

BURNET COUNTY LIBRARY SYSTEM

POLICIES & PROCEDURES



TABLE OF CONTENTS

MISSION STATEMENT.....	1
ETHICS STATEMENT.....	1
LIBRARY USAGE.....	2
Code of Conduct.....	2
Photography/Filming.....	3
Unattended Children.....	4
Animals in the Library.....	4
LIBRARY SERVICES.....	6
Patron Types.....	6
Patron’s Requirements To Obtain a Library Card.....	6
Circulation.....	6
BORROWERS’ POLICY.....	7
Technology/Internet Policy.....	8
COLLECTION POLICY.....	12
Materials Selection.....	12
Selection Aids.....	12
History and Genealogical Collection.....	13
Censorship.....	14
Patron Requests.....	14
Gifts and Donations.....	14
Maintenance of the Collection.....	15
Weeding.....	15
Complaints Regarding Controversial Materials.....	15
Interlibrary Loan.....	16
FEES.....	16
FACILITY POLICIES.....	16
Elizabeth Van Gorkom Genealogical Research Center.....	16
Meeting Room Policy.....	17
Conference Room Policy.....	19
Other Meeting Places Inside Library.....	19
Postings and Displays.....	19
PRIVACY AND CONFIDENTIALITY POLICIES.....	20
VOLUNTEERS IN THE BURNET COUNTY LIBRARY SYSTEM.....	22

BURNET COUNTY LIBRARY SYSTEM POLICIES AND PROCEDURES

MISSION STATEMENT

The purpose of the Burnet County Library System is to serve all of the citizens of Burnet County, offering services, resources, and facilities to fulfill informational, educational, and recreational needs and interests.

Our goals:

- To welcome all patrons in a friendly, helpful, and accommodating manner.
- To serve the community as a center of reliable information without prejudice.
- To accumulate appropriate materials for the use and benefit of the public.
- To encourage the most effective use of these materials.
- To cooperate with educational, civic and cultural groups and organizations whose aims are compatible with those of the library
- To provide opportunity and encouragement to all people for life-long education.

ETHICS STATEMENT

- We protect each library patron's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
- We respect intellectual property rights and advocate balance between the interests of information sought by patrons and the rights holders.
- We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- We do not advance private interests at the expense of library patrons, colleagues, or our employing institutions.
- We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

LIBRARY USAGE

Code of Conduct

Please watch your possessions; the library is not responsible for lost items. Unattended belongings may be sent to the police station for security reasons. All library visitors and patrons are expected to abide by these standards of behavior. If you do not abide by these policies, you will be asked to leave the premises.

Conduct Not Allowed on Library Premises:

- **Any activity prohibited by Texas Code or Law or City Ordinance including:**
 - **Unsupervised Children**
 - **Bomb Threats**
 - **Harassment or Assault of patrons and/or staff**
 - **Indecent Exposure**
 - **Intoxication Resulting from Alcohol or Drugs**
 - **Loitering**
 - **Mistreatment and Vandalism of Library Facilities or Property**
 - **Soliciting and Panhandling**
 - **Theft of Library Property**
 - **Weapons**
 - **Viewing obscene or objectionable materials in violation of Texas Penal Code**
- **Bikes, roller blades, skateboards, scooters etc. in the library or lobby**
- **Disruptive and disorderly behavior including excessive noise, running, use of audible devices**
- **Entry into Unauthorized (Staff) Areas**
- **Fighting**
- **Sleeping**
- **Unauthorized presence in children's areas, only parent/caregiver and children allowed in these areas**
- **Food or Drink in Library**
- **Not Wearing Shirts, Pants and Shoes**
- **Refusal to Leave When Asked by Library Staff**
- **Smoking**

Anyone who violates these Standards of Conduct could be subject to loss of library privileges and removal from the Library. Failing to leave the premises after requested to do so by Library staff or a law enforcement officer may result in criminal trespass charges under Texas Penal Code

Photography/Filming

In order to provide all library patrons with the safest and most pleasant library experience, those wishing to use cameras and/or recording equipment for non-personal use within the library facilities must have their request approved in advance by the library director. Those photographing or videotaping children must have both the permission of a library supervisor and a written release signed in advance by each child's legal guardian. Those photographing or videotaping adults must have permission from the subject as well as a library supervisor. Those not following this policy may be asked to put away their equipment or leave the facility.

While the library is a public place, libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would be disruptive to, or interfere with, the other patrons or staff. Library access by photographers may be limited either by time constraints or to specific areas.

Library staff have the right to photograph, film, and record library events and patrons for promotional use in print, online, and video. Visitors to the library, or anyone participating in any library event being captured on film or by photograph, will be advised verbally or through signage that their participation acts as consent to being photographed, filmed, or recorded, unless they indicate otherwise to library staff.

Photography, video, or audio recording by visitors to the library are generally permitted if it is strictly for personal use. However, in order to protect the rights of individual patrons and to prevent disruptions, interference with staff or patrons, photography, video or audio recording on library property are restricted as follows:

1. Under no circumstances may the public or members of the media take photographs or record video and/or audio without the express permission of any library patron or staff member who would be included within the composition. In the case of minors, permission must come from the parent or legal guardian.
2. Media are subject to the provisions of the Code of Conduct policy and may not disturb the normal operations of the library.

The above policy applies only to open, public events. Closed events such as class visits would require releases and/or permissions from the supervisor of the visiting organization.

Sources:

[GOVERNMENT CODE Sec. 552.021](#)

[Office for Intellectual Freedom of the American Library Association](#)

Unattended Children

The Burnet County Library System is dedicated to providing a welcoming and safe environment for patrons of all ages. Staff strive to create a warm, inviting, fun environment for children. However, the safety and well being of children at the library is of serious concern. It is the intention of this policy to enlist the cooperation of parents and other adults responsible for children to ensure that the library provides a safe and pleasant experience for all who use it.

Guidelines:

- Children who are unable or unwilling to care for themselves may not be left alone in the library and must have adequate supervision while in the library. Staff are not responsible if children leave the library unattended.
- The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. Library employees cannot be responsible for children who are unattended or demonstrating inappropriate or dangerous behavior.
- Children are expected to respect library property and adhere to the rules outlined in the policies.
- Library staff will attempt to contact a parent/caregiver in circumstances as the following:
 - An unattended child is engaging in behavior that is disruptive to other library patrons, staff or the normal operation of the library business;
 - An unattended child is involved in a situation that is potentially harmful to the health and safety of the child and/or others;
 - An unattended child is left alone at the library at closing time.
- The situations listed above will be handled on a case-by-case basis. If parents/caregivers cannot be reached or are unresponsive, the library will work with other city/county departments as needed, including police and/or truancy officers.
- Parents should ensure that the child knows how to reach them and provide them with an emergency contact number.
- Parents are responsible for the behavior of their children in the library, whether or not the parent is present.

Animals in the Library

Service Animals:

The Burnet County Library System recognizes that some of our library users may have disabilities that require the assistance of a service animal. According to the Americans with Disabilities Act (ADA), service animals are defined as:

A dog that has been individually trained to do work or perform tasks for a person with disabilities. The task(s) performed by the dog must be directly related to the person's disability.

This does not include emotional support, therapy, or companion animals. These terms describe animals that provide comfort, but have not been trained to do a specific job and are not covered under ADA. These animals are considered pets.

If it is not immediately apparent what service an animal provides, staff members may ask two questions:

- 1) *Is the dog a service animal required because of a disability?*
- 2) *What work or task has the dog been trained to perform?*

Access will be granted to disabled individuals and their service animals to all areas where members of the public are permitted.

Library users with service animals, and service animals in training, are responsible for the care and supervision of their animals, including cleaning up after them, and must keep them under control:

The service animal must be harnessed, leashed, or tethered, or other forms of control (e.g. voice control, signals, or other effective means) unless the use of a harness, leash, or tether would interfere with the service animal's safe, effective performance of work or tasks.

In accordance with ADA, a library user with a disability may be asked to remove their service animal from the premises if:

- 1) The animal is out of control and the handler does not take effective action to control it;
- 2) The animal is not housebroken.

If a service animal is wandering unleashed (not performing a task), barking excessively, displaying disruptive or aggressive behavior, the handler will be asked to remove the animal from the library.

In such cases, the disabled individual will be given the opportunity to receive services and participate in programs without the presence of the service animal.

Pets:

Pets are not allowed in the library.

Exceptions:

Exceptions to this policy are animals that are in the library as part of a library sponsored program or event.

This policy is in compliance with the Americans with Disabilities ACT, Titles II & III, and the Texas Human Resources Code, Title 8. Portions of this texts are directly from the following sources:

For more information on the ADA and service animals, visit
https://www.ada.gov/regs2010/service_animal_qa.pdf

https://www.ada.gov/service_animals_2010.htm

For the Texas Human Resources Code, Title 8 visit

<https://statutes.capitol.texas.gov/Docs/HR/htm/HR.121.htm>

LIBRARY SERVICES

Patron Types

The following are the patron types of the Burnet County Library:

- *ABC - Adult Burnet County*
- *AO – Adult living outside Burnet County*
- *CHILD – Ages 5-16*
- *GROUP - Facilities and Organizations responsible for the care of multiple individuals*

Group accounts are available to facilities and organizations that provide daily, weekly, or long-term care for multiple individuals, such as daycares, group homes, and assisted living facilities.

An employee authorized by the Facility must bring their Photo ID, proof of employment (name badge, or other documentation with their name and the facility name), and proof of the Facility's contact information. Up to two additional cards can be attached to the main account for Facility use. Each employee will need to sign for their card.

By authorizing their employee to get a business account, the Facility assumes all responsibility for items checked out, including returning items by their due date, renewing eligible items, and paying any fines and fee that may accrue. In getting an account, the Facility is agreeing to abide by the Burnet County Library System's borrowers' agreement.

Patron's Requirements To Obtain a Library Card

- Read the Borrower's Agreement at the time of application
- Complete and sign the registration form
 - 17 years or older:
 - Submit form with acceptable photo ID and proof of current mailing address

- 5 to 16 years old :

A parent or legal guardian with a library account in good standing is required to submit a signature and library card number. Child account will then be attached to parents or guardians.

Circulation

A loan period for books and audio books is for a two-week period and may be renewed for a total of two times unless a hold has been placed on an item or the card has restrictions. Renewals may be made in person, by phone or online using a patron's library card number. Check the library branch for circulation restrictions on special collection items (i.e, hotspots, STEAM kits).

Items may be returned to any library branch. Special collection items must be returned to the branch they were checked out at.

Fines exceeding \$5.00 must be paid before additional materials may be checked out, and materials that have been renewed their maximum two times must be returned before additional materials are checked out.

- First time check-out is limited to two items.
- Initial library card is given at no charge.
- Interlibrary loan requests are accepted for card holding patrons.
- Items may be returned to any library in the Burnet County Library System.
- Unreturned items may be considered as an act of theft.

BORROWERS' POLICY

Library Privacy laws do not allow borrower's history to be shared with anyone. *Current Driver's License may be used instead of Burnet County Library Card for in-house transactions.*

A person receiving a Burnet County Library System card:

- Accepts full responsibility for all library materials borrowed on their card;
- Agrees to present the card each time a transaction is made in the library and for Internet access;
- Agrees to use their library card number when a transaction is made over the phone or remotely from our website;
- Agrees to abide by all library policies, procedures, and standards of conduct as distributed and/or posted;
- Agrees to pay fines and fees for lost or damaged library materials and/or library card as posted in the library;
- Agrees to keep personal information current and give the library prompt notice of change of name, address, phone number, e-mail address or lost card;
- Agrees to the check out limits and card restrictions.

Technology/Internet Policy

The Burnet County Library System provides digital services and internet access free of charge as part of our ongoing commitment to serve our communities and visitors. Use of the internet by account holders and guests must be in accordance with library policy, and all local, state, and federal laws. Use of the internet must be in a courteous and responsible manner.

There is no guarantee that there will be uninterrupted service at any given time. The library has no control over the content of the internet and users access it at their own risk. We encourage our internet users, both with public computers and WiFi, to use common sense and caution when accessing the internet.

Public Computers

Usage Requirements:

Public computers are available on a first-come-first-serve basis. Computers are available to account holders in good standing and visitors.

- Computer users under the age of 17 years must use the filtered computers in the Juvenile section of the libraries.
- Computer users may bring their own headphones, or purchase headphones at some branches. Volume must be kept low so as to not disturb others.
- No more than two people at a computer at one time.
- All computer sessions end 15 minutes before the libraries close.
- Computer users must respect the privacy of other computer users and conduct their business in a courteous manner. Disruption of other users may result in being asked to leave the computer area.

Prohibited Uses

Computers are provided for bona fide research and lawful purposes. Violation may result in the loss or suspension of computer privileges and possible prosecution and repair expenses. Staff members have the authority to end a session if a violation has occurred. Prohibited uses are:

- Unauthorized use of copyrighted materials.
- Unauthorized use of the library or other networks, or “hacking”.
- Any attempts to evade security measures.
- Damage to, or misuse of, the computer and its components
- Viewing, downloading, distributing, or exhibiting materials that are harmful to minors. Library computers may not be used to access illegal or obscene materials or to display materials that violate the Texas Penal Code, Sections 43.24 and 43.25. <https://statutes.capitol.texas.gov/Docs/PE/htm/PE.43.htm>
- Install any software programs not provided by the library.

- Use the library computers or WiFi for unauthorized, illegal, or unethical activities.
- Use the computers in such a way that is disruptive to other library users.
- Turn off, unplug, or alter the computers or software in any way. Any computer issues must be reported to staff immediately.

Violations to this policy may result in the loss of computer privileges.

Session/Time Limits:

Computer sessions are limited to two sessions a day, with each session being 90 minutes for adult computers and 60 minutes for children's computers. Session times and limits may be adjusted at individual locations at the discretion of the director without prior notice.

Downloading/Saving Information:

Information may be temporarily saved to the provided public storage space on each computer, emailed to a personal email account, or saved to a personal USB. **All public computers are wiped of any downloads, saved information, web searches, and passwords upon resetting. Staff members are unable to retrieve information once a computer has reset.**

Printing:

Printing is available from public computers and with Mobile Printing. Print charges are posted at the print release stations and on the libraries' websites. Print refunds will only be issued if the printer produces a damaged or unreadable print. Blank pages and other non-machine caused print errors are not eligible for a refund. Print users are encouraged to use print preview and make any needed adjustment prior to submitting print jobs.

Staff Limitations:

Staff members may assist in helping computer users navigate the basic functions of websites and the provided computer programs, and give guidance on how to achieve desired search results. Staff members may not assist users with personal tasks, such as filling out applications, nor give advice on personal matters.

Minors, CIPA, and Filters:

Library account holders between the ages of 8 – 16 years may use the filtered computers in the Juvenile section of the library. Parents and/or legal guardians, not library staff, are responsible for a minor's use of library computers. If a parent or guardian does not wish their child to use this library resource, it is their responsibility, not library staff, to see that the child complies with their wishes.

In compliance with the Children's Internet Protection Act (CIPA), BCLS computers are filtered for images that are:

- Obscene
- Child pornography
- Harmful to minors

No filtering is fool-proof and our filters may be updated at any time without prior notice.

Certain websites are blocked; if a computer user feels a website is blocked unnecessarily, they may request it be unblocked. The request will be reviewed by the library director and the director's decision is final.

Staff computers and computers for adult access (users 17 years and older) have disabled filters for bona fide research and lawful purposes.

Liability Disclaimer:

Using the library computers is done at the user's own risk. The library and its staff members are not liable for any damages, direct or indirect, arising from the use of the libraries' computers.

WiFi

Public wireless internet is available 24/7 at most branch locations. Availability and access procedures are subject to change without prior notice.

Usage Rules:

The same rules for usage apply as for Public Computers.

Mobile Printing:

Mobile printing is available at the Bertram, Burnet, and Marble Falls locations. Technical issues can occur and there is no guarantee that this service will work perfectly at all times.

Filters:

Library WiFi is used by adults and minors; certain types of websites are blocked. If a WiFi user feels a site is being blocked unnecessarily, a WiFi user may submit a request for it to be unblocked. The request will be reviewed by the library director and the director's decision will be final.

Staff Limitations:

Library staff may assist WiFi users in connecting to the WiFi, but may not assist with the operation or troubleshooting of personal devices.

Disclaimer:

Using the WiFi is done at the user's own risk. WiFi users are expected to be responsible for the security of their personal devices and any information they may transmit. The library and its staff members are not liable for any loss or damage that may occur when using public WiFi.

Mobile Hotspots

Some branches of the BCLS offer mobile hotspots for check out. Hotspot checkout times, requirements, and restrictions will be set by the director of each branch location.

Please check with the lending branch to see their requirements.

Usage Requirement:

Hotspots are available to adult account holders in good standing.

Rules for Usage:

- Hotspots must be returned on time and in the same condition they were checked out in. Failure to do so will result in damage/replacement fees. The library reserved the right to deny the use of hotspots to any account holder who returns the device late, in a damaged condition, or in violation of the usage policy and/or branch borrowing policy.
- The account the hotspot is checked out to assumes all responsibility and liability for loss or damage to the device.

Limitations:

Hotspots may not work in all areas. The library cannot guarantee that the hotspot will be usable at any given location.

Genealogy Computers

Computers for genealogy research are available at the Elizabeth Van Gorkom Genealogical Research Center, located at the Herman Brown Free Library in Burnet. These computers are for the express purpose of genealogical research. All other use of these computers is prohibited. Violation of this policy can result in the loss of access to these computers. Charges apply for any printing or copying done from these computers.

Usage Requirements:

Research computers may be accessed by library account holders in good standing and guests. Specific requirements apply and researchers should call the library or check its website to learn what these requirements are.

Public Access Catalog Computers

Public Access Catalog (PAC) computers are available to search the BCLS catalog and may not be used for any other purpose.

eServices

Apps/Services:

The library provides a variety of online and digital services. Access to these services is available to library account holders in good standing.

Limitations:

Like all technology, our eServices occasionally have problems. Our library staff is able to do limited troubleshooting with these services, but cannot do in-depth troubleshooting or make any changes to a service user's personal device.

COLLECTION POLICY

Materials Selection

Presence of materials in the library is not a personal endorsement of their contents by any member of the staff or the governing body of the library. This includes physical and digital materials.

Standards that guide the selection of materials are as follows:

- **Materials should possess qualities of:**
 - Contemporary significance or value
 - Accuracy and objectivity of viewpoint
 - Authority of the author in the field
 - Clear presentation and readability
 - Social significance

- **Works of imagination should possess qualities of:**
 - Representation of important movements, genres, trends of national culture
 - Vitality and originality
 - Artistic integrity
 - Effective characterization
 - Authenticity of historical or social setting
 - Sustained interest

- **Materials considered for inclusion in the library's collection must meet one or more of the following standards:**
 - Importance of subject matter to the collection
 - Literary, artistic, political, historical, or scientific value
 - Timeliness

- Reputation and significance of author, illustrator, editor, artist, performer, etc.
 - Accuracy and authenticity of content
 - Readability
 - Popularity
 - Local interest
 - Reputation and professional standing of publisher
 - Price
 - Format
- **Periodicals will be evaluated according to the following criteria:**
 - Frequency of use
 - Interest, as indicated by patron requests
 - Reputation and quality of publication
 - Titles on subjects of current interest
- **Digital Collection**
 - Digital content is composed of subscriptions, consortiums, and databases. This collection is not entirely curated by the Library System. Digital content purchased by the Library System is subject to the same selection criteria as physical materials.
- **Some items that are not deemed suitable for collection include:**
 - Collectors' materials
 - Philosophy and religion materials that have as their primary purpose to proselytize converts
 - Textbooks
 - Obscene Materials
- **Tools used in the selection of collection materials include but are not limited to:**
 - Award lists
 - Special bibliographies
 - Various professional journals
 - Patron recommendations

History and Genealogy Collection

The Burnet County Library System recognizes its obligation to assist the public by providing materials pertinent to the area.

The Burnet County Library System supports state and local history and acquires works by and about local authors and interests. The System is under no obligation to add items to its collections that do not meet the selection guidelines.

The Elizabeth Van Gorkom Genealogy Research Center is part of the Herman Brown Free Library and is the repository for Burnet County history. This collection includes local

history and genealogy and genealogical resources. Additions and deletions from this collection are at the discretion of the Herman Brown Free Library director.

Censorship

The selection of library materials is predicated on the library patron's right to read and freedom from censorship by others. Many materials are controversial and any given item may offend some persons. Selections will be on the merits of the material in relation to the building of the collection and to serving the interests of the readers. Burnet County Library System holds censorship to be a purely individual matter. No one can exercise censorship to restrict the freedom of others.

With respect to the use of library materials by minors (children under 17), the decision as to what a minor may read or view is the responsibility of his parent or guardian. The library and its staff do not serve in place of the parent.

This library subscribes to the principles of the American Library Association's Library Bill of Rights, Freedom to Read Statement, Statements on Labeling and Free Access to Libraries for Minors and of the Texas Library Association's Intellectual Freedom.

Patron Requests

The library welcomes patron interest in the collection and will consider all requests for specific materials depending on the availability and suitability of the item for the collection. The library is under no obligation to fill any particular request.

Patrons may offer selection recommendations. Final responsibility for selection of all library materials is vested in the Library Director of each library in the Burnet County Library System. Other trained staff members may contribute to collection development.

Gifts and Donations

The librarian on behalf of the library may accept unconditional gifts, donations and contributions to the library in the form of materials, money, honorariums, or memorials. No gifts or donations conditionally made shall be accepted without the approval of the library director.

- All gifts are subject to the previously stated criteria for standards.
- The library may refuse any material not deemed desirable.
- When gift materials are deemed no longer useful or needed, the library will discard them at the discretion of the library director.
- Collections of books will not be accepted with restrictions which necessitate special housing, or which prevent integration of the gifts into the general library collection.
- A receipt for donated items for tax purposes is available upon request.

Maintenance of the Collection

Library materials will be periodically examined to maintain a balanced collection. When materials are deemed no longer useful or needed, the library will discard them at the discretion of the library director. Withdrawn materials may be sold to the general public with proceeds benefiting the library.

Weeding

Materials that no longer meet the stated objectives of the library (including items that have become damaged or obsolete) will be systematically withdrawn according to the accepted professional practices described in the publication, *CREW: A Weeding Manual for Modern Libraries*. Disposal of withdrawn library materials will be at the discretion of the library director.

Reasons for withdrawal of materials include:

- Poor physical condition
- Datedness
- Inaccuracy of information
- Lack of reader interest based on the number of check-outs in a given period of time
- Duplicates not justified by demand
- Materials that do not meet the current selection criteria

The controversial nature of materials shall not be deemed a sufficient reason for removal unless and until the material has been subjected to a review as outlined below.

Complaints Regarding Controversial Materials

Anonymous complaints will not be considered. To have a request considered, the patron must:

- Have a current library card from the Burnet County Library System;
- File a completed *Patrons Request For Reconsideration of Materials* form with the library director.
- No duplicate requests.

A patron wishing to discuss the selection of any library materials must complete a formal request form. No materials will be added or removed on demand. When the completed form is returned to the library director, the reasons for the complaint will be considered using the principles of the Burnet County Library System selection policy as a guide. Directors and a representative from the Commissioner's Court will decide the validity of the complaint and their decision will be final. Once a decision has been reached on a

material, it will not be considered again for removal. A written response from the librarian will be provided within a two-week period from receipt of the written form.

Interlibrary Loan Policy

Cost of postage will be charged to patrons for each Interlibrary loan item which must be returned to the lending library by mail. If the lending library requests postage reimbursement for sending the item to and/or requests that the item be insured when returned to them, then these additional expenses will be passed along to the patron. All postage costs **MUST BE PAID** by the patron. Interlibrary loans must be placed by adult patrons.

FEES

Fees are charged for:

- Replacement cards;
- Replacing lost or damaged materials;
- Printing from the computers;
- Making copies/faxes.

Material Charges: The total charge to replace a lost or damaged item includes the cost of the item plus the processing fee. No refunds will be provided. Items bought by patrons for replacement are not accepted.

FACILITY POLICIES

The Elizabeth Van Gorkom Genealogical Research Center

Located at the Herman Brown Free Library, access to the research center is available upon request during library business hours. Guidelines and usage requirements are available at the Herman Brown Free Library.

Meeting Room Policy

Meeting rooms at Burnet County libraries are provided to promote education and enrichment to the lives of our communities and are available to nonprofit and civic organizations that meet the meeting room policy.

Permission to use the library facility does not constitute an endorsement of the group by the library staff or its governing authorities.

1. Meetings held at the library must be public and open to all.

2. Solicitation, admission or other charges, money-raising activities and/or sales not related to the library are not allowed. All programs and exhibits must be free-of-charge. Library sponsored events and programs may require a donation to cover the cost of program expenses at the discretion of the library director.

3. All advertising must include a disclaimer that the event is not in any way affiliated with or sponsored by the Burnet County Library System and must be clearly visible. Library phone numbers and email addresses may not be provided as a contact on any material or otherwise. The library is not obligated to post notices or flyers for functions it does not sponsor.

4. The following uses are not permitted:

- Meetings that promote, support, or further a commercial interest;
- Meetings that support a political issue, candidate, or campaign;
- Meetings that are purely social functions;
- Religious Meetings.

5. Library related functions may preempt existing reservations. Some branches may restrict usage for extended periods to accommodate these functions.

6. Reservation requests will be honored on a first-come, first-serve basis. A completed Meeting Room Request Form must be on file and approved before a meeting date and time can be finalized. Cancellations should be made as soon as possible. Failure to notify the library of a canceled meeting may result in the loss of usage privileges, at the discretion of the library director.

7. Meeting rooms may be available when the library is closed, but the key must be picked up during library hours. It is the requestor's responsibility to check the library's schedule for holiday closings and other closings. Keys will only be issued to the person(s) listed on the Meeting Room Request Form. The person(s) on the request form, and the group, are responsible for key and lock replacement costs if the key is lost or not returned before closing time the next day.

8. Allowable occupancy for each meeting room is posted in each meeting room.

9. The group collectively is responsible for observing the Meeting Room Policy and will be held responsible for damages that may occur as a result of the use of the facilities.

10. Meetings may not disrupt the use of the library by others. Persons attending the meetings are subject to all library rules and regulations. Meeting participants must keep their noise to a minimum, especially in the public areas of the library. Parents are responsible for their children.

11. Permission to use the library meeting room may be withheld from groups for noncompliance with the Meeting Room Policy and

- From any group who damages the room, equipment or furniture, or causes a disturbance;
- Any requestor who has falsified any information on the Meeting Room Request Form;
- A group or requestor that is disruptive to library service, a library building, or to any library equipment;
- A group that does not show for their scheduled meeting time without first canceling their reservation.

12. Each Burnet County Library director/designee has the right to terminate any meeting in their facility in progress that disrupts library business.

13. Each library director/designee will resolve questions involving meeting room policies and procedures.

Care and Usage of the Meeting Room

1. Food and drink are allowed in the meeting rooms. A mini-kitchen is provided in some locations and all supplies, food items, and trash must be removed when the meeting concludes. Trash must be disposed of in designated dumpsters.
2. Do not affix anything to the walls. If a white board is available, the user must provide erasable markers and an eraser and leave the board clean.
3. Groups are welcome to arrange the tables and chairs to meet their needs, but must put them back according to the requirements of the library.
4. Meeting rooms must be left in a clean and orderly condition. The library is not responsible for materials, equipment, or possessions left in the meeting room.
5. Before leaving, ensure that the closing checklist is complete and that the doors are locked. The meeting room key may be returned in the book drop if the meeting is after hours, otherwise, return the key to the front desk.
6. Smoking/vaping, tobacco use, and alcohol are not permitted anywhere in the library.

Conference Room Policy

Conference rooms are available at some branches for small private meetings that meet the conference room policy.

1. Conference room usage is available during library business hours on a first come, first serve basis.
2. Each library will set the usage requirements and time limits for their conference room. Conference rooms close prior to the end of regular business hours.

3. Refreshments are not allowed in the conference rooms. Lidded drinks may be allowed at some locations.
4. Any damage is the responsibility of the individual or group using the conference room and may result in the loss of usage privileges.
5. The library has the right to terminate any meeting in progress that is disruptive to library business.

Other Meeting Places Inside the Library

At each location, permission to meet in another part of the library may be given to small groups when the Meeting Room is not available. The same rules apply to these places with the exception of food being allowed.

Postings and Displays

Re: Posters, Advertisements, Brochures, Pamphlets, Flyers, Signs

Priority will be given to library sponsored or created displays in all display areas.

Information signs and posters from nonprofit groups or organizations only (no “for-profit” material) will be permitted in designated areas and posted by staff if the following criteria are met:

- The library director or designated staff person has reviewed, approved and initialed the item prior to display.
- Library display area is available.
- Items promote or advertise activities, groups or events of civic, educational, or informational nature. (No “for-profit” advertisements, etc.)
- No political party, position, issue or person may be promoted.
- No worship service may be advertised or promoted.

Sales: Only items whose proceeds directly support the library may be sold in the library.

Privacy and Confidentiality Policy

Burnet County Library System is committed to protecting the privacy and confidentiality of all patrons, in line with legal requirements and the American Library Association's [Code of Ethics](#).

Texas Government Code Title 5 Section 552.124, Public Information, prohibits the disclosure of library records that identify a person who requests, obtains, or uses library materials or services unless:

1. The records are released to the person to whom the information relates, or to that person's authorized representative, or
2. Disclosure is reasonably necessary to the operation of the library, and the records are not confidential under other state or federal law, or
3. A law enforcement agency or prosecutor obtains a court order or subpoena for the records by showing to a district court that the records are necessary to protect the public safety or that they are evidence of an offense or constitute evidence that a particular person committed an offense.

Information the Library Collects About You

1. Your name and current mailing address. This information is required before a library card can be issued.
2. Records of items you have checked out, titles in your saved lists and reading history*, and titles you have on hold. **Patron reading history can be disabled upon request by the patron or through their account on our catalog.*
3. Records of items you have overdue and items you have returned late or damaged. Items returned on time in good condition are removed from your record when they are checked in.
4. Records of any fines and fees you owe.
5. Contact information for people who have signed up for library classes or programs.
6. Records of people and organizations that use the library meeting room facilities.
7. State ID information or other approved identification

How the Library Protects Your Confidentiality

1. Retains only that personal information necessary to deliver library services and maintain control of library property.
2. Prohibits confidential information from public access, and verifies your identity during telephone transactions.
3. Purges electronically or manually shreds data in accordance with the state retention schedules.
4. Releases account information only to the account holder or to that person's authorized representative, including the adult responsible for a child's card.

5. Does not share, sell, or lease your personal information to any commercial or nonprofit entity that is not affiliated with the library.
6. Ensures that its third-party contractors and service providers adhere to its confidentiality policies.
7. Public computers regularly remove web history, cached files, and other computer and internet use records.
8. Does not share with third parties or private or public agencies any information about library users, the materials they check out, the information they seek, or the services they use, unless required to do so under the provisions of the Texas Government Code or the U.S.A. Patriot Act.
9. Denies all requests from third parties for records containing personal information, and refers such questions to the Director when necessary.
10. The Director consults with the County Attorney before determining the proper response to any request for records.

What You Can Do to Help Protect Your Privacy

1. Protect your account number, library card, and password.
2. Use care when allowing others to use your library card. Use care in the use of your child's card.
3. Return materials on time.
4. Notify us immediately if your library card is lost or stolen.
5. Use care when accessing or inputting any kind of personal information on the library's computers.
6. Be sure to log out of any secure sites you have visited.
7. You are entitled to review your personal information and are responsible for keeping it up to date. Inform the library if your name, address, or contact information changes.
8. Questions or concerns about your privacy and confidentiality rights may be filed in writing with the Library Director. The Burnet County Library System supports the principles of intellectual freedom described by the American Library Association's [Library Bill of Rights](#) and [Freedom to Read Statement](#).

U. S. A. Patriot Act

For more information about the U.S.A. Patriot Act, go to: [American Library Association](#)

VOLUNTEERS IN THE BURNET COUNTY LIBRARY SYSTEM

The libraries of the Burnet County Library System welcome members of the community to volunteer their time. They may assist with tasks in the library, special projects, and events held outside the library. Library volunteers are expected to follow the library's policies and procedures as directed by the library director. Volunteers must complete a volunteer application and submit to a Burnet County background check. Members under 18 wanting to volunteer must have a parent or guardian complete a consent form. Those forms are available at each library branch or on their webpage.

In accordance with labor laws and Burnet County personnel policy, paid staff of Burnet County may not serve during that period of employment as a volunteer at any of the Burnet County libraries. Employees are welcome to volunteer in the Friends of the Libraries Groups.

Volunteers are responsible for maintaining the confidentiality of all privileged information which they may be exposed to. Failure to maintain confidentiality shall result in immediate termination of volunteer duties and or other corrective action.