

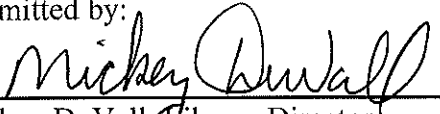
AGENDA
LIBRARY BOARD
Monday, December 7, 2015
6:00 PM

The Bastrop Public Library Board will meet in a regular meeting on Monday,
December 7, 2015 at 6:00 PM at the Bastrop Public Library
1100 Church Street, Bastrop, TX.

- 1. Call to order**
- 2. Review and Approval of Minutes for November meeting**
- 3. Announcements—**
- 4. Citizen Comments**
- 5. Librarian's report—discussion and possible action**
- 6. Friends of the Library Report**
 - Friends met in a regularly scheduled November meeting
 - Ice cream social had a lower attendance than was expected
 - Discussed Razzle Dazzle raffle
 - Discussed creating a Friends scholarship of \$250—particulars were discussed
 - Discussed Open House volunteering
- 7. Old business**
 - Brick pavers and tiles update—No bricks sold in October or November—discussion and possible action
 - Update—Bastrop County Complex Wildfire archive project—we did not receive the Bluebonnet Grant—discussion and possible action
 - City's Christmas party is Friday night, December 11. The day before the annual open house—I need RSVP's for those who plan on attending—discussion and possible action
 - Annual Open House—Volunteering to help with cookie table, drink table or decorating graham cracker houses—discussion and possible action
 - Installation of door to the employee lounge—staff have been notified a door with a window is required by the Library Board—Gene Crick has offered us one free of charge—discussion and possible action
 - Lola Wright Foundation rejected our grant application for the archive project—discussion and possible action.
- 8. New Business**
 - City opens an emergency shelter at the First United Methodist Church—American Red Cross takes over the management of the shelter—staff work the shelter during its eighteen day duration—discussion and possible action
 - Dessert social—discussion and possible action
 - Genealogy Request Policy—discussion and possible action
 - Interlibrary Loan Policy—discussion and possible action
 - Meeting Room Conference Room Policy—discussion and possible action
 - Reserve-A-Librarian Policy—discussion and possible action
 - Study Booth Policy and Procedures—discussion and possible action

- Volunteer Policy—discussion and possible action
- WIFI Policy—discussion and possible action
- Are there any items Board members would like to include on next month's agenda?—discussion and possible action

Submitted by:


Mickey DuVall, Library Director

CERTIFICATION

I, Ann Franklin, City Secretary, certify that the above notice was posted on the bulletin board of the Bastrop City Hall, 1311 Chestnut, on _____ at _____.

Ann Franklin, City Secretary

Bastrop Public Library
Librarian's Report
December 7, 2015

1. Library Statistics for the month of October. Circulation statistics are down 9% compared to October 2014; gate count is down 2% compared to October 2014; programming is down 16% compared to October 2014; Internet usage is up 6% compared to October 2014; reference requests are down 4% compared to October 2014 and meeting room reservations are down 14% compared to October July 2014.
2. In the month of November 173 children and adults attended story time.
3. On Saturday, October 31 the library opened an emergency shelter at the First United Methodist Church.
4. On Monday, November 2 Bonnie Pierson provided a story time for after school students from Calvary Episcopal School. Twelve teachers and students were present.
5. On Tuesday, November 3 Bonnie Pierson and Carmen Serna hosted a Tuesday Afternoon Programs (TAPS) event. Twenty-one children attended and played board games.
6. On Tuesday, November 3 Mickey DuVall met with Mike Talbot for a monthly departmental meeting.
7. On Tuesday, November 3 Mickey DuVall attended a Friends of the Bastrop Public Library meeting.
8. On Thursday, November 5 Ashley Guerrero hosted a Teen Advisory Meeting (TAB). Twenty-eight teens attended the meeting.
9. On Thursday, November 5 Bonnie Pierson and Cary Kittrell taught a library course on using the library's databases to 21 homeschool students.
10. On Monday, November 9 Bonnie Pierson provided a story time for after school students from Calvary Episcopal School. Eleven teachers and students were present.
11. On Tuesday, November 10 library staff held a potluck luncheon.
12. On Tuesday November 10 Bonnie Pierson and Carmen Serna hosted a Tuesday Afternoon Programs (TAPS) event. Twenty-five children attended the explorer program.
13. On Thursday, November 12 Ashley Guerrero hosted an Anime Club Meeting. Thirty teens attended the meeting.
14. On Monday, November 16 Bonnie Pierson provided a story time for after school students from Calvary Episcopal School. Eleven teachers and students were present.
15. On Tuesday, November 17 Bonnie Pierson provided library tours for the Mina Elementary Kindergarten classes. Eighty-one students and teachers were present.
16. On Tuesday, November 17 Mickey DuVall attended a Rotary Club meeting at the Hampton Inn.
17. On Tuesday, November 17 Bonnie Pierson and Carmen Serna hosted a Tuesday Afternoon Programs (TAPS) event. Thirty-eight children attended the event and played with Legos.
18. On Wednesday, November 18 the emergency shelter officially closed.
19. On Thursday, November 19 Ashley Guerrero hosted a Classic Gamers night. Thirty-one teens played classic board and card games.
20. On Saturday, November 21 Susanna Flores-Worth presented a "Conservation of Family Treasures" program. Eleven people attended the program.
21. On Monday, November 23 library staff attended the City's Benefit Fair.

22. On Tuesday, November 24 Bonnie Pierson and Carmen Serna hosted a Tuesday Afternoon Programs (TAPS) event. Twenty-two children attended the event and played video games.
23. Thursday, November 26 through Sunday, November 29 the library closed for the Thanksgiving Holiday.

Respectfully Submitted, Mickey DuVall, Library Director

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2015-2016

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
CIRCULATION SERVICES:													
Adult:													
000-099	20												20
100-199	64												64
200-299	26												26
300-399	129												129
400-499	16												16
500-599	52												52
600-699	285												285
700-799	110												110
800-899	67												67
900-999	93												93
92-920	50												50
Adult Audiocassettes	1												1
Adult Book Club Bag	0												0
Adult DVD's	1,641												1,641
Adult Fiction	1,821												1,821
Adult Fiction CD's	571												571
Adult Genealogy	0												0
Adult Historical Vertical File	0												0
Adult Large Print	809												809
Adult Microfilm	0												0
Adult MP3 Book	18												18
Adult Music on CD	224												224
Adult Nonfiction CD'S	49												49
Adult One-Click e-audio	0												0
Adult Overdrive e-book	677												677
Adult Pro Col	0												0
Adult Reference	0												0
Adult Reference Desk	0												0
Adult Spanish DVD's	5												5
Adult Spanish Fiction	19												19
Adult Spanish Nonfiction	10												10
Adult Texana	40												40

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2015-2016

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Adult Vertical Files	0												0
Adult Videocassettes	74												74
													0
Subtotal Adult:	6,871												6,871
Juvenile and children's:													
Child Spanish 1st R	20												20
Child Spanish Easy	138												138
Child Spanish Easy Nonfic	17												17
Child Storytime box	0												0
Easy Nonfiction	155												155
Easy Picture Books	1,615												1,615
First Readers	449												449
J 000 - J 099	9												9
J 100 - J199	9												9
J 200 - J 299	8												8
J 300 - J 399	40												40
J 400 - J 499	1												1
J 500 - J 599	137												137
J 600 - J 699	50												50
J 700 - J 799	148												148
J 800 - J 899	28												28
J 900 - J 999	63												63
J 92 - J 920	16												16
Juvy Audiocassettes	0												0
Juvy CDs	38												38
Juvy DVD	321												321
Juvy Fiction	790												790
Juvy Graphic Novels	160												160
Juvy Oversize	1												1
Juvy Reference	0												0
Juvy Spanish Fiction	4												4
Juvy Spanish Nonfiction	6												6
Subtotal Juv. & children's	4,223												4,223

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2015-2016

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Young Adult:													
Young Adult CD's	0												0
Young Adult Fiction	270												270
Young Adult Graphic Novels	272												272
Subtotal Young Adult	542												542
Other:													
Paperbacks	502												502
Magazines	22												22
Subtotal Other	524												524
Grand Total All	12,160												12,160
OTHER SERVICES:													
Total Online Bastrop													
Advertiser Searches	5,393												5,393
Computer Usage:													
Adult	1,482												1,482
Children	313												313
Reserve a Librarian	4												4
Teen	292												292
Wireless	1,950												1,950
Total Computer Usage	4,041												4,041
Gifts and Memorials:	\$0.00												\$0.00
Items Processed:													
Items Cataloged:													
Apollo	75												75
Baker & Taylor	40												40

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2015-2016

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Brodart	0												0
Cat Express--OCLC	47												47
Ingram	57												57
Original	85												85
Recorded Books	5												5
Total items cataloged	309												309
Total items withdrawn	810												810
Total items lost	48												48
Interlibrary Loan:													
Borrowed	10												10
Loaned	4												4
Total Transactions	14												14
New Library Patrons:													
City	36												36
County	94												94
Total Patrons added	130												130
Patron Usage:													
County	69%												
City	20%												
Faculty	4%												
Other	7%												
Proctored Tests Given:	2												2
Programming:													
Children's programs	431												431
Outreach programs	0												0
Teen programs	115												115
Adult programs	0												0
Total Programming	546												546
Total # of Programs	29												29

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2015-2016

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Reference Assistance:													
Directional Questions	584												584
Microfilm assistance	0												0
Reference Questions	1,058												1,058
Telephone Reference	288												288
Total Reference	1,930												1,930
Reservations:													
Pressley Meeting Room	43												43
Maynard Board Room	18												18
Study Booths	234												234
Total Reservations	295												295
Visitor Count:	8,802												8,802
Volunteer Hours:													
Regular volunteers	121.00												121.00
Friends volunteers	61.50												61.50
Total Volunteer Hours	182.50												182.50
Website Hits:	2,592												2,592
Ereader assistance	12												12

Bastrop Public Library Genealogy Requests Policy

We at Bastrop Public Library are happy to assist you in your genealogy research. If you are out of town, or are unable to come in and use our genealogy collection yourself, we do offer some basic research services. Keep in mind that time and staff constraints prevent us from assisting in detailed or large projects. Please allow at least 2 weeks for us to respond to your request (during peak times, it can take twice that long, or more). You may send your requests via postal mail or by email.

I. Essential guidelines for submitting a request:

1. Request only up to 3 obituary, birth notices, or article lookups (or any combination of these); we cannot look through "all of the Smiths" in our Cemetery Records. Vague requests such as "information about James MacNeil and family" will be returned with a referral to the The TXGenWeb Project at <http://www.rootsweb.com/~txgenweb/>.
2. Have a specific date for your obituary/birth notices, or article lookups. Searching newspapers for obituaries will be done only if the full name and death date (month and year) are supplied.
3. Newspaper-related requests can only be searched in the Bastrop Advertiser. The Bastrop Advertiser can now be accessed through the Portal of Texas History, www.texashistory.unt.edu/search/?q=Bastrop+Advertiser&t=fulltext.
4. Direct all genealogy and local history inquiries to: genealogy@bastroplibrary.org.
5. Requests that do not follow these guidelines cannot be processed.

Please be sure to include your name, email address, postal mailing address and telephone number.

*If our researcher can find the information you requested,
we must have an address to which to mail it.
Please allow at least two weeks for a response.*

II. Further items regarding genealogical requests:

1. We do not have original records (birth/death/marriage records); for more information, see the Texas State Library & Archives Commission's Frequently Asked Questions about Vital Statistics at <http://www.tsl.state.tx.us/arc/vitalfaq.html>
2. We do have limited census records, however, we do not have indices for all of them, and so we may not be able to fulfill all census requests (and again, please no more than 3 names).
3. If you are requesting information on a particular local business, organization, or institution, or if you are seeking biographical information of persons, you may also want to contact the Bastrop County Museum at (512) 321-6177; Email at: bchs@onr.com

4. Please also keep in mind that federal copyright laws may prevent us from fulfilling a request (we cannot photocopy an entire book, or significant portions of the book, without permission from the author and/or publisher).
5. If you would like to view microfilm that we do not currently own, we generally can borrow it for patrons with borrowing privileges. Please complete an Interlibrary Loan form in our library, or consult the library in your area.

Revised: 07/28/15

Library Board Approval:

Bastrop City Council Approval:

Bastrop Public Library Interlibrary Loan Policy

I. Definition

Interlibrary Loan (ILL) is the process that the Bastrop Public Library uses to request materials from, or supply materials to, other libraries.

II. Conditions of Service

All interlibrary loan transactions are made between libraries. All library users must request an ILL through their home library.

The Bastrop Public Library follows and endorses the principles relating to interlibrary loan included in the ALA Interlibrary Loan Code, the Texas State Library and Archives Commission Interlibrary Loan Protocol, the United States Copyright Law, and the United States Commission on New Technological Uses of Copyrighted works (CONTU) guidelines and federal and state laws governing confidentiality of library records.

III. Borrowing Policy

1. Users—Patrons requesting an interlibrary loan are required to have a Bastrop Public Library card in good standing. Requests are not filled if the patron has outstanding fines or overdue materials on their record. New patrons are required to have a Bastrop Public Library card for two weeks before requesting an ILL. Requests will be placed for city or county patrons only. Must be at least 18 years old to place an ILL request.
2. Requests—Requests are limited to five items per patron. The Library reserves the right to limit the number of requests per patron. All requests must be valued at \$100 or less.
3. Types of materials borrowed—The Library will attempt to borrow print media only.
4. How to request an interlibrary loan—Patrons must complete an interlibrary loan request form. Information on the request form must include full bibliographic information that includes author, title, date of publication, publisher, ISBN and cost of book. Periodical articles must contain complete citation information, including author, title, periodical source, date and/or volume number and page numbers. The patron must include a current daytime telephone number. Patrons must request materials at the library, this request requires a signature and a payment of \$2.00 made before requests are submitted.
5. Delivery of requested materials—The Bastrop Public Library submits interlibrary loan requests as quickly as possible. The delivery of the requested material is contingent upon how quickly the lending library processes the order and ships the material. A rule of thumb for the receipt of the requested material is two to three weeks.
6. Conditions of Use—Lending libraries set their own loan periods and restrictions (such as renewals, in-library usage and etc.). Failure to return interlibrary loan items on time (date stamped on wrapper) or to pick up items within three days of notification of arrival may result in the suspension of interlibrary loan services and book will be returned. Materials borrowed through interlibrary loan must be

returned to the Bastrop Public Library and not to the lending library. The interlibrary loan wrapper is not to be removed by anyone other than a staff member.

7. Charges—The Bastrop Public Library does not charge for interlibrary loan services. The library does charge \$2.00 per item to cover return mailing costs.
8. Lost, Stolen or Damaged Interlibrary Loan Items—If an interlibrary loan item is lost, stolen or damaged, the patron is responsible for the cost of the item (to be determined by lending library) and any processing fees charged by the lending library.

IV. Lending Policies

1. Users—The Bastrop Public Library will lend materials to all established libraries. Those wishing to borrow materials from the Library must initiate their request through an established library.
2. Requests—Any decision to loan materials is made at the discretion of the Library Director or designated staff member. The borrowing patron may request materials through their home library.
3. What can be Borrowed—The Library does not loan the following: Reference, local history materials, genealogy, microfilm, periodicals, audio-books, CD's, videos, DVD's, best-sellers or items on reserve. Books valued \$100 or more will not be loaned.
4. Loan Period—The materials are loaned free of charge. The loan period is six weeks allowing for transit time and checkout by the patron. All materials are subject to recall. Renewals are at the library's discretion. The library will notify the borrowing library when unable to fill a request.
5. Photocopies—The Library will make 1-50 photocopies per request. The first 20 pages are free. There is a .10 cents per page fee after the first 20 copies. Genealogy requests are charged differently. Please see the Library's genealogy policy for more information.
6. Lost, Stolen or Damaged materials charge—The Library assesses a fee on a lost, stolen or damaged item based on the cost of the item plus a \$5.00 processing fee. All charges are nonrefundable.

Revised: 8/11/15

Library Board approval:

Bastrop City Council approval:

BASTROP PUBLIC LIBRARY MEETING ROOM / CONFERENCE ROOM POLICY

The Bastrop Public Library encourages public use of its meeting facilities in keeping with the Library's overall mission to provide general and unrestricted access to informational, educational, cultural and recreational library materials and services in a clean, comfortable, secure environment for people of all ages.

The Meeting Room / Conference Room (meeting rooms) Policy establishes general guidelines and procedures for the use of the Library's meeting rooms. The Library Director or his appointee is responsible for implementing this Policy and for maintaining reservation lists. While these guidelines and procedures are intended to be comprehensive, other guidelines and rules may be identified and enforced, on a case-by-case basis, as the Library Director deems necessary under specific circumstances, as they may arise. The City of Bastrop reserves the right to revise this Policy, as it deems necessary from time to time.

Use of library meeting rooms by any group signifies acceptance of the terms of this policy.

I. General Guidelines

1. Meeting rooms at the Bastrop Public Library are designed to meet general informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, seminars, exhibits, displays, storytimes, puppet shows, book signings and films.
2. To be eligible to use a meeting room you must belong to a club, organization, nonprofit or for-profit corporation or company.
3. There is no charge for the library, City, County, Federal agencies, nonprofit organizations or clubs to use the meeting rooms. For-profit organizations and companies will be charged a fee.
4. The library reserves the right to require written verification of the official status of organizations reserving our rooms. Such verification may be in the form of a letter of determination from the IRS or the Texas Secretary of State.
5. Use of the Library's meeting rooms by participants does not constitute Library or City of Bastrop endorsement of materials (written, audio, etc), opinions, or viewpoints of attendees or participants. Advertisements or announcements implying such endorsements are not permitted.
6. The library does not discriminate on the basis of race, religion, ethnicity, gender, disability or age for the use of the meeting room.
7. Meeting rooms may not be used for social gatherings such as wedding showers, birthday parties, dances, family reunions, etc.

8. Meeting rooms may not be used for religious services or political campaigns (religious study groups and political forums that are sponsored by eligible clubs, or organizations and non-profit corporations are permitted).
9. All meeting rooms are closed on Sunday, official Bastrop City holidays and other designated dates.
10. City or Library needs may preempt any other scheduled event.
11. Conference rooms can only be reserved during normal library operating hours per the "Reservation" procedure noted below.
12. Smoking, tobacco products, alcoholic beverages or illegal drugs are not allowed.
13. When checking out an after-hours key it must be hand delivered to library staff the following day. Do not place key in book drop. If key is lost, cost of replacement key will be the responsibility of the organization or person checking it out and may be deducted from the security deposit.

II. Reservations

Reservation forms to utilize a meeting room or conference room are available by telephone, in writing, in person or online. Requests to use a conference or meeting room will be honored on a first-come, first served basis. A completed reservation form must be submitted in person and be on file a minimum of 72 hours prior to the meeting and all fees and deposits must be paid by this time.

1. When making a reservation, please clearly and completely fill-out a reservation form which you may obtain by telephone, online, in writing or at the library. **Completed reservation forms must be submitted in person.**
2. Reservations are accepted up to six months in advance. Only one reservation can be submitted at a time.
3. To provide an opportunity for all groups to use the meeting rooms, a group is limited to using the meeting room or conference room once a month, and the group may reserve only one meeting room for use at that time. The Library Director must approve exceptions to this rule in advance. Library or library related groups, or City of Bastrop employees may reserve a meeting room more than once a month.
4. Notice of cancellation should occur as soon as possible. If a group fails to appear after 30 minutes its reservation is forfeited.
5. Groups may not assign their reservations to other groups.
6. **A refundable \$100.00 deposit is required for use of the Presley Meeting Room or Maynard conference room.**
7. The City of Bastrop is exempt from paying the \$100.00 deposit.
8. Non-profits must pay the deposit of \$100 at the same time the reservation form is submitted.
9. Reservations by for-profit corporations or companies must be paid in full at the time of registration. Payment includes the rental fees for the room and the deposit.
10. Reservations must include set-up and take-down time.

11. Library personnel must receive notice of a cancellation minimum of 72 hours in advance to receive a full refund. Cancellations received less than 72 hours prior to the reserved event time will be refunded the deposit only.
12. No shows, or failure to notify library personnel regarding a cancellation, will cause the person or entity to forfeit the rental fees.
13. Cancellation notification may be made by phone, email or in person.

III. Care and Use of Facilities

1. All organizations, profit and nonprofit, and government agencies and their representatives/members are responsible for their own set-up and take down and cleaning of the meeting rooms (chairs and tables are available upon request—but no setup or take-down or cleaning will be provided by the Library). All tables must be cleaned before returning to the rack.
2. Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
3. Furniture and/or equipment from the main area of the library may not be brought into the meeting rooms.
4. Walls and Sound boards are not to be used as bulletin boards. The use of push pins, straight pins, sticky note pad paper, tape or glue on wall or sound boards is strictly prohibited.
5. Personal furniture or equipment may be provided by a group with prior approval. Arrangements for the use of personal furniture or equipment should be made at the time reservations are made.
6. Equipment, supplies, or personal effects cannot be stored or left in Library rooms before or after use. The Library and City shall not be responsible for materials, equipment, supplies or the personal effects of those using the meeting rooms.
7. Keep all exits unlocked at all times. Open aisles must be maintained within the seating arrangements to provide clear access to the exits.
8. Public entrances are to be used for entrance to and exit from the building, and for all deliveries.
9. No announcements or notices to publicize an activity may be posted or distributed on library property without prior approval from the Library Director.
10. Attendance at meetings will be limited to the capacity of the individual meeting rooms as listed at the end of this policy. Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.
11. Simple refreshments including coffee, doughnuts, box or sack lunches, may be served in the Pressley Meeting room, but kitchen facilities or equipment will not be provided by the Library. No food allowed and beverages with twist tops only allowed in Maynard Conference room. **No red beverages allowed in the library.**
12. All trash resulting from the serving of refreshments must be removed by the organization and thrown in the dumpster on the East side of the building.

13. The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages and losses that may occur as a result of the use of the facilities.
14. User shall, upon demand, immediately reimburse the City for any damages caused by User, or User's employees, directors, officers, agents, representatives, affiliates, members, guests or invitees, to the leased premises, Library property or any other real or personal property owned or leased by the City, in the performance of this agreement. User's damage deposit shall be applied to the cost of the repair for any such damages, but said damage deposit shall in no way limit or restrict User's liability, or the City's legal remedies, for the full extent of such damages.
15. Permission to use Library meeting rooms may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment, or furniture or causes a disturbance.
16. The Library Director, or his designee, shall have the authority to end meetings and/or clear/close meeting rooms, as he deems necessary, to protect the health, safety and welfare of individuals and property, and to maintain proper use of the Library facilities.

The City of Bastrop is committed to compliance with the American With Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.

Please address questions not covered within this policy to Library Administration, 512-332-8880.

Available Meeting Facilities and Capacities
Meeting room – 100 w/o tables – 50 w/ tables
Conference Room - 10

Pressley Meeting Room Fee Schedule

Nonprofit--\$0.00
For-Profit--\$100 per hour

Maynard Conference Room

Nonprofit--\$0.00
For-profit--\$50 per hour

Deposit for all individuals, groups, or entities whether, for profit or non-profit is \$100.00

Revised: 08/04/15
Library Board Approval:
City Council Approval:

Bastrop Public Library Reserve-A-Librarian Policy

Reserve-A-Librarian is a tutoring service that the Bastrop Public Library provides to help adults develop technology and research skills. This service is open to anyone wishing to reserve assistance.

Reserve-A-Librarian Policy establishes general guidelines and procedures for the use of this service. The Library Director or his appointee is responsible for implementing this Policy and for maintaining reservation lists. While these guidelines and procedures are intended to be comprehensive, other guidelines and rules may be identified. The City of Bastrop reserves the right to revise this Policy, as it deems necessary from time to time.

Any adult reserving a Librarian signifies acceptance of the terms of this policy.

General Guidelines

- The Reserve-A-Librarian service at the Bastrop Public Library is designed to meet the basic technology and research needs of the adult community.
- To be eligible to use this service you must be over the age of 18.
- There is no charge for this service.
- This tutoring service is designed as a one-on-one session to enhance technology and research skills. Therefore, only the individual may attend the session. If young children are accompanying the adult the session will be rescheduled.
- The library does not discriminate on the basis of race, religion, ethnicity, gender, disability or age for the use of this service.
- Reserve-A-Librarian may not be used for financial, tax, legal or medical services.
- Reserve-A-Librarian will be offered Monday through Friday during normal operating hours; this service will not be offered on Saturday, due to limited staff, official City of Bastrop holidays and other designated dates.
- City or Library needs may preempt any other scheduled event.
- All participants must adhere to Library policies and will be given an Internet Use Policy.
- The Library reserves the right to deny service if Library rules or policies are not being followed. Standard library procedures will be followed before service is denied.

Reservations

Reservation forms to utilize the Reserve-A-Librarian service are available in person at the Circulation and Information desks. Requests will be honored on a first-come, first served basis. When making a reservation, please clearly and completely fill-out a reservation form which may be obtained at the Circulation or Information desk. **Completed forms must be submitted in person.**

- Only one request form can be submitted at a time per person.
- A Librarian will contact applicant within 2 business days to schedule a mutually convenient meeting date and time.

- Requests are filled based on staff availability and expertise.
- Request for specific staff members will be considered but not guaranteed.
- Appointments are 30 minutes of assistance, then 30 minutes unassisted practice time.
- Additional appointments can be requested as necessary.
- Reservation for a study booth will be made once a mutually convenient meeting date and time has been decided.
- Notice of cancellation should be made as soon as possible. If an applicant fails to appear after 15 minutes the reservation is forfeited.
- Cancellations notifications may be made by phone or in person.

The City of Bastrop is committed to compliance with the Americans With Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.

Please address questions not covered within this policy to Library Administration, at 512-332-8881.

Revised: 08/11/15

Library Board Approval:

City Council Approval:

Bastrop Public Library Study Booth Policy and Procedures

I. Purpose of the Study Room

- A. The study rooms are generally intended for use by up to 2 individuals at a time, for the purpose of quiet study, test and discussion.

II. Reservations for rooms and Hours Available

- A. Reservations can only be made for test proctoring, online test and tutoring. Only one reservation per week is allowed. Study rooms can be reserved only one week in advance.
- B. Study rooms are used free of charge and are assigned on a first come, first served basis. A waiting list will be kept at the reference desk if all rooms are occupied. Once a room is available for use, it will be held for the next individual for 10 minutes. After this time the room will be given to the next person on the waiting list.
- C. Study rooms can be used in one-hour increments. However, if after the first hour no one is waiting an additional hour can be added. There is a two-hour time limit per day. Limits are set in order to accommodate fair and equitable access to these spaces.

III. Rules of Conduct

- A. Food is prohibited in the study rooms. Drinks with screw top lids are allowed. General library rules apply in the study rooms.
- B. Patrons who use the study rooms are expected to leave the room in their original order and free of trash.
- C. Study rooms are not soundproof. Noise should be kept to a minimum. Complaints reported by other patrons about excessive noise may result in the patron being asked to leave the room. Multiple noise complaints may result in the suspension of study room privileges.
- D. Library materials or personal belongings should not be left unattended in the study rooms. Library personnel are not responsible for items left in the study rooms.
- E. Rearranging study room furnishings is allowed only with the permission of the Library Director. Additional chairs may be brought into the room.
- F. If any Library Policies are violated, library staff has the right to refuse the use of a study room.

Revised: 08/13/15

Library Board Approval:

City Council Approval:

Bastrop Public Library Volunteer Policy

I. Statement of Purpose

Bastrop Public Library shall use the services of volunteers to supplement the efforts of paid library staff in meeting demands for quality public service. Volunteers aid the library in making the best use of its fiscal resources and contribute to sound working relationships with community groups and organizations. Volunteers are liaisons to the community and by their contribution are advocates for quality library service. The library and its volunteers work together to meet the goals and mission of the organization.

Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons.

The Library shall make use of the services of interested volunteers to supplement and not to replace the work done by library staff.

II. Definition of a Volunteer

A volunteer shall be considered as any individual, 14 years of age or older, who contributes time, energy and talents to the Bastrop Public Library and is not paid by Library funds. Exceptions to the age requirement may be made by the Director or his/her designee. Exceptions are granted for those individuals that are performing community service for a service organization such as Pals, Girl Scouts, etc. The Library does not accept volunteers for court ordered community service and/or Teen Court.

All volunteers must be accepted by the library prior to performance of assigned tasks. (See "How to Become a Volunteer")

III. How to Become a Volunteer

1. All volunteers are required to fill out a Volunteer Application Form
2. The Volunteer Coordinator will review the completed application form.
3. Volunteers are selected based on their qualifications in relation to the needs of the library at any given time.
4. Volunteers under consideration may be subject to a background check.
5. If selected, volunteers will be contacted for an interview.
6. If not selected, applications will be kept on file for six months.
7. Volunteers under age fourteen must have the application signed by a parent or legal guardian.
8. Acceptance of an application is at the library's discretion.

IV. Supervision

The Volunteer Coordinator or his/her designee has the responsibility of supervising a volunteer worker. No volunteer worker will be allowed to work without the volunteer coordinator or his/her designee being present. The volunteer coordinator or his/her designee is responsible for the day-to-day management and guidance of the volunteer. All volunteer

workers must follow staff instructions and established library policy and procedures. Volunteers are free to ask any questions or report any problems or concerns they may have about their assignments to the volunteer coordinator and/or their designee.

Volunteers are expected to perform their assigned duties to the best of their abilities and to be loyal to the mission, values, goals and policies of the library. All volunteers should keep their supervisor informed of their projects and work status, and of their comings and goings in the library.

V. Job Orientation and Training

Before beginning a volunteer assignment, the volunteer coordinator will be responsible for the following:

1. Take the volunteer on a tour of the building;
2. Introduce volunteer to library staff;
3. Review library and volunteer policies;
4. Review job duties and expectations;
5. Confirm work dates, times, and anticipated duration of the assignment;
6. Supply volunteer with a name tag and review sign-in and sign-out procedures;
7. Provide training on any new skills needed to perform assigned tasks;
8. Discuss procedures for obtaining, using, and caring for needed supplies;
9. Provide safety orientation;
10. Review locations of parking, restrooms, water fountains, first aid kits, and places for personal items such as purses/coats, etc.

VI. Volunteer Opportunities

Tasks that may be performed by volunteers are listed below, however not all opportunities are available at all times.

1. Shelf books and other materials
2. Dust books and shelves
3. Shelf read
4. Pull reserves
5. Clean material
6. Help with programs and projects
7. Process new materials
8. Clerical tasks
9. Circulation Desk

VII. Guidelines for Volunteers

1. Volunteers work hours at the library when supervisors are readily available. The number of volunteers accepted is based on the amount of work and supervisory time available.
2. Volunteers should notify the Volunteer Coordinator as soon as possible if they know they will be late or absent.
3. Volunteers must sign in and sign out of the volunteer notebook.
4. Volunteers should always wear their name badges while working in the library.

5. Volunteers are ambassadors for the library and need to present a positive image to the public. It is expected that each volunteer will follow the same dress code as the staff. If a volunteer is dressed in an inappropriate manner, they may not be able to work their shift.
6. Volunteers should maintain a professional, friendly demeanor at all times and are asked to direct all questions to a staff member. Staff members are trained to deal with questions about the library's collection, services, policies and procedures.
7. Volunteers are responsible for updating personal data, such as change of address or telephone number, etc., with the Volunteer Coordinator.
8. Volunteers who are family members of library staff may not be placed under the direct supervision of their family member.
9. Volunteers are bound by rules contained in all library policies and guidelines, especially as they relate to patron privacy and confidentiality.
10. Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library, or to make changes in the nature of their volunteer assignment.
11. Library owned equipment and supplies are for library use only and may not be used for personal business.
12. Volunteers are asked to be alert at all times to safety hazards and to report unsafe acts or conditions to their supervisor. Volunteers should also notify their supervisors of any assignment which causes physical discomfort or which could lead to personal injury. All injuries, whether minor or serious, must be reported directly to your Volunteer Coordinator or a supervisor.
13. Volunteers who are interested in paid employment with the library should apply through the City of Bastrop's Human Resources Department and will compete with all other applicants responding to notices for available positions.
14. Volunteers who fail to meet the requirements of the job descriptions, violate library policies, or violate city, local, state or federal law while working at the library, are subject to dismissal.
15. To end a volunteer commitment, please notify your Volunteer Coordinator of that decision and the effective date.
16. Use of alcohol or illegal drugs in the workplace is prohibited, as is the abuse of any drug or alcohol, or reporting for duty under the influence of drugs or alcohol.
17. All volunteers, employees, supervisors, and members of management, both male and female, are strictly prohibited from sexually harassing or making improper advances towards other volunteers, guests, employees, supervisors, or members of management. Sexual harassment includes unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term of condition of service or employment, is used as the basis of employment or advancement decision, or has the purpose or effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive environment. Any sexual harassment needs to be reported immediately to the volunteer's Volunteer Coordinator or a supervisor.
18. The Volunteer Coordinator may meet with the volunteer regularly to review job performance. Evaluations may be formal or informal and may be written or verbal.

Reviewed: 08/07/15 MD

Library Board Approved:

Bastrop City Council Approved:

Bastrop Public Library WIFI Policy

The Bastrop Public Library will provide free Internet access points or “hot spots” for users with portable computers or devices capable of receiving wireless signals. These access points will allow users to access the internet from their laptop computers when sitting within range of the access points. Wireless access is provided as a public service free of charge on an “as is” basis with no guarantee and no warranty.

Wireless users are responsible for making any changes to their wireless devices to connect to the library’s wireless network; however, the library cannot guarantee that a user’s hardware will work with the library’s wireless connection.

The Bastrop Public Library does not offer laptops or peripheral equipment (power strips, wireless network cards, mouse pads, cables, etc.) to the public, nor can the library guarantee access to power outlets. Users may not plug into outlets where the cord may create a hazard for the other library users. Four tables with electrical outlets are provided for patrons with laptops. The library assumes no responsibility for the safety of equipment; users must keep their equipment with them at all times.

Use of the wireless network in the Children’s department is limited to those users who are supervising children in the department. A table is available and any cords of the computer must not create a hazard for users in the Children’s department.

As with most public wireless “hot spots,” the Library’s wireless connection is not secure. There can be non-trustworthy third parties between the user and anybody with whom the user communicates. Any information being sent or received could potentially be intercepted by another wireless user. Cautious and informed wireless users should not transmit their credit card information, passwords and any other sensitive personal information while using any wireless “hot spot.”

The Library will not be responsible for personal information (e.g. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless devices.

The Library provides access only to Web-based e-mail. For Microsoft Outlook or other e-mail services, the user must connect with his or her own Internet provider.

Printing access is not available via the wireless connection. If you need to print, please save your work to a flash drive or email files to yourself, then login to a wired library workstation and send jobs to the public printer. The library is not responsible for misprints unless it is a malfunction of the equipment.

Use of these access points is governed by Bastrop Public Library Internet Use Policy. All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. User should not violate federal, Texas, or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

Any restriction or monitoring of a minor's access to the Library's wireless network is the sole responsibility of the parent or guardian.

Revised: 08/07/15

Library Board Approval:

City Council Approval: