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**NOTTOWAY COUNTY  
PUBLIC LIBRARY SYSTEM**

# **PUBLIC SERVICES POLICIES**

**(ACCESS POLICIES)**

**ADOPTED MAY 19, 2010**

**REVISED OCTOBER 19, 2016      REVISED JANUARY 18, 2017**  
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**REVISED JANUARY 17, 2024**

**SECTION ONE: ELIGIBILITY FOR USE AND REGISTRATION REV 4/19/23**

The Nottoway County Public Library System welcomes, values, and celebrates the differences in its employees and in the members of its communities, and it strives to ensure that the library collection is representative of the community it serves.

The Library supports broader public access to Library programs and services and actively works to ensure that barriers to access by both the staff and the public are eliminated.

As a department of Nottoway County, the Library follows County policy as it relates to staff selection and it provides the public and staff equitable opportunities for growth through employment and education.

**1.1 Residents 5/19/2010**

All residents, nonresident property owners, students, and employees of Nottoway County of all ages are granted full use of all services of The Nottoway County Public Library.

**1.2 Nonresidents 5/19/2010**

Everyone is welcome to use the services of the Nottoway County Public Library on library property. Non-residents of Nottoway County may be granted library privileges by the Administration and may receive a card upon paying a fee of \$3.

**1.3 Institutions 5/19/2010**

Administration reserves the right to grant institutions library privileges, including borrowing privileges with the assurance that the Institution follows all regulations that pertain to individuals.

**1.4 Governments 5/19/2010**

The Nottoway County Public Library serves as an informational agency to the Nottoway County government and to local town governments within the county's borders. Service will be rendered to all agencies of these governments.

**1.5 Disability Access 5/19/2010**

The Nottoway County Public Library does not discriminate on the basis of disability in the admission or access to, or employment in, its programs and activities.

All new facilities of the Nottoway County Public Library shall be fully accessible to patrons and staff. The Library System will strive to adapt its current facilities to be fully accessible to all patrons and staff.

**1.6 Revocation and Reinstatement of Library Privileges Rev. 4/21/21**

The Nottoway County Public Library reserves the right to withdraw or suspend the library privileges (including being present on library property) in the event that any of the public use policies stated in this document are disregarded. The Library also reserves the right to withdraw or suspend the library privileges of any individual or institution which acts in an inappropriate manner that interferes with other individuals use of library services. Anyone who has privileges revoked may appeal this action to the Library Board of Trustees.

The Nottoway County Public Library reserves the right to reinstate the library privileges of an individual once the administration judges that the suspended individual will not break library rules or act in an inappropriate manner that will disturb other patrons.

**1.7 Replacement of Library Cards**

**5/19/2010**

A replacement library card for a card being lost by a patron or for any other reason that is not deemed to be beyond the control of the patron such as being naturally worn and thus no longer usable, will be charged to the proper patron account at a rate of \$1.00 for the first replacement; \$2.00 for the second replacement; and \$3.00 for the third replacement; thereafter each replacement will cost \$5.00.

**SECTION TWO: BORROWING OF MATERIALS**

**2.1 Borrowing and Renewing Books and Other Materials**

**Rev. 1/17/2024**

Library borrowing privileges shall be granted to any individual who qualifies under sections 1.1 and 1.2 of this document and makes proper application for such privileges. Library patrons are asked to present their library card each time materials are borrowed from the Library.

Proper application for library borrowing privileges includes providing the library with necessary personal information, promising to comply with all library rules, agreeing to pay promptly all fines and damages incurred, and agreeing to give immediate notice of any change of address. Any school-aged child may be granted a library card. Cards for children under age 12 must be applied for and endorsed by the child’s parent or legal custodian.

Loan periods for materials are as follows:

Times may renew:

Books (except reference)	2 weeks	2
Compact Disks	2 weeks	2
Magazines (current issues)	2 days	0
DVDs	2 weeks	2
Launchpad Tablets	2 weeks	0
WiFi HotSpots	1 week	0
Magazine (back issues)	(may be kept; donations accepted)	
Reference items and newspapers cannot be checked out of library except with special permission.		

Except for electronic devices (hot spots and Launchpads) an unlimited number of items may be checked out unless particular subjects are put on limited reserve. Items such as back issues of magazines and other designated material are checked out at the desk, but are not entered into the NCPL computer system. Patrons are not obligated to return these items and like other sale items may choose to give the library a donation.

**Effective March 1, 2024**, patrons will be allowed seven (calendar) days to pick up a hot spot that is being held for them. If a patron does not come in during the allotted time frame, the next person on the waiting list will be contacted.

A patron's failure to return a Hot Spot on time will be noted on that person's account. After March 1, 2024, failing to return a device two times will result in the loss of (hot spot) borrowing privileges for a period of three months.

## **2.2 Overdue Materials**

**Rev. 10/21/21**

With the exception of juvenile and young adult materials, items not returned or renewed by their due date are subject to fines. Late books are charged at a rate of 10 cents per day, not to accumulate over \$2 per item. DVDs are fined at a rate of \$1 per day, not to accumulate over \$3 for any one item. Fines for Launchpads and WiFi HotSpots accumulate at a rate of \$1 per day, not to exceed \$25 per item.

## **2.3 Lost Materials**

**5/19/2010**

After notification by a patron, or after a final notice that materials are overdue and maximum fines are owed, the library may declare the item lost. The patron who loses an item is liable for the replacement cost of the item as determined by the Library System.

## **2.4 Damaged Materials**

**5/19/2010**

If an item is returned in damaged form by a patron and the Library System determines that the item must be replaced, the patron who had the item on loan when it was damaged is liable for the replacement cost of the item as determined by the Library System.

## **2.5 Revocation and Reinstatement of Borrowing Privileges**

**Rev. 4/21/21**

It shall be within the authority of the Library System to revoke library-borrowing privileges of library patrons in the following instances:

- Patrons who have overdue library materials for which final overdue notices have been sent.
- Patrons who are negligent in making payment for damaged or lost materials.
- Patrons whose accumulated fines and penalties are in excess of \$10.00.
- Minors whose library privileges are to be revoked at the written request of the parent or legal custodian.

Any patron whose library borrowing privileges are revoked shall have the right to appeal such action to the Board of Trustees.

The Library System shall reinstate library-borrowing privileges as follows:

- For patrons who have library materials that are overdue, library-borrowing privileges shall be reinstated upon return of the materials.
- For patrons whose accumulated fines or penalties are in excess of \$10.00, privileges shall be reinstated upon full payment of these fines or penalties.
- For minors whose privileges have been revoked at the request of a parent or legal custodian, privileges shall be reinstated with the written approval of the parent or legal custodian.

## 2.6 Confidentiality of Records

Rev. 10/19/16

The Code of Virginia 2.1-342 states,

The following records are excluded from the provisions of this chapter [Virginia Freedom of Information Act] ... (8) Library records that can be used to identify both (i) any library patron who has borrowed material from a library and (ii) the material such patron borrowed.

Accordingly, when any local, state, or federal official, or a private citizen seeks to gain access to library personal data, the following principles and procedures shall apply:

Library personnel shall not reveal any personal data on library users or allow access to such records. Library circulation records are confidential and gathered for library purposes. These records are not to be used to disclose identities of individuals in connection with materials borrowed from any facility of the Nottoway County Public Library System. Individuals seeking personal data from library records shall be referred to the County Library Director.

To protect the library user against invasion of privacy, the County Library Director shall withhold any information to be used for non-library purposes until served with a legal process, order, or subpoena which specifically identifies the information required and the purpose of such a request.

Upon advice of legal counsel, if defects are noted in the process, order, or subpoena, there shall be insistence made to proper persons that such defects are corrected before any records are released. No records shall be released until such process, order, or subpoena is proper and in full compliance with proper legal authority, whether local, state, or federal in nature.

Any problems or conditions relating to the privacy of a library user's personal data as recorded by the Nottoway County Public Library System which are not provided for in this policy statement shall be referred to the County Library Director. A decision on heeding the request shall be based upon proper study of the issues, and if necessary, upon the advice and counsel of the Chairman of the Board of Trustees and/or legal counsel.

### **SECTION THREE: NONTRADITIONAL RESOURCES**

#### **3.1 Visual Materials**

**5/19/2010**

Visual materials, such as DVDs, are selected for the Library System under the guidance of the Nottoway County Public Library System's Collection Development Policy.

#### **3.2 Audio Materials**

**5/19/2010**

Audio materials are selected for the Library System under the guidance of the Nottoway County Public Library System's Collection Development Policy.

### **3.3 Electronic Databases**

**Rev. 4/21/21**

Electronic databases, including those made available through the Internet and/or E-Books and other E-Files, are selected for the Library System under the guidance of the Nottoway County Public Library System's Collection Development Policy.

## **SECTION FOUR: COPYING MATERIAL**

### **4.1 Photocopying Print Material**

**Rev. 2/19/20**

The Library System provides photocopying machines in each library. There is a charge of 15 cents per 8.5 x 11" page (side) for black and white copies; there is a charge of 50 cents each for copied 8.5 x 11" pages requiring colored ink. Charges for printing on 11 x 17" paper are double those for 8.5 x 11" paper.

### **4.2 Photocopying Digital Materials**

**5/19/2010**

Most library computers have print capability. Copies of digital material may be made by patrons at the same cost as copies.

### **4.3 Copyright**

**5/19/2010**

The Nottoway County Public Library System adheres to all of the provisions of the U.S. Copyright Law (Title 17, United States Codes Sec. 101 et seq.). Certain areas of copyright law continue to be open to interpretation; this policy represents a sincere effort on the part of the Library to operate within the full intent of the law. Appropriate notices will be posted at all copy machines, and other printing access points (computers, microfilm machines, etc.) reminding patrons of the Copyright Law. The Library disapproves of unauthorized duplication in any form regardless of media. Patrons of the Library System who willfully disregard copyright law are in violation of Nottoway County Public Library System Policy and do so at their own risk and assume all liability.

## **SECTION FIVE: REFERENCE SERVICES**

### **5.1 Scope of Reference Services**

**5/19/2010**

The Nottoway County Public Library System strives to answer all informational questions from the public. This includes showing informational sources to patrons, showing patrons how to use reference sources, and if requested, directly looking up information for patrons. When necessary, the Library System will make referrals and/or contact outside sources to fully satisfy the patron's informational needs.

### **5.2 Depth of Reference Services**

**5/19/2010**

The Nottoway County Public Library System strives to acquire and maintain as many sources to answer informational questions as possible. These sources include all formats such as print, digital, microform, and the telephone.

### **5.3 Type of Reference Services**

**Rev. 10/19/16**

All informational questions will be answered in a timely and accurate fashion by library staff. When necessary, the Library System will provide access to professional library reference service through an outside agency such as the Library of Virginia to answer informational requests.

## **SECTION SIX: SPECIAL COLLECTIONS**

### **6.1 Permanent Special Collections**

**5/19/2010**

The Library System may maintain special collections on a permanent basis. A special collection consists of materials that warrant being kept separate from the general collection due to local interest, value, ease of accessibility, or needing special environmental considerations.

### **6.2 Temporary Special Collections**

**Rev. 4/21/21**

The Library System may take materials from the general collection and temporarily place them in a separate special collection. The Library System may also create temporary special collections for displays honoring a person(s), event, or special time of the year, and also for promoting reading, education, and library services.

## **SECTION SEVEN: PROGRAMS AND SPECIAL EVENTS**

### **7.1 Library Sponsored Programs and Events**

**5/19/2010**

The Nottoway County Public Library System will offer special programs and events throughout the year to promote reading, literacy, education, and other efforts supported by the mission of the Library System. All of these programs will be open to the public and free of charge. Due to space restrictions, there may be programs and events that will require advance registration. The Library System reserves the right to limit attendance at a program, either through advance registration, or on a first come, first served basis. Normally this will be done if attendance at an event may violate fire occupation capacity codes or is otherwise deemed unsafe for the public.

### **7.2 Other Events and Programs**

**Rev. 4/21/21**

The Library System reserves the right to schedule programs and events sponsored by outside organizations if they are consistent with the mission of the Library System. All outside groups must adhere to the policies of the Public Service Policy document including sections 7.1, 11, and 12.

## **SECTION EIGHT: DISPLAYS AND EXHIBITS**

### **8.1 Library Sponsored Displays and Exhibits**

**5/19/2010**

The Nottoway County Public Library System will occasionally set up special displays or exhibits throughout the year to promote reading, literacy, education, and other efforts supported by the mission of the Library System.

## **8.2 Outside Agency Sponsored Displays and Exhibits**

**5/19/2010**

The use of library facilities for displays and exhibits by outside organizations is subject to review of the County Library Director.

Material being considered for display or exhibit must be in one of the following categories:

- Material produced by, or in co-sponsorship with local, state, or federal government agencies.
- Public service information produced by an established community organization.
- Material about political issues where both sides will be presented.

Displays and exhibits must be placed and removed at the direction of a library staff member under the direction of the County Library Director.

The Nottoway County Public Library System assumes no responsibility for lost, stolen, or damaged materials. Exhibitors shall indicate in writing that they have been advised of this policy, and that they agree to hold the Board of Trustees and staff of the Nottoway County Public Library System blameless from any claims for loss or damage to exhibits.

## **8.3 Individual Displays and Exhibits**

**5/19/2010**

The Nottoway County Public Library System may solicit or accept the display of an individual for such objects as art and collectibles. The Library system has the right to determine where, how, and for how long the items will be displayed.

The Nottoway County Public Library System assumes no responsibility for lost, stolen, or damaged materials. Exhibitors shall indicate in writing that they have been advised of this policy, and that they agree to hold the Board of Trustees and staff of the Nottoway County Public Library System blameless from any claims for loss or damage to exhibits.

## **8.4 Display and Distribution of Free Materials**

**5/19/2010**

The Nottoway County Public Library System as practicable will attempt to disseminate current information of popular interest not readily available in other forms through the display of unsolicited free non-profit brochures, notices of non-profit meetings, and non-profit cultural activities.

Priority will be given as follows:

- Library materials.
- Information generated by Nottoway County or the Towns of Crewe, Blackstone, or Burkeville governmental agencies.
- Civic, cultural, and educational information.
- Other non-profit materials which will be displayed on a first-come, first-displayed basis as space permits.

The Library System will collect, catalog, and provide materials on a wide range of subjects as provided in the Collection Development Policy, but will not serve as a



distribution point for organizations wishing to disseminate free copies of political (advocating a partisan viewpoint), moral, religious, or commercial tracts, or newsletters.

No materials may be distributed in the Library System without permission of the County Library Director. Materials will be discarded as soon as they are outdated, or in the case of undated materials, at the discretion of the staff member(s) assigned such duties and following library procedures.

The display of an item does not constitute an endorsement by the Library System.

## **SECTION NINE: DISCARDING, DISPOSAL, SALES**

### **9.1 Discard and Disposal of Library Materials** **Rev. 4/21/21**

Discard and disposal of library items will be carried out in accordance with the library system's Collection Development Policy.

### **9.2 Sales of Goods and Materials** **5/19/2010**

Sales of goods and materials by library-related groups and government departments and agencies is permitted within the limits of time and space.

## **SECTION TEN: OUTREACH SERVICES**

### **10.1 Homebound** **Rev. 1/18/17**

The Nottoway County Public Library System will, to the best of its ability, cooperate with community programs to deliver library materials to shut-ins and to take any other feasible action to insure that shut-ins have equal access to library materials.

### **10.2 Institutionalized** **5/19/2010**

The Nottoway County Public Library System will work with the administrators of local institutions to assure that people in their charge have full access to library materials. This may take the form of issuing institutional library cards or welcoming group visits to the library. Institutionalized patrons and institutions themselves are governed by the same library policies as all other patrons of the Library System.

### **10.3 Accessibility** **Rev. 12/21/22**

All individuals are accorded the same library use privileges. The Library System will do everything possible to ensure its services and resources are accessible to all.

### **10.4 Delivery Services between System Libraries** **Rev. 1/18/17**

In order to assure citizens of Nottoway County full access to all library materials, the Nottoway County Library System operates a regular delivery system between member libraries. At a minimum, normal operation consists of two deliveries per week between all system libraries.

## **SECTION ELEVEN: GROUP USE OF LIBRARY SPACE**

**5/19/2010**

The Library System strives to provide public meeting room space at each of its facilities. At the present time only the Crewe Library can offer quiet meeting room space within a library facility. Meetings must be arranged with the Library System in advance. The meeting space is available at no charge for non-profit groups wishing to present programs or to hold meetings which serve the community's needs for education, information, and cultural enrichment, with the following provisions:

- All use of the meeting rooms is subject to the approval of the County Library Director or supervising librarian.
- All programs/meetings must be open to the public, except for meetings pertaining to internal management issues (e.g. training or business meetings) of local area companies and organizations, subject to the approval of the County Library Director.
- Library sponsored or co-sponsored programs take precedence over other groups at all times. The library reserves the right to change or cancel reservations in emergency situations.
- Rooms are available on a first-come, first-served basis. Groups are encouraged to reserve rooms in advance. Same day scheduling will be done only at the discretion of the branch staff person in charge.
- Advance notice of 24 hours is requested, when possible, in the event that a scheduled meeting is canceled.
- Groups must consist of at least five individuals. Rooms may be made available for serious small group study or tutoring sessions at the discretion of the supervising staff person on duty. Maximum attendance is limited by the size of the room.
- Profit-oriented groups are prohibited from the use of the library meeting rooms, except for meetings pertaining to internal management issues (e.g. training or business meetings) of local area companies and organizations, subject to the approval of the County Library Director.
- The name, address, or telephone number of the library must not be used as the official address or headquarters of an organization, unless approved by the Library Director.
- Meeting must not be of a nature that would interfere with the normal operation of the library.
- Only the library or library group, such as the Friends of the Library, may sponsor a fund-raising or purely social program in the library, except for meetings pertaining to internal management issues (e.g. training or business meetings) of local area companies and organizations, subject to the approval of the County Library Director.
- No attendance fee may be charged nor may a collection be taken up without the express prior approval of the director, except for meetings pertaining to internal management issues (e.g. training or business meetings) of local area companies and organizations, subject to the approval of the County Library Director.
- The library meeting rooms are available only during the open hours of the library, except for meetings pertaining to internal management issues (e.g. training or business

meetings) of local area companies and organizations, subject to the approval of the County Library Director.

- Publicity for a meeting by a non-library group in a library meeting room must not be worded in a manner which would imply library sponsorship of the group's activities.
- Only 3 meetings may be scheduled on the calendar at any time for any group or organization, except for meetings pertaining to internal management issues (e.g. training or business meetings) of local area companies and organizations, subject to the approval of the County Library Director.
- The use of the library meeting rooms for political rallies or partisan events shall not be permitted.
- Smoking is not permitted in library meeting rooms or on library premises.
- No alcoholic beverages are allowed in the library meeting rooms or on library premises without the express prior approval of the County Library Director.
- Each organization assumes the full responsibility for any damages incurred resulting from the use of meeting room facilities. Abuse of the facilities will be sufficient cause to deny further use of the rooms.
- The Library will not store or be responsible for any materials of an individual or organization that may need or use space for a program or meeting.
- Groups are responsible for cleaning up after their meeting and leaving the room as they found it.
- Organizations that desire to use the kitchen facilities in the library must arrange for such use prior to the scheduled meeting date.

Granting the use of its meeting rooms does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting. The library is not liable for injuries to people or damage to or loss of property of organization using the meeting rooms. Failure to abide by any of these rules or to cooperate with library staff may result in loss of meeting room privileges.

## **SECTION TWELVE:            RULES OF CONDUCT FOR LIBRARY USERS**

### **12.1 Appropriate Library Conduct**

**Rev. 10/24/18**

It is a responsibility of the library staff to maintain library environments in a pleasant manner for as many people as possible. In doing so, the library staff should not ignore a patron whose behavior disturbs others. Likewise, it is equally important that the library staff be tolerant of a patron who behaves unusually, but who does not disturb others.

The Library System shall have the authority to ask anyone to leave the library that is not behaving in an acceptable manner on the premises. Unacceptable behavior is behavior that interferes with others' use of the library. This includes the use of profanity and roughhousing. The term of the suspension will be at the discretion of the library director and will consider the patron's pattern of behavior.

Anyone who has been removed may appeal this action to the Library Board of Trustees.

## **12.2 Workplace Violence Policy**

**5/19/2010**

It is the policy of the Nottoway County Public Library System to seek to maintain a safe workplace, free from any threat of physical violence, emotional abuse, or any form of potentially violent intimidation. Therefore the following policies will be followed:

Acts of violence, verbal intimidation, obscenity, vandalism, sabotage, damage to library property, or the threat of such acts are prohibited. All complaints, reports, or advisements will be thoroughly investigated and reported to the proper law enforcement authorities as is warranted by the circumstances.

Library staff members are advised to report any such acts, or threats of such acts as stated above first to the Police and immediately thereafter to the County Library Director.

Any such acts or threats of such acts as described above which are committed by library patrons or visitors, will not only be reported to law enforcement officials, but may result in the suspension or revocation of library privileges.

## **12.3 Unattended Children**

**Rev. 10/24/18**

Children are welcome in all of our libraries and we are concerned about their safety and welfare. However, parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children while the children are in the library. Children under the age of 7 must be accompanied by a responsible adult.

If an unattended child is being disruptive or is deemed to be at risk of coming to harm (as in the case of a child being left unattended when the library is ready to close) the Library will take action. An effort will be made to locate the responsible parent, guardian or caregiver. If necessary, appropriate law enforcement or child protective authorities will be notified to take custody of the child.

We respect the privacy of all library patrons and will intervene only when, in the opinion of the library staff, the safety and well-being of a child is threatened.

## **12.4 Smoking**

**5/19/2010**

Smoking is not permitted in any areas of the library, public or non-public.

## **12.5 Food and Drink**

**Rev. 4/21/21**

The consumption of food or drinks in open containers is not permitted in the public areas of libraries except in specific designated areas or during appropriate library activities or public activities as covered in policy **11.1** of this document. Drinking of beverages in a container with some type of lid that prevents spillage if the container was dropped or knocked over at any time during its use is allowed in public areas.

## **SECTION THIRTEEN: COMPLAINTS AND CHAIN OF AUTHORITY**

### **13.1 Comment Boxes**

**Rev. 4/21/21**

All library locations have suggestion/comment boxes. Blank forms are available at each location. All citizens are welcomed to place any suggestion or comment in the boxes. All suggestions/comments will be viewed by the County Library Director who will either directly respond or delegate an appropriate staff member to do so.

### **13.2 E-Mail and Web Page**

**Rev. 4/21/21**

The Nottoway County Public Library System has a freely accessible Internet Web Site. Patrons may send in comments, complaints, or suggestions by accessing this page. The address is [www.nottlib.org](http://www.nottlib.org).

### **13.3 By Telephone**

**Rev. 1/18/17**

A patron may call the County Library Director concerning a serious complaint or comment at 434-645-8688

### **13.4 In Person**

**Rev. 1/18/17**

A patron may request to directly speak with the County Library Director in person concerning a serious complaint or comment. Appointments can be made by calling 434-645-8688.

## **SECTION FOURTEEN: AVAILABILITY OF SERVICE**

### **14.1 Hours of Library Building Operation**

**Rev. 4/21/21**

The Library System makes an effort to open all library buildings as many hours as possible. Attempts are made to have a balanced schedule of morning, afternoon, and evening hours; and weekday and weekend hours. Suggestions for changes to the hours may be submitted to the County Library Director as directed under Section Thirteen of this document.

### **14.2 Holiday Closings**

**5/19/2010**

The Nottoway County Public Library System is closed for all official State and Federal Holidays as followed by the Nottoway County Government. The Library Board may approve additional holiday closings or closings for other appropriate reasons.

### **14.3 Emergency Weather and Other Situational Closings**

**Rev. 12/21/22**

It shall be within the authority of the County Library Director or his/her designee to close library facilities in the event of hazardous weather, emergency, or unusual situations. Such closings will be announced when necessary and possible on the local radio station(s).

Deviations from the regular operating schedule of the Library System for reasons other than hazardous weather, emergency, or unusual situations must be authorized by

the Nottoway County Public Library System Board of Trustees. Publicity about such closings will be posted at all library locations when this can be done safely.

#### **14.4 Twenty Four Hour Web Page Access**

**Rev. 12/21/22**

Whenever possible, the Nottoway County Public Library System will post closings on its website and Facebook page.

### **SECTION FIFTEEN: USE OF LIBRARY COMPUTERS**

#### **15.1 Software Applications**

**5/19/2010**

Software applications such as word processing are available on computers at all Nottoway County Public Library System libraries. The installment of software by person or persons not under the employ or direction of the Library System is prohibited.

#### **15.2 Online Periodicals**

**Rev. 4/21/21**

Magazines are available in all libraries and through the Library System's web page.

#### **15.3 Computer Resources**

**5/19/2010**

The library provides access to computer equipment, programs, databases and the Internet (collectively, the "computer resources") for informational and educational purposes. All users of the library's computer resources, both staff members and patrons, are expected to use these resources correctly and only for legal purposes. Computer resources may not be used for the following purposes:

- Violation of any applicable federal, state, or local laws, ordinances, rules, or regulations.
- Harassment of other persons or parties.
- Destruction of or damage to equipment, software, or data belonging to the library or other users.
- Gaining or attempting to gain unauthorized access to any computing, information, or communication devices or resources.
- Disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyright or other protected material.
- Violation of computer security or privacy.
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
- Violation of software license agreements.
- Access or transmit illegal activity, child pornography, sexually explicit material that appeals to the prurient interest or any other material that is not constitutionally protected.
- Online dissemination of obscene or harmful to minor's materials, including those for the specific purpose of inducing them to engage in or perform sexual acts.

- Violation of another person’s or party’s privacy. Use of computer facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating electronic communications or email exchanges, overuse of interactive network utilities, etc.)
- Any and all other matters which the library, in its sole discretion, subject to constitutional limitations, and in consideration of the best interests of the public, determines to be an unacceptable purpose.

Any staff member who observes any violation of these policies will take action to enforce compliance. In this regard, failure to comply with NCPL policies can result in suspension or cancellation of computer resources access, and/or in some cases legal proceedings.

## **15.4 Internet Acceptable Use Policy**

**Rev. 1/18/17**

### **I. Internet Philosophy**

Providing Internet access as an information resource is a logical continuation of the Library’s role of formal education support and reference service. The Internet enables the Library to provide information and commentary from around the globe to users who may not otherwise have access to this resource. This resource enhances the library’s existing collection in depth and in currency.

However, the Nottoway County Public Library System disclaims any responsibility as to the Internet’s quality, informational accuracy, authoritativeness, or usefulness for a particular purpose. The library also assumes no responsibility for any damages, direct or indirect, arising from the use of its connection to the Internet or other electronic resources.

### **II. Responsibilities of Internet Users**

The library wishes to make the Internet and all computer resources available to anyone who respects the rights and property of others, including the library, and who abides by these policies. In offering Internet access, library staff cannot control access points which often change rapidly and unpredictably. Users are hereby notified that they are responsible for the access points they reach.

Parents or guardians of minor children must assume responsibility for their children’s use of or exposure to the Internet through the library’s connection. The Library System applies a filtering system to their computers to protect against access to visual depictions that are obscene, contain child pornography, or are harmful to minors. However, access to Internet sites containing “adult” content, as well as on-line communication with anonymous persons, is still possible. This is because no filter system has been found to be perfect and there can be no guarantees that our filtering system will block undesirable sites 100% of the time.

In order for the library to be in compliance with the Children's Internet Protection Act and with section 42.1-36.1 of the Code of Virginia, the following regulations, provisions, and recommendations are provided for Library Internet use:

1. All Internet accessible computers are filtered and may be used by patrons of any age without restrictions.
2. Adult patrons (18 years and older) may request from Library staff unfiltered access to the Internet, without explanation.
3. A minor (17 years and younger) may request a librarian to unblock an Internet site. If the librarian determines to the best of their ability that the site is not obscene, does not contain child pornography, and is not harmful to minors as defined by the Children's Internet Protection Act or Virginia law, the librarian may unblock the site.

Computer resources may not be used for the following purposes:

- Violation of any applicable federal, state, or local laws, ordinances, rules, or regulations.
- Harassment of other persons or parties.
- Destruction of or damage to equipment, software, or data belonging to the library or other users.
- Gaining or attempting to gain unauthorized access to any computing, information, or communication devices or resources.
- Disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyright or other protected material.
- Violation of computer security or privacy.
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others
- Violation of software license agreements.
- Access or transmit illegal activity, child pornography, sexually explicit material that appeals to the prurient interest or any other material that is not constitutionally protected.
- Online dissemination of obscene or harmful to minor's materials, including those for the specific purpose of inducing them to engage in or perform sexual acts.
- Violation of another person's or party's privacy.
- Use of computer facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating electronic communications or email exchanges, overuse of interactive network utilities, etc.)

The library has sole discretion regarding content displayed on a computer screen; this is subject to constitutional limitations. If content is determined by the library staff to be unacceptable, the staff member may request the patron using the computer to cease viewing the offending computer site.



Any staff member who observes any violation of NCPL Internet policies will take action to enforce compliance. In this regard, failure to comply with NCPL policies can result in suspension or cancellation of Internet access, and/or in some cases legal proceedings.

### **III. Staff Assistance**

Because of limited staff resources, the Nottoway County Public Library System will not always be able to provide intensive assistance to Internet users. At busy times, staff will only be able to assist a patron with getting started, and then if possible will return later to check on progress.

### **IV. Time Limits**

**Rev. 12/21/22**

Due to a limited number of computers, all patrons wishing to reserve a computer will need to sign up at the Circulation Desk. Reservations can be taken by phone as well as in person. If all computers are already in use when a patron requests a computer, the patron having been on longest will be asked to vacate the station. Patrons are expected to begin logging off five minutes before library closing time.

### **V. Printing**

**Rev. 12/21/22**

Each user may print at the same rate charged for use of our photocopiers. Printed copies must be paid for at the Circulation Desk.

**ALL PATRONS USING ANY OF THE LIBRARY'S COMPUTERS FOR INTERNET ACCESS MUST ACKNOWLEDGE AND ABIDE BY ALL OF THESE COMPUTER RESOURCES AND INTERNET ACCESS POLICIES.**

## **SECTION SIXTEEN: PUBLIC USE OF FAX TRANSMISSIONS**

### **16.1 Location Availability**

**Rev. 1/18/17**

The Library System offers public fax services at all locations.

### **16.2 Costs**

**Rev. 12/21/22**

Transmissions of outgoing faxes to within the United States are \$1 for the first sheet and .50 for each additional page, with a maximum charge of \$10. The cost to receive a fax is .25 per page.

### **16.3 Service Availability**

**Rev. 1/18/17**

Service is assured only for outgoing faxes. If the library receives an incoming fax it will be held on the reserve shelf for no longer than seven days. The Library will not contact a patron to let them know that a fax has been received. It is the responsibility of the sender to notify a patron that a fax is awaiting them at the library. There is a charge of .25 for each page of a received fax.

**16.4 Content Responsibility**

**5/19/10**

The Nottoway County Public Library System provides fax facilities as a public service, but is not responsible for transmitted content.

**FAILURE TO COMPLY WITH THESE POLICIES CAN RESULT IN SUSPENSION OR CANCELLATION OF PRIVILIGES, AND IN SOME CASES LEGAL PROCEEDINGS.**

**THIS POLICY WAS ADOPTED BY THE NOTTOWAY COUNTY PUBLIC LIBRARY SYSTEM BOARD OF TRUSTEES 5/19/2010.**