND OTHER SERIALS

Indexed material in Reader's Guide and/or other similar indexes owned by the Library are retained in either print, microfilm/fiche, or other electronic storage for 10 years. Print or original issues are not retained when microfilm/fiche is received.

Unindexed material is retained for 2 years.

Historical publications, State and Local publications are retained. Consideration is given to availability of these items from other libraries prior to discarding.

Beauregard Parish newspapers are retained permanently in print or in other format. (Note: back print issues were destroyed in 1991 Headquarters fire.)

Out of Parish newspapers are retained for 3 months.

Professional Library Publications are retained for 5 years. Prior to discard, they are searched for clippings file.

5.8 Gifts and Donations

The Library is pleased to accept unconditional gifts or donations. Conditional gifts cannot be accepted without the approval of the board and the Police Jury. (R.S.25:221)

TYPES OF GIFTS

- Commemorative -- Families, clubs, and organizations often celebrate anniversaries, birthdays, National Library Week, Children's Book Week, etc., by providing special materials to the Library.
- Cash Donations -- Those who have enjoyed a special item or service may contribute to provide similar or additional items to the Library.
- Grants --The Library accepts grants or special programs and services. Companies or organizations that make grants to educational or cultural nonprofit groups are asked to consider a grant to the Library.
- Memorials --Inscribed book plates will be placed in selected material and the family will be notified of the gift. A notation will appear on the online patron access terminals that identify the item as a memorial gift in honor of the person being remembered.
- Sharing -- Items that are no longer needed often will be enjoyed by others.

Only gift items meeting the same selection criteria as purchased items are added to the collection or inventory.

Gift items that do not meet the selection criteria or are not needed by the Library are

- Donated to another agency; libraries, hospitals, prison, school, nursing home, or other service agency.
- Donated to volunteer groups who sell items to raise money for the library.
- Combined with deaccessioned library material.

Gifts may not be used to replace lost or damaged library materials.

Gifts that are to be claimed for tax deductions should be valued by a certified appraiser prior to donation. IRS Forms 8282 and 8283 impose certain requirements on the donor and do-nee. The Library must be informed on the gift form at the time of the donation if the items will be claimed as a tax deduction. Library staff are not certified and are not permitted to assign a value for tax purposes to donated items.

Unrestricted acceptance of gift items may overburden the resources of the Library. When this occurs, the Administrative Librarian has the authority to limit the type and/or amount of items accepted for review.

The Library maintains a file of needed items, programs, services, and equipment.

Consultation with library staff will ensure the selection of a gift that reflects the wishes of the donor and provides an item needed by the Library.

5.9 Weeding

The Library keeps the collection vital and useful by retaining or replacing essential materials, and removing, on a systematic and continuous basis, those works which are worn, outdated, of little historical significance, or no longer in demand.

Weeding allows the Library to utilize available space in the Library in the best and most economical way; to give the Library a reputation of reliability and a collection which is up-to-date; to locate those books which need to be repaired, rebound, or replaced; to save the expense of housing and maintaining materials unnecessarily; and to give the Library a fresh inviting appearance.

Each title requires individual judgment. All staff who work with the collection have a responsibility to recommend items for weeding based on the following guidelines:

- Damaged, worn and antiquated appearance.
- Out-of-date information.
- Staff who are charged with maintenance of the Library collection will also consider the Retention Policy.

The deselection process is as important as the selection process and requires as much attention and dedication.

Material that is withdrawn from the collection is disposed of according to laws and regulations regarding disposal of public property.

5.10 Removal of Library Material Items from Fixed Inventory

Board declares as surplus any items withdrawn from the collection from (date) to (date).

Option of

1. Advertising and taking bids
2. Advertising and hold public auction
3. Set market value and have public sale (advertise)
4. Set market value and hold perpetual book sale (do not have to advertise.)
5. Proceeds go back into Library General Fund.

Anything that does not sale is deemed to have "no market value" and can be disposed of through any means available.

5.11 Censorship

The selection of Library materials is predicated on the Library patrons right to read, view, hear, and similarly the freedom from censorship by others. Many items are controversial and any given item may offend some patrons. Selections for the Library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the users. The Library holds censorship to be a purely individual matter and declares that -- while anyone is free to personally reject books and other materials of which the individual

does not approve – the individual cannot exercise the right of censorship to restrict the freedom of others.

With respect to the use of Library materials by children, the decision as to what a minor may read and view and listen to is the responsibility of the parent or guardian. Selection will not be inhibited by the possibility that the material may be used by minors.

The Beauregard Parish Library Board adopts as part of its policy the LIBRARY BILL OF RIGHTS, FREEDOM TO READ STATEMENT and RESOLUTION ON CHALLENGED MATERIAL.

5.12 Resolution on Challenged Materials

An Interpretation of the Library Bill of Rights

WHEREAS, The LIBRARY BILL OF RIGHTS states that no library materials should be proscribed or removed because of partisan or doctrinal disapproval, and

WHEREAS, Constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line, and

WHEREAS, Any attempt, be it legal or extra-legal, to regulate or suppress material must be closely scrutinized to the end that protected expression is not abridged in the process, and

WHEREAS, The Constitution requires a procedure designed to focus searchingly on the question before speech can be suppressed, and

WHEREAS, The dissemination of a particular work which is alleged to be unprotected should be completely undisturbed until an independent determination has been made by a judicial officer, including an adversary hearing,

THEREFORE, THE PREMISES CONSIDERED, BE IT RESOLVED, That the American Library Association declares as a matter of firm principle that no challenged library material should be removed from any library under any legal or extra-legal pressure, save after an independent determination by a judicial officer in a court of competent jurisdiction and only after an adversary hearing, in accordance with well-established principles of law.

Adopted June 25, 1971 by the ALA Council**.**

a. RECONSIDERATION OF CONTROVERSIAL MATERIAL

The Library Board of Control has adopted the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Resolution on Challenged Material.

All decisions regarding the selection of and reconsideration of library materials are based on these documents.

The first step in the reconsideration process is to define the nature of the complaint. The Citizen's Request for Reconsideration of Library Material form is designed to help the library patron express the objection to the material in question. This is the primary document in the reconsideration process and must be completed by the patron before further action is taken.

This form is forwarded to the Administrative Librarian. Because any reconsideration request could result in depriving users the right of free access to library material, the next steps are informative in nature. The patron is mailed a copy of the Library Bill of Rights, Freedom to Read Statement, and Resolution on Challenged Material. After reading these documents and upon written request the patron will be sent a copy of the Library's Materials Selection Policy and Censorship Policy.

The patron may at this time make a written request that the Administrative Librarian appoint a reconsideration committee which will consist of two members of the community, two library staff members, and the President of the Library Board of Control. The committee will review the material in question along with any available professional reviews of the material. The decision of the committee will be given to the Administrative Librarian for review.

The Administrative Librarian will make a decision regarding the material based on the recommendation of the review committee and professional reviews, standards, and ethics.

The patron may attend the next regularly scheduled meeting of the Board of Control to protest this decision. The decision of the Board will be final.

Any copies of the library material being reconsidered will remain available to the public while the reconsideration process is underway.

5.13 Geographical Service Area & Eligibility for Borrowing

Registration for borrower's privileges is limited to those who are residents of Beauregard Parish. Resident is defined as one who owns property in the Parish or who is residing, either permanently or temporarily, in the Parish.

There is no charge for a library card if the patron does not have a library card. If patron is registered as a patron and needs a replacement card, a fee is charged for the replacement card.

a. Registration Regulations

Borrower's privileges are extended only if the applicant is willing to correctly provide all of the information required on the application form; sign the statement regarding responsibility, provide identification and verification of address. All applicants must provide a contact person with telephone number who will be able to provide a forwarding address.

Applicants under 18 years of age must have a parent or guardian sign a responsibility agreement, unless they are legally responsible for their own actions.

Teenage applicants pose a special problem, since they usually are not accompanied by a parent and often need to check out material that day. Staff are permitted to accept the application if applicant has proof of address or family members have a library card with applicant having the parental consent form completed by the parent and returned to the Library before other items can be checked out.

Child care centers, businesses, schools, and group homes may apply for a library card to be used by employees. The person in charge must fill out an application, thus taking full responsibility for any loss or damage to library materials. The card is registered in the name of the business or organization with the name of the responsible person in parenthesis. The signer (responsible person) is responsible for the return of all items - regardless of who checked them out - in good condition and on time until such time as that card is canceled by returning it to the Library Registration Department.

Residents of other Libraries/Southwest parishes may resister their home parish library card for use at the Beauregard Parish Library without any charge.

Borrower's privileges may be revoked for any of the following reasons:

- Failure to return or make restitution for material checked out on the patron's card.

- Failure to make restitution for damage done to material checked out on the patron's card.

- Unpaid fines and fees in excess of $2.00.

- Use of an assumed name and/or fraudulent address on library registration form.

- Any other action which jeopardizes library services to other library users.

In most instances, revoked privileges may be restored as soon as patron complies with library rules and pays all fines and fees. However, the Library reserves the right to revoke or restrict privileges indefinitely in the event of serious or chronic disregard for library rules and regulations.

Amended: February 14, 1996

By: Library Board of Control Regular Session

b. Circulation Regulations

1. Length of Circulation

Items in the circulation collection are comprised of several formats. The length of the circulation period is based on the format of the material, with minor exceptions.

Print Materials including books and magazines circulate for two weeks with one, two week renewal allowed if the item is not on the request list.

Audio Visual materials including tapes, CD s and DVD s for two weeks with one two-week renewal allowed if the item is not on the request list.

Exceptions can be made to set a one week renewal period on individual items which are currently in heavy demand.

Magazines are placed in the circulation collection on the following schedule:

Weekly and Bi-Weekly publications -- when newer issue is received.

Monthly and Bi-Monthly publications -- two weeks after receipt of the current issue.

Others -- one month after receipt.

Equipment circulated for the period of use, but not over two weeks. Equipment check-out requires that user attend a training session in the use of the equipment and have their patron record validated for use of that item of equipment. Adult cards only.

2. Exceptions

Exceptions to the period of circulation for any item may be made at the request of the patron if the patron has an unusual circumstance that necessitates a longer use period, but this is granted occasionally and only if it does not infringe on the right of others to have access to the material.

3. General Rules

Patron must present library card in order to check-out materials. (Occasional exception is allowed for a patron to sign out 2 items by patron filling out a handwritten circulation record. Repeated failure to present the library card will result in circulation privileges being withdrawn until patron brings the library card or applies and receives another card.)

Patron must have a `clear' record for circulation.

Patron is responsible for any item checked out on their card, whether by friend or family member. Person presenting the card is assumed to have permission of patron to use their card.

Items checked out on a lost or stolen card are the responsibility of the patron until the library is notified of the card's loss, a record of the loss and date of loss have been recorded, and the card has been voided.

Amended: March 16, 1995

By: Library Board of Control Special Session (Crisis Service Options)

User privileges could be restored when all charges are paid. Charges after the second notice include the replacement charge for the materials or purchase of similar materials plus penalty charges.

If the library user finds the material after payment for the material has been made to the Library, the Library has the option of "purchasing" the material from the user if the material has not been re-ordered if it is an out-of-print item, or if it is deemed to be in the best interest of the Library. User will be issued a check for the amount charged for the material the next time invoices are paid but user will not be reimbursed for fines and penalties.

Family member cards are linked so that penalties and charges in excess of $2.00 restricts borrowing privileges for all family members.

The Board will periodically review the list of users who have non-returned library materials and determine what further action will be taken.

Users who receive *fourth notice* will have user privileges restricted to two items at a time for a one year period.

The Library will arrange pick-up service for library material for a fee of $1.00 per item plus mileage.

Upon written request, a waiver of charges and penalties may be approved by a staff review committee. The decision of the staff review committee may be appealed at the next regular meeting of the Board of Control. Waiver of charges and penalties is limited to one time per user.

4. Fees

A charge of $1.00 will be assessed for:

Non-canceled or not pick-up inter-library loan items.

Replacement Library Borrower's Card.

5. Damaged Items

Charges will be based on an individual basis based on the amount of damage and the cost to repair or replace the item.

5. Disaster or Stolen Items

When the Library is notified that library materials checked out to a patron have been destroyed by a fire or other disaster or stolen while in the possession of the user.

The library will prepare for the user a list of the materials with the prices so that the user may file their insurance claim. The materials will be declared lost at this time. Library privileges will be continued for the patron pending the insurance settlement. If user's insurance does not cover the loss, the user is responsible for the loss. The user may request a waiver of these charges.

Amended: January 26, 1995 Library Board of Control Special Session

5.14 Confidentiality of Library Records

The Library considers all circulation records and other records identifying the names of library users with specific materials, all registration, overdue, and delinquent records and all other use of the library including reference, inter-library loan, and reader services to be confidential in nature. This concept is elementary to the provision of quality library service in a free society. All policies and procedures adopted by the library must comply with the policy of user confidentiality.

Information will not be released to non-staff members from the registration, circulation, or other non-public files of the Library. Requests for information will be filled only with information given in public reference sources such as the telephone directory or the city directory. Staff are allowed to use non-public files for library related procedures and only in compliance with written library policy and procedure.

Non-public library 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 investigative power. Upon receipt of such process, order of 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.

5.15 Inter-Library Loan

The Inter-Library Loan department will attempt to borrow items from other libraries if the item is not owned by the Beauregard Parish Library. The patron must complete the "request form" including signing the responsibility statement. The patron must have a Beauregard Parish Library card without use restrictions or a Libraries/Southwest member card.

Most request for non-fiction adult books that have been published for at least one year are available through the inter-library loan network. Fiction and Children books are not usually included in the data bases and may not be available through inter-library loan. The Library will attempt to purchase Fiction and Children books if in-print. Items that have been published for less than one year will be considered for purchase, before initiating a request through the inter-library loan network.

The Beauregard Parish Library is a member of the statewide Loan Net system, a c/d based computerized system that links the collections of participating members. If the item is not available in-state, the State Library of Louisiana interfaces with the SOLINET system to locate and borrow the item nation-wide.

The Library assumes all cost for these transactions and provides this service at no charge to the library user. However, if the lending library sends photocopy for the patron, the patron will be asked to pay the lending library the cost for duplication. Patron approval must be given at the time of the request for this charge.

The lending library sets the terms of the loan and the Beauregard Parish Library is responsible for abiding by these conditions. Occasionally, the lending library will restrict the use to in-library use at the requesting library location.

Renewals that extend past the due date of the lending library are not allowed on Inter-Library Loan items.

The Beauregard Parish Library makes its circulating collection available to other

5.16 Charges for Overdue and Non-Returned Items

Overdue items -- users who fail to return library material by the due date or to make arrangements with the Library for an extended time will be considered to be in violation of the user/library agreement and the following actions will be taken:

1st week material is overdue the user will be notified by mail addressed to location on the applicants registration file with the following charges assessed:

One overdue notice only will be mailed approximately two weeks after library materials due date. Fee schedule does not change.

50 cents for the first book or magazine; 5 cents for each additional book or magazine

$1.00 per day for each video or audio cassette, inter-library loan item, or piece of equipment

2nd week material is overdue the user will be notified by mail of the price of the material with the following charges assessed:

$1.00 for the first book or magazine; 10 cents for each additional book or magazine

$1.00 per day additional charges for each video or audio cassette, inter-library loan item, or piece of equipment

3rd week material is overdue the user will be invoiced for the total replacement cost plus collection charges, re-ordering and processing cost; and assessed:

$1.50 for first book or magazine, plus 15 cents for each additional book or magazine

$1.00 per day additional charges for each video or audio cassette, inter-library loan item, or piece of equipment

4th week material is overdue the user will be notified to pay charges or face prosecution and assessed an additional:

$2.00 for each Library owned print item and/or

$1.00 per day additional charges per item for video or audio cassettes; inter-library loan items, or piece of equipment..

At this point user may avoid legal action by returning all library items.

5.17 Genealogy and Local History

The participating members of Libraries/Southwest are cooperating in order to avoid duplication of expensive and costly specialized collections and services. The Calcasieu Parish Library is the regional genealogy center. (Vernon is the Federal Documents Depository and Beauregard is the Grants Information Center.)

The genealogy and local history collection of the Library is composed of individual family records and a history of the area as recorded in newspapers,, photographs, pictures, maps, memoirs, and other similar print and non-print materials.

Library staff will assist the public in learning to use the collection, but will-not do genealogical research. A list of names and contact information for individuals who are willing to do this type research can be given or sent to people who request this service. The Library will make no attempt to evaluate the skills of these individuals and will not take part in negotiations for the service beyond passing on the list.

Memorial gifts and donations (see Gifts Policy) are accepted for the Genealogy and Local History Collection. Additions to this collection are accepted based on the following criteria:

* information is related to the history and/or families of Beauregard Parish

* information is accurate/factual

* information is not in collection or in easily usable form in the collection

* format suitable for library

5.18 Cooperation With Other Libraries and Public Institutions

Through Libraries/Southwest the Beauregard Parish Library co-operates with the other public libraries in Southwest Louisiana through the reciprocal borrower's agreement, all staff workshops, trustee/legislator's functions, area collection development.

Through LoanNet the Beauregard Parish Library participates in the state-wide inter-library loan network.

The Community Book Center Collections are made available to those in the area nursing homes, shelters, and parish jail.

The Council on the Aging picks up and delivers library materials to those who are home-bound.

The print-out of the subject portion of the automated catalog was placed in all high school libraries in the parish.

The Library serves as a liaison and provider of literacy materials to the Beauregard-Vernon Literacy Council.

The Library actively promotes the services of the State Library of Louisiana's Department of the Blind and Physically Handicapped and assists those in Beauregard Parish who participate in this program and need assistance.

5.19 Patron Comments/Complaints

Comments and suggestions from the public are always welcome. A suggestion box is available for the public to share with the Board and Staff any comments and suggestions that they wish to make in an informal and anonymous method.

Forms are available for those who wish to register a more formal complaint or request for reconsideration of policy, materials, or charges.

Board meetings are open to the public, and anyone can attend these meetings and participate in the Board Meeting under the visitor's docket portion of the meeting.

PATRON COMPLAINTS

All should be aware that at some point there will be complaints about library service. The complaint may center around a certain book, magazine or other piece of library material, a member of the Library, staff or Board of Control, meeting room use, or library policy.

The best recommendation to the Library Board and Staff is "be prepared."

As in handling any complaint, a courteous and calm approach is essential. Above all, the complainant must know that the complaint will be given serious consideration and that interest in the Library is welcome. If the complainant comes in person or telephones, they should be listened to courteously and invited to file a complaint in writing. If the complaint comes by letter, it should be acknowledged promptly. If the complaint is made at a site other than the Library, the complainant should be encouraged to visit the Library during business hours to register the complaint.

If the complaint is about materials in the collection, have the patron complete the "Reconsideration of Library Materials" form, if about Library policy the "Reconsideration of Library Policy" form; if about the lack of certain materials in the collection the "Request for Purchase" form, other complaints should use the following "generic" form:

COMPLAINT FORM

Name_____

Address_____

City_____State_____Zip_____

Telephone_____

Library Card No._____

If you represent a group:

Name of Group_____

_____

Address _____

City _____ State_____

ZIP_____

Number of Members_____

Complaint: (Please explain what your complaint is)

What action do you want the Library to take?

Do you want to:

Attend a Board Meeting to voice your complaint? _____

Be notified of the Library's decision? _____

a. Public Participation Policy

The Beauregard Parish Library encourages citizens to appear and present to the Board any matter relative to the improvement of the Library. This policy provides for an individual citizen or a group of citizens to be heard on a specific agenda item as listed on the official Board and/or Committee agenda. Presentations to the Board/Committee shall be allowed in accordance with the following guidelines:

a) A citizen who wishes to speak on a specific agenda item before a vote is taken shall contact the Library Director at least twenty-four (24) hours before the meeting. The request shall include the specific item or items they wish to speak on.

b) If a group of citizens are to be represented, one individual shall be selected in advance to serve as a spokesperson, and shall be named with that request.

c) The person/spokesperson's name and topic shall be given to the President/Chairman prior to the meeting.

d) Only discussion relevant to a specific agenda item upon which a vote shall be taken shall be allowed. Presentations shall be brief, yet include all pertinent facts and information concerning the agenda item. Presentations shall be limited to three (3) minutes, unless the time limit is waived by the Committee Chairman or Board President.

e) At the beginning of a presentation, the presenter is required to state his or her name, address, and the group, if any, that he or she is representing.

f) Persons appearing before the board are encouraged to provide a written copy of their presentation, and any additional information for study and consideration by the Board and staff.

g) Speakers may offer objective criticism of Library policy, administrative procedures and programs, but the Board will not /shall not hear charges or complaints against individual employees or elected officials in an open meeting. All such charges and complaints must be presented to the Library Director and Board in writing, signed by the complainant. The President or Committee Chair will immediately bring this to the attention of any speaker who does not adhere to this guideline.

h) In the event that the Board should add an item to its agenda after the Board meeting begins, the President or Committee Chairman shall orally request of the audience whether anyone in attendance would like to speak on the added agenda item.

The Library vests in the Board President or Presiding Officer, the prerogative to determine whether or not a given speaker is acting within the guidelines of this policy, and full authority to invoke termination of the remarks of any person.
Persons appearing before the Board are reminded, as a point of information, that, although

requests may be directed to the Board, action and answers to many questions may be deferred pending Board and/or staff study and for consideration by the Beauregard Parish Library.

Adopted: Feb 6 2019
Amended:

5.20 Distribution of Free Literature

Governmental Agencies

The Library allows other governmental agencies to distribute information, brochures and pamphlets relating to their program or services within the limits of space availability. The agency distributing the materials is responsible for maintaining the distribution area and re-stocking the materials.

The agency must provide the Library with the name and address of the person responsible for the distribution area and the length of time the material will be distributed. The Library may impose space and time restrictions on these distribution areas.

Political Campaign Literature

Political campaign literature is not accepted for display or distribution. Political candidates are not permitted to campaign in the Library, unless it is part of a library sponsored informational forum or discussion.

Others

All other groups that wish to distribute literature must do so under the conditions of the Display and Exhibits Policy.

5.21 Interaction Between Public and Staff

The staff must be constantly aware that they project the image of the Library, an image that should reflect courteous, friendly, and helpful service.

Each patron should be greeted as they enter the area with a smile and "How may I help you" if they approach the desk or if they look unsure of themselves.

Service to the user comes first. All other work is secondary. The user who comes to the Library receives first priority. Telephone or fax request for service is next.

If it is not possible to provide the service or information requested, explain why and offer alternate sources.

Always end each library transactions with a question

Did you find everything you needed today?

Did this information answer your question?

Be aware of Library telephone etiquette before answering the telephone.

a. Volunteer Policy

The Beauregard Parish Library appreciates volunteers from our community as invaluable assets who strengthen the Library's relationships with and act as liaisons to our community. By their very contributions, volunteers are advocates for quality library services.

A volunteer is an individual who repeatedly performs a service of his/her own volition contributing time, talent(s), and energy to or on behalf of the Beauregard Parish Library without compensation from or by the Beauregard Parish Library. Guest presenters for individual programs are not considered volunteers under this policy. Each volunteer must be accepted as such prior to execution of assigned duties.

For adult volunteers, a background check and, where applicable, reference checking are required. Any "flags" on these checks will result in disqualification for volunteer service with BPL.

Volunteers are recruited without regard to any legally protected characteristics including but not limited to race, religion, martial status, or sexual orientation. Volunteers must be over the age of 14, generally. Volunteers under the age of 18 must have parental approval to volunteer (except where the minor is legally emancipated) and shall not work more than 4 hours per day.

No volunteer shall encourage or abide contact with minor library patrons outside the scope of his/her assigned volunteer services nor outside his/her assigned volunteer schedule. This includes but is not limited to examples such as : the library volunteer will not offer to transport minors to/from library events or agree to meet with minor library patrons without the presence and consent of the minor's parent/guardian.

Service as a library volunteer does not constitute a contract of employment – either expressed or implied between volunteer and the library. No other benefits beyond those intrinsic in community service should be construed as devolving to library volunteers as a condition of their service.

Volunteers can be released from volunteer duty at any time at the Library’s discretion.

Adopted February 1, 2017

5.22 Electronic Resources Access Policy ***(ADOPTED 2/14/96)***

a. Mission

"Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. These rights extend to children as well as adults.

Libraries and librarians exist to facilitate these rights by providing access to, identifying, retrieving, organizing, and preserving recorded expression regardless of the formats or technologies in which that expression is recorded." (American' Library Association Statement on Electronic Information, Services and Networks)

The mission of the Beauregard Parish Library is to provide the people of the parish with free and easy access to recorded information within the limits of space and budget. This includes access to various electronic resources which currently include the Internet, on-line library catalogs and on-line or CD-rom based databases. Access to these resources is provided according to the same policy guidelines which govern print, audio and video resources.

b. Acceptable Use

Library resources are available to serve the informational, educational and recreational needs of parish residents. Where necessary, the library will use advance scheduling, time limitations, and/or priority allocations to insure that all patrons have equal access to resources.

Resources made available through the library are subject to various legal restrictions. Library resources may not be utilized in violation of state, federal or local laws. It is the

responsibility of the individual user, not the library, to insure that his/her actions are not in violation of any applicable law.

While the library's role includes the provision of information and resources which support local businesses and commercial ventures, library resources may not be utilized to promote a specific vendor or commercial establishment.

The library may deny or restrict use by individuals who violate acceptable use policy. No user's access will be changed without due process, including, but not limited to, notice and a means of appeal.

c. Fines and Fees

There is no charge for the use of the work-station and public modem lines. Where library work-stations provide expendable resources such as ribbons, paper, disks, etc, users may be charged fees to help offset the cost of the supplies. Patrons who wish to purchase services, goods, or information from an on-line vendor, are responsible for negotiating amount and transfer of payment directly with the vendor.' Patrons who damage library resources (equipment, disks, etc) will be charged for replacement or repair.

d. User's Responsibility

As with, print materials, the user should be aware that some information may be inaccurate, outdated, or offensive. Use of these resources carries with it a responsibility to evaluate the quality of the information accessed. Where the resources are utilized by minors, the parent or guardian, not the library, is responsible for evaluation of information. The library will utilize consent forms to help insure that parents and guardians are aware of this responsibility.

Networking electronic resources is in the development stage and the library system or the systems to which the library connects may be unavailable from time to time. Users are cautioned not to rely on last minute availability.

Computer viruses and other programs which may damage hardware or software may be transferred from system to system through network connections (such as the internet) or through electronic media such as tapes or disks. The library is not responsible for any damage which may result from use of the electronic resources and users are hereby cautioned to use virus checking programs.

Personal information such as addresses, credit card numbers, social security numbers, etc., may be intercepted and misused if transferred electronically. The library is not responsible for damages that may,result from information transferred by the user.

e. Related Policies

Existing library policies apply to resources and services involving electronic access.

Related policies include:

- Materials Selection
- Censorship
- Reconsideration of Controversial Material
- Confidentiality of Library Records
- Reserve Policy
- Copyright
- Cooperation With Other Libraries and Public Institutions
- Patron Comments & Patron Complaints
- Interaction Between Staff and Public
- Problem Situations

5.23 E-Government/Computer Policy

If a patron needs assistance on the computer, the Library staff will be happy to assist in the basic use of the computer. Basic use means computer functions that do not involve any of the patron's confidential private information. In order to protect the patron's confidential private information, the staff is prohibited from assisting the patron if that assistance involves that information. Examples of such prohibited assistance include but are not limited to filling out forms, applications, etc. Beauregard Parish Library has no duty to provide assistance which involves the patron's confidential private information and disclaims any liability for failure to do so.

Adopted by Beauregard Parish Library Board of Control

November 17, 2010

5.24 Copyright

The philosophy underlying any copyright policy is the protection of an individual's creative, original work and the right of the creator to determine uses of that work.

The exception to the general prohibition of copying creative works is "fair use" (Section 107 of the Copyright Law). Neither the law nor jurisprudence has set specific guidelines for "fair use".

Library employees are not permitted to make copies of copyrighted material for library patrons.

The Library provides a coin-operated copy machine for use of the public. Individual users are responsible for abiding by copyright regulations.

Archival copies of video and audio cassettes and computer software may be made in accordance with copyright law. Duplicate copies are not made for patron use.

5.25 Fees For Services

The Beauregard Parish Library does not charge fees for any of its services.

Users who desire to make contributions to off-set the cost of special services such as extensive use of inter-library loan may do so.

5.26 Outreach Policy

The Beauregard Parish Public Library, as part of its mission to enhance the lives of community members, will participate in outreach programs. Outreach programs are defined as events, presentations, meetings, and conventions designed and/or sponsored by library staff members and representatives of approved cooperating agencies at locations outside of library facilities. Approved cooperating agencies include governmental,, civic, and cultural organizations as well as non-profit organizations with needs specifically met by the library’s outreach programs. Organizations that do not fall under the umbrella of approved cooperating agencies will be provided with library materials specific to their needs in lieu of staff participation.

Adopted by Beauregard Parish Library Board of Control May 2, 2012

PROCEDURAL NOTES:

Requests for library staff attendance at non-library-sponsored events must be submitted in writing and received at least two weeks prior to the event date in order to provide time for approval review and preparation of materials. Requests must include specific information regarding the date, location, and duration of the event as well as the organization's expectations of the library staff participant(s).

VI. OTHER POLICIES

6.1 Code of Ethics

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of the librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom to access information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

The previous version of this file has long held the **incorrect amendment date of June 28, 1997**; the Office for Intellectual Freedom regrets and apologizes for the error.

6.2 ACT 693 Compliance Policy

The Beauregard Parish Library Board of Control has adopted on this 7 day of November, 2012 the following policy for the purpose of:

1. Compliance with the statutory mandates set forth in La. R.S. 14:91.2
2. Protecting children from contact with persons who have been convicted of sex offenses where the victim was under 13 years of age

Policy:

I. Effective January 1, 2013, persons who have been convicted of sex offenses where the victim was under the age of 13 (referred to as “sex offenders” for purposes of this policy/regulation) are restricted in their access to public library property, as follows:

a. Children’s Areas – No sex offender shall be physically present in any area of the library designated as a “children’s area,” or “teen's area,” or “YA (Young Adult) area.”
b. Peak Children’s / “Tweens'” Hours – No sex offender shall be physically present on public library property during peak hours of children’s or “tweens'” use of the library.

i. During the school year, peak hours are defined as 3 pm to 5:30 pm, Monday - Friday.
ii. During the local schools' summer break, peak hours are

defined as 10 am to 3:30 pm.
iii. Peak hours of children's and tweens' use also include hours during which children's or tweens' programs are scheduled. Scheduled programs will be listed in either the Library's monthly printed calendar or on the Library's online calendar of events, or both.

c. Loitering within 1,000 feet – No sex offender shall loiter within 1,000 feet of public library property.

d. Employment - No sex offender shall apply for, work for, or otherwise provide services to a library branch as an employee, contractor, sub-contractor, or volunteer

II. Exceptions to these restrictions are:

a. Police station/courthouse/polling station – There shall be no violation of this regulation if the sex offender is reporting to a police station, courthouse, or polling station that is within the restricted area.

b. With special permission – There shall be no violation of this regulation if the sex offender has requested and has been granted written permission to be physically present on public library property from the library director or her designee, and the sex offender complies with any special restrictions contained within the permission.

III. The Library Director shall be responsible for developing and implementing administrative and management procedures in furtherance of the policies stated herein. Recommended procedures include, but are not limited to, the following:

a. Background checks – Implement procedures to provide that library employees, contractors, sub-contractors, and volunteers who will interact with children or will be required to work in the restricted areas may be subject to criminal background checks.

b. Configuration – To the extent possible, each library branch shall be arranged in a manner to ensure that areas devoted to children and young readers may be easily supervised by library staff, and such areas are segregated from other library resources and facilities.

c. Notice – Implement procedures to ensure adequate public notice of each library branch's times and dates of peak children's hours and children's programming. Adequate notice may include posting such information in a prominent location near the library's entrance and on the library's website.

d. Enforcement – Implement procedures to update policies, where necessary, and enforce policies regarding unattended children.

IV. The Library Director and members of the public are invited to make recommendations to the Library Board to improve this regulation or suggest legislative changes that will allow public libraries to more effectively achieve the public purposes set forth herein. Those recommendations, along with any supporting documentation, should be submitted annually to the Library Board by or before September 1,

Authority Note
Act 693 of the 2012 Regular Session of the Louisiana Legislature amended and re-enacted R.S. 14.91.2. The effective date of the Act is January 1, 2013.

6.3 Laptop Checkout Policy

LAPTOP BORROWERS

- Laptop borrowers must be over the age of 18.
- Laptop borrowers must be cardholders of the Library.
- Laptop borrowers must have a cardholder record i**n good standing** (i.e., no overdue books, no outstanding fines).
- Laptop borrowers must agree to the terms of checkout by signing a **Library Laptop Checkout Agreement**
- Laptop borrowers must present a valid Library card and a valid driver's license or other valid identification card at the time of checkout.

CHECKOUT POLICY- Please read the entire policy carefully and initial each of the lines below.

Laptop borrowers bear the responsibility for damage to the laptop due to neglect, abuse, loss, or physical damage. Laptop borrowers wishing to save files that they have created must save them to a disk, USB drive, etc.
Any documents saved on the laptop will be lost when the laptop is shutdown.

____ Laptops shall not be put in the book drop or overnight drop box. They must be returned to a staff member who will check to make sure all items are returned intact.
____ If laptops are lost or damaged, borrowers are responsible for the replacement cost ($1,000) of the laptop plus any accrued overdue fines. If laptops are stolen, borrowers are responsible for any overdue fines accrued before notifying Beauregard Parish Library of the theft. Borrower may also be contacted by the State Library of Louisiana.
____ If a laptop bag is lost, a charge of $45 will occur.
____ If an AC Adapter/Power Cord is lost, a charge of $75 will occur.
____Laptops may not be used for any illegal purposes.
____ If laptops are not returned on time, a fine of $10 per day will be assessed.

Laptops must be returned to the library on the due date **at least 30** minutes before closing.
Laptops are available on a first-come, first-served basis. **They cannot be reserved ahead of time**

- Each borrower may only checkout one (1) laptop at a time
- Laptops will be checked out for a period of seven (7) days
- Laptops are **not renewable**

____ Failure to adhere to any portion of this policy will result in patron's laptop check-out privileges being permanently revoked.

Informational

- Laptop borrowers must provide their own accessories (e.g., mouse, headphones, disk, and/or USB drive.) The use of the accessories must not require the installation of any software on the laptop.
- Laptops can connect to the internet utilizing wireless access points at home or anywhere free or paid wireless access is available.
- Laptop borrowers may not install any software on the laptops.
- Laptop borrowers may not alter, delete, or copy any software loaded on the laptop, or otherwise change its existing software or hardware configuration.

6.4 Social Media Public Policy

Definitions

Social media/networking, for the purposes of this policy, is defined as any electronic service that allows users to create or join online communities sharing ideas, messages, pictures, videos, and other content. Examples include but are not limited to Facebook, Twitter, Instagram, Pinterest, and YouTube.

“Posting” or “post” is the creation of any link, picture, text, video, or other content written, shared, or placed on any social media platforms.

Public Behavior on Beauregard Parish Library Social Media / Networking Forums

Any comments or posts made by the public on Beauregard Parish Library’s social media accounts are not the opinions nor views of the Beauregard Parish Library (the Library).

The Library assumes no liability regarding any interaction that takes place among participants in any social media forum. The Library does not endorse nor review content outside the forums by the Library staff under the guidance of the Library Director. Participation in the Library’s social media/networking forums constitutes agreement with all Library policies, including this Social Media Policy and acceptable use of the Internet, as well as the Terms of Service of each individual third-party service.

Just as patrons must follow rules of behavior in the Library’s physical buildings, so must patrons follow rules of behavior when interacting with the Library’s social media accounts. The Library reserves the right to remove users’ posts wholly or in part if library staff deems the information to be any of the following:

1. Obscene or pornographic
2. Abusive, hateful, threatening, profane, or violent
3. Violating any local, state, or federal law
4. Advertisements or Spam
5. Containing privileged or proprietary information
6. Violating any policy of the Library

Posts removed for these reasons shall be archived. Repeated violations may result in an individual or group's blockage from commenting, posting, or otherwise interacting with the Library's social media account(s).

The Library will periodically evaluate its online presence and social media accounts, which may be discontinued at any time.

Adopted by Beauregard Parish Library Board of Control, August 3, 2020