

**Columbia County Library System
Agenda for January 6, 2026 at 4:00 pm
Columbia County Library (Evans Branch) Meeting Room B & C**

Chair Connie Melear, Countywide
Vice Chair John Luton, District 4
Rusty Jarrett, District 1

Vacant, District 2
Secelia Brown, District 3

- | | |
|---|--------------|
| A. CALL TO ORDER | Chair Melear |
| B. INVOCATION | Chair Melear |
| C. PLEDGE OF ALLEGIANCE | Chair Melear |
| D. ROLL CALL/QUORUM | Chair Melear |
| E. MINUTES | Chair Melear |
| a. November 18, 2025 | |
| F. PRESENTATION AND APPROVAL OF THE AGENDA | Chair Melear |
| G. APPOINTMENT OF SECRETARY/TREASURER | Chair Melear |
| H. APPROVAL OF CCLS POLICIES | Chair Melear |
| a. Collection Development | |
| b. Circulation | |
| c. Code of Conduct | |
| d. Internet & Computer Use | |
| e. Meeting Room | |
| f. Study Room | |
| g. Supervision of Minors and Dependent Adults | |
| I. PUBLIC COMMENTS | Chair Melear |
| J. ADJOURNMENT | Chair Melear |

**Columbia County Library System
Minutes for November 18, 2025 at 4:00 pm
Columbia County Library (Evans Branch) Meeting Room A**

Present at the meeting included:

Chair Connie Melear
Vice Chair John Luton
Member Rusty Jarrett
Member Secelia Brown

Deputy County Manager Glenn Kennedy
County Clerk Patrice Crawley
Libraries Manager Keisha Evans
Admin Angelica Bermudez

CALL TO ORDER

Chair Melear called the meeting to order at 4:00 p.m.

INVOCATION

Chair Melear gave the invocation.

PLEDGE OF ALLEGIANCE

Chair Melear led the pledge to the American flag.

ROLL CALL/QUORUM

Chair Melear declared a quorum with four members present.

MINUTES

November 06, 2025 Executive Session and Regular Session Minutes

Member Jarrett made a motion to approve the Executive Session and Regular Session Minutes as presented. Vice Chair Luton seconded the motion. The motion carried unanimously.

PRESENTATION AND APPROVAL OF THE AGENDA

Chair Melear presented the November 18, 2025 agenda.

NEW BUSINESS

Service Agreement with Columbia County, Ga

Member Brown made a motion to approve the Service Agreement with Columbia County. Vice Chair Luton seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

Chair Melear stated that the Board needed to go into Executive Session, that the room should be cleared of the public and that everyone may come back when the meeting is called to order. Member Brown made a motion at 4:03 p.m. to go into executive session. Vice Chair Luton seconded the motion. The motion carried unanimously.

Member Brown made a motion to adjourn from executive session at 4:15 p.m. Member Jarrett seconded the motion. The motion carried unanimously.

Chair Melear called the meeting back to order at 4:16 p.m.

Chair Melear stated that one personnel item was discussed but no action was taken.

**Columbia County Library System
Minutes for November 18, 2025 at 4:00 pm
Columbia County Library (Evans Branch) Meeting Room A**

AGREEMENT WITH KEISHA EVANS TO PROVIDE SERVICES AS THE DIRECTOR OF THE COLUMBIA COUNTY LIBRARY SYSTEM

Member Brown made a motion to approve the agreement with Keisha Evans to provide services as the Director of the Columbia County Library System. Member Jarrett seconded the motion. The motion carried unanimously.

PUBLIC COMMENTS

Karin Parham requested that the guidelines that were passed by the previous board be rescinded.

Chair Melear stated that the next meeting will be held on January 6, 2026 at 4:00 p.m.

Member Jarrett made a motion to adjourn the meeting at 4:19 p.m. Member Brown seconded the motion. The motion carried unanimously.

Connie M. Melear, Chair

Secretary



COLUMBIA COUNTY LIBRARY SYSTEM

Collection Development Policy

Adopted by the Columbia County Library System Board of Trustees

Date of Adoption:

Effective Date:

Date of Last Revision:

Table of Contents

1. Objective of Library Collection.....2

2. Gifts.....2

3. Responsibility.....2

4. Evaluation and Selection.....2

5. Intellectual Freedom.....3

6. Format.....3

7. Selection Aids.....3

8. Analysis of Subject Fields.....3

9. Replacement.....5

10. Deselection (Weeding).....5

11. Further Guidelines for the Collection, Classification, and Shelving of Books and Media
Intended for Children, Youth, and Young Adults (Minors).....5

 11.1 Selection standards for minors.....5

 11.2 Age-appropriate placement.....6

 11.3 “Harmful to minors” materials.....6

 11.4 Explicit sexual content prohibited in minor areas.....6

 11.5 “Obscene” materials prohibited in minor areas.....6

 11.6 Additional restrictions for children under age 12.....7

 11.7 Parental responsibility.....7

12. Library Bill of Rights.....7

13. Request for Reconsideration Policy.....7

 13.1 Purpose.....7

 13.2 Procedure.....7

 13.3 Appeal Process.....8

 13.4 Limitations.....8

 13.5 General Provisions.....8

14. Sample Request for Reconsideration Form.....9

1. Objective of Library Collection

The objective of the library collection is to support the Columbia County Library System's (CCLS) mission to provide quality library services and materials to adults and children in the county to meet their informational, recreational, and educational needs.

2. Gifts

Only gifts that are free of liens or claims are accepted. The CCLS has sole and absolute authority in accepting or declining a gift and is granted unconditional ownership of the gift. The donor may specify that the item be returned to them if the library declines or ceases to use the item(s); if no such request is made, the CCLS may dispose of or sell the item as it deems appropriate. Some items may be used in "Friends of the Library" media sales. If the item is sold, all proceeds belong to the CCLS.

If a monetary gift is donated, the donor is invited to select an item from a library wish list. If no item is selected, the CCLS chooses how to spend the donation. The CCLS does not determine the monetary value of gifts for tax deduction or any other purpose; the donor is given the appropriate form to use as they determine. Gifts are an addition to the collection, not a supplementation, and are not viewed as a means of cost reduction.

3. Responsibility

The heads of each library department are responsible for the selection of items in their respective departments. They will use materials and techniques outlined in the Evaluation and Selection section of this document and applicable CCLS policies/guidelines. They are encouraged to solicit suggestions and feedback from staff and patrons. The CCLS Board of Trustees is the final authority for collection development.

4. Evaluation and Selection

Selection will be guided primarily by community demand, with every effort made to represent all points of view on topics of interest. The CCLS welcomes patron suggestions and requests.

Selection criteria include, but are not limited to:

- Current popularity of the author
- Positive critical reviews
- Reputation and/or authority of the author
- Part of a series the library collects (e.g., Time-Life series)
- Affordability
- Artistic, literary, historic, and/or scientific merit
- Media attention

- Adequate coverage of controversial issues

Copyright and fair use policies are adhered to when selecting software for public use. Software will only be available for on-site use by patrons. Value, validity, and timeliness are of utmost importance when selecting reference materials. CCLS librarians may consider Motion Picture Association of America ratings when selecting media.

5. Intellectual Freedom

As a public institution, the CCLS strives to reflect the views of the entire community, not simply the majority. Patrons may find certain materials objectionable but are reminded that they are responsible only for their own—and their children's—reading, listening, and viewing choices. No one may restrict access for others. The library provides materials that allow patrons to examine issues and reach their own conclusions.

6. Format

The CCLS recognizes the value of non-print items for educational and entertainment purposes and reflects this in its collection efforts. Whenever possible, the CCLS chooses the most appropriate format for the item selected. The preferred format for books (both fiction and nonfiction) and serials is print on paper. Print items may be duplicated in audio or visual format. Graphic novels may be included when the item is in popular demand and has received critical acclaim.

7. Selection Aids

CCLS librarians use reviews from *Library Journal*, *Public Libraries*, *VOYA*, *American Libraries*, *School Library Journal*, and other reputable, affordable professional tools. Local schools are consulted to ensure items that enhance and complement their curriculum are selected. Input from local school and preschool teachers is welcomed and actively sought for materials in the young adult and juvenile collections.

8. Analysis of Subject Fields

The CCLS strives to maintain a balanced collection, with emphasis (not limitation) on the following areas:

000s Generalities/Computer Science – Manuals for non-professionals and programs used by the library; wide selection maintained. Encyclopedias replaced annually or biannually; previous editions move to circulating collection. Library science materials purchased primarily for staff but available to patrons.

100s Philosophy and Psychology – Emphasis on self-help; parapsychology with local interest; balanced representation of controversial viewpoints.

200s Religion – Materials representing local religious organizations; mythology for school interest; multiple Bible versions; balanced representation of differing views.

300s Social Sciences – Wedding/etiquette guides; customs of diverse cultures (especially Asian); multiple copies of test-prep guides (one recent copy in reference); basic law (divorce, real estate, senior issues); balanced coverage of anthropology and sexual orientation; American slavery history; regularly updated international relations; elementary/preschool education and homeschooling resources; political science.

400s Language – Emphasis on English-as-second-language materials and history of English; see Fiction guidelines for world-language collections.

500s Natural Sciences and Mathematics – Mathematics replaced primarily when worn; natural sciences evaluated annually for timeliness, accuracy, and relevancy.

600s Technology (Applied Sciences) – Gardening (Zone 9); culinary arts; pets/domestic animals; health, fitness, and medical titles evaluated annually for timeliness, accuracy, and relevancy; business, home/auto repair, engineering, and home economics evaluated as needed.

700s The Arts – Basic coverage of art, architecture, music, and landscaping; sports/games; regularly updated interior decorating; digital and classic photography; current trends; hobbies. Biographies of individual musicians/athletes shelved in Biography; artists, teams, and musical groups shelved in appropriate Dewey area.

800s Literature and Rhetoric – Emphasis on local school curriculum titles; classics and their modern counterparts.

900s Geography and History – Variety of travel guides; strong local history; genealogy reference and “how-to” circulating materials; collective biographies remain in 900s.

Fiction – Alphabetized by author’s last name; no genre separation; hardcover preferred; paperbacks selected when critically acclaimed or on bestseller lists.

Mystery – High circulation; both new titles and classics collected.

Romance – Selected by current author popularity and bestseller placement.

Christian Fiction – Emphasis on series.

Fantasy/Science Fiction – Emphasis on current and popular titles.

Horror – Selected by demand and author popularity.

Western – Selected by author popularity/demand; classics collected.

Audio-Visual – New releases, classics, and critically acclaimed films; balanced viewpoints when possible; juvenile films shelved in juvenile section.

Young Adult – Items included in this category must be age-appropriate and meet the educational and entertainment needs of this age group. In making selections, CCLS librarians may consider reviews found in *The Library Journal*, *Public Library Journal*, *VOYA*, *American Libraries*, *School*

Library Journal and other reputable, affordable guides as they are made available in the selection process. Consideration is given to the current curriculum of local schools. Items that compliment or enhance the curriculum are included. “Young Adult” Librarians are responsible for the development of the young adult collection working in conjunction with other CCLS librarians.

Juvenile – Age-appropriate and age-sensitive items that meet recreational and educational needs are collected. Suitability for children and their usefulness in library programs are the most important qualities for this category. “Children’s” Librarians are responsible for the development of children’s collections.

Serials – Selected by popular demand as funds allow; complete runs of local titles maintained; professional journals kept three years; other back issues as space permits.

9. Replacement

Items will be replaced based on:

- Time-sensitive subjects (e.g., medical texts) replaced annually
- Last copy in the system
- Patron demand
- Literary classics
- Part of a popular series/collection
- Worn mathematics volumes

10. Deselection (Weeding)

Deselection follows the CREW (Continuous Review, Evaluation, and Weeding) method. Items may be weeded when they exceed age sensitivity, contain unreliable information, are in poor physical condition, rarely circulate, contain outdated content, or when space or multiple-copy demand requires it. Every effort is made to recycle weeded items responsibly.

Items closely monitored for updating include international relations, travel guides, and health/medical materials. Some reference items (e.g., *Physician’s Desk Reference*, encyclopedias) are deselected and replaced annually. At branches where space is limited, fiction not circulating in 1–3 years may be weeded; where space permits, fiction is retained until worn.

Following these guidelines ensures meeting the Georgia Public Library Service recommended minimum annual replacement rate of 3%.

11. Further Guidelines for the Collection, Classification, and Shelving of Books and Media Intended for Children, Youth, and Young Adults (Minors)

11.1 The CCLS recognizes there is a vast array of material and media with rich content. It is the CCLS’s objective to choose material and media that meets high standards in literary, artistic, and

aesthetic qualities, technical aspects, and physical format that is appropriate to children and minors over material that may provide similar content but with elements that are pervasively vulgar or educationally unsuitable for children or minors.

11.2 In selecting, classifying, and shelving materials or media in sections of a library or shelves intended primarily for use by Children, Youth, or Young Adults (Minors), CCLS will consider the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the children, youth, and minors served by each branch library. Age-appropriate and age-sensitive criteria will be used to ensure that material/media are selected, classified, and shelved based upon intended age level and comprehensibility.

11.3 CCLS will not select, classify, or place materials deemed “harmful to minors,” as that term is defined by Ga. Code Ann. § 16-12-100.1,¹ in sections of a library or shelves that are intended primarily for use by children or minors.

11.4 The following media or materials will not be selected or placed in sections or on shelves that are intended primarily for use by children or minors: (1) materials/media containing visual representations or images of a person or portion of the human body which depict sexually explicit nudity, sexual conduct, or sadomasochistic abuse, or (2) materials/media containing explicit and detailed verbal descriptions or narrative accounts of sexual excitement, sexual conduct, or sadomasochistic abuse.

11.5 CCLS librarians will not select, classify, or place materials or media that are “obscene,” as defined by Ga. Code Ann. § 16-12-80,² in sections or shelves that are intended primarily for use by children or minors.

¹ Georgia Code Ann. § 16-12-102 defines “harmful to minors” as follows:

(1) “Harmful to minors” means that quality of description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:
(A) Taken as a whole, predominantly appeals to the prurient, shameful, or morbid interest of minors;
(B) Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors; and
(C) Is, when taken as a whole, lacking in serious literary, artistic, political, or scientific value for minors.
Ga. Code Ann. § 16-12-102(1).

² Georgia Code Ann. § 16-12-80 defines “obscene” as follows:

(b) Material is obscene if:
(1) To the average person, applying contemporary community standards, taken as a whole, it predominantly appeals to the prurient interest, that is, a shameful or morbid interest in nudity, sex, or excretion;
(2) The material taken as a whole lacks serious literary, artistic, political, or scientific value; and
(3) The material depicts or describes, in a patently offensive way, sexual conduct specifically defined in subparagraphs (A) through (E) of this paragraph:
(A) Acts of sexual intercourse, heterosexual or homosexual, normal or perverted, actual or simulated;
(B) Acts of masturbation;
(C) Acts involving excretory functions or lewd exhibition of the genitals;
(D) Acts of bestiality or the fondling of sex organs of animals; or
(E) Sexual acts of flagellation, torture, or other violence indicating a sadomasochistic sexual relationship.

11.6 CCLS librarians will not select, classify, or place materials/media containing depictions or descriptions of sexual acts or simulations of such acts, implied or otherwise, in sections of a library or shelves that are intended primarily for use by children under the age of 12. This includes explicit or non-explicit written descriptions, depictions, or illustrations of sexual acts. CCLS librarians will not select, classify, or place materials/media containing visual depictions or illustrations of explicit frontal nudity in sections of a library or shelves that are intended primarily for use by children under the age of 12.

11.7 Responsibility for a minor's use of library resources rests solely with the minor's parent or legal guardian.

12. Library Bill of Rights

12.1 Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

12.2 Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

12.3 Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

12.4 Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

12.5 A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

12.6 Libraries that make exhibit spaces and meeting rooms available to the public should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

13. Request for Reconsideration Policy

13.1 Purpose

The CCLS welcomes patron feedback on library materials and provides a fair, transparent, and orderly process for requesting reconsideration of specific titles while ensuring efficient use of staff and Board resources.

13.2 Procedure

13.2.1 Submission of Request – A patron wishing to request reconsideration of library material must complete and submit the official Request for Reconsideration of Library Materials Form (see sample below), available on the CCLS website. The form must be fully completed, including the patron’s contact information and a detailed explanation of the concerns. Only residents of Columbia County are eligible to submit a formal request for reconsideration.

13.2.2 Initial Review – The Library Director will review the reconsideration request in consultation with appropriate professional librarians at his/her discretion.

13.2.3 Decision – The Library Director will render a written decision within 30 days of the receiving the form. The patron will be notified in writing of the decision and the rationale supporting it.

13.3 Appeal Process

13.3.1 Appeal to Board – The patron may appeal in writing to the CCLS Board of Trustees within 10 business days of the receiving the Director’s decision.

13.3.2 Board Hearing – The appeal is scheduled for the next regular (or special) Board meeting; the patron is notified at least 10 days in advance. Only the patron who submitted the request for reconsideration will be permitted to speak at the hearing.

13.3.3 Board Decision – After discussion, the Board will vote on the appeal. A final written decision will be sent to the patron within 10 business days of the vote. This decision is binding and concludes the reconsideration process for the title.

13.4 Limitations

13.4.1 A single patron may formally request reconsideration of only one title at any given time. A new request may not be submitted until the current process (including any appeal) is fully resolved.

13.4.2 CCLS will process formal reconsideration requests for no more than 5 titles per 3-month quarter. Once the cap is reached in a quarter, additional requests will be held and processed in the order received during the following quarter.

13.4.3 Once a final decision has been issued by the Library Director or the CCLS Board of Trustees on a specific title, that title may not be the subject of another formal reconsideration request for 24 months from the date of the final written decision. This applies system-wide, regardless of the requesting patron.

13.5 General Provisions

13.5.1 All decisions are guided by this Collection Development Policy.

13.5.2 Submission of a request does not guarantee removal, relocation, or restriction.

13.5.3 Requests must cite specific content and relevant policy sections; generalized or frivolous complaints may be denied without further review.

14. Sample: Request for Reconsideration of Library Materials Form

Columbia County Library System

Please complete all sections. Incomplete forms will not be processed. Only Columbia County residents may submit this form.

1. Patron Information

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____

CCLS Library Card Number (if applicable): _____

I certify that I am a resident of Columbia County: Yes

2. Material Information

Title: _____

Author/Producer: _____

Format (book, DVD, audiobook, etc.): _____

Call Number/Barcode (if known): _____

Location where item was found: _____

3. Collection Development Policy Violation

Which specific section(s) of the CCLS Collection Development Policy do you believe this material violates? (Quote or summarize the relevant section(s); attach additional pages if needed.)

4. Nature of Concern

What specifically concerns you about this material? (Be as detailed as possible; attach additional pages if needed.)

5. Familiarity with Material

Have you read/viewed/listened to the entire work? Yes No

If no, which parts? _____

6. Requested Action

What action do you recommend CCLS take regarding this material?

- Remove from collection
- Relocate to another section
- Other (specify): _____

7. Additional Comments

Signature: _____ Date: _____

Note: Only one title may be challenged per form and per patron at a time. CCLS processes a maximum of 5 titles per quarter. A title that has undergone reconsideration may not be challenged again for 24 months. Only the requesting patron may speak during the appeal presentation.

DRAFT



COLUMBIA COUNTY LIBRARY SYSTEM

Circulation Policy

Adopted by the Columbia County Library System Board of Trustees

Date of Adoption:

Effective Date:

Date of Last Revision:

Columbia County Library System is a participating member of PINES statewide consortium. PINES libraries adhere to uniform circulation policies and procedures as documented at <http://pines.georgialibraries.org/circulation>.

Section 1: Library Card Registration

A library card entitles the cardholder to borrow any circulation materials. Additionally, a library card provides off-site access to online resources available at Columbia County Libraries.

The following types of cards are available from the Columbia County Library System and below are the requirements to obtain one.

- 1.1 Library cards are free to all residents of Georgia. Persons who attend school, own property, or are employed full-time in Georgia are eligible for a free PINES card. Patrons of both PINES and non-participating Georgia public libraries may receive a PINES card. Users from non-participating Georgia libraries shall have the same privileges as PINES users. Most PINES cards are valid for 2 years.
- 1.2 An applicant for a new card is required to provide proper identification, which includes a photo ID showing current local address OR photo ID and one item from the PINES approved list showing current, local address. Original documents are required. Acceptable IDs include valid driver's license, valid voter registration card, valid Matricula Consular, checks with pre-printed addresses, utility bill, tax receipt or other piece of mail that shows the patron's name and current address.
- 1.3 There is no minimum age for a child to receive a PINES card. A parent or guardian must show proper ID to register a child. A parent or guardian must sign the application for all children under 18 years of age.
- 1.4 Signing a PINES card application denotes acceptance of responsibility for all fines and fees for lost or damaged materials. A valid library card is required to check out materials.
- 1.5 Property owners who do not reside in Georgia are required to show proof of Georgia property ownership, such as a tax bill or deed. Non-Georgia residents who are employed in Georgia or attending school in Georgia are required to show proof of that employment or enrollment.
- 1.6 Out-of-state cards are available to persons living outside Georgia who do not meet the above criteria for a \$25 annual fee, payable at the time the card is issued. A temporary card is available for a \$12.50 fee and is valid for 6 months.

Section 2: Renewal of Existing Cards

All cards may be renewed, using the same eligibility criteria for acquiring a new card. The cardholder's record and the records of any child under 18 years of age must be cleared of all overdue charges and/or bills before the card can be renewed.

Section 3: Lost, Stolen or Damaged Cards

- 3.1 There will be a charge to replace all lost cards.
- 3.2 There will be no charge for a damaged card, if the cardholder returns the damaged card.
- 3.3 The library must be informed immediately if a library card is lost or stolen, to prevent usage and bills by an unauthorized person. Items borrowed without permission with a lost or stolen card will be handled in the same way as “Lost and Damaged Items”. There will be no charge if the library is presented with a police report within 30 days of the theft, and the cardholder’s insurance does not cover the claim. The processing fee(s) will also be removed.

Section 4: Change of Address, Telephone, Email or Name

If card holders change addresses, contact information including email address or name, they are responsible for contacting the library to update their user record.

Section 5: Circulation of Materials

A current library card must be presented to borrow circulating materials.

5.1 Loan Periods

Materials from the collection circulate (for certain materials) as follows:

Audiobooks and CDs	14 days, 2 renewals
Audiobooks/Downloadable	variable due dates
Books	14 days, 2 renewals
DVDs	14 days, 2 renewals
Music CDs	14 days, 2 renewals
State Park Pass	7 days, 1 renewal
Zoo Atlanta Pass	7 days, no renewals

- 5.2 Materials will not be renewed if there is a “hold” placed on the item. Renewal requests on eligible materials may be made in person, online, or by calling the library.
- 5.3 PINES libraries do not allow holds on audiovisual materials (DVDs, music CDs, audiobooks, and other electronic media) that do not belong to the borrower's home library system.

Section 6: Fines, Fees and Bills

- 6.1 To encourage the prompt return of material, the library has established a schedule of fines for those patrons who fail to return library materials by the date due.
- 6.2 **Overdue notices are sent as a courtesy. Failure to receive notices does not exempt patrons from the responsibility for library materials or overdue fines.**
- 6.3 A patron may pay all or a portion of overdue fines at any PINES participating library. Fines will be retained by the collecting library regardless of the owning library. Returned materials which are owned by other PINES libraries will be promptly returned via PINES courier service.
- 6.4 **Library Card Blocks:** A patron must present a PINES library card in good standing in order to borrow materials. A patron's library card will be blocked from additional borrowing if the patron owes \$10.00 or more in unpaid fines and/or fees. A library card cannot be renewed until all fines and fees are paid in full.

Section 7: Lost and Damaged Items

- 7.1 Damages to library materials are assessed according to the cost of the item plus processing fee.
- 7.2 If the total replacement price as posted in the PINES database is assessed for severe damage to an item, the patron may keep the item after paying the replacement price.
- 7.3 Claims Returned Items
- 7.3.1 A cardholder may request a shelf check on an item still charged to his or her record, if the cardholder believes that the item has been returned.
- 7.3.2 The claims returned item will not block the customer's borrowing privilege.
If the item is still not found after 180 days (6 months), the customer is responsible for clearing and paying the lost (claims returned) item from their account.

Section 8: Replacements and Refunds

- 8.1 The library does not accept a replacement copy of an item, whether lost or damaged, in lieu of money.
- 8.2 If a lost item is "found" and returned within 180 days (6 months) of payment, a refund will be given, *minus* the overdue fines which have been accrued and the processing fee. The found

material may be returned to any PINES library, with the understanding that the owning library will be the final authority on whether the material is in acceptable condition for return. The owning library will issue a refund check to the patron via U.S. Mail. The refund check will be payable to the library cardholder on whose record the materials were circulated.

- 8.3 Materials lost due to natural disaster will be exempt from charges. Theft of materials will be exempt from charges if the item(s) are listed on an official police report within 30 days of the theft, and the cardholder's insurance does not cover the claim. The report must be presented to the circulation supervisor or library manager.

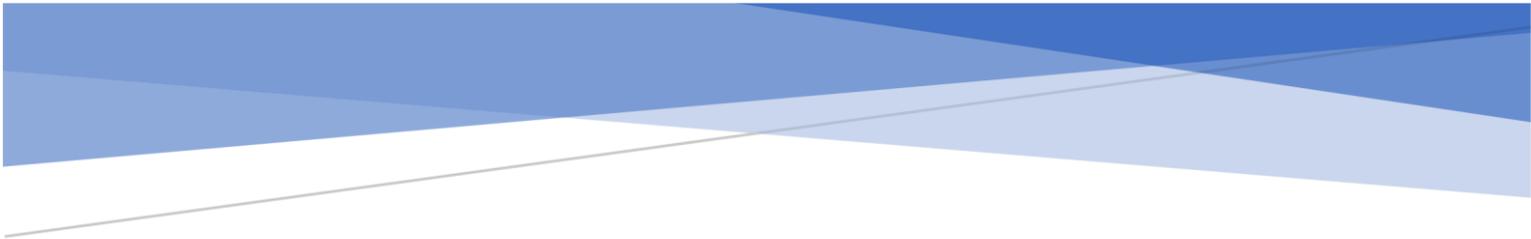
Section 9: Confidentiality of User Information

Georgia law makes confidential circulation and similar records which identify the user of Library materials. Library patrons have a privacy expectation in the information requested on their applications for borrowers' cards, the information they seek from the Library, and the materials they use in the Library or borrow from the Library.

1. Circulation and registration records for an individual are not public records and must be maintained as confidential information.
2. Library staff may use circulation and registration records for Library purposes only.
3. Circulation and registration records must not be discussed with other Library patrons and should not become the subject of casual conversation among staff members.
4. Library staff will not make inquiry into the purposes for which patrons request information, books, or other materials, except for the purpose of assisting the patron to find information, books, or other materials.
5. Access to an adult cardholder's record is limited to the cardholder, and access to a minor's record is granted to the minor's parent or legal guardian (but not to a sponsor who is not a parent or legal guardian). "Minor" means a person under the age of 18.
6. The parent or guardian of a student who is age 18 or older is not entitled to review the student's circulation and registration records.
7. A patron's possession of another person's card is considered permission to use it for borrowing materials. Such possession is not deemed permission to obtain information concerning the record, such as personal information, items charged, bills, holds, or other similar information.
8. All inquiries from law enforcement officials or other third parties for user information must be referred to the Library Director.
9. Confidential patron information may only be disclosed:
 - a. To Library staff members in the ordinary course of business and with a reasonable need to know;
 - b. To attorneys representing Columbia County Library System;
 - c. Upon written consent of the account holder or the parents or legal guardians of minors;

Columbia County Library System
Circulation Policy

- d. Upon appropriate court order or subpoena as determined by the Library Director, in conjunction with legal counsel.



COLUMBIA COUNTY LIBRARY SYSTEM

Code of Conduct Policy

Adopted by the Columbia County Library System Board of Trustees

Date of Adoption:

Effective Date:

Date of Last Revision:

Purpose

The Columbia County Library System is intended to be a place where its users can study, do research, browse for books, use computers, and generally go about their business in a non-threatening environment. Patrons are expected to respect the rights of others who require a quiet environment in which to study, compute, research, read, and write.

Policy Violations and Enforcement

1. Users who, by their behavior, persist in harassing or annoying others and thereby disrupt their ability to concentrate on their work will be given one warning regarding the specific behavior. Upon a second occurrence, the offender will be required to leave the Library for the remainder of the day. Upon a third occurrence, the offender will lose library privileges and must successfully petition the Library Director to regain access. Petition is to be by letter to the Director of Columbia County Library System.

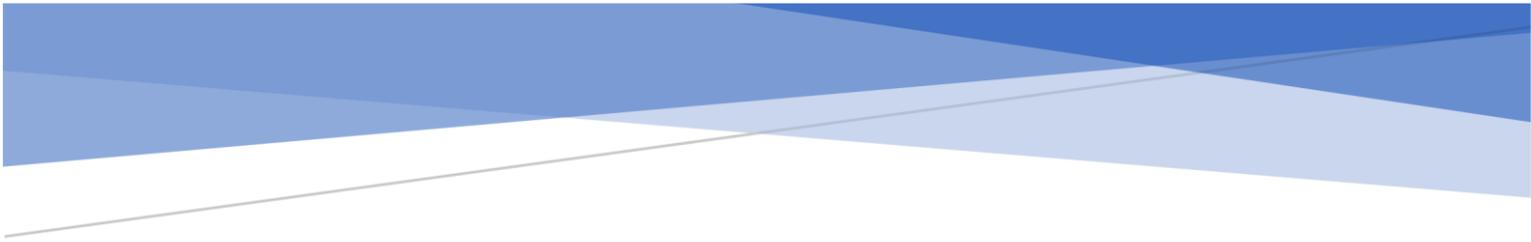
Behavior which is considered disruptive to the normal use of the library is similar to the following:

- Loud outbursts of speech or laughter; giggling, talking, or singing to oneself.
 - Belligerent or threatening behavior towards staff and other users.
 - Repetitive noise making, such as tapping a pencil on the table, rapping fingers, or knuckles.
 - Repeatedly slamming books down hard or slapping the covers shut repetitively.
 - Persistent staring at another patron or staff.
 - Following another person about the Library or persistently asking another patron or staff member questions.
 - Playing audio equipment other than the library's computers (without headsets). Other library users should not be able to hear the audio being played on computers.
 - Other untypical behavior which could reasonably be expected to disturb other users or interfere with the library employees' performance of their duties.
 - Indecent exposure.
 - Panhandling inside the library or in the parking lot and library grounds.
2. Cell Phone Usage: All cell phones should be turned to silence or vibrate as a courtesy to other patrons. We ask that if you must use your cell phone to please go to the lobby area of the Library.
 3. Sexual harassment, including the viewing of inappropriate material, inappropriate touching, inappropriate language, and flashing to patrons or staff will not be tolerated. Patron will be

asked to leave the Library immediately.

4. Patrons are expected to wear appropriate attire for a library.
5. Users whose bodily hygiene is so offensive as to constitute a nuisance to other persons shall be required to leave the building for the remainder of the day.
6. Users shall be engaged in normal activities associated with the use of a public library. Persons not engaged in reading, studying, browsing, or other use of library materials, or persons sleeping, will be asked to leave the Library for the remainder of the day.
7. Bathing is not permitted in the restrooms. A person using the restrooms for more than ordinary hand or face washing will be given a warning upon the first offense. The second offense will require the patron to leave the library for the remainder of the day. The third offense will result in the loss of library privileges. The patron may petition the Director to regain access to the Library.
8. Wheeled devices, i.e. skates, skateboards, bikes, roller shoes shall be left outside and may not obstruct patrons entering or exiting the building.
9. Other activities that are inappropriate in the Library:
 - Eating and drinking
 - Smoking, to include electronic cigarettes
 - Bringing in animals, other than service animals.
 - Propping feet on furniture
 - Running and playing

Those patrons who disregard a request made by a staff member to leave the building will be immediately reported to the local law enforcement agency.



COLUMBIA COUNTY LIBRARY SYSTEM

Internet Safety & Public Computer Use Policy

Adopted by the Columbia County Library System Board of Trustees

Date of Adoption:

Effective Date:

Date of Last Revision:

I. Purpose

To establish guidelines for safe, equitable, and efficient use of the Columbia County Library System's (CCLS) public internet access computers, maximizing resource availability for all patrons.

II. Scope

This policy applies to all users of CCLS's public access computers and internet services. A printed copy is available upon request.

III. Internet Access: Disclaimer and Limitation of Liability

- **Service Provision:** Internet access is provided free of charge to all patrons on an "as is" and "as available" basis.
- **No Warranties:** CCLS does not guarantee the service will be uninterrupted, error-free, or free of harmful components (e.g., viruses).
- **User Responsibility:** Users are solely responsible for the content of information they disseminate. CCLS does not assure or warrant the security, privacy, or confidentiality of internet communications and associated technology, and strongly advises against transmitting confidential information over this network.
- **Third-Party Content:** CCLS is not responsible for, nor does it guarantee, the accuracy, integrity, or quality of third-party communications or information encountered or exchanged by network users.
- **Acknowledgement of Risk:** By utilizing the internet access service, users acknowledge and agree that CCLS bears no liability for inherent risks associated with internet usage.

IV. Public Computer Use Guidelines and Procedures

- **Session Limits:** Computer sessions are limited to one hour.
- **Extensions:** A time extension of up to one additional hour may be requested, subject to computer availability at the time of the request.
- **Compliance:** All users are required to follow these guidelines, rules, and procedures to ensure fair accessibility for all patrons.

V. Use by Minors (Children)

- **Parental Responsibility:** As with all Library materials, parents or legal guardians are responsible for monitoring their children's internet use. CCLS does not act *in loco parentis* (in place of a parent).

Columbia County Library System
Internet Safety & Public Computer Use Policy

- **Filtering:** In compliance with the Children's Internet Protection Act (CIPA), CCLS employs technology protection measures (filters) to block or filter visual depictions that are obscene, child pornography, or harmful to minors.

The Columbia County Library System complies with the Digital Millennium Copyright Act <http://www.copyright.gov/legislation/dmca.pdf> and responds to all compliant notices of infringement. Your continued use of this internet service signifies your agreement to this policy and the disclaimer provided above.



COLUMBIA COUNTY LIBRARY SYSTEM

Meeting Room Policy

Adopted by the Columbia County Library System Board of Trustees

Date of Adoption:

Effective Date:

Date of Last Revision:

Columbia County Library System
Meeting Room Policy

1. Only non-profit groups are permitted. Homeowner Associations managed by a third party are not allowed. No solicitations may be made, and private parties (e.g., showers, birthday parties, sorority or fraternity events) are prohibited. Professional catering and decorations are not permitted.
2. All functions must be freely open to the general public.
3. Use of the meeting room does not constitute the library's endorsement of the group or its activities.
4. The meeting room accommodates groups of approximately 10 to 40 people.
5. Meeting room bookings must be made by a patron 18 years or older with a valid library card in good standing.
6. Person signing the policy is the responsible party. The signee must be the person to check into the room for the group and they must attend the group's meeting.
7. The group is responsible for letting the staff know how many people attended the program.
8. Rooms may only be booked during library operating hours. Rooms must be vacated, and checkout completed by staff 30 minutes before closing.
9. Children must be accompanied by an adult at all times.
10. Groups may bring in their own AV equipment and are only allowed usage of the library's drop-down screen.
11. Staff will not assist with set up or assist during the meeting.
12. Food and drink is allowed with a \$75.00 cash or check refundable deposit which covers cleaning, if needed. Any additional damage to the property will be at the cost of the group. The room is inspected after each meeting.
13. The group must remove all trash when food and drink is involved.
14. Library-sponsored programs take priority over all other groups. In case of conflict, library activities prevail.
15. If a group is a disturbance, the library has the right to terminate the meeting immediately.
16. The library can deny future access to facilities if a group fails to comply with all policies.
17. The library and staff do not assume any liability for groups or individuals attending a meeting.
18. Rooms can be booked up to two months in advance and no more than two times per month. Rooms are available on a first come, first served basis.
19. The responsible party must inform the library if a reservation needs to be canceled. After three documented no- shows, meeting room privileges for the group will be revoked.
20. The library manager reserves the right to review all requests and reject any deemed unsuitable.

AGREEMENT

I have read and understand the *Columbia County Libraries Meeting Room Policy*. I will share this information with others who may lead future meetings. By signing this policy, I hereby assume the responsibility and agree to the terms presented. I understand that violating these terms may result in losing my meeting room reservation privileges.

Columbia County Libraries: CCO, GRO, HAR

Organization: _____

Leader's Name: _____

Library Card Number: _____

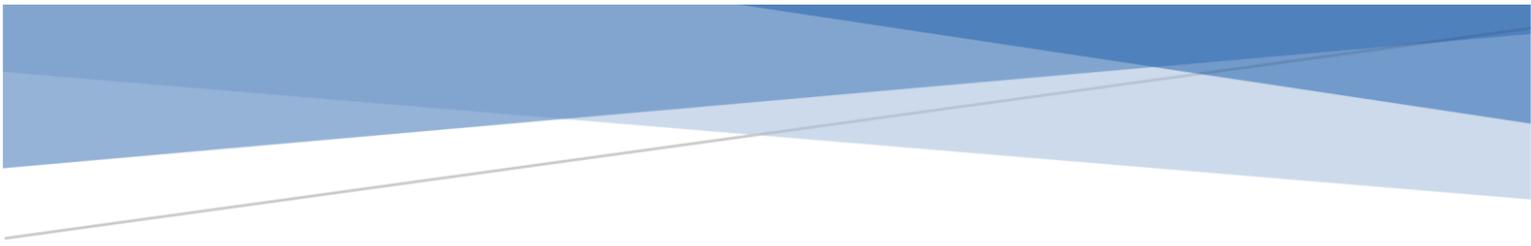
Address: _____

Phone number: _____

Email Address: _____

X

Signature of Responsible Party & Date



COLUMBIA COUNTY LIBRARY SYSTEM

Study Room Policy

Adopted by the Columbia County Library System Board of Trustees

Date of Adoption:

Effective Date:

Date of Last Revision:

Columbia County Library System
Study Room Policy

- Reservations for Study Rooms can be made by calling the adult reference desk or by walk in.
- The individual making the reservation is responsible for the room and must have a valid library card in good standing or a valid out of state driver's license.
- Study Rooms are available for a maximum of two hours on a first come, first served basis for adults. If under the age of 18, there must be three or more people in attendance. If there are no further bookings, the group may continue to use the room beyond the two-hour time limit.
- The Study Rooms can **NOT** be reserved by "For Profit" tutors or organizations.
- Reserved rooms are held for 15 minutes. If the responsible individual is a no-show, the room is forfeited and made available for use.
- Reservations for Study Rooms may be made two months in advance with library programs having precedence. The responsible individual may reserve a Study Room for only two consecutive bookings in advance. No more than one booking in a day.
- Study Rooms must be vacated 15 minutes before the library closes and rooms must be left in good order. The individual booking the room is responsible to the library for the cost of repairing any damage to the room that occurs during the period of use.
- The library is not responsible for personal items left unattended in the rooms.
- Food or drinks are **NOT** allowed in the Study Rooms at any time, except bottled water. Individuals violating this policy will be barred from using the library's Study Rooms.
- The reference desk staff will unlock the Study Room for the responsible individual **ONLY**. Individuals reserving a Study Room must read and sign the policy prior to occupying the room.
- The library can deny future access to facilities if a group fails to comply with all policies.

Library Card #: _____ **Out of State DL#:** _____

Phone: _____

Print Name: _____

Patron's Signature: _____

Date: _____ **Entered into Database by (Staff Initials):** _____



COLUMBIA COUNTY LIBRARY SYSTEM

Supervision of Minors and Dependent Adults Policy

Adopted by the Columbia County Library System Board of Trustees

Date of Adoption:

Effective Date:

Date of Last Revision:

I. Definitions

- **Child:** A person younger than 10 years of age.
- **Youth:** A person aged 10 through 17.
- **Dependent Person:** A person who requires a caregiver for safety or other reasons, including those incapacitated due to physical/mental disabilities or other conditions.
- **Caregiver:** An individual (e.g., parent, legal guardian, or designated temporary guardian) who accepts and acknowledges responsibility for the care, behavior, comfort, and safety of a child, youth, or dependent person while that person is in the library.

II. Welcome and Statement of Responsibility

The Columbia County Library System welcomes all patrons and encourages children and youth to use library resources frequently. The Library Board of Trustees and Staff strive to provide a safe, appropriate, and enjoyable environment for everyone.

Library staff are trained to assist with library materials and services but are not legally permitted to provide supervision or childcare. Caregivers, not library staff, are solely responsible for the safety, behavior, and well-being of the individuals in their care while on library premises.

III. Supervision Requirements

All patrons, regardless of age, are subject to library rules and regulations.

- **Children (under age 10):** Must be actively supervised by a designated caregiver at all times while in the library. If a child attends a library program, the caregiver must remain in the children's area or a designated nearby area throughout the program duration.
- **Youth (ages 10-17):** May use the library unsupervised, provided they adhere to all library policies and rules of conduct.

IV. Unattended Minors/Dependent Persons and Incidents

The library is a public building and cannot ensure the safety of unattended individuals.

- **Unattended Children (under age 10) or Dependent Persons:** Library staff will attempt to locate the caregiver. If a caregiver cannot be found within a reasonable timeframe, or if an unattended individual appears to be at risk, distressed, or is violating the Library Code of Conduct, staff are obligated to contact the appropriate authorities, such as law enforcement or child protective services.
- **After Hours:** The library is not responsible for individuals left at the library after closing. Law enforcement will be contacted if a minor or dependent person is not picked up at closing time.