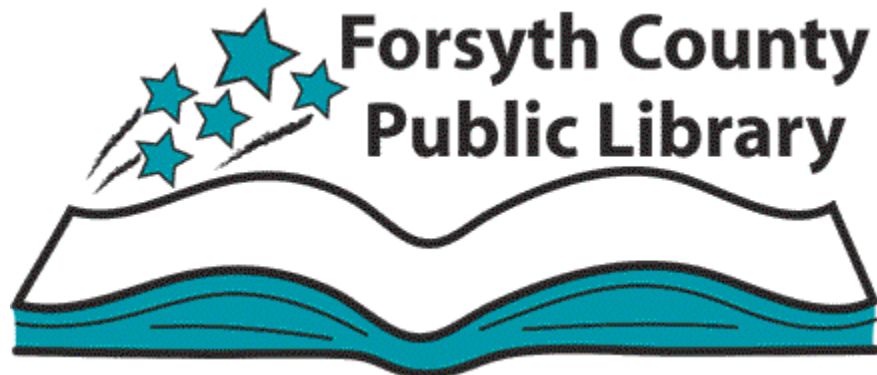


**FORSYTH COUNTY PUBLIC LIBRARY
OPERATIONS POLICY MANUAL**

**ADOPTED: 7/1/96
CERTIFIED CURRENT OCTOBER 2009**



The purpose of this document is to provide policy guidance as approved by the Forsyth County Library Board to Forsyth County Public Library staff in the implementation of the mission and vision statements of the organization.

Mission Statement:

Our mission is to provide access to materials, information, and programs delivered by a courteous and informed staff to all members of the Forsyth County community.

Approved by the Forsyth County Public Library Board of Trustees on February 14, 2000

Vision Statement:

The vision of the Forsyth County Public Library is to be responsive, innovative and caring in providing convenient, high quality services and facilities in a cost efficient manner to all members of our community.

Approved by the Forsyth County Public Library Board of Trustees on February 14, 2000

Customer Service Philosophy:

The customer service philosophy of the Forsyth County Public Library is to provide accurate, timely, and consistent service in a courteous and informed manner to all who interact with our organization.

Approved by the Forsyth County Public Library Board of Trustees on November 18, 2002

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ACCESS TO NON-PUBLIC AREAS

FCPL 1/22/2002

This policy applies to those areas of the library that are intended for staff use. This includes, but is not limited to, the areas behind the public service desks, staff workrooms, staff offices, hallways, storage areas, computer equipment rooms, and break rooms.

Authorized access to the non-public areas of the library buildings is limited to current staff members, volunteers, and scheduled maintenance or service workers. Other persons with business-related reasons to be in these areas (e.g. vendors, consultants, benefits providers) will be accompanied by a staff member at all times.

Persons visiting staff members for reasons other than library business (e.g. family members, friends, and previous FCPL employees) are permitted in the non-public areas for brief periods of time. However, all personal visitors must be accompanied by a staff member at all times. Staff members will be held responsible for the actions of their guests and of anyone to whom access is allowed. Visitors will not be permitted to use staff computers or other equipment intended for staff use.

Exceptions to this policy must be approved by the Director or appropriate Assistant Director.

ACCESSIBILITY FOR PATRONS WITH DISABILITIES

**FCPL 7/20/2009
Implemented 8/1/2009**

In adherence to the Americans with Disabilities Act, the Forsyth County Public Library makes its services, facilities, programs, collections, and technology accessible to all, subject to the resources of the library. Patrons are permitted to bring service animals into the library buildings. Pets are not permitted.

A. Purpose

The purpose of this policy is to provide accountability and to safeguard capital assets owned by the Forsyth County Public Library (FCPL).

B. Definition of Capital Assets

Capital assets are assets that are used in operations and that have estimated useful lives extending beyond a single reporting period (i.e., one year). Examples of capital assets in a public library include vehicles, equipment, furniture, and materials collections.

C. Capitalization Threshold

Capitalization threshold is the monetary criterion used to determine whether a given asset should be reported on an entity's Balance Sheet. For purposes of financial reporting and inclusion on FCPL's list of capital assets, the capitalization threshold shall be \$5,000. Therefore, items with an original cost of \$5,000 or more will be considered capital assets and will be capitalized for financial reporting purposes.

D. Library's Materials Collection

In compliance with GASB 34 (Governmental Accounting Standards Board Statement 34), the library's materials collection—the aggregate of all books, CDs, DVDs and other materials with a useful life of more than one year—regardless of the original cost of individual items, will be considered a capital asset and will be capitalized for financial reporting purposes.

E. Authority and Procedures

The Assistant Director for Support Services or his/her designee has the authority to implement the capital assets policy and to establish and enforce procedures to 1) ensure this policy is followed in all departments, 2) provide staff with instructions related to capital assets, and 3) ensure a strong internal controls environment.

F. Valuation of Capital Assets

Capital assets will be recorded at actual cost. Normally the cost recorded is the purchase price or construction costs of the asset, but also included is any ancillary costs (reasonable and necessary costs incurred to place the asset in its intended location and intended use; e.g., shipping, professional services) that can be directly related to the asset. Donated or contributed assets should be recorded at their fair market value on the date donated or acquired.

G. Recordkeeping Requirements

Capital assets will be affixed with a property tag and records will be maintained that include identifying information and location.

H. Asset Transfers and Dispositions

Capital Assets shall not be transferred without prior approval of the appropriate manager and Financial Coordinator. Transfers are defined as any movement of an asset by virtue of change in location, either by department, building, or room.

Capital Assets shall not be destroyed or disposed of without prior approval of the Director and FCPL Board of Trustees. Items with any remaining useful life will be transferred to Forsyth County Government for public sale or use by County staff.

Exception: Individual items deleted from the Materials Collection shall not require prior approval. These items shall be offered at public sale by FCPL, the Forsyth County Public Library Friends & Advocates, or by an authorized third-party.

In the event that a capital asset is stolen, the department head should promptly notify the police. The police report should be forwarded to the Financial Coordinator.

I. Periodic Inventories

A physical inventory of capital assets will be conducted by the Financial Coordinator or his/her designee at least every other year, as near as practical to fiscal year-end.

J. Assets Under Construction

For assets under construction, costs will be accumulated in a Construction in Progress account and will be reported as such on financial statements. At project completion, the building or other asset becomes the property of Forsyth County Government.

K. Non-capital Assets

An inventory list will be maintained for *non*-capital assets that require special attention due to value or heightened risk of theft. The Information Technology Department will maintain the inventory for all computers and peripherals. The Planning and Facilities Department will maintain the inventory for other items that cost less than the capitalization threshold but more than \$500. These items will be affixed with a property tag and records will be maintained that include identifying information and location. Staff may also inventory items costing \$500 or less if it is determined that the items are at heightened risk of theft.

CIRCULATION OF LIBRARY MATERIALS

**FCPL 5/18/2009
Implemented 6/1/2009**

Forsyth County Public Library welcomes visitors to use materials, programs and resources within the library facilities. In order to check out materials, reserve the public meeting rooms, or use the library computers, a patron must have a Forsyth County Public Library card.

Obtaining a Library Card

Forsyth County Public Library cards are issued to individuals at any age. If the applicant is under 18, the signature of a parent or guardian is required. Library card holders, and parents or guardians of cardholders under age 18, are responsible for the items checked out on their library cards. Cardholders may authorize additional users on their cards, with the understanding that the cardholders are ultimately responsible for all transactions on their cards. The cardholder should report a lost or stolen library card as soon as possible to avoid being held responsible for materials checked out by others on the card.

Patrons are responsible for notifying the library of any changes in their contact information, including address, phone number, or email address. Any card with a three year period of inactivity will be removed from the system.

In order to qualify for a free library card, an applicant must meet one of the following conditions:

1. Reside in Forsyth County
2. Own property or a business in Forsyth County
3. Be employed by the Forsyth County Public School System
4. Be employed by Forsyth County Government
5. Be enrolled at the Forsyth Campus of Lanier Technical College, the Forsyth Campus of North Georgia College and State University, or the Forsyth Campus of Gainesville State College

Anyone who does not meet one of the criteria listed above may obtain a library card for an annual fee of \$30.00, which allows the cardholder to have up to 25 items checked out on the card at one time, reserve the public meeting rooms, and use the library computers.

Loan Limits and Loan Periods

Various factors are considered when determining the circulation period of different item classes, the number of items a patron is permitted to check out, and whether or not materials can be renewed. Format, size of the collection, demand for the materials, and budgetary constraints all impact these decisions.

Using all information at hand, the Director will establish loan limits and loan periods consistent with delivery of the best possible public service.

Fines

Fines are charged as an incentive for patrons to return materials in a timely manner. If a patron's fines and fees total \$10.00 or more, the library card is blocked until the total obligation is under \$10.00. In addition, if a patron owes \$25.00 or more in any combination of fines, fees, or long overdue materials, the account is referred to a collection agency that specializes in libraries, and an additional processing fee is charged to the account.

The Library Board delegates the authority to set fine levels to the Director. Fines will not be charged to library staff members, current Library Board members, or former Library Board members who completed their appointed term of office.

Lost and Damaged Materials

Library patrons are responsible for returning borrowed materials in a similar condition as when borrowed. If materials checked out on a patron's card are not returned, or if they are damaged to the extent that they must be replaced, the patron is responsible for paying for the item or replacing it.

If the patron chooses to pay for the item, the library staff will inform the patron of the cost using information found in the library catalog.

If the patron chooses to replace the item instead of paying for it, the item must meet the following criteria:

1. It must be the same item in the same format (such as hardback, paperback, unabridged audio book, etc).
2. It must be new.
3. If it is media (music CD, DVD, audio book, etc.), it must be in the original shrink-wrapped packaging.

If packaging or component parts from media are not returned, the borrower will be charged a replacement fee.

The replacement price for interlibrary loans will be determined by the lending library and will often include additional fees. (Refer to Collection Management—Interlibrary Loan Policy)

Refunds will not be issued after the patron has paid for or replaced the lost or damaged item.

CITIZENS' REQUESTS TO ADDRESS THE LIBRARY BOARD

FCPL 1/10/2000

Citizens may address the Forsyth County Public Library Board of Trustees at a public session of a Library Board of Trustees' meeting.

A Request for Placement on Meeting Agenda form must be completed and returned to the library Director by 12:00 PM on the Wednesday before the scheduled meeting. Forms are available from the library headquarters by contacting the library Director.

Citizens can speak only on the topics requested on their Request for Placement on Meeting Agenda. Citizens cannot speak on topics that fall outside of the jurisdiction of the Forsyth County Public Library Board of Trustees.

Each scheduled speaker has no more than five minutes for his or her presentation. The Forsyth County Library Board of Trustees reserves the right to extend a speaker's allocated presentation time if deemed necessary.

A Forsyth County Public Library card and PIN (Personal Identification Number) are required to access all library computers with the exception of designated catalog only stations.

Out of County Patrons can continue to purchase an Out-Of-County card.

The occasional out-of-county user may request a Guest Computer Only temporary card.

Policy Comments regarding this method of access:

- Adult patrons will be able to choose a filtered or unfiltered station without staff intervention.
- The library card requirement will provide a more accurate count of patrons as well as out-of-county drop-in use.
- The library will be able to enforce the Library Internet Acceptable Use policy.
- Patrons and drop-ins will still be able to browse the print materials and the catalog.
- The same patron information required for borrowing print materials is being required to access the Internet and Premium Databases which are paid for by the library.
- The confidentiality of library records is stipulated in Georgia law (Official Code of Georgia Annotated 24-9-46). All records relating to a card and borrowing history are confidential.

CONFIDENTIALITY

FCPL 7/1/1996

All library records which identify patrons by name or description are strictly confidential. Such records are accessible only to appropriate library staff members, and, according to Georgia law (GEORGIA CODE 24-9-46), may only be disclosed as follows:

1. To members of the library staff in the ordinary course of business,
2. Upon written consent of the user of the library materials or the user's parents or guardians if the user is a minor or ward, or
3. Upon appropriate court order or subpoena as determined by the library Director.

This policy applies to all library records or knowledge held by library staff members, including, but not limited to, the circulation of library materials, computer database searches, interlibrary loan transactions, information requests, requests for photocopies of library materials, title reserve requests, or any in-house use of library materials.

DISPLAYS

**FCPL 3/16/2009
Implemented 4/1/2009**

Library displays increase public awareness of the library's resources and promote life-long learning through access to materials, information, and programs. Displays include but are not limited to books, posters, signs, brochures, flyers, documents, art work and objects.

Library displays are limited to library-initiated or library-sponsored displays. Bulletin boards may include materials required by law and may include information from local government, as space allows.

Final approval of displays rests with the Director.

FOOD AND DRINK

FCPL 7/21/2008

Beverages in securely covered or spill-proof containers are permitted in the Forsyth County Public Library. Food and uncovered beverage containers are not permitted in the library with the exception of the Public Meeting Rooms during approved scheduled meetings.

For information on food and drink in the public meeting rooms, see “Meeting Room Use” policy.

The Forsyth County History Collection contains material on the history, description, and development of Forsyth County, Georgia. Some background histories of surrounding counties (such as Cherokee, Hall, Fulton, Bartow, and Gwinnett) are included, particularly those covering localities, events, or lives of early settlers related to the initial development of the region.

The library also acquires genealogical materials relating to current or former residents of Forsyth County. When available, indexes to births, deaths, marriages, wills, and land records are purchased. Family histories are accepted if any of the ancestors or descendants had ties with Forsyth County. Genealogical materials for surrounding counties are added, if they contain family history information directly related to Forsyth County residents.

Books on Forsyth County history and genealogy are shelved separately, and are marked by a special genre label. The majority of these records are irreplaceable. To preserve the collection, it is necessary to make most of the titles available for use within the library only.

Unbound books, papers, and memorabilia related to local history only because they were originally owned and/or used by local residents are not added, except when the item adds something to the picture of life in the past in Forsyth County, such as textbooks used in the very early schools or a self-published family history of predominant county families.

Works by local authors are purchased for the collection if they meet the selection criteria listed in the Materials Management Policy. These titles are shelved in the local history section only if the content of the book contributes to the social and cultural history of the region. Otherwise, books or other items by local authors are shelved in the appropriate fiction or non-fiction collections.

The library purchases basic genealogical research guides and state historical society guides to assist patrons in their search for genealogical records. The Forsyth County legal organ is purchased on microfilm or other archival storage format as these become available. Past years' newspapers are not kept in paper copy, unless machine-readable format is unavailable. Generally, papers can be sent to the University of Georgia for conversion to microfilm.

Items related to the state of Georgia history and culture are shelved in the appropriate adult non-fiction areas, such as history, travel, or architecture. Local history or family histories for counties outside of the immediate Forsyth County region are not purchased or accepted for donation.

Purpose

The purpose of this policy is to establish 1) a target level for the Library's unreserved fund balance and 2) allowable uses of that unreserved fund balance. This policy is to ensure the Forsyth County Public Library's financial stability by maintaining appropriate reserves to protect the library against economic downturns, funding reductions, and emergencies.

Definitions

Fund balance—the net assets of governmental funds, measured by total assets minus total liabilities. Fund balance serves as a measure of the financial resources available to a government.

Reserved fund balance—the amount of fund balance not available for spending in the current fiscal year budget, typically due to legal restrictions narrower than the purpose of the fund itself.

Unreserved fund balance—the amount of fund balance that is available for spending in the current fiscal year budget. Portions of unreserved fund balance may be “designated” for future purposes. Remaining portions are referred to as “unreserved, undesignated.”

Level of Unreserved Fund Balance

It is the policy of the Forsyth County Public Library to maintain unreserved fund balance of ten to fifteen percent of regular general fund operating revenues. If unreserved fund balance falls below the ten percent threshold, the Library Board, Director, and finance staff will take steps to reduce expenditures until savings adequate to reach the ten percent standard are realized.

The Library Board recognizes that economic conditions or emergencies may warrant fund balance use that will result in unreserved fund balance falling below ten percent of regular general fund operating revenues. Authorization for such use requires a supermajority (e.g., 4-1; 4-0; 3-0 vote) of Board members present for the vote. Even in extreme circumstances, the Forsyth County Public Library will maintain unreserved fund balance of no less than five percent of regular general fund operating revenues, as recommended by the Government Finance Officers Association (GFOA).

Use of Fund Balance

Library Board authorization (simple majority) is required for the use of fund balance. Fund balance may be used for the following purposes:

1. Budgetary fund balance, which is the use of fund balance to balance the fiscal year budget when budgeted expenditures exceed budgeted revenues. The beginning budgetary fund balance for any given fiscal year should not exceed the amount of savings (primarily from staff vacancies) that can be reasonably expected during that fiscal year. The Board may authorize increases in budgetary fund balance during the fiscal year for other uses of fund balance listed below. Conversely, budgetary fund balance may decrease if unbudgeted revenues are received.
2. Encumbrances from the previous fiscal year.
3. Minor reductions in revenues occurring after the original fiscal year budget is adopted. (Significant reductions in revenues should require corresponding reductions in expenditures.)
4. Replacement of equipment, primarily capital equipment.
5. Purchases related to one-time projects or non-recurring expenditures (e.g., renovations, technology).
6. Loans to other funds (e.g., for capital expenses that will be reimbursed by a funding agency).

At the end of the fiscal year, any decrease in fund balance should not exceed the total of the authorized, one-time uses of fund balance. Generally, fund balance should not be reduced by regular operating expenses. If regular expenses do exceed revenues, a more conservative approach to budgetary fund balance should be used in the following fiscal year.

Reporting and Monitoring

Library staff shall present the Library Board with a report on the fund balance in conjunction with the annual budget recommendation and in conjunction with the annual financial audit. In addition, library staff will show the impact of budget adjustments on the budgetary fund balance prior to requesting authorization for each adjustment. Furthermore, at regular Board meetings, library staff will present a financial statement that shows fluctuations in fund balance during the fiscal year.

The library welcomes gifts and donations that are compatible with the Mission Statement of the library or that meet the selection criteria of the Materials Management Policy. The library retains unconditional ownership of gifts and donations and makes the final decision regarding the disposition of the gift or donation. The library is unable to set fair market or appraisal values.

Primary criteria for evaluation are listed below:

1. Gifts/Donations should be viewed as an addition or supplement to, not a reduction of, the operating budget of the library.
2. Acceptance of the gift/donation does not imply an obligation to a vendor or organization.
3. Gifts/Donations may not duplicate services or add coverage that cannot be maintained.
4. No gift/donation will be given to individual staff members for personal use. Individuals can accept gifts which are given specifically to them if they are used for work purposes and have a value of \$25.00 or less.
5. Consideration should be given to any space constraints, the need for identifying plaques or labels, the need for special security, and special cleaning, maintenance or insurance requirements prior to accepting gifts and donations.
6. Promotional gifts/donations such as office supplies or food coupons may be accepted for distribution to the public if there is no money involved, there are no actual food items, and library personnel distribute the items.

INTERLIBRARY LOAN

**FCPL 7/20/09
Implemented 8/1/2009**

Interlibrary Loan (ILL) is a service of the Forsyth County Public Library in which materials not owned by the library may be borrowed from other library systems in the continental United States. FCPL's Interlibrary Loan relationship with other libraries is dependent on their willingness to lend materials to us, and the lending library (the library FCPL borrows from) controls the loan conditions, including the time period of the loan. Lending libraries may require that some materials be designated as in-library use only. Certain restrictions apply on the types of materials that can be obtained.

All costs associated with Interlibrary Loan are paid by FCPL, except if the lending library requires additional charges (surcharges). If so, the FCPL patron will be contacted and given the choice to pay the charges or cancel the ILL request.

Patrons must be in good standing at the time of the ILL request (owing less than \$10.00 in fines and fees).

FCPL patrons will be assessed overdue fees for late ILL items. If an ILL item is 21 days overdue, FCPL contacts the lending library to obtain the total replacement cost, including additional fees, which is then applied to the FCPL patron's account.

FCPL patrons will be charged for lost or damaged materials, and these charges are assessed according to the lending library's policies and rules. Many lending libraries charge additional fees which can add significantly to the total replacement cost.

Fees for lost or damaged ILL materials contribute to the total amount of fines and fees on an FCPL patron's account, which may result in a patron's account being referred to a collection agency that specializes in libraries and an additional processing fee charged to the account.

Refunds will not be issued after the patron has paid the replacement cost.

INTERNET ACCESS

The Forsyth County Public Library provides free basic access to the Internet as part of its objective to serve the informational, educational, and leisure interests of the community. By combining the resources of the library with the Internet, the library offers users access to information beyond its own collection. Although currently unregulated, the Internet contains a wealth of diverse material that is personally, professionally, and culturally enriching to individuals of all ages.

DISCLAIMERS

The library has no control over information accessed through the Internet and cannot be held responsible for its content. Provision of Internet access by the library does not constitute an endorsement of any particular information contained on the Internet.

Public library computers are neither private nor secure. Users should also be aware that personal information transmitted via the Internet is not secure and could be viewed by other users.

Files downloaded from the Internet may contain a virus. The library recommends that you install anti-virus software on your computer. Although the library uses anti-virus software on the library's computers, this will not completely protect you from the chance of getting a virus.

The library has no liability for direct, indirect, or consequential damages related to the use of information accessed on the Internet from library equipment. Library patrons use the Internet at their own risk. Users are encouraged to evaluate the validity of information obtained from the Internet.

INTERNET SAFETY

Users should exercise extreme caution about revealing any personal identification information (e.g. name, address, telephone number, email address, social security number, age, or credit card number) over the Internet. Minors should NEVER disclose any personal identification information over the Internet.

If you receive an email message from a person unknown to you or from an unfamiliar email address, the best and safest policy is to delete it before opening or reading it.

Individuals must accept responsibility for determining what is or is not appropriate. The library upholds and affirms the right of each individual to have access to constitutionally protected materials and affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources. A parent or legal guardian shall supervise their children under the age of 18 at all times during use of computers to access the Internet. Parents and guardians who wish to limit or restrict what their children access must personally oversee their children's use of the Internet and other forms of electronic information. Parents and guardians are encouraged to work closely with their children in the library and particularly on the Internet. Parents are expected to monitor and supervise their children's use of the Internet in selecting material that is consistent with personal and family values and is appropriate for the age and understanding of their children. The library does not provide this monitoring and supervision.

FILTERING

All public and staff computers are equipped with filtering software designed to block access to sites that contain visual depictions and/or information which is unlawful, which may reasonably be construed as being obscene, child pornography or materials **“harmful to minors”** as currently defined by **Federal Law (47 U.S.C.A §254(h)(7)(G))**, and chat rooms.

Access to an **UNFILTERED** Internet session is available upon request to patrons with identification aged 18 or older (**O.C.G.A. §16-12-100.1(a)(5)**). **Minors**, defined as patrons under the age of 18, must complete a form, which requires the signature of a parent or guardian to request and receive an unfiltered session.

The library provides unfiltered Internet access to assure public access to informational sites that might inadvertently be screened by filtering software. It also fulfills the CIPA (Child Internet Protection Act) requirement to disable filters to adults upon request.

Patrons using unfiltered access are still expected to refrain from accessing sites that contain visual depictions and/or information which is unlawful, which may reasonably be construed as being obscene, child pornography or materials **“harmful to minors”** as currently defined by law.

In the absence of parental consent, staff can unblock a website at the request of a minor after the library makes a reasonable determination that the site does not contain obscenity, child pornography, or **“harmful to minors”** material. A staff member must monitor the use of an unfiltered session of this kind.

ACCEPTABLE USE RULES:

1. Internet computers shall not be used for illegal activities, to access illegal materials or to access materials which by local community standards would be considered **obscene (O.C.G.A. §16-12-80)**.
2. Transmitting and/or receiving obscene materials and/or child pornography are a violation of law and are not permitted under any circumstances. **Child pornography** is defined under federal and/or state law (**18 U.S.C. §2256; O.C.G.A. §16-12-100**).
3. Minors, whether or not accompanied by a parent or guardian, shall not use computers for any illegal activity, or to access illegal materials, child pornography, obscene materials, or materials “harmful to minors” as currently defined by law.
4. Users shall respect copyright laws and licensing agreements.
5. Users shall not use the library’s workstations to gain unauthorized access to the Forsyth County Public Library’s networks or computer systems or to any other network or computer system.
6. Users shall not attempt to damage or alter computer equipment or software configurations.
7. Installation, downloading, or modification of software is prohibited.
8. Prompt payment of printing and other authorized fees incurred while using library computers is required.
9. Users shall respect the privacy of other users and shall refrain from attempting to view or read material being used or printed by others, as well as from censoring or commenting on what others are viewing or printing.
10. Users are financially responsible for any charges that they may incur from their use of the Internet.
11. The staff in charge may establish the number of Internet access sessions available per day, per user. Such limitations will be dependent on facility-specific demand in order to provide access for the majority of users.

TERMINATION or PROHIBITION of ACCESS

Library staff has the authority to end a user’s Internet session if that user is violating any of the Acceptable Use Rules. The user must end the session when asked to do so.

Violations may subject a patron to criminal prosecution.

When a staff member terminates or prohibits access to the Internet, an Incident Report form must be completed.

An Internet user whose access session has been terminated or whose Internet access has been prohibited shall have the right to appeal and/or request that the Internet access privileges be reinstated. An appeal must be in writing and submitted to the library Director within five days of the termination or prohibition. Within ten days of receipt of the appeal, the library Director shall review the matter and notify the patron in writing of the decision. If the decision is adverse to the patron, the patron may appeal in writing within five days to the Library Board of Trustees, which shall thereafter consider the matter and issue its decision in writing within thirty days of receipt. No further appeals shall be considered. Temporary or permanent denial of Internet privileges at any library facility will be effective at all library facilities.

MATERIALS MANAGEMENT POLICY

**FCPL 9/21/2009
Implemented 10/01/2009**

The Materials Management Policy is the guiding philosophy which provides the basis for the systematic development of the library's collection. This policy serves the following functions:

1. To clarify the relationships among the Board of Trustees, the library staff, and the community and to establish their respective responsibilities in the selection of material.
2. To provide guidance for the materials selection team that ensures consistency in the selection of responsive collections.
3. To provide patrons with information regarding selection and withdrawal principles.
4. To provide information on the library's commitment to developing a materials collection that reflects the needs of the community.

Forsyth County residents and businesses enjoy the best of two worlds: the urban convenience and technology of metropolitan Atlanta combined with the relaxation of country living. Ranking among the fastest growing counties in the state and nation, Forsyth County is in the process of transforming from a rural, farming community where people live out their entire lives into a growing, mobile community with active civic organizations and opportunities in business, education, and recreation.

The Forsyth County Public Library has as its mission:

To provide access to materials, information, and programs delivered by a courteous and informed staff to all members of the Forsyth County community.

The following primary roles have been adopted by the library in support of its mission statement: Popular Materials Library, Preschoolers' Door to Learning, and Reference Library.

The Forsyth County Public Library Board of Trustees delegates the authority and responsibility for the selection of library materials to the library Director and, under his/her direction, to the Assistant Director and the Materials Management staff, who are experienced in the selection of print and non-print materials. Titles are carefully considered in light of budget and space constraints and the following selection or acceptance criteria:

1. Current and anticipated needs and interests of the community
2. Attention of the media and evaluation by critics and reviewers
 3. Receipt of or nomination for major awards and prizes
 4. Reputation/significance of the author, illustrator, editor, publisher, producer or performer
5. Suitability of subject, style, and format for intended audience
6. Contribution to the diversity and scope of the existing collection
7. Price of material and/or access
8. Clarity, readability, visual appeal, quality of production or ease of use
9. Accuracy of information
10. Timeliness of information including update and cumulation schedule
11. Contemporary significance or permanent value
12. Availability of materials elsewhere in the community or via Interlibrary Loan
 13. The collection will not contain titles that are adjudged obscene in Forsyth County.

The selection criteria are not listed in order of importance, and, in different situations, the number and weight of applicable criteria may vary in a professional selection decision. In order to make the best choices from the vast number of titles published, the selection team consults current demographic trends, circulation statistics and a wide variety of popular magazines and newspapers, best seller lists, radio and television programs, publishers' catalogs, announcements, and electronic databases as well as traditional library review sources. In addition, the library encourages patrons and staff to submit recommendations and offers a formal process for receipt and acknowledgment of suggestions.

The library welcomes gifts which meet these same criteria with the following limitations: (1) the library retains unconditional ownership; (2) the library makes the final decision on acceptance, use, and disposition.

The library maintains an attractive, up-to-date and useful collection which supports the mission and roles of the library. Essential materials are updated and titles which are worn, outdated or no longer in demand are removed on a systematic and continuous basis. Withdrawn materials and donations may be discarded or sold at public sale. Remainders from public sales may be donated to nonprofit organizations or county agencies. Materials which are withdrawn from the collection may not be given to individuals or businesses.

The public library should be a place where people of all ages can find information presenting all points of view on issues of importance to them. With that in mind, we seek to buy the best available materials on a wide variety of topics. The responsibility for the choice of library materials by patrons rests solely with the individual or with the parent or legal guardian of minors. Although no public area of the library is off limits to children, the library provides separate areas for adult, juvenile, and easy materials.

In addition, parents may choose to restrict the checkout privileges of their child's library card to materials that are classified as "Easy" or "Juvenile" by registering at the Circulation Desk. Staff assistance, reviews, and annotated lists are available to help parents match their stated needs with available materials.

The library encourages patrons to express interest in its collection and provides a formal review process to enable patrons to communicate their comments concerning materials to the staff and to the Board of Trustees. The Board retains responsibility for the final decision in requests for reconsideration.

The Forsyth County Public Library is a vital institution that works cooperatively with the school system and other agencies to fulfill mutual and complementary goals for its citizens. The library may assume a supplementary or a referral role for services which have been designated as the primary responsibility of other community agencies. While school media centers are expected to be the primary resource for student assignments, the library supplements the general curriculum through the twelfth grade by providing a variety of titles on popular homework topics and a wide selection of recreational reading materials for all reading levels. Since the surrounding region is rich in institutions which provide resources and services to the library's patrons for information needs and interests which fall beyond the scope of the FCPL mission, the library offers referral and Interlibrary Loan services.

MEETING ROOM POLICY

FCPL 3/16/2009
Implemented 4/1/2009

Use of the Meeting Room

The primary purpose of the meeting rooms is to provide appropriate space for library meetings and programs to support and promote the library's mission. However, when the rooms are not being used for library programs or activities, community groups and organizations may request the use of the rooms. Any group's use of the meeting rooms does not constitute the library's endorsement of that group's credentials, policies, or beliefs.

Only Nonprofit Organizations

Meeting rooms may be used for non-commercial meetings or programs. For the purpose of this policy, "commercial" means the exchange, buying, selling or promotion of goods or services with the intent of financial gain. Meeting rooms are not to be used by profit-making ventures or by representatives of profit-making companies or organizations. In determining the use of the room, the library does not discriminate against persons or groups on the basis of sex, color, race, religion, ancestry, national origin, age, or disability. The Library Board of Trustees delegates the authority to set conditions for room use to the Director. Groups must comply with all library policies and procedures.

No Commercialism or Solicitation

The public library serves a neutral position in the community, providing materials and resources for citizens' edification and enjoyment. As such, citizens are entitled to utilize the resources and facilities of the public library without intrusion of active or passive solicitation of any kind. Solicitation, other than to support the library's programs and resources, is contrary to the nature and intent of the library and interrupts the use of the library by patrons seeking an appropriate atmosphere for reading, self-education and research. No fees may be charged for admission or services nor donations solicited.

Rules for Meeting Rooms

1. Meeting rooms will be available for public use at times posted in the branches and on the Meeting Room Use form. Scheduled events may be pre-empted in the event of a special election, as the meeting rooms are designated polling sites in the county. Library staff will give reasonable notice if it is necessary to cancel or change a reservation.
2. Meeting rooms may be reserved up to once a week from August 1st through May 31st. Meeting rooms are not available during the library's Summer Reading Program in June and July.
3. Meetings, including setup, must be held during posted hours for meeting room use. Meetings must end 30 minutes before the library's posted closing time.
4. Meeting rooms must be reserved in advance on a first-come, first-served basis. An adult who is an FCPL card-holder must serve as the group contact.
5. The group contact will be required to sign a Meeting Room Use contract and will be responsible for the organization's activities, including costs to repair damage incurred during use by the group.

6. Youth organizations must have one adult present at all times for every 10 children present.
7. Meetings, programs, or activities must not interfere with or be disruptive to regular library operations (e.g., noise, overcrowding, or parking). (Refer to the Patron Behavior Policy).
8. The library reserves the right to immediately terminate the meeting, program, or activity and to refuse future reservations in the event that the group does not follow all rules included in this policy and in the Meeting Room Use form.
9. All groups must enter and exit through the main entrance of the library except in emergencies.
10. Storage of supplies or equipment belonging to meeting room users is not permitted.
11. Nothing may be attached to walls, ceilings, doors, or furniture of any of the rooms.
12. No signs or posters promoting a meeting or program may be placed anywhere in the library or on the grounds of the library.
13. Furniture may not be moved in or out of the meeting room.
14. Forsyth County Public Library is a tobacco-free facility.
15. No alcoholic beverages are allowed.
16. Groups are prohibited from making statements in their advertising or meeting announcements that suggest the library's sponsorship or endorsement. Neither the name nor the address of the library buildings may be used as the official address of the headquarters of an organization.
17. Meeting room reservations are not transferable from one group to another.
18. Attendance must not exceed posted capacity of the rooms.
19. Light refreshments such as coffee, tea, juice, soft drinks, pastries, or fruit are permitted. Other food products must be approved in advance.
20. The library staff reserves the right to enter the meeting rooms at any time.

NAMING OF BRANCHES

FCPL 7/1/1996

As future branches are added, they will be named for the geographical area in which they are located, or which they serve. Parts of the county with a mailing address that does not reflect the service area, or that are known by a name which is not used by the post office, pose a unique problem. In those cases, the Library Board may name the branch for a historical site, geographical feature or the commonly used name.

The Library Board can, by Board action, honor organizations or individuals who have contributed financially to the library or have had contributions donated in their name, with plaques displayed in the building.

Rooms or areas of the library can also be named after individuals or organizations by Board action. This is usually done when a financial contribution is significant and results in an endowment or funding of a major portion of an addition or new building.

Operating Hours and Closings

**FCPL 7/20/09
Implemented 8/1/2009**

Hours of operation and holiday closings for all branches of the Forsyth County Public Library are established by the Library Board of Trustees.

Additional closings specified only by the authority of the Director or staff designated by the Director include, but are not limited to, the following:

1. A facility may be closed when the temperature of the facility falls below 66 degrees or exceeds 84 degrees.
2. A facility may be closed due to inclement weather.
3. A facility may be closed for staff training or required computer or facility maintenance.
4. A facility may be closed for the loss of electrical power or essential utilities.
5. A facility may be closed for safety or security concerns.

PATRON BAD DEBT WRITE-OFF

FCPL 5/21/07

In order to accurately represent accounts receivable on its financial statements, the Forsyth County Public Library will write off any patron debts that have not been collected in a rolling three-year cycle despite established collection efforts. On an annual basis, library staff will identify the accounts eligible for deletion and present the recommended write-off amount to the Library Board for approval. Staff will implement the write-offs prior to the end of each fiscal year and maintain appropriate accounting records.

PATRON BEHAVIOR

**FCPL 3/16/2009
Implemented 4/10/2009**

Forsyth County Public Library welcomes everyone to use the library for its intended purposes.

To ensure the safety and comfort of the library's users, patrons are expected to be respectful and courteous to library staff and other patrons.

When the behavior of a patron constitutes a disruption which interferes with the use of the library, library staff will take one or more of the following steps, as appropriate to the situation:

- Issue a verbal warning
- Ask the patron to leave the library for the remainder of the day
- Call law enforcement
- Restrict library privileges for a specific amount of time, to be determined by the severity of the infraction and any history of previous disruptive behavior

Parents or legal guardians are responsible for the behavior of their children. A staff member may intervene with a child in order to prevent injury or property damage. In the case of a juvenile (any patron under 18) unaccompanied by an adult who is causing a disruption which interferes with other patrons or staff members, staff may elect to call the parent or legal guardian and bar the juvenile from the library unless accompanied by a parent or legal guardian.

Disruptive behaviors include, but are not limited to, the following:

- Any act or conduct in violation of Federal, State, or local law, ordinance, or regulation
- Any act or conduct in violation of other Forsyth County Public Library policies
- Use of abusive or obscene language toward staff or other patrons
- Unreasonable level of noise
- Running, pushing, or fighting
- Loitering
- Inappropriate public display of affection
- Skateboarding or skating on premises
- Misuse of restrooms
- Willful damage to library property
- Failure to comply with a reasonable staff request

A. Purpose

The purpose of this policy is to ensure that library funds are spent with the highest level of fiduciary responsibility to funding organizations and the citizens they represent.

B. Applicability

This policy will govern all acquisitions of the Forsyth County Public Library except for those items specifically exempted.

C. Ethics

Employees governed by this Purchasing Policy must also abide by library guidelines relating to business ethics and professional conduct, as outlined in the library's Personnel Policy Manual.

D. Authority for Purchasing

The Assistant Director for Support Services is the authorized purchasing agent for the library. This responsibility may be delegated to positions within the Support Services department. In addition, the Director and the following positions are authorized to make designated purchases:

Assistant Director for Information Technology or his/her designee may have authority to purchase technology equipment necessary to maintain the computer infrastructure of the library.

Assistant Director for Materials Services or his/her designee may have authority to purchase library materials and negotiate contracts for leased library resources.

Assistant Director for Planning and Facilities or his/her designee may have authority for contracts and purchases related to the maintenance of buildings and planning for new construction or renovations.

Assistant Director for Public Services or his/her designee may have authority to purchase specialized training and programming supplies and secure registrations and travel reservations.

All positions with authorized purchasing authority must adhere to the purchasing policy and maintain documentation that the policy was followed. Failure to follow the policy may result in revocation of purchasing authority.

The Assistant Director for Support Services or his/her designee is authorized to periodically verify purchases have been conducted within the limits of the policy.

E. Budgeted Expenditures

It is the responsibility of authorized purchasers to ensure all purchases are consistent with and support the current approved budget prior to committing funds.

F. Purchasing Procedures

The Assistant Director for Support Services is authorized to establish and enforce procedures to 1) ensure this policy is followed in all purchasing categories and departments, 2) provide staff with instructions for carrying out purchasing tasks, and 3) ensure a strong internal controls environment.

G. Disclaimer of Responsibility for Improper Purchasing

The Library Board may disclaim responsibility and liability for any expenditure or agreement for expenditure arising from a procurement made in its name by an unauthorized person or any person acting outside this Policy or the authorization or delegation as provided in this Policy. The expense of any such disclaimed transaction will become the personal liability of the individual who acted improperly.

H. Exemptions

The following supplies and services are exempt from this policy:

1. Library materials in all formats including books, periodicals, media, and database subscriptions;
2. Real property, real estate brokerage and appraising, abstract of titles for real property, title insurance for real property and other related costs of acquisition of real property;
3. Purchases between governments and/or nonprofit organizations;
4. Dues, memberships, and subscriptions;
5. Utilities including but not limited to electricity, water, sanitation, and communications;
6. Professional services including but not limited to medical, legal, architectural, accounting, security, engineering, and program performers;
7. Training, travel, lodging, or meal expenses (see Travel Regulations);
8. Legal or employment advertisements;
9. Any item on county, state, or federal contract; and
10. Artwork for public places.

I. Methods of Source Selection

The following thresholds will be used in determining source selection method:

Purchases greater than \$0 but not greater than \$1,500 - authorized staff members may acquire goods or services using their best judgment as to source.

Purchases greater than \$1,500 but not greater than \$5,000 - authorized staff members will obtain at least two verbal quotes.

Purchases greater than \$5,000 but not greater than \$20,000 - authorized staff members will obtain at least three written quotes.

Purchases greater than \$20,000 - Assistant Director for Support Services or their designee shall obtain goods and/or services through sealed, written bids or

proposals. The Assistant Director for Support Services is authorized to negotiate the final purchase price with the most responsive and responsible vendor. Final award of purchase shall be made by Library Board.

Exceptions: Any goods or services available for purchase under county, state or federal contract will not require the above source selection criteria. However, the library Director will approve all vehicle purchases regardless of source.

The requirements for each threshold should be adhered to if at all possible. In the event the required number of responses is not received, steps taken to follow the policy will be documented. In this case, the Assistant Director for Support Services has authority to award the purchase to the most responsive and responsible vendor.

Should additional goods or services be required within six (6) months of an original purchase made in compliance with this policy, these additional goods or services may be obtained from the same vendor provided original prices and terms are still offered.

J. Contract Approvals

All contracts shall be reviewed and approved as to form by an attorney prior to execution on behalf of the library. A contract shall conform to State and Federal law and to library policies. They shall otherwise contain such provisions as are reasonably necessary to protect the interests of the library. Contracts may be signed by the library Director. Contracts will be awarded in one-year increments.

K. Contract Renewals

Contracts awarded can be renewed for a maximum of two additional years barring poor contract performance, significant changes in the contract requirements, or proposed increases that exceed the annual consumer price index (CPI). If any of these situations occur, a new vendor will be selected using criteria included in Section I. Contracts originally approved by the Library Board will require reaffirmation.

Any multi-year contract must include an option to terminate the contract without penalty if funds are not available for appropriation.

L. Sole Source

A sole source purchase exists when only one source is able to fill requirements for the intended use. Standardization or compatibility with existing equipment for repair purposes may require a sole source purchase, depending on the intended use. Preference for a particular brand does not constitute a valid reason for sole source.

M. Emergency Purchases

Emergency purchases may be made under the following conditions:

1. When there is a threat to the health, welfare, or safety of patrons or employees;
2. When there is a threat to the soundness and integrity of private property;
3. When there is a threat to the delivery of essential services; and

4. When there is a threat of significant disruption to office procedures and normal operations that is not the result of poor planning.

For those purchases where the cost is less than \$10,000 and the purchase does not follow standard purchasing procedures of obtaining competitive quotations (i.e., sole source and emergency purchases as described in L and M above), written justification from the head of the requesting department and approval by the Assistant Director for Support Services and the library Director is required prior to purchase.

For those purchases where the cost is \$10,000 or more and the purchase does not follow standard purchasing procedures of obtaining competitive quotations (i.e., sole source and emergency purchases as described in L and M above), written justification from the head of the requesting department and approval by the library Director and the Chair of the Library Board is required prior to purchase.

N. Grants

All purchases made under a specific grant (e.g., state, federal, private) shall be in compliance with requirements of that grant and/or funding agency, as detailed in grant awards and other agreements. If in conflict with this policy, official grant documents or funding agreements will prevail.

O. Construction Projects

All construction projects will follow Forsyth County Government's purchasing policies and procedures and will be coordinated with the Forsyth County Purchasing Department. Approval by the County Manager and/or Board of Commissioners may be required by Forsyth County Government's policies and procedures.

Exceptions: The library has the authority to purchase construction-related items or services (e.g., furniture) under state or federal contract without prior approval from Forsyth County Government, assuming purchases are in compliance with the established construction budget.

QUIET ROOMS

**FCPL 5/18/2009
Implemented 6/1/2009**

While providing a welcoming environment for all, the library recognizes that patrons have differing expectations for an acceptable level of noise in a public setting. Therefore, a separate Quiet Room is available at each branch to provide patrons a more tranquil alternative to the main areas. In Quiet Rooms, patrons are asked to refrain from all conversations and to silence all cell phones, pagers, and electronic devices.

SMOKING

**FCPL 9/21/2009
Implemented Oct. 1, 2009**

Forsyth County Public Library complies with the Georgia Smokefree Air Act of 2005 and the Forsyth County Smokefree Environment Policy.

All library buildings and library vehicles are designated as smoke-free and tobacco-free areas. In addition, neither smoking nor tobacco use is permitted within 50 feet of any library entrance or exit, on loading docks, in courtyards, or in any of the demonstration gardens on library grounds. Smoking in private vehicles is permitted.

This policy applies to the use of any tobacco product, including smokeless tobacco, and applies to both employees and visitors of the library.

SOLICITATIONS FOR CHARITY OR SUPPORT

**FCPL 8/2002
Implemented 10/1/2002**

Citizens are entitled to visit the public library without the intrusion of personal or passive solicitation, which may imply an obligation to contribute.

Solicitation activities are prohibited in public areas of the library buildings and property, including, but not limited to, sales of goods or placement of receptacles for the collection of goods or money. The solicitation of names or personal information of those attending meeting room functions is also prohibited.

Because libraries serve as voter registration sites, soliciting for votes on behalf of or against political candidates or issues is also prohibited.

STAFF-FACILITATED TOURS

**FCPL 9/21/2009
Implemented 10/1/2009**

Classes or groups in Forsyth County are welcome to request a staff-facilitated introduction to the library. Tours are dependent on staff availability and must be scheduled and confirmed with library staff at least two weeks in advance. Tours are offered to a class or group once per year. Classes and groups are welcome at any time to use the library on their own. All groups must have at least one adult accompanying every ten children. Total group size should not exceed thirty.

UNATTENDED CHILDREN

FCPL 11/01/2009

Forsyth County Public Library welcomes visitors of all ages to use its materials, programs and resources. However, caregivers must be mindful of the fact that the library is an open, public building. The well-being and safety of young children left alone raises serious concerns. Caregivers are responsible for the safety, behavior, and supervision of children at all times in the library and on library property. Library staff cannot assume responsibility for any child, even for a very short period of time.

Children ages 8 and under should not be left alone in the library. Parents, guardians, or caregivers must remain within sight or sound range of their children at all times to ensure safety and appropriate behavior. A caregiver must accompany children attending preschool story times or family programs. Caregivers must be 13 or older, able to effectively supervise young children, and must be willing and able to provide contact information for a parent or guardian upon request. If library staff deems a child of any age to be in need of supervision and no parent or guardian can be located or contacted, law enforcement will be called.

Public announcements are made throughout the last open hour of each business day to remind all patrons to arrange for their rides home **prior** to the library's closing. If a child under 13 is left unattended after the library closes, staff will attempt to contact a parent or guardian, and if unable to do so, they will call law enforcement in accordance with library procedures. The library will make no determination as to the suitability or authority of anyone arriving or being contacted to transport a minor from library grounds or for minors leaving library grounds. Library staff members are not permitted to transport any minor to another location.

VOLUNTEER PROGRAM

**FCPL 9/21/2009
Implemented 10/1/2009**

The Forsyth County Public Library (FCPL) recognizes and appreciates the valuable contribution that volunteers make as they assist library staff in serving the Forsyth County community. The Volunteer Program is intended to supplement the efforts of paid library staff, and not to replace staff. Services provided by volunteers aid the library in making the best use of its fiscal resources.

Definition

A volunteer is a person who contributes his/her time, energy, and talents and performs tasks or services of his/her own free will, without expectation or receipt of wages, benefits, or compensation of any kind. Volunteers are not eligible to receive workers compensation benefits for any injuries sustained while functioning as a volunteer. Nothing in this policy shall be deemed to create a contract between the volunteer and FCPL, and both the volunteer and FCPL have the right to end the volunteer's association with the library at any time, for any reason, with or without cause.

Program Administration

The Support Services Department is responsible for administering FCPL's Volunteer Program and implementing procedures for recruitment, screening, selection, training, evaluation, retention, and release of volunteers. Applicants for volunteer assignments are selected based on their qualifications in relation to the library's operational needs and on their ability to commit to a consistent schedule of volunteer hours. Volunteers may be assigned to help with short-term projects, events, or seasonal activities. Volunteers may also be assigned to assist library staff on a regular, ongoing basis. All library volunteers are required to pass a background check. The library maintains the right to deny a volunteer position to anyone it feels is unsuitable for any reason. The library does not offer court-ordered community service hours.

Expectations

Because volunteers are viewed by the public as representatives of the library, they are expected to uphold the library's mission, to reflect positive customer service attitudes to patrons, and to help maintain the library's image in the community. Volunteers are expected to conform to all library policies and rules, including those pertaining to patron privacy and confidentiality.

Consideration for Employment

If a paid library position should become open, volunteers may apply and be considered under the same conditions as other outside applicants.

The Forsyth County Public Library provides free filtered wireless/wired Internet access for Forsyth County Public Library cardholders.

The library has no control over information accessed through the Internet and is not responsible for its content. Provision of Internet access by the Library does not constitute an endorsement of any particular information contained on the Internet.

Network Security

Wireless/wired signals can be intercepted. Use of wireless/wired Internet in the public library is neither private nor secure. Users should be aware that personal information transmitted via the Internet is not secure and could be viewed by other users.

The library is not responsible for any personal information that is compromised, or for any damage caused to hardware or software due to electrical surges, security issues or consequences caused by viruses or hacking. All wireless/wired access users are individually responsible for maintaining up-to-date virus protection on personal laptop computers or wireless/wired devices.

Network Availability

Personal laptop network use is “as is” and “as available.” Random loss of signal is not preventable. The library is not responsible for loss of personal data or damage to personal equipment due to loss of wireless/wired signal.

Limitations on Use:

Filtered wireless/wired access is available to library cardholders. Guests must use library provided computers to access the Internet. Wireless/wired users agree to abide by the library’s Internet Policy and Acceptable use Rules while using the library’s wireless/wired network.

Adult users or juveniles with permission must use a computer provided by the library to obtain *unfiltered* access to the Internet.

Personal Equipment Security

The library is not responsible for theft of or damage to personal equipment brought into the library.

Support

Users are responsible for configuring their own equipment. The library does not provide technical support for establishing or maintaining a connection nor equipment configurations. The library is not responsible for any changes made to an individual computer’s settings and does not guarantee that a user’s hardware will work with the library’s wireless/wired connection.

Filtering Statement

All wireless/wired Internet access is equipped with filtering software designed to block access to sites that contain chat rooms, visual depictions and/or information which is unlawful, or which may reasonably be construed as being obscene, child pornography or materials “harmful to minors” as currently defined by Federal Law (**47 U.S.C.A. §254(h)(7)(G)**) .

Access to an unfiltered Internet session is available upon request to patrons with identification aged 18 or older (**O.C.G.A. §16-12-100.1(a)(5)**) only on library provided computers. Minors, defined as patrons under the age of 18, must complete a form, which requires the signature of a parent or guardian, to request and receive an unfiltered session.

The library provides unfiltered Internet access to assure public access to informational sites that might inadvertently be screened by filtering software. It also fulfills the CIPA (Child Internet Protection Act) requirement to disable filters to adults upon request.

Acceptable Use Rules

1. Wireless/wired access to the Internet shall not be used for illegal activities, to access illegal materials or to access materials which by local community standards would be considered obscene (**O.C.G.A. §16-12-80**).
2. Transmitting and/or receiving obscene materials and/or child pornography are a violation of law and are not permitted under any circumstances. Child pornography is defined under federal and/or state law (**18 U.S.C. §2256; O.C.G.A. §16-12-100**).
3. Minors, whether or not accompanied by a parent or guardian, shall not use wireless/wired Internet access for any illegal activity, or to access illegal materials, child pornography, obscene materials, or materials “harmful to minors” as currently defined by law.
4. Users shall respect copyright laws and licensing agreements.
5. Users shall not use the library’s wireless/wired access to gain unauthorized access to the Forsyth County Public Library’s networks or computer systems or to any other network or computer system.
6. Users shall not attempt to damage or alter library equipment or software configurations.
7. Prompt payment of printing and other authorized fees incurred while using wireless/wired access computers is required.
8. Users shall respect the privacy of other users and shall refrain from attempting to view or read material being used or printed by others, as well as from censoring or commenting on what others are viewing or printing.

9. Users are financially responsible for any charges that they may incur from their use of the Internet.
10. The staff in charge may establish the number of wireless/wired Internet access sessions available per day, per user. Such limitations will be dependent on facility-specific demand in order to provide access for the majority of users.
11. Users must be seated at tables or chairs provided by the library while using wireless/wired Internet access.

Termination or Prohibition of Access

Library staff has the authority to end a user's Internet session if that user is violating any of the Acceptable Use Rules. The user must end the session when asked to do so.

Violations may subject a patron to criminal prosecution.

When a staff member terminates or prohibits access to the Internet, an Incident Report form must be completed.

An Internet user whose access session has been terminated or whose Internet access has been prohibited shall have the right to appeal and/or request that the Internet access privileges be reinstated. An appeal must be in writing and submitted to the library Director within five days of the termination or prohibition. Within ten days of receipt of the appeal, the library Director shall review the matter and notify the patron in writing of the decision. If the decision is adverse to the patron, the patron may appeal in writing within five days to the Library Board of Trustees, which shall thereafter consider the matter and issue its decision in writing within thirty days of receipt. No further appeals shall be considered. Temporary or permanent denial of Internet privileges at any Forsyth County Public Library facility will be effective at all library facilities.