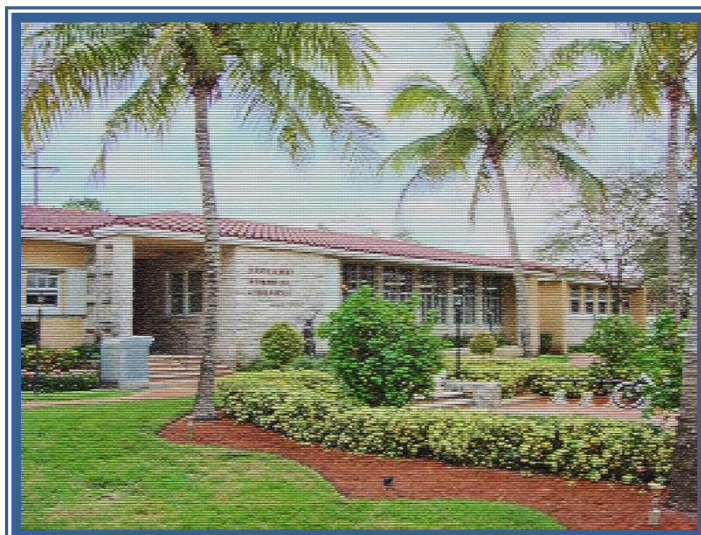


Brockway Memorial Library

Policies



Revised: June 2018

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BY VIRTUE OF THE MIAMI SHORES VILLAGE CODE OF ORDINANCES SEC. 20-71 – SEC. 20-79 BROCKWAY MEMORIAL LIBRARY is governed by the **BOARD OF TRUSTEES**. The Board sets library policies and oversees the general operation of library programs. The Board has established several policies which govern such activities as access to library materials, rights and responsibilities of library users, and use of library-owned facilities. This list is not all-inclusive.

Brockway Memorial Library (BML) is an independent municipal library created for the education and enjoyment of Miami Shores residents, supported by Miami Shores Village tax revenues. While the facility is open to the general public, certain services, including borrowing and computer privileges, are reserved for BML members.

As an independent municipal library, BML is **not** a member of the Miami-Dade County Public Library System, nor does it participate in a reciprocal borrowing program with the county system. However, library cardholders wishing to borrow materials owned by the Miami-Dade Public Library System may do so utilizing Brockway Memorial Library interlibrary loan services. After due consideration, the Board of Trustees has determined a reciprocal borrowing agreement with the county library system would not be in the best interest of Miami Shores library patrons as it would require unfettered access for all Miami-Dade County residents to the Library's facilities, collections, and services, negatively impacting Miami Shores residents' use and enjoyment of the Library, and would require significant administrative oversight to coordinate and comply with County Library policies and procedures. Every five years the Board will conduct a benefit analysis review to reconsider participation in a reciprocal borrowing agreement with the Miami-Dade County Library System, and will adjust this policy accordingly.

GOALS

Brockway Memorial Library emphasizes service to individuals and its collections reflect the local community's interests and needs:

- Education - To provide opportunity, guidance, and stimulation for personal growth through self-directed learning efforts; and, to supplement the resources of local learning institutions;
- Information - To provide individuals with timely and accurate, up-to-date information;
- Leisure - To improve quality of life by providing materials and activities for the productive use of leisure time;
- Culture – To provide opportunities for cultural enrichment through activities that promote participation in, enjoyment of, and appreciation for the arts.

MEMBERSHIP AND PROOF OF IDENTIFICATION POLICY

RESIDENTS

- Miami Shores adults are required to show one proof of residence to obtain a library card free of charge. Only a current driver's license, property deed, FPL bill or phone bill is considered valid proof. Registration is carried out at the circulation desk. If you do not have a Florida driver's license, you must provide proof of residence in Miami Shores AND a photo ID. Applications are never allowed off the premises. Applications must be filled out in their entirety. *All resident membership records must be updated every 2 years. Therefore, residents' cards expire every 2 years and proof of residence must be shown at the time of renewal.
- A Miami Shores child (age 15 and under) must have a parent or guardian's signature to apply for a library card. Parent or guardian's proof of residence as above is checked. Card must be renewed every 2 years with proof of residence.
- A Miami Shores young adult, age 16 and older, will receive an adult card with valid proof of residence of his own or one of his parent or guardian. Card must be renewed every 2 years with proof of residence.
- Residents of Miami Shores who are **renters** are issued cards with proof of residency, for a one-year period, and must renew each year with proof of residency.

NON-RESIDENTS

- A non-resident adult/family card is \$75.00 per year; Identification and proof of residence as above is necessary to obtain a non-resident card. Non-resident membership is valid for one year.
- A non-resident child's card (age 17 and under) is \$25.00 per year. The non-resident child must have a parent or guardian's signature to apply for a library card. Parent or guardian's proof of residence as above is checked.
- First time card holders must pay in cash. Checks will not be accepted. No refunds are issued for non-resident cards. **Staff:** When cards are renewed, both computer and paper records must be updated. A non-resident child's card may be upgraded to an adult/family card within 30 days or less from the date of application by paying the balance due on such a membership. The expiration date will remain the same.
- Barry University students are not considered permanent residents of Miami Shores and must buy a non-resident card.
- Library membership for Miami Shores business owners is available upon presentation of a current valid Business Tax Receipt and verification of same by the Village Clerk. Only business owners, not employees, may be qualified for a free membership, renewable yearly.
- Miami Shores employees must be full-time/permanent and must have been employed by the Village for a minimum of 6 months to qualify for a free library card. Staff will verify this information with applicant's supervisor. Cards must be renewed every year.
- Motel residents of Miami Shores are not considered permanent residents and are not entitled to library membership, paid or unpaid.

FLORIDA RETIRED EDUCATORS

Retired educators who are members of the Florida Retired Educator's Association (FREA) and who taught in Miami Shores schools are eligible for a free membership, renewable annually, with proof of a current FREA membership.

No new membership cards will be issued 15 minutes before closing.

BORROWING GUIDELINES

- Patron must present his Library card each time he borrows materials.
- A Patron's card may not be used by anyone else but himself, unless noted on the account profile.
- Patron must report a lost card or change of address immediately. A replacement card may be purchased at a cost of \$5.00.
- Patron is responsible for all items and fees attached to his card and his child's card. Patron will be notified of fees at time of check out.
- The general loan period for books is two weeks or when noted, seven days.
- The loan period for new adult fiction books is 7 days.
- The loan period for non-fiction books is 14 days.
- Audio CDs are checked out for 14 days and have a limit of 5 NEW audios per checkout.
- DVDs are checked out for 7 days. Only 5 DVDs may be checked out at one time. DVDs are restricted to 5 per family. DVD sets are also checked out for 7 days.
- Magazines are checked out for 14 days, with a limit of 10 per checkout.
- First-time card holders are limited to checking out two items.
- A child's card may borrow DVDs only from the children's collection; however, it is the responsibility of the parent to monitor ratings and to decide what is age-appropriate for their child.
- A non-resident child's card may only be used to check out items from the children's (J) collection and Juvenile CDs and DVDs. Exceptions may be made for materials required for homework that are not available in the J collection.
- A patron may request that the library notifies him when a book becomes available. Holds may be placed in person at the circulation desk, by phone or online. Patron must pick up any holds or other requested materials in a timely manner (within 3 days). After 3 days, items will be re-shelved.

- Reference books are for Library use only. They may not be checked out.
- A patron may request that the Library purchase a particular book or item; pertinent information about the item is entered on a request list; the item will be considered by the Librarian. If the item is of limited appeal or has received unfavorable reviews, it will be purchased only if the Library receives three or more requests.

BORROWING RESTRICTIONS

- Patrons, who owe less than \$10.00 in fines or fees, may check out library materials and access the public computers/WIFI. A patron with outstanding fines over \$10.00 or overdue materials must clear his record, or he will not be allowed to check out any other materials. Computer use will be restricted as well until fines are paid and materials are returned.
- Material shall not be checked out to a family member where there are outstanding fines or unreturned materials by any other member of that family at the same address. Computer use is restricted until materials are returned and fines are paid.
- Borrowing is restricted to three nonfiction books on one subject in the general collection, and two nonfiction books on one subject in the juvenile collection, and three per author in all fiction collections.
- Three magazines of one title may be checked out; with a limit of 10 per checkout.
- A book or other item on a reserve list may not be renewed.
- Other books and audiobooks may be renewed only once.
- New audiobooks are limited to 5 per checkout and 3 per author.
- DVDs may be renewed once.
- A non-resident child's card is limited to materials from the Children's Collection(J) and Juvenile DVDs. Exceptions may be made for materials required for homework that are not available in the J collection.
- Electronic media are checked in automatically when due dates are reached and thus do not incur fines.

Note: Library Board and staff reserves the right to rescind borrowing privileges permanently for good and sufficient reasons (for example: destruction of books and other library property).

OVERDUE MATERIALS AND FINES

- The charge for overdue books and audio-books is .25 cents per day, per item, up to a maximum of \$5.00 per item. The charge for overdue DVDs is \$1.00 per day, per DVD, up to a maximum of \$10.00 per item.
- Patrons are notified by mail, phone, and/or email when they have overdue materials. Borrowing privileges are suspended during this time. A second notice is sent; if overdue materials are still not returned, the patron is billed by mail for the current replacement cost of the unreturned material along with processing charges. Borrowing privileges and computer use will be suspended for the entire family until all books and other media are returned or paid for.
- A fine of \$2.00 will be charged for DVDs and CDs left in book drop, after an initial warning has been issued. If damage to item has occurred as a result of being placed in book drop, patron must pay for a replacement copy plus processing fee.
- Processing fees are as such: \$2.50 per book and \$5.00 per digital media items, such as DVDs and CDs.

DAMAGE TO LIBRARY MATERIALS

Material is checked for damage when returned. If there is considerable damage upon return, the patron is required to pay the current replacement cost of the material along with processing charges. Borrowing privileges will be suspended until the patron rectifies the matter.

For damages to items not requiring replacement, the charges are as follows:

- Book damage (such as water marks, crayon graffiti, torn pages...): \$5.00 fine
- Magazine damage: \$2.00 fine

Patrons will not be charged for audiovisual materials that are reported damaged and that have circulated in excess of 50 times.

LOST LIBRARY MATERIALS

When library materials are lost, the patron will be charged the replacement cost of the item plus a processing fee. Processing fees are as such: \$2.50 per book, \$5.00 per digital media items, such as Audiobooks, DVDs and CDs.

Borrowing privileges will be suspended until the patron rectifies the matter.

For DVDs and CDS: Staff to verify the number of discs per title upon check out and upon check in.

- Lost jackets on books and media: If items are returned with missing jackets or covers, the patron will be charged a total replacement cost of the item plus a processing fee as stated above.

• Missing pockets and due date cards: There will be a \$.50 charge per item if item is returned with a missing pocket and/or pocket information card. There will be a \$1.00 charge per missing electronic due date card.

LOST AND FOUND ITEMS

The Library is not responsible for personal items left in the library by patrons. All unclaimed items found on the premises are disposed of in accordance with the following guidelines:

- Lost and found items will be stored for a period of 10 days. Reasonable attempts will be made to contact the owners to reclaim their lost items.
- If the owner of a lost and found item visits the library and satisfactorily identifies the item, the item will be returned to its owner.
- Hazardous and perishable items are discarded immediately. Items such as food, personal care, baby bottles, or water bottles will be disposed of immediately.
- Unclaimed identification documents and items, including credit cards, wallets, and laptops, will be forwarded to the Miami Shores Police Department. Driver's licenses will be dropped in the mail, to be returned by the USPS, if possible.
- All other items, if not claimed in a timely manner, are disposed of by being discarded, turned over to the Police Department, or donated to charity, as appropriate and at the discretion of library staff.

LIBRARY PROGRAMS

The Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

Ultimate responsibility for programming at the Library rests with the Youth Services Librarian and the Adult Services Librarian. The Library Director, who administers under the authority of the Board of Trustees, oversees this responsibility.

Brockway Memorial Library utilizes Library staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; Library staff members who present programs do so as part of their regular job and are not hired as outside contractors for programming.

The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Most Library programs are open to the public, unless they are being presented specifically to an established library club or group such as a book club, gardening club, etc. as part of that group's monthly meeting. A fee may be charged for certain types of Library programs, such as educational workshops which require a fee for materials or presenters.

Registration may be required for planning purposes or when space is limited. If space is an issue, programs may be limited to Miami Shores Residents and/or Brockway Memorial Library cardholders only.

Any sales of products (i.e. books at an author signing event) at Library programs must be approved by the Library. Programs are not to be used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Youth Services Librarian, Adult Services Librarian, and/or the Library Director.

The Library welcomes expressions of opinion from patrons concerning programming. If a customer questions a library program, he/she should first address the concern with a Library staff member. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's [Collection Development Policy](#).

LIBRARY PROGRAM REGISTRATION POLICY

Availability/Vacancy

The programs offered at the Brockway Memorial Library are for the enjoyment of Miami Shores Residents and Library cardholders. As such, many programs, are initially open only to Miami Shores Resident cardholders. Some programs may be extremely popular and fill quickly. In some of these instances additional registration restrictions may apply.

Waiting lists are provided for programs that fill up. People on the waiting list will be called if room becomes available. Registrants must notify the library at least 24 hours prior to the start of the scheduled program/class should they need to cancel their registration, so that those on the wait list can be told of an opening. Failure to do so will count as a no-show. To ensure fairness, patrons who fail to appear (no-show) for three (3) programs/classes within a 6-month period, will not be eligible for pre-registration for a period of six months.

Registration

Due to space constraints and the nature of some programs, some library programs may require pre-registration as determined by Library staff.

The following registration rules apply:

- For programs with a fee, registration must be done in person at the library with the fee paid at the time of registration. Checks for program and/or material fees must be made out to the Brockway Memorial Library.
- Programs that do not require a fee may be registered for in person or by telephone.
- Due to popularity, registration for children's programs must be done in person or by phone, and are on a first come, first served basis. Registration for Resident Cardholders will take place the second and third weeks of the month prior to the scheduled program. Registration will be open to all Library Cardholders the last week of every month prior to the scheduled program.

Cancellations, Refunds & Schedule Changes

All programs are subject to cancellation and date and time changes.

- Children's programs with less than 5 registrants are subject to cancellation.
- Adult programs with less than 7 registrants one week prior to the date of the program are subject to cancellation. Library staff reserves the right to waive this requirement when appropriate.
- If the library is closed due to inclement weather or other uncontrollable events (i.e.: power outages), every effort will be made to notify registrants and reschedule programs.
- Refunds will be given for those programs that are cancelled by the library or presenter.
- Refunds will be given for extenuating circumstances such as death or hospitalization.
- Refunds will be given if you are unable to attend a program due to the library or presenter making a change in date and/or time.

Brockway Memorial Library reserves the right to deny any refund request.

PROGRAM NO SHOW POLICY

Many of the programs offered through the Brockway Memorial Library require registration prior to the start of the program. To ensure fairness, patrons who fail to appear for three (3) programs/classes within a 6-month period will not be eligible for pre-registration for a period of six months. Rather, these patrons will automatically be placed on the waiting list. If an opening is available, the patron will be notified that he or she can attend. If a patron cannot attend a program/class, it is his or her responsibility to alert the library via telephone or in person at least twenty-four (24) hours prior to the start of the program/class. If proper notice of cancellation is given, then the patron will not be moved out of good standing.

Out of consideration for those on the waiting list, we require program attendees to be present at the scheduled program's start time. Those arriving after this time will forfeit their space and members on the wait list will be allowed to take their spot.

BULLETIN BOARDS

The Library bulletin board may be used with permission from the library staff for posting the following types of information:

Announcements of forthcoming or continuing educational, social, cultural, or entertainment activities; Fliers, brochures, announcements, or schedules distributed or sponsored by a nonprofit organization, group or agency, or by any federal, state, or local government agency pertaining to services provided by government to citizens; Educational, social, or cultural services directories facilitating contact between citizens and organizations; "Community Switchboard" -type information (i.e., Hotline, Suicide Prevention, etc.); Any appropriate Brockway Library, Village of Miami Shores publications or posters.

The Library reserves the right to exercise discretion of what items will be posted and to remove items at any time.

PATRON PRIVACY/CONFIDENTIALITY OF LIBRARY RECORDS

Library records concerning patrons and the materials they borrow are confidential. A patron may ask to see his/her own records after providing appropriate identification. The Brockway Library Board of Trustees hereby affirms the policy that circulation records and other records identifying the names of library users with specific materials or electronic access are 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 investigatory power.

Patrons may request a record of their own checkout history for a printing cost of .25 per page, limit 10 pages.

UNAUTHORIZED USE OF LIBRARY FACILITIES FOR PROFIT

The library facilities shall not be used as a place to conduct business for profit. Should someone be in violation of this policy, a written notice will be delivered to the offending party advising them of the existence of the regulation which they are violating. Any person who continues to violate this regulation after receiving notice thereof will be excluded from the use of the library by the librarian. (Miami Shores Village Code: Section 20-75); (MSV Code Chapters 14 & 17)

TUTORING

The library prohibits any tutoring that is not provided through a library sponsored program. Tutoring is prohibited under the library's *Unauthorized Use of Library Facilities for Profit* policy – Please refer to above for full description.

GROUP VISITS

Library visits by groups of 5 or more (i.e. camps, schools, organizations, etc.) must be prescheduled and preapproved by the Children's Librarian or Adult Services Librarian and/or Library Director.

LIBRARY MEETING ROOM POLICY

Brockway Memorial Library welcomes public use of its conference room in keeping with the library's mission to provide the Miami Shores community with materials, resources and services that promote lifelong learning and cultural enrichment.

Requests for use of the meeting room must be placed and approved a minimum of 24 hours in advance.

Available Rooms

Brockway Memorial Library provides one meeting room that may be reserved:

Conference Room

- Seating up to 10 people around the table; Up to 20 in-room, with use of additional chairs provided by library.
- Equipped with 1 large board room table, wall-mounted TV with hook up capabilities to a laptop/wireless device for presentation purposes. (Laptops/Wireless devices to be provided by user.)

Fees

Room Fee - The Conference Room is available for a fee of \$50.00 up to 3 hours. An additional 2 hours may be reserved (not to exceed 5 hours total) for an additional fee of \$25.00 per hour. Payment must be made at the time of reservation. There will be no refunds issued for cancelled use of the room.

Non-profit Organizations – Room fees will be waived for non-profit organizations with proof of 501©3 status.

Food Fee – If food and/or drinks will be served, an additional \$25.00 fee will apply at the time of reservation.

General Guidelines

The meeting room is available to civic, cultural, charitable and educational groups and organizations that have a substantial connection to the Miami Shores community and are engaged in activities consistent with the library's mission.

Priorities for using the library's meeting room have been established in keeping with the library's mission and service goals:

1. Library-sponsored programs and those offered by groups and organizations affiliated with the library
2. Miami Shores departments and committees
3. Non-profit neighborhood and community-based groups, civic groups (such as Scout organizations and League of Women Voters), and non-profit and non-commercial organizations from Miami Shores Village (MSV) or serving the needs of the MSV community

Public use of the library's meeting room must be subordinate to the need to provide a safe, peaceful and respectful environment in which to read and study. No use of the meeting room will be allowed that is likely to disturb library patrons in their customary use of library facilities, impede library staff in the performance of their duties, or endanger patrons, staff or the library building or collections.

In allocating the use of the meeting room, the library and its Board of Trustees shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily prohibited basis. The library does not advocate or endorse the viewpoints expressed during meetings or by meeting room users.

Prohibited Uses

The meeting room is **not available for private meetings or functions such as parties or play groups** and shall not be used for commercial purposes, for the solicitation or development of business, or for profit, including but not limited to legal proceedings such as depositions, meditations, etc.

The meeting room is **not available for regularly occurring meetings** to outside groups.

The library meeting room is not equipped with telephones or fax machines.

Available Hours

The meeting room is available during regular library hours on those days that the library is scheduled to be open. **Meetings MUST end no later than 30 minutes before closing.**

- Library staff shall have the right to cancel or reschedule meetings on dates that conflict with library sponsored programs and/or special events. In such cases, the library will make its best effort to give advance notice.
- In case of an unscheduled library closing, such as weather-related closures, the library is not responsible for contacting group leaders or their members. Such groups may reschedule another meeting time per approval by library staff.

Groups using the library meeting room shall not:

- Charge fees for program or course registration, admission, or refreshments/supplies, unless granted permission by the Library Director.
- Solicit or accept donations
- Sell or promote any material or service for private profit or gain
- Engage in fundraising activities, except those groups that have arranged with the library to do so in support of the library or Miami Shores programs and activities, at the discretion of the Library Director.

Care of Facilities and Safety Considerations

- Furniture may not be moved into or out of the meeting room. Furniture may not be rearranged.
- Food preparation is not allowed in the meeting room.

- All food (previously prepared) and drink must be confined to the meeting room. Groups are responsible for cleaning up after use; leftover food should be removed by the organization.
- Due to safety, environmental and public health concerns, candles, open flames, incense, and similar items are not allowed.
- Posting or mounting materials on walls, doors, or equipment is not allowed.
- Groups are responsible for paying for the replacement or repair, at the library's discretion, of lost, stolen, or damaged equipment and furnishings.
- Attendance at events should be limited to the maximum seating capacity of the meeting room. The library reserves the right to limit attendance at programs when needed and as appropriate.
- The library's Patron Behavior Policy applies to all activities within the library, including meetings, programs, and events held in the meeting room.

Other Considerations

- The name, address, and/or phone number of the Brockway Memorial Library may not be used as the official address or headquarters of organizations using the library meeting room. In issuing posters, press releases, or other publicity, groups should make clear that their programs are not sponsored, co-sponsored or approved by the library, unless permitted by the Library Director.
- Brockway Memorial Library, its Board of Trustees, the Library Director, or employees assume no responsibility for the loss, theft, or damage of any property of any group, individual, or organization using library facilities.

EQUIPMENT FOR STAFF USE

Equipment designated for staff use may NOT be used by the public. This includes, but is not limited to, scanners, fax machines, color printers, staff phones, the refrigerator, microwave, coffee maker, TV, etc.

FURNISHINGS AND EQUIPMENT

Chairs and tables are provided by the library. The library's kitchenette and audiovisual equipment is not available for public use.

Activities that may exceed reasonable wear and tear, such as craft classes utilizing paint, require Library approval. Posters, banners, etc. cannot be affixed to walls, ceilings, and doors without Library permission or otherwise displayed on Library property.

PATRON GRIEVANCE POLICY

It is the goal of the Board and Staff of Brockway Memorial Library to provide the best possible Library service to the residents of Miami Shores. Library policies and procedures have been developed to provide fair and efficient service to all individuals. Persons who have experienced difficulties with service or who wish to question a library policy are always welcome to discuss those concerns with the Library's management staff. Library staff will endeavor to resolve those issues as quickly and fairly as possible. If an informal meeting with library staff does not settle the complaint, a patron may request to address the Library Board at their regular meeting.

GUIDELINES FOR LIBRARY COMPUTER USE AND PERSONAL LAPTOP/TABLET OR OTHER WIRELESS DEVICE USE IN THE LIBRARY

Brockway Memorial Library provides public access to computer software, the Internet and information databases. This service is offered to you as a way of enhancing the Library's existing collections with computer resources and information networks from around the world. Brockway Library does not necessarily endorse the opinions and information found on the Internet. Therefore, the Library cannot take responsibility for any damages related to use of such information. The library will have no liability for direct, indirect or consequential damages related to the use of information accessed on the Internet from library equipment.

The Library has established computer guidelines to enable the widespread use of computers. We ask you to comply with these guidelines so that all users can benefit from this technology. Failure to follow these Computer Guidelines will result in the loss of computer use.

Before using a library computer, patrons MUST register at the media center staff desk or at the front desk. A signed copy of the library's **GUIDELINES FOR LIBRARY COMPUTER USE AND PERSONAL LAPTOP/TABLET OR OTHER WIRELESS DEVICE USE IN THE LIBRARY** policy must be on file for each patron. Library staff will have users sign in and out on the library's *Computer and Wireless Usage Daily Log*.

Only one person is allowed at each computer at a time for one 1-hour session per day. The computers are to be used for research, e-mail and word processing only.

Only computer equipment and software owned and previously installed by Brockway Library may be used on the computers. Adding, deleting or modifying the installed hardware or software is not permitted, no personal files will be saved on the hard drive. Computer Discs may be purchased for \$1.00 in order to save personal files.

MINORS: Internet Access Policy/ Disclaimer

The Internet is a global electronic network, and there is no control of its users or content. Its resources contain a wide variety of materials and opinions from varied points of view. In offering Internet access, Brockway Library cannot control access points, which change rapidly. Users are therefore notified that they are responsible for the access points they reach, and parents of minor children must assume responsibility for their children's use of the Internet through the library's connection.

Children under the age of 10 must be accompanied by a responsible individual when using computer equipment.

PROHIBITED USES OF LIBRARY COMPUTERS AND NETWORKS:

- Using Library computers or networks to access obscene images, illegal images, images of child pornography, or material harmful to minors or messages or files containing these images or materials; Using Library computers or networks to engage in unlawful activities or misrepresentation or to access or attempt to access any computer system, including those of the Library, without authorization, including hacking or using another Library customer's card;
- Using Library computers or networks to unlawfully harass or threaten others or engage in defamation;
- Using Library computers or networks to violate copyright or software license restrictions;
- Changing or adding files to Library computers;

- Using Library computers to send or display offensive messages or pictures; using obscene language; harassing, insulting or attacking others; damaging computers, computer systems, or computer networks; violating copyright laws; using another's password, accounts or access codes; violation of software licensing agreement; violation of computer system security; knowingly downloading or uploading a virus.
- Failing to pay for material printed from Library printers;
- Refusing to relinquish a computer or network resources when the period of time allowed has expired or when instructed to do so by Library staff.
- ONLINE CHATTING IS ABSOLUTELY PROHIBITED.
- Conversing at computer stations is prohibited.
- The use of video cameras and cell phones is prohibited.
- There is to be no sitting or standing near the current computer user.
- Games and activities such as gambling are prohibited.
- Use of personal peripheral electronic equipment, such as radios, TVs, cell phones, printers, etc., is prohibited.

Violations will result in loss of access.

Patrons found violating Federal and/or State Statutes will be prosecuted.

Printing

The computer user is responsible for printing charges. Printing charges are as follows: Twenty-five cents (\$.25) per black and white text page; Fifty cents (\$.50) per full graphic page; Fifty cents (\$.50) per page in color.

Patron must report to the media desk to receive the print-outs. All print-outs must be paid for including mistakes.

A blank disc may be purchased from the library for \$1.00.

Headphones/Ear buds

Patrons may use their personal headphones/ear buds or purchase a pair of earbuds from the library for \$1.00

Library staff cannot provide technical assistance in configuring portal devices or troubleshooting wireless access problems. There is no guarantee that a wireless device will work with the network. The Library assumes no responsibility for the safety or security of a patron's personal equipment resulting from the connection to the Library's wireless network.

Expectation of Privacy

Brockway Library's Computing Resources (i.e. library computer use, wireless use, personal computer/tablet use, etc.) are to be used in a safe and efficient manner. Users have no expectation of privacy to any information created or stored on/through any of the library's Computing Resources. Brockway Library reserves the right, at any time and in their sole discretion, to monitor, access, search and read any information stored on any Computing Resource. Any examination of a User's usage will be conducted in accordance with Federal and state laws, as well as approved Brockway Memorial Library policies and procedures. Users should use discretion and good judgment before using the library's Computing Resources for personal use, and should remember that any personal content will not be confidential.

INTERNET AND WIRELESS USE POLICY

The Library offers library computers for patron Internet access and wireless Internet access for patrons using their personal devices. The Library provides Internet access as an information resource to enhance its existing collections in size and depth. Customers are responsible for their appropriate use of the Internet in a public space shared by people of all ages, backgrounds and beliefs.

As the Internet is a vast, unregulated medium, users should know that not all information found on the Internet is accurate, complete or current, and some information may be considered inaccurate, incomplete, outdated, offensive, disturbing, or illegal. The Library neither has control of, nor is responsible for the accuracy of information accessed over the Internet.

The Library makes every effort to make the public Internet computers available to as many users as possible. To accomplish this, the Library sets the amount of time and/or sessions a patron may use the public computers with Internet access on a given day.

Patrons wishing to use a library computer station must register/sign in at the front desk or media center desk to gain access. Photo ID and a signed acknowledgment of this policy on file are required before use.

The Library also provides online public catalogs (OPACs) that are exclusively for accessing the library's holdings, including selected electronic resources.

Library staff WILL NOT assist patrons with the use of computers.

Public access to the Internet for users inside the library or on library premises are subject to applicable rules listed in the library's [Computer Use Guidelines](#). Wireless users who do not follow the rules for wireless Internet use may be asked to stop using the wireless connection inside the library.

The library may provide or limit access to all computers and/or library areas for programmatic and other reasons throughout the day.

Internet Filtering

The Library complies with the Children's Internet Protection Act. CIPA requires that public libraries receiving certain federal funds use Internet filters on public computers to block materials deemed to be visually obscene, child pornography, or harmful to minors. Internet filtering software cannot block out all objectionable sites, and it does sometimes block useful material, including sites that are suitable for children, teen and adults.

Internet Access by Children and Teens

The Library provides a limited number of public computers with Internet access. Parents and legal guardians are responsible for their minor child's or teen's use of all library materials, including the Internet. This applies to use of wireless access, as well.

The Library provides filtering software on designated public access computers located in the Library's Media Center with the intent to provide access to age-appropriate Internet sites by minor children. However, the Library does not guarantee that filtering software will successfully block all inappropriate sites. Any restrictions of a child's or teen's access to the Internet remains the sole responsibility of the parent or legal guardian.

Wireless Access (Wi-Fi)

By providing wireless network (Wi-Fi) access to the Internet, the Library expands its ability to provide information resources to the public. Wireless Internet access is provided for use by library patrons using their personal computing equipment.

Wireless access is free to all patrons during operating hours. Patrons will be prompted to agree to the Library's Computer Use Guidelines and Internet and Wireless Use Policy the first time they attempt to access the WIFI. Once these terms are accepted, the WIFI will be accessible.

Wireless Printing

The Library offers wireless printing to its patrons.

The patron is responsible for printing charges and will be prompted to agree to the charges before the print job will be released.

Printing charges are as follows: Twenty-five cents (\$.25) per black and white text page; Fifty cents (\$.50) per full graphic page; Fifty cents (\$.50) per page in color.

Patron must report to the media desk to receive the print-outs. All print-outs must be paid for including mistakes.

Library staff cannot provide technical assistance in configuring portal devices or troubleshooting wireless access problems. There is no guarantee that a wireless device will work with the network. The Library assumes no responsibility for the safety or security of a patron's personal equipment resulting from the connection to the Library's wireless network.

CELL PHONES AND ELECTRONIC DEVICES

Cell Phone use inside the Library is strictly prohibited. All cell phones and electronic devices must be turned off or set to vibrate upon entering the library.

PATRON BEHAVIOR POLICY

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

In general, any activity that is illegal, threatening or interferes with the rights or safety of Library patrons or staff, which disrupts the normal functioning of the Library, or which could result in physical, emotional, or mental injury to oneself or others or damage to the facilities, equipment, or materials of the Library is considered disruptive and unacceptable behavior and may result in suspension of the privilege to use the Library or go upon the premises of the Library for a specified period of time.

The Library Director and other staff members to whom s/he delegates this authority shall have the responsibility for enforcement of discipline within the Library. The Library Director or delegated staff will determine when behavior is inappropriate in the Library according to these policies established by the Board of Trustees. Violations of these policies may result in banishment from the Library for a specified period of time or permanently or restriction of Library privileges.

A patron who is **disruptive** will be notified that the behavior is inappropriate. If the behavior continues, the patron will be asked to leave the library. If the patron refuses to leave, local law enforcement officials will be called. Disruptive behavior on the part of a library patron may result in the suspension of an individual's library privileges, for a length of time to be determined by the library staff.

The library is a place for reading, research and the pursuit of knowledge and it is open to the public for those purposes. Patrons who are using the library for purposes other than those for which the library was intended may be asked to leave.

The children's department is reserved for use by children, their parents or guardians, and adults interested in children's literature.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are prohibited on Library property:

1. Violation of any local, state, or federal law or ordinance on Library premises, including, but not limited to, the following:

- Assault, battery, affray, communicating threats or stalking;
- Indecent exposure
- Peeping
- Disorderly conduct including but not limited to fighting, using abusive or obscene language or gestures likely to provoke violent retaliation leading to a breach of the peace, refusing to vacate the premises when asked to do so, obstructing the entrance or exit or interfering with the freedom of movement of Library patrons or staff upon Library premises, making rude noise, or committing a nuisance; Noise and Disorderly Behavior is defined as but not limited to the following: Disorderly behavior of any kind, including loud conversations, excessive noise, or any type of harassment (through threats, abuse, and/or physical harm) of other patrons or library staff. Any patron violating this policy will be asked to leave the library.
- Larceny
- Robbery
- Trespassing

- Injury to Real Property. This includes misuse of Library Furniture and Facilities. In order to maintain clean and attractive library facilities it is forbidden to misuse library furniture or to deface walls and restrooms. Such acts may be construed as vandalism.
- Injury to Personal Property
- Defacing a Public Building
- Carrying a concealed weapon or dangerous weapon, except by law enforcement officers or private security personnel hired by the Library; Guns, knives, and other dangerous weapons may not be carried into or displayed in the library.
- Intoxicated and Disruptive Conduct. Consumption or exchange of alcoholic beverages or drugs is prohibited on library property. Patrons who come to the library under the influence of alcohol or drugs will be asked to leave.
- Prostitution or Loitering for Prostitution
- Gambling
- Panhandling
- Violation of any controlled substances laws set forth under the Florida Statutes.

2. The use of alcohol on Library premises unless specifically approved by the Board of Trustees for special events.

3. Any behavior that endangers the safety or health of others, such as fighting, throwing objects, boisterous behavior, or in any way harassing Library patrons or staff.

4. Use of threatening or abusive language or gestures at or in the presence of Library patrons or staff, such as language or gestures that convey a sexually explicit message or are conveyed in a coarse or crude manner and any language that threatens or verbally abuses another individual.

5. Talking loudly or creating excessive noise which disturbs or could disturb other patrons; radios or other types of personal musical devices or entertainment devices, such as televisions, or games, may not be used without earphones or in any manner which disturbs or may disturb other patrons; cellular phones must be turned off or used in silent or vibrate mode only.

6. Food or drink in the Library except by permission of the Library staff. Food, beverages and water are prohibited and are allowed only with permission. Food and drink may cause permanent stains ruining books, carpet, computers, and furniture. It can also attract insects and rodents and lead to mold and mildew. Bringing food and drink into the library can have the same results as vandalism.

7. Smoking on library premises, except in vehicle outside the Library building. Electronic cigarettes are also prohibited inside the library.

8. Attire which is inappropriate for public display. Shoes and shirts are always required.

9. Offensive personal hygiene which disrupts Library patrons or staff; Body Odor: If a person's body odor is so strong that it is offensive to staff and other patrons, he/she will be asked to leave the library until the situation is remedied. Generally, if a person can be smelled from 10 feet or more, he/she will be asked to leave. (Library staff should ask for a second opinion from another member of the staff before asking someone to leave.)

10. Excessive displays of affection, e.g. any sexual conduct or physical conduct deemed inappropriate for a public place; Sexual activity, solicitation, and harassment of staff and patrons in the library, library restrooms, or on library grounds are forbidden. Harassment includes, but is not limited to, staring, uninvited conversation, and touching.

11. Soliciting, peddling or vending, whether in the library or on library grounds, parking areas. Selling anything for personal gain or a charitable cause, soliciting charitable donations, or circulating petitions among other patrons and staff members on Library premises; Selling of any kind (except sales of public library material by library staff), soliciting for donations of any kind, distribution of literature not approved by the library administration, or accosting patrons for the purpose of obtaining signatures on petitions are not allowed within the library or in the parking lot.

12. Sitting, standing or lying on tables, putting feet on tables or chairs, sleeping, lying on library furniture or on the floor or at the entrance to the Library building or otherwise obstructing or interfering with the free movement of Library patrons and staff; The library is a place for reading, research and the pursuit of knowledge and it is open to the public for those purposes. Patrons who are using the library for purposes other than those for which the library was intended may be asked to leave. Patrons who are sleeping on Library premises will be given one warning and, if found sleeping on Library premises again, will be asked to leave the Library.

13. Cutting, tearing, defacing, mutilating or otherwise harming Library materials, such as books, periodicals, pamphlets, microforms, videos, tapes, compact discs or DVDs; such action may result in criminal prosecution and/or revocation of Library privileges.

14. Removing Library materials or equipment before check-out by the circulation department; such action constitutes larceny and shall result in prosecution and/or termination of check-out or other Library privileges.

15. Bringing animals of any kind on Library premises unless animals are serving as an aide animal or part of a Library-sponsored program.

16. Parking automobiles on Library premises when the owner is not using the Library; Automobiles parked illegally may be ticketed or towed away at the owner's expense.

17. Use of Library telephones unless authorized by Library personnel, e.g. emergency only.

18. Trespassing in nonpublic areas, being in the Library without permission of authorized staff during non-public hours, or camping on Library premises.

19. Using restrooms for bathing or shampooing, doing laundry, eating meals, or changing clothes, except for infants.

20. Littering on Library premises.

21. Spitting

22. Bringing in garbage, articles with a foul odor, or articles which, alone or in their aggregate, impede the use of the Library by other patrons.

23. Neglecting to provide proper supervision for children under age sixteen; whether they are attended or not, children will not be allowed to run freely through the library or play with computers and other equipment, except as specified in the library's computer policy. In the Children's Room, children must use the computers properly and will be admonished and/or stopped by staff if they are abusing the privilege.

24. Using wheeled devices on Library premises including but not limited to skateboards, roller-skates, scooters, bicycles and shopping carts, except as medically necessary, such as wheelchairs, walkers, and strollers.

25. Campaigning and petitioning in the library and upon the library entryways.
26. Card playing or other game playing, not part of a library-sponsored program.
27. Repetitive breaking of library rules for use of library spaces, resources, services, facilities or equipment.

USE OF THE CHILDREN'S ROOM/YOUTH SERVICES DEPARTMENT

The Use of the Children's Room is RESERVED for children and adults accompanied by children.

PARENTS/GUARDIANS RESPONSIBILITY FOR MINOR CHILDREN

Policy:

The staff of the Brockway Memorial Library cannot be legally responsible for the care of unsupervised children. Unattended children 11 and older will not be allowed to stay at the library for more than one hour unless it is apparent that they are studiously applied. Children 10 years of age and younger must be directly supervised by an adult. The adult must remain with the child so as to be able to maintain eye contact. The child is not to be left with older siblings. The adult must also remain in the building during library programs attended by the child.

Procedures:

If a child, 10 years of age or younger is discovered to have been left unattended, library staff will:

1. Try to identify and locate the child's parent or responsible caregiver in the library facility.
2. Attempt to locate the child's parent or responsible caregiver by telephone if the person is not located in the library facility. Upon contact, explain the situation and library policy regarding unattended children and ask that the child be picked up.
3. Contact the Police Department if the parent or responsible caregiver cannot be located and/or the library facility is closing. One library staff member waits with the child until the authorities arrive and assume responsibility. Staff is aware of the child's feelings and offers reassurance and comfort as appropriate.
4. Never take a child home or assume responsibility for a child.

GUIDELINES FOR CHILDREN'S BEHAVIOR

Policy:

The library maintains a safe and healthy environment that is conducive to all patrons' use of library services, materials and programs. Children behave in such a way that their own use of the library is enhanced and other patrons' use of the library is not disrupted.

Procedures:

The library staff is aware of and promotes the library's goal of service to all and maintains a calm, friendly and welcoming attitude.

Library staff reminds children of what appropriate library behavior is upon observation of disruptive

behavior. Disruptive behavior includes such behavior as shouting, running, fighting, spitting, continued loud talking and laughing, use of foul or inappropriate language, and verbal harassment of library patrons or staff.

If disruptive behavior continues after the second warning from library staff, staff takes the following steps:

1. Contact the parent or responsible caregiver and ask that the child's behavior be controlled.
2. If the parent or responsible caregiver is not at the library, staff removes the child from the public area. Using his or her best judgment, library staff contacts the parent or responsible person to ask that the child be picked up; or, in the case of an older child, library staff asks the child to leave the library if the child walked, rode a bike, took a bus, or drove to the library alone. (After a child has been asked to leave the library on two occasions for unacceptable behavior, a parent or guardian must come to the library to discuss the matter with the librarian before the child is allowed to attend the library again).
3. If a particular child is often or continually disruptive, the librarian attempts to contact the parent or responsible caregiver and the child to emphasize the need for appropriate behavior in the library
4. If behavior is extreme, threatening or dangerous, the library staff contacts law enforcement.

LIBRARY SERVICES FOR PEOPLE WITH DISABILITIES

Brockway Memorial Library offers full access to its services to all patrons. The library strives to serve and provide materials for people with special needs. The library assists disabled people in locating information and facilitates access to requested materials.

People with visual disabilities can use both auxiliary aids and materials in formats other than standard. Such formats include large print, audio recordings, and magnifying device.

Large Print

The library provides a collection of Large Print titles to meet the needs of people with low vision.

Audio Recorded Books

The library provides a collection of Audio Books for people with substantial visual impairments.

Auxiliary Aids

The library makes available a magnifying device that enables people with visual disabilities to use standard print through magnification.

POLICY FOR THE HOMEBOUND/DISABLED SERVICES

If a Library member is unable to physically attend the Library, the library staff will make necessary arrangements to deliver requested materials. In the case of a new card holder the Library staff will arrange for registration prior to delivering the books.

OUTREACH SERVICES IN MIAMI-DADE COUNTY

CONNECTIONS

Library Service for the Homebound

305.474.7251

JUMP START

Literacy Kits for Daycares
305.375.4116

MOBILE LIBRARY SERVICES

305.480.1729

PROJECT L.E.A.D.

Literacy for Every Adult in Dade
305.375.5323

TALKING BOOKS

305.751.8687 · 800.451.9544

TDD SYSTEM WIDE

Florida Relay Service - 711

TALKING BOOKS LIBRARY AND BRAILLE MATERIALS

North Dade Regional Library • 2455 NW 183 Street
Phone: 305-751-8687
Toll Free: 800-451-9544
talkingbooks@mdpls.org

The services listed above are available to Miami Shores Residents.

ADA COMPLIANCE

The Village of Miami Shores complies with the provisions of the Americans with Disability Act. If you are a disabled person requiring any accommodations or assistance, including materials in accessible format, a sign language interpreter (5 days' advance notice required), or information, please notify the Village Clerk's office of such need at least 72 hours (3 days) in advance.

INTERLIBRARY LOAN POLICY**Policy Statement**

The Brockway Memorial Library provides interlibrary loan service in order to enhance and extend the resources available to its users. Because the Library cannot purchase or subscribe to every useful resource, Interlibrary Loan is an essential part of its mission to meet the informational needs of the community.

Material includes books as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.

Regulations*Borrowing Materials from Other Libraries*

- . Interlibrary Loan service is offered to all registered borrowers in good standing of the Brockway Library.
- . Library users may submit Interlibrary Loan requests in person at the Brockway Library.
- . The Library reserves the right to limit the number of items requested or borrowed by a single user at one time.

- . Materials which may be requested include books, including foreign language and large print books, out-of-print fiction and non-fiction, and government documents. Photocopies of magazine and newspaper articles may be requested in accordance with U.S. copyright law (Title 17, U.S. Code) and its accompanying guidelines.
- . Materials which may not be requested include material owned by BML but temporarily in use; titles on current local or national bestseller lists; multiple copies of a title for class or other group use; titles not yet published; textbooks; CDs, audiocassettes, videocassettes, and DVDs.
- . When material cannot be borrowed, locations will be identified for on-site use.
- . A loan or a copy of any material may be requested from another library, but the owning library will decide in each case whether or not a particular item can be provided.
- . All materials must be picked up at and returned to a Brockway Library.
- . When a requested item is available for pickup, borrowers will be notified by phone.
- . The loan period for Interlibrary Loan materials is 14 days. Materials must be returned by the due date. Overdue materials will incur a .25/day fine, with a maximum fine of \$5.00.
- . Borrowers must request renewals before materials are due. Renewals are provided at the owning library's discretion and cannot be guaranteed.
- . Borrowers must honor any use restrictions specified by the owning library, such as no photocopying or in-library use only.
- . All borrowed material is subject to recall by the owning library. Borrowers must respond immediately if the owning library recalls an item.
- . Interlibrary Loan service may be limited or suspended for borrowers who repeatedly fail to pick up requested Interlibrary Loan materials, keep materials overdue, or damage or deface materials.

Charges

- A flat media rate postage charge of \$3.00 per book for returning borrowed materials will be passed on to the patron. Other charges will not be levied without prior authorization from the borrower.
- If a borrower authorizes the Library to obtain materials from a supplying library that charges a fee, the borrower is responsible for paying the fee.
- Charges for lost or damaged materials will be based on the current replacement cost of the lost or damaged item plus the current processing fee and are the sole responsibility of the borrower.
- Borrowers are responsible for any charges levied by a supplying library for materials lost or damaged while charged out to the borrower. No refunds will be made for lost and paid Interlibrary Loan materials that are subsequently found.

Adopted by the Library Board of Trustees

INTERLIBRARY LOAN POLICY AND AGREEMENT FORM

Library customers to whom the Brockway Memorial Library has issued a borrower's card may use the Interlibrary Loan service except those customers:

- Who have not paid all outstanding fines and/or
- Who have overdue Library materials and/or
- Who are under the age of 18

Books borrowed for Brockway patrons through interlibrary loan from another Library must be returned to the Brockway Memorial Library by the due date and may not be able to be renewed. Renewal requests must be made at least 3 days in advance of the due date and are not guaranteed. ILL is limited to books.

Library patrons with overdue interlibrary loan items will be fined at the current rate or at the rate of the borrowing library for each day each book is overdue. Weekends and holidays may be included in the computation of the overdue fee. In addition, failure to return books on time or to pick up books or other items ordered from another Library might result in the suspension of interlibrary loan services for the delinquent patron. Should an ILL book be lost or damaged, the borrower is fully responsible for all cost as specified by the lending library.

If the lending library charges Brockway Library for copies, shipping, or for the loan of materials, those charges will be passed along to the patron. **Shipping cost of returning the borrowed items will be charged to the library patron (\$3.00 postage per book for library rate).** The library patron is given the option of specifying a maximum charge before the material is requested. If patron chooses to pay no charges and the item is not available without charge, the request may not be filled.

The timely return of interlibrary loan materials in good repair is essential for continued access to this service.

I have read, understand and agree to abide by the Library's policy with respect to using the Interlibrary Loan Services offered by Brockway Memorial Library.

Date

Library Customer's Signature

Print Customer's Name

Library employee signature as a witness

POLICY ON SPONSORED ART EXHIBITS

I. APPROVALS - Artwork exhibited is limited to hanging images. The actual artwork will need to be presented to the Library Board for approval at our regular Board meeting (the second Wednesday of each month at 9:00 a.m. at the Library) before the event is publicized. Photographs of the proposed artwork are acceptable. The sponsoring organization is responsible for getting all releases signed by the artist, and for any liability insurance that may be required.

II. PLACEMENT - The areas of the Library which are available for use are the reading room, the biography room (the donor portrait may NOT be removed), and the media center/book sale room. Existing nails and the track hanger above the coral rock fireplaces & in the alcoves may be used. No additional nails, hangers, or lighting is permissible. Placement of the artwork cannot impede access to library resources.

Additionally, the sponsoring organization will need to remove the existing artwork and move it to the location in the Library designated by the librarian or staff. At the close of each exhibit, the Library artwork must be replaced as per the instructions of the above librarians. The Library is not responsible for hanging the artwork or making the artwork display ready.

III. DISPLAY SCHEDULE - The sponsoring organization may place as many as 3 exhibits between September and the following May. Each exhibit may stay in place for no longer than 6 weeks. These exhibits may not be consecutive and each must be approved by the Library Board.

IV. OPENING EVENTS - The sponsoring organization may have an opening reception for each exhibit. The reception must take place in the main reading room; date and time of the reception is subject to the board's approval. The reception must be completed, clean up done and the Library vacated by 7:45 to give the staff adequate time to prepare for and close the Library by 8 p.m. The Library will be open to regular patrons during the reception.

Should the sponsoring organization desire to serve alcohol at these gatherings, it is solely their responsibility to get permission from the Village Manager, have in place all necessary insurance riders and to be sure that underage people are not being served. Clean up and set up are solely the responsibility of the sponsoring organization.

COLLECTION DEVELOPMENT / MATERIAL SELECTION POLICY

Books and all other library media (audio books, periodicals, videos, etc.), are chosen based upon the informational, educational, and recreational needs of the people of the community. The selection process involves familiarity with materials in the collection, awareness of appropriate bibliographies, and consideration of the financial resources of the library. Selection of library materials is based upon principle rather than personal opinion, reason rather than emotion, objectivity rather than prejudice, and judgment rather than censorship.

Selection of materials is a responsibility of the Library Administration with the cooperation of the staff. All material considered for acquisition is reviewed by staff competent to evaluate these items. Bibliographic tools and professional reviews are utilized as part of the routine selection procedure. Each title is judged as whole, not by out-of-context and isolated passages. Material is not excluded because of the race, nationality, political or religious views of the writer, or because of partisan or doctrinal disapproval. Historic, social or literary importance may be another factor in selection.

Materials selected will conform as much as possible to the needs of the people of the community without necessarily being restricted by them. Brockway Memorial Library serves all individuals and groups – adults, young adults, and children. Selection will take into account our knowledge of the informational, educational and recreational needs of our patrons, the existing collection and overall balance. Selection by popular demand will be based on merit, use, and balance. Gifts will be judged on the same bases as purchased materials.

The library will provide, as far as possible, materials on all sides of controversial issues. These materials will be factual and written in a reasonable fashion. Materials on controversial issues that present only one side of a question, and that are written in a violent, sensational or inflammatory manner will ordinarily not be selected.

The library belongs to all the people it serves and must necessarily attempt to satisfy a tremendous variety of sometimes conflicting tastes. Ours will reflect the best judgment and competence of the Brockway Memorial Library's staff in valuable and comprehensive library service. Citizens wishing to disagree with the selection of particular materials have the right to express their opinions and to have their opinions seriously considered.

Recommendations

Recommendations from library users are welcomed and encouraged. Those that meet the established selection criteria are acquired, budget permitting. Requesters are notified of the Library's decision and first-loan opportunity is offered. LIBRARY MATERIAL REQUEST FORMS are available at the circulation desk.

If the book is of limited appeal or has received unfavorable reviews, it will be purchased only if the library receives three or more requests.

Authority and Responsibility for Selection of Library Materials

Final authority for the determination of policy in the selection and acquisition of all Brockway Memorial Library material resources is vested in the Library Board of Trustees.

Ultimate responsibility for the selection of books and materials rests with the Library Director who operates within the framework of library policies adopted by the Board of Trustees.

The Library Director, Adult Services and Youth Services Librarians apply their judgment and experience in selecting library materials according to Board-adopted selection principles and criteria. The Library Director coordinates and manages the Library's materials selection and acquisitions processes.

Selection Principles and Criteria

Selection is based on the merit of a work as it relates to the Library's stated mission and goals and on its value in relation to the Library's existing print and non-print resource collections. Anticipated community interests and needs are considered as well as the expressed interests and needs of current library users. Selection decisions are also made with the Library's physical space and budgetary limitations in mind.

The Library strives to maintain a balanced collection in which diverse points of view regarding contemporary and historical issues are represented. The presence of a book or media selection in the Library does not constitute endorsement of its contents.

Collection Maintenance

The maintenance of current, useful, and active library collections requires constant, methodical attention. Addition, replacement, and withdrawal decisions are made following the same criteria applied to new title selections. Materials that are damaged, excessively worn, and outdated are removed.

Review of Challenged Materials

Anyone who questions, or objects to, the presence of a specific title in the Library's print or media collections may request a formal review. Formal review requires the submission of a written RECONSIDERATION OF LIBRARY MATERIALS REQUEST of the item it pertains to for consideration by the Library Director and Librarians. If a review decision is unsatisfactory, a complainant may appeal it to the Library Board of Trustees. The Board of Trustees has final authority in determining the retention or removal of challenged library materials.

DONATION POLICY

Gifts of materials will be accepted by the Library within the following guidelines:

- Materials obtained as gifts must meet the same standards as those stated in the Library Collection Development policy to be included in the Library collection.
- Gifts become the property of the Brockway Memorial Library. Materials may be added, discarded, sold or auctioned without consulting the original donor.
- Since the Library is actively used, and sustains losses through theft, mutilation and wear, no guarantee can be made that any gift will be a permanent part of the collection.
- The Library staff reserves the right to add only selected items from any donation. All items not added to the Library collection will be disposed as the staff determines best benefits the Library.

APPRAISAL

The Library cannot evaluate books, periodicals, etc., for collections for estates, private individuals or businesses.

RECEIPTS

A receipt acknowledging the donation and subject to the Library's Donation Policy, will be given to the donor at the time of the donation. This letter may be used by the donor for tax purposes.

VALUE OF DONATION

In accordance with tax regulations, no dollar value will be stated in the letter of receipt.

DONATING USED BOOKS

We GRATEFULLY RECEIVE donations that can be added to our collections or sold in the Library's Bookshop. Here are some guidelines before you bring in your donations:

WE ACCEPT:

- Books published in the last 5 years
- Recent Best Sellers
- Clean copies of "classic" titles
- DVDs & Audio CDs

PLEASE DO NOT OFFER:

- Books in poor condition (yellowing pages, broken bindings, musty smelling, etc.)
- Textbooks
- Reader's Digest condensed books
- Dated information (old travel guides, etc.)
- VHS tapes and Cassette tapes

BOOK SHOP

The library's used Book Shop offers books which have been donated by the people in our community. Our books are moderately priced and help raise money to support the Library's programs and resources. The book shop also provides a place for our community to donate used books in good condition and other materials for the benefit of others. All sales from the Book Shop are final and may not be returned or exchanged.

BROCKWAY LIBRARY ARCHIVES POLICIES

The Miami Shores Archives of Brockway Memorial Library consists of a collection of artifacts, photographs, newspaper clippings, public records, books and other historical materials relating to the history of Miami Shores Village. The Archives serve as a research tool for those interested in the history of Miami Shores.

The collection of materials is available to the public by appointment only to ensure there is a staff member available to assist within the Archives.

User Regulations:

- Patrons must register at front desk to use materials in the Archives.
- For preservation purposes no food or drink is allowed in the research area.
- All book bags, brief cases, and satchels are prohibited.
- All paper and other materials should be handled carefully to prevent tearing and miscellaneous destruction. Do not bend or fold materials. Marks may neither be added nor erased; tracing and rubbing are prohibited. Loose sheets and volume pages should be handled by their edges. Please do not touch the surface of photographic prints.
- To prevent damage to materials, ink pens and markers are prohibited. Only pencils and laptop computers/tablets may be used for taking notes in the archives.
- Photocopying is permissible, if there are no donor or copyright restrictions. Permission may be denied based upon condition of material or number of copies.
- The user is required to give the Archives a complimentary copy of any publication which results from extensive usage of its holdings.
- Researchers are limited to searching one volume or one folder of archival materials at a time.
- The researcher is responsible for returning all materials to a staff member; no materials may leave the Archives, nor may they be transferred to another researcher.
- Documents and archival memorabilia are not to be altered in anyway.
- Restricted and unprocessed items may be consulted only with the permission of the Librarian.
- The researcher is solely responsible for the use made of any material secured from the Library and any infringement of copyright.
- When citing our archival resources please use this:

Brockway Memorial Library Archives, Miami Shores, Florida.

- Archival materials are not loaned out to individuals.

PHOTOGRAPHS

Use Policy: Photographs housed in the Archives of Brockway Library may be protected by copyright law. Permission to publish must be obtained from the copyright holder. Applicants/users assume all responsibility for questions of copyright and invasion of privacy that may arise from copying, and from the use made of the reproduction.

REPRODUCTION POLICY

The historical materials housed in the Brockway Library Archives are one of a kind and some are of a fragile nature. Therefore, patrons are not allowed to photocopy archival material but must instead defer any photocopying request to an archives staff person. Fees may apply.

The Archives staff reserves the right to deny photocopying services and access to materials under copyright/donor restriction or if the photocopy request is excessive in volume.

Unpublished works cannot be copied without the permission of the writer or donor. This is in compliance with US copyright law.

PROCTORING POLICY

The library may proctor written exams subject to availability of staff. A minimum of seven days' notice is required before any exam will be proctored. In addition, all exam-taking requirements and forms shall be received from the issuing institution before any tests are given. Those who like the library to proctor an exam should contact the Adult or Youth Services Librarian. The Librarian or his/her designee is available for proctoring during his/her regular work hours. The library will charge a fee of \$10.00 for the session.

Prior contact between the testing institution and the proctor is required so that credibility and testing requirements can be verified. The library shall proctor any mailed, e-mailed and/or faxed exams. Any costs for printing, postage and faxing will be charged at the current rate per page to the test-taker.

The library shall not proctor exams that students bring in themselves. The test-taker must verify that the following conditions are acceptable to the institution giving the exam before having an exam sent to the BML. Only written exams will be proctored at the library.

It is the test-takers responsibility to coordinate the transfer of the exam from the testing institution to the library and to verify that the exam has been received by the library. The proctor shall not contact the test-taker when the exam arrives.

The test-taker shall allow sufficient time to take an examination before the deadline that has been established by the institution. It is the responsibility of the test-taker to schedule the timing of the exam. Exams shall be taken during regular library hours and shall be completed 30 minutes prior to library closing time.

Prior to taking any exam, the test-taker is required to present a photo I.D. and come prepared with necessary supplies to take the exam. Personal items such as cell phones are not permissible.

Proctors shall enforce any time restrictions placed on the exam as well as other reasonable rules set forth in the exam materials.

Tests offered in a computer format shall be compatible with the hardware and software available on the library workstations. Tests taken over the Internet are limited to two hours in duration.

The library cannot provide a locked or secure place for the exam.

At the conclusion of the exam, the Library shall return the completed test to the testing institution via the U.S. Postal Service at the next regularly scheduled postal pick-up at the library. The test-taker is responsible for postage costs.

The library shall hold uncompleted exams for 30 days or until the testing institution's deadline, whichever is first. Uncompleted exams shall be returned to the testing institution if postage is provided. If not, the exam shall be destroyed.

The proctor shall not sign a proctoring verification form that attests to more than what the proctor has been able to do.

The library is not responsible for any delayed exam or any completed exams, once they leave the library's possession.

The library shall not be responsible for tests that are interrupted by library emergencies, power failures and/or computer hardware and/or software failures.