PERSONNEL POLICIES

Reviewed/Revised: 09/14/2026

FILLING VACANCIES

DIRECTOR/HEAD LIBRARIAN

- Anyone interested in Library Director/Head Librarian position (AKA Library Operations Coordinator) must apply with the Satsuma Public Library Board of Trustees.
- The position of Library Director/Head Librarian will be posted in the local newspaper by SPL Board of Trustees when position becomes available.
- The Library Director/Head Librarian shall be considered the executive officer of the board and shall have sole charge of the administration of the library under the direction and review of the board. The Library Director/Head Librarian shall be held responsible for the care of the building and equipment, for the direction of the staff, for the efficiency of the library's service to the public and for the operation of the library under the financial conditions set forth in the annual budget.
- The Library Director/Head Librarian shall attend all SPL Board meeting.
- The Library Director/Head Librarian will be paid by Satsuma Public Library through city, county, and state funding.

ASSISTANT LIBRARIAN AND LIBRARY ASSISTANT

- An ad will be placed in local newspaper.
- The Chairman will appoint three persons from the SPL Board to select the most qualified person from the applicants.
- Interviews will be held with all applicants without regard to age, race, sex or creed, the only consideration being qualifications.
- A selection will be made from these applicants. The Board must vote to accept the committee's nomination.

PERSONNEL PROCEDURES

LIBRARY DIRECTOR/HEAD LIBRARIAN

- The Library Director/Head Librarian is filled through the Satsuma Public Library Board of Trustees.
- Pay is determined by qualifications.
- Holidays will be the same as observed by the City of Satsuma.
- All compensation, i.e. vacation, sick leave, etc. is the responsibility of the SPL Board of Trustees.

- ASSISTANT LIBRARIAN AND LIBRARY ASSISTANT
- The probation period will be three months.
- A performance evaluation will be made every 12 months thereafter.
- The staff will be paid semimonthly.
- The scheduled holidays will be as posted by the City of Satsuma annually. For Saturdays that fall on a Holiday weekend, the library will be closed. Employee to work that day may use comp time or take time without pay.
- After one year of continuous employment, employee will be entitled to 2 weeks vacation of their normal workdays. All vacation should be taken by the end of the calendar year or it will be forfeited.
- After one full year of continuous employment, full-time employees will be entitled to 2 weeks of sick leave. No sick leave can be carried over to the following calendar year.
- In the event it should be necessary to terminate an employee, the SPL Board will give the employee at least 24 hours prior notice. The employee may, in writing within 7 days, request a hearing before the SPL Board.
- Promotions will be made as library growth dictates.
- Grievances will be submitted in writing to the SPL Board and will be dealt with accordingly. All personnel records are kept in the library office and are confidential.
- Resignations should be submitted to the Board at least (1) board meeting prior to leaving the employment of the Library.
- Insurance and Retirement Benefits are not provided at the present time.
- Hours- Assistant Librarian will work 32-40 hours a week, Library Assistant will work 22 hours per week. The Director will be responsible for making schedules. At this time there is no compensation for overtime. Overtime must be compensated by taking time off, unless approved by the Library Director.
- Education — High School Diploma is required.
- Maternity and Paternity leave is allowed as required by law without compensation.
- Professional and Educational Leave will be looked at by the board as the situation warrants.
- Emergency Leave with Pay up to the designated days may be used as approved by the board.
- Jury Duty leave is allowed for all employees with pay.
- Reserve Military Duty Leave is allowed for all employees without pay.
- In Service Training is encouraged by the Board when available.
- Professional Affiliations are encouraged but not required.

DUTIES AND RESPONSIBILITIES

LIBRARY BOARD

- Employ competent and qualified staff.
- Determine and adopt written policies to govern the operation and program of the library.
- Determine the purposes of the library and secure adequate funds to carry on the library's program.
- Know the program and needs of the library in relation to the community; keep abreast of the standards and library trends; plan and carry out the library program.
- Evaluate and approve the annual budget.
- Know local and state laws; actively support library legislation in the state and nation.
- Establish library policies dealing with book and material selection.
- Attend all board meetings and see that accurate records are kept on file at the library.
- Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
- Be aware of the services of the state library.
- Be prepared to report to officials of government, and to general public.

LIBRARY DIRECTOR/HEAD LIBRARIAN

- Bookkeeping (payroll, bill paying, tax filing, balance accounts, prepare budget, etc.)
- Act as technical advisor to the board; recommend needed policies for board action; recommend employment of all personnel and supervise their work.
- Supervising employee training and evaluations.
- Grant writing and implementation, locating donation and grant sources.
- Attending Administrators meetings, Board meetings, and Council meetings when required.
- Public relations with City, County, and State officials, as well as local business administrators, principals and teachers.
- Serve on Satsuma Public Library Foundation Board.
- Maintain computers.
- Order and catalogue books and other library material.
- Plan and implement library programs.
- Develop and maintain technology plan.
- Update manuals, bylaws and long-range plans as required.
- Prepare regular reports embodying the library's current progress and future needs; cooperate with the board to plan and carry out the library program.
- Complete surveys required by State and other institutions for funding.

- Oversee renovations, repairs and putting together bid packages.
- Suggest and carry out plans for extending library service.
- Schedule room rentals, employee work schedules, and community service schedules.
- Notarize documents and Proctor tests.
- Assist patrons with research and book selections.
- Assist patrons in computer lab.
- Maintain an active program of public relations.
- Prepare an annual budget for the library in consultation with the board and give a current report of expenditures against the budget at each meeting.
- Know local and state laws; actively support legislation in the state and nation.
- Affiliate with the state and national professional organizations and attend professional meetings and workshops.
- Make use of the services and consultants of the state library.
- Report regularly to the governing officials and the general public.
- Handle problem patrons and potentially dangerous patrons following library policies.

LIBRARY POLICIES

Reviewed/Revised: 09/14/2026

MISSION STATEMENT

GENERAL LIBRARY OBJECTIVES

The general library objective of the Satsuma Public Library shall be:

- To assemble, preserve and to administer, in organized collections, books, and related educational and recreational material in order to promote, through guidance and stimulation the communication of ideas, and enlightened citizenship and enriched personal lives.
- To serve the community as a center of reliable information.
- To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary as corrections and stimulants in a society that depends for its survival on free competition in ideas.
- To support educational, civic and cultural activities of groups and organizations.
- To provide opportunity and encouragement for children, young people, men, and women to educate themselves continuously.
- To seek continually to identify community needs, to provide programs of service to meet such needs, and to cooperate with other organizations, agencies, and institutions that can provide programs or services to meet community needs.
- To provide opportunity for recreation through the use of print material and Internet access.

SERVICES OF THE LIBRARY

- The library will select from the mass of available materials, and organize for easy access, those books and materials that best meet the needs of the community.
- The library staff will provide guidance and assistance for people to obtain the information they seek as time and staff availability permits.
- The library will provide information and materials to help people to:
    1. Equip themselves for efficient activities in useful occupations and practical affairs, including vocational information, parent and home education, childcare, nutrition, physical health, emotional stability and growth, budgeting and consumer information, and specialized business, industrial and agricultural information.
    2. Increase their competence to form sound judgments on public problems and to encourage them to express their opinions and to act according to their judgment.

3. Increase their understandings and appreciation of literature, the arts, sciences and the political and natural world.
4. Promote personal and social well-being and develop creative and spiritual capacities.

- The library will initiate programs, book lists, etc., to stimulate the use of library materials for the enlightenment of people of all ages.
- The library will cooperate with other community agencies and organizations determine and meet the educational needs of the community.
- The library accepts a responsibility for securing information beyond its own resources by:
    1. Collecting information about, and listing for referral, resources of agencies, institutions, organizations, and individuals in and beyond the community.
    2. Borrowing for patrons with serious interest materials which are not owned by the library and which cannot be purchased or materials for which the demand does not justify purchase.
- 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. Patrons of this library have a priority in the use of materials.
- The library will endeavor to maintain a balance in its services to men, women, young people, and children. The public library will cooperate with, but cannot perform the function of, school or other institutional libraries that are designed to meet curricular needs.
- Library services will be provided during the hours that best meet the needs of the community.
- Periodic review will be made of library services to determine whether the needs of the community indicate that present services should be discontinued or other services should be added.
- Satsuma Public Library has a room available for rent. Details are stated in the Library Room Rental Policy contract.

ADDENDUMS 1 and Ia

WHO MAY USE THE LIBRARY

- The library will serve all residents of the City of Satsuma. Service will not be denied or abridged because of religious, social, economic, or political status.
- Any known felon attempting to use the library who lives in the City of Satsuma will be allowed limited library privileges. They will be issued a library card, and Alabama virtual library card upon request. They may visit the library to check out or return a book. They may not loiter on library premises. Computer lab privileges will be limited to supervised use only. While using the computer lab, they must be supervised by a staff at all times. There will be a thirty-minute time limit. Appointments must be scheduled according to staff availability for this purpose. Those who live outside the city limits will not be granted any library privileges.
- The library does not deny service to anyone on the basis of age, race, sex or creed.

- The use of the library or its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public. Such demands may include those made by individuals, students, clubs, and others whose demands for staff time, available materials, or space would prohibit attention and service to other individuals or groups.
- The use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct of library premises.

LIBRARY MATERIALS

- The library will provide any materials that help to meet its objectives. Materials may include: books, periodicals, pamphlets, newspapers and pictures.
- Materials acquired will meet high standards of quality in content expression and format. Books will not be purchased because of bargain to sacrifice quality.
- The library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools and by institutions of higher learning. The public library has materials for self-study, but is not primarily designed to furnish reading required for academic study.
- All materials except those that are in special demand and those books labeled as Reference will be lent for home use.
- The library subscribes to the Library Bill of Rights of the American Library Association that affirms its belief in the following basic policies. **ADDENDUM 2**
- Materials that are no longer useful in the light of the stated objectives of the library will be systematically weeded from the collection according to accepted professional practices. Such materials will be destroyed or sold in the "used book sale". The library will not be guilty of lowering the standards of institutional and individual collections by circulating soiled, damaged, mediocre, or obsolete materials.

NOTARY SERVICE

The library provides notary services free to all patrons.

A current valid photo ID is required for notary services. Acceptable forms of ID are:

- Driver's license
- Non-driver's ID issued by the Motor Vehicle Commission
- US or foreign passport
- US military ID
- Green card

Documents in any language other than English will not be notarized.

Library Notaries are not able to give legal advice.

Library Notaries cannot pre or postdate any document.

The signature line should not be completed beforehand. Notaries must see the document signed.

The Library does not provide witnesses. If the document requires a witness, the patron must bring the witness with them. A witness must be personally known and cannot be a stranger in the library.

Library Notaries reserve the right to decline serve for any reason.

CIRCULATION POLICIES

CIRCULATION OF LIBRARY MATERIALS

- Materials are loaned for a period of 3 weeks, except when materials are on reserve. Material on reserve can be checked out for 1 week only, with no renewals. Only books available for circulation may be put on reserve. There is no set limit to the number of items loaned to resident patrons in good standing. Limits may be put in place for non-residents and those with previous records of not returning books on due date.
- Renewals should be made when book is due by visit or telephone. Renewal will be made 1 time only, not to exceed 3 weeks. Books on reserve cannot be renewed.
- Reference materials may not circulate. Books that are in high demand (i.e. best sellers, school assignments, holiday books, etc.) may be restricted to circulation for specific periods of time with no renewal. In addition, books may be placed on "temporary reference" when resources on a particular subject are limited.
- Print and non-print materials must be returned to the SATSUMA Public Library.
- An overdue fine will be charged for materials not returned on the date due. The overdue period is based on a seven (7) day week. A "Book Return" is provided outside the library in order for patrons to return library books when the library is not open.
- Fines collected shall go to the library circulating the material.
- This will not necessarily be the library that owns the material. An accurate record of materials and fines collected should be maintained.
- Rates for fines are:

Print Material	$ .10 per day/per item
Non-Print Material	$ .25 per day/per item

- "Problem Patrons" are individuals who have a record of long (60 days or more) overdue materials, or lost materials and/or unpaid fines totaling $5 or more
- A patron who is a "problem" shall not be allowed to borrow library materials until they have cleared his/her record.
- Before any legal action against the patron can be taken, the library must make a reasonable attempt to notify the patron concerning overdue materials. A written record of notification should be maintained by the library.
- Circulation records and other records identifying materials borrowed by individual library users are confidential in nature. Such records shall not be made available to any individual, agency of state, federal or local government except pursuant to such process, ordered or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power where a proper showing of good cause has been made in a court of competent jurisdiction.

LOST AND DAMAGED BOOKS

- A patron is responsible for all materials checked out on his library card.
- A patron shall notify the lending library immediately when materials have been lost or stolen. Overdue fines continue to accrue until such notification is given to the library. The patron is charged the replacement cost for lost or damaged materials. When the patron pays for the lost or damaged materials an overdue fine will not be charged. A receipt must be issued to the patron when payment for lost or damaged materials is made. If the patron finds and returns materials for which he has paid the replacement cost, a refund will be issued less the fine that would be charged for the materials being overdue. A refund will not be issued without verification that payment was made. Verification can be the receipt issued by the library or the patron's canceled check.
- The current Book In Print or replacement price shall be charged for lost or damaged materials. If a book is out-of-print, the charge shall be:
    - Adult Book $23 or the original price if higher
    - Juvenile Book $15 or the original price if higher
    - Paperback Book $6 or the original price if higher
    - Books Requiring a Deposit Loss of Deposit
- The decision to replace lost or damaged materials will be made by library staff.

REGISTRATION OF PATRONS

- Each patron will be asked to complete a membership application form. The form includes full legal name, street address, home telephone number and date of birth. If for some reason a patron refuses to give his date of birth, the staff member taking the application must write "refused" in the space on the application for date of birth to ensure that the omission was intended and not overlooked. **ADDNEDUMS 3 and 3a**
- Each patron shall be asked to provide a photo I. D. and one piece of identification verifying his current address. Point out to patrons the importance of providing this information. This information enables the library to avoid duplicate membership and to guard against losing materials.
- Each patron must provide the library with two (2) telephone numbers where he/she can be reached (i.e. home, business, neighbor, relative, etc.) and their email address.
- All patrons who wish to use the computer lab must sign an "Internet Use Policy". Patrons under 18 must have a parent cosign the policy. **ADDNEDUM 4**
- Registration forms for patrons under the age of 18 require the signature of a parent or legal guardian. The parent or legal guardian must supply identification. A child that is 5 years old must be able to sign their name to get a library card.
- Temporary Library Cards: Anyone applying for a library card with a temporary residence (in town for only a few months) will be issued a temporary card that will expire in 3-6 months if they have proof of a residence and a photo I. D.
- A card will not be issued until the patron has provided all essential information requested on the registration form.
- When the membership application has been completed, the patron will be issued a borrower's card.
- The library shall maintain a list of borrower's cards issued by the library. The list will contain the following information: library card number, patron name, address and telephone number.

- A patron's account will be flagged "problem patrons" if they fail to comply with library policies. A note will be made as to the reason their account has been flagged.
- A charge of two ($2) dollars will be assessed for the replacement of lost or damaged borrower's cards. Patrons applying for a replacement card shall be asked to update the information on file.
- Library cards expire after 1 year. Upon the expiration of borrower's card, the library staff will update all information and renew the card for (1) year at patron's request.
- A replacement fee will not be charged for a borrower's card that is damaged due to normal wear and tear. The damaged card must be turned in when the request for replacement is made.
- An annual fee of twenty ($20) dollars will be charged to out of county residents who wish to obtain a library membership.
- All information retained in patron records is for the purpose of conducting daily library business. This information is confidential in nature and should not be given out to unauthorized individuals nor for any other purpose than to carry out the normal procedures of the library.

ITEM CHECK OUT POLICY

- All New Patrons may only check out 1 item until they form a pattern of returning books on time.
- Temp/Permanent patrons (Lot #, Apt. #) will only be allowed to check out 2 items at a time.
- Non-Residents may check out 5 items at a time.
- Temporary Card patrons can only check out one item at a time.
- Any patron who is constantly past due may only check out one item at a time.
- If a patron has a fee of over $1, the fee must be paid before they can check out a book or use the computer lab.
- If fines are waived for a patron, they may only check out one item at a time until they form a pattern of returning on time.
- Children must have their library card with them (or know their library card number) to be able to check out books.
- Adults that do not have their library card with them must show their I.D. for verification.

OVERDUE ITEM PROCEDURE

- First Action Patron will receive a Courtesy Call and/or email. If there is no answer a message will be left.
- Second Action Patron will receive a Follow up phone call and/or email.
- Third Action Patron will be sent a "Notice From Satsuma Public Library" to inform them of their overdue items.

ADDENDUM 5

- Fourth Action Patron items will be marked as lost and will be put on the Problem Patron List.

LIBRARY OPERATIONS

COMPUTER LAB

- Patron must sign internet user policy and computer log before using the computer lab.
- Patron must have their library card to use the computer lab.
- No children under 8 years of age can be left alone and unattended in the children's room while parents use computer.
- Child must be in middle school to be left alone in computer lab. (11 years or older)
- Patrons may not download or install any messenger, games, music, or other programs on the library computers, make changes to computer setup, or violation of the Internet Use Policy.
  - 1st Offense: Banned from the computer lab for 30 days!
  - 2nd Offense: Computer privileges will be banned indefinitely.
- All computers are set to print black and white. Patrons must ask for color prints when needed.
- No loud talking or cell phones.
- Research takes precedence over games etc...
- All pages printed must be paid for.
- The Computer Lab closes 10 minutes prior to Library closing.
- Library personnel cannot do work for patrons.

TELEPHONE SERVICE

- The catalog should be searched for not more than three (3) titles for patrons requesting such service by telephone. An explanation, if needed, is that staff availability does not allow extended telephone service.
- Medical Questions- Only spelling, brief dictionary definitions, and factual information are provided. Any opinion, interpretation, or diagnostic advice is not given.
- Legal Questions- Only spelling, brief dictionary definitions are provided.
- Consumer Questions- Patrons will be directed to use the Internet for inquiries regarding consumer questions. Patrons with consumer complaints against businesses located in the U.S. can be referred to the Better Business Bureau.
- Exams, Contest, Quizzes, Puzzles and School Assignments-Patrons requesting such information are treated the same as any other patron with a question. The length of time involved, and the in-house circumstances are the governing factors-not the type of question. Staff will assist patrons who are attempting to use certain library tools. (e.g. Internet, word processing software, Reader's Guide, biographical dictionaries, atlases, etc.) by explaining the characteristics of the tools. Staff should be able to recognize the difference between a simple information question and an extended bibliographic search or research assignment. Students are given quick factual information by telephone when it is readily available, but they must expect to use the library in person for most assignments. Only 3 brief questions are answered by telephone. (When students are present at the library, staff explains the use of bibliographical aids, catalog, reference tools, etc., rather than executing the assignment itself.)

- Requests for patron to be called to the telephone- Patrons in the library are not to be paged. In case of emergency, staff will try to locate the patron.

PATRON BEHAVIOR

The Satsuma Public Library Board of Trustees has established certain standards of acceptable behavior on library property in order to maintain an atmosphere that promotes the use and enjoyment of the resources and services of the library, promotes the safety of the general public and the library staff, and protects the building, computers, furniture, equipment, and materials of the library.

Any activity that interferes with the rights of other patrons to use the library, disrupts the normal function of the library, could result in physical, emotional, or mental injury to oneself or others, or could result in damage to the facility, equipment, or materials is considered disruptive and unacceptable behavior. Some behaviors which are prohibited include:

- Destruction of property (either that of patrons, staff, or the library)
- Physical abuse (such as an altercation between two patrons or physically abusive behavior directed at a staff member).
- Threatening or bullying staff or others; brandishing or displaying weapons.
- Sustained loud conversation, or noise, that rises above the ambient noise in the library.
- Theft
- Obscene language and verbal abuse, exhibitionist, lewdness
- Consuming liquor or using illegal drugs on library premises.
- Intoxication
- Soliciting for immoral purposes or for patronage (panhandling).
- Smoking or vaping
- Refusal to comply with library policy after requested by a staff member.
- Bringing pets or animals, other than service animals necessary for disabilities, into the library, except as authorized by the Director.
- Neglecting to provide proper supervision of children.

The library reserves the right to require anyone who engages in disruptive behavior to leave the premises, the right to restrict privileges for a specified period of time, and the right to ban the individual from the library for a specified period of time or permanently. In most cases, a staff member will notify the individual that he or she is in violation of the standards of conduct and will provide one verbal warning. Unlawful activities will be reported immediately to the police.

Recognizing that each situation is unique, common sense and courtesy should guide library staff response to any encounters In situations where library staff members feel that the health, safety or security of library users or staff members are threatened, they may take any and all appropriate action including, but not limited to, calling the police for assistance. In the event that the library's standards of acceptable behavior are violated,

an "Incident Report Form" must be completed to fully document the incident. This report is vital to document what happened and get the names of witnesses incase further need to bar the person from the library or take legal action.

The library building and grounds are under video surveillance. All bags and other articles are subject to inspection by library staff or other authorized personnel. The library reserves the right to limit the size and number of items brought into the library.

BANNING AND APPEALS

The library director may ban persons for serious offenses. A banned patron may not return to the library without the Library Director's permission. If they return to the library without permission the police will be contacted to remove them from the building.

When a person is banned, they will receive a letter from the Library Director Outlining the library policy on disruptive behavior and the offense or offenses which caused the library to take action. It is up to the banned person to contact the Library Director by phone, mail, or email to set up a meeting to discuss the situation and the length of the ban, which may be on week or longer, at the discretion of the Library Director. At the meeting, banned persons under the age of 19 must be accompanied by a parent or legal guardian. After the meeting, the banned person must leave Library premises until he or she receives a letter stating the library's position.

The determination of the Library Director in a case of a banning may be appealed to the Satsuma Public Library Board of Trustees in writing. Written appeals must be filed within 10 days of the Library Director's final determination. Such appeals will be filed with both the Library Director and Library Board Chairman. The Board will hold a hearing at the next scheduled Board of Trustees meeting. The appellant will be notified before the hearing. Failure to appear on the assigned day of the hearing without prior notification to the Board will result in denial of the appeal.

PROGRAM POLICY

The Satsuma Public Library provides programs to serve the Library's mission and to expand the visibility of the Library in the community.

Ultimate responsibility for the planning and implementation of programs rests with the Library Director, who administers under the authority of the Library Board of Trustees. The Library Director, in turn, delegates the authority for program management to appropriate departmental staff.

The library uses the following criteria to make decisions about program topics, speakers and resources:

- Community needs and interests
- Budget and cost of the program

- Space requirements
- Connection to other community programs, exhibitions or events
- Relation to library collections, resources, and programs

In addition, the library actively partners with other community agencies, organizations, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs.

The Library strives to provide the vast majority of its programming free of charge. However, a fee may be charged to recover the cost of a presenter, materials, or supplies, when it would otherwise not be feasible to offer the program.

Registration may be required for planning purposes or when space is limited. Programs may be held on site or off site.

External organizations or individuals partnering with the library on programs must coordinate marketing efforts with the Library Director or other appropriate library staff. The library welcomes feedback from patrons concerning programming. If a patron questions a library program, he/she should first address the concern with a library staff member. Patrons who wish to continue their request for review of programs may submit a Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's Policy Manual.

UNATTENDED CHILDREN

- The library encourages children of all ages to visit the library with their parents to take advantage of the resources available for them to meet their informational, recreational, and educational needs. It is the responsibility of parents to insure the appropriate behavior of their children in the library.
- Library staff are not responsible for the supervision of children left unattended by their parents. Disruptive children will be required to leave after receiving one warning. Library staff may notify the appropriate authorities if they have reason to suspect that there is significant evidence of abuse or neglect.
- Under no circumstances will library staff transport or take a child away from the library building.
- No children under the age of 6 are permitted in the computer lab. An adult must accompany all children under the age of 8 at all times (including the children's room).
- No child under the age of 11 should be dropped off (no parent supervision) at the library unless attending a library program.

GIFTS

Gifts to the library, in the form of materials, money, or memorials, are welcome. However, gifts will be treated in the same way as all other materials.

This means.

- All gifts are subject to the previously stated selection procedures.
- Gifts may or may not be added to the Library's collection, at the discretion of the Library staff.
- Gifts will be handled while in the collection in exactly the same way as materials purchased with public funds.
- When gift materials are deemed no longer useful, the library will discard them on the basis that it discards other materials.

The Library reserves the right to decide the conditions of display, housing and access to the materials. No estimate of value will be furnished. A gift form will be used when the Library staff accepts materials. **ADDENDUM 6**

BULLETIN BOARD

- Display space is provided in the library for the purpose of information and publicity, Primary space is reserved for library news. Secondary space, if available, is used for community news pertaining to non-profit organizations.
- Community material must be left with the librarian, otherwise it is subject to discard, Brochures, posters, and advertising materials of the following type will not be accepted, posted or distributed: those promoting the sale of a commercial product or service, political campaign posters and petitions for voters signatures, or material of a religious, political or offensive nature. Any exceptions are subject to the approval of the librarian.
- Any material accepted is displayed for a maximum of one month, after which time it is discarded. No material is accepted contingent upon its return at the end of the display period. The date the item was posted is placed in the lower right hand corner of the announcement. (In the case of brochures or pamphlets for handout, one of the pieces is deposited in nearby location with the date shown at the bottom for reference as to when the material was accepted for display.) Announcements of a series of events, scheduled over several months, are accepted and posted, dependent on space. This is also the rule for bookmarks and flyers promoting non-profit organizations. No one organization shall be allowed to monopolize available display space.
- Display areas are to be kept neat, attractive and in good taste. Visual clutter is to be avoided.

DISPLAYS AND EXHIBITS

- The library welcomes non-commercial displays and other materials of general interest to the community. However, it is the policy of the library not to advertise commercial endeavors unless specifically related to the goals of the library.

- All permanent or semi-permanent exhibits offered for display in the library must be approved by the Board of Directors. Temporary displays (up to one month duration) may be scheduled at the discretion of the librarian.
- All material in the library will be given reasonable care and protection within the limits of the general operation of the library; but the library and the board do not assume responsibility for damage or loss suffered on the premises, not the costs of insurance coverage. Such costs, losses, damages, etc. are understood to be the responsibility of the organization or individual provided when the display or exhibit. A signed statement of insurance coverage should be provided when the display is established; if it is uninsured, a statement releasing the library from responsibility shall be provided.
- Placement of the exhibits must be mutually agreeable to both the librarian and the exhibitor, and should in no way interfere with normal operation of the library.

VOLUNTEER POLICY

Volunteers will complete a volunteer application form. **Addendum 7**

The Volunteer Application will be reviewed by the Library Director. After review of the information the volunteer will be contacted concerning serving at the library. All volunteers must sign a Volunteer Agreement stating that they agree to abide by the policies set forth by the library. The librarian reserves the right to accept, deny, or terminate the position of a volunteer with the understanding that such a decision is in keeping with the established guidelines concerning personnel and practice set out in the personnel manual.

We are unable to accommodate court ordered community service.

COLLECTION DEVELOPMENT POLICY

COLLECTION DEVELOPMENT RESPONSIBILITY

Ultimate responsibility for collection development rests with the Library Director who administers under the authority of the Board of Trustees. The Library Director, in turn, may delegate the authority for selection to the Cataloger who oversees this responsibility and works closely with the Library Director and circulation staff to purchase library materials.

SELECTION CRITERIA

The public library is the institution in our society that attempts to provide a diversity of viewpoints on a wide range of topics of interest including political, social, and religious. Selection of books or other library materials shall be made on the basis of their value of interest, information, and enlightenment of all people of the community. No book or library material shall be excluded because of the race, nationality, religion, sexuality, or social views of the author. A balanced collection reflects a diversity of materials, not an equality of numbers. Materials are chosen representing different points of view, limited only by our selection criteria, budget, and space available in our facility. The Board of Directors will uphold the principle that censorship is largely an individual matter and declares that while anyone is free to reject for oneself books which do not meet with the individual's approval, one cannot exercise this right of censorship to restrict the freedom to read of others.

Library staff strives to utilize professional judgment and expertise in making collection development decisions, including decisions about choosing titles, identifying quantities for purchase, and selecting locations for materials. Anticipated demand, community interests, strengths and weaknesses of the existing collections, system-wide availability, physical space limitations, acquisitions procedures, and available budgets are all factors taken into consideration. Highest selection priority is given to those materials in all formats that have the broadest appeal. Selection of books or other library materials shall be made on the basis of their value of interest, information, accuracy of the information, comprehensiveness, and enduring significances No book or library material shall be excluded purely because of race, nationality, or political or social views.

As outlined in the Library Bill of Rights, librarians have a responsibility to and are thoughtful in their efforts to add materials to the collection that express varied views and opinions, regardless of whether or not an individual librarian finds these materials personally acceptable. Some items in the library collection may be considered controversial and any given item may offend some patrons. Materials found in the library must not be construed as a personal endorsement of their contents by any member of the staff, the library board, or the city council. Materials added to the collection will not be inhibited by the possibility that books may inadvertently come into the possession of minors, but on the merits of the work in relation to the building of the collection and the interest of the community.

SELECTION PROCESS

Library staff in charge of collection development use a variety of resources to assist them in selection. These include:

- Professional journals (e.g. School Library Journal, Booklist, Publisher's Weekly, Kirkus)
- Popular media (e.g. People Magazine, Oprah's Book Club, Book Riot website)
- Best seller lists (e.g. New York Times, USA Today, Amazon)
- Vendor catalogs/selection lists (e.g. Baker & Taylor, Overdrive, Junior Library Guild, Scholastic)
- Award lists (e.g. National Book Awards, ALA Youth Media Awards, Pulitzers)
- Social reviewing sites (e.g. Goodreads, Common Sense Media, YouTube, TikTok)

OBJECTIVES OF SELECTION

In order to assure that the library is a place where information, ideas and resources are available to all patrons the following selection objectives are adopted:

- To provide materials that will enrich and support the personal needs of the users, taking into consideration their varied interests, abilities, and learning styles.
- To provide materials that will stimulate growth in knowledge appreciation, aesthetic values, and ethical standards in a pluralistic society;
- To provide a background of information which will enable patrons to make intelligent judgments in their daily lives;
- To provide materials on opposing sides of controversial issues so that no one viewpoint is unduly represented.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the users.

CATALOGING AND SHELVING MATERIAL

Library staff make concerted efforts to catalog and shelve materials appropriately, by taking into account reading level, book reviews, advisories, etc. However diligent in-house efforts may be, it is possible that an item will be miscataloged and/or that library staff, volunteers or library patrons may misshelve materials. Satsuma Public Library respectfully reminds parents and guardians that they are solely responsible for what their children may read, access or check out.

Parents/guardians listed on a minor's library card account may access the child's library records (including history of borrowed materials) upon request, with valid photo identification.

GUIDELINES FOR EVALUATION AND SELECTION OF LIBRARY RESOURCES

- Reputation and qualifications of the creator(s), publisher(s), or producer(s)
- Community needs, interests, and demand
- Present and potential relevance to community needs
- Relevant to today's world, reflecting problems, aspirations, attitudes, and ideals of society
- Representative of differing viewpoints on controversial subjects
- Representative of diverse points of view
- Judgment of the work as a whole

TYPES OF MATERIALS NOT GENERALLY PURCHASED BY THE LIBRARY

- Textbooks or curriculum materials
- Workbooks or journals
- Collector's Editions

COLLECTION MAINTENANCE/WEEDING POLICY

Both print and non-print materials should be reviewed and evaluated at regular intervals to determine if they are to remain in the current collection. This final step in the selection process ensures the library collection will contain materials that are factual, undamaged, and in-demand. Staff members in charge of collections should consider space, budget, and user needs when deciding how much and how often to weed. Staff members also actively search for replacement items for dated materials.

Depending on condition, materials withdrawn from the collections may be offered for sale. Donations and other items not added to the collection may also be included in these sales. Damaged or factually inaccurate materials may be disposed of.

SUGGESTED CRITERA FOR WEEDING

Record of use -the item has not circulated for an appropriate amount of time for its collection, generally 1-5 year.

Currency- the subject matter is out-of-date, factually inaccurate, or no longer relevant to current times.

Technical Quality- non-print materials with poor visuals, faded or off-color visuals; faulty or inferior sound reproductions.

Dispensability- duplicate copies no longer needed in the collection.

Physical Condition- the item is torn, soiled, or worn; pages or parts are missing.

Poor Purchases-materials purchased that were not quality items and/or items not appropriate.

Reliability- non-fiction item which contains factual information inconsistent with other sources.

Short-lived Topics- the item is faddish and no longer of interest.

Subject Areas- the information is not timely.

Dewey Decimal Balance- the item is unneeded to balance the collection.

Careful consideration should be practiced in weeding an item that:

- is a work of historical significance in the field of literature
- has unusual illustrations or the illustrations are by a well-known artist
- is a work by a local author or illustrator
- describes local history or personalities
- is a memorial gift

However, Satsuma Public Library is not an archive or research library and no items are kept indefinitely when they meet criteria for weeding.

SATSUMA PUBLIC LIBRARY RECONSIDERATION POLICY

Satsuma Public Library supports the principles stated in the First Amendment of the Constitution of the United States as well as the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association.

Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to access these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification of materials currently owned* by the library are encouraged to discuss their concerns with a library staff member, as outlined below in "Procedures for Handling Informal Complaints". If the patron is not satisfied with the response to their request, the staff will provide the patron with information to begin the formal reconsideration of the library resource. These procedures are outlined in "Procedures for Handling Formal Complaints — Director's Review" and "Procedures for Handling Formal Complaints — Reconsideration Committee's Review".

**This policy excludes books for sale or for free.*

Throughout this Reconsideration Process, beginning with the Informal Complaint to a staff member to the Reconsideration Committee's Review submitted to the library board, all parties representing Satsuma Public Library will adhere to the following:

GUIDING PRINCIPLES

- Libraries have diverse materials reflecting differing points of view, and a library's mission is to provide access to information to all users.
- All library users have a First Amendment right to read, view, and listen to library resources.
- The Library Bill of Rights and the Freedom to Read Statement of the American Library Association can be used as guiding documents.
- Any patron has the right to express concerns about library resources and expect to have the objection taken seriously.
- A questioned item will be considered in its entirety, not judged solely on excerpts.

- Parents or guardians have the right to guide the reading, viewing, and listening of their own children but must give the same right to other parents/guardians.
- Questioned items will remain in circulation during the reconsideration process.

PROCEDURES FOR HANDLING INFORMAL COMPLANTS – LIBRARY STAFF

The process begins with a library staff member discussing the complaint with the patron who brings it to the front desk. During that interaction, the staff member will respectfully explain that the library has materials for everyone, and everything goes through a selection process or is purchased because of patron requests. The staff member should offer to assist the patron to find alternate materials that would better meet the needs and interests of the patron and/or their family members.

If the patron wishes to escalate the complaint, they shall be provided with the following materials — Satsuma Public Library Reconsideration Policy, Citizen's Request for Reconsideration of Materials, Collection Development Policy & Mission Statement, Library Bill of Rights, Freedom to Read Statement and The Miller Test. The staff member will then make the library supervisors and/or the Director aware of the nature of the patron's complaint.

PROCEDURES FOR HANDLING FORMAL COMPLANTS – LIBRARY DIRECTOR

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials, as explained above, and is expected to reference this packet while filling out the reconsideration form.

2. Patrons are required to complete, in full, and submit a reconsideration form **ADDENDUM 8** to the library Director, along with the book in question. Completed forms are permitted to be shared with the public, if requested, with all personal identifiable information redacted.

   a. Complaints may be submitted by any Satsuma Public Library cardholder whose account is up to date and in good standing. All forms submitted by nonresidents will be dismissed.

   b. Material in question must be read and/or viewed in its entirety to be considered for review. Any forms that indicate otherwise will be dismissed.

   c. Any incomplete forms will be dismissed.

   d. Forms, if applicable, should include supporting documentation of concern, including but not limited to professional reviews and citations.

3. Submissions are limited to three per year, per household. If more than one item is to be considered, a reconsideration form will need to be submitted for each item.

4. If multiple forms for the same book are received, those forms received during the review process will be applicable.

5. A formal submission/ruling on materials stands for a period of 5 years. During this 5 year period, any submitted reconsideration forms regarding previously reviewed items shall be dismissed.

The Director, following the above-mentioned Guiding Principles, will conduct a thorough review of all submitted reconsideration forms and corresponding materials. The director will consider and determine whether the material in question follows the criteria in the library's Collection Development policy. After this review has been completed, as soon as time allows, the library director will contact the patron to schedule a meeting, with a library staff witness present. This meeting will serve to inform the patron of the directors judgment of the material and status within the library collection. At this time, the director will endeavor to address any questions and/or concerns the patron may have regarding the library collection development policy.

PROCEDURES FOR HANDLING FORMAL COMPLANTS -

RECONSIDERATION COMMITTEE'S REVIEW

6. If the patron is not satisfied with the Director's decision, a written appeal may be submitted within 10 business days to the Satsuma Public Library Board (5466 Old Highway 43 Satsuma, Alabama 36572). The library board will appoint a 3-person Reconsideration Committee for further review, during their next scheduled board meeting.

a. The Reconsideration Committee will be provided with the following resources to guide their review_

i. Library's Collection Development Policy
ii. Mission Statement
iii. Library Bill of Rights
iv. The Miller Test
v. Reconsideration Policy's Guiding Principles

b. Local citizens will be invited to serve on the Committee based on their qualifications and standing within the community. This includes (but is not limited to) individuals with professional experience in: education, law, counseling, public service, social work, library sciences, etc.

Committee members will remain anonymous to the public and will serve an initial I-year term.

c. The Committee will be responsible for submitting a report of their recommendations with supporting documentation within 30 business days of assignment.

7. The board will not address an appeal on a specific material that has been reviewed within the last 5 years.

8. When the board addresses an appeal, they will do so at their next scheduled board meeting so long as the next meeting is not sooner than 10 business days.

9. The board will review the Reconsideration Committee's recommendation and vote on the request at the next regular scheduled Board meeting. The library director will notify the concerned person of the decision in writing and email within 3 business days.

10. **The decision of the board is final and stands for 5 years.**

Library Board meetings are public meetings but are not public hearings. Public comments are limited to 3 minutes per person.

Endorsement

This policy represents the official views of the Board of Directors of the Satsuma Public Library.

Citizen's Guide To U.S. Federal Law On Obscenity

The Miller Test

The U.S. Supreme Court established the test that judges and juries use to determine whether matter is obscene in three major cases: Miller v. California, 413 U.S. 1 5, 24-25 (1973); *Smith v. United States*, 431 U. S. 291, 300-02, 309 (1977); and *Pope v. Illinois*, 481

U.S. 497, 500-01 (1987). The three-pronged Miller test is as follows:

1. Whether the average person, applying contemporary adult community standards, finds that the matter, taken as a whole, appeals to prurient interests (i.e., an erotic, lascivious, abnormal, unhealthy, degrading, shameful, or morbid interest in nudity, sex, or excretion);
2. Whether the average person, applying contemporary adult community standards, finds that the matter depicts or describes sexual conduct in a patently offensive way (i.e., ultimate sexual acts, normal or perverted, actual or simulated, masturbation, excretory functions, lewd exhibition of the genitals, or sado-masochistic sexual abuse); and
3. Whether a reasonable person finds that the matter, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Any material that satisfies this three-pronged test may be found obscene.

Source: https://wwwjustice.gov/criminal/criminal-ceos/citizens-guide-us-federal-law-obscenity

Satsuma Public Library Amendment 1

Satsuma Public Library Amendment 1:
Special considerations for materials, displays, and library sections designated for minors and borrowing privileges for minors.

Policy Statement

This policy document supplements and amends existing policies regarding selection, display, shelving location, and borrowing of library materials. When existing policy conflicts with this document, the policy contained herein supersedes and takes precedence over any previous policy.

Satsuma Public Library provides access to materials reflecting diverse interests, cultures, and perspectives. Special consideration is given to ensure materials selected for and made available to minors are age-appropriate and safe from exposure to content that is considered sexually explicit, obscene, or otherwise inappropriate for children or youth.

The library upholds the right of every individual to access information while respecting parental and community standards for safeguarding minors. To this end, Satsuma Public Library has implemented the policy measures required by the relevant authority in Ala. Admin. Code r. 520-2-2-.03(2)(f), parts (6), (11), and (12), (i),(j), and (k), and Ala. Admin. Code r. 520-2-2-.03(4). However, while the Satsuma Public Library has adopted all required policy measures regarding minors, it cannot act *in loco parentis* and defers to each parent or guardian's right and responsibility to supervise and guide their minor child's library use.

Non-Discrimination Statement

The Satsuma Public Library must not deny service to anyone on the basis of age, race, sex, or creed. Exercising discretion in the location of sexually explicit material or other material deemed by the public library board to be inappropriate for children or youth does not constitute a denial of service on the basis of age. Considering age when recommending, displaying, or otherwise actively promoting library materials does not constitute a denial of service on the basis of age.

Application and Purpose

Satsuma Library Policy Amendment 1 provides for the selection, management, recommendation, display, and promotion of materials with particular emphasis on protecting minors from materials deemed obscene, sexually explicit, or otherwise inappropriate.

- Prevents the purchase or other acquisition of any materials advertised for consumers under the age of 18 that contain obscenity, sexually explicit, or other material deemed inappropriate for children or youth.
- Ensures that library sections designated for minors under the age of 18 remain free of obscene, sexually explicit, or otherwise inappropriate content.
- Provides guidelines for advanced approval of any materials recommended, displayed, or actively promoted to minors.
- Allows minors to access age-appropriate materials about religion, history, biology, and human anatomy, which are subjects specifically exempted from restriction by Ala. Admin. Code r. 520-2-2-.03(2)(i) & (j).

Additionally, Satsuma Public Library Amendment 1 empowers parents and guardians to supervise and guide their minor child's library use.

- Requires the parent/guardian to apply for borrowing privileges for their minor child.
- Requires signed parent/guardian approval before their minor child can borrow materials from the library's adult sections.
- Affirms the right of parents/guardians to inspect the registration and circulation records pertaining to their minor children under Ala. Code § 41-8-10.

Definitions

Age-appropriate materials: Factual and non-explicit educational and informational content regarding religion, history, biology, or human anatomy.
Inappropriate content: Content that, in the judgement of the Library Board, violates community standards and is not otherwise included in the definitions of obscenity or sexually explicit material.
Minor child: Any individual under 18 subject to parent/guardian consent and protection.
Obscenity: Content that, in the judgment of the Library Board and community standards, violates moral or legal standards (under Ala. Code § 13A-12-200 et seq.) and is unsuitable for minors.
Sexually explicit material: Content that, in the judgment of the Library Board and community standards, depicts or describes sexual conduct or nudity and is unsuitable for minors.

Satsuma Public Library Policy Amendment 1

A. Materials Selection for Minors

Materials selected for minors must adhere to these guidelines, which safeguard minors from obscene, sexually explicit, or other inappropriate content.

1. Satsuma Public Library does not purchase or otherwise acquire any materials advertised for consumers under the age of 18 that contain obscenity, sexually explicit, or other material deemed inappropriate for children or youth.

2. Age-appropriate materials on religion, history, biology, or human anatomy are not restricted.
3. All materials intended for minors must be reviewed and approved by designated library staff. Designated library staff includes the Library Director, who remains primarily responsible for all material selections but may delegate day-to-day tasks to section or department heads or other qualified staff members, provided they have received training on the policy guidelines for materials selection.
4. Selection criteria are otherwise the same as for other sections.

B. Safeguarding Minors from Inappropriate Content

1. Minors must have parental or guardian consent to borrow items from sections designated for adults. A parent/guardian must provide written consent when applying for their minor child's library card. Consent is granted at application and is tied to the minor's library card (**Gradian Consent Form/Addendum 9**). Consent to borrow from adult collections may be withdrawn by providing written notice, at which time the minor's library card will be downgraded per their parent or guardian's instructions.
2. Parents/guardians withholding consent may borrow adult materials on behalf of their minor child using the parent/guardian's library card.
3. Library sections designated for minors will remain free of materials containing obscenity, sexually explicit content, or other materials deemed inappropriate by the Library Board.
4. Age-appropriate materials on religion, history, biology, or human anatomy are not restricted.
5. Age-appropriate recommendations, displays, or other promotions are allowed in sections for minors provided they are free of obscene, sexually explicit, or otherwise inappropriate content and have advanced approval under section D. of Satsuma Public Library Policy Amendment 1.
6. Any parent or legal guardian may inspect their minor child's circulation or registration records under Ala. Code § 41-8-10.

C. Physical Location, Relocation, and Removal of Obscene, Sexually Explicit, or Otherwise Inappropriate Materials

1. Satsuma Public Library restricts obscene, sexually explicit, or materials otherwise inappropriate for minors to adult sections of the library. Such materials will not be displayed, recommended, or promoted in areas designated for minors.
2. Citizens of Satsuma may, upon furnishing proof of residency, initiate a Request for Reconsideration of any library material by filling out the applicable form. Requests for Reconsideration are reviewed according to established criteria and procedures, guaranteeing transparency and fairness in decision-making and ensuring that every citizen has a voice in the process.

3. Materials that violate any section of this policy will be relocated to the appropriate section or removed from the collection at the discretion of the Library Board following a successful challenge.
4. Exercising discretion in the location of sexually explicit material or other material deemed by the public library board to be inappropriate for children or youth does not constitute a denial of service on the basis of age. Considering age when recommending, displaying, or otherwise actively promoting library materials does not constitute a denial of service on the basis of age. Minors may borrow materials from the adult section if a parent or guardian has consented under section B.1. of Satsuma Public Library Policy Amendment 1. Please see (**Gradian Consent Form/Addendum 9**).

D. Advance Approval of Materials Recommended, Displayed, or Actively Promoted to Minors

1. Library staff will ensure that all materials recommended, displayed, or promoted to minors adhere to guidelines regarding age-appropriate content. No adult materials will be displayed or promoted in sections designated for minors. No materials advertised for consumers under 18 containing obscenity, sexually explicit, or content otherwise inappropriate for minors will be displayed or promoted in sections designated for minors.
2. Materials recommendations, made individually and in the form of reader advisory, must align with the borrowing privileges parents/guardians have consented to for their minor child. Therefore, materials designated for adults may be recommended to minor patrons provided they have the requisite borrowing privileges, as indicated by their signed parental/guardian consent.
3. Materials selected for and shelved in sections designated for minors under sections A and B of Satsuma Public Library Policy Amendment 1are considered to have advanced approval under this section.

Satsuma Public Library Amendment 2

Satsuma Public Library Policy Amendment 2: Policy on Expenditures of Public Funds to the American Library Association

Policy Statement

This policy document supplements and amends existing policies regarding materials selection policy and professional development policy regarding professional organization membership and conference attendance. When existing policy conflicts with this document, the policy contained herein supersedes and takes precedence over any previous policy.

Per Ala. Admin Code r. 520-2-2-.03(8), Satsuma Public Library must approve the expenditure of public funds to the American Library Association in an open, public meeting following advance public notice. Satsuma Public Library is committed to transparency with regards to public funds received and expended and thus adopts the following policy.

A. Expenditures of Public Funds to the American Library Association

1. Any expenditure of public funds to the American Library Association must be approved by the governing board of the public library or public library system in an open, public meeting following advance public notice.

Adopted by Satsuma Public Library 10/01/2024

Satsuma Public Library Amendment 3

Satsuma Public Library Amendment 3: Policy Provisions Per Alabama Administrative Code/Special Consideration regarding the selection, location, promotion or access of materials for minors.

Policy Statement

The library intends this policy to nullify and override any conflicting policy or statement regarding the selection, location, promotion, or access of materials for minors.

Policy Authority

Satsuma Public Library recognizes and complies with all state code, rules, and definitions adopted by the APLS Executive Board, as required under **Ala. Admin. Code r. 520-2-2-.03(2)(l)**. Sections are noted with their corresponding Code rules, as adopted July 14, 2024, and amended February 14, 2026, to ensure compliance for state aid eligibility.

1. **Materials Selection for Minors - Ala. Admin. Code r. 520-2-2-.03(2)(f)(6) & (j)**
    a. **Age-appropriateness:** All materials are evaluated based on their age-appropriateness and their intended shelving location.
    b. **Content Restrictions:** The library will not purchase or acquire any materials advertised for consumers under 18 containing obscenity, sexually explicit content, or other material deemed by the public library board to be inappropriate for children or youth.
    c. **Exceptions:** Age-appropriate materials regarding religion, history, biology, or human anatomy should not be construed to be against this rule.
2. **Physical Location/Relocation of Inappropriate Materials - Ala. Admin. Code r. 520-2-2-.03(2)(f)(11) & (i)**
    a. **Location:** Sections designated for minors under the age of 18 will remain free of material containing obscenity, sexually explicit content, or other material deemed by the public library board to be inappropriate for children or youth. Under this rule, any materials regarding transgender procedures, gender ideology, or the concept of more than two biological genders shall be considered inappropriate for children and youth.
    b. **Relocation:** All materials found in violation of this policy will be weeded from the collection or relocated to an adult section.
    c. **Exceptions:** Age-appropriate materials regarding religion, history, biology, or human anatomy should not be construed to be against this rule.
3. **Advanced Approval for Recommendation, Display, or Promotion to Minors - Ala. Admin. Code r. 520-2-2-.03(2)(f)(12)**
    a. **Materials Display or Promotion to Minors:** Materials meeting the selection criteria of section (1) and shelving criteria of section (2) are considered to have "advanced approval" for the purposes of this section and may be recommended,

displayed, or otherwise promoted in sections designated for minors. Displays and promotions featuring adult materials are not placed in sections designated for minors and adult materials are not in general recommended to minors (see (3)(c) below).

b. **Other Displays or Promotions:** Any display or promotion featuring materials from outside of the library's collections must be approved by the library board.

c. **Reader Advisory:** Reader advisory recommendations must correspond to the level of borrowing privileges selected by the minor's parent or guardian per section (4)(b) below. Reader advisory recommendations conforming to this rule and targeting materials from the library's collections, which have been selected in accordance with section (1) and shelved in accordance with section (2), are considered to have "advanced approval" for the purposes of this section. Materials recommended to minors through interlibrary loan must be vetted as though they were being selected for the collection according to the criteria of section (1).

4. **Borrowing Privileges for Minors - Ala. Admin. Code r. 520-2-2-.03(2)(k)**

   a. **Library Cards:** Subject to normal residency requirements, any minor is entitled to a library card provided a parent or guardian agrees to be financially responsible for materials checked out to their child. The standard card issued to all minors under the age of 18 is a restricted card that prohibits checkout of materials from the library's adult collections. Non-restricted minor cards granting access to adult collections may also be issued provided that written consent is given by the minor's parent or legal guardian per section (4)(b) below.

   b. **Parental Responsibilities:** Parents or guardians must provide written consent to their child borrowing from adult collections. Consent is granted at application and is tied to the minor's library card (**Satsuma Public Library Unrestricted Checkout for Minor Guardian Consent Form, Adendum 9**). Consent to borrow from adult collections may be withdrawn by providing written notice, at which time the minor's library card will be downgraded per their parent or guardian's instructions.

5. **Non-Discrimination Statement - Ala. Admin. Code r. 520-2-2-.03(4)**

   a. **Non-Discrimination Statement:** The public library must not deny service to anyone on the basis of age, race, sex or creed.

   b. **Materials Location:** Exercising discretion in the location of sexually explicit material or other material deemed by the library board to be inappropriate for children or youth does not constitute a denial of service on the basis of age.

   c. **Recommendations, Display, and Promotions:** Taking age into account when recommending, displaying, or otherwise actively promoting library materials does not constitute a denial of service on the basis of age.

6. **Reconsideration of Library Materials - Ala. Admin. Code r. 520-2-2-.03(2)(f)(11) & (i)**

   a. **Citizen Input:** The library invites citizen input on its collections. Any material is subject to reconsideration provided that: (1) the requestor is a resident in the library's legal service area; (2) the requestor completes the Request for

Reconsideration form; and, (3), the requestor agrees to abide by the decision of the library board regarding their request.

b. **Successful Challenge:** Any material found in violation of any portion of these policies will be relocated to the appropriate library section or weeded from the library collection.

Adopted by Satsuma Public Library 09/14/2026

Deposit Amount _____Date_____
Rental Fee Amount _____Date_____

Satsuma Public Library
Room Rental Contract

Name of Organization_____

Name of Responsible Party_____

ALDL#_____Other_____

Address_____

Telephone _____(Home) _____(cell)

Date room is requested _____Deposit Ck # _____Check Amount _____

Expected time of arrival_____ Expected time of departure_____

Actual time of arrival _____ Actual time of departure_____

I understand and agree to all of the guidelines addressed in the Room Rental Policy. If guidelines are not met I understand that I will forfeit my deposit.

Signature _____Date: _____

Release from Liability

By the execution of this rental contract, I release and discharge the officers, directors, agents and representatives of the Satsuma Public Library and the City of Satsuma from any and all known or unknown damages, injuries, losses, judgments, and from any cause whatsoever that may be suffered at the above referenced event to any one's person or property.

Signature: _____ Date: _____

Notes About Rental:

Revised 9/9/19

Satsuma Public Library Room Rental Policy

Satsuma Public Library Complex has a room which may be used for meetings and social gatherings.
Guidelines for renting this room are as follows:

1. Reservations are made at the Library for the meeting room. The resident rate is available to citizens of Satsuma only. ID is required at time of reservation. Person making reservation and signing contact must be present at all times during preparation of function and clean up and will be responsible for any damages.
2. Deposits must be made at time of reservation . ROOM WILL NOT BE RESERVED UNTIL DEPOSIT IS RECEIVED . RENTAL FEE MUST BE PAID IN FULL ONE WEEK BEFORE EVENT.
3. All events will end NO later than 10:00 p.m.
4. No alcoholic beverages or tobacco products allowed on premises.
5. Library must be left exactly as it was found. Trash bags are under kitchen sink. Vacuum cleaner and mop are in the storage closet in between bathrooms. Please do not use anything other than water on floors.
6. Take out all trash and place in trash container beside back door.
7. Check in with on-duty attendant at arrival and departure.
8. Satsuma Civic organization will be allowed to meet at the library, outside of library hours, without a security person present unless there is library staff, library board member, City Council person or city employee present at the meeting. One of the above mentioned persons must be responsible for scheduling the meeting with library staff and securing the building for security fee to be waived and no deposit to be required.
9. If children are attending the function they must be supervised at all times.
10. If all guidelines are met, you may pick up your deposit check the first business day following rental of the room.

RENTAL FEES ARE AS FOLLOWS:
(FEE IS FOR 3 HOURS, $25 FOR EACH EXTRA HOUR OR ANY PORTION OF AN HOUR)

Resident—Rental	$100.00 Deposit	$150.00 Rental Fee
Non-Resident—Rental	$150.00 Deposit	$200 Rental Fee
Satsuma—Civic Organization/ Meeting		$25 Security Fee
Other—Civic Organization/ Meeting		$50 Security Fee

- A $100 will be required for Satsuma Civic Organization/Meeting or $150 deposit for other Civic Organization Meetings, which are not library sponsored events, if refreshment are to be served.
- Included in rental is the use of: Meeting room, kitchen, gallery, tables, chairs and restrooms.
- Person working the event will be at the Library 30 minutes before event to turn on lights, cool/heat Building. If you want to use this time to bring cake ETC. that will be fine.
- Deposit will not be returned everything is not left clean and returned as it was found (including tables and chairs). No one is to disturb books or any items in the working area of the building. Rental fees are for 3 Hours.
- THE RATE AFTER THE FIRST 3 HOURS IS AN ADDITIONAL $25/HOUR FOR ANY PORTION OF AN HOUR. Preparation may be made the day of the function during library hours (on Sunday, rental Preparations may be made on Saturday during library hours).

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

SATSUMA PUBLIC LIBRARY
LIBRARY CARD APPLICATION
18 YEARS AND OLDER

NAME _____ PIN #_____ PATRON # _____

ADDRESS_____

CITY_____ STATE _____ZIP _____

HOME PHONE _____CELL PHONE _____

WORK PHONE_____D.O.B. _____

EMAIL ADDRESS_____

DRIVER'S LICENSE NUNIBER _____EXP DATE _____

NOTICE OF RESPONSIBILITY

I accept responsibility for the care and safe return of library materials checked out on this card. Failure to comply with Library Regulations regarding borrowed materials may result in fines, payment for lost or damaged materials and possible legal action. This card is not transferable. Loss of card or change of address should be reported promptly.

Signature: _____

Date: _____

SATSUMA PUBLIC LIBRARY
CHILD'S LIBRARY CARD APPLICATION

NAME_____PIN# _____ PATRON # _____

PARENT/GUARDIAN_____

ADDRESS_____

CITY_____STATE _____ZIP _____

HOME PHONE _____CELL PHONE _____

WORK PHONE _____CHILD'S D.O.B _____

EMAIL ADDRESS _____

DRIVER'S LICENSE NUMBER _____ EXP DATE _____

NOTICE OF RESPONSIBILITY

IT IS THE RESPONSIBILITY OF PARENTS OR GUARDIANS TO MONITOR AND SUPERVISE THE INTERNET AND RESOURCES FOR CHILDREN UNDER THE AGE OF 18. SIGNING BELOW I, AS PARENT/GUARDIAN, ACKNOWLEDGE AND AGREE THAT I AM RESPONSIBLE FOR SUPERVISING MY CHILD'S RESOURCES OBTAINED THROUGH THE SATSUMA PUBLIC LIBRARY. IN ADDITION, AS PARENT AND CHILD, WE ACCEPT RESPONSIBILITY FOR THE CARE AND SAFE RETURN OF ALL LIBRARY MATERIALS CHECKED OUT ON THIS CARD. FAILURE TO COMPLY WITH LIBRARY REGULATIONS REGARDING BORROWED MATERIALS MAY RESULT IN FINES, PAYMENT FOR MATERIALS LOST OR DAMAGED AND POSSIBLE LEGAL ACTION. THIS CARD IS NONTRANSFERABLE. LOSS OF CARD OR CHANGE OF ADDRESS SHOULD BE REPORTED PROMPTLY.

PARENT'S SIGNATURE: _____

CHILD'S SIGNATURE: _____

DATED: _____

SATSUMA PUBLIC LIBRARY
INTERNET USER POLICY

The Satsuma Public Library provides free public access to computer software, CD-ROMS, the Internet and information databases, including Alabama Virtual Library. This service is offered to you as a way of enhancing the library's existing collections with computer resources and information networks from around the world.

The Internet provides electronic access to many valuable local, national, and international sources of information. Much of the information you find may be valuable, but not all Internet resources are reliable, current, or accurate. The Satsuma Public Library does not control information on the Internet and cannot be held responsible for content or availability of information. As with other Library resources, it is the responsibility of parents or guardians to monitor and supervise the Internet and its resources for all children under the age of 18. Satsuma Public Library uses Sonic Wall for Internet filtering, however, you are responsible for using the Internet in an appropriate manner, as no filtering software is perfect, and some inappropriate materials may still be accessible.

You MAY NOT use the library computer to interfere with or alter the library's networks, or any of its software. By agreeing to this policy, you are stating that you will not make any changes to the computer setup including downloading material/programs or making changes to the Internet Homepage. Use of your own software, programs, or hardware is not permitted.

Pornography — You MAY NOT use the Satsuma Public Library's computers to access any sites dealing with pornography or obscenities of any kind. As pornography on the Internet is not illegal, it is against the policy of this Library. Violating this policy will result in immediate and permanent loss of internet access and/or library privileges.

I accept this policy as adopted by the Satsuma Public Library Board of Trustees and I am aware of my responsibilities as a user of the computer lab. I will not hold the City of Satsuma, Satsuma Public Library, its employees, or its Board members, responsible for the content of any information that I may view on the Internet.

SIGNATURE/DATE

SATSUMA PUBLIC LIBRARY
INTERNET USER POLICY

The Satsuma Public Library provides free public access to computer software, CD-ROMS, the Internet and information databases, including Alabama Virtual Library. This service is offered to you as a way of enhancing the library's existing collections with computer resources and information networks from around the world.

The Internet provides electronic access to many valuable local, national, and international sources of information. Much of the information you find may be valuable, but not all Internet resources are reliable, current, or accurate. The Satsuma Public Library does not control information on the Internet and cannot be held responsible for content or availability of information. As with other Library resources, it is the responsibility of parents or guardians to monitor and supervise the Internet and its resources for all children under the age of 18. Satsuma Public Library uses Sonic Wall for Internet filtering, however, you are responsible for using the Internet in an appropriate manner, as no filtering software is perfect, and some inappropriate materials may still be accessible.

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_____

SIGNATURE OF PARENT/DATE

SIGNATURE OF CHILD/DATE

Satsuma Public Library

5466 Old Highway 43 P.O. Box 579
Satsuma, Alabama 36572

251-679-0700

Date

Patron Name & Address

Dear *Patron Name*,

Our records indicate that you have the following items overdue.

Call Number	Title	Due Date	Replacement Cost

Please return these items as soon as possible to allow other patrons access to these materials. Our after-hours drop box is available for your convenience and is located on the front porch of the library.

Fines on overdue items will be forgiven if returned promptly. If your items have been lost or damaged, please see a librarian to discuss replacement options.

Sincerely,
The Library Staff

Satsuma Public Library
5466 Old Hwy 43
Satsuma, AL 36572

The Satsuma Public Library is pleased to accept gifts and/or memorial gifts from patrons. Gifs are gratefully and willingly accepted as long as no restriction is placed upon their use. Acceptance of gifts (of books and other library materials) will be determined by the library director on the basis of their suitability to the library's purposes and needs in accordance with the library's stated materials selection policy. Use or disposal of all gift material as will be determined by the library director or designated agent. The library has the right to discard any gifts in poor physical condition (e.g. brittle paper, water or mildew damage, torn and/or missing pages). Gift values will not be appraised for income tax purposes.

The Satsuma Public Library hereby gratefully acknowledges receipt of _____ new/used books or other library material (list other items below).

Name: _____

Address: _____

_____

Library Staff DATE

Phone: 251-679-0700 | Fax: 251-679-0973 | email: splibdir@bellsouth.net

Satsuma Public Library
Adult Application and Agreement for Volunteer Service

Name: _____ Date: _____

Address: _____City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Availability (Circle all that apply): Monday Tuesday Wednesday Thursday Friday Saturday

Time(s) Available: _____ Start Date: _____

Are you applying to fulfill a school or employer volunteer requirement? Circle One: Yes / No

If yes, please give name and contact of supervisor: _____

Are you applying to earn Court Ordered Community Service Hours*? Circle one: Yes / No
**Satsuma Public Library is only able to accept individuals with non-criminal offenses (such as traffic or civil infractions) as volunteer candidates.*

If yes, please give name and contact of Parole Officer: _____

Work Experience

Present or Most Recent Position
Employer: _____ Location: _____
Contact Person & Phone Number:_____ _____

Previous Position
Employer: _____ Location: _____
Contact Person & Phone Number: _____

Personal References

Name: _____ Phone Number: _____
Relationship:_____

Name: _____ Phone Number: _____
Relationship:_____

~Continued on Back~

Emergency Information and Contact (Optional)

In case of an emergency, contact:
Name: _____ Relationship: _____
Address:_____
Phone:_____
For your safety, do you have any health or physical concerns that may affect your abilities as a volunteer or that library staff should be aware of? Yes / No
If yes, please explain: _____
Allergies, medications, or other information needed in an emergency: _____
_____

Agreement for Volunteer Service

I certify that the answers given on my application are true and complete to the best of my knowledge. My volunteer service is conditional upon the completion of the application and verification of references. I permit Satsuma Library Staff to contact references listed on my application and I understand that Satsuma Public Library may elect to run background checks of volunteer applicants.

I understand that submission of this application does not guarantee that I will be selected to volunteer at Satsuma Public Library. Volunteers will be selected at the discretion and approval of the Library Director, based on the limitations and needs of the library. I acknowledge that volunteer opportunities at Satsuma Public Library are limited and are not guaranteed for any length of time.

As a representative of Satsuma Public Library and will be expected to conduct myself within the established guidelines concerning personnel and practice, as outlined in the Volunteer Code of Conduct. I understand that the Satsuma Public Library Director reserves the right to terminate the position of any volunteer, at any time, if a volunteer is found to be in breach of the Code of Conduct.

I am offering my services as an unpaid volunteer.

Signature of Applicant: _____ Date: _____

Volunteer Applications will be reviewed by the Library Director. After review of the information the volunteer will be contacted concerning serving at the library.
Applicants may be required to review and sign additional forms and waivers prior to beginning their volunteer service.

Satsuma Public Library
5466 Old Highway 43
Satsuma, Alabama 36572
(251) 679-0700
swhittington@satsumalibrary.com

Citizen's Request for Reconsideration of Materials

Material Questioned
Item: Author _____
Title _____
Material Type: (Circle one) Book CD Audiobook DVD Call Number: _____

Request initiated by _____ Telephone _____
Address _____
Are you a registered borrower of this Library? _____ Card Number _____

Have you read or seen this material in its entirety? _____ If not, what parts? _____
_____

To what do you object? (Please be specific and cite pages. Use back if necessary.) _____
_____

What do you believe is the main idea of this material? _____
Why? _____

In your judgment, is the material of any value? _____

What reviews of this material have you read? _____

In its place, what material of equal literary quality would you recommend that would convey as valuable a picture of and perspective on the subject? _____
_____

_____ _____
Signature of Complainant Date

_____ _____
Received by Date

Please complete the form in its entirety. Incomplete forms will be filed, but not submitted for review.

Satsuma Public Library Unrestricted Check Out for Minor Guardian Consent Form

In compliance with Alabama Public Library Service (APLS) Administrative Code, Chapter 520-2-2 Supplemental State Aid to Public Libraries, as of October 1st, 2024, all Satsuma Public Library Juvenile Library Cards will be subject to new restrictions.

Completing this form will allow your child UNRESTRICTED CHECK OUT of materials at Satsuma Public Library. **This includes adult fiction and non-fiction materials, found in-house and through our digital collection.**

Child Name: _____

Child's Library Card Number: _____

Parent/Guardian's Name: _____

As parent/legal guardian, I hereby consent to allow my minor child unrestricted check out & access to the in-house and digital collections held by Satsuma Public Library. I understand that Satsuma Public Library, while adopting all state-required policy measures regarding minors, cannot act in *loco parentis*. I affirm that is my right and responsibility to supervise and guide my minor child's library use.

I understand that if at any point I choose to rescind this unrestricted access, I must do so in writing, by completing the appropriate form in person, at Satsuma Public Library.

Parent/Guardian's Signature: _____

Librarian Signature: _____

Date: _____