I. WHO MAY USE THE LIBRARY

A. Any Harnett county resident may apply for a library card if he or she can show adequate and accurate identification. A current North Carolina Drivers License is sufficient, provided it shows the prospective patron’s current mailing address. Any person under the age of 16 wishing to be issued a library card requires a parent present to give a staff member verbal permission before that card will be issued. Persons also eligible for membership are those who meet any of the following criteria: attend school in Harnett County, do business in Harnett County, own property in Harnett County, or live in a contiguous county.

B. The library reserves the right to deny or curtail its use and services to groups or individuals making excessive demands. Such demands may include those made by students, sweepstakes contestants, and others whose demands for staff time, available materials, or space would prohibit attention to other individuals and groups.

C. The library reserves the right to limit the number of items borrowed by one person at any time. First time borrowers may check out two items. After the initial transaction, limits are minimal and are outlined further in this Manual. The Library also reserves the right to limit the number of items in certain heavily used subject areas, as well as in areas where the collection is limited.

D. Telephone questions will be answered as soon as possible, but persons who are physically in the library will have first priority. Student requests involving extensive research will not be accommodated over the telephone. Library staff will not provide cross-reference services for telephone requests that originate outside the county.

E. Library staff will not answer any request for information about library patrons.

F. The use of the library or its services may be denied for due cause. Such cause may be failure to return books or pay penalties, destruction of library property, disturbance of other patrons, violation of the Disruptive Behavior Policy, or any other objectionable conduct on library premises.

G. Any library may use Harnett County Library’s materials at any time, provided they specifically request material through standard Interlibrary Loan procedures.
II. SERVICES OF THE LIBRARY

A. The Library Director and staff will select from the mass of available materials, and organize for easy access those materials which they feel best meet the needs of the entire Harnett County Library System’s clientele.

B. The library staff will provide guidance and assistance to people in obtaining the information they seek, regardless of whether the patron discloses their reason for wanting said information and also regardless of whether the staff approves of either the enquiry or the patron.

C. The library staff will cooperate with other community agencies and organizations to accomplish the following:
   1. Determine and help meet the continuing educational needs of the community
   2. Help groups with their programs, through such services as special bibliographies, materials, audiovisual equipment, and exhibits.
   3. Cooperate with other educational entities in providing continuing education opportunities
   4. Support the literacy program. As space permits, reading tutors and students may make arrangements to utilize the public library as their learning lab, during regular library hours open to the public.

D. The library staff will initiate programs, exhibits, book lists, etc., to stimulate the use of the library’s materials for the enlightenment of people of all ages.

E. The library accepts a responsibility for securing information beyond its own resources by borrowing for patrons with serious interest certain nonfiction materials which the library does not own and cannot purchase, or materials for which demand does not justify their purchase. The library will adhere to the policies and procedures set forth in the Interlibrary Service Procedures in North Carolina and ALA General Interlibrary Loan Code. The library will lend to other libraries materials which are requested for patrons with serious interests and which are not available in the borrowing library.

F. The library will endeavor to maintain a balance in its services to women, men, young people, and children. The public library will cooperate with schools or other institutional libraries. The public library cannot take the place of, nor perform the same functions as the aforementioned libraries, as they are designed to meet curriculum needs.

G. The purpose of the Children’s Department of the Harnett County Public Library is to meet the informational, recreational, and cultural reading needs and potentials of children in Harnett County from preschool until age 14. Books and non-print materials chosen should reflect both the general demands of the majority of
children and the special demands of children with special needs, problems, or interests.
The Children’s Department serves as a resource collection for the municipal libraries in the county system and supplies books to daycare centers in Harnett County through the outreach program.

H. Library services will be provided during the hours which best meet the needs of the citizens of the county and can be reasonably provided by the available staff. As of July 1st, 2015, those hours are as follows:

- Monday 9:00 – 8:00
- Tuesday 9:00 – 8:00
- Wednesday 9:00 – 8:00
- Thursday 9:00 – 8:00
- Friday 9:00 – 5:00
- Saturday 9:00 – 1:00

The staff reports to the library on flexible schedules approved by the Library Director. Evening and Saturday morning hours are covered by two or three staff members, with dates assigned on a rotating basis. These persons take compensatory time off during the week that they work nonstandard hours.

I. Periodic (annual) review will be made of library programs and services to determine whether the needs of the communities indicate the present services and programs should be continued, discontinued, revised, increased, or supplemented.

J. The library also maintains a photocopier for the convenience of its patrons. Instructions for its use are posted, but library staff are all trained to operate and can assist patrons if requested. Fees are 10 cents for 8 ½” x 11” and 8 ½” x 14” black and white copies, twenty cents for 11” x 17” black and white copies, and one dollar for 8 ½” x 11” color copies, where applicable.

K. The library can receive facsimile (FAX) transmissions for patrons via its dedicated telephone line; the transmissions are printed, and the receiving customer is charged according to County policy.

L. Fees for printing at the public access computers are the same as the fees for using the copier.

III. HOW MATERIALS ARE SELECTED

The selection of books and other materials is ultimately the responsibility of the Library Director, although suggestions for purchase are sought from the staff, who carefully review the professional literature while weighing what they know of the community’s needs and interests. Patrons may also make specific requests; the patron should fill out a Request for Purchase Consideration form like the one included in Appendix V.
A. Adult materials must possess at least some of the following attributes:
   - Educational significance
   - Value in balancing the existing collection
   - Reputation and significance of the author, editor, compiler, publisher, or producer
   - Clarity, adequacy, and scope
   - Accuracy, validity, and objectivity
   - Readability and comprehensibility
   - High degree of user appeal
   - Good quality format, i.e. large print for vision impaired patrons
   - Significance of subject
   - Informative point of view
   - Current interest or relevance
   - Effectiveness in presentation
   - Literary excellence
   - Cost compared to other formats
   - Availability in the system
   - Representation, when possible, of all sides of controversial issues
   - Status as collectors' items (these will not be purchased but will be screened for when gifts are received)

B. Children’s (Juvenile) materials

   The children’s collection will contain, in addition to children’s books, adult books regarding children’s literature and storytelling for the use of parents and other adults interested in working with children. This material includes, but is not limited to, the history of children’s literature, information on children’s authors and illustrators, and the bibliographic tools and professional materials necessary to maintain a balanced children’s collection.

   Curricula-oriented material to meet school curricula demands will be considered and purchased when it does not obscure the public library’s general contribution to the community and when it does not substitute for the use and development of school libraries.

   Books selected for purchase are chosen by the Children’s Librarian on the basis of their literary and artistic merit, their contribution to the balance of the total collection, and the availability of funds for their purchase.
The Harnett County Public Library accepts donated materials or funds to purchase materials as gifts or memorials. The Technical Services staff, the Children’s Librarian, or Library Director may determine suitability of their content, skill required for reading and interpretation, and the technical quality of the material.

Standard reviewing media and selection tools such as the *School Library Journal*, *Book List*, *Horn Book*, and publishers’ catalogs are used to evaluate books and other media for original purchase and replacement.

Textbooks are purchased only when information is not available in any other form. The goal of the public library is to supplement textbooks by providing materials which will help broaden interest sparked by the use of textbooks.

Books which are recognized as children’s classics and which are of considerable library merit are retained in the collection despite containing certain words, phrases, or episodes which may be considered controversial.

Current books which are well written and authentically portray a time period, incident, or way of life are accepted despite their occasional use of nonstandard vocabulary provided that the overall quality of the book maintains the standards established for the Children’s Collection.

Gift books must meet the same standards for inclusion in the collection as books that are specifically purchased with library funds.

Duplicate copies are purchased when demand is high enough to justify their purchase. Damaged or lost titles are not automatically replaced, but are reevaluated as to use, timeliness of material, and overall quality.

**C. Young Adult materials**

The same criteria are considered for Young Adult material as for the Adult collection, but with the focus on the experience and maturity of young people. Selection of Young Adult materials is also based on recommendations of standard reviewing sources for the young.

Each book will be considered in relation to the collection and for the young people for whom it is intended. Each book will be judged on its own merits.

**D. Self-Published Works**

Self-published books are considered on a case-by-case basis, when they fit the scope of the Library’s collection and meet our selection criteria as outlined above. A positive review in one or more of the major review journals, such as *Library Journal*, *School Library Journal*, *Kirkus Reviews*, *Booklist*, and/or *Publisher’s Weekly* is the best way to bring a title to the Library’s attention. Library staff is more likely to consider the addition of a self-published book if it has been reviewed in a major journal.

**E. Periodicals**
Periodicals are added to the collection on the basis of relevance and community interest.

F. Technology

Technology is selected upon usefulness, interest, permanence, and the broadness of its implications and performance.

G. Audiovisual Material

Audiovisual material is added to the Library’s collection with consideration to patron demand and budget constraints. The Library acquires this material primarily in the most popular format.

IV. BOOK CENSORSHIP

The Library Director and staff attempt to choose the best materials available. The Harnett County Public Library subscribes to the Freedom to Read Statement prepared by the American Library Association and the American Book Publishers’ Council (this statement appears in its entirety as Appendix III of The Harnett County Public Library Service Policy).

A. Reconsideration of Library materials

A patron or group finding some specific book or author objectionable or unsuitable for circulation will need to initiate the following procedure:

1. Request the Library Director to supply a Patron’s Request for Reconsideration of Library Material (reproduced in Appendix V).

2. Submit the Request, after which at least three library staff members will read the material and reviews will be researched. The Request will be presented to the County Library Board of Trustees along with the book in question at their next regular meeting. The Library Director and Library Board of Trustees will arrive at a decision that is based on the methodical study of the professional reviews of the work in question, the opinions of the staff, and the opinions of the Trustees.

3. Action will be taken. Either the material will be withdrawn as no longer suitable for the library’s collection, or it will be returned to the shelf.

4. The individual or group who made the initial Request will be officially notified of the decision of the County Library Board of Trustees and the Library Director. All library patrons shall have full access to the library collection. Library personnel may attempt to dissuade a young patron who has chosen a book obviously beyond his or her comprehension, but if that young patron insists upon checking out that specific book, the library staff member cannot be held responsible in any way. Library materials are not marked or identified to show approval or disapproval of the contents, and no materials will be sequestered except for the express purpose of
protecting that material from mutilation or theft. Responsibility for the reading material of minors rests solely with their parents or legal guardians. Selection of adult materials will not be limited by the possibility that they may come into the possession of minors.

V. GIFTS TO THE LIBRARY

Gift material will be accepted with the understanding that the books or materials may be added to the collection, sold, exchanged, given to other libraries, or discarded. Gift items will be added to the collection in normal sequence because separate collections limit use by the public and complicate the location of materials. Gift items will be acknowledged and may be designated by a bookplate.

- RESTRICTED GIFTS are those to which the donor has attached terms, conditions, and purposes. These may be quite specific, such as in the case of funds “for the purchase of the 1900 Census for North Carolina” or very general, as “for books on CD”.
- NONRESTRICTED GIFTS are those to which the donor has not attached terms, conditions, or purposes.

It is the prerogative of the library to accept or reject any gift. Gifted cash may be spent without budgeting or appropriation. If restricted, a check or cash must be spent according to the donor’s conditions. If not restricted, gifted cash may be spent on authorization of the Library Board of Trustees within the scope of its statutory authority for any library need, in accordance with Harnett County’s policy regarding gifts.

A. MATERIALS OF PREDERTERMINED VALUE (In Memory of, In Honor of, and other gifts)

1. Patrons wishing to make arrangements to purchase or to give new library material should be referred to the Technical Services staff or the Library Director, whether for in person, telephone, mail, or email inquiries.

2. A Gift or Memorial Material Request form should be completed before the patron leaves or hangs up the phone. Patrons may request a specific title or form of information or they may suggest certain subjects or areas for selection by library staff. They may give money at the time of inquiry, send money in an amount they determine, or request to be billed for the amount of the purchase.

3. If a donor needs a suggestion for a gift, the Library Director can refer this request to Technical Services. If new material is given instead of money, that material along with the Gift Form is sent to the Technical Services department.

4. The Technical Services staff or Library Director immediately sends the proper recognition form to the donor, to the family of the deceased, or the person being honored, and to any others noted on the Form.
5. If material needs to be ordered, the Technical Services staff will order the material. If the donor is to be billed, this will be done at the time material is ordered.

6. Checks or cash are to be deposited in the library’s Gift Fund.

7. When the material arrives, a gift plate is affixed and the items are sent on for cataloging and processing in the normal manner.

8. After all procedures are completed, Technical Services sends the completed Gift Form to the Circulation Librarian who adds it to the computerized database of memorial gifts.

B. HISTORICAL AND OTHER VALUABLE ITEMS
   Items of historical or community interest will be referred to the Library Director for consideration. The Library Board of Trustees and the Library Director will be responsible for recommending the acquisition of the material and will follow through on the proper handling of the items.

C. MATERIALS OF UNDETERMINED VALUE
   This group of gifts represents the greatest volume of gifts received by the Harnett County Public Library.

D. USED MATERIALS.
   1. No used gift materials requiring pick up service will be accepted sight unseen
   2. Final decisions on acceptance of used gift materials rests with the Library Director and the Technical Services staff. All used gift material questions should be referred to the Cataloging department and Library Director.

E. UNORDERED NEW ITEMS
   1. When unordered new gift materials are received through the mail, they go to the Technical Services Department which acknowledges their receipt.
   2. When unordered new materials are accompanied by an invoice or a notice of billing, they will immediately brought to the attention of the Library Director so that a decision can be made at once about their return.

F. INCOME TAX DEDUCTIONS
   The following applies when, and only when, a patron requests a receipt indicating monetary value of the gift material they have voluntarily presented to the library.

   A Gift Form (included in Appendix V) is given to the donor, thanking her for the gift, and she is advised to fill in the form herself and assign a monetary value to the gift.

   A Form Letter for Gifts is also included in Appendix V.

VI. COLLECTION MAINTENANCE
Harnett County Public Library recognizes the need for continuous evaluation of its collections in response to the changing nature and needs of the community it serves. This necessary collection maintenance is accomplished through the deaccessioning, replacement, and duplication of its titles.

DEACESSIONING, a.k.a. weeding, is a necessary adjunct of selection. The criteria applied to acquisitions form the basis for weeding the collection.

Materials are regularly discarded from library collections for many reasons. They are withdrawn because they are out of date, because they are so badly worn or damaged that they cannot be repaired, because replacement is cheaper than repair, or because they were once popular but are no longer used. Space, cost of replacement, and appearance of the collection are also factors in the weeding decision. Although the library tries to have copies of all standard and important works, it does not attempt REPLACEMENT of every copy that is withdrawn due to loss, damage, or wear. Community interest and the availability of newer or other format materials are the primary considerations in replacement. Since books rapidly go out of print, many specific titles simply cannot be replaced. Withdrawn materials may be sold at a public sale by the Friends of Harnett County Public Library, and proceeds used to purchase additional materials.

The library gives serious consideration to the number of requests for an item as a guide for DUPLICATION. Since duplication must not be at the expense of important but less in-demand materials needed for the permanent collection, popular demand, importance of the material, and budgetary limitations will be the determining factors.

Since the problems of mutilation, damage, and loss of library materials occur regularly in all libraries, it is necessary to establish guidelines to ensure that library services will not be impaired.

A. DEFINITIONS

The terms MUTILATION, DAMAGE, and MISSING are defined as follows:

- MUTILATION – the wanton removal of pages or parts of pages from library materials. Writing or marking in books. Biting of DVDs or CDs.
- DAMAGE – wear on library materials caused by negligence of the user, or normal deterioration due to heavy use by many patrons.
- MISSING – absence of library materials which are not checked out and cannot be located through a systematic search of the collection.

B. WHY THERE ARE GUIDELINES FOR REPLACEMENT OF MATERIALS

The specific purpose of the guidelines regarding mutilation and damage to materials are as follows:
1. To reduce the occurrence of abuse through user education, improved loan services, adequate copies for heavily used materials, the reserve book system, security check, and faculty cooperation.
2. To establish procedures for reporting and recording damaged books and materials.
3. To act promptly in replacing or repairing materials.
4. To improve the cooperation among all agencies using county-owned books and materials.
5. To develop statistical reports required for anticipating needs of seasonal materials, such as predictable topics for term paper research.

C. GUIDELINES FOR REPLACING MATERIALS
1. The initial handling of mutilated or damaged library materials is that the Circulation Librarian or shelver places these materials in the designated area for further evaluation by the Technical Services staff and the Library Director. The replacement or withdrawing of missing materials shall be attempted periodically.
2. While the library tries to have copies of all standard and important works, it does not attempt to replace each copy withdrawn because of loss, damage, or wear. Decisions to replace items are based on the following criteria:
   a) Demand for the specific item
   b) Number of copies held
   c) Existing coverage of the subject matter within the system
   d) Availability of newer and superior materials on the subject
   e) Price of the replacement copy
   f) Coverage of relevant subject matter in standard indices
3. Factors in the decision to rebind a book are:
   a) Value and use of the title
   b) Possibility of replacement
   c) Physical condition, including quality of paper, margins, and illustrations
   d) Cost of rebinding versus the cost of replacement
   e) Number of copies available

D. CONTINUOUS MAINTENANCE IN THE CHILDREN’S COLLECTION
Because the library recognizes that information is ever changing and that material that is out of date on a subject is often worse than no information at all, the children’s collection will be continuously revised and weeded.
The following types of material are considered for withdrawal when evaluating the collection:
1. Materials in poor physical condition
2. Slow-moving titles not in standard sources such as the Children’s Catalog
3. Subjects that are no longer of interest
4. Duplicate copies of items that are no longer in demand
5. Nonfiction titles that have been revised since purchase

In weeding, care will be taken to retain local material as well as books by local authors, both in the juvenile collection and in the adult collection.

VII. CIRCULATION PERIODS

The length of the circulation period varies with the type of item being circulated. As of October 2015, circulation periods are as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Period</th>
<th>Renewable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>3 weeks</td>
<td>Renewable for 1 period</td>
</tr>
<tr>
<td>Audio recordings</td>
<td>3 weeks</td>
<td>Renewable for 1 period</td>
</tr>
<tr>
<td>Periodicals (current issue does not circulate)</td>
<td>1 week</td>
<td>Renewable for 1 period</td>
</tr>
<tr>
<td>DVD (including multiple DVD sets)</td>
<td>1 week</td>
<td>NOT RENEWABLE</td>
</tr>
<tr>
<td>Kits (multiple part educational resources)</td>
<td>10 days</td>
<td>NOT RENEWABLE</td>
</tr>
</tbody>
</table>

The late charge, hereinafter known as the fine, for each library item turned in after the due date is 10 cents per open-for-business day, except for DVDs. DVDs accrue fines at the rate of 50 cents per open-for-business day.

There is a nine-day grace period for all library materials except the 1 week and 10 day items. This means that if a patron returns a book or a sound recording within nine days of the due date, the patron will owe no fines. On the tenth day, however, the patron will owe $1.00 in overdue fines for each item overdue, and his/her fine will increase by ten cents per day per item each day thereafter. Each patron can receive up to $10.00 on all items overdue, except for video materials. Video materials carry a maximum fine of $20.00 per patron. The maximum combined fines for all materials is $30.00.

The charge for loss of any library material shall be the cost of the item. If the patron later finds and returns the material, the replacement cost cannot be refunded. The charge for damage to a library possession shall be determined as fairly as possible, usually after some research, and the patron will be assessed the fee promptly.

NOTICES TO THE PATRON

• Notice: The first working day after the grace period ends, the library will send the patron a first overdue notice, which lists the items due and their due dates.
• Invoice: If the patron does not clear his or her record in fourteen days, an invoice for the item(s) is sent with a letter from the County Attorney informing the patron that legal action is pending. The patron’s account is now delinquent.
• **Consequence**: Fines and fees can lead to loss of library privileges. Amounts of $10.00 or more OR any amount older than 90 days will cause a library card to be blocked until all fines are paid in full.

The initial library card issued to a patron is free. Any replacement card is $1.00.

**VIII. NONSTANDARD OR NONBOOK LIBRARY ITEMS**

**PERIODICALS**

Periodicals are acquired for the Harnett County Library in order to keep the collection up-to-date, to provide material not available in books, to supplement the book collection, to supply recreational reading and to serve the staff with professional literature. The back issues are stored in the periodical stacks. A display area is maintained for current copies. Magazines of local interest are kept on file and are considered an important part of the collection (for example, State) and are bound periodically.

**NEWSPAPERS**

The Harnett County Library has a selection of newspapers published in the area and of out-of-town newspapers, which are chosen on the basis of geographical areas and demand.

Gift periodicals and newspapers of limited interest will be accepted -- governed by available space. A display area is maintained for these items.

**MANUSCRIPT MATERIALS**

Manuscripts should be of local interest. The library will maintain copies of original manuscripts, unless originals are given to the library as gifts.

**LARGE-PRINT BOOKS**

The large-print collection is maintained for the convenience of library patrons who do not see well. The Outreach Service circulates large-print books from the County Library collection. The municipal libraries also have small collections of large print books.

**PHOTOGRAPH FILE**

A photo file is maintained in the main library for its historical value. Some of the photographs date from 1940-1970 and are part of a collection that consists of pictures of county and local subjects taken by the late Talbott McNeill Stewart. The Library also owns a collection of photographs by Luci Uzzle, done in commemoration of the Bicentennial, in 1976.

**AUDIO RECORDINGS**

The Harnett County Library has a varied collection of audio recordings.
Selection for purchases of new recordings is determined by the interests of the users. Gift recordings must meet the same criteria as selections for purchase of print materials.

VIDEO RECORDINGS

All video productions are also selected on the same basis as print materials for inclusion in the adult and children's collections.

PAMPHLETS

The pamphlet collection supplements the nonfiction collection of the Harnett County Library. The continual weeding of pamphlets is necessary to ascertain the usefulness of the collection. Duplicates of state documents that do not warrant cataloging are included in the pamphlet file. Federal documents are considered in the same manner. Pamphlets dealing with Harnett County are housed in the Local History Collection. Pamphlets and documents are selected to supplement the adult nonfiction collection and the community's needs and meet the generally applied selection criteria.

PAPERBACK BOOKS

Paperbacks are chosen from reviews. Selections are on popular, current material. The selections cover a variety of subjects and include mysteries, westerns, Gothic tales, love stories, historical novels, animal tales, travel, history, sports, and biography. These paperback books are shelved with the main collection, as well as on special genre racks.

Gift copies of quality paperbacks are selected by the same criteria applied to print materials. The juvenile department also has a circulating paperback collection. Selections are made by the children's librarian using the selection criteria for print materials.

A collection of paperback books for exchange is maintained from gifts of paperbacks to the library. The titles are reviewed to determine if they meet the existing selection criteria before they are placed on the paperback racks for distribution. When the circulating paperbacks are no longer current or no longer circulating, they, too, are placed in this free-exchange paperback collection.
APPENDIX I

THE MEETING ROOM

All meetings held in a public library are open to the public and anyone - regardless of their affiliation with the group that is meeting - is allowed to attend. Please keep this in mind when considering whether the library’s meeting rooms are the correct venue for your meeting.

GUIDELINES FOR USE OF THE MEETING ROOM:

A. The Harnett County Library Board of Trustees will have first priority for use of this conference room. In addition, the County Manager and County Commission have priority for use of this room.

B. The meeting room may be used free of charge, provided it is left clean and orderly, during regular library hours.

C. Meetings may not be held during any hours that the library is not open to the public. Because late closings are not possible, the staff member accepting the reservation for the use of the meeting room should remind the person reserving it that all attendees will have to be out (after the room is straightened) before the library’s closing hour.

D. Use of this room will be for the following types of small group meetings: educational, business, civic, cultural and public-information events or library-sponsored programs. The library must decline requests for the use of the conference room for any regular meeting of a club or group, private social function (party, shower, etc.) or private musical performance. This conference room may not be used for sales meetings or specific, regular religious meetings or for promotional meetings of any profit-making organization.

E. Public access - Any exhibit in the meeting room or elsewhere in the library must be open to the public. No fees, dues or admissions may be charged or solicited by the user.

F. Consideration of others - No loud noise or music should be heard beyond the meeting room, for this may disturb those who are studying. Programs and exhibits may not disrupt the normal use of the library or interfere with the quiet study atmosphere of the library. Library staff cannot baby-sit small children while parents are in attendance at a meeting in the library. Space is too limited to allow any group's full records or files to be stored in the meeting room.

G. Library furniture - The arrangement of the furniture is the responsibility of the group using the room. The room must be left CLEAN and ORDERLY, with the furniture returned to the original "Conference room" arrangement. Library equipment - Use of the podium, projector or is free and may be requested at the time the reservation
for the room is made. The library does not have personnel to assist groups with handling their exhibits or equipment. The library cannot be held responsible for individual equipment or materials left in the library. No tacks, nails, or tape may be used on walls to hang pictures, posters, etc.

H. Smoking - Smoking is not permitted anywhere in the library facility.

I. Refreshments - The serving of refreshments is generally not encouraged. However, light refreshments may be permitted. Application for an exemption must be discussed with the director at the time the room is reserved.

RESERVING THE MEETING ROOM

A. Advance reservations - for use of the meeting room are made in advance, on a first come - first served basis. They can be made over the phone or in person, and a responsible party should leave his phone number at the time he makes the reservation. Reservations will not be booked more than sixty (60) days in advance.

B. Publicity - The group distributing publicity for any meeting scheduled for the meeting room must make the sponsorship of the program clear and include the telephone number for the sponsoring group (NOT the library). Publicity must be cleared at the library before it is released.

C. (Applies to Lillington Library only) Use of the meeting room can be reserved online via the library website at http://harnett.libguides.com and by clicking on the tab that says “Meeting Room.” Requests are reviewed by library staff and customers will be notified via email whether their request has been approved or denied. Requests can only be made up to 4 months in advance.

* * * * *

Noncompliance - Any individual or organization not complying with the above regulations may be denied the use of library facilities in the future.

Exceptions - Exceptions to these regulations will be considered by the Library Director upon receipt of written request.
APPENDIX II

DISPLAY OF POSTERS, PAMPHLETS, AND FLYERS

Because the public library is a forum for ideas and information it is desirable to permit posters, pamphlets, and flyers to be displayed, whenever possible, in the designated display areas.

A. Public posters, pamphlets and flyers will be displayed on a first come/first served basis as space permits on library bulletin boards or spaces set aside for this purpose.

B. Materials other than posters, pamphlets, and flyers must be delivered to the library personnel for permission to post.

C. Materials submitted should not exceed 8 ½” by 14” in size, although exceptions may be requested of the library director.

D. Only one item will be posted per event or function. Posting is normally for two weeks depending on the volume of requests.

E. As space is available, some limited advertising of baby-sitting, typing, lawn care, etc. may be posted. Library staff permission must be obtained first.

F. Materials will not be posted if they:
   a. would tend to incite or produce imminent lawless action
   b. are obscene
   c. are obviously false or contain misleading information
   d. are defamatory

G. Any questions regarding this policy should be referred to the Library Director. Final authority rests with the Director.
APPENDIX III

SAFE CHILD PROCEDURES

Any unattended children (persons age 15 or younger) should be alerted before closing time (about 15 minutes) to contact their parents and/or their rides so they will be picked up at or before closing time.

If, upon leaving, a staff member notices any unattended child, he or she should verify that the child has contacted his parents or ride. The staff member should await the arrival of the child's ride. If, as a last resort, after an unreasonable length of time, and the child's ride has not arrived, the staff member may call the Lillington police and brief that agency on the situation. The staff member should await the arrival of the police; once the police have the child in hand, the staff member may leave.

Library staff may not give rides to unattended children or leave them unattended outside the library door until proper authorities have arrived to handle the situation. Calling the authorities is a last resort and unreasonable length of time is determined by the library director.

CHILD LEFT UNATTENDED

A. An unattended child who appears lost or frightened should be comforted by library staff.
B. If the staff is unable to resolve the situation, the librarian in charge should be called.
C. The librarian in charge should try to identify and locate the parents or responsible adult.
   1. Ask the child if he knows which area his parent(s) planned to visit
   2. Walk the child to that area. If the parent is not there, take the child around the building until the parent is located.
   3. When the parent is located, explain the library's policy concerning an unattended child
   4. If the parent is not found in the building, contact law enforcement officials and take the child to the Children's Department to await the arrival of the law enforcement official. This step is intended to be used as a last resort.

A. Disruptive attended child(ren) aged seven or younger:
   1. Tell the child to behave
   2. If poor behavior continues, inform the parent that their child is disturbing others
3. If the parent refuses or is unable to control the child, contact the librarian in charge who will ask the family to leave

B. Disruptive unattended child(ren) aged seven or younger:
   1. Tell the child to behave
   2. Refer to the CHILD LEFT UNATTENDED portion of this document and proceed as outlined.

C. Disruptive child aged eight or older (uncontrollable behavior):
   1. Tell the child to behave
   2. If uncontrollable behavior continues, give the child an oral warning that he will have to leave the building unless he behaves at once.
   3. If the disruptive behavior continues after the warning, issue a DISRUPTIVE BEHAVIOR CITATION (reproduced in Appendix V); tell the child he is required to telephone (and speak with) a parent to report he must leave the building; stay with the child while he is making the phone call. After the call, go with the child to the lobby where he is to do one of two things:
      a. Exit the building if the parent has agreed that the child is to see himself home alone.
      b. Wait for the parent if the parent has agreed to pick up the child or has arranged for someone else to pick him up. Give the DISRUPTIVE BEHAVIOR CITATION to the parent. If no one arrives within a reasonable length of time, call the Lillington Police Department (or municipal Police Department) as outlined in Appendix IV, paragraph two.
APPENDIX IV.

APPENDIX OF FORMS

This page intentionally left blank.
# REQUEST FOR PURCHASE CONSIDERATION

<table>
<thead>
<tr>
<th>REQUEST FOR PURCHASE CONSIDERATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong></td>
</tr>
<tr>
<td><strong>AUTHOR:</strong></td>
</tr>
<tr>
<td><strong>PLEASE CIRCLE ONE FROM EACH LINE:</strong></td>
</tr>
<tr>
<td>ADULT LEVEL</td>
</tr>
<tr>
<td>JUVENILE LEVEL</td>
</tr>
<tr>
<td>FICTION</td>
</tr>
<tr>
<td>NONFICTION</td>
</tr>
<tr>
<td><strong>PUBLISHER:</strong></td>
</tr>
<tr>
<td><strong>PRICE:</strong></td>
</tr>
<tr>
<td><strong>COPYRIGHT DATE:</strong></td>
</tr>
<tr>
<td><strong>SOURCE OF INFORMATION (Please tell us where you heard about this book):</strong></td>
</tr>
<tr>
<td><strong>BOOK’S SUBJECT:</strong></td>
</tr>
<tr>
<td><strong>YOUR NAME:</strong></td>
</tr>
<tr>
<td><strong>YOUR ADDRESS:</strong></td>
</tr>
<tr>
<td><strong>PHONE NUMBER:</strong></td>
</tr>
<tr>
<td><strong>ANY COMMENTS:</strong></td>
</tr>
</tbody>
</table>
PATRON’S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

PLEASE READ THE MATERIALS SELECTION POLICY FOR THIS LIBRARY.

Title:

Is this a book? Magazine? Other (specify)?

Author:

Publisher: Date:

Request initiated by (your name):

Address: Telephone:

City: County/State:

Do you represent: yourself an organization

Name of organization (if applicable):

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

2. Did you read, view, or hear the entire work? If no, what parts?

3. What do you feel might be the result of reading, viewing, or hearing this work?

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

5. Is there anything good about the work?

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

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

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

9. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?
GIFT FORM

I / We hereby transfer and deliver all of my / our rights, title, and interest in and to the property described below to the Harnett County Public Library as an unrestricted gift, along with whatever literary rights I / We may possess to this property.

Dated this ______________ day of ______________________, 20_____.

1. Signature _______________________________________________________________________,
   Address __________________________________________________________________________.

2. Signature _______________________________________________________________________,
   Address __________________________________________________________________________.

3. Signature _______________________________________________________________________,
   Address __________________________________________________________________________.

The Harnett County Public Library hereby accepts and acknowledges as an unrestricted gift the collection or item(s) described below and agrees to administer it/them in accordance with its established policies.

Dated this ______________ day of ______________________, 20_____.

Accepted by:

Signature _______________________________________________________________________,
   Title ____________________________________________________________________________.

Description of the collection: ______________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
FORM LETTER FOR GIFTS

Dear _________________________,

This letter acknowledges with appreciation your gift of ________________________ to the Harnett County Public Library.

The district director of the U.S. Treasury Department, Internal Revenue Service in Greensboro, NC has advised us that contributions made for exclusively public purposes are deductible by donors in computing their taxable net income in the manner and to the extent provided by Section 170 in the Internal Revenue Code. However, the library cannot appraise gifts.

According to the information provided by you, the value of your gift of ______________ to our library is ______________. As with any tax matter we recommend that you consult your tax advisor about the deductibility of your charitable contributions.

You should retain this letter as proof that we received your gift of books.

Thank you again for your generosity and interest in the perpetuation of library services to our patrons.

Sincerely,
DISRUPTIVE BEHAVIOR CITATION GIVEN TO PATRONS WHO ARE IN VIOLATION OF THE LIBRARY’S POLICIES AND PROCEDURES

BE SURE THAT YOU READ AND COMPLY WITH THE POLICIES OF THIS LIBRARY SYSTEM

You were given this warning because a patron has made a complaint or a staff member has observed that you are not complying with the Library’s Disruptive Behavior Policy.

If you continue to ignore the policy, you will lose your library privileges and may be asked to leave the library.

First citation – penalty period of 1 month

Second citation – penalty period of 3 months

Third citation – penalty period of one calendar year, OR discretion of the Library Director

Description of disruptive behavior: ________________________________________________________________.

Name: ____________________________________________________________________________________.

Date: ___________________________. Length of penalty: ________________________________________.

Employee: ___________________________. Director: ___________________________.

(Employee: Make a copy for the patron and file original with Director)