

# **Library Policies of the Olga V. Figueroa Zapata County Public Library**

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## **I. Mission and Goal Statement**

The mission of the Olga V. Figueroa Zapata County Public Library is to provide quality information to the entire community and ensure equal access to all materials, as well as maintain a welcoming environment with a friendly and competent staff to introduce children and adults to the rewards of reading and using the public library effectively. We use appropriate technology and provide services that are helpful to the citizens of Zapata County so that they can build their personal, educational, career, and vocational skills.

The general library goals of the Olga V. Figueroa Zapata County Public Library shall be

- To serve all residents of the community of Zapata County, surrounding areas and other visitors
- To make available to all patrons of the above area such books and technological services that will meet their needs to (a) become well informed, (b) cultivate their imagination and creative expression, (c) develop skills for career and vocational advancement, and (d) enjoy leisure by means of reading other media services
- To provide the most recent necessary materials requested
- To strive consistently to discover new methods and improvements for better services for the library patrons
- To review the library's goals and, if necessary, modify them in light of new cultural developments

## **I. Patronage of the Library**

The library will serve all residents of Zapata County, surrounding areas and out-of-town visitors. Services will not be denied or restricted due to religious, racial, ethnic, social, economic, or political status; mental, emotional, or physical condition; age; sexual orientation; or gender identity.

The use of the library may be denied for due cause. Such causes may be: failure to return library materials or pay fines; destruction of library property; disturbance of other patrons; and/or other illegal, disruptive, or objectionable conduct on library premises. Upon registration, a new library patron will voluntarily complete an application form which will be kept on file for library information purposes.

## **II. Patron Responsibilities and Conduct**

It is the patron's responsibility to maintain necessary and proper standards of behavior in order to protect their individual rights and the rights and privileges of other patrons. If a patron is disruptive or infringes on the rights of other patrons, that patron may be banned from the library and prohibited the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time after being instructed to do so by staff will be subject to law.

### **Children**

Library staff is not expected to assume responsibility for the care of unsupervised children in the library. Therefore, it is library policy that all children under the age of 13 must be accompanied by a parent/guardian or other adult while in the library.

### **Disruptive Children**

Disruptive children, whether or not they are accompanied by a parent/guardian or adult, will be given a warning that they must settle down, otherwise they will be asked to leave the library.

### **Safety and Well-Being of Children**

Due to liability, no patron shall leave children under 13 in the library without the company of a parent, guardian, or family member older than 16. Unattended children under 10 may be referred to the police or social service agency.

## **III. Services of the Library**

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the citizens of the community. The library endeavors to:

- Select, organize, and make available necessary books and materials
- Provide computers for use by patrons
- Provide guidance and assistance to patrons, including technical assistance
- Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults
- Cooperate with other community agencies and organizations
- Secure information beyond its own resources when requested, using interlibrary loan and other resource sharing methods provided through the system and state
- Lend to other libraries upon request
- Develop and provide services to patrons in need of accommodations
- Cooperate with, but not perform the functions of, school or other institutional libraries
- Provide service during hours which best meet the needs of the community
- Regularly review library services being offered
- Promote the full range of available library services

## **IV. Responsibilities and Authorities of the Friends of the Library Board**

The Friends of the Library Board encourages individuals and groups to volunteer their time and efforts in service of the Olga V. Figueroa Zapata County Public Library. In appreciation of

volunteer services, the library acknowledges the need to organize volunteer activities and provide for appropriate recognition of the benefit to the library and the communities it serves.

Friends of the Library is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, Friends of the Library is often heavily involved in fundraising for the library and often oversees periodic events. Friends always serve at the pleasure of the library board which is the only body with legal authority to set policy for the development of the library.

## **V. Personnel Policy**

### **Administrative Policy**

The person appointed as library director shall be charged with the sole administration of the library.

- The director shall be responsible to the library board in matters pertaining to and concerning the library; be present at monthly board meetings; and prepare and present such reports and meeting documents as requested
- The director shall have the responsibility of recommending competent staff and overseeing and assigning work schedules
- The director shall maintain financial records in an efficient manner and present periodic reports to the library board and to the municipal governing body
- The director shall hold regular meetings with staff and/or volunteers for training and interpreting board policy
- The director shall have the responsibility of collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy
- The director will recommend changes in or addition to library policies as needed
- The director will perform preparative work to assist the board with regular library planning

### **Disciplinary Policy**

An employee of the Olga V. Figueroa Zapata County Public Library may be dismissed for any action or behavior that harms the library's image or operation. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.

## **VI. Collection Development Policy**

### **Objectives**

The purpose of the Olga V. Figueroa Zapata County Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and leisure, as well as to fulfill the library's aforementioned mission and goals.

The collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

### **Responsibility of Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Olga V. Figueroa Zapata County Public Library. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

### **Selection Criteria**

The main points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal/demand
- Suitability of material for the community
- Existing library holdings

Reviews are a major source of information about new materials. The primary sources of reviews are *Library Journal* and *Booklist*.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole.

### **Interlibrary Loan**

The Olga V. Figueroa Zapata County Public Library participates in interlibrary loan. This program is used to obtain materials from other libraries per patron request.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Olga V. Figueroa Zapata County Public Library agrees to lend its materials to other libraries in Texas through the same interlibrary loan network, and to have its current holdings listed in a tool that is accessible to other libraries throughout the state.

### **Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed, the director can dispose of them as they see fit. The same criteria of selection are applied to gifts. Monetary donations and memorial gifts of books are also accepted with suitable bookplates placed in the book if desired.

Specific memorial books can be ordered for the library on request of the patron if the request meets the criteria established by the director. Consult with the library director prior to gifting specific titles. Book selection will be made by the director if no specific book is requested. The Olga V. Figueroa Zapata County Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

### **Weeding**

An up-to-date collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent on demand, usefulness, consideration of recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and staff. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

### **Potential Problems or Challenges**

The Olga V. Figueroa Zapata County Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated community reception, but solely on the basis of the principles stated in this policy.

Responsibility for children's reading materials rests with their parents or legal guardians. Selection of library materials will not be influenced by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

If a library patron raises an issue with a specific title or material in the collection, they may file a formal complaint in a reconsideration form that is available upon request. The director, along with the Friends of the Library Board, will review the reconsideration form and the challenged material as a committee to determine whether its selection follows the collection development policy criteria. The committee will notify the complainant with its decision within 15 business days.

## **VII. Circulation Policy**

### **Registration**

All borrowers must be registered and must have a valid permanent address to check out library materials.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

**I agree to obey all rules of the library and to pay fines charged against me for damage, late fees, or loss of library property.**

Identification is required. A driver's license, state identification card, or student identification card is necessary to acquire library privileges.

Materials cannot be checked out until borrowing privileges have been approved.

All borrowers must advise library staff if any information has changed so that it may be updated in the database.

### **Loan Periods**

The loan period for books, audiobooks, and CDs is 2 weeks. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.

Interlibrary loans are due by the date indicated by the lending library.

Books may be renewed if there is not a waiting list for the title.

Current issues of periodicals do not circulate.

Non-current periodicals may be checked out for one week.

The director may establish the loan period for special collections, materials which are in demand, or materials added to the collection which are in a new format.

There is a limit of 5 items per household at one time; for academic purposes, students may borrow more items if needed.

### **Reserves**

Reserves may be placed by patrons in person or over the phone. Patrons will be notified by telephone when the materials are available. There is a charge to the patron for placing a reserve for interlibrary loan services. Patrons must pay shipping costs for interlibrary loans.

### **Damaged Materials**

If materials are damaged so as to be judged by the library as being unsuitable for collection, the patron must pay the replacement cost. A notice of these charges will be given to the borrower.

## **VIII. TexShare Card Policy**

The TexShare Card Program allows card holders to borrow materials from other participating libraries in Texas. To obtain a TexShare Card, your account with the Olga V. Figueroa Zapata County Public Library must be in good standing (i.e. no outstanding fines or overdue books).

Eligible patrons will:

- A. Obtain and sign the TexShare Card which constitutes the agreement specifying the privileges and obligations associated with participation in the program and agree to comply with the terms and conditions of participation set out in the borrower's agreement.
- B. Present appropriate identification as required by this agreement and the lending library.
- C. Observe the regulations of the lending library.

- D. Return materials in person, by first class, insured mail, or by the TEXpress courier service where available, within the loan period prescribed by the lending library.
- E. Return materials immediately in person or by a form of priority mail if recalled by the lending library.
- F. Pay fines or any other charges assessed by the lending library, including, but not limited to, charges incurred as the result of late return, damage, or loss of materials.

The patron must surrender the TexShare Card to Zapata County Public Library staff if requested.

### **Using a TexShare Card**

Once you have obtained a TexShare Card, you may borrow materials from participating libraries in accordance with their policies.

### **Loan Policies for TexShare Card Patrons**

Patrons outside of Zapata County are allowed a maximum of 5 checked out materials at any one time. The loan period for books is two weeks. Items not available for checkout by TexShare Card patrons include reference books such as archival documents and genealogy materials. Materials cannot be checked out if there are any overdue materials, fines, or fees on the account.

## **IX. Reference Service Policy**

The Olga V. Figueroa Zapata County Public Library will

- Provide guidance in locating material for patrons who appear in person, call on the telephone, or request information through electronic correspondence
- Assist patrons in the use of library resources and basic research methodology when appropriate
- May refer library users to other agencies and libraries in pursuit of needed information
- May refer to relevant digital resources

## **X. Programming Policy**

A “program” is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story time, arts and crafts activities, and the annual summer reading program.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate its effective implementation.

## **XI. Public Relations Policy**

The public relations goals of the Olga V. Figueroa Zapata County Public Library are

- To promote a good understanding of the library’s objectives and services among governing officials, civic leaders, and the public

- To promote active participation in the various services offered by the library to people of all ages

The board recognizes that public relations involve every person who has connection to the library. The board urges its own members and every staff member to realize that they represent the library in every public contact.

The director will be expected to make presentations and to participate in community activities to promote library services. Time during service hours will be allowed for public appearances. Materials to be used by the press, radio, television, or social media will be approved by the director.

## **XII. Equipment Use Policy**

Computers are available to patrons on a first-come, first-serve basis. Instructions for operating hardware may be provided by library staff. There is no charge for use of the computer. Library staff are available for general assistance in using the computer. However, staff members are not expected to train patrons in use of software or other applications. Tutorial manuals will be provided when available.

A printer is available. 8"x11" copies are .25 per page in black-and-white and .50 per page in color. 8"x14" copies are .50 in black-and-white and \$1.00 in color. Printing with cardstock has an additional charge of .50 per page.

A full description of services with associated charges is available at the circulation desk.

## **XIII. Internet Use Policy**

The Olga V. Figueroa Zapata County Public Library is pleased to offer public use of the internet as part of the library's mission to provide free and open access of materials and services as a means to enhance the information and learning opportunities for the citizens of Zapata County. The Board of Trustees has established the Internet Use Policy to ensure appropriate and effective use of this resource.

### **Responsibility**

As with all library resources, the library affirms the right and responsibility of parents and guardians to determine and monitor their children's internet use. There is no age limit for use of any materials provided on the internet. Parents or legal guardians who believe that their children cannot responsibly use the internet are requested to monitor their children and assume responsibility for their children's internet use.

Internet access is available to all patrons; however, this service may be restricted at any time for use contrary to guidelines.

### **Expectations**

Users should be aware that the inappropriate use of electronic resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for their actions while using the internet. Users are expected to abide by the policies below which

include generally accepted rules of network etiquette (“netiquette”). Unacceptable internet use will result in the suspension or revocation of internet use privileges.

### **Disclaimer**

The internet, as an information resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information, and commentary from around the world. Information obtained from the internet cannot be determined by the library to be accurate, authoritative, factual, or complete. It is the patron’s responsibility to verify the accuracy of any material found on the internet. Therefore, library patrons are advised to exercise critical judgment when using information from the internet. More accurate and comprehensive information may be found in print resources housed by the library.

### **Guidelines**

#### **Privacy and Confidentiality**

The library does not monitor an individual’s use of any sites except in cases where content displayed on the screen is not appropriate in a public setting. Patrons use the internet at their own discretion. In general, library staff will treat information on computers as confidential. Requests for disclosure of information regarding an individual’s use will only be honored if approved by the library director, when authorized by the owners of the information, or when required by local, state, or federal law.

Users must accept all US copyright laws and licensing agreements pertaining to software, files, and other resources obtained via the internet. The library expressly disclaims any responsibility resulting from copyright infringement by a library patron.

Downloading images, applications, or files to the computer’s hard drive is strictly prohibited. Patrons may download and transfer files to their personal USB flash drives.

The library will conform to all local, state, and federal laws regarding minors’ access to materials harmful to minors.

All internet users should avoid disclosing personal information over the internet for their own safety. Library internet users are prohibited by law from disclosing, using, or disseminating personal information regarding minors without written authorization of the parent or legal guardian of the minors involved.

Engaging in any of the following activities is a violation of this policy: libel or slander of others; uploading malicious software; and participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems.

Sending, receiving, or displaying text or graphics that may be considered obscene by community standards is prohibited, regardless of age.

Internet users are prohibited from using the library computers to compromise the safety and security of minors when using email, chat rooms, social media platforms, and other forms of direct electronic communication. Such use includes but is not limited to giving others private

information about one's self or others, or arranging face-to-face meetings without a parent or legal guardian's permission.

### **Children's Internet Protection Act (CIPA)**

Minors are defined in this policy as children and young people under the age of 17.

### **Disclaimer**

The library, having installed and enforced the operation of filtering software in compliance with CIPA, will have no liability for damages related to the operation or failure of the filtering software, or for its circumvention by users.

### **Technology Protection Measures**

The library, either by itself or in combination with its internet access provider, will install filtering software or other technologies on all library computers with internet access, and will enforce their operation to prevent minors from accessing visual depictions that are obscene, pornographic, or harmful to minors.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]) as meaning any picture, image, file, or other visual depiction that

- Taken as a whole, and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for a minor, an actual or simulated sexual act or sexual contact; actual or simulated normal or perverted sexual acts; or a lewd exhibition of the genitals
- Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors

Filtering software is not foolproof. It diminishes the likelihood that users will accidentally see text or images that they may find offensive, but does not eliminate that possibility.

### **Violations**

The user's access to the library's computer network and internet is a privilege, not a right. Misuse of the library's computers will result in the loss of computer privileges and possible criminal prosecution.

### **Virus Warning**

Although the library utilizes antivirus software, there is no guarantee that files downloaded from the internet will not contain a virus. The library is not responsible for any damages that may arise from saving or downloading files to a flash drive.

## **XIV. Meeting Room Policy**

For purposes of these policies, "meeting room" also refers to the entrance and lobby area leading to the meeting room. All damage and cleanup policies also refer to this area.

### **Availability**

The meeting room is available to individuals or organized groups in the library's service area. The library director may make exceptions if they deem extenuating circumstances are involved.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or board.

The room may be reserved no more than 90 days in advance; however, regular monthly or quarterly meetings of library or municipal boards or other regular group meetings will be considered at the library director's discretion.

It is understood that library programming will have first priority in room use.

There will be no charge for use of the meeting room.

### **Rules for Use**

#### **Decorations**

No tape or other adhesive substance may be applied to any surface in the meeting room. No items may be hung from the ceiling. Any and all decorations planned by the sponsoring organization must have prior approval by the library director.

#### **Food**

If an event is an allowed community board meeting or organizational meeting and food will be served, it must be approved by the library director.

Refreshments may be served and shall be provided by the group with the following provisions:

- Refreshments to be served must be submitted in writing one week prior to the event
- No fruit punch or other liquid that is red in color may be served
- No alcoholic beverages may be served
- There must be no charge for the refreshments
- Plates, cups, napkins, and plastic utensils belonging to the library may not be used
- No food or dishes of any in kind may be placed directly on the surface of the meeting room tables

#### **Smoking**

No smoking is allowed inside the building. If smoking outside the building, do not leave cigarette butts on the ground.

#### **Cleanup**

Garbage must be bagged and taken to the dumpster located outside the library immediately after the event by the sponsoring organization. Garbage bags are available upon request.

The people using the room shall leave it in a neat, clean, and orderly condition. The room will be inspected prior to the event by the library staff and organization representative to confirm that there is no trash in the room prior to the event.

After the inspection, any conditions are noted and signed by both library staff members and the organization representative.

Immediately after the event, if there is garbage left for the library staff to dispose of or any mess to clean up, including the public restrooms, there will be a \$50-\$100 fee depending on the extent of the disorder at the library director's discretion. If there is any type of damage whatsoever to the building or furniture, including the meeting room tables, the sponsoring organization will pay for repairs and/or replacement.

### **Rearrangement of Furniture**

Chairs and tables may be rearranged as needed for the meeting with the following provisions:

- The sponsoring organization and library staff should meet a week prior to the event to discuss rearrangement of the furniture
- Only library staff may move the large meeting room tables
- Other furniture and any other tables must be returned to their normal arrangement immediately after the event by the sponsoring organization

### **Damage**

Any damage that occurs during an event is the sole responsibility of the sponsoring organization and the person signing the statement agreement as a representative of the organization, regardless of who caused the damages.

If there is any type of damage whatsoever to the building or furniture, including the large conference tables, library staff will be notified immediately and the sponsoring organization will pay for repairs and/or replacement. Work to repair damage or replace damaged items or building structure will be done by people or companies chosen by the library board.

If damage occurs or extensive cleaning must be done and the library staff finds it the next day without any kind of contact from the sponsoring organization, that organization will be charged outlined fees or damage costs by the County of Zapata and banned from future use of the room.

Therefore, it is the responsibility of the sponsoring organization to inspect the meeting room, entrance lobby, and restrooms after an event to ensure no damages, that no cleanup is needed by library staff, and that the room is arranged as it was before the event began.

### **Locking the Library**

The library will be locked during meetings occurring outside of regular operating hours. The door between the restrooms and the main library will be locked. The meeting room has an emergency exit.

If the entrance glass doors leading to the meeting room have been unlocked by the group or organization to allow access for members attending the meeting and there is no direct supervision of the unlocked doors during the meeting, the doors must be locked to prevent unauthorized entrance to the library by the public during the meeting.

In the case of the rare use of the main library for a meeting, the front doors will remain locked. If anyone exits from the front doors, they must be checked to make sure that they are locked after said exit.

### **Keys**

The person in the group or organization sponsoring the event must sign a release in order for the library to issue a key to that group. If a group is beginning a meeting before 5:30pm, a key is not issued and the door can be locked from the inside when the event is over before closing time.

A key may not be issued 24 hours prior to an event. A key will be issued only to the representative member of the group or organization known to library staff. Copies may not be made under any circumstances.

The key must be returned to the library the next working day or arrangements must be made to return the key immediately after the event to a member of the library staff. If the library is closed, the key may be deposited through the book drop located in front of the library.

### **Liability**

The library board or the County of Zapata do not assume any liability for groups or individuals attending a meeting in the library for injuries incurred before, during, or after the event.

### **Personal Belongings in the Meeting Room**

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting or left in the library after a meeting.

Meeting Room Use Agreement

I have read the regulations regarding use of the meeting room and entrance area and agree to its provisions, including possible fees and damage charges. It is my responsibility and the responsibility of my group or organization to adhere to these policies.

Date \_\_\_\_\_

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

Name of Group or Organization \_\_\_\_\_

Relationship to Group or Organization \_\_\_\_\_

Purpose for Use for Meeting Room \_\_\_\_\_

Room was inspected prior to use by \_\_\_\_\_

Signature \_\_\_\_\_

Library staff member(s) \_\_\_\_\_ Date \_\_\_\_\_

Organization member(s) \_\_\_\_\_ Date \_\_\_\_\_

Note any stains or pre-existing damage \_\_\_\_\_

The original of this document will be kept on file at the library and copy will be given to the person signing the form.

**XV. Displays and Exhibits Policy**

As an educational and cultural institution, the Olga V. Figueroa Zapata County Public Library welcomes temporary exhibits and displays of interest, information, and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The library assumes no responsibility or liability for possible damage or theft of any item displayed or exhibited.

Areas available to the public for displays and exhibits are the glass exhibit case, the meeting room, and the general bulletin board. A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows.

**Olga V. Figueroa Zapata County Public Library Display and Exhibit Release**

I, the undersigned, hereby lend the following works of art or other material to the Olga V. Figueroa Zapata County Public Library for exhibit purposes only. In consideration of the privilege of their exhibition in the library, I hereby release said library from the responsibility for loss, damage, or destruction while they are housed at the library.

Exhibition to be held in the \_\_\_\_\_ during \_\_\_\_\_

Description of materials loaned \_\_\_\_\_

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

Address \_\_\_\_\_ Contact Phone \_\_\_\_\_

**XVI. Public Notice Bulletin Board Policy**

Materials may be submitted by non-profit organizations to be displayed on the circulation desk. Bulletin board materials may be submitted for posting by non-profit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.

Each item posted must be dated and signed. A request for return of items, along with name and telephone number of the person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

## **XVII. Disaster Policies**

### **Fire**

At the first indication of smoke or flame, if the fire cannot be contained and extinguished quickly and safely by staff, immediately call the Zapata County Fire Department.

Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

### **Health Emergencies**

Staff members should exercise caution when administering even minor first aid for the safety of the injured individual and the potential liability for the staff member. Without specialized training it is not advisable for staff to undertake more than attending to the sick or injured person until medical help arrives. Since each case is unique, staff members should exercise their own judgment to determine what is appropriate and reasonable.

911 should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

### **Bomb Threats**

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken. Meanwhile, a separate staff member will report the call to the Sheriff's Department.

## **XVIII. Revision of Library Policies**

The preceding statements of the Olga V. Figueroa Zapata County Public Library's policies shall be subject to review and needed revision at least every 3 years by the library board. Individual policies will be reviewed or added as needed.

Adopted: July 8<sup>th</sup>, 2025