

# **ORANGEBURG COUNTY LIBRARY POLICY MANUAL**



*ADOPTED BY THE ORANGEBURG COUNTY  
LIBRARY BOARD OF TRUSTEES, JULY 1985. Revised May 2014.*

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# **REGULATIONS AFFECTING THE PUBLIC**

## **LIBRARY CARDS**

All residents are encouraged to use the library and apply for a library card. When a person registers for and receives a library card, it is his/her sole responsibility. All materials checked out on that card, no matter by whom, are the responsibility of the registered card holder. Any overdue charges or bills will be sent to that person.

### **County Residents**

A person who has established residency within Orangeburg County will be issued a library card, upon application, without fee. Official identification is required (see **Identification** section).

A person who maintains residency outside the county but (as an individual) pays taxes on real or personal property within Orangeburg County will be issued a card under the same regulations as a county resident. The privilege is extended to all members of the family residing in the same household.

### **No Charge for Library Cards**

With proper identification, military personnel, students at local colleges, and missionaries to the Orangeburg area will be issued a library card without charge. Students, at local colleges, must present as identification, a current student identification card and a photo ID.

### **Out of County Residents**

For persons living outside of Orangeburg County and not paying Orangeburg County taxes, an annual fee will be assessed. Those over 65, with proper identification, will not be charged.

County employees who reside outside of the county, with proper identification, will be issued a library card at no charge.

### **Identification**

Applicants are asked to furnish "official identification" such as a driver's license, identification card from the SC Highway Department, a voter registration card, an Orangeburg County tax receipt, or a car registration that shows their current residency. Foreign residents may use a passport for identification.

## **Age Requirements**

There is no minimum age to receive a library card. Children under 15, however, must have a parent or guardian sign the application. Adults age 18 and over must have a valid library card with no outstanding fines or fees before signing for anyone under the age of 15.

## **Special Circumstances Cards**

Special circumstances cards may be issued at the discretion of the library staff. This would include people staying at temporary shelters or safe house.

## **Replacement Cards**

A replacement card will be issued whenever the card's loss is reported to the library. There will be a charge. If a card is lost or stolen, it should be reported to the library immediately. Any material checked out on that card will be the responsibility of the card holder until such time as the library is notified.

## **Day Care Center/Licensed Facility Cards**

The owner/director of a licensed facility may apply for a library card for that facility. Normal check-out periods will apply and overdue notices will be sent. Facilities will be allowed to check out up to 50 items.

## **LOAN OF MATERIALS /Checkout Periods**

Books (limit of 20): 3 weeks

Popular Books: 2 weeks

Magazines (limit of 6): 3 weeks

Books on CD (limit of 6): 3 weeks

DVD/Blu-Ray (limit of 6)\*: 7 days

Teachers: are allowed to check-out 30 items

Bookmobile: 4 weeks (books)  
2 weeks (DVD/Blu-Ray) with no renewals

\*Customers must be at least 18 years old to check out DVD/Blu-Ray.

## **Renewals**

An Item can be renewed up to two times if no request has been made for the item. Renewals may be made by calling the library, going to the library, emailing a request for renewal or on-line through the library catalog.

## **OVERDUE REGULATIONS**

There is a late charge for overdue items. This charge is calculated on a daily rate starting the day after an item is overdue and stops once the maximum limit has been reached.

If a customer returns an item the first day after it is due, no fines are charged. This allows the customers a grace day to return their items. If the item is not returned during this grace day, the fine calculations will then be based on the full overdue period.

## **Overdue Notices**

Customers are notified about overdue items by either telephone, email or printed notices.

The first notice goes out 7 days after the item is overdue.

The second notice goes out 14 days after the item is overdue.

The third notice goes out 21 days after the item is overdue.

A bill notice is sent out 45 days after the item is overdue. This notifies the customer that they are being charged the replacement cost of the item plus the overdue charges, and a processing fee.

## **Collection Agency**

The library has contracted with Unique Management Services, a collection agency, to retrieve materials that have been overdue for a period of time.

A \$10.00 fee is automatically charged to customer's accounts to recoup the cost for the service.

Once a customer's account is 60 days overdue, and the cost of items overdue and/or fines is more than \$25.00, the account is turned over to the collection agency.

The agency uses phone calls and letters to reach delinquent patrons. 60 days after the due date, the collection agency sends out a letter. 21 days after that they send out a second letter. The collection agency also attempts to make contact by phone. Several weeks after that, a much stronger letter is sent. After a customer account has been delinquent for 120 days and has not been cleared or arrangements made with the agency and the library for payment, the customer is then reported to the major credit bureaus.

## **Lost Materials**

Customers who have lost an item will be charged the original cost of the item. Should the lost item be found and returned, a refund will be made, provided a receipt is presented. The refund will be made up to 6 months from the time the lost item is paid for.

\*Library Employees are exempt from overdue fines but are responsible for lost or damaged materials.

## **FEES :**

### **Library Cards**

Non-county residents may obtain a library card for a \$20.00 annual fee. This fee will be waived for senior citizens 65 and older and Orangeburg County employees.

### **Replacement Library Cards**

\$1.00

### **Overdue Fees**

Books, magazine and audiobooks: \$.10 per day, maximum \$3.00/item

DVD/Blu-Ray: \$1.00 per day, maximum \$10.00/item.

### **Damaged Items**

Damaged or missing case for audiobooks - \$4.00

Damaged or missing case for DVD/Blu-Ray - \$1.50

Damaged or missing paper sleeve for DVD/Blu-Ray - \$1.50

Missing bar code -\$1.50

Other charges vary with extent of damage, to be determined by the Circulation Supervisor and/or other staff.

### **Replacement Fees**

Books, Audiobooks, DVD/Blu-Ray, Magazines: amount listed in item record



## **Photocopy Machine**

\$.15 per page

## **Public Computer Printer**

\$.15 cents per page for black & white printing

\$.25 cents per page for color printing

## **Requests by Mail for Photocopies**

\$.15 per page plus \$2.00 per transaction (for postage and shipping)

## **Return Check Fee**

The return Check Fee is \$12.00. Checks will not be accepted from customers who have had a previous check returned.

## **ORANGEBURG COUNTY LIBRARY RULES OF CONDUCT**

Welcome to the Orangeburg County Public Library System. The Library is supported by the taxes of the people of Orangeburg who expect each of our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending programs and meetings. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library customers, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds. In addition, the Library has a strong commitment to intellectual freedom and to freedom of access to information.

### **WHILE IN ANY LIBRARY LOCATION, THE FOLLOWING ACTIONS ARE PROHIBITED:**

1. Any violation of the Rules of Conduct and/or Internet/Computer Access Policy.
2. Possession and use of firearms or other dangerous weapons, except by police and authorized security personnel of public agencies.
3. Intentionally damaging or removing any items from the Library without staff permission.
4. Smoking or consuming food or beverages.
5. Soliciting for sales or contributions, except as authorized by the Library.
6. Sexual misconduct, such as exposure, stalking, and other inappropriate behaviors will not be tolerated.
7. Sexual harassment of customers will not be tolerated.
8. Sexual harassment of library staff will not be tolerated.
9. Bringing in animals other than animal guides, except as authorized by the Library.
10. Disruptive and unsafe behavior, such as but not limited to, loud talking, running, throwing things, pushing and shoving.
11. Allowing children and babies to disrupt other customers' use of the library.
12. Leaving children 12 years or younger, unattended by an adult, anywhere in the library.
13. Adults seated in the designated children's area that are not accompanying a child or using children's materials.
14. Physical or verbal harassment or threats to other customers or staff, including obscene or abusive language.
15. Engaging in any behavior that may unreasonably interfere with the rights of other patrons to use the Library, such as, but not limited to: sleeping, exhibiting offensive personal hygiene.
16. Use of cell phones is limited to short and quiet conversations. Extended calls need to be taken outside.
17. Use of other audible electronic devices unless headphones and earpiece components are used, provided they are not audible to others.
18. Use of library telephones unless approved by library personnel.
19. Engaging in any activity prohibited by law.
20. Other inappropriate behaviors not listed.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff, security guards, and/or local public safety officers will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises and exclusion from the Library.

### **Penalties for Violation of Policy:**

**1<sup>st</sup> violation:** Depending on the offense, first violation will result in an oral warning and can result in being required to leave the Library (including main, branches and bookmobile) for the remainder of the day.

**2<sup>nd</sup> violation:** Depending on the offense, second violation will result in being suspended from using the Library (including main, branches and Bookmobile) for a one (1) week period.

**3<sup>rd</sup> violation:** Third violation will result in being suspended from using the Library (including main, branches and Bookmobile) for a period of time at the discretion of the Director and could result in the restriction and/or termination of Library privileges, including a permanent ban from the Library, as well as arrest or prosecution.

**Anyone violating the sexual harassment rules will be faced with a permanent ban from the library and all incidents of sexual harassment will be immediately reported to the Orangeburg Public Safety Office for further investigation.**

## **INTERNET/COMPUTER ACCESS POLICY**

**To fulfill the mission of providing for the informational, technological, educational, cultural, and recreational needs of the citizens of Orangeburg County, the library has established this policy to ensure responsible and appropriate use of computers within the library's facilities.**

This policy includes the guidelines from E-RATE CENTRAL, INTERNET SAFETY POLICIES and CIPA:AN E-RATE PRIMER for SCHOOLS and LIBRARIES and applies to both minors and adults: The Children's Internet Protection Act ("CIPA"), enacted December 21, 2000, requires recipients of federal technology funds to comply with certain Internet filtering and policy requirements. Schools and libraries receiving funds for Internet access and/or internal connection services must also meet the Internet safety policies of the Neighborhood Children's Internet Protection Act ("NCIPA") that addresses the broader issues of electronic messaging, disclosure of personal information of minors, and unlawful online activities. The Protecting Children in the 21<sup>st</sup> Century Act, enacted October 10, 2008, adds an additional Internet Safety Policy requirement covering the education of minors about appropriate online behavior.

FILTERING: CIPA requires the implementation of a "technology protection measure" – generally referred to as an Internet filter – to block access to visual depictions deemed "obscene," "child pornography," or "harmful to minors." Filtering is required for all of an E-rate recipient's Internet-enabled computers whether used by minors or adults. For E-rate funding purposes, filtering for adult Internet usage can be disabled for "bona fide research or other lawful purpose." (*E-Rate Central, Internet Safety Policies and CIPA: An E-Rate Primer for Schools and Libraries*)

Public computers are located in the following places: adult services area and in the children's department. In addition, each branch library provides computers.

### **STAFF ASSISTANCE**

The adult services, children's, and computer staff are available to assist customers in using the computers as time allows.

## GENERAL CONDITIONS AND TERMS OF USE

### **Computer Users:**

Computer users must behave in accordance with the Library's *Rules of Conduct*, which is posted throughout the buildings.

Computer users must use their own valid Orangeburg County library card and must follow sign-up/sign-out procedures and time limits. The library reserves the right to question the ownership of the card.

Guest passes are available for anyone who is not a resident of Orangeburg County and does not currently own an Orangeburg County library card. Pictured identification (other than school ID) must be presented to the Computer Lab Monitor to obtain a guest pass. This card is to be used only by the individual to whom it was issued. A person may obtain and use a guess pass up to five times. After five uses of a guess pass, the person will need to apply for a library card. Any non-resident fees will apply as appropriate. Anyone under 15 must have an adult guardian or parent with a picture identification of himself for the adult to obtain a guest pass for the child. This is obtained at the Children's Services Desk.

Computer users who gain access to an e-mail site and establish an account should be aware that e-mail in its present form cannot be secure and is, therefore, extremely vulnerable to unauthorized access and modification. This includes chat rooms and other forms of direct electronic communications.

Customers may print according to posted procedures. Each page printed must be paid for, whether intended or not. Black & white printing is available at 15 cents per sheet; color copies are 25 cents per sheet. There is no guarantee that any given web page will consume any given number of physical pages. Some web pages may use more paper than anticipated. Customers are responsible for all printed pages they have authorized to print. **Anyone printing inappropriate text or images will have the pages confiscated by staff and will be penalized for Violation of Policy, according to the penalties listed below.**

### **Users may not:**

Disclose, use, or disseminate personal identification information regarding minors.

Damage or attempt to damage equipment; alter or attempt to alter software configurations. **It is a violation of policy for a person to instruct or demonstrate to another person how to bypass the web-filtering technology.**

Turn any computer equipment off or on.

Attempt to gain unauthorized access to or cause disruption of the Library's computer system or any other computer system, violate copyright laws or software licensing agreements.

Display or send "inappropriate matter": obscene (as defined by SC Code 16-15-305) images, messages, or files, or violate state, federal, or local laws or regulations.

Switch to another computer without conferring with the staff.

Converse at length with others, which would interfere with the quiet atmosphere required, or have the volume of headphones high enough as to disturb others.

## **ADDITIONAL CONDITIONS**

### **1. ADDITIONAL CONDITIONS AND TERMS OF USE OF COMPUTERS IN INFORMATION SERVICES AREA**

- Time limit of 2 hours per day.
- Only 1-2 persons are allowed at a PC workstation. The 2<sup>nd</sup> person is allowed if computer assistance is needed and communication is kept to a minimum.
- The computers are shutdown 15 minutes prior to the library closing.

### **2. ADDITIONAL CONDITIONS AND TERMS OF USE OF COMPUTERS ADJACENT TO THE INFORMATION SERVICES AREA :** These computers are for the convenience of adults with children under the age of 10 who only need a short time at a computer.

- Time limit of 1 hour per day.
- Customer sign up for these computers is the same as for other computers.
- Limited to no more than two (2) children with an adult.
- The computers are shutdown 15 minutes prior to the library closing.

### **3. ADDITIONAL CONDITIONS AND TERMS OF USE IN THE CHILDREN'S AREA:**

These computers are for the children aged 14 and younger.

- Time limit of 2 hours per day. Customer has 1 hour of use, and a second hour if no one is waiting.
- 2 people may sit at 1 PC.

- Any children under age 12 must have a parent or adult sitting at the same PC with them at all times.
- The computers are shutdown 30 minutes prior to the library closing.

### **Early Literacy Station (ELS) computer terms of use:**

- Time limit of 1 hour per day.
- ELS is for children 2-8 years of age.
- Any children using the Early Literacy Station must have a parent or adult sitting with them.
- The ELS is to be vacated 30 minutes before library closing.

### **4. ADDITIONAL CONDITIONS AND TERMS OF USE IN THE BRANCHES:**

- Time limit of 2 hours per day. Patron has 1 hour of use, and a second hour if no one is waiting.\*
- 2 people may sit at 1 PC.
- PCs are to be vacated 15 minutes before library closing.

\*Time allotted per session may be reduced to 30 minutes by branch personnel depending on the number of customers waiting to use the computers.

## **WIRELESS INTERNET USE**

The Library is equipped with wireless internet connectivity for customer laptop use.

Customers may use their own laptop computers and accessible power outlets as long as space is available and power cords do not present a hazard to others.

**The Orangeburg County Library cannot be held liable for the content of any Internet site. While the Orangeburg County Library upholds users' rights to privacy and confidentiality in their use of all library resources, the nature of electronic resources makes it impossible to guarantee these rights. Some Internet sites are inappropriate for viewing in a public setting and are to be avoided.**

### **PENALTIES FOR VIOLATION OF POLICY:**

**Computer users are responsible for reading the Library Internet/Computer Use Policy and for abiding by it. Penalties are as follows:**

**1<sup>st</sup> violation:** Depending on the violation, the first violation will result in an oral warning and may result in being required to leave the library (including main, branches and bookmobile) for the remainder of the day.

**2<sup>nd</sup> violation:** Depending on the violation, the second violation will result in being suspended from using the computers for a one (1) week period.

**3<sup>rd</sup> violation:** Third violation will result in being suspended from using the Library (including main, branches and Bookmobile) for a period of time at the discretion of the Director and could result in the restriction and/or termination of Library privileges, including a permanent ban from the Library, as well as arrest or prosecution.

**Further violation: At the discretion of the Director, a violation could, depending on the severity, result in the restriction and/or termination of Library privileges, including a permanent ban from the Library, as well as arrest or prosecution.**



# **PUBLIC SERVICES**

## **INFORMATION SERVICES DEPARTMENT**

The Information Services Department will attempt to provide information needed by a customer.

Library information resources will include the purchasing of reference materials, databases through the Internet, the development of information files, and referrals to other local information sources.

Librarians, while not limiting the service offered by the Orangeburg County Library, will refer a customer to other local information sources that would be more helpful.

Interviews could be limited if the number of customers needing help exceeds staff available to assist them.

### **Genealogical Requests**

Customers seeking genealogical information will be assisted. Often the library receives genealogical requests through the mail and email. Relevant sources will be checked.

If the library is requested to photocopy a book (or manuscript) or portion thereof, it will be done provided (1) it does not infringe upon copyright and (2) the length is not too great, thus demanding too much staff time. If the requested information amounts to over 50 pages, payment in advance will be requested.

### **Interlibrary Loan**

#### **PURPOSE**

The Interlibrary Loan Service assists Orangeburg County Library customers in obtaining library materials which are not in the library's own collections. The service is offered subject to the guidelines, procedures, and restrictions below.

#### **SUBMITTING REQUESTS**

Requests may be submitted at the main library, at branches, bookmobile or online. Requests submitted at the branches or bookmobile will be forwarded to the main library for processing.

#### **COSTS AND FEES**

Fees that may be charged by lending libraries are passed on to the borrower.

## **RESPONSE TIME**

In general, most requests are filled within one to three weeks. However, borrowing from out-of-state libraries may take longer.

## **SERVICE GUIDELINES**

Some items may not be suitable or generally not available for request on Interlibrary Loan. Some examples are reference books (encyclopedias, directories, and similar sources), rare or unusual publications, periodical volumes, genealogy, new books (those published within the current or previous year), and titles which are in circulation or on reserve. Audiobooks and DVDs may be borrowed, although the number of suppliers of such items may be limited. Feature films will be not be borrowed.

All requests may be submitted in writing, by telephone or online by using authorized forms available.

Customers will be informed by telephone or e-mail when materials are available. Materials will be held until several days before the due date and then returned to the lending library if not picked up. Customers will also be informed if it is determined that material is not available. A minimum of one week and up to four weeks should be allowed for arrival of some materials.

## **BORROWER'S RESPONSIBILITIES**

Materials may be picked up and/or returned to the main library, branch library, or bookmobile. Due dates are determined by the lending library. Renewals may be requested; the lending library will notify our library of their policy and/or renewal date. The borrower assumes responsibility for all interlibrary loan charges, overdue fines, and for any replacement or repair costs if materials are lost or damaged. Failure to make restitution will result in loss of library privileges from the Orangeburg County Library.

## **CENSUS AND MICROFILM MATERIALS**

South Carolina newspapers on microfilm may be available from the South Caroliniana Library at USC-Columbia. Census microfilm and other microfilm materials may be rented from the Census Microfilm lending service and requests are processed directly by the Information Services Department. All microfilm must be used in the library. Postage and handling fees must be paid when film is received. Requests should be submitted on the designated form available at the Information Services desk. Microfilm takes from two weeks to two months to arrive.

## **EXTENSION SERVICES**

The bookmobile and branches will carry out the general purpose and objectives of the library system.

Registration at any branch, bookmobile, or the main library entitles the card holder to use any library outlet in the county system.

### **Branch Libraries**

In accordance with Orangeburg County Library Ordinance #79-6-11, the Orangeburg County Library Board of Trustees

". ..May establish branches and subdivisions thereof in appropriate geographical areas of Orangeburg County within the limits of available funds."

The establishment of future locations of branches and subdivisions thereof will be determined by the Board only upon careful community analysis. Analysis will include but not be limited to the following: community interest, population in service area, proximity to other library resources, availability of adequate facilities, and adequate funding to establish and support the ongoing operation.

Funding for the ongoing operation of branches is a county responsibility and as such the county library system will seek sufficient funds for salaries and staff training, books and periodicals, utilities, supplies, and maintenance and transportation.

A periodic review of services provided will be undertaken. Branches which do not meet minimum standards of community service will be evaluated on the same criteria as the establishment of future locations.

Guidelines which classify branches by such factors as the population to be served will be used in determining the size of the branch and hours of operation.

### **Bookmobile**

It is the objective of the bookmobile staff to make library service available to residents of Orangeburg County.

Concentration will be on offering service to patrons and communities that have no other library service.

Bookmobile stops will be established and approved by library staff.

Services will not be provided to schools in the belief that such service has a restraining effect on the development of good school library service. This belief is upheld by the South Carolina State Library and the Library consultants of the South Carolina Department of Education. As a tax-supported institution, the library will not offer service to any institution that discriminates on the basis of race, creed, national origin, or sex.

## **CHILDREN'S SERVICES**

The children's area houses materials for children from infancy through age 14.

Children's Services staff strives to provide age appropriate materials and services. The staff provides assistance to children and adults in utilizing these benefits while maintaining an environment to encourage the joy of reading and the search for knowledge.

Group tours and/or story times are provided. Programs are to be scheduled at least two weeks in advance.

Up to 25 students may be accommodated at one time with sufficient adult supervision.

Programs are regularly scheduled at the main library and branch libraries. Individual children or groups with adult supervision may attend.

**The READ WITH ME** program provides a collection of books each month to participating daycares. Books must be collected and returned on time to remain in the program.

## **TEEN SERVICES**

The young adult area houses materials for customers from the ages of 13-18.

Due to the explicit content of some items, graphic novels are no longer housed with the teen materials. Graphic novels are located in the area next to the reference collection.

Teen programs are provided throughout the year at the main library and a teen Summer Reading Program is held each year.

# **VOLUNTEER PROGRAM**

## **Statement of Purpose**

The Orangeburg County Library utilizes the skills of volunteers to expand our ability to provide the best possible experiences and services for our customers and community. We are committed to involving those members of the community who have skills and interest plus available person time, in library activities. Through volunteer service to the library, citizens of our community enhance public support for the Orangeburg County Library, assist the library in providing a higher level of service to our customers and find personal satisfaction through their contributions to the library.

Volunteer opportunities are available in the following categories:

- ❖ *Adult Volunteers* work in the Main Library and branches to extend, enhance, and supplement library services.
- ❖ *Teen Volunteers* are youth at least 16 years old, who have a valid driver's license. Their work supports library services in the Main Library and branches.

## **Recruitment**

Volunteer positions are filled selectively at the discretion of the library, but without regard to race, religion, color, political affiliation, physical disability, national origin, sex or age, except where age is a bonafide occupational qualification. The library reserves the right to terminate a volunteer or volunteer position at any time based on the needs of the library.

The success of any volunteer program depends upon adequate promotion within the community. Primarily, promotion is through library resources, including the website, brochures, and press releases to local media. Also important is consistent contact with local groups and organizations. Current volunteers' word of mouth is the best recruitment source.

## **Applications**

The volunteer application should be accessible at the Main Library and at each branch. The application is required regardless of the length of time a volunteer is available to work. Once an application has been submitted, it will be reviewed by the Volunteer Coordinator. If the application is accepted, the information is then sent to the Human Resources Department who will conduct a background check on the applicant. When the results of the background check have been returned, the applicant will be contacted to confirm their acceptance or rejection as a volunteer.

Community Service: The Orangeburg County Library does not accept adult or teen volunteers that are court mandated.

## **Name Badges**

Volunteers must wear a badge when working to identify their volunteer status. We want our library staff to be familiar with our volunteers and for customers to be aware of our volunteer support and to publicize the volunteer program.

### **Attendance and punctuality**

Volunteer schedules are planned to ensure that OCL has the coverage needed to provide a personalized customer experience. Each library location will establish a volunteer schedule that will be agreeable to the library and individual. We understand that travel, vacations, appointments, illness, etc. interfere with volunteer service, but volunteers are expected to meet their schedule and to call as soon as possible if they cannot meet their scheduled time to volunteer.

There are times when a library may be closed due to inclement weather or other emergency. The volunteer should call the library for which they are volunteering if there is any question about the open hours of the building.

### **Personal appearance and conduct**

Our volunteers are considered representatives of the library and we depend on them to assist us in providing excellent service to customers. A neat appearance is expected, and dress should be appropriate for the situation, location and job. T-shirts with inappropriate messages, short skirts, low cut tops and other revealing garments are not allowed. Appropriate footwear should be worn for safety purposes and to protect feet. Volunteers, just like library staff, must present a professional appearance to the public. Volunteers also should be aware of the Library Code of Conduct and understand that all individuals in the library must adhere to the conduct policy.

### **Record Keeping Procedures**

Each volunteer has a time sheet on which he/she enters hours worked. Volunteers sign in and out each time they volunteer.

### **Training and Supervision**

Library staffs are responsible for training, supervision, and evaluation of volunteers working in their departments. The overall goal of the training process is to help the volunteer learn about his/her work environment and library expectations. It should be made clear to the volunteer the identification of who will be supervising them. Volunteers will be under the supervision of the staff in each department they are currently assigned to work. Although a volunteer is an unpaid staff member, the same principles and practices of sound management of paid employees apply. Guidance, encouragement, and support should be provided on continual basis. Managers and supervisors should make certain that staff members and volunteers understand and appreciate, in a positive manner, the role of the volunteer in overall library operations.

### **Confidentiality**

It is very important that volunteers understand that any information regarding library operations and customers and their use of the library is confidential and should not be shared. In the same spirit, the library honors the confidentiality of information regarding volunteers.

## **Unsatisfactory Performance**

If at any time the supervisor recognizes that the volunteer is not adhering to library rules and procedures, not meeting appropriate expectations, or not making satisfactory progress, a conference should be held with the volunteer. Corrective action that may be taken includes the requirement of additional training, reassignment to another volunteer position, suspension or dismissal. If this is the case, documentation must be sent to the Volunteer Coordinator. For the volunteer whose performance continues to be unsatisfactory after efforts have been made to correct the situation, termination or referral to another assignment is justified.

## **Dismissal**

Prior to dismissal of a volunteer, the supervisor should seek the consultation and assistance of the Volunteer Coordinator. Possible grounds for dismissal include, but are not limited to:

- Gross misconduct or insubordination
- Being under the influence of alcohol or drugs
- Theft of property or misuse of library materials
- Failure to abide by library procedures
- Failure to meet physical or mental standards of performance
- Failure to satisfactorily perform assigned duties

## **Recognition Awards and Volunteer Retention**

Recognition is one way we “pay” volunteers for their efforts. The library formally recognizes volunteers in several ways: an annual volunteer appreciation event and awards for accumulated hours. While such activities are appreciated, day to day informal expressions of appreciation from the staff are vital.

Establishing good communication, engaging with the volunteers and building relationships is the responsibility of all staff interacting with them and can be the most effective way to impact volunteer retention. These individuals can be valuable service providers during their volunteer time and continue to advocate for the library even after they no longer work as a volunteer.

## **PHOTOCOPY SERVICE**

A coin-operated photocopier machine is located in the library for public use. Copies are 15 cents each.

## **FAX SERVICE**

A self-service fax machine is made available to the public. The Library, in conjunction with the company FAX-Vend, provides the FAX24 machine for public use. The Library will pay no fees to have the fax machine and will receive 5% - 20% commission of the fax revenues depending on the gross income generated.

## **DOCUMENT SCANNER**

A document scanner is provided in conjunction with the public computers. Only staff members are to operate the scanner.

## **SOLICITATIONS**

Solicitations of all kinds are forbidden. This includes solicitation for private funds, school oriented activities, and commercial, religious or political concerns.

No posters, flyers or handouts will be placed for display in the library by any groups or individuals unless approved by the Library Director. Only non-profit organizations will be considered.

## **GIFTS**

Once donated, the materials become the library's property and the library reserves the right to use and dispose of them in the manner most beneficial to the library. This could include adding them to the collection, sending them to the branches or bookmobile, placing them in the Friends of the Library used book sale, or disposing of them.

Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Orangeburg County Library Board of Trustees and/or the Library Foundation Advisory Board.

Personal property, portraits, antiques, and other museum objects which cannot be properly housed in the library will not be accepted.

The library will not accept for deposit materials which are not outright gifts.



Donations designated for a specific branch library may not be accepted, depending on the item(s). The Library Director or the Library Board will make the decision regarding these donations.

Appraisal of books or other gifts cannot be provided by the library. According to the Tax Reform Act of 1984, a donor may not act as a qualified appraiser. Written acknowledgment will be sent providing the type and quantity of items.

Large donations (more than one box or bag of materials) from an individual, group, or institution can not be accepted at any of the branch libraries or the bookmobile. These donations must be taken to the main library to be processed.

## **Materials Donation Guidelines**

### **What will be accepted:**

1. We will only accept materials that are in useable condition. Any materials that are obviously damaged or dirty will not be accepted.
2. We do not accept any magazines or old sets of encyclopedias.
3. Any donated materials not suitable for adding to the library's collections are given to the Friends for their book sales.

### **When items will be taken:**

1. All donations at the main library will only be accepted through the back door on Summers St., Mon – Fri, 9:00am-4:00pm.
2. Branch libraries are to accept only 1 bag or small box of donations per week. Patrons who have more than that to donate are to be directed to bring them to the main library.

## **DISPLAY CASE**

The display case in the library foyer is not available for use by the public. It is only used by the library staff to promote library programs and special events.

## MEETING ROOM

As a public institution dedicated to free expression and free access to ideas representing all points of view concerning the problems and issues of our times, the Orangeburg County Library makes its meeting room available to any non-profit organization whose purpose is not illegal, subject to the following regulations:

**NOTE:** Granting permission to use library facilities does not constitute an endorsement by the library, the Library Board of Trustees, or the County of Orangeburg.

1. The meeting room, which will accommodate 230 people (standing), and 174 people (seated) will be assigned on a first come, first served basis. The meeting room may be used during regular hours of library operation. 30 minutes must be allowed between groups using the meeting room. The meeting room will need to be vacated at least 30 minutes before the library closes.
2. A representative of the group must complete an application for use of the meeting room. Children's groups must be supervised by at least one adult, and any reservations made for a group of children must be made by an adult.
3. No fees or donations may be charged or solicited by the user for any program or exhibit, although membership organizations may collect dues at their meetings. All programs and exhibits shall be free, with the exception of fund raising events held for the library by the Friends of the Library. (Educational workshops which are open to the general public may charge a minimal fee for materials, subject to approval by the Director).
4. All meetings, programs, and exhibits shall be open to the public. An organized group may restrict meetings to members.
5. Food, drink, and alcoholic beverages are not allowed in the Meeting Room. Smoking is not permitted.
6. Each group using the room must be responsible for cleaning up and restoring the room to its original condition after the meeting. Groups using the room are responsible for their own set up. Members of the group should arrive early enough to allow themselves time to set up the meeting room as required.
7. Chairs, tables, and a podium are available for use. A television, DVD player, laptop, and projector are available for use. Arrangements must be made ahead of time if use of this equipment is desired. Groups using the room will supply themselves any other equipment needed, such as cords. The library staff are not available to transport equipment to and from the building.
8. The library is not responsible for equipment, supplies, materials, or other items owned by the group or individuals and used in the library.

9. Reservations must be made with the library. Reservations are not transferable. Bookings can be made no more than 30 days in advance. Reservations will not be made on an intermittent or regular basis except for library groups.

10. The Director is authorized to deny further use of the room to individuals or groups who are disorderly or objectionable in any way or who disregard library regulations. Users shall pay the cost for repair or damage to facilities.

11. The library should be notified immediately of any cancellation or change in meeting times.

12. The library staff cannot take or deliver phone messages for persons in meetings.

13. Movies may be shown in the meeting room as long as library maintains its Performance Site License. The site license allows the library to comply with the US Copyright Act of 1976.

**Social Media Policy:** Online social networks such as Facebook, Twitter and YouTube can be valuable tools for communicating with the public and employees. OCL departments are encouraged to study and deploy these new communications methods where appropriate.

1. OCL social media sites will make every effort to clearly identify their official status. The official logo will be used if possible.
2. Some social media sites allow user comments. User feedback should remain regardless of whether it is favorable or unfavorable to the agency. Comments will be deleted only if they are offensive, abusive, racially inflammatory, threatening or clearly off topic. Comments that endorse a political candidate, party or commercial product will be deleted.
3. Employee and customers are not to post or link to any materials that are defamatory, harassing or indecent.
4. Be mindful of functions that allow the organization to be a "fan" or "follower" of an individual or cause.
5. OCL staff should be mindful not to write or post anything that could appear to be legal advice.
6. To others online, there is no clear distinction between your work life and your personal life. Always be honest and respectful in both capacities.

# **MATERIALS POLICY**

## **PURPOSE OF A SELECTION POLICY**

A written materials selection policy aids library staff in selecting and acquiring a useful, well-rounded collection of books and other materials to meet the needs of the community.

A policy statement helps the library board determine whether the staff is doing an acceptable job of building a collection of materials that is relevant to community needs and that meets accepted standards of quality, and it is useful in instructing new board members in existing board policy.

A policy statement helps answer questions by the public regarding the presence or absence of certain materials and helps explain the basis on which materials have been selected.

## **ORANGEBURG COUNTY LIBRARY MATERIALS SELECTION POLICY**

### **OBJECTIVES IN MATERIALS SELECTION**

The purpose of the Orangeburg County Library is to obtain, organize and make conveniently available to all the people of the community recreational, educational and informational materials in convenient form, including books, periodicals, newspapers, pamphlets, microforms, recordings and other print and non-print materials. It is the policy of the library to maintain an up-to-date collection of standard works in all fields of knowledge, that are of permanent value, plus timely materials on current issues and items in current demand.

In addition to the requirement of the general public served, materials will be selected to meet the needs of business; the professions; government; and the needs of the homebound; the visually, physically and mentally disabled and those individuals with learning disabilities. The collections will serve as supplementary sources for students use, but materials selected for students must also be useful to the general reader.

### **METHODS OF MATERIALS SELECTION**

#### **Responsibility for Selection**

The selection of materials is the responsibility of library staff. All staff should be involved in the selection process. However, the library staff does not interpret or give any advice relative to the content of the materials or of a personal nature.

## **Criteria**

Each type of material must be considered in terms of its own merit and intended audience. All selections, both purchases and gifts, must meet some of the following criteria:

1. Individual merit of each item
2. Popular appeal/demand
3. Suitability of material for clientele
4. Existing library holdings
5. Accuracy and objectivity.
6. Budget
7. Relation to other materials and existing areas of coverage in order to maintain a well-balanced collection

## **Reviews**

Reviews in professionally recognized periodicals and online review sites are primary sources for materials selection. Standard bibliographies, booklists by recognized authorities, and the advice of competent people in specific subject areas will be used.

## **Requests**

All requests from customers for specific titles or subject requests will be considered. Whenever there is enough demand or interest in a title or subject, an item with unfavorable reviews may be considered for purchase.

## **STATEMENT OF SPECIFIC POLICIES IN SELECTED AREAS**

### **Adult Materials**

#### **Fiction**

The fiction collection provides books for the wide range of interests of the general reading public, including classics in the field, titles representing periods of writing and those meeting the popular demand for light reading. Books which are obviously pornographic, which come within South Carolina's definition of obscenity as stated in section 16-15-150 of the Code of Laws of South Carolina, should be excluded. However, no book should be eliminated because of coarse language, violence, or frank discussion of sexual episodes, any one of which may be objectionable to some people, if the author is justified in what he portrays, or when such episodes are pertinent to the plot or character delineation in a book. It is the library's responsibility to protect the rights of mature readers.

#### **Non-Fiction**

The non-fiction collection provides books for the wide range of interests of the general reading public including meeting the popular demand for best-selling non-fiction. Efforts will be made to keep non-fiction materials current, especially in the areas of computer science, medicine, and technology. Non-fiction books will reflect a diverse array of topics and will be not censored and no materials should be prohibited or removed because of political, religious or social views of the authors.

### **Juvenile Materials**

The Children's Department selects materials on subjects of interest to and within the comprehension of children from pre-school through the seventh grade.

Adult books of interest to students of children's literature, parents, and professionals working with children are also purchased. These include historical perspectives and evaluations of children's literature, information on children's authors and illustrators, and bibliographies of materials for children.

### **Teen Materials**

Titles of interest to persons of middle school and high school age are purchased and shelved in the teen section of the library. Specialized review sources are consulted as well as the standard journals.

## **Non-Print Materials**

Non-print materials are an essential format for many in the community. Movies, instructional and informational products, documentaries, etc. are purchased in some of the currently available formats.

## **Periodicals and Newspapers**

The library endeavors to provide the most representative periodicals in a wide range of reference value and recreational interest. Specialized titles are considered in relation to subject needs and their availability in area and regional libraries. Retainment of the back issues of periodicals varies according to allotted space and demand.

The library maintains files of current newspapers for one week. Paper copies of the Times and Democrat are retained until microfilm are received to cover the months of those issues. Back files of all available issues of the Times and Democrat are kept on microfilm.

## **Maps**

Atlases and other maps are kept updated, particularly with emphasis on South Carolina.

## **Databases**

The library provides numerous research databases on public computers through DISCUS, which the SC State Library provides statewide. Additional databases are subscribed to after researching them. The use of these purchased databases is evaluated annually by reviewing the amount of usage and the cost.

## **REPLACEMENT AND MAINTENANCE**

The library keeps its collection vital and useful by replacing essential material, and removing on a systematic and continuous basis those works which are worn, outdated, of little historical significance or no longer in demand.

## **ACCESS TO MATERIALS**

Processing and shelving of materials shall in no way reflect a value judgment of materials. There will be no labeling of any item to indicate its point of view or bias. All materials will be shelved in their proper order on open shelves, freely and easily accessible to the public.

The library assures free access to its holdings for all customers who are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Children are not limited to the juvenile collection, although juvenile collections are kept together to facilitate use. Responsibility for a child's reading must rest with parent or guardian, not with the library.

All video or DVD materials must be checked out by patrons 18 years or older. This is to insure that parents/guardians select materials that are suitable for their children and also protects the library's liability.



**APPENDIX**  
**CONSTITUTION AND BY-LAWS**  
**OF THE**  
**ORANGEBURG COUNTY LIBRARY BOARD OF TRUSTEES**

Preamble

The Orangeburg County Public Library Board of Trustees is created by law to act as the governing body of the Orangeburg County Library. As the governing body, the Board of trustees is vested with the legal responsibility of setting policy for the County Library.

Article I -Legal Basis

The Board of Trustees of the Orangeburg County Library was created by Ordinance No.79-1-11, passed by the Orangeburg County Council on July 1, 1979, pursuant to Act 564, S.C. Code of Laws, 1978. The Board of Trustees derives its authority from said ordinance and is invested with the powers enumerated therein.

Article II -Membership

The Board of Trustees of the Orangeburg County Library shall consist of seven (7) members appointed by the Orangeburg County Council for terms of four (4) years. Members shall be appointed so as to represent all geographical areas of Orangeburg County.

Article III -Officers

A. The officers of the Board of Trustees shall be a chairman, a vice-chairman, a secretary and a treasurer. Officers shall serve for one year but may be reelected. Officers will be elected at the annual meeting in March of each year.

B. The Chairman shall preside at meetings of the Board, shall call extra meetings as deemed necessary or upon the written request of three members of the Board, and shall appoint such committees as deemed necessary to conduct the responsibilities of the Board. The Chairman shall be the principal liaison with the Director and the library staff in all matters pertaining to the Library.

C. The Vice-Chairman shall preside over meetings in the absence of the Chairman and perform such other duties as the Chairman or the Board may request. In the event of a vacancy in the office of chairman or the disability of the Chairman, the Vice-Chairman shall succeed temporarily to the office of chairman until the removal of the disability of the Chairman or until the Board shall elect a new chairman.

D. The Secretary shall record the minutes of all meetings of the Board which after approval shall be retained in the Library as a permanent record. In addition, the Secretary shall handle necessary correspondence, notify members and the press of all meetings and perform such other duties as may be requested by the Chairman of the Board.

E. The Treasurer shall receive and acknowledge all gifts to the Library and shall deposit all gifts of money or securities with the County Treasurer, subject to withdrawal in such amounts and for the purposes as may be directed by the Board. Gifts of property other than money or securities shall be held or disposed of as may be directed by the Board.

#### Article IV -Committees

Committees shall be appointed by the Board Chairman who shall name one member of each committee as chairman.

Standing committees shall be:

1. Building and Grounds
2. Library
3. Public Relations

Other committees of a temporary nature shall be appointed as necessary. The Director of the Library will sit on all committees as a non-voting ex-officio member. Committee chairmen shall make committee reports each year at the annual meeting in March.

#### Article V -Meetings

A. Regular meetings of the Board of Trustees shall be held bi-monthly on the fourth Tuesday of January, March, May, July, September, and November.

B. Any four members of the Board shall constitute a quorum.

C. The meeting in March shall be the annual meeting at which officers shall be elected. The Director will present an annual report. The Board will adopt a budget for the ensuing year.

D. Each member of the Board, except the chairman, shall be compensated in the amount of \$5.00 for attendance at each meeting. The Chairman shall be compensated in the amount of \$8.00 for each meeting attended.

E. Failure of a member to attend at least three regular meetings during any calendar year, without explanation and except for emergencies or prior notice to the Chairman or the Director, shall be considered evidence of a desire to relinquish membership on the Board and County Council shall be requested to appoint a successor for the unexpired portion of the term of such member.

F. Members of the public who wish to address the Board shall request a place on the agenda not later than 24 hours in advance of the meeting. The request may not be directed to the Board chairman or the Director of the Library. All meetings are open to the public. Robert's Rules of Order shall govern parliamentary procedure at the Board meetings.

#### Article VI -Finances

A. All invoices, vouchers and other claims against the Orangeburg County Library must be on forms and in the manner approved by the County Treasurer before being presented to the County Treasurer for payment.

B. The Director is authorized to approve for payment vouchers for expenditures for the operation of the Library as presented in the annual budget as approved by the Board and County Council.

#### Article VII -Library Policy

A. Policy decisions by the Board shall be recorded in the appropriate section of the Orangeburg County Library Policy Manual. The Manual shall be reviewed annually by the Library Policy committee for revision, deletion and additions.

B. The Board will design or have designed by a specified group a ten-year plan with annual plans included to guide the Director and the Board in the management of the Library. In the annual report, the Director will evaluate the Library's progress both on the annual and ten-year plan.

#### Article VIII -Amendments

This constitution may be amended at any meeting of the Board at which a quorum is present by a unanimous vote of the members present. They may also be amended at any meeting by a majority vote of those present, provided notice of the proposed amendment has been given at least ten (10) days prior to the meeting.

## **STATEMENT OF LIBRARY PURPOSE**

**The mission of the Orangeburg County Library is to educate, inform and enrich the library community.**

The Orangeburg County Library is a County Government service designed to help provide for the informational, educational, cultural, technological, and recreational needs of the citizens of Orangeburg County. The Library Board will regularly survey county citizens to determine their needs in these areas and plan library policy accordingly.

Information and reference service is a primary purpose of the Library. The Library will gather information in all areas in which there is a need and in which the Library is the most economical and logical source for information.

The Library feels that the original purpose of public libraries -continuing adult education -is as valid now as it was in the nineteenth century. It is also difficult to separate information and education functions. The Library will define its educational role in terms of continuing informal education and as a supplement to county agencies of formal education. While the Library cannot be the primary source for materials for school assignments, it will serve to supplement and enhance the curriculum.

The Library believes that programming for children is an important library service. It is a way to interpret the library to children and to offer them new experiences with books and literature.

The Library shares the role of cultural center with other groups in the county. The Library will attempt to complement rather than compete with these other groups. The Library will try to represent all aspects of our literary, artistic and musical heritage in its collection.

To support the recreational reading needs of the community, the library will maintain a collection of popular works of fiction and nonfiction.

The Library recognizes the validity of each purpose and will present a balanced program based on the needs of the county.

## **CONFIDENTIALITY OF LIBRARY RECORDS**

The Orangeburg County Library abides by the Library Confidentiality Act of South Carolina (Act 108, approved May 22, 1985). This act makes library registration and circulation records confidential, excluding them from the Freedom of Information Act.

The purpose is to protect the privacy of library users, to provide guidance and protection for library staff who may be asked to disclose private information, and to establish the legal procedure which must be followed if such information is disclosed.

The Orangeburg County Library recognizes that its circulation records and other records identifying the names of library users should be confidential in nature and accepts the responsibility of safeguarding information about any individual's use of the library from improper disclosure. The following guidelines are prescribed for carrying out this responsibility:

1. All librarians and library employees are advised that circulation records and other records identifying the names of library users with specific materials shall be confidential in nature. Such records shall not be made available to any agency of State, Federal, or local government except pursuant to such process, order, 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.
2. The details of an individual's borrowing history will not be released to unauthorized personnel within the library. This rule will not prevent the library from maintaining records of delinquent borrowers. Such records will, however, be maintained in confidence and will not be available to persons other than those involved in obtaining the return of or payment for overdue or lost materials.
3. Upon receipt of a process, order, or subpoena (as mentioned in item 1), the library's officers will consult with legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Second reading: June 18, 1979 Public hearing:

Third reading: June 27, 1979 Effective date: July 1, 1979

ORDINANCE No.79-6-11  
COUNTY ADMINISTRATOR FORM OF GOVERNMENT FOR ORANGEBURG COUNTY  
(Hereinafter referred to as County Council)

ESTABLISHMENT OF ORANGEBURG COUNTY PUBLIC LIBRARY COMMISSION

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WHEREAS, the Orangeburg County Library Commission was created by the General Assembly of the State of South Carolina; and

WHEREAS, the General Assembly has determined that under the "home rule legislation", the relationship between county government and county library systems must be defined by the individual counties;

BE IT ORDAINED, that the County Council of Orangeburg County hereby establishes a county public library commission, which shall be deemed a continuing function of county government, and shall be managed and controlled as follows:

BOARD OF TRUSTEES

The Orangeburg County Public Library Commission shall be managed and controlled by a Board of Trustees consisting of seven (7) members appointed by the Orangeburg County Council for terms of four (4) years and until successors are appointed and qualified, except that of those members initially appointed, one-half of such appointees less one, shall be appointed for terms of two (2) years only. Previous service on the Orangeburg County Library Commission prior to the enactment of this ordinance establishing the Board of Trustees shall not limit service on the Board. In case of any vacancy, a successor shall be appointed for the unexpired term in the manner provided above. To the extent feasible, members shall be appointed from all geographical areas of Orangeburg County. Present members of the Orangeburg County Public Library Commission serving unexpired terms upon the enactment of this ordinance shall continue to serve on the Board of Trustees until the expiration of such unexpired term, or until July 1, 1982, whichever date is earlier, regardless of the numerical composition of the newly created Board of Trustees which would result from such continuing service.

OFFICERS AND MEETINGS: The annual meeting of the Board of Trustees shall be in March of each year, at which time it shall elect a Chairman, Vice-Chairman, Secretary, Treasurer and such other officers as it deems necessary. The Board shall at its annual meeting estimate its prospective income for the ensuing fiscal year and adopt a budget calculated to operate the library during the next fiscal year, which budget shall be submitted to the Orangeburg County Council. The Board shall meet not less than four (4) times each year and at other times as called by the Chairman or upon the written request by a majority of the members.

POWERS OF THE BOARD OF TRUSTEES: The Board of Trustees shall be authorized to exercise such powers as to the policies of the county library which shall not be inconsistent with the general policies established by the Orangeburg County Council, and pursuant to that authority shall be empowered to:

- (1) Employ a chief librarian whose qualifications and credentials shall meet the certification requirements of the State Library Board, and who shall be responsible to the Orangeburg County Library Commission for the administration of the program and the selection of library staff members required to carry out the functions of the library system.
- (2) Purchase, lease, hold and dispose of real and personal property in the name of Orangeburg County for the exclusive use of the Orangeburg County Public Library Commission; PROVIDED, however, any such conveyance, lease or purchase of real property shall be by the county governing body in accordance with the provisions of Act 283 of 1975 as amended.
- (3) Acquire books and other library materials and provide for use thereof throughout Orangeburg County.
- (4) Accept donations of real property, services, books and other items suitable for use in the library system.
- (5) Designate or mark equipment, rooms and buildings, and other library facilities to commemorate and identify gifts and donations made to the library system.
- (6) Cooperate or enter into contracts or agreements with any public or private agency which result in improved services or the receipt of financial aid in carrying out the functions of the library commission; PROVIDED, however, such contracts and agreements shall be subject to approval by the governing body of Orangeburg County.

(7) Enter into contracts or agreements with other counties to operate regional or joint libraries and related facilities; PROVIDED, however, such contracts and agreements shall be subject to approval by the governing body of Orangeburg County.

(8) Receive and expend grants, appropriations, gifts and donations from any private or public source for the operation, expansion or improvement of the library system.

(9) Take any actions deemed necessary and proper by the Board to establish, equip, operate and maintain an effective library system within the limits of approved appropriations of the Orangeburg County Council.

ADDITIONAL POWERS AND DUTIES: In addition to the powers and duties prescribed above, the Board shall:

(a) Provide and make available to the residents of Orangeburg County books and library materials and in the fulfillment of this function shall establish a headquarters library and may establish branches and sub- divisions thereof in appropriate geographical areas of Orangeburg County within the limits of available funds. The Board may operate one or more bookmobiles over routes determined by the Board.

(b) Adopt regulations necessary to insure effective operation, maintenance and security of the property of the library system; PROVIDED, however, such regulations shall not be in conflict with policy or regulations established by the county governing body.

(c) Annually at a time designated by the Orangeburg County Council, submit to the Council a budget for the ensuing fiscal year adequate to fund the operation and programs of the library system. Such budget shall list all funds which the Board anticipates will be available for the operation of the library system. All funds appropriated, earned, granted or donated to the library system, including funds appropriated by the Orangeburg County Council, shall be deposited with the Treasurer of Orangeburg County and shall be expended by the Treasurer upon receipt of proper vouchers. All funds appropriated, earned, granted or donated to the library system or any of its parts shall be used exclusively for library purposes. All financial procedures relating to the



library system, including audits, shall conform to the procedures established by the Orangeburg County Council.

(d) Annually file a detailed report of its operations and expenditures for the previous fiscal year with the Clerk of Court for Orangeburg County and copies shall be furnished each member of the Orangeburg County Council. Such report shall be made on or before September first of each year and shall show in summary form its receipts and expenditures, the libraries and routes operated by it, the number of books, periodicals and other property held by it, the character of the service rendered to the people of Orangeburg County, including the number making use of its service, and such other pertinent facts as will show its activities during the preceding fiscal year.

FUNDING: The Orangeburg County Public Library Commission shall be funded by annual appropriations by the Orangeburg County Council including millage, if any, levied specifically for the county public library system, plus aid provided by the state and federal governments and other sources. If the Orangeburg County Council levies a tax specifically for the support of a county public library system, such tax shall apply to all persons and corporations subject to school taxes.

ASSETS: All assets and property, both real and personal, owned by the Orangeburg County Library prior to the creation of this Orangeburg County Public Library Commission shall be transferred to Orangeburg County by the persons or entities owning title thereto; PROVIDED, however, that all such assets and property shall be used exclusively for library purposes.

EMPLOYEES: All employees of the Orangeburg County Public Library Commission shall be subject to all rules and regulations regarding employees of Orangeburg County.

DEDUCTIBLE GIFTS: The Orangeburg County Public Library Commission shall be deemed to be an educational agency, and gifts and donations of funds or property to such systems shall be deductible by the donors for tax purposes as provided by law for gifts and donations for tax purposes.

STATE LAW: All state laws and regulations relating to county public library systems shall apply to the Orangeburg County Public Library Commission.

EFFECTIVE DATE: This ordinance shall become effective July, 1979.

BE IT ORDAINED, that this Ordinance be adopted this 27th day of June, 1979.

Chairman, County Council

ATTEST:

## State of South Carolina

AN ORDINANCE TO AMEND ORDINANCE NUMBER 79-6-11 SO AS TO PROVIDE FOR THE CHANGE OF MEETINGS -DATE TO APPROVE THE LIBRARY BUDGET FOR SUBMISSION TO COUNTY COUNCIL.

Pursuant to the authority granted by the General Assembly of the State of South Carolina, BE IT ENACTED by the COUNTY COUNCIL FOR ORANGEBURG COUNTY;

SECTION I -Ordinance 79-6-11 shall be amended by striking. The word "annual" in the second sentence on page two (2) under the entitled "officers and meetings" and inserting in lieu there- of the word "January."

SECTION II -The same section shall further be amended by adding prior to the last sentence of the section, beginning, "The Board shall meet..." the following:

"The Board shall adopt the annual report of the Library at its meeting in July of each year."

SECTION III -This ordinance shall become effective immediately upon its adoption on third reading.

ADOPTED THIS\_\_\_ DAY OF 1981.

ORANGEBURG COUNTY COUNCIL

Fred C. Mack, Chairman ATTEST:

Clerk to Council First reading:

Second reading: Public Hearing: Third reading:

Sponsor(s): County Council

## **NATIONAL STATEMENTS CONCERNING INTELLECTUAL FREEDOM**

The Library Board and Librarians believe that the right to read is an important part of the intellectual freedom that is basic to democracy, and hereby adopts these two basic documents as official library policy:

### **Library Bill of Rights:**

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should Library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of the member, provided that the meetings are open to the public. (Adopted June 18, 1948.) Amended February 2, 1961, and June 27, 1967, by the ALA Council.)

## **Freedom to Read Statement:**

The freedom to read is essential to our democracy. It is under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from the view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy; that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject obscenity. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be protected against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collection.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the

readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men stand firm on these Constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2. Publishers and librarians do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as the sole standard for determining what books should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author. A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent serious artists from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences of life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others. We deplore the catering to the immature, the retarded, or the maladjusted taste. But those concerned with freedom have the responsibility of seeing to it that each individual book or publication, whatever its contents, price, or method of distribution, is dealt with in accordance with due process of law.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is not freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, require of all bookmen the utmost of their faculties, and is deserving of all citizens the fullness of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted June 25, 1953, by the ALA Council

Endorsed by: American Library Association Council, June 25, 1953

American Book Publishers Council Board of Directors, June 18, 1953

Subsequently Endorsed by: American Booksellers Association Board of Directors

Book Manufacturers' Institute Board of Directors

National Education Association Commission for the Defense of Democracy through Education