

**RESOLUTION  
Number 2022-28**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF  
LEVY COUNTY, FLORIDA, ADOPTING LIBRARY SYSTEM POLICIES;  
AUTHORIZING THE COUNTY LIBRARY DIRECTOR TO DEVELOP AND  
IMPLEMENT PROCEDURES AND FORMS; AND PROVIDING AN  
EFFECTIVE DATE.**

**WHEREAS**, Levy County operates the Levy County Public Library System with facilities located throughout the County (the "Library System") as a service to the public; and

**WHEREAS**, adopted policies are a best practice in order to provide guidance and direction for the uniform and efficient operation of public library facilities and provision of library services, the goal of which is to provide a positive and enriching experience for Library System patrons;

**NOW, THEREFORE, BE IT RESOLVED BY THE LEVY COUNTY BOARD OF COUNTY COMMISSIONERS**, that:

**Section 1.** The following policies are adopted by the Levy County Board of County Commissioners (the "Board") for the Library System:

**Policy 1 - Library Internet**

- 1.1. The Library System provides Internet access at each Library in keeping with its mission of providing information and access to information. Internet access is provided equally to all patrons.
- 1.2. The Internet allows access to ideas, images, information and commentary from around the globe. This access includes a wealth of material that is personally, professionally and culturally enriching to individuals of all ages, but it also includes some material, beyond the scope of the Library System's mission, selection criteria and collection development policies. Some of the information accessed may be offensive, disturbing, illegal, inaccurate and incomplete. Patrons are entirely responsible for the use of the information that they access.
- 1.3. The Library System is not responsible for the accuracy, nature, or quality of information accessed through the Library System Internet. In consideration of the Library System

providing patrons with access to the Internet, patrons agree to hold the Library System harmless and agree to indemnify the Library System from any and all liability arising out of the patron's access to the Internet. The Library System is not responsible for loss of data due to service interruptions. The Library System is not responsible for any commercial transactions that a patron participates in while accessing the Internet at a Library.

- 1.4. The Internet access provided by the Library System is filtered through the use of commercial software which limits access by site through a list of categories. Filtering may include, but is not limited to, the following categories: adult content, hacking, illegal materials or activities, nudity, pornography and sex. Filtering software is highly effective, but does not guarantee that objectionable sites cannot be accessed.
- 1.5. Library patrons who wish to access a site(s) which they believe has been filtered in error may request that site be opened using the form and procedure for Re-evaluation of Library Materials (refer to Policy 9.) Patrons who believe that an open site needs to be filtered may use the same process.
- 1.6. As with other Library materials, guidance and supervision of a minor's access to the Internet is the responsibility of the parent/legal guardian. The Library System does not act as parent/legal guardian. Parents are responsible for the safety and security of their minor children when using electronic mail (e-mail), chat rooms, social media and other electronic communications, this responsibility includes preventing unauthorized disclosure, use, and dissemination of personal information regarding their minor children and preventing unauthorized access, hacking or other unlawful activities by their minor child while accessing the Internet. Parents are encouraged to read "Child Safety on the Information Highway" (copies of which are available without charge at each Library's circulation desk) or to access on-line resources such as those available at <https://www.connectsafely.org/>.
- 1.7. General Guidelines for Internet Usage:
  - A. Use of Internet workstations will be on a first-come, first-served basis and all patrons will be required to request an access code from the Librarian. By requesting use of the Internet, the patron agrees to follow the provisions of this policy.
  - B. If there is no one waiting, there is no time limit. If there are other patrons waiting, use of Internet on any workstation may be limited to 30 minutes, no more often than twice a day.
  - C. If workstations are shared, no more than two persons may use a station at one time. A parent or guardian may include their minor child when using a station.

D. Patrons may only use the computer station assigned to them by Library staff.

1.8. Patrons may not:

- A. Misrepresent themselves in any way.
- B. Make unauthorized copies of copyrighted or licensed software or data.
- C. Use any Library-owned computer or Internet access for any commercial, illegal or criminal purpose, or for hacking.
- D. Violate computer system security.
- E. Violate another patron's privacy.
- F. Alter, damage or destroy hardware, software or data.
- G. Engage in any harassing or defamatory activity.
- H. Display or disseminate sexually explicit or pornographic material.

1.9. Violators of this policy may result in immediate loss of Internet and/or Library privileges. The staff member on duty is authorized to deny Internet access if, in their reasonable judgment, the patron is violating this policy.

1.10. Patrons violating Sections 847.001 and 847.0135, Florida Statutes, which prohibit displaying obscene materials to minors or printing such materials, or any of the provisions of Chapter 815, Computer Related Crimes, or any other applicable Federal or State laws are subject to arrest and prosecution and may be prohibited/trespassed from Library facilities.

## **Policy 2 – Meeting Space in Libraries**

2.1. As a public service, the Library System has meeting space available in some library facilities for groups engaged in civic, educational, cultural, intellectual, charitable and other non-commercial activities (a “Civic Organization.”) The Library does not exclude any Civic Organization based on their affiliations, subject matter, beliefs or ideas to be presented/discussed by the Civic Organization. Nor does the use of the Library facility indicate in any way that the Library System condones, advocates or endorses the viewpoints of the Civic Organization or any other patrons using the Library meeting space.

2.2. Conditions and Terms of Use for Civic Organizations:

- A. The meeting space is provided free of charge.
- B. Events and meetings must be open, free of charge, to the general public.
- C. Collections, fund solicitation, direct sales or other commercial activity is prohibited.
- D. Meeting space occupancy must not exceed that set by the Fire Marshal.
- E. All persons attending must follow the provisions of this Policy.
- F. The Civic Organization must identify one person who is responsible for meeting space set-up, for clean-up and returning the meeting space to the condition in

which it was provided, and that person must sign a liability statement accepting responsibility for damage to library facilities or equipment caused by the Civic Organization and/or persons attending their meeting.

- G. Any Civic Organization that fails to give notice of cancellation twice in succession may be denied future use of meeting space.

**Policy 3 – Confidentiality of Library Patron Records and Internal Reporting of Requests by Law Enforcement for Information about Patron Library Use (Section 257.261, Florida Statutes)**

- 3.1. Pursuant to Section 257.261, Florida Statutes, all registration and circulation records held by a public library, except statistical reports of registration and circulation, are confidential and exempt from public records disclosure. Employees and volunteers in the Library System are required to comply with Section 257.261, Florida Statutes.
- 3.2. Employees and volunteers must immediately report any inquiry regarding library patrons received by law enforcement officials from any local, state or federal agency to the Branch Librarian, or if the Branch Librarian is not present to the Director, or if the Director cannot be reached to the County Coordinator. If they cannot be reached, the employee or volunteer must inform the official that they cannot act on the inquiry without authorization from a higher level staff member and will continue attempt to reach those staff members.
- 3.3. If an attempt is made to serve a subpoena (regarding Library business) on a Library employee or volunteer, the employee or volunteer must inform the process server that they are not authorized to accept service on behalf of the County and direct the process server to the Office of the Board of County Commissioners located at 310 School Street, Bronson, Florida.
- 3.4. In the event that law enforcement officials arrive with a search warrant in hand for records and/or equipment, the same reporting to a higher level described in section 3.2 above should be attempted; however, the law enforcement or judicial officials likely have the immediate right to any information that they request that the staff member can supply and have the right to seize equipment or parts of equipment (computer hard drives, etc.) and staff members should cooperate to the degree requested.
- 3.5. If law enforcement officials obtain information or records pursuant to a search warrant, an Incident Report form including an inventory of items or information taken should be completed by the senior staff member present and submitted to the Branch Manager, Library Director and County Coordinator.
- 3.6. No part of this Policy should be construed to require, imply, or authorize any staff member to perform any unlawful act or any act of obstruction of legal authority.

## **Policy 4 – Library Photocopiers**

The Library System provides copy machines for the benefit and use of staff and library patrons. Any person using the copy machines assumes full and complete responsibility for compliance with U.S. copyright laws. Library Patrons will be charged for copies according to the current fee schedule.

## **Policy 5 – Library Circulation**

5.1. Borrowers are classified as Adult (16 years of age and older), Child (less than 16 years of age, Staff (paid employees of the Library System), and Non-Resident (Residents of other Florida counties or States other than Florida).

5.2. Registration

- A. There is no charge for registration or the first card.
- B. A registration form must be completed and signed by the adult borrower or by the child borrower's parent/legal guardian.
- C. Proof of physical address (verified by one of the documents listed below) is required at time of registration. Non-resident borrowers must provide both a local and permanent address.

- Current driver's license or Florida ID card.
- Student ID card.
- Recent utility or telephone bill.
- Address printed in checkbook.
- Listing in current telephone book.
- Children and Family Services Primary Care card.
- Recent rent receipt or real estate transaction documents.

If none of the foregoing documents are provided, the library card will be mailed to the borrower. If the card is undeliverable, the address will be considered unverified and the registration will be removed from the system. Addresses will be verified biennially for active patrons.

5.3. Loan periods and item type limits

- A. Most materials are loaned for 14 days and may be renewed twice.
- B. Reference materials may be loaned at the discretion of the librarian.
- C. Interlibrary Loan (ILL) items may be renewed only with permission of the loaning library.
- D. Borrowers are limited to two items on the day of registration.
- E. The number of ILL's pending at a given time may be limited by the librarian if workload requires it.

- F. The number of non-fiction items with the same 3-digit Dewey number loaned concurrently to one borrower, may be limited at the discretion of the librarian.

#### 5.4. Overdues, fines and suspension of borrowing

- A. There will be a one-day grace period on all loans. After the grace period has passed, fines charged will include the grace day.
- B. Fines are not charged for any day that the library is closed.
- C. An item will be considered lost when it is sixty days overdue.
- D. Overdue notices will be sent at intervals of 14, 28 and 42 days.
- E. Borrowing will be suspended when any of the following conditions occur: the number of overdues exceeds ten, the number of unpaid lost items exceeds two, or the amount of fines owed exceeds ten dollars.
- F. The System Director may adjust fines based on a review of individual circumstances.
- G. After four years of inactivity, borrowers will be considered inactive and registration terminated.

#### 5.5. Book/Media Holds

- A. A borrower may have up to six holds pending at one time.
- B. Requested holds for books/media will expire in 180 days.
- C. Requested books/media that are received will be available for pick up for seven days.
- D. Items on hold may not be renewed.
- E. Holds may be placed on any material normally loaned.

#### 5.6. Fee Schedule

The Fees, Rates and Charges for the Library System are adopted by Ordinance and codified in Appendix B of the County Code, which is available for viewing on line at: [https://library.municode.com/fl/levy\\_county/codes/code\\_of\\_ordinances](https://library.municode.com/fl/levy_county/codes/code_of_ordinances) . All fees collected shall be remitted to the County Finance Department for credit to the Library System budget.

### **Policy 6 – Children left alone (without adult supervision) in a Library Facility**

6.1. No child under the age of 16 may wait alone outside a Library facility at closing. Any such child who requests assistance with a ride at closing time will be given an opportunity to call their parent/legal guardian for pickup. If they are not picked up within twenty minutes past closing time, the child will be turned over to the Police Department or Sheriff's Office.

6.2. No child under the age of 12 may be left alone in a Library facility. Any such child left in a Library facility will be turned over to the Police Department or Sheriff's Office.

## **Policy 7 – Library Patron Conduct**

The Library System welcomes everyone to use its facilities. To safeguard our facilities and the welfare of other patrons, Library System patrons engaging in illegal conduct or unacceptable conduct will not be tolerated.

7.1 Illegal conduct is any conduct that is in violation of State or Federal law. Any patron engaging in illegal conduct will be asked to leave the Library premises immediately and/or law enforcement may be called. Any patron engaging in illegal conduct may be trespassed from Library facilities.

7.2 Unacceptable conduct, includes but is not limited to, conduct on Library premises that is disruptive, infringes on the rights of others, could result in injury to persons or damage to Library materials or property. Library staff will address unacceptable conduct by a patron as follows:

- Remind patron that engaging in unacceptable conduct is prohibited.
- If patron promptly ceases the unacceptable conduct, they will be welcome to stay.
- If patron continues to engage in unacceptable conduct, they will be asked to immediately leave the Library premises.
- If patron refuses to leave the Library premises, law enforcement should be called and the patron may be trespassed from Library facilities.

## **Policy 8 – Library Collection Development**

### **8.1. Materials Selection**

- A. Guiding Principles: (1) The library recognizes that many books are controversial and that any given item may offend a patron. Selections are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in building balanced collections and serving the interests or needs of, the readers. The collection is designed to serve the whole community. The library's selection process cannot be inhibited by the fact that children and young adults have access to the entire collection. Parents or, guardians who wish to limit or restrict the use of library resources (reading, listening, viewing) by their own children should personally oversee their selections. (2) Materials representing various points of view are acquired by the Library System. Works normally are not excluded because of language or explicit text or illustrations if they meet the selection criteria stated in the Library's Collection Development Policy. (3) The choice of library materials by patrons is an individual matter. While patrons may reject materials for themselves, they cannot exercise censorship or restrict access to materials for others. The Library does not remove materials because of partisan or doctrinal disapproval.

B. Criteria: In general, the Library's policy is to purchase materials, which satisfy the patrons of the Library. The established guidelines for acquisitions are:

- Community interest
- Permanent or timely value
- Authoritativeness
- Accurate information
- Suitability of physical format for library use
- Clear presentation and readability
- Presentation of controversial issues
- Balancing of special group interests with general demand
- Author's reputation and significance as a writer, composer, illustrator, filmmaker
- Importance of subject matter and collection
- Scarcity of material on the subject
- Appearance of title in special bibliographies or indexes
- Reputation and standing of publisher/producer
- Availability of material elsewhere in area
- Price
- Quality of writing, design, illustrations, or production
- Social significance

C. Responsibility: Selection is a judgment and interpretive process involving knowledge of the subject and its' important literature; familiarity with the materials in the collection and needs of the community; examination of current production; reviews; pertinent bibliographical publications; publishers' advertising. Patrons and staff are encouraged to submit recommendations, which will be given high priority consideration in light of regular selection policies.

## 8.2. Gifts of Library Materials

- A. Gifts will be accepted with the understanding that they will be dealt with as the Library System deems proper.
- B. Once materials are accepted by library staff, they become property of the Library System and are not subject to return to the donor.
- C. Gifts may be added to the collection, given to the Friends of the Libraries or disposed of in other ways.
- D. Gifts will normally be integrated into the regular collections, unless there is



a written agreement at the time of the donation to keep the materials in a separate section. Separate collections will be established in only the most unusual circumstances.

## **Policy 9 – Re-evaluation of Library Materials**

- 9.1. When a patron expresses concern about the choice of library materials to a library staff member, the staff member will provide the patron with a “Request to Re-evaluate Library Materials” form and advise the patron that no further action will be taken until this form is completed and submitted.
- 9.2. Patron completes form and submits it to any staff member. The branch librarian then forwards the form to the Library Director.
- 9.3. The Library Director confers with the librarian who selected the title in question. They review the material and compare it to Library System collection development policy. The Director makes the decision on the disposition of the material. The decision will be to retain the material in the collection, to de-select the material from the collection, or to retain the material but move it to a different location within the library.
- 9.4. The Library Director prepares and sends a written response to the patron within two weeks.
- 9.5. If patron wishes to appeal the decision, the patron may call or email the Administrative Office to be placed on a Library Advisory Board (LAB) agenda. The matter will ordinarily be placed on the LAB agenda for the next regularly scheduled meeting.
- 9.6. The LAB will serve as the Materials Review Committee. The Chair of the LAB will ordinarily chair a materials re-evaluation proceeding. If the reevaluation request concerns material from the library in the district represented by the LAB Chair, the LAB may vote to appoint a different LAB member to chair the re-evaluation proceeding.
- 9.7. LAB members who vote on the materials re-evaluation must read, view, or hear the material in question, must study the Director's responses to the request to re-evaluate, and must compare both to the System collection development policy.
- 9.8. The LAB will make a decision on the request. The decision will be to retain the material in the collection, to de-select the material from the collection, or to retain the material but move it to a different location within the library.
- 9.9. The LAB member who chaired the meeting will prepare and send a written decision to the patron, with copies to the Library Director and the County Commission office, within one week of the LAB meeting at which the decision was made.

- 9.10. If the patron wishes to pursue the matter further, the patron may call or email the County Commission office to be placed on the County Commission agenda. The decision of the County Commission as to the disposition of the matter will be final.

## **Policy 10 – Library Materials Weeding Policy**

Weeding refers to the intentional removal (or culling) of Library materials from the Library collection by library staff. The purpose of weeding is to allow for constant feedback on the library materials collections' condition, strengths and weaknesses in an effort to ensure appealing collections, as well as save time, money and space.

- 10.1. Materials may be weeded if they fall into any of the following categories:

- Misleading or factually inaccurate
- Unpleasant appearance or worn beyond mending or binding
- Superseded by a new edition or by a higher quality book on the subject
- Of no discernible literary or scientific merit
- Does not meet needs, or interests of the community as determined by circulation. Materials will be weeded if circulated less than 3 times in the last 3 years.
- Unnecessary duplicate copy
- Is not listed in the Public Library Catalog, Fiction Catalog, or Children's Catalog.

- 10.2. Exceptions to weeding:

- A. Books of local historical significance
- B. Books with a local setting or written by a local author
- C. Only available information on a subject
- D. Standard titles that cannot be replaced

- 10.3. Materials weeded from the collections will be disposed of in the following manner:

- A. If the materials are damaged to the point that they are unusable because of wear, dog chewing, water damage, etc. they should be discarded in the trash.
- B. If they are in good condition, but clearly outdated such as computer books, annual directories, etc. they should be discarded in the trash.
- C. If they are in reasonably good condition and conceivably of further use, they should be donated to Levy County friends of the library groups, that have provided proof of not-for-profit status, for their periodic book sales; or to the County Jail library.

**Section 2.** The County Library Director is authorized to develop and implement such procedures and forms as are consistent with and necessary to carry out requirements of Federal and State law, County Code and policies (including, without limitation, this Resolution) adopted by the Levy County Board of County Commissioners.

**Section 3.** This Resolution shall become effective upon adoption. Upon becoming effective, these policies replace and supercede any prior Library System policies adopted or approved by the Board, and any such prior policies shall be of no further force or effect.

**DULY PASSED AND ADOPTED THIS** 21<sup>st</sup> day of June, 2022.

**BOARD OF COUNTY COMMISSIONERS  
OF LEVY COUNTY, FLORIDA**

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Russell Meeks Jr., Chairman

ATTEST:  
Clerk of the Circuit Court  
and Ex Officio Clerk to the Board  
of County Commissioners

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Danny J. Shipp, Clerk

Approved as to form and legal sufficiency

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Nicolle M. Shalley, County Attorney