



LIBRARY POLICIES

Adopted by

BOYD COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

July 13, 2004

Revised January 17, 2012

Review Committee
Debbie Cospers, Library Director,
Ben Nunley, Supervisor

Table of Contents

Library Hours Policy	4
Library hours open to the public.....	4
System wide holiday closures.....	4
Emergency and weather closures.....	4
Circulation Policy	6
Library card application.....	6
Reverification of library accounts	7
Temporary library card application.....	8
Account loan limits	8
Material loan limits	9
Overdue fines	9
Renewals	10
Reserves.....	10
Teacher verification of student applicants.....	11
New formats.....	11
Permission to use borrower’s account	11
Confidentiality of Library Records.....	12
Library Law	12
Privacy and Disclosure of Information.....	12
Patron Record Retention	13
Outreach Services	14
Home Delivery Services.....	14
Group Presentations and Services	14
Services to Other Libraries	14
Electronic Resources Policy	15
Library Catalog	15
Website.....	15
Public use computers.....	15
Internet Access	16
Expectation of Privacy	16
Wireless Access	17
Rules for Computer Use	17
Special Collections	18
Reference	18
Minnie C. Winder Room (for Genealogy and Local History)	18
Microfilm and Microfiche	18
Closed Stacks and Storage	18
Arnold Hanners Photograph Collection.....	18
Kentuckiana	18
Equipment.....	19

Library Conduct	20
Animals	20
Announcing Visitors to Staff	20
Cell Phone Use	20
Clothing.....	20
Comments and Suggestions	20
Conduct	20
Controlled Substances and Materials	21
Food and Drink	21
Incident	21
Lost and Found	22
Notary Services	22
Personal Electronic Equipment.....	22
Personal Items	22
Security.....	22
Telephone Usage/payphones	23
Test Proctoring	23
Tours.....	23
Use of Supplies.....	23
Meeting Room Usage Policy	24
Availability.....	24
Reservations, Scheduling, and Application.....	24
Rules for Use	25
Fee.....	25
Liability.....	25
Community Bulletin Board Guidelines	26
Guidelines for Posting.....	26
Questions.....	26
Unattended Children and Child Safety	27
Responsibility.....	27
Definitions	27
Unattended Children	27
Disruptive Behavior, Neglect, or Abuse	28
Children Left Unattended	28
American Library Association Statements	29
Library Bill of Rights.....	30
Librarians' Code of Ethics	31
Freedom to Read.....	32
Index	37

Library Hours Policy

1. Library hours open to the public

- 1.1. Main Library
 - Monday thru Thursday 9 a.m. to 8 p.m.
 - Friday and Saturday 9 a.m. to 5 p.m.
 - Sunday 1 p.m. to 5 p.m.
- 1.2. Catlettsburg Branch
 - Monday thru Thursday 9 a.m. to 6 p.m.
 - Friday 9 a.m. to 5 p.m.
 - Saturday 1 p.m. to 5 p.m.
 - Sunday Closed
- 1.3. Kyova Branch
 - Mon thru Saturday 10 a.m. to 9 p.m.
 - Sunday Noon to 6 p.m.
- 1.4. Summit Branch
 - 1.4.1. Closed to public access; Outreach Services only

2. System Wide Holiday Closures

- 2.1. Holiday closures
 - New Year's Day January 1
 - Easter Sunday
 - Memorial Day Last Monday in May
 - Independence Day July 4
 - Labor Day First Monday in September
 - Columbus Day Second Monday in October
 - Veteran's Day November 11
 - Thanksgiving
 - Thanksgiving Day Fourth Thursday in November
 - Following Friday Fourth Friday in November
 - Christmas
 - Christmas Eve December 24
 - Christmas Day December 25
 - New Year's Eve December 31 early closure
- 2.2. There may be other days as required throughout the year and/or for specific locations.

3. Emergency and Weather Closures

- 3.1. When conditions warrant the Library Director has the authority to close the library.
 - 3.1.1. Such conditions might include severe weather, failure of library utilities, or any event that renders basic library services impossible for an extended period.
 - 3.1.2. Announcement of closing will be made through the library's website and posted on all entrances.

- 3.2. In the event of an emergency closure due dates for items will be extended and fines forgiven until the library is able to reopen.

Circulation Policy

1. Library card application

1.1. Registration

1.1.1. Boyd County Public Library District is a tax supported institution. Boyd County residents pay no additional fees for obtaining a borrower's card.

1.1.2. The Library has reciprocal agreements with the libraries in many surrounding counties.

- No additional fee is charged to residents of Greenup County, KY, Carter County, KY, Lawrence County, KY, Rowan County, KY, Cabell County, WV, Wayne County, WV, or Lawrence County, OH, along with many other counties. (See a staff member or the library's website for a current list of reciprocal counties.)
- This allows Boyd County residents to obtain cards in these counties as well.
- Out-of-county borrowers from reciprocal counties must present a current, valid library card from their home county library when applying for a Boyd County Public Library borrower's card.

1.1.3. Non-resident fees

- Non-resident fee is \$60 and is good for twelve months.
- College/University student fee
 - Out-of-area students, attending an institute of higher learning, may purchase a library card for \$10.
 - The card is good for 120 days.
 - Proof of current registration is required.

1.2. Patron Types

1.2.1. Adult patrons: 18 years old or older;

1.2.2. Juvenile patrons: from birth up to and including 17 years old;

1.2.3. Business patrons: owner, director, CEO, or president of an organization, business, or institute may apply for a card in entity's name for use by the organization

1.3. All applicants for a Boyd County Public Library District borrower's card must register in person and authorize the agreement.

1.4. Applicants under 18 years of age must be accompanied by a parent or legal guardian to receive a library card.

1.5. Application must be completed in full, including street address for patrons with PO Box numbers; general delivery addresses are not acceptable forms of address.

- 1.6. Completed application must be authorized one of two ways:
 - 1.6.1. Picture capture
 - 1.6.2. Signature capture
- 1.7. Proof of name and current address is required to receive a library card.
 - 1.7.1. Acceptable forms of photo ID are current, valid:
 - State driver's license
 - State ID card
 - Passport
 - Immigration card, VISA, or Green card
 - Military ID card
 - Veteran's ID card
 - 1.7.2. Acceptable forms of address verification are these items with both current name and address:
 - Driver's license
 - State ID
 - Current utility bill
 - Current mail (postmarked within 30 days)
 - 1.7.3. Card will be mailed if none of the above forms of address verification is available; account will be restricted until verified and validated.
- 1.8. Applications for minors:
 - Borrowers under 18 years of age must have application card authorized by parent or guardian.
 - For minors 10 or younger, parent or guardian will be included if picture capture is selected as authorization.
 - Parent or guardian must accompany minor and must present appropriate ID.
- 1.9. Paper applications are shredded once entered and verified.
- 1.10. Out-of-county borrowers from reciprocal counties must also present a current, valid library card from their home county library
- 1.11. Card replacement fee
 - 1.11.1. There is no charge for the first card set issued.
 - 1.11.2. After that there is a \$2.00 fee to replace a library card set.

2. Reverification of library accounts

- 2.1. Accounts, in good standing, are valid for the life of the account holder.
- 2.2. Annually, the library conducts account revalidation. Account holder must present library card and verify address and telephone number.
- 2.3. All fines must be paid completely at each annual account revalidation.

3. Temporary library card

- 3.1. Temporary cards are defined as cards with expiration dates of 90 days or less.
- 3.2. These cards are issued to borrowers visiting the area for less than three months and who do not hold cards from a reciprocal county.
- 3.3. There is a \$20 deposit required that is refunded when all materials are returned; any outstanding fees will be deducted from deposit.
- 3.4. All applicants for a Temporary library card must register in person and authorize the application form as set forth in “Library Card Application” section of the *Circulation Policy*.
- 3.5. Patrons must include a local address along with the home address.
- 3.6. As with all library applications, patrons under 18 years of age must have application card authorized by parent or guardian.
- 3.7. Temporary account limits
 - 3.7.1. Five (5) items total on a card at any one time, with the same limits as “New accounts” [see below].
 - 3.7.2. Temporary cards are limited to two per calendar year.

4. Account loan limits

- 4.1. Adults/Juveniles
 - 4.1.1. 50 total items on a card at any one time with the following limits
 - 4.1.2. Item limits (any combination of Adult or Juvenile)
 - Gaming software: 2
 - eReaders 1
 - Remainder to equal a maximum of 50 items
- 4.2. Restricted Accounts
 - 4.2.1. New accounts
 - New library borrower’s accounts are restricted for the first 30 days
 - Item limits (any combination of Adult or Juvenile)
 - Entertainment movie (DVD) 1
 - Gaming software 1
 - eReaders (unavailable to new accounts) 0
 - Remainder to equal a maximum of 5 items
 - 4.2.2. Patrons who have had their accounts sent to collections but have made restitution; who have had excessive number of damaged materials; who have violated library policy, or have unvalidated or unverified accounts may have their account restricted.
 - These accounts may be limited to five (5) items, with the same limits as “New accounts”
 - This restriction will be effective for up to 90 days, longer depending on severity of offense.

5. Material loan limits

5.1. *7-Day Loan*

- Entertainment movies, DVD or Blu-Ray
- Compact disc music
- Gaming software
- Discovery packs

5.2. *21-Day Loan*

- Adult fiction
- Adult non-fiction, including books with CD-ROMs
- Juvenile fiction
- Juvenile non-fiction
- New non-fiction
- New fiction
- Large Print materials
- Non-fiction movies
- Audio books on tape or disc
- Children's read-along books with tapes/discs
- Magazines
- E-materials (books, music, audiobooks, etc.)
- eReaders

5.3. *14-Day Loan*

- E-materials (books, music, audiobooks, etc.)

6. Overdue fines

6.1. Fines

6.1.1. Fines

- Fines begin the first day overdue (there are no "grace" days on any items).
- Twenty cents (\$0.20) per day for every day late beginning the first day overdue.
- eReaders: One dollar (\$1.00) per day for every day late beginning the first day overdue.

6.1.2. Maximum fine accruals

- \$6.00 per item.

6.1.3. Interlibrary loan materials are \$1.00 a day for every day late beginning the first day overdue with no grace period.

6.1.4. There are no fines on ematerials.

5.4. *Library Use Only*

- Reference materials
- Newspapers
- Current issues of magazines
- CD-ROM and other computer software
- Genealogy and local history materials from the Winder Room, including microfilm
- Pop-up books and toys from the Children's Room

5.5. *Other Loan Limits*

- Interlibrary loans: determined by lending library

5.6. *Limit to Borrower only (applies to both adult and juvenile accounts)*

- Entertainment movies, DVD or Blu-Ray
- Compact disc music
- Gaming software
- eReaders

- 6.1.5. Fines over \$4.99 must be paid before an account may be used.
- 6.2. Lost/Damaged items
 - 6.2.1. Lost/Damaged items will be billed for the cost of the item
 - 6.2.2. Refunds on lost and paid items must be accompanied by an original Boyd County Public Library District receipt.
 - 6.2.3. Refunds will be made up to three (3) months from date of receipt.
 - Refunds will only be issued on the 5th and 20th of each month and mailed to person's home address.
- 6.3. Claims Returned
 - 6.3.1. Excessive "claims returned" will cause an account to be restricted.
- 6.4. Notices
 - 6.4.1. Once an item is overdue for three (3) days, one late notice will be mailed.
 - 6.4.2. After 21 days an item will be presumed lost, and one billing notice, for the cost of the item, will be mailed.
 - 6.4.3. 21 days after an item is billed as lost, a reminder notice will be mailed indicating that the account will be turned over to collections if not returned.
 - 6.4.4. 14 days after the reminder notice, the account will be turned over the library's collection service for collection and a \$10 fee added to the account.

7. Renewals

- 7.1. Most items may be renewed once.
- 7.2. There are no renewals on the following items:
 - 7.2.1. Movies, regardless of format;
 - 7.2.2. Gaming software;
 - 7.2.3. eReaders;
 - 7.2.4. Interlibrary loan items.
- 7.3. Renewals may be made in person, by phone, or online (online requires valid patron card number and PIN—personal identification number).
- 7.4. Items that are on-hold, or reserved, may not be renewed.

8. Reserves

- 8.1. Reserves may be placed on library materials with the following exceptions:
 - 8.1.1. Reference and Library Use Only materials;
 - 8.1.2. Materials from the Winder Room collection;
 - 8.1.3. Interlibrary loan items.

9. Teacher Verification of Student Applications

- 9.1. The teacher of a classroom may act as verification of parent signature and address by going through the following steps:
- 9.1.1. Pick up blank applications and rules flyers at the library.
 - 9.1.2. Send application and rules flyer home with student.
 - 9.1.3. Have parent fill out application according to the rules on the flyer.
 - 9.1.4. Teacher should indicate responsibility for verifying signature and address by filling in the following information on the back of the application:
 - printing teacher's name
 - signing name
- 9.2. Return completely filled out and signed applications to any Front Desk library staff.
- 9.3. Cards will be issued after they have been reviewed and entered, within five (5) days after applications are received.
- 9.4. Cards will be mailed to student's home address once verified.
- 9.5. Any students with an existing account will be notified, along with any outstanding fines and/or overdue items.
- 9.6. Application capture will be used on child's account as parent/guardian authorization.
- 9.7. Applications will be shredded once entered and verified.

10. New Formats

- 10.1. Periodically the Library offers content in new formats.
- 10.2. The library reserves the right to set separate borrowing procedures, loan limits, and/or restrict use on these formats.

11. Permission to Use Borrower's Account

- 11.1. The library recognizes that it may be helpful for account holders to loan their library cards to family members or others.
- 11.2. To facilitate this, the library defaults accounts to: *possession of a library card implies consent to check out materials (except media items), renew items, pick up reserved items, and/or provide loan, hold, or fine information for the account*, unless:
- 11.2.1. The account holder has set the account to "account holder only", OR,
 - 11.2.2. Staff has information to indicate that possession of the card was wrongfully obtained.
- 11.3. Under no circumstances will staff reveal personal information such as (but not limited to) address, phone number, or pin number to anyone other than the account holder.
- 11.4. Per library policy, only an account holder may check out entertainment movies, music, or eReaders; however, these types of items that are on hold or reserved may be picked on behalf of another user as long as the account has not been restricted as above and the borrower's card is presented.

Confidentiality of Library Records

1. Confidentiality of Library Records

- 1.1. Protecting the rights of library users to view and read materials without fear of intrusion, intimidation, or reprisal is the core value for libraries. To safeguard the privacy of individuals, Boyd County Public Library District maintains the confidentiality of library records.
- 1.2. Library registration and circulation records are confidential.
 - 1.2.1. Registration records include any information, such as address, telephone number, ID number, picture/signature capture that users provide in order to access or borrow materials (including email address if provided).
 - 1.2.2. Circulation records include all information that identifies a person as borrowing or accessing particular materials or information. Included in these records is Web browsing histories, reserve materials, and items checked out.

2. Library Law

- 2.1. Boyd County Public Library District follows Kentucky law (Kentucky Revised Statutes 61.878: Certain public records exempted from inspection except on order of court) concerning privacy of library user records.

"The following public records are excluded from the application of KRS 61.870-61.884 and shall be subject to inspection only upon order of a court of competent jurisdiction: (a) public records containing information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy."

3. Privacy and Disclosure of Information

- 3.1. The library provides reasonable safeguards to protect borrower information.
- 3.2. The Library does not give out or share personal information except in the following:
 - 3.2.1. Prior permission has been given allowing someone to pick up materials or access the account, AND, the library card is given to the person who will access the account and the account has not been set to "account holder only";
 - 3.2.2. A properly executed court order is received by the Library Director;
 - 3.2.3. To conduct normal library business, such as, but not limited to, issuing holds and notices or contracting with a collection agency.

- 3.3. For juveniles 17 years old or younger
 - 3.3.1. Parent or guardian may be provided information of checked out materials if the primary purpose is to pay fines or recover missing materials.
 - 3.3.2. Parent or guardian may present the juvenile's library card for access.
 - 3.3.3. Parent or guardian may access the juvenile's account through the library's website with the appropriate patron card number and PIN (personal identification number).

4. Patron Record Retention

- 4.1. Boyd County Public Library District retains the following information on borrowers:
 - 4.1.1. Name, address, telephone number, birth date, ID number, and county of residence. For juveniles, the previous information and parent/guardian's information;
 - 4.1.2. If provided by borrower, email address and pin number;
 - 4.1.3. Either picture or signature capture;
 - 4.1.4. Items currently checked out on an account. (Once returned and removed from an account, an electronic link is created to the last person who checked out the item, which is replaced as soon as someone else checks out the item);
 - 4.1.5. Overdue history, this includes the title information on any item that was returned beyond the due date;
 - 4.1.6. Fine history which includes the title information on any item that was assessed an overdue, billing, or damaged fine or fee;
 - 4.1.7. Canceled hold/reserve information, this includes the title information on a hold that was placed then canceled for any reason;
 - 4.1.8. Informational messages created by staff members and placed on an account;
 - 4.1.9. Any hold/reserve item where the patron opted for retention.
- 4.2. Interlibrary Loan request history
 - 4.2.1. The library is required to follow the "Record Retention Schedule" prepared by State Records Branch, Public Records Division, Kentucky Department for Libraries and Archives.
 - 4.2.2. Series 183 states that interlibrary loan request records must be kept for 2 years after which they are destroyed.
- 4.3. Reading History
 - 4.3.1. The Library does not retain lists of items checked out by individuals other than items currently on an account.
 - 4.3.2. However, users have the option of turning on "Reading History" in the online catalog under "Patron Account".
 - 4.3.3. Reading history may be subject to review under the United States PATRIOT Act.

Outreach Services

1. Home Delivery Services

- 1.1. Home delivery of library materials is available on a limited basis
- 1.2. Delivery service
 - 1.2.1. Available to Boyd County residents only.
 - 1.2.2. For individuals who are unable to visit any of the three library locations due to physical limitations.
 - 1.2.3. Can be either on a temporary or permanent basis.
- 1.3. Request for service must be made in writing. Applications are available from the Outreach Coordinator, located at the Summit Branch.
 - 1.3.1. Request must be accompanied by a physician's note attesting to applicant's inability to visit due to physical limitations.
 - 1.3.2. Each request is reviewed annually or as needed.

2. Group Presentations and Services

- 2.1. Storytelling and child appropriate visits by library staff are available upon request.
- 2.2. Book talks, speaking arrangements, informational addresses, etc. by library staff are available upon request.

3. Services to Other Libraries

- 3.1. Interlibrary loan services
 - 3.1.1. Services are provided to other libraries that are part of the loaning network.
 - 3.1.2. Items check out for four weeks in most cases.
- 3.2. Services to other libraries or organizations
 - 3.2.1. Services are available, provided staff and budget allows.
 - 3.2.2. Special services must be approved by the Library Director.

Electronic Resources

1. Library catalog

- 1.1. Access to Boyd County Public Library catalog is provided two ways:
 - 1.1.1. Through computers dedicated to the catalog at each location;
 - 1.1.2. Through the library's website at thebookplace.org
- 1.2. In-library Access
 - 1.2.1. Access to the catalog is available to all users.
 - 1.2.2. There is no charge for using the catalog.
 - 1.2.3. If other patrons are waiting to use the catalog searching time is limited to 15 minutes.
- 1.3. From the catalog, users with valid library cards and PIN (personal identification number) may:
 - 1.3.1. Place a hold on an item and indicate which location to pick the item up at.
 - 1.3.2. Access their account:
 - To renew items that are checked out;
 - To see what is checked out on the account or on hold.

2. Website

- 2.1. thebookplace.org provides access to the library catalog, online databases, and information about services offered.
- 2.2. The website is available 24 hours a day, 7 days a week.

3. Public use computers

- 3.1. Computer Use
 - 3.1.1. There is no charge for using the computers, except for printing.
 - 3.1.2. Computer use is on a first come/first reserved basis.
 - 3.1.3. Computer time is limited to two (2) sessions per day system wide, with a maximum of 60 minutes per session
 - 3.1.4. Youth Computers
 - These computers are reserved for youth use (those 12 years of age or younger).
 - Anyone using these computers must be accompanied by someone 12 or younger at the computer.
 - Under no circumstances may someone over the age of 12 use a Youth Computer unattended.
 - Computer use is on a first come/first reserved basis.
 - 3.1.5. Main Library Genealogy/Winder Room Computers
 - These computers are reserved for users of the room's resources to conduct local history and genealogy research.

- Anyone using these computers must be doing related research or with someone doing research on the computer.
- Computer use is on a first come/first use basis.
- Reservations are not available for the Winder Room's computers.

4. Internet access

- 4.1. Boyd County Public Library will make the resources available on the Internet accessible to all patrons having a valid library card
- 4.2. Patrons 17 years of age or younger must have authorization by a parent or guardian to access the Internet. Parent or guardian must be present and provide appropriate ID when authorizing a minor's use.
- 4.3. The Library does not monitor, and has no control over, the information accessed through the Internet and cannot be responsible for its content.
 - 4.3.1. Much of the information on the Internet is timely, useful, and/or entertaining. Some of it is dated, erroneous, or offensive. This is also the case with printed materials.
 - 4.3.2. Library users should cast a cautious and critical eye on any and all data they discover.
 - 4.3.3. The job of the library is access, not endorsement.
 - 4.3.4. Filters are placed on all computers.
 - Parameters for Internet filters are provided by the software supplier not by the library. Software vendors are evaluated on an annual basis to ensure that the software continues to meet the needs of the community.
 - Because of the ever-changing, expansive, and unmonitored growth of the Internet, Boyd County Public Library is unable to guarantee the reliability of filtering software.
 - Patrons may find that some desired sites are blocked while some unwanted sites are displayed. This is due to the limitations of the filtering software.
 - Adult patrons, 18 years of age and older, may ask to have the filters turned off during their time on the Internet.
 - 4.3.5. In utilizing the resources of the library, including the Internet, patrons are expected to be both law-abiding and civil.
 - 4.3.6. Unacceptable use of the library's resources may result in loss of library privileges or appropriate legal action.

5. Expectation of Privacy

- 5.1. There is no expectation of privacy or security on the Internet.
- 5.2. Staff encourages patrons to be diligent, careful, and suspicious when providing personal information on any website.

6. Wireless access

- 6.1. Wireless access to the Internet is also available throughout the district.
- 6.2. Library policies concerning “Internet Access” and “Expectation of Privacy” also apply to wireless users.
- 6.3. Failure to adhere to these rules may result in the loss of wireless privileges.

7. Rules for computer use

- 7.1. To maintain the integrity and security of the library computer system, users may not install other software, re-configure the software, change settings on any computer, or exit the software to initiate commands from the any of the Window’s set-up programs or the DOS command prompt.
- 7.2. Copyright
 - 7.2.1. Software is copyrighted, including any programs resident on the hard drive.
 - 7.2.2. Media (such as, but not limited to, movies, music, audiobooks, ematerials), regardless of format, is covered under United States copyright laws.
 - 7.2.3. It is a violation to copy library software and media for any purpose, even for personal use.
- 7.3. Any work saved must be saved to a removable storage device
 - 7.3.1. Storage devices are available for purchase at the Front Desk
 - 7.3.2. The library is not responsible for any work saved to the hard-drive.
- 7.4. The staff is available to answer basic software questions such as how to start a program, how to save a file, how to print a document, etc.
 - 7.4.1. More in-depth questions will be answered as time allows.
 - 7.4.2. There are reference books available for use, please ask at the Reference Desk.
 - 7.4.3. Patrons who have never used a computer before should plan to spend two hours learning the basics and an additional two hours producing a document.
 - 7.4.4. Personalized training may be scheduled as time and staff allow; please ask at the Reference Desk to schedule training.
- 7.5. Please be aware of the time and complete all file saving and/or printing before the end of the time reserved.
- 7.6. Failure to adhere to these rules will result in the loss of computer privileges.

Special Collections

1. **Reference**
 - 1.1. Specialized informational materials used to answer specific needs.
 - 1.2. These materials are open to the public.
 - 1.3. The collection is library use only and does not check out.
 - 1.4. Patrons may make a total of ten (10) copies per day free of charge from Reference materials.
2. **Minnie C. Winder Room (for Genealogy and Local History)**
 - 2.1. Genealogical collection contains materials dealing with family histories from Ashland, Boyd County, and surrounding area.
 - 2.2. Local History collections contain materials dealing with the history of the area.
 - 2.3. Materials are accessible in several different formats
 - 2.3.1. Print;
 - 2.3.2. Microform;
 - 2.3.3. Electronic via online.
 - 2.4. Some materials in this room may not be photocopied.
 - 2.5. Most of these materials are open to the public.
 - 2.6. The collections are library use only and do not check out.
3. **Microfilm and Microfiche**
 - 3.1. Collection of back issues of local and area newspapers, genealogical information, and periodicals.
 - 3.2. These materials are open to the public.
 - 3.3. The collections are library use only and do not check out.
4. **Closed Stacks and Storage**
 - 4.1. Archival collection of local history and genealogical materials.
 - 4.2. These materials are not open to the public.
 - 4.3. The collections are available for use on a restricted basis and do not check out.
5. **Arnold Hanners Photograph Collection**
 - 5.1. A collection of vintage photographs and newspaper items of Arnold Hanners covering much of the Boyd County area with emphasis on Ashland.
 - 5.2. These materials are available through the library's website.
 - 5.3. The actual items of the collection are available for use on a restricted basis and do not check out.
6. **Kentuckiana**
 - 6.1. A collection of materials dealing with Kentucky history, government, travel, and other areas of interest about the Commonwealth.
 - 6.2. The collections can be found in Reference, Winder Room, and the Non-Fiction collections.
 - 6.3. Items in the Non-Fiction collection are available to check out.

7. Equipment

- 7.1. Boyd County Public Library provides limited use of some equipment
- 7.2. All equipment is library use only and may not be removed from any library building.

Library Conduct

1. **Animals**
 - 1.1. Always welcome are:
 - Assistance animals;
 - Animals that are part of library programming.
 - 1.2. The behavior of any animal is the responsibility of the owner or person bringing it into the library.
2. **Announcing Visitors to Staff**
 - 2.1. Visitors are encouraged to check in at the Front Desk.
 - 2.2. Visitors may proceed to appropriate department as needed.
3. **Cell Phone Use**
 - 3.1. Cell phones should be turned off or set to vibrate when in public use areas.
 - 3.2. Calls taken in public use areas should be limited and should be used with a quiet voice.
 - 3.3. Anyone taking a call while in a library building is expected to respect other patrons; anyone being too loud will be asked to terminate the call or take the call to the foyer and/or area of the building.
4. **Clothing**
 - 4.1. For the safety and consideration of all patrons, shoes and shirts must be worn while in the library.
 - 4.2. No wet clothing will be allowed in the library.
5. **Comments and Suggestions**
 - 5.1. The library encourages patron comments and suggestions.
 - 5.2. Forms for comments and suggestions are available throughout the district.
 - 5.3. There are designated locked "Comments" boxes in all locations.
 - 5.4. Comments may also be made via the library's website.
6. **Conduct**
 - 6.1. Disorderly conduct
 - 6.1.1. Conduct that causes public inconvenience, annoyance, or alarm, or wantonly creates a risk will not be tolerated.
 - 6.1.2. Anyone creating a hazardous or physically offensive condition will be asked to leave the library; appropriate authorities will be called as necessary.
 - 6.2. Harassment
 - 6.2.1. Boyd County Public Library will neither tolerate nor condone the harassment of or by any employee based on an individual's race, color, national origin, sex, age, veteran's status, religion, disability, sexual orientation, or any other protected class.

6.2.2. Patrons or staff are not permitted:

- To cause physical harm or threaten to do the same,
- To make offensively course utterances, gestures, or displays,
- To stalk a person in or about the library,
- Engage in conduct or acts which alarm or seriously annoy another person.

6.3. Violence

6.3.1. The Library will not tolerate violence or threats of violence by any person against any other person on Library premises.

6.3.2. Violence or threats of violence should be reported immediately to any available staff member of the Library.

6.4. Any violation of this policy may result in the loss of library privileges.

7. Controlled Substances and Materials

7.1. Alcohol use

7.1.1. Use of alcohol is prohibited on library property.

7.2. Illegal drugs

7.2.1. Use of illegal drugs is prohibited on library property.

7.3. Tobacco use

7.3.1. The library system is a smoke and tobacco free environment.

7.3.2. Smoking/tobacco is not permitted anywhere on library property or within 20 feet of any entrance per City of Ashland Ordinance.

7.4. Weapons

7.4.1. Patrons are prohibited from carrying any concealed or dangerous weapon of any sort unless authorized to do so by the Commonwealth of Kentucky.

7.5. Any violation of this policy may result in the loss of library privileges.

8. Food and Drink

8.1. Food and drink may be brought into the library and consumed in designated places within the library.

8.2. No food or drink is allowed near or around the public use computers or the public access catalogs.

8.3. Manner of food and drink

8.3.1. Food should be limited to items that are not messy, greasy, crumbly, sloppy, etc.

8.3.2. Drinks must be securely covered or in a spill proof container.

8.4. Patrons are responsible for disposing of food and containers and for spills.

9. Incident

9.1. Damage, injury, and other such occurrences should be promptly reported to library staff and may be reported to the appropriate authorities.

- 9.2. Incidents to be reported include, but not limited to:
 - 9.2.1. Damage to building interior/exterior
 - 9.2.2. Damage to furniture or equipment
 - 9.2.3. Patron accident/injury
 - 9.2.4. Staff accident/injury
 - 9.2.5. Theft of library property
 - 9.2.6. Equipment failure
- 10. **Lost and Found**
 - 10.1. The library maintains a “lost and found” section at the Front Desk of each location.
 - 10.2. After 30 days all unclaimed items will be discarded or donated.
- 11. **Notary Services**
 - 11.1. Notary services are provided free of charge at all locations, depending on availability of staff.
- 12. **Personal Electronic Equipment**
 - 12.1. The use of personal electronic equipment is permitted in the library on a limited basis (see also Cell Phone Use Policy).
 - 12.2. Sound must be turned off or earphones used and turned low enough that others cannot hear.
 - 12.3. Violation of this policy will result in one of the following:
 - 12.3.1. The item must be turned off;
 - 12.3.2. The patron must leave the building;
 - 12.3.3. The item will be confiscated until the user exits the building.
- 13. **Personal Items**
 - 13.1. Patrons are responsible for safe guarding their personal items.
 - 13.2. The library assumes no responsibility for personal items carried into the library or left unattended.
 - 13.3. Any unattended personal items will be considered abandoned, then collected and placed in “lost and found”.
- 14. **Security**
 - 14.1. The library reserves the right to search bags and personal items.
 - 14.2. The library utilizes security gates to identify when items are taken out without being checked out. Occasionally non-library items, items from other libraries, or items not properly deactivated will set off the gate. In these cases library staff will determine the cause and make every attempt to rectify the situation.
 - 14.3. Security Cameras
 - 14.3.1. The library utilizes security cameras throughout the district to record all activities to aid in the prosecution of any crime committed against the library.
 - 14.3.2. They are not continually monitored but images are stored onto a hard drive and kept for up to 30 day, depending on level of activity.
 - 14.3.3. These images are part of the library’s open records.

14.3.4. To request access to or a copy of activities:

- Request must be made in writing to the library director;
- It must include the day and time requested (no more than a two hour window will be accepted);
- The library is unable to grant requests to review days and/or weeks of stored images.

15. Telephone Usage/Payphones

15.1. Payphones are available at most locations.

15.2. Change may be made at the Front Desk.

16. Test Proctoring

16.1. The library provides proctoring services free of charge.

16.2. See library staff to schedule a test.

17. Tours

17.1. Tours of library buildings are available.

17.2. Tours may be tailored to meet the needs of each group.

17.3. All tours should be scheduled at least one (1) business day in advance.

18. Use of Supplies

18.1. Patrons are encouraged to provide their own supplies.

18.2. The library provides limited use of office supplies and small office equipment.

18.3. Blank paper is available for five cents a sheet.

Meeting Room Usage Policy

1. Availability

- 1.1. Boyd County Public Library meeting rooms are available for both individuals and organizations. Since the Library is a tax-supported facility it may be used only by non-profit organizations whose membership is open to all without restriction based on race, sex, or religious creed.
- 1.2. Commercial or profit-making organizations sponsoring educational programs of a non-profit nature will be permitted to use a room on a case-by-case basis provided the meetings are open and free to the general public and do not include selling, solicitation, or order taking.
- 1.3. Religious and partisan political promotions are prohibited on the premises. Religious groups may use a meeting room for non-sectarian or interdenominational meetings or programs. Political groups may use a meeting room for nonpartisan or bipartisan programs of an educational nature.

2. Reservations, Scheduling, and Application

- 2.1. **Library programming will have first priority in scheduling room use.**
- 2.2. Meeting rooms will be available during regular library hours on a first come/first reserved basis.
- 2.3. Request for use of a meeting room is made through the library's website, thebookplace.org.
- 2.4. Requests should be made as early as possible, and may be made up to six-months in advance.
- 2.5. Requests for reservations for more than one meeting, made on a space available basis, may be made. Except for library and library related programs, a limited series of reoccurring meetings may be scheduled at the discretion of the Library Director or the Director's representative.
- 2.6. A meeting room may be reserved no more than six (6) months in advance.
- 2.7. Applications may be rejected and previously granted permission may be withdrawn for violation of library rules or conduct inconsistent with library rules and regulations at the discretion of the Library Director.

3. **Rules For Use**

- 3.1. Hours of usage shall include the total time involved in the meeting, from the time the organization requires the room for assembling or other purposes to the time the room is vacated.
- 3.2. All meetings should end 30 minutes before library closing and the room vacated 15 minutes prior to closing.
- 3.3. All advertising, except that incidental to programs, and all sale of merchandise or other materials is forbidden on the premises unless specific approval is obtained in writing prior to the meeting.
- 3.4. In addition, such use shall not include an admission fee, distribution of literature, solicitation for memberships, or payment of dues without the prior approval of the Library Director or the Director's representative.
- 3.5. **The user is responsible for all table and chair arrangements, including any set up and take down.**
- 3.6. The people using the room shall leave it in a neat, clean, and orderly condition including any equipment used.
- 3.7. The user will be responsible for any costs resulting from damage to the room. In addition, the group will be given notice that continued offense will result in the group being denied access to further use.
- 3.8. Light refreshments (e.g. coffee and cookies) may be served or a meal catered; organizations providing refreshments shall provide all equipment and utensils needed. Some library meeting rooms have a refrigerator, microwave, coffeemaker, and limited kitchen facilities.
- 3.9. Clean-up is the responsibility of the user.
- 3.10. Smoking, tobacco use, and alcoholic beverages of any nature are prohibited on library premises.

4. **Fee**

- 4.1. There is no charge for the use of a meeting room. (Though donations to the BCPL Friends will gladly be accepted.)

5. **Liability**

- 5.1. Granting permission for the use of a meeting room does not imply endorsement by Boyd County Public Library or Board of Trustees of the user or the user's beliefs.
- 5.2. All groups will agree to hold Boyd County Public Library and Board of Trustees from any loss, damage, liability, costs, and/or expense that may arise during or to be caused in any way by such use of Library facilities.
- 5.3. The Library cannot be responsible for loss or damage to exhibits left in the meeting room or personal property of those attending meetings.
- 5.4. Though every effort will be made to safeguard materials, Boyd County Public Library is not responsible for loss or damage to items while on display at any Library location.

Community Bulletin Board Guidelines

1. **Community Bulletin Board**
 - 1.1. Boyd County Public Library District provides a space for posting information of interest to the community.
 - 1.2. Each location provides a “Community Bulletin Board” dedicated to posting handouts and fliers from individuals and community organizations, as well as advertising BCPL events or information.
2. **Guidelines for Posting**
 - 2.1. Announcements and advertisements from individuals, as well as for-profit and not-for-profit groups, will be accepted.
 - 2.2. Anyone wishing to post an item must submit it for approval to a Front Desk library staff member.
 - 2.3. Items that are obscene, defamatory, or slanderous in any way will not be accepted.
 - 2.4. All items will be removed after the scheduled event, after 30 days, or as space allows.
3. **Questions**
 - 3.1. Questions about these guidelines should be addressed to the Community Relations Coordinator.

Unattended Children and Child Safety

1. Responsibility

- 1.1. The Library strives to make its environment welcoming and accessible to children and as safe as possible. However, staff are not able to supervise unattended children.
- 1.2. The Library is not responsible for unattended children.
- 1.3. The Library is mandated by statute to report suspected neglect or abuse: KRS 620.030: *“Any person who knows or has reasonable cause to believe a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made...”*
- 1.4. Library privileges may be curtailed when a child is repeatedly left in the Library’s care after closing.

2. Definitions

- 2.1. For the purposes of this policy, the following definitions shall apply:
 - 2.1.1. A “child” is considered to be someone who is seventeen years of age or younger.
 - 2.1.2. A child is considered to be “unattended” when the caregiver is unable to communicate with the child verbally at a reasonable volume.
 - 2.1.3. A “disruptive” child is one whose actions disturb others or damage items belonging to the Library or to others.
 - 2.1.4. A “caregiver” must be at least fourteen (14) years of age.

3. Unattended Children

- 3.1. Children through six (6) years of age
 - 3.1.1. The library requires that caregivers of children under the age of six (6) to stay within line of sight of the child.
 - 3.1.2. Caregivers may not leave children under the age of 6 unattended in any library area while using another area.
- 3.2. Children from age 7 up through 10 years of age
 - 3.2.1. May use the library unattended for two hours as long as their conduct is acceptable in a library setting, or they are attending a specific library program.
 - 3.2.2. Beyond two hours the caregiver must be with the child in the library.
 - 3.2.3. In no instance may a child under the age of 7 be left without a caregiver physically present.
- 3.3. Children aged 11 through 17 years of age
 - 3.3.1. May use the library unattended for any length of time as long as their conduct is acceptable in a library setting and general conduct rules are observed.
- 3.4. People of any age with special needs which render necessary supervision, shall be accompanied by a caregiver at all times.

- 4. Disruptive Behavior, Neglect, or Abuse**
- 4.1. If children are uncooperative or their behavior warrants it
- 4.1.1. Library staff will contact the parents or the contact person indicated on the child's application card.
- 4.1.2. If the parent or contact person cannot be reached the staff will call the police department to report cases of unattended or disruptive children.
- 4.1.3. Neglect will be reported to law enforcement in the following cases:
- Children aged 6 or under who are left unattended for any length of time.
 - Children aged 7-10 who are left unattended for more than 2 hours.
- 5. Children left unattended**
- 5.1. If a child is found without a parent or caregiver, the staff will:
- 5.1.1. Attempt to comfort the child, if necessary;
- 5.1.2. Locate the parent or caregiver in the Library and explain the Child Safety Policy;
- 5.1.3. Make every effort to contact the parent or caregiver who is not in the Library to come and pick up the child;
- 5.1.4. If the parent or caregiver cannot be located within 30 minutes, staff will contact local law enforcement.
- 5.2. Children left at the Library after closing:
- 5.2.1. For children under the age of 13
- Two staff members will remain with the child while attempting to locate the child's caregiver.
 - If the caregiver cannot be reached, law enforcement officials will be called.
 - Staff will leave when directed by law enforcement.
- 5.2.2. For children over the age of 13
- Two staff members will remain with the child while attempting to locate the child's caregiver.
 - If the caregiver cannot be reached, law enforcement officials will be called.
 - Staff will leave when directed by parent and/or law enforcement.
- 5.2.3. UNDER NO CIRCUMSTANCES will library staff transport or take a child away from the library building.

Appendix

American Library Association Statements

Library Bill of Rights

Librarian's Code of Ethics

Freedom to Read

Library Bill of Rights

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980, inclusion of "age"
reaffirmed January 23, 1996, by the ALA Council.

Adopted as operating policy of Boyd County Public Library District July 13, 2004.

Librarian's Code of Ethics

Code of Ethics

- 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 co-workers, 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.

Adopted as operating policy of Boyd County Public Library District January, 2004.

Freedom to Read

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is

essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church.

It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free

society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Adopted as operating policy of Boyd County Public Library District July 13, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Index

<p>Abuse or neglect, reporting27</p> <p>Abused children.....27</p> <p>Acceptable forms of address verification7</p> <p>Acceptable forms of identification7</p> <p>Accidents22</p> <p>Account loan limits.....8</p> <p>Account reverification, annual.....7</p> <p>Accounts, restricted8</p> <p>Address verification7</p> <p>Adult account limits.....8</p> <p>Adult patron types.....6</p> <p>Alcohol use21</p> <p>All fines must be paid7</p> <p>American Library Association Statements29</p> <p>Animals.....20</p> <p>Announcements, posting on Community bulletin board.....26</p> <p>Announcing visitors to staff.....20</p> <p>Annual reverification of account.....7</p> <p>Application for minors7</p> <p>Application, temporary library card8</p> <p>Applying to use meeting room24</p> <p>Archival collection SEE Closed Stacks and Storage Arnold Hanners Photograph Collection.....18</p> <p>Assistance with computers17</p> <p>Authorizing account6, 7</p> <p>Availability of meeting room.....24</p> <p>Back issues of newspapers SEE Microfilm and Microfiche</p> <p>Billing notices.....10</p> <p>Book talks by staff14</p> <p>Borrowers' cards SEE Library card application</p> <p>Business patron types6</p> <p>Card replacement fees7</p> <p>Caregiver defined27</p> <p>Catalog SEE Library Catalog</p>	<p>Catlettsburg Branch Hours..... 4</p> <p>Cell phone use SEE ALSO Personal electronic equipment</p> <p>Cell phone use 20</p> <p>Charge for public use computers 15</p> <p>Check out limits SEE Material loan limits</p> <p>Check out policy SEE Circulation policy</p> <p>Checkout history SEE Reading History</p> <p>Child Safety 27</p> <p>Children ages through age 6..... 27</p> <p>Children ages 7-10..... 27</p> <p>Children ages 11-17..... 27</p> <p>Children left unattended..... 27, 28</p> <p>Children's Room computers SEE Youth Computers</p> <p>Circulation policy 6</p> <p>Claims Returned 10</p> <p>Closed stacks and storage..... 18</p> <p>Clothing..... 20</p> <p>Collection Agency 10</p> <p>Collections, delinquent accounts..... 10</p> <p>Comments, making 20</p> <p>Commercial use of meeting room ... 24</p> <p>Community bulletin board guidelines..... 26</p> <p>Computer time limits 15</p> <p>Computer use, rules for 15</p> <p>Computers available 15</p> <p>Computers, assistance 17</p> <p>Computers, Children's Room 15</p> <p>Computers, reserving..... 15</p> <p>Conduct 20</p> <p>Confidentiality of library records SEE ALSO Permission to use borrower's account</p> <p>Confidentiality of library records..... 12</p> <p>Consuming food or drink..... 21</p> <p>Contacting parents/caregivers 28</p>
---	---

Content, Internet.....	16	Holiday closures.....	4
Controlled substances and materials.....	21	Home delivery services.....	14
Copying reference materials.....	18	Home library card, presenting.....	7
Counties, reciprocal agreements.....	6	Hours available of meeting room	28
Daily reservations, public use computers.....	15	Hours open	4
Damage to library property	21, 22	Identification, acceptable forms	7
Damage to meeting room	24	Incident	21, 22
Damaged items fees.....	10	Injuries	21, 22
Disclosure of information	11, 12	Interlibrary loan fines.....	9
Disorderly conduct.....	20, 21	Interlibrary loan limits.....	9
Disruptive behavior.....	27	Interlibrary loan services	14
Disruptive defined.....	27	Internet access by minors	16
Drug use	21	Internet access.....	16
Electronic equipment, personal SEE ALSO Cell phone use		Internet access, valid library card needed.....	16
Electronic equipment, personal use.	22	Internet Branch SEE Website	
Electronic resources policy	15	Internet content.....	16
Emergency and weather closures	4	Internet filtering	16
Emergency closures	4	Item limits.....	8, 9
Equipment	19	Items checked out, record of	13
EReaders	8, 10	Juvenile account limits	8
Expectation of privacy	16	Juvenile patrons types	6
Fee for meeting room use	24	Kentuckiana SEE ALSO	
Fees for public use computers.....	15	Minnie C. Winder Room	
Fees, student account	6	Kentuckiana	18
Filtering, Internet.....	16	Kitchen facilities	25
Fine accruals, maximum.....	9	Kyova Branch hours.....	4
Fines must be paid	7, 9	Liability in meeting room use	25
Fines over \$4.99.....	10	Librarians' Code of Ethics	31
Fines, overdue.....	9	Libraries, other services to.....	14
Food and drink.....	21	Library Bill of Rights.....	30
Food in the meeting room.....	25	Library card application.....	6
Freedom to Read.....	32	Library card replacement fees	7
Gaming software limits	8	Library catalog	15
Genealogy collection SEE Minnie C. Winder Room		Library closures.....	4
Genealogy computers	15	Library conduct	20
Group presentations and services ...	14	Library hours open to the public.....	4
Guidelines for posting on community bulletin board.....	26	Library hours policy.....	4
Hanners Photograph Collection.....	18	Library law	12
Harassment of patrons	20, 21	Library records, confidentiality	12
Harassment of staff	20, 21	Library use of meeting room	24
Holding an item SEE Reserves		Library use only materials	9
		Limits on cell phone use	20
		Limits, public use computers.....	15
		Loan limits.....	8, 9
		Loan limits, temporary patrons.....	8

Local history collection SEE Minnie C. Winder Room	
Local newspaper collection, back issues SEE Microfilm and Microfiche	
Lost and found.....	22
Lost item fees	10
Lost/damaged items	10
Mailing as form of address verification	7
Main Library Genealogy/Winder Room Computers	15
Main Library hours.....	4
Material loan limits.....	9
Maximum fine accruals.....	9
Maximum items on a card	8
Meeting room usage policy.....	24
Microfiche collection	18
Microfilm collection	18
Minnie C. Winder Room	18
Minors, application for	7
Neglected children.....	27
New accounts	8
New formats	11
Newspapers, back issues SEE Microfilm and Microfiche	
Non-profit use of meeting room	24
Non-resident fees	6
Notary services.....	22
Notices	10
Office supplies, use of	28
Other libraries, services to.....	14
Other loan limits.....	9
Out-of-county borrowers SEE ALSO Reciprocal agreements	
Out of county borrowers	7
Outreach services.....	14
Outreach branch hours.....	4
Overdue fines	9
Overdue notices	10
PAC SEE Library catalog	
Paper for sale	23
Passwords SEE Personal Identification Number	
Patron accident/injury	21, 22
Patron cards SEE Library card application	
Patron record retention SEE ALSO Confidentiality of library records	
Patron record retention	13
Patron records SEE Confidentiality of library records	
Patron types.....	6
Payphones.....	23
People with special needs left unattended.....	27
Permission, juvenile internet access.....	16
Permission to disclose borrower information	11, 12
Permission to use borrower's account SEE ALSO Confidentiality of library records	
Permission to use borrower's account	11
Personal bags, searching	22
Personal electronic equipment SEE ALSO Cell phone use	
Personal electronic equipment.....	22
Personal Identification Number.....	15
Personal items	22
Personalized training, computers....	17
Photo ID, acceptable forms.....	7
Photograph collection SEE Arnold Hanners Photograph Collection	
Picture capture.....	7
PIN SEE Personal Identification Number	
Placing an item on reserve	10
Political organization use of meeting room.....	24
Possession of borrower card to access account	11, 12
Posting announcements	26
Privacy	12
Profit making organization use of meeting room.....	24
Public Access Catalog SEE Library catalog	
Public records exempt from inspection.....	12

Public use computers	15	Software, installing.....	17
Public use computers, Children's		Speaking arrangements.....	14
Room.....	15	Special Collections.....	18
Public use computers, time limits ...	15	Storage devices for saving.....	17
Reading history.....	13	Storytelling visits by staff.....	14
Reciprocal agreements.....	6	Student applicants, teacher	
Reciprocal counties	6	verification.....	11
Record of items checked out	13	Student fees.....	6
Records, library patron	13	Suggestions, making.....	20
Reference collection SEE		Summit Branch	4
Reference		Suspected abuse or neglect	27
Reference materials, copying	18	System wide holiday closures.....	4
Reference	18	Teacher verification of student	
Refunds on lost or damaged items ..	10	applicants.....	11
Registering for a library card.....	6	Telephone usage	23
Religious organization use of		Temporary card defined.....	8
meeting room.....	24	Temporary cards.....	8
Renewals.....	10	Temporary library card application....	8
Renewals, making	10	Temporary patron loan limits	8
Renewals, not permitted	10	Test proctoring.....	23
Renewing items SEE Renewals		thebookplace.org SEE Website	
Reporting to authorities	28	Theft	21, 22
Reservations, public use		Time limits, public use computers ...	15
computers.....	15	Tobacco use	21
Reserves	10	Total items on a card	8
Reserving materials SEE Reserves		Tours	23
Reserving meeting room	24	Transporting unattended children ...	28
Responding to suspected abuse		Unattended Children and Child	
or neglect.....	27	Safety.....	27
Restricted accounts	8	Unattended defined.....	27
Reverification of library account.....	7	Unattended personal items	22
Rules for computer use	17	Valid library card for Internet	
Rules for meeting room use.....	24	access.....	16
Safety of personal items	22	Verification of address	7
Saving computer work.....	17	Violence	20, 21
Scheduling meeting room	24	Visiting, temporary cards	8
Searching personal bags.....	22	Visitors	20
Security gate.....	22	Weapons.....	21
Security	22	Weather closures	4
Semi-annual account revalidation.....	7	Website.....	15
Services to other libraries	14	Wet clothing	20
Set up of meeting room	25	Winder Room computers	15
Shirts	20	Winder Room SEE Minnie C.	
Shoes	20	Winder Room	
Signature capture	7	Wireless access	17
Software limits	8	Youth Computers	15