

# HEWITT TEXAS

## LIBRARY BOARD MEETING

January 29, 2024 at 6:00 PM

Hewitt Public Library, 200 Patriot Court, Hewitt, TX 76643

### AGENDA

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**Board Members:** Jerry Snider, Betty J. Smith, Julie Holcomb, Lydia Dashner, Jennifer Hunt, Delores K. Sincerney, Sally Goldman

**The Hewitt Public Library is a State Accredited Library that holds meetings on the 2nd Monday quarterly or otherwise posted.** The Library Board presents recommendations to the City Council on the development, expansion, and operation of the Library System. This board meets quarterly as needed.

#### CALL TO ORDER

#### REGULAR AGENDA ITEMS

1. Consideration and approval of the minutes from the meeting held on October 9, 2023.
2. Consideration and approval of Operational Policies handbook.
3. Receive Director's Report
4. Nomination and election of board officers.

#### ADJOURNMENT

I certify that the above notice of meeting was posted on the Public Notice Board located in front of City Hall on **January 26, 2024**, by 5:00 PM.

#### CITY OF HEWITT

**Matthew Glaser**

Matthew Glaser  
Library Director

In compliance with the Americans with Disabilities Act, the City of Hewitt will provide reasonable accommodations for persons attending and/or participating in City Council meetings. The facility is wheelchair accessible, with accessible parking available at the front of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting by contacting the Hewitt Public Library Director at 254-666-2442.

**MEETING MINUTES FOR THE HEWITT LIBRARY BOARD  
HEWITT, TEXAS**

October 9, 2023, 6:00 pm

Members present

Sally Goldman, President  
Lydia Dashner, Vice President  
Jenny Hunt, Secretary  
Julie Holcomb  
Betty J. Smith  
Delores K. Sincerney

Members absent

Jerry Snider

**Call to Order**

President Sally Goldman called the meeting to order at 6:00 with 6 members present.

**Regular agenda items**

**1. Consideration and approval of minutes from the meeting held on July 10, 2023.**

Minutes from the previous meeting on July 10, 2023 were reviewed and approved. A motion to approve was made by Lydia Dashner, seconded by Betty J. Smith, and confirmed by all present.

**2. Discussion and consideration of Community Evaluation Survey.**

Director Glaser is recommending a survey to gauge community knowledge of and interest in library programming, and to ask for suggestions from the community. The survey would be available in both paper and digital format.

Suggestions from the board:

- offer an incentive, such as a prize drawing, for survey takers
- include a QR code on signage, with a link to the survey
- show current hours as part of the question about library hours
- ensure that the survey clearly includes a place to give feedback about what kinds of programs patrons might want the library to add
- condense the library facilities section

Director Glaser's intention in regard to programming is to focus on quality over quantity. He hopes to bring in program leaders from outside the library to assist the staff. Potential future programming could include yoga, embroidery, internet safety presentations, MCC college sessions, computer education, etc.

A motion to support the survey was made by Julie Holcomb, seconded by Jenny Hunt, and confirmed by all present.

### **3. Discussion of Operational Policies handbook development.**

Director Glaser intends to combine all library policies into a single document that can be posted online. He has begun collating the policies and has standardized and condensed some of the language. In a printout given to the library board, substantive edits were shown in the document with red strikethrough and yellow highlight.

One recommended update: Director Glaser wishes to update the fee policy so that a patron can continue to check out books and access services until that patron reaches \$10 in fines (at which point checkout and services will be blocked until the balance is below \$10). This policy change is recommended because ILLs show up in a patron's account as a \$2 "fee" until the ILL is picked up by the customer.

One question from the board: noting the liability section in the handbook, will library staff receive active shooter training? Director Glaser noted that such training has occurred in the past, and he hopes to refresh the training in the future, especially for new staff.

Next steps: Director Glaser will complete the second half of the policies document update. By the next meeting the board will receive the entire document to review.

### **4. Director's Report.**

Director Glaser gave an update on staffing: a new full-time lead library clerk will start work on October 16 to fill a vacancy. A part-time clerk vacancy is also in process of being filled. Interviews are underway for the full-time vacant collection development position; the library hopes that person will be able to begin work by November.

HPL to Go planning is ongoing; the trailer is not climate controlled, so books cannot be stored there. The trailer works great for supplies and tables/chairs.

The library staff is handling the transition well. After the busy summer season, fall is slower paced. Storytimes are seeing good attendance, and turnout for Family Place events has been good.

Planning for the Twelve Days of Christmas has started. Santa photos will take place at the library and at the Christmas Tree lighting.

The staff is looking at spring programming and spring break activities. The library will be moving to LibCal as its event organizer; this program will help to track attendance. The library website has recently been updated.

The library will offer one large event for families over Spring Break.

Long-range initial programming for summer 2024 has begun, with a potential theme of "Community." Director Glaser hopes to bring in community leaders (e.g., the mayor) as guest readers for storytime.

Grant opportunities from the Texas State Library are approaching; library staff have been invited to make suggestions.

Texas Book Festival grant application opens in January; the library plans to ask for \$2500 for book club kits. Such kits may be available for Midway and Robinson classrooms.

The library has ordered a number of Vox Books for children that will soon be circulating; Vox Books are picture books with an audio component that charge with USB.

**Adjournment**

President Sally Goldman then entertained a motion to adjourn around 7:20 pm. Delores K. Sincerney motioned, and Lydia Dashner seconded.

Respectfully submitted:

Jenny Hunt, *Secretary, Hewitt Library Board*



# OPERATIONAL POLICIES

## Hewitt Public Library

200 Patriot Court  
Hewitt, TX 76643  
254.666.2442  
[library@cityofhewitt.com](mailto:library@cityofhewitt.com)

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## MISSION STATEMENT

The mission of the Hewitt Public Library (HPL) is to provide access to informational, educational, cultural, and recreational Library materials and services in a variety of formats and technologies and to be responsive to the public library needs of the community.

## VISION STATEMENT

To be a major contributor to the recreational, intellectual, cultural, and economic growth and well-being of the community by:

- Stimulating a love of reading and sense of discovery;
- Promoting literacy through print, audio, and digital media;
- Providing access to local, regional, and global information;
- Nurturing a sense of community involvement through sound policies and procedures, well organized collections, diverse programs, public meetings, and trained, qualified staff.

## VALUES STATEMENT

**Access:** Ensure equitable access and the right to use the Library by all people.

**Customer Service:** Respond to varying expectations of users to the greatest extent possible by providing friendly and professional Library service.

**Equity:** Practice equitable allocation of resources for the common good.

**Preservation:** Preserve Library materials, equipment, and public facilities.

**Technology:** Select the modes most appropriate for the needs of Library users.

**Professionalism:** Commit to continued professional development in the Library field and all aspects of Library services.



## USE OF FACILITIES

The use of the Library facilities, materials, and services shall be extended equally to every member of the community within the framework of all applicable federal, state, and local legislation and within the American Library Association's *Library Bill of Rights* and its *Interpretations*.

Hewitt Public Library welcomes members of the public whether they live within the boundaries of the City of Hewitt, the County of McLennan, or further abroad. While many of HPL's services are free and available to the public, HPL reserves the right to restrict certain services to registered cardholders, assess a fee for use of rooms by for-profit groups, limit certain activities while on the premises, and monitor patron conduct.

The Library is the property of the City of Hewitt, and each Library user is expected to exercise reasonable care in the use of Library facilities, keeping in mind an obligation to fellow citizens who use the same facilities.

### Hours of Operation

- I. The Hewitt Public Library will be open to the public for a minimum of 58 hours per week. The Library Director, with permission from the City Manager, will determine the days and daily hours of operation. Regularly scheduled hours of operation will be set based on the needs of the community, funding availability, and staff requirements.
- II. The Library will close on holidays established by the City Manager and at other times deemed necessary by the Library Director, with the approval of the City Manager.
- III. Except in case of emergencies, notice of closings will be posted in the Library locations and on the Library's website and social media channels.

### Code of Conduct

The Hewitt Public Library encourages people of all ages to visit the Library. Those using the Library and its resources have the right to expect a reasonably quiet, clean, safe, and comfortable environment that supports a contemplative atmosphere and appropriate Library services. In order to protect these rights, the users of the HPL are expected to comply with the Code of Conduct.

The Code of Conduct applies to all Library premises, including buildings, interior and exterior, and all grounds controlled and operated by the HPL. The Code of Conduct applies to all individuals entering the Library and who are on the Library premises.



- I. **Any person will be required to leave the Library premises if the person:**
  - A. Commits or attempts to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance;
  - B. Is under the influence of any controlled substance or intoxicating beverage;
  - C. Possesses, sells, distributes, or consumes any alcoholic beverage, except as allowed at a Library-approved event where the person is legally authorized to sell, distribute, or consume alcoholic beverages.
  
- II. **Any person may be asked to leave the Library premises if the person:**
  - A. Engages in conduct that disrupts or interferes with the normal operation of the Library or that disturbs Library staff or individuals. Such conduct includes, but is not limited to, abusive or threatening language or gestures, unreasonable loud or boisterous physical behavior, talking or noise;
  - B. Intentionally destroys, damages, or defaces any equipment or property belonging to the Library or another individual;
  - C. Solicits, petitions, or distributes written materials or canvases for political, charitable, or religious purposes in the Library, including the doorway or vestibule of the Library building(s) or in a manner on the Library premises that unreasonably interferes with or impedes access to the Library;
  - D. Solicits money or donations, or sells merchandise or services, in or on the Library premises without prior authorization from the Library Director;
  - E. Interferes with the free passage of Library staff or individuals in or on the Library premises;
  - F. Fails to maintain control of personal belongings or leaves belongings unattended, allowing personal belongings to block access to Library materials or equipment, or by allowing belongings to interfere with a Library staff member or individual's use of the Library;
  - G. Uses, stores, or parks bicycles, skates, roller blades, skateboards, motorized or non-motorized scooters and shopping carts (except for motorized ADA assistive devices, wheelchairs, walkers, and strollers) on Library premises. Bicycles must be parked in designated areas;



- H. Operates roller skates, skateboards, or other similar devices inside the Library building(s), including, but not limited to, vestibules or covered doorways;
- I. Smokes or uses tobacco products in or on Library premises, including vapes and e-cigarettes;
- J. Brings animals in or on Library premises, other than those assisting individuals with disabilities or for the purpose of Library-approved events or programs;
- K. Violates the Library's Internet and Computer Use Policy. Certain violations of the Library's Internet and Computer Use Policy may also constitute a violation of federal, state, or local criminal statutes or ordinances;
- L. Sleeps, or gives the appearance of sleeping, in or on Library premises in a manner that interferes with Library operations or another individual's Library experience;
- M. Improperly uses Library restrooms, including but not limited to, washing or drying clothes, bathing, or shaving;
- N. Moves Library furniture from where it is placed by Library staff;
- O. Uses personal electronic equipment at a volume that disturbs others, including, but not limited to, cellular telephones, computers, tablets, stereos or Bluetooth speakers, gaming devices, and televisions;
- P. Leaves one or more children under the age of 12 who reasonably appear to be unsupervised or unattended anywhere in or on the Library premises;
- Q. Fails to wear shoes or shirts at all times on the Library premises, with exceptions made for children under the age of three years old in strollers, carriers, infant seats, or other carrying device;
- R. Uses photography, film, or television equipment in or on the Library premises, without prior authorization from the Library Director, that disrupts library operations or the reasonable privacy of others.

Library staff may reasonably interpret the Code of Conduct and issue warnings at their discretion. Individuals who violate any item of the Code of Conduct while in or on the Library premises may receive a maximum of two warnings, unless the infraction requires immediate removal. If the individual refuses to leave, or if Library staff have reasonable



concern for personal safety or the safety of others, the violator will be immediately reported to the appropriate law enforcement agency and escorted away.

Any individual removed from the Library may lose all Library privileges for a period of up to six months; removal from the Library a second time may result in a loss of Library privileges for a period of up to 12 months; removal from the Library a third time may result in loss of Library privileges for a period of up to 24 months.

### **Loss of Personal Belongings**

The Library and Library staff will not be responsible for any loss of personal belongings while on the Library premises, including any items deposited into a book drop location. Library staff will make reasonable efforts to keep items of value safe until the end of business on the day the items are discovered. Items of value not retrieved will be given to the Hewitt Police Department. Other items may become property of the Hewitt Public Library and may be subject to disposal.

### **Supervision of Minors**

Parents and caregivers are responsible for the behavior of their child/children whether or not the parent or caregiver is present. Library staff cannot function as caregivers. The Library is not equipped, nor claims responsibility or liability for, short- or long-term childcare.

Children under the age of 12 must be accompanied by a parent, legal guardian, caregiver, or other responsible adult aged 18 or older during their visit to the Library. These adults are responsible for their children and must supervise, guide, and control their children's behavior while on the Library premises.

Teenagers over the age of 12 may use the Library on their own provided they comply with the Code of Conduct. However, teenagers remain the responsibility of their parents, legal guardians, or caregivers and should have emergency contact information available.

Parents, guardians, or caregivers may be asked to leave the Library in accordance with the Code of Conduct if Library staff reasonably interpret that an unattended or under-attended child:

- Engages in disruptive or inappropriate behavior;
- Presents as a danger or threat to self or others;
- Appears to threaten, bully, or intimidate others;
- Appears severely ill or upset.

Children and teenagers should not visit the Library without a reliable mode of transportation and an emergency contact available. If a parent, guardian, or caregiver



cannot be reached due to building closure or emergency event, Library staff may contact law enforcement.

## Reservations

The Hewitt Public Library provides three study rooms for public use.

The highest priority for use of Library space will be given to Library-sponsored programs and functions which further the goals of the Library. The HPL reserves the right to change, cancel, or revoke the use of its rooms. If changes or cancellations are necessary, the HPL will provide the affected group with as much notice as possible.

No Library space will be available for social or commercial purposes, fundraising, sale of items, or for-profit individuals or businesses with the following exceptions:

- Programs, events, or sales conducted by the HPL Advisory Board or Friends of the Library, with proceeds directly benefitting the Library;
- Sale of material directly related to Library-sponsored programs, which has received prior authorization from the Library Director;
- Programs, events, or sales conducted by the City of Hewitt;
- Other City Manager designation.

Permission for a group or organization to meet in the Library in no way constitutes endorsement, support, or co-sponsorship of the activities that take place in the meeting room, or of the policies or beliefs of that group or organization, by the Hewitt Public Library or the City of Hewitt.

Groups requesting the use of Library space must adhere to the following guidelines:

- A. Groups are required to set up for their meetings, return furniture and equipment to its original location, and leave the space clean and in good condition.
- B. Meetings disruptive of normal Library use will not be permitted. Individuals attending meetings on Library premises are subject to all Library rules and regulations (see Code of Conduct).
- C. Non-profit groups may advertise in designated locations with approval from the Library Director, but no other advertisements, circulation of petitions, solicitations, or recruiting will be allowed on the Library premises.



- D. Any promotional materials, pictures, publicity, or paid advertisements by groups using Library space must include a statement indicating that the program or activity is not sponsored, co-sponsored, or endorsed by the Hewitt Public Library or the City of Hewitt.
- E. Attachments to the ceiling, walls, floors, or furnishings are not permitted.
- F. Groups failing to comply with any part of this policy or its established procedures may be asked to cancel their meeting and may be denied further use of Library space.
- G. Groups or individuals may not charge admission fees or pre-registration fees to individuals for programs or meetings held in Library space.
- H. The Library, in whole or in part, may not be rented or used for social events or parties.
- I. Rentals are not permitted for the purpose of promoting a business or for any sales purpose.
- J. The renter agrees to obtain the relevant licensing permission when showing a film, playing music, or presenting other copyrighted material.

Reservations may be made by speaking with Library staff in person, by phone, or by email. Reservations are subject to:

- A. No more than eight individuals occupying a study room space.
- B. Up to two hours of use per day during the Library's normal operating hours. Rooms must be vacated 20 minutes prior to the Library's closing.
- C. Additional time only as allowed on a case-by-case basis. Students taking proctored exams may be allowed additional time if arrangements are made at least seven days in advance.

### **Display of Posters, Pamphlets, & Flyers**

Hewitt Public Library operates as a public forum open to all members of the community, regardless of age, race, sex, ideologies, religion, or other personal factors. Use of the Library space to display posters, pamphlets, and flyers for the purpose of promoting information unrelated to HPL programs and services is available on a first-come, first-served basis on bulletin boards or spaces specifically set aside for this purpose.



- I. **Preference will be given to materials that:**
  - A. Offer educational, recreational, or governmental services at free or reduced costs;
  - B. Promote community engagement and/or literacy initiatives;
  - C. Advertise other community resources or forums that benefit the public good.
- II. **Posters, pamphlets, and flyers may not contain or promote:**
  - A. Offensive or vulgar language or imagery;
  - B. Patent mis- or disinformation that may negatively affect others;
  - C. Political candidates or campaigns relating to local, state, or federal legislation;
  - D. Information that directly goes against Hewitt Public Library's Mission, Vision, and Values.

All materials submitted for display are subject to approval by the Library Director and will be labelled with a posting date and a removal date. Out-of-date materials or materials that go against the above criteria will be removed immediately.

## **Exhibits**

The Hewitt Public Library welcomes the opportunity to allow community groups, organizations, or individuals to use designated Library space for various exhibits. Exhibits may be restricted to subjects that are educational, cultural, civic, or recreational in nature rather than for commercial purposes. Acceptance of an exhibit by the Library does not constitute an endorsement by the Library of the group's or individual's policies or beliefs.

It is the responsibility of the exhibitor to set up and remove the exhibit. Exhibits will be scheduled for a period of one calendar month to begin with the first working day of the month and to end with the last working day of the month. Exceptions must be approved by the Library Director.

The Library is not responsible for any item exhibited. The Library cannot provide storage for the property of organizations or individuals exhibiting in the Library. Exhibits that would tend to incite or produce imminent lawless action, are obscene, are obviously false



or contain misleading information, are defamatory, or are purely commercial advertising will not be displayed.

Concerns, questions, or complaints about exhibits displayed in the Library should be referred to the Library Director.



## CIRCULATION POLICY

The purpose of the Circulation Policy is to support the individual's right to have access to ideas and information representing all points of view. The Library Advisory Board ("the Board") has adopted the American Library Association's statements regarding the following: Library Bill of Rights, Freedom to Read, Freedom to View, and Access to Electronic Information, Services, and Networks.

It is the policy of the Hewitt Public Library not to forbid or impede the circulation of items from the Library collection to any of its cardholders in good standing, whether resident or non-resident, based upon that cardholder's race, creed, national origin, age, place of residence, religion, or other personal criteria.

### The Community

The City of Hewitt is characterized by a large number of organizations, a growing business community, a long tradition of interest in art and culture, and several notable colleges and universities within McLennan County. The individuals in the community reflect varying economic, racial, ethnic, religious, and educational backgrounds. Knowledge of the community enables the Library to better serve its users.

### Access to Library Materials by Minors

It is the policy of the Hewitt Public Library that parents or guardians, not the Library staff, are responsible for monitoring and approving the selection of materials made by their children. It is the parents or guardians, and only those, who may restrict their children, and only their children, from access to Library materials and services. Parents or guardians who wish their children not to have access to certain materials or services should advise their children. The Library staff cannot and do not act *in loco parentis*.

### Registration & Issuance of Library Cards

A person over the age of 16 is eligible to apply for a Library card. Applicants must present photo identification and verification of their current Texas address by bringing a piece of mail dated to the person applying for the card within the past 30 days.

Verification of the person applying:	Verification of address:
<ul style="list-style-type: none"><li>▪ Texas Driver's license</li><li>▪ Texas State-issued photo ID</li><li>▪ Passport</li></ul>	<ul style="list-style-type: none"><li>▪ Envelope of mail with current address, postmarked within the last 30 days</li></ul>



<ul style="list-style-type: none"> <li>▪ School ID with picture (over 16)</li> <li>▪ Military ID</li> </ul>	<ul style="list-style-type: none"> <li>▪ Current lease with person's name and address, signed within the last 30 days</li> <li>▪ Business mail, such as a utility bill or account statement, showing dates of service within the last 30 days</li> </ul>
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**I. Standard Card**

A Standard Card allows access to all Library services, including borrowing Library books; technology use; and downloading audiobooks, e-books, music, and movies. This card is valid for one year and may be renewed.

Non-residents of McClennan County may obtain a full-access Hewitt Public Library card with an annual fee of \$40 payable by cash, check, or debit/credit card.

**II. Technology Card**

A Technology Card allows use of on-site computers. A technology card may be issued to any patron over the age of 16 who only wants to use computer services. The applicant will be asked to provide photo identification that includes a current address. This card is free but does not allow borrowing privileges. The technology card expires one year from the date of issuance and is renewable. If under 18, a parent or guardian must sign the acceptable use policy.

**III. Provisional Card**

A Provisional Card is available for one year to temporary residents and people who do not have a Texas driver's license or Texas ID. A provisional card may be transferred to a regular card at any time they acquire Texas identification, but it will not be renewed.

**IV. Business Card**

Businesses located in the City of Hewitt are eligible for a Business Card. Library cards will be issued in the name of an organization or business upon request by the executive director or owner. The request must be made in person, and the executive director or owner must provide proof of position in the company or



organization. The responsibility for this account rests with the applicant. Business cards are valid for one year and may be renewed.

## V. **TexShare Card**

The TexShare Card allows patrons from participating libraries access to over 500 public and academic libraries in Texas. Usage policies vary by the issuing library.

- A. Hewitt Public Library cardholders may obtain a TexShare card provided their Standard Library Card is in good standing (no fines or fees) for at least six months.
- B. Visiting TexShare cardholders may obtain a Hewitt Public Library card provided they present a current, unedited TexShare card from their home library and a valid form of photo identification. The cardholder may check out one print book.

TexShare cards for HPL cardholders and visiting cardholders are valid for six months or until the expiration date listed, whichever date is sooner, and may be renewed. Patrons will be responsible for all materials borrowed from other libraries as well as any fees assessed by the lending library. Patrons will be blocked from using the Hewitt Public Library until fees are cleared at the lending library.

## **Loan Periods & Fees**

Library cardholders should present a Library card in order to check out materials. If the Library card is not in their possession, materials may be checked out with photo identification. Items that are returned late, returned damaged, or not returned at all are subject to late fees and/or replacement fees.

### I. **Borrowing Items**

- A. Standard cardholders may check out up to 50 items, with the exception of up to five of any multimedia items (e.g. DVDs, Audiobooks, Playaways). Other item limits may apply.
- B. Standard cardholders in good standing may borrow most materials for three weeks (21 days). Other loan periods may apply.



- C. Standard cardholders may place hold requests on up to 20 circulating items. Once available, items are held for seven days. If the items are not picked up within the hold period, the hold is canceled and either returned to circulation or held for the next cardholder in line.
- D. Materials may be returned to the Hewitt Public Library in any designated book drop. All materials are checked for damage and/or missing pieces before they are checked in and removed from a cardholder's account. Materials checked in after the due date will assess applicable late fees.
- E. Materials may be renewed in person, online, or over the phone up to one time. Materials on hold for other cardholders will not be renewed. Overdue materials may be renewed, but any late fees will remain charged to the cardholder's account.

## II. Late Fees

Late fees are assessed if an item is not returned by the close of business on the due date or placed in the outside book drop before the Library reopens. The fees are calculated at a defined rate per item, per day overdue.

Material Type	Fee
Book	\$0.25
Audiobook	\$1.00
Video/DVD	\$1.00
Other Multimedia	\$1.00

- A. Late fees will accrue each day the item is overdue. The maximum fee per item is equal to the total cost of the item. Payment of the maximum late fee does not constitute cardholder ownership of the item.
- B. The Library, as a courtesy, will notify cardholders by phone, email, or text message of upcoming due dates for items checked out. Not receiving a courtesy notice does not exempt the cardholder from any overdue fees.
- C. Cardholders with outstanding fees exceeding \$10 will not be able to check out print or digital items or use any Library services until such fees are resolved.



### III. Lost & Damaged Items

Fees for lost and damaged items will be charged equal to the replacement cost of the item(s) and/or in accordance with the City of Hewitt Master Fee Schedule (Appendix A).

- A. Items damaged beyond the normal wear and tear, including purposefully defacing or destroying Library materials, will be the responsibility of the cardholder. The cardholder will be charged a fee equal to the replacement cost of the item(s) plus a \$5 processing fee.
- B. Items checked out and not returned 45 days after the due date are considered lost. The patron will be billed for the cost of the item(s) plus a \$5 processing fee.
- C. Cardholders may not replace or substitute any lost or damaged item with another item without approval from the Library Director.
- D. In the event a lost item that has been paid for is found and returned within 30 days of payment, the patron may present the printed receipt to receive a refund. The \$5 processing fee is non-refundable.

### Interlibrary Loan (ILL)

The Hewitt Public Library participates in the state-sponsored Interlibrary Loan (ILL) program. The Library will request from another Library materials that are not available to its cardholders locally. Only print items will be requested. Only Standard cardholders in good standing may request titles through ILL.

#### I. Eligibility

- A. Cardholders may have no more than five ILL titles on their account at any given time.
- B. Cardholders are responsible for any charges assessed by the lending library, including postage fees. HPL charges \$2 per ILL processed that must be paid before a cardholder may check out the item.



- C. Requested titles must have been published at least one year before they can be borrowed through the ILL program. Newer titles will be considered for purchase by the Hewitt Public Library if they are determined to be of general interest to HPL cardholders.
- D. Items available for ILL are determined by the lending library. Reference, Genealogy, or other special collections may not be available.

## II. Loan Period & Fees

- A. Loan periods for ILL items are determined by the lending library. ILL items may only be renewed with the permission of the lending library. Any requests for renewal must be made to HPL staff at least three days prior to the item's due date.
- B. Overdue ILL items will be charged at a rate of \$0.25 per day. There is no grace period for ILL items.
- C. Lost or damaged ILL items are the cardholder's responsibility. Any replacement costs and/or processing fees charged must be made to the lending library in addition to any fines assessed by HPL.

Hewitt Public Library reserves the right to suspend or refuse ILL privileges to cardholders who repeatedly accrue ILL-related charges or otherwise abuse the ILL program.



## COLLECTION DEVELOPMENT

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the Hewitt community. It directly relates the collection to the Library's mission statements and defines the scope and standards of the various collections.

As the community changes, the Library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

### The Community

The City of Hewitt is characterized by citizens, a large number of organizations, a growing business community, a long tradition of interest in art and culture, and several notable colleges and universities within McLennan County. The individuals in the community reflect varying economic, racial, ethnic, religious, and educational backgrounds. Studying the community is essential to selecting materials for the Library. Knowledge of the community enables the Library to better serve its users by developing collections that reflect the changing interests and composition of the area.

### Philosophy of Selection

In support of its mission "to provide access to informational, educational, cultural, and recreational Library materials and services in a variety of formats and technologies," the Hewitt Public Library and the Hewitt Public Library Advisory Board fully endorse the principles documented in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements of the American Library Association. Materials available in the Library present diverse viewpoints, enabling citizens to make the informed choices necessary in a democracy.

### Scope of the Collection

The primary responsibility of the Hewitt Public Library is to serve its citizens, including employees of the City of Hewitt, by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs. Materials are selected to aid individuals, groups, and organizations in attaining practical solutions to daily problems and to enrich the quality of life for all community members.

Budget and space limitations and local needs preclude the Library from duplicating the specialized and comprehensive collections that exist elsewhere in McLennan County.



Access to these collections are provided through cooperative networking, interlibrary loan, and direct referral. The Hewitt Public Library is designed to provide access on an equal basis to the collections of both print and digital content. Emphasis is placed on shared access and ease of use through Interlibrary Loans and TexShare services.

## Scope of the Library

The Hewitt Public Library serves the Hewitt community as a whole. The size and scope of its collection attracts users from surrounding areas, but the main purpose is to serve Hewitt citizens and employees. As an urban/rural library, the Hewitt Public Library places major emphasis on providing information. A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, languages, and interests of users of all ages. The Library aims at providing a comprehensive collection of materials and builds upon existing strengths in business, economics, and the arts. Scholarly and highly technical or specialized materials are not acquired but are made available through other libraries with diverse collections.

## Responsibility for Selection

The authority and responsibility for the selection of Library materials rests ultimately with the Library Director. Under their direction, selection is delegated to the professional Library staff. All staff members and the general public are encouraged to recommend materials for consideration.

## Selection Criteria

All materials, whether purchased or donated, are considered per the criteria listed below. An item does not need to meet all of these standards to be added to the collection.

- Popular interest
- Contemporary significance or permanent value
- Currency of information
- Accuracy
- Local emphasis
- Readability or ability to sustain interest
- Treatment of subject to age of the intended audience
- Reputation of author, publisher, producer, or illustrator
- Creative, literary, or technical quality
- Critical assessments in a variety of journals
- Format and ease of use
- Circulation as monitored through the automated system
- Cost and availability



- Relationship to existing materials in the collection
- Relationship to materials in other area libraries

## Suggestions for Purchase

The Library strongly encourages input from the Hewitt community concerning the collection. A suggestion for purchase enables Hewitt citizens to request that a particular item or subject be purchased by the Library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help the Library in developing collections that serve the interests and needs of the community. Suggestions may be made by e-mailing the Library.

## Request for Reconsideration

Persons from the Hewitt community wishing to recommend the removal of a particular item in the Library collection may submit a Request for Reconsideration of Library Materials form (Appendix B), which will be reviewed by the Library Director, Library Advisory Board, and the staff in relation to the Library's mission statements and the selection criteria of this collection development policy.

## Gifts

The Hewitt Public Library accepts gifts (including publisher's gift copies) for the Library's collection that fall within needed subject categories, as determined by the Library Director and the staff. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The Library retains unconditional ownership of the gift
- The Library makes the final decision on the use or other disposition of the gift
- The Library reserves the right to decide the conditions of display, housing and access to the gift.

Monetary gifts to the collection are welcome and may be designated as memorials. These monetary gifts will be given to the Friends of the Hewitt Public Library to be dispersed solely upon request from the Library Director to support Library initiatives.

- Donations of money designated for the periodicals and newspapers collection are accepted in lieu of actual subscriptions. These contributions offset the high cost of periodical subscriptions and maintain the continuity of subscriptions from year to year.



- Donors of the funds may suggest subjects or titles to be acquired with their donation, but the Library reserves the right of final decision.

The Library will accept for evaluation gift materials only in designated areas as listed below. All gifts must be in excellent condition.

- Art and Architecture
- Business, Science and Technology published within the last five years
- Texas History
- Children's Books
- Fiction and non-fiction
- Fiction and non-fiction by local authors

## Duplication of Material

Multiple copies of materials are purchased in response to user demand as evidenced by number of reserves, anticipated popularity, repeated requests and monitoring of the collection. For popular fiction and non-fiction titles, the Hewitt Public Library maintains a ratio of one copy for every seven reserves or as deemed necessary by the Library Director.

## The Collection

- **Adult Collection**

Fiction - The Library's collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics and important novels of the past. The Library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users.

Non-Fiction - The Library aims at acquiring materials which provide a core of basic knowledge. In addition, the Library selects, makes accessible, and promotes the use of materials which:

- address contemporary issues
- provide self-help information
- facilitate continuing education
- enhance job-related knowledge and skills
- increase knowledge of affairs of the community, the country, and the world
- support undergraduate course work
- support business, cultural, recreational and civic interests in the community
- nourish intellectual, aesthetic, creative and spiritual growth
- present different viewpoints on issues



- **Children's Collection**

To encourage life-long reading habits, the children's collection provides materials in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of Hewitt. The materials are selected with regard to the stages of emotional and intellectual maturity of children. The collection also provides adults with materials that relate to the well-being of children, enrich preschool and school curriculums, and aid in the study of children's literature.

- **Electronic Databases**

Online computerized databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the Library staff to enhance and supplement reference service. Many of the databases contain specialized information beyond the scope of the Library's print collections; others have information that does not exist in print format. Some databases duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to Library users.

- **Foreign Language Materials**

The Library maintains a collection of foreign language materials aimed at meeting the recreational and the informational needs of the community. Resources may include books, magazines, newspapers, videos and sound recordings in the languages used by individuals in the community. The Library's collection also includes materials which aid in learning a second language. These resources include books such as grammar guides and dictionaries, audio, and videos for learning the languages most frequently studied in the community. Foreign language needs are assessed through such tools as patron registration data, language needs assessments, patron requests, circulation statistics, and community awareness. The information gathered is used to determine the size and scope of the collection. The availability of materials may impact the development of the collections.

- **Genealogy Collection**

The genealogy collection is an online self-service reference collection, aimed at users in the initial stages of researching family history. The Library purchases basic how-to-do-it resources, standard reference items and indices, and handbooks on family research. A more extensive collection is available at the Waco McLennan County Library.



- **Government Documents**

The Library does not collect federal and state government publications, but provides access to these documents via the internet.

- **Internet (Public Access)**

In conjunction with its mission statements, the Hewitt Public Library provides access to a vast array of information available through electronic media. Electronic information, services, and networks provided directly or indirectly by the Library will be readily, equally, and equitably accessible to all Library users. The Hewitt Public Library does not monitor and has no control over the information accessed and cannot be held responsible for the content, accuracy or quality of the information retrieved. Providing access to electronic information, services, and networks differs from selecting and purchasing material for the Library's collection, offering unprecedented opportunities to expand the scope of information available to all users.

- **Large Type**

The large type book collection meets the needs of an increasing number of visually impaired visitors. The major thrust of the collection is popular fiction, including mysteries and westerns, along with high interest non-fiction such as biographies and health-related materials.

- **Literacy Collection**

The literacy collection provides written material in a variety of formats to support the Library's literacy effort, including materials used in tutoring programs. A large portion of the collection should provide strong support for literacy instruction. Other materials consisting of both fiction and non-fiction often emphasize practical subjects. In addition to this basic instructional material and in support of family literacy, a variety of children's picture books, read-alongs, games and parenting materials, and books are available for adult student learners to use with their children.

- **Materials for Public Review**

In support of major city projects, the Municipal staff assembles collections of resources for public review. The collections cover topics under study by city or citizen task forces or committees, and are gathered on a temporary basis at the Library for the duration of the project. The materials may consist of journal and newspaper articles, books, documents, database searches or other resources. The Library provides Hewitt citizens with information on local issues, actions, services and programs. City-produced reports, agendas, and minutes of boards and commissions and other local agencies are made available for public review. Some of



these materials, depending on their long-term informational value, become a permanent part of the Hewitt Public Library collection

- **New Media**

The Library must continually assess new electronic media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training. It is essential for staff to monitor technological developments so that wise and cost-effective collection decisions are made for the Hewitt community.

- **Pamphlets**

The Library will maintain a few pamphlets on select topics to augment reference service. The pamphlets provide information on topics of current interest and are also used to quickly locate difficult-to-find information on frequently requested topics.

- **Paperbacks**

The Library may maintain a cataloged paperback collection to provide recreational reading in popular areas of interest. The collection duplicates many cataloged books, including best sellers, classics, and works of perennially popular authors. This is a high turnover collection aimed at supplying multiple copies of books in demand.

- **Hewitt Collection**

As the information center for the City of Hewitt, the Library places a high priority on acquiring comprehensive information and resources about Hewitt, past and present. The Library collects reference and circulating materials which reflect the city's historical and cultural development, with special attention to its ethnic diversity and heritage. Information collected about contemporary Hewitt supports current Library programs and services and serves as the basis for future historical research.

The Hewitt collection consists of both print and non-print materials. The book collection contains all available historical and descriptive works about Hewitt and its residents (including fiction and children's books); city and other Hewitt directories; works on local art, architecture, music, etc.; and a representative selection of books by Hewitt authors.

- **Periodical Collection**



The Library's newspaper and magazine collection provides current and retrospective information aimed at meeting the research and recreational reading needs of the community in print and digital formats. The collection also contains periodicals that serve the professional reading needs of the Library staff.

The periodical collection consists of a diversity of publications in fields which are of interest to the community. It includes basic and popular reading magazines. To provide optimal access to information for those conducting research, an emphasis is placed on selecting titles that are included in standard periodical indexes. Journals which are highly technical or scholarly are generally not included in the collection. In addition to magazines, the collection includes newspapers published locally as well as from major geographical areas of interest to the community.

- **Reference Collection**

The Library maintains a reference collection which is used to answer questions and to serve the informational needs of Library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. They remain in the Library at all times to be readily available to all citizens. Selection criteria of importance for reference sources are: accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing.

Reference sources are consulted for specific items of information rather than to be read consecutively and include: bibliographies, indexes, directories, dictionaries, catalogs, yearbooks and annuals, statistical compendia, atlases and gazetteers, biographical dictionaries, and almanacs. Reference sources which describe, condense, and summarize information include encyclopedias, histories, handbooks, abstracts, and special reports with difficult-to-find information.

The reference collection contains standard works in areas of general reference, the humanities, social sciences, physical and biological sciences, technology, history and area studies, business and economics, art, and Hewitt and Texas-related information.

- **Sound Recordings**

The spoken word recording collection contains sound recordings of fiction and nonfiction books (both complete and abridged), poetry and drama, language instruction, and other instructional subjects. The adult collection recordings is being expanded to encompass popular fiction and nonfiction, as well as literary classics, language instruction, and general educational topics of popular interest. Recordings are currently published and purchased in CD and digital format.



- **Textbooks**

Recognizing the responsibility of schools and universities to provide access to required textbooks for their students, the Hewitt Public Library does not acquire textbooks required for school curricula. It does acquire some textbooks when needed to provide broad or introductory coverage in various subject areas.

- **Toys**

A collection of educational toys intended for use by preschoolers is available at the Library. It provides this age group with a way of learning about their world through play and builds a foundation for reading through the development of motor and cognitive skills. The collection consists of items such as puppets, puzzles, and blocks. Each toy is accompanied by an educational card for the parents, detailing ways to use the toy to further enhance skill development. The foundation for reading is also strengthened by attendance at preschool story times.

- **Videos**

The Library collects DVDs and Blu-Ray formats to meet the educational and recreational viewing needs of adults and children. Emphasis is placed on videos for children, educational and documentary videos on a variety of subjects, videos of feature films include film classics (such as those named to the National Films Registry), and highly rated current films of broad family appeal or potential cultural, historical, or aesthetic significance. Whenever possible, the Library purchases videos with public performance rights.

- **Young Adult Collection**

A young adult collection has been established to satisfy the Library needs of patrons from the approximate age of 13 to 18 years. It is a transitional collection for the reader moving from the children's collection to the adult collection. The type of materials selected differs significantly from the junior high level because of the social, emotional, and intellectual maturity required to read them. As this is primarily a browsing collection, fiction and paperbacks are emphasized with a selection of topical non-fiction and hardback books. While materials of overall "good literary quality" are included in this collection, popular titles and themes of contemporary interest to the target age groups are stressed.

## Collection Development on the Internet

Through its website, the Hewitt Public Library directs users to informational resources on the internet that complement, enhance, and in some cases, parallel resources housed in the Library collection. As new resources become available via the internet, similar reference



resources in the Library's print reference collection will be evaluated for retention, taking into consideration access, cost, ease-of-use and other selection criteria.

- **Scope & Breadth**

Links are made to Internet sites based on informational needs of the Hewitt community, areas of emphasis in the collection, and local areas of interest. The Hewitt Public Library website leads to other fully developed and specialized subject sites that aim at comprehensive topical coverage and does not attempt to parallel them in breadth. Although a particular emphasis is made on selecting sites created by governmental, educational, and non-profit entities, links are also made to sites created by for-profit organizations when they meet selection criteria and informational needs.

- **Selection Criteria**

Criteria for selecting sites include authority, coverage, accuracy, relevance, quality of information, organization, currency, and relation to informational requests from Library users. Links to sites will be deleted or removed when they are outdated or superseded by newly identified sites.

## Collection Development Scale

The following definitions of collection intensity have been developed to provide guidelines for the acquisition and evaluation of subject areas within the collection. They are used in analyzing the collection by Dewey Decimal number and/or material type so that subject strengths and collection emphases at the Library are clearly delineated.

- **Popular/Basic Collection**

Acquire best-sellers and popular materials based on demand or anticipated demand. Select basic works which serve to introduce and define a subject. Develop a highly selective collection that is weeded continuously based on use.

- **Working Collection**

Acquire popular, current materials and significant works/classics. Maintain a retrospective collection to reflect standard titles. Develop a minimum depth, broad scope collection. Weed based on significance of title and changing use.

- **Resource Collection**

Acquire popular and significant works; plus purchase extensively for coverage of the "best and most important" resources in a subject area. Develop a collection that provides broad, current, in-depth, and retrospective coverage. Weed based on significance of title, usage, and maintaining existing collection strengths.



- **Research Collection**

Acquire all available current and retrospective works for comprehensive coverage of a field. Retain all titles and holdings with an emphasis on preservation. Virtually no weeding should occur.

## **Collection Maintenance**

Maintenance of the Library's collection through constant re-evaluation by the Library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection. Those materials determined to no longer be of value are withdrawn from the collection.

## **Discarding Library Materials**

Library materials are discarded for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

A copy of a work will be evaluated in terms of its value to the community, with consideration to the following:

- Local interest
- Reputation of author, publisher, producer, illustrator
- Significance as identified in standard bibliographies
- Quality of graphics
- Uniqueness of information for research

## **Replacement**

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- Availability of copies in the system
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability
- Circulation statistics



## **Binding**

The decision to bind materials is made with consideration to the same factors involved in replacement. In addition, the following should influence the decision to bind:

- Adverse impact on circulation because of appearance
- Feasibility of binding
- Cost of binding vs. cost of replacement

## **Revision of Policy**

This collection development policy will periodically be evaluated and revised as times and circumstances require.



## INTERNET & TECHNOLOGY

Information found on the Internet is provided by millions of people and organizations from around the world. Not all information found on the Internet is accurate, up-to-date, legal, or acceptable to all individuals. The Library does not control information found on the Internet and, therefore, cannot be held responsible for its content. Individuals who use the Internet are responsible for evaluating the validity and appropriateness of the information they access.

The use of Library computers for the transmission, dissemination and/or duplication of information is regulated by state and federal laws. All Library users must comply with these laws. Library policy forbids the access of illegal material on its terminals. The Library does not provide e-mail accounts; however, visitors may be able to access their free web-based e-mail accounts using the Library computers.

### Internet Use by Minors

As with other Library materials, supervision of a child's use of the Internet is the responsibility of a parent, guardian, or caregiver. A parent, guardian, or caregiver must advise the Library whether or not the minor has permission to use the Internet before the minor's card will allow Internet access.

The Library's Internet service and devices are programmed to meet the requirements detailed in the Children's Internet Protection Act (CIPA), including blocking any visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

### Responsibilities of Internet & Other Computer Users

Visitors using the Library's Internet and technology:

- Must not attempt to save files on hard drives or C: drives
- Must not shut off computers or purposely manipulate computers in order to get additional sessions
- Must not damage computer equipment or software
- Must not use any Library card but their own
- Must not engage in harassing or defamatory activity online
- Must not use computers for illegal activity

Violation of this or other policies may result in the loss of computer access and/or Library privileges.



## **Wireless Internet (Wi-Fi)**

The Hewitt Public Library provides free wireless access with which visitors may use to connect personal laptop computers or other Wi-Fi-enabled devices. By choosing to use this free service, visitors agree to abide by relevant Library policies and rules. Wi-Fi users are bound by Texas Penal Code, sections 43.21, 43.22, and 43.24, which make display of obscene materials a criminal offense.

## **Internet Safety**

The Library's Wi-Fi is not secure. Information sent to and from visitors' devices may be captured by anyone else with a wireless device and the appropriate software. The Library assumes no responsibility for the safety of equipment, or for computer or other wireless device configurations, security, or data files resulting from connection to the Library's Wi-Fi network. Anti-virus and security protection are the responsibility of visitors.

The Library is not responsible for any loss of data or theft or damage to personal equipment or software.

## **Technology Assistance**

Due to the diversity of mobile computing equipment used by visitors to the Library, staff is not able to provide technical assistance outside of basic navigation skills, nor is staff permitted to configure or troubleshoot a visitor's computer or device.



## LIBRARY PROGRAMS & EVENTS

As an informational, educational, and cultural institution, the Hewitt Public Library welcomes and presents programs of interest, information, and enlightenment to the community, in keeping with the mission and strategic goals of the Library. Library programs and events adhere to fair and consistent standards for the types of programs presented at the Library and the use of space in the Library, thus ensuring appropriate use of these spaces in a manner that is consistent with the Library's other service objectives. The Library's philosophy of open access to information extends to Library programming.

### Purpose of Programs

Library-initiated programming is a Library resource that provides information, education, and recreation to Library users. Programming utilizes Library staff, books, resources, displays and media presentations. The Library often incorporates cooperative programming with other agencies, organizations, and educational institutions as well as other resources to communicate with Library users.

### Guidelines for Programs

Library programs shall generally be voluntary, free, and open to the public. Library programs must be non-commercial in nature. Although a professional expert may present a program, the information should always be generic in nature. Library programs must have a special educational, informational or cultural value to the community.

Library programs should provide for the interest, information, and enlightenment of all people of the community. Selection of Library program topics, speakers, courses, classes, and resource materials should be made by Library staff on the basis of the interests and needs of Library users and the community. Library programming should not exclude topics, books, speakers, media, or other resources because they might be controversial. The Library does not conduct programming that is purely commercial or religious in nature.

Acceptance or co-sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by participants, and this will be noted on publicity. Co-sponsorship is defined as the Library working with another agency, presenter, or business to provide a program for Library visitors. Priority co-sponsorship will be given to local governments, agencies, businesses, or organizations.

The Library and its employees will not be liable for the content of any program presented by a third party. Professional performers or presenters will be permitted to sell their creative products only if the Library Director has agreed in advance to such an



arrangement. Timely and adequate public announcement shall be made of all programs. Organizations or individuals partnering with the Library must coordinate marketing efforts with the Library staff.

Registration may be required for planning purposes and when space is limited. When preregistration is required, it must be handled by the Library unless other arrangements are made.

For most programs, evaluation forms may be distributed to the participants so that staff may know what has been successful and receive ideas for new programs.

## **Liability**

The Library will not be responsible for protecting materials from damage or theft during Library-sponsored programming. All items placed in the Library are there at the owner's risk. Hosting speakers, groups, or other individuals and organizations does not imply the Library's endorsement of content, the sponsoring organization, or its views; nor will the Library accept responsibility for the accuracy of statements made in such presentations.

Visitors attending Library programs involving physical activity or crafting instruments assume responsibility for any minor or serious injuries that may occur to the self or to others. Attendees and visiting instructors must sign a liability release waiver (Appendix D) prior to participation in any physical activity held during a Library-sponsored program.

Concerns, questions, or complaints regarding Library-sponsored programs may be directed to the Library Director.



## PUBLICITY & MEDIA RELATIONS

The Library cannot succeed in its mission and vision without a prominent promotional presence around the community. The Library will take an active role in promoting its objectives and services across a variety of formats for the general education of government officials, civic leaders, and the general public. All promotional materials will present the Library and the City of Hewitt positively and through an educational lens.

### Publicity

Publicity may include:

- Widest possible dissemination of information about books, magazines, newspapers, recordings, and other available materials;
- Descriptions of the range of facilities, services, and programs relating to the needs of the community;
- Acquainting the public with the physical location of service points, hours of service, conveniences, etc.;
- Background information to familiarize the public with library processes, rules, and policies;
- Feature articles describing particular aspects of library service, highlights of the past, and features of a commemorative nature to familiarize the community with the breadth and continuity of service;
- Full utilization of all available channels of communication including newspapers, newsletters, local radio and cable stations, email broadcasts, the library's web page, and other social media sites;
- Appearance at community locations via a table or booth, HPL on the Go!, or other means.

The Library reserves the right to take photos and video at library-sponsored programs and events to be used for promotional purposes. Attendees to the library and its sponsored programs and events may be captured in any photos or video taken with the understanding that the photos may be distributed across any medium or platform. It is the responsibility of Library visitors to inform a Library staff member if they do not wish to appear in any promotional materials.

### Media Relations

The Library seeks to provide the community with consistent, accurate, and timely information as it occurs. Media outlets are encouraged to direct any questions about



Library programs or services to the Library Director. Library staff contacted by the media should refer all requests for comment to the Library Director.



## VOLUNTEER SERVICE

The Hewitt Public Library recognizes the outstanding contributions of community members seeking to be involved in local events. Volunteers can enrich and expand Library services and act as public advocates for the Library.

Acceptance of volunteers is under the sole discretion of the City of Hewitt. Volunteers must:

- Work in accordance with the Fair Labor Standards Act (FLSA);
- Be at least 16 years of age unless accompanied by a parent, legal guardian, or designated group/organization leader;
- Submit a background authorization form and undergo a background check.

The Library does not accept court-ordered volunteer services.

Volunteers are expected to conform to all policies and procedures of the Hewitt Public Library. Volunteers supplement, but do not replace, regular Library staff. Volunteers may apply for paid positions – as they become available – under the same conditions as other outside applicants.

Other opportunities for volunteer work with the Library are available with the Friends of the Library upon the completion of a membership application. Openings for the [Library Advisory Board](#) are available to residents by submitting a completed application to the City of Hewitt Secretary.



## CONFIDENTIALITY OF LIBRARY VISITORS

The Hewitt Public Library protects the confidentiality of visitor information as part of its commitment to intellectual freedom. Confidentiality and privacy are essential to free speech, free thought, and free association. The guarantee of privacy for readers, hearers, and viewers will ensure this freedom. Library visitors will be free to use the library and its materials and services without government, community, or individual interference.

This Library policy is pursuant to Texas Public Information Act, Local Government Code Chapter 552.124 – EXCEPTION – CONFIDENTIALITY OF RECORDS OF LIBRARY OR LIBRARY SYSTEM relating to making confidential a record that would identify a person who uses library services or materials. (See the Complete Texas Open Records Act)

### Borrower Records

Confidentiality extends to all records with identifying information about cardholders, including their requests for information and materials and their loan transactions. It also includes their use of Library computers and the online sites and resources they access. The Library will keep patron information confidential and will not disclose this information except as necessary for the proper operation of the Library, upon consent of the patron, pursuant to subpoena or court order, or as otherwise required by law.

How each individual chooses to use and share their Library card will determine the degree of privacy that the library can provide for that borrower's record. To support this choice, the Library will provide access to information associated with a valid Library card under the following circumstances:

- Presentation of a borrower's card, provision of the card number on the library website or over the phone, or presentation of the card number on an official library notice permits access to information about that record.
- Presentation of the identification necessary to obtain a library card will permit full access to the record of the person named on that identification only.

The Library protects the right of privacy of the individual by forming a partnership with the individual or family and allowing the individual or family to choose who has access to the Library card of any one individual. This approach to privacy enables parents to adjust their awareness of their children's borrowing patterns to a degree that satisfies that family's system of values. It creates a partnership for privacy and assumes that individuals will protect themselves to the degree they choose. Private information may be released to the parent or legal guardian of an unemancipated minor age 17 or under, provided the parent or legal guardian can provide the child's library card or card number.



Library staff may withhold information if they feel that disclosure would threaten a cardholder's physical or emotional wellbeing. In this case, the Library Director may be asked to intervene and make the final decision.

## **Borrower Fees & Overdue Materials**

Protection of the privacy of a borrower's record may be compromised by the individual who chooses to keep materials past their due date. In an effort to settle outstanding fees or retrieve missing items, the Library will permit individuals other than the holder of the borrower's card to settle unpaid fees on that card. The Library will work to provide as little identifying information as possible; however, the recovery of overdue materials often requires the provision of the description of those materials.

Insofar as it is possible, the Library will confine information about subjects, authors, or titles loaned to persons who have reasonable chance of locating and returning the Library's materials. All borrowers are cautioned that they can best protect their privacy by returning materials on time.

## **Minimum Records Kept**

HPL keeps the minimum number of records necessary for maintaining operations. When a visitor logs off a Library computer, information about that visitor's session is automatically deleted.

## **Compliance with Federal Law**

HPL is required by federal law to comply with the USA PATRIOT ACT, which relaxed the requirements for obtaining court orders and search warrants in investigations concerning national security and terrorism. The Act also expanded the range of records that can be searched in these investigations to include business records such as those of libraries and bookstores. Furthermore, if such a search is conducted, Library staff cannot notify the cardholder of record requests given to law enforcement or that the cardholder was the subject of an investigation.

This Act supersedes all state and local confidentiality and privacy laws. Nothing in this policy shall prevent authorized Library personnel from using Library records in the administration of their regular duties.

## **Third Party Partners**

The Library works with third party partners to provide certain services to Library patrons. Information a patron submits to the Library may be provided to these third parties so they



can assist the Library in providing certain services. Patrons are encouraged to read and become familiar with the privacy policies of these third party partners.

## **External Websites**

The Library website also contains links to external websites not maintained by the Library. The Library cannot be responsible for patron privacy when visiting other websites. Once patrons link to another website, they are no longer subject to the Library's Confidentiality of Patron Information policy, but the privacy policy or statement, if any, of the website they have linked to.

## **Video Surveillance**

Hewitt Public Library and the City of Hewitt makes use of video surveillance solely for the purpose of preventing theft, ensuring the safety of visitors and staff, and identifying individuals who behave in a disruptive manner, cause damage to City property, or are otherwise in violation of the Code of Conduct.

While HPL recognizes that video surveillance will not prevent all incidents, its potential deterrent effect and resource as a means of identifying and prosecuting offenders is considered worthwhile.

Reasonable efforts are made to safeguard the privacy of visitors and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy, such as restrooms and the employee breakroom.

Only the Library Director, the City Manager, and authorized designees may operate the video security system. Authorized users shall only access video surveillance records during the course of regular work duties or upon the implementation of proper legal action.

## **Applicability**

This policy applies to all Library patrons. The parents or legal guardians of patrons under the age of 18 may have access to their child's borrowing record. Otherwise, this policy fully applies to minor patrons.



## APPENDIX A: LIBRARY FEES

Book late fee	\$0.25 per day
Non-Book Materials late fee	\$1 per day
Hotspot late fee	\$2 per day
TexShare ILL late fee	\$0.25 per day + \$5 processing fee + any fee by lending library
Lost book or material	Cost of book + \$5 processing fee
Damaged book or material	Cost of damage is calculated by the amount of damage divided by the cost of book + \$5 processing fee
Barcode replacement	\$1
Media case replacement	\$5
Hanging bag	\$20 + \$5 processing fee
3D printing	\$0.10 per gram
Paper copy – Black & White	\$0.15 per page
Paper copy – Color	\$1.25 per page
Large format printing	Estimate per item: L x W x .035 x 40%
Fax	\$1 per page
USB	\$8 each
Proctor exam fee	\$15 (waived for Hewitt residents)
ILL Material request	\$2 per item requested
Lost library card replacement	\$1
Return check fee	\$35
Out of County fee (excludes people that work in Hewitt and live inside McLennan County)	\$40 annual fee
Backpack replacement fee	\$15 + \$5 processing fee
Backpack – including contents	\$125 + \$5 processing fee
Manipulatives	\$1
Plastic tub	\$5 + \$5 processing fee
Travel bag replacement	\$20
Magazine cover replacement	\$20
Hotspot replacement of device	\$100 + \$5 processing fee
Hotspot replacement cords	\$15 + \$5 processing fee
Chromebook replacement of all contents	\$450 + \$5 processing fee
Chromebook device	\$400 + \$5 processing fee
Chromebook case	\$30 + \$5 processing fee
Chromebook cables	\$35



## APPENDIX B: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

### Library Advisory Board Statement for the Reconsideration of Library Materials

A singular obligation of the Hewitt Public Library is to reflect within its collection differing points of view on controversial or debatable subjects. The Hewitt Public Library does not declare particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents.

Comments from community members about the collection or individual items in the collection frequently provide librarians with valuable information about interests or needs that the collection may not adequately meet. The Hewitt Public Library welcomes expression of opinion by patrons but will be governed by the Library's Collection Development Policy in adding or deleting items from the collection.

Active patrons who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form entitled "Request for Reconsideration of Library Material."

**Only Hewitt residents' requests with active library cards will be considered.**

Upon receipt of a formal, written request, the Director will appoint an ad hoc committee from the professional staff, including the acquisition staff member, for the subject area of the item in question. The committee will make a written recommendation to the Director, who will then decide on the material's disposition. In writing, the Director will communicate this decision and its reasons to the person who initiated the request for reconsideration at the earliest possible date but no longer than 90 days. The material in question will stay on the shelves until a final determination has been made. The Director will inform the Library Advisory Board of all requests for reconsideration of library materials and their disposition.

If the person who initiated the request is not satisfied with the decision of the Director, he/she may appeal the decision to the Library Advisory Board by making a written request to the President of the Board. The Advisory Board has 60 days to review the decision. The Library Advisory Board will determine whether the request for reconsideration has been handled in accordance with the stated policies and procedures of the Hewitt Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director. If the Library Board supports the decision, the person who initiated the request can ask the Library Board to appoint an ad hoc committee consisting of Hewitt residents, who will then decide on the material's disposition. The Library Board President will communicate the decision in writing at the earliest date but no longer than 60 days from the request. The Library Advisory Boards' decision is final.



**Instructions:** Please read, watch, or listen to the entire book, magazine, video, or sound recording you wish to discuss before completing this form. Complete one form for each item for reconsideration. The Hewitt Public Library has established a collection development policy and procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request a reconsideration of a resource, please return the completed form to the library director. The material will stay on the shelves until a final decision has been reached.

**“LIBRARY USE ONLY”**

Date Received	Action	Date Received	Action	Final Determination

**The material you wish to discuss:**

Author/Artist \_\_\_\_\_

Title \_\_\_\_\_

Book     Periodical     Other    Publisher/Date \_\_\_\_\_

**Name of person making request:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Hewitt, TX 76643

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_



Do you represent:

\_\_\_\_\_ Yourself

\_\_\_\_\_ Organization (Name) \_\_\_\_\_

Are you a Hewitt resident? Circle Yes No

Do you have an active Hewitt Public Library card? Circle Yes No

**Only Hewitt residents' requests with active library cards will be considered.**

**Please answer the following questions.**

1. Have you read the Hewitt Public Library Collection Development Policy?  
Circle Yes No

2. What is objectionable about this item, program, display, digital resource, or artwork? Please be specific and cite page numbers, scenes, or tracks.

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3. What brought this to your attention?

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4. Have you read/viewed/listened to this work/exhibition in its entirety? What you read/viewed/listened to, or attended, if not?

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5. What do you want the committee to consider (such as reclassifying or removing this item from the collection)?

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6. What are the positive points of this material?

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7. Can you suggest other resources for additional information and viewpoints, including policies, articles, and reviews?

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8. Do you have a recommendation for an alternative to this item, display, digital resource, artwork, or program?

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Date: \_\_\_\_\_

Signature of Patron: \_\_\_\_\_

Signature of Library Director: \_\_\_\_\_



## APPENDIX C: LIABILITY & PHYSICAL ACTIVITY WAIVER

I agree and consent to the following:

- I am voluntarily participating in \_\_\_\_\_ conducted by the Hewitt Public Library. I recognize that the program requires physical exertion that may be strenuous at times and may cause physical injury, and I am fully aware of the risks and hazards involved.
- I understand that it is my responsibility to consult with a physician prior to and regarding my participation in the above mentioned program. I represent and warrant that I have no medical condition that would prevent my participation in the program.
- I agree to assume full responsibility for any risks, injuries, or damage known or unknown which I might incur as a result of participating in the program. Such injuries may include, but are not limited to, heart attacks, muscle strains, muscle pulls, muscle tears, broken bones, shin splints, heat prostration, injuries to knees, injuries to back, injuries to foot, or any other illness or soreness, including death.
- I knowingly, voluntarily, and expressly waive any claim I may have against the Hewitt Public Library and its facilitators for injury or damages that I may sustain as a result of participating in the program.
- I, my heirs, or representatives forever release, waive, discharge, and covenant not to sue the Hewitt Public Library or its facilitators for any injury or death caused by their negligence or other acts.
- I have read the above waiver and release liability and fully understand its contents. I voluntarily agree to the terms and conditions stated above, and I understand that this agreement may cover any and all dates of participation in the aforementioned activity.

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Participant Name

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Participant Address

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Email

Phone

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Signature (*Parent/Guardian, if participant is under 18*)

Date

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