

## **POLICIES OF THE PETERSBURG PUBLIC LIBRARY**

**Our mission: We connect you to the world of ideas**

### **Petersburg Public Library FY09 Goals**

*Adopted by the Library Board, April 2008*

To offer resources and programs to stimulate your imagination and inspire you to explore your interests.

To have professional staff with current training and volunteers who exceed expectations.

To be a connection spot offering a comfortable, welcoming, safe community center.

To provide a collection of books and other media which is diverse, dynamic and responsive to your requests

To address the changing technological needs of the community to equalize access and assist in developing skills.

To provide the access to information and the forum for discussion of topical issues to promote civic engagement

To offer support to job seekers, business owners, entrepreneurs and nonprofits.

## **COLLECTION DEVELOPMENT POLICY**

*Adopted by the Library Board, April 2005*

### **1.1 Purpose of the collection**

The collection of the Petersburg Public Library serves many needs of the varied people of Petersburg. The library is a primary source for timely, reliable, and useful information on a vast range of subjects. It serves independent learners from toddlers to the elderly and it meets recreational needs with popular materials.

The library strives to offer an inviting and diverse collection within the limitations of space and funding. Services within the library are supplemented by interlibrary loan, Internet electronic resources, and cooperative programs with other libraries and agencies.

### **1.2 Collection responsibility**

The City librarian has the final responsibility for the maintenance and development of the collections of the Petersburg Public Library, operating within the framework of policies set by the Petersburg Public Library Board.

Purchasing recommendations from library users are welcome. Interlibrary loan requests and questions from the public are considered as possible purchase suggestions. The librarian will review all purchase requests and determine whether they fall within selection criteria. The amount of anticipated use is an important factor in deciding whether to purchase suggested titles.

### **1.3 Selection Guidelines**

Selection of materials is based on the professional judgment of the library staff, on book reviews, professional tools such as standard catalogs and bibliographies, as well as popular demand. Some of the major selection tools are: Booklist (the review journal of the American Library Association), Library Journal, Hornbook, and the H.W. Wilson Nonfiction, Fiction, and Children's Catalogs.

There is no single standard which can be applied in all acquisition decisions. Some materials must be judged primarily on their artistic merits, some on their scholarship, some on their value as human documents. Still others are intended to satisfy recreational and entertainment needs. Each needs to be considered in terms of the audience for whom it is intended. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

The library will offer materials in a variety of formats to meet its goals and objectives. Materials may include books, periodicals and newspapers, pamphlets, video, DVD, audiocassettes, microform, CD, and others. The library will not adopt new formats before they have demonstrated reliability and usefulness.

#### **1.4 General Criteria**

When considering the evaluation and reevaluation of materials for the Petersburg Public Library, some criteria to be considered include:

- Suitability of physical form for library use
- Limitations of funds and space
- Cultural, recreational, informational, or educational value
- Usefulness in relation to other materials in the collection
- Suitability of content and style for intended audience
- Authority, effectiveness, and timeliness of presentation
- Attention of critics, reviewers, and the public
- Reputation and/or significance of the author
- Contribution of the work toward a diverse collection representing a broad range of perspectives and opinions, including extreme and/or minority points of view

Two categories excluded from the collection as clearly not within the selection criteria are 1) forms of expression that are unprotected by the First Amendment, and 2) explicit and direct instructions for the manufacture of contraband materials.

#### **1.5 Special criteria**

In selecting **books for children**, the library aims to develop a collection which satisfies children's informational, recreational, and cultural reading needs and potentials. Since elementary and high school students have access to school library service that is especially developed to meet their academic needs, the Public Library will not focus its collections on curriculum support. The library will cooperate and help all students, but will not directly shape the collection to meet specific curricular needs that are the responsibilities of school libraries.

The children's collections include:

*Picture books* which beginning readers can read themselves or which an adult can read to young children.

*Juvenile nonfiction* which informs children about their world. Authoritative and attractive presentation in a variety of reading levels are sought.

*Juvenile fiction and comics* for elementary and middle school students

*Young Adult fiction and graphic novels* that appeal to teenagers and may deal with more adult issues than children's fiction. Books are selected to meet the recreational and emotional concerns of this age group, help them grow in understanding themselves and others, broaden their viewpoints, expand their reading ability and enjoyment, or simply for fun.

*Young Adult nonfiction* which informs teens about their world. Attractive presentation and popularity are sought.

**Duplicate titles** are purchased if long term heavy demand is anticipated, but generally multiple copies are not purchased due to space and fiscal limitations

The **Alaska Collection** includes materials of special interest to Alaska and its wider region. In general the goals will be 1) as complete coverage as possible of the immediate Petersburg area, 2) broad coverage for Southeast Alaska, and 3) selected coverage for the rest of Alaska, based on expected demand and popular appeal. Some reference or rare materials will not be available for loan. Multiple copies may be obtained for items with great local importance.

The **DVD & Video collection** is primarily for home use, though Public Performance rights will be obtained for subjects of critical public interest such as health and safety. Videos are collected to meet the informational and recreational needs of the general public. The primary focus is on materials not available through commercial or public service organizations in Petersburg. Special consideration will be given to subjects most effectively presented in visual form, such as drama and dance, quality feature films, documentaries, and classic works originally created for the film medium.

**Literacy materials.** A small collection of materials specifically designed for beginning adult readers is maintained and interfiled with adult non-fiction. The library will cooperate with local efforts to teach literacy skills.

**Other languages.** The library collects dictionaries, grammars, and learning materials in major languages as well as materials for people learning English. There are a growing number of Spanish speakers in town and the library is beginning to develop a Spanish language section of items of high practical use and appeal. A small Norwegian collection is maintained, more as a matter of local historic interest than of current demand. Many of the titles came from immigrants to Petersburg and from the old Sons of Norway library. A few titles are added on subjects of strong local interest such as rosemaling, cooking, and Norwegian costumes and crafts.

**Reference materials.** The reference collection is designed to answer a variety of questions and includes regional telephone directories and encyclopedias. Authority, organization, and current information are among the criteria, as well as whether the information is better obtained in another format or over the Internet.

**Periodicals.** The library provides current magazines and newspapers in a variety of subjects to meet a wide range of needs.

**Large print and materials for the visually handicapped.** A collection of large print materials is maintained. The Alaska State Library offers services directly to people unable to read print. The Petersburg Public Library helps people learn about and obtain their services.

**Audio books.** Audio books for both children and adults are available and are popular with many people, including those who have difficulty with print, people in cabins who don't have electric lighting, and fishermen who need to stay awake on long wheel watches! The collection includes popular fiction, non fiction and classic titles. The majority do not duplicate titles held in other formats. At this point the collection is primarily on audiocassette but some CDs will be added.

**Music CD collection.** A small collection of music on CD is maintained. While small, the collection reflects a wide variety of listening interests. The library will maintain a music CD collection for adults as well as a small collection for children.

### **1.6 Withdrawal Policy**

The collection needs continuous evaluation in order to be sure that the library is fulfilling its mission to provide material in a timely manner to meet patrons' interests and needs.

The City Librarian will evaluate the materials collection for replacement and/or discard on an ongoing basis, using the CREW method of evaluation. This process (Continuous Review, Evaluation and Weeding), uses the following criteria to evaluate a title's current usefulness to the materials collection:

M = Misleading (and/or factually inaccurate)

U = Ugly (worn and beyond mending or rebinding)

S = Superseded by a truly new edition or by a much better book on the subject

T = Trivial (of no discernible literary or scientific merit)

Y = Your collection has no use for this book (i.e. irrelevant to the needs and interests of the community)

Date of publication, last date circulated and average number of circulations per year are useful indicators of the above factors. Discards may be offered to other libraries, schools, or nonprofit groups, sold, or otherwise disposed of.

### **1.7 Gifts**

The library accepts donations of materials or money to purchase them, with the understanding that gifts to be added to the collection must meet established selection criteria. Gifts not retained for the collection may be given to other libraries, schools, or nonprofit groups, sold, or otherwise disposed of, the choice being the library's entirely.

No condition or restriction on gifts can be honored unless agreed upon by the librarian and donor before delivery of the gift. The library cannot legally appraise gifts for tax purposes.

Gifts of money, real property, and/or stock will be accepted if any conditions attached to them are acceptable to the Library Board.

### **1.8 Copyright**

The Petersburg Public Library intends to abide by copyright law. Patrons who use library materials are responsible for the legal use of those materials.

## 1.9 Intellectual Freedom

The library does not promote particular beliefs or views, nor does the selection of any item imply endorsement of its views. The purpose of the public library is to be a resource where individuals can examine many points of view and come to their own conclusions. The library attempts to provide materials representing different sides of controversial issues. Access to library materials will not be restricted beyond what is required to protect materials from theft or damage.

The Petersburg Public Library Board endorses the America Library Association's *Library Bill of Rights* and *the Freedom to Read Statement*. These documents are considered guiding principles for this collection development policy and are appended to these policies.

Responsibility for the reading and information access of children rests with their parents and legal guardians. Parents who wish to limit or restrict the reading of their own child should personally oversee that child's choice of library resources. Selection of library materials will not be inhibited by the possibility that items may be seen by children. The library encourages parents to be involved with their children's reading and library use and will work with parents to find materials they deem appropriate for their children.

## 1.10 Reconsideration of materials

The content or manner of expressing ideas in material that is purposely selected to fill the needs of some library users, may, on occasion, be considered to be offensive by other library users. The library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material. The Library welcomes expression of opinion by patrons, but will be governed by the Materials Selection Policy in making additions to or deleting items from the collection.

Should a patron have a complaint about library materials, the following sequential process will be followed. Questioned materials will not be removed or restricted at any point in this process unless an official determination has been made to do so.

1. Informal discussion with the City Librarian. The selection policy will be explained and a copy of the collection development policy provided if the patron wishes it.
2. If the patron is not satisfied with the informal discussion, the patron may submit a written Materials Selection Inquiry to the City Librarian explaining his or her concerns and actions desired.
3. Upon receiving the Inquiry, the City Librarian will make a decision whether to retain the material, remove it, or take other appropriate action. The patron will be notified immediately of the decision and given a full explanation of the decision. Information concerning the process to appeal the Librarian's decision will also be included.

If the patron is not satisfied with the decision of the City Librarian, he or she may file a written appeal with the Petersburg Public Library Board. The Library Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Petersburg Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director based on the library's Material Selection Policy. The board shall notify the complainant of its decision in writing. No further appeals will be heard. No other reconsideration of this material will be addressed unless the grounds for complaint are substantially different from the previous reconsideration.

## Petersburg Public Library - Request for Reconsideration of Library Materials

Title: \_\_\_\_\_

Author: \_\_\_\_\_ Publisher: \_\_\_\_\_

This is a: \_\_\_book \_\_\_magazine \_\_\_recording \_\_\_video \_\_\_other: \_\_\_\_\_

Request initiated by (your full name): \_\_\_\_\_

Local box number: \_\_\_\_\_

Phone: \_\_\_\_\_

Do you represent:

\_\_\_\_ yourself      \_\_\_\_ an organization (name)      \_\_\_\_ other group (name)

1. To what in the work do you object (please be specific; cite page numbers):
  
2. Did you read/view/listen to the entire work? \_\_\_\_yes \_\_\_\_no  
If not, which parts have you read/viewed/listened to?
  
3. What do you feel might be the result of reading/viewing/listening to this work?
  
4. For what age group would you recommend this work?
  
5. What do you believe is the theme of this work?
  
6. Are you aware of judgments of this work by literary critics?
  
7. What would you like the Library to do about this work?
  
8. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

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

*Decisions made about challenged materials will be communicated to the originators of the requests following completion of a formal review.*

## **II. LIBRARY SERVICES**

Adopted Oct 4, 2001

- 2.1 The Petersburg Public Library selects, acquires and organizes library materials and provides access to resources to meet the informational needs of the community. Library staff will provide guidance and assistance for people to obtain the information they seek.
- 2.2 The library will loan materials to other libraries through Interlibrary Loan.

### **2.3 Confidentiality policy**

*Alaska Constitution*

Article 1, Section 22. RIGHT OF PRIVACY.

“The right of the people to privacy is recognized and shall not be infringed.”

*Alaska State Statute:*

Section 40.25.140 CONFIDENTIALITY OF LIBRARY RECORDS.

(a) Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under [AS 40.25.110](#) or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.

(b) Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child.

**TO CONFORM WITH THIS LAW**, the following will be adhered to by all Petersburg Public Library staff:

1. Patron registration information and information concerning items checked out by any patron shall be considered confidential and will not be given out to anyone, including parents, guardians, spouses and law enforcement officers, without a court order or the patron's verbal consent.

2. Patrons requesting information about their own record (most commonly wanting to know what is checked out against it) may be given the information if:

- a) They present their library card, or
- b) are able to produce a picture I.D., or
- c) they can be positively identified by library staff.

3. Parents cannot be given the titles of books their children have borrowed, except for the purposes of retrieving overdue materials and/or paying their fines. A parent may have access to his or her child's account if the child has given verbal consent. A child is defined as anyone less than 18 years of age.

4. No personal patron information including items checked out will be given over the phone unless staff is confident that confidentiality is upheld.

IF YOU ARE UNCERTAIN about whether to give out information or not from our patron files and records, you should not do so, but refer the matter to your supervisor.

For parents who object to not being given full access to their child's record, you can make the following suggestions:

- a. The child may give verbal consent for the parent(s)/guardian(s) to access his or her library records. Staff will attach a message to the child's patron record stating that the child has given his or her consent.
- b. The child can be instructed by the parent to ask for a printout listing all books out on the child's card,
- c. Parent or guardian can request information about their child's library record from both the elementary school library and the high school library.

2.4 The Petersburg Public Library will work closely with the Petersburg school libraries to provide effective and efficient library services in Petersburg. The library will cooperate with other libraries to improve library services in Alaska and nationally.

- 2.5 Library services will be provided during the hours, which best meet, the needs of the community within the limits of available staff and budget.
- 2.6 The library will have an ongoing public relations program to increase use of the library and to improve understanding of the library's objectives and services by governing officials, civic leaders, and the general public. Publicity materials to be used by the media shall be approved by the City Librarian.

The Board recognizes that public relations involve every person who has any connection with the library. The Board urges its own members and every staff member to represent the library well in every public contact. Good service supports good public relations.

- 2.7 In keeping with the library's policy not to promote particular beliefs or views, no one may circulate or distribute petitions or solicit funds within the library.

### **III. LIBRARY USERS**

Adopted October 4, 2001

- 3.1 All are welcome to use the collections of the Petersburg Public Library within the library. Service will not be denied or abridged because of religious, racial, social, economic, or political status.
- 3.2 Borrowing privileges are free to all permanent residents of the City of Petersburg, Mitkof Island, the City of Kupreanof and environs. Identification and a local mailing address are required to get a library card. Short term residents may be offered limited borrowing privileges in accordance with rules set by the library.
- 3.3 Petersburg Public Library will participate in the Alaskan **Reciprocal Borrowing Program**. Petersburg residents may borrow from other participating libraries in Alaska and their residents who are visiting Petersburg may borrow from PPL in accordance with procedures developed by the library.
- 3.4 "The librarian may prohibit any person the use of the Petersburg Public Library who willfully or persistently violates any rule or regulation prescribed for the operation of such library or whose physical condition is deemed dangerous or offensive to other persons. No person shall refuse to leave the Petersburg Public Library when ordered by the librarian or other person in charge of the Petersburg Public Library." (Municipal code 3.53)

#### **3.5 Library customer conduct policy:**

##### **Enjoy Your Library Visit!**

The Petersburg Public Library is available to persons of all ages. While everyone has an equal right to access library services and facilities, no person has the right to interfere with the ability of others to use and enjoy library resources, services, and facilities.

**To make sure that everyone enjoys using the library, the following rules have been established and adopted by the Petersburg Public Library Board.**

The City Librarian and staff are responsible for enforcing customer conduct in the library. Anyone found to be interfering with another's use and enjoyment of the library will be asked to stop the behavior or activity. If the behavior continues, the staff will ask the individual to leave the library. Failure to leave will result in staff calling the police for assistance. Repeated or serious violations may result in denial of library privileges and permanent exclusion.

To provide an enjoyable library experience for everyone, no person shall:

- Possess or display weapons, including concealed handguns.
- Possess alcohol or any illegal substance or be intoxicated (whether by alcohol or other mind altering drugs) to the point of impairment of his/her mental or physical abilities.
- Exhibit disruptive, uncontrolled behavior or exceed acceptable noise levels
- Verbally abuse library users or staff
- Harass customers or staff, or attempt to engage customers or staff in unwanted discussion
- Enter the library without shoes and shirts
- Use a skateboard, scooter, or skate in the library
- Present bodily hygiene that is distracting to customers or staff to the point that it interferes with customers' use of library resources or staff work
- Make unauthorized or inappropriate use of library equipment (for example, computers, fire alarms, the elevator, or emergency exit door).
- Destroy or deface library resources or property or the personal property of customers or staff.
- Steal library property.
- Trespass into any area closed to the public.
- Eat or drink in public areas, unless authorized by library personnel.
- Circulate petitions or solicit funds
- Sleep in the library.
- Smoke in any area of the library
- Use cell phones to receive or make phone calls while in the library.

THANKS FOR VISITING AND USING THE LIBRARY.

### 3.6 Unattended Children

The Library Board and staff of the Petersburg Public Library are strongly committed to the provision of services for children. Children of all ages are encouraged to use the library. However, parents, guardians, and caregivers should be mindful that the library is a busy public facility and library staff members and volunteers do not function in loco parentis (i.e., in the position or place of a parent) or as substitute caregivers.

The library staff is not responsible for providing supervision and care for children, except within the context of defined library programs. Parents, guardians and caregivers are responsible for the safety and conduct of their children while on library premises.

Children are expected to adhere to the same standards of conduct as adults. All library users are required to respect library property and to act in a manner appropriate to the use and function of the library. A child who is not using the library appropriately, who is engaged in disruptive or other inappropriate behavior, or who requires excessive staff attention, will be given a single verbal warning from a staff member and asked to leave the library if the behavior is not corrected. Parents, guardians, and caregivers are referred to Alaska Statutes 47.10.013 and 47.10.014 (p. 53), which describe the legal definition and consequences of leaving a child unattended in a public place.

## IV POLICY ON PUBLIC USE OF THE INTERNET

*Adopted by the Library Board, November 2005*

To fulfill its mission of promoting free and easy access to a vast array of ideas and information to our diverse community, the Petersburg Public Library provides access to the Internet. The Library does not monitor or control the content of the material accessed through the Internet and cannot be held

responsible for its contents. Not all information is accurate, complete, up to date, legal or philosophically acceptable to all individuals. The library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet or any communications sent through the Library's Internet terminals. The Library does not monitor an individual's use of the Internet; nor does the Library employ filtering software. The Library cannot guarantee the quality or success of connections beyond our local network.

### **Rules Governing Use**

The demand for use of the Library's Internet workstations may exceed available supply. Therefore it is necessary to manage Internet access fairly and equitably so that all patrons will have an opportunity to use the resource. All library staff is authorized to employ reasonable methods to provide fair access.

Users should respect the privacy of other users. Because of space limitations we cannot ensure true privacy while using the Internet. While constitutionally-protected speech and information is available for access by all library patrons, the library must also be mindful and respectful of the rights of other patrons (especially children) not to be inadvertently exposed to material and images that are not constitutionally-protected or that they or their parents may find personally unsuitable.

The public must comply with all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet.

Users may not:

- View or transmit sexually explicit material that appeals to the prurient interest or any other material that is not constitutionally protected or to conduct other illegal activity.
- Distribute unsolicited advertising
- Invade the privacy of others
- Make any attempt to damage or change settings on computer equipment or software
- Engage in any activity that is harassing or defamatory
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in any manner inconsistent with the Library's proper operation
- Use personal software
- Download software or files to the hard drive

Violations may result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

### **Access by Minors**

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use.

To help in the safe and effective use of the Internet by minors the Library has links to web sites recommended for children and provides materials on safe Internet use. When using electronic mail or other forms of direct electronic communication the Library urges minors to keep in mind the following safety guidelines:

- Never give out identifying information such as home address, school name, or telephone number
- Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed
- Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval
- Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.

- Have parents or guardians report an incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.
- Remember that people online may not be who they say they are
- Remember that everything one reads may not be true

### **Wireless limitations and disclaimers** (adopted March 2007)

Free wireless Internet access is available at Petersburg Public Library. You don't need a plug or phone jack, just turn on your notebook/laptop computer or other wireless device and start surfing. If you are not sure if your notebook/laptop computer or other device has this functionality, please check with the manufacturer or supplier of your equipment.

The wireless internet access we offer is unfiltered. By choosing to use this free service, you agree to abide by the library's Internet/Computer Use Policy. This policy states the limitations of internet access, your responsibilities for using that access, and provides examples of acceptable and unacceptable uses. The library reserves the right to restrict downloading capacity which may overload bandwidth usage.

The library's wireless network is not secure. Information sent to and from your notebook/laptop computer or other wireless device may be captured by anyone else with a wireless device and the appropriate software.

Library staff is not able to provide technical assistance and no guarantee can be made that you will be able to make a wireless connection.

The library assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to our wireless access.

We have tried to make wireless access as available as possible in our library, but you may encounter some "dead" spots in a library where wireless reception may be limited. If you have trouble accessing the Internet or staying online please move to a different location within the library.

### **Public Users' Security**

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, the Petersburg Public Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

### **Compliance**

The Library reserves the right to take appropriate action to insure compliance with this policy.

### **Guidelines on Access to Information**

The Petersburg Public Library is guided by the following American library Association statements on access to information:

- The Library Bill of Rights
- Freedom to Read Statement
- Interpretation of the Library Bill of Rights: Free Access to Libraries for Minors and Access to Electronic Information Services and Resources

### **Policy Subject to Revision**

The Library's "Policy on Public Use of the Internet" may be revised from time to time.

## **V. MEETING ROOM USE POLICY**

*Adopted by the Library Board, September 2005*

All meetings must be open to the public. Library meeting room use will not be denied to any person or organization because of race, creed or color. While using the meeting rooms no products or services may be advertised, solicited or sold.

Groups using library meeting rooms must not use advertising and publicity which imply that their programs are sponsored, co-sponsored or approved by the library, unless permission to do so has been previously given by the librarian.

### **Meeting Room Rules**

In addition to the Meeting Room Use Policy, the use of meeting rooms is subject to the following guidelines and rules:

- Reservations must be confirmed with a library staff member at least 24 hours prior to the meeting. Reservations must be accompanied by the name and contact information of the person responsible for the use of the room.
- Reservations for meeting room space are on a first-come, first-serve basis. Library sponsored programs will have preference.
- No group may consider the library its permanent meeting place or use the library as its mailing address.
- Meetings must conform to the scheduled operating hours of the library. All meetings must be over at least half an hour before the library closes.
- The applicant is responsible for discipline and reasonable care of the room. Food is permitted. The applicant will be held responsible for any damage and the condition of the room after its use. Failure to do so may result in denial of future use of the room.
- Attendance must not exceed the capacity (15) of the meeting room.
- The library may ask that meetings of youth groups have an adult in attendance.
- Notify a library staff member if a meeting must be cancelled.
- The Library Director and/or designated staff members have the authority to accept, renew, or reject requests for use of the room under the established policy. To promote the accessibility of the meeting rooms to a wide variety of community groups, the library may limit meetings for any particular organization.

### **V. Volunteer Policy**

*Adopted by the Library Board, April 28, 2009*

The Petersburg Public Library Board recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Their services aid the library in making the best use of its fiscal resources and help connect the library to other community groups and organizations. Volunteers can also be valuable advocates for the library in the community. The library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of library volunteers and seek to expand the library volunteer group as needed. Petersburg Public Library volunteers are bound by rules contained in all library policies and guidelines as applicable, especially as

they relate to patron privacy and confidentiality. All volunteers serve at the discretion of the Director.

Each volunteer must complete an application which will be kept on file in the library. Application forms are available at the library or on our website ([psglib.org](http://psglib.org)). Volunteers will also be interviewed to better determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in placement and job assignments.

Volunteers age 18 or older may be required to have a successful background/criminal records check if the volunteer is working in positions of trust and/or with vulnerable groups. Volunteers are expected to avoid, to the greatest extent possible, any situation in which they would be alone, out of sight of others, with a single child or youth. In a situation where it is necessary for an adult to be alone with a child, the individual should notify another adult before and after the period during which he/she is alone with the child. Two adults need not be present if doors are left open and library staff provides periodic observation.

The library accepts volunteers requiring court ordered community service at the discretion of library management. Court ordered community service volunteers are required to be interviewed by the Library Director prior to being accepted for service.

Volunteers ages 16 and under are considered Youth Volunteers. A parent must sign the Youth Volunteer's application form to give permission for the child's service in the library. Youth volunteers must fill out a Youth Volunteer Application and return it to the library.