

**Uncle Remus Regional Library System
Policy Manual**



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MISSION STATEMENT

"The Uncle Remus Regional Library System provides constituents, in the most efficient manner, access to print and non-print informational, educational, and recreational resources to help create an informed citizenry and enable lifelong learning."

LIBRARY SYSTEM HISTORY

The Uncle Remus Regional Library System, founded in 1952, is a federated organization of library communities in Greene, Hancock, Jasper, Morgan, Putnam, and Walton counties. Administered by the Regional Office, each facility is a fully functioning library offering patrons circulation privileges, reference service, and meeting space.

VISION STATEMENT

The vision of The Uncle Remus Regional Library System is to provide to all members of the community the opportunity to make the public library a full partner in a lifelong journey to seek excitement, learning, and self-fulfillment.

RULES FOR LIBRARY USERS POLICY

The Uncle Remus Regional Library System (“URRLS”) strives to provide an atmosphere that is conducive to the appropriate use of library services and resources. Use of the library is intended to be for reading, studying, writing and listening to written or electronically transmitted materials and information. All users and staff have the right to a safe and comfortable environment, as well as facilities and materials which are in good condition.

BEHAVIOR AND/OR ACTIONS WHICH ARE CONSIDERED TO BE DISRUPTIVE UNSAFE AND/OR ACTIONS WHICH ARE CONSIDERED TO BE A NUISANCE **ARE PROHIBITED** ON LIBRARY PROPERTY. THESE MAY INCLUDE:

- Any loud, unreasonable, and/or disruptive noises created by persons, radios, music players, or other sound devices such as cell phones and iPods.
- Engaging in disorderly conduct, fighting or challenging a fight, or using offensive language that is likely to provoke violence.
- Repetitive noise making; such as tapping a pencil on the table, rapping fingers or knuckles; slamming books down; slapping the covers of books, etc.
- Running in or around the library.
- Exhibiting offensive personal hygiene, bringing in large bundles or personal possessions (for example: items too large to fit under a study chair), failure to wear shoes or appropriate clothing (swimsuits prohibited) or the failure to secure clothes with buttons, zippers or other devices.
- Sleeping or laying your head on a table. Placing your feet or legs on furniture.
- Misusing or abusing furniture.
- Bringing animals or pets in the library (except guide dogs for the physically impaired).
- Following a person around the library, staring at a person, or persistently asking a person questions.
- Distributing or posting printed material and/or literature that has not been approved by URRLS.
- Soliciting for money or items or services.
- Panhandling or loitering inside the library or in the parking lot or on library grounds.
- Cell Phone use.
- Adult supervision must be provided to all children under the age of 12. (See “Unattended Minor’s Policy”)
- Leaving a child or young adult (up to the age of 17) on library property after closing time.

- Misuse of restrooms. Restrooms are for library patron use only. Changing and/or washing of clothes and/or bathing in restrooms is not permitted.
- Taking library materials into the bathrooms.
- Any sexual activity including indecent exposure.
- Entering non-public areas such as staff workrooms, break room, offices, and storage areas.
- Skateboarding, rollerblading, or bicycling in the parking lot, garden or around the perimeter of the library building.
- Certain acts involving computer fraud or abuse of URRLS computers or the display of obscene materials on computer equipment (covered under the Georgia Computer Services Protection Act and punishable by fine, imprisonment or both).
- Willful concealment and/or unauthorized removal of library property.
- Bringing food or beverages into the library. Intoxication and/or use of tobacco, alcohol or illegal substances.
- Damage, destruction, theft or improper use of library property or facilities. (GA Code 20-5-52).

LOST AND FOUND POLICY

Any items which are left in any Member Library will be held at that library for thirty (30) days. If they have not been claimed by the end of the thirty-day period, the items become the property of URRLS. The Library Manager may dispose of lost items as he or she chooses.

SMOKING POLICY

URRLS complies with the Georgia Smokefree Air Act of 2005 (and local ordinance or policy). All URRLS buildings and vehicles are designated as smoke-free and tobacco-free areas. In addition, neither smoking nor tobacco use is permitted within 50 feet of any entrance or exit, or anywhere on library grounds. This policy applies to the use of any tobacco product, including smokeless tobacco, and applies to both employees and visitors of URRLS.

CIRCULATION POLICY AND PROCEDURES

Circulation privileges are extended to patrons only upon completion, including signature by an adult or by a minor and parent or legal guardian, of a PINES Library Card Registration Form.

Pursuant to PINES policies, a parent or guardian must sign the application for all children under the age of 18. Signing a child's PINES card application denotes acceptance of responsibility for all fines, lost or damaged materials. Therefore, such accounts are grouped together under PINES. If one card within the group is unable to utilize library services due to excessive fines, lost or damaged materials, then all cards under that group will also be unable to utilize library services.

To encourage the prompt return of materials, the PINES libraries have established a schedule of fines and fees as penalty to those patrons who fail to return materials by their due dates. The schedule of fines and fees can be found in Appendix 2 of the PINES Manual. The PINES Manual is available in print format at each library location, at the Regional Office and on the Internet at: <http://help.georgialibraries.org/cgi/pineshelp/manual.html>

URRLS will adhere to PINES guidelines regarding circulation periods, renewal limits, fees and fines as outlined in the PINES manual or on the PINES website at <http://pines.georgialibraries.org/>. URRLS has also chosen to follow the billing structure outlined in Appendix 3 of the PINES manual which establishes a Maximum fine (per item) at \$5.00, except in the case of Overdue Equipment (per item) which may accrue a Maximum fine of \$25.00.

Lost or damaged material will be billed to the patron including a non-refundable processing fee of \$10.00 (per item). A schedule of processing fees charged for lost/damaged material by URRLS and other PINES library systems is available at <http://help.georgialibraries.org/cgi/pineshelp/PINESprocfee.html>. A receipt will be given to patrons when they pay for lost/damaged items which they must sign. Lost and paid materials that are found and returned to the library within the time frame provided by PINES policy are eligible for a refund of the replacement cost (does not include the non-refundable \$10.00 processing fee) minus the overdue fines as of the date of return. Patrons may not present privately owned material as replacement of lost and or damaged library material or in lieu of fees or fines.

Audiovisual material may not be returned in any bookdrop at any library location of the URRLS. A fine of \$.50 will be assessed per audiovisual item returned in a bookdrop.

Video material borrowed by educational institutions for classroom use will circulate according to the guidelines of "Video - long loan period" as outlined in Appendix 2 of the PINES Manual.

Others fines and fees (subject to change pursuant to PINES policy and guidelines):

Damaged audio/video cases	\$1.00 each
Missing audio/video cases, barcodes or Cover art	\$10.00 each
Photocopy charge B&W:	\$.20 per page
Photocopy charge Color:	\$1.00 per page
Computer print out:	\$.20 per page
Document Scanning	\$.20 per page
Facsimile transmittal:	
Domestic calls:	\$1.00 per page
International calls:	\$2.00 per page plus \$5.00 (surcharge)
Test Proctoring	\$5.00 per test
Notary Services	\$2.00 each

MATERIALS SELECTION POLICY

Philosophy: Historically, the public library was developed in the United States as an arm of free public education. The school system and the public library grew in parallel directions, the school system being the avenue of formal education, the public library an informal avenue.

The public library provides materials for all ages, from earliest childhood through maturity, on as nearly all subjects of human interest as possible, taking into consideration budget limitations.

The public library, while not intended as a scholarly institution, recognizes the need of the citizen whose work or interest may demand information of a highly specialized nature. For this reason, the collection contains many classics in fields of endeavors which are a part of world civilization.

It is the responsibility of a library to provide materials which will enable the citizen to form his/her own opinions. Therefore, the library will provide materials, possibly argumentative, representing several points of view. History has demonstrated that a cause which may have been popular ten, twenty, or fifty years ago may well be out of favor today. The holdings of the public library must reflect mature judgment and an awareness that the library itself will endure for

the use of the citizen of tomorrow who might wish to know something of the origin and development of ideas.

The public library is a living, growing resource for educational activity, and its development is the responsibility of the Regional Board of Trustees (the "Regional Board") on one hand and the Library Director (the "Director") and Certificated Librarians on the other. Both the nature of the library's function and the content of the collection are strictly professional responsibilities.

No one public library stands alone in its philosophy, its content, or its functions; only application and emphasis differ. The best thinking of the profession is applied by the individual library.

It is the public library's function to preserve and make easily and fully available the printed word and other non-print materials that will assist all people to:

- Educate themselves continuously.
- Keep pace with progress in all fields of knowledge.
- Become better citizens.
- Be more capable in their daily occupations.
- Develop their creative and spiritual capacities.
- Appreciate and enjoy works of art and literature.
- Make such use of leisure time as will promote their personal and social well-being.
- Contribute to the growth of knowledge.

Authority: The final authority for the determination of policy to guide the selection and acquisition of library materials is vested in the Regional Board.

Responsibility: The final responsibility for all materials selected, as for all library activities, rests with the Director, who operates within the framework of policies determined by the Regional Board. The Director delegates responsibility for the selection of books and other materials to the Certificated Librarians. Such delegation does not relieve any individual of responsibility but rather places the initial selection at the level where work with the public and the book stock is accomplished. All staff members, as well as the general public, may recommend materials to be considered for purchase. All recommendations are channeled through regular processes and considered in light of selection policies.

Carrying out Library Objectives: Materials selection policies necessarily begin with a study of the community, existing collections of the Member Libraries within the system, and services which the library is expected to perform. Materials selection is intended to implement the general objectives of URRLS. The purpose of the selection process is to obtain expertly written books and other materials to further the Member Library's program of providing information,

reference, guidance, and other assistance to those engaged in educational pursuits, as well as to provide reading materials that are informational and recreational.

Criteria: It is URRLS' policy is to purchase, or accept as gifts, the best materials which can be located to meet the needs of the Member Library's community. Criteria to meet these needs include the following:

- Importance of the subject matter to the collection.
- Scarcity of materials on the subject.
- Timeliness or permanence of the work.
- Appearance of the title in special bibliographies or indexes.
- Credibility: Is the book authentic (based on fact)? Is it documented?
- Literary value.
- Author's significance and reputation as a writer:
- Legitimate purpose of the author.
- Local authors' works are considered with more leniency than other authors.
- Public demand (materials such as romances, westerns, mysteries, bestsellers, audiobooks and video recordings are purchased to meet the public's demand).
- Reputation and standing of the publisher.
- Price.
- Availability of materials elsewhere within PINES.
- Format.

Aids: Ideally, every book added to URRLS should be reviewed before purchase by a Certified Librarian with trained judgment, a knowledge of the library's present resources, and acquaintance with the requirements of the readers. Generally, circumstances make such reviewing impossible or unnecessary, so the certificated librarians make skilled use of selection aids, publishers' basic general lists, and bestseller lists, as well as requests from the general reading public. While book reviews are a major source of information about new books, they are not followed blindly. No one publication is relied upon exclusively.

Adult Books: Points considered in adult book selections are literary, educational, informational, or recreational value; credibility; effectiveness of presentation; qualities conducive to critical thought and understanding; and available funds. Contemporary and popular authors are included. Titles are selected on the basis of the content of the book without regard to the personal history of the author.

Young Adult Books: The ultimate aim of library work with young adults is to contribute to the development of well-rounded citizens alert to the problems of

the community, the country, and the world. To this end, readable young adult titles are selected that are keyed to the young adult's needs and interests, as well as books that will tend to open up new interests to the young person.

Children's Books: The basic policy of book selection for children is to buy the best new books and to replace and duplicate older titles which have proven their value. Selection covers all fields: books for recreational reading; inspirational books of lasting value; informational books covering a wide range of knowledge which will satisfy the child's natural curiosity and widen his/her interests.

Audiovisual Materials: The format of "audio-visual" materials has changed dramatically. Records have changed in speed and material and are used today primarily by collectors only. The policy of URRLS is to collect what its budget will permit, keeping in consideration its timeliness and its probable value to the collection as a whole. The Member Library should place preference in obtaining those audiovisual items least likely to be purchased by the private citizen for personal use.

Computer Software: Computer software shall be purchased for in-library use only. Software beneficial to the public in general may be acquired to support the state-wide effort to provide internet access to all citizens.

Textbooks: URRLS does not purchase textbooks per se. Textbooks are purchased only if the book is of value because of its content, its need in the book collection, and the permanent demand by the general public. URRLS is not responsible for buying a volume purely because it is a textbook of a class offered in the community.

Schools: The public library's books are selected to provide educational and informational services to the total community, adults and children. The public library cannot accept the responsibility of duplication of the same book in sufficient quantity to serve a total class. It is not the purpose of the public library collection to serve as an elementary, secondary, or college supplementary library, although many of its materials may so be used. It is the responsibility of the public school system to supply these curriculum materials. The public library's largest and most important field of emphasis is the adult field of informational and educational materials because no other public institution exists which can perform this function adequately.

Denominational Books: It is the policy of URRLs not to buy denominational literature. Such denominational books are accepted as gifts from the various denominations who wish to give them to the library. Various denominations and beliefs described in one book are purchased as needed.

Sex Education: URRLS purchases books about sex for such users as social workers, clergy, physicians, teachers, parents, young people contemplating marriage, newly married couples, and adolescents. An effort is made to obtain only material that is authoritative and up to date. However, extremely scientific and technical works are usually not added to the collection.

In the field of factual books (such as those on anatomy, physiology, marriage, etc.), any title which deals seriously with sex, in part or in whole, will be considered for purchase on the same basis of consideration as other materials.

In the field of creative composition (especially novels) where references to sex are included, the material is to be considered in its entirety for integrity of purpose and literary merit. A book may thus be acceptable for purchase even though it contains passages which deal frankly with sex so long as the author makes genuine use of such passages as necessary to the larger picture he or she is trying to convey. It is assumed that adult books selected for the libraries' collections are to be chosen in light of the needs and interests of mature, normal, and responsible adults and not of abnormal or immature persons.

AUDIO-VISUAL MATERIAL CIRCULATION POLICY

URRLS encourages unrestricted public use of all library materials regardless of an individual's age. However, minors may encounter some library material that would be deemed inappropriate by their parents or guardians and, therefore, URRLS will follow the Motion Picture Association of America's rating system for audio-visual collections, especially with respect to the circulation of (R) or (NC-17) rated films. Similar industry standards, developed by the TV Parental Guidelines Monitoring Board, governing the rating of home television programming will be referred to when considering the circulation of materials originally created for television broadcast. Library personnel will make some effort to monitor the circulation of such material to minors, but will play only an ancillary role to that of the parent or guardian in supervising the material selection of minors.

Visit the Motion Picture Association of America for movie ratings descriptions, title rating search at www.mpa.org and the TV Parental Guidelines Monitoring Board at <http://www.tvguidelines.org>.

RECONSIDERATION OF LIBRARY MATERIALS POLICY

URRLS will reconsider any material in its collection upon written request of a patron. The request procedure is as follows:

1. The staff member receiving the complaint will prepare a written statement detailing the interchange with the patron. The written statement and the completed patron's form will be given to the Technical Services Librarian at the Regional Office.
2. The Technical Services Librarian will immediately investigate and a written report of the findings will be given to the Director within five (5) working days.
3. At the same time that the complaint is sent to the Technical Services Librarian for investigation, a copy of the complaint will be given to the members of the Regional Board, as a matter of information.
4. Upon receipt of the Technical Services Librarian's report, the Director will notify the complainant of the recommended action.
5. At the same time that the complainant is notified of the Certificated Librarians recommendation, the Regional Board will receive copies.
6. The complainant will be given the opportunity to appeal the recommendation of the Certificated Librarians to the Regional Board. He will be notified of this option in writing at the time the initial recommendation is sent to him.
7. If a request for an appeal is filed with the Regional Board within thirty (30) working days of receipt of the complaint, the Regional Board will review the material in question.
8. The Regional Board will then inform the Director of its decision concerning the questioned material, and the Director will act in accordance with that decision and notify the complainant.

Throughout this process, the questioned material will remain available to circulation until the final action is taken. **THE REGIONAL BOARD DECISION WILL BE FINAL.**

See Form "Request for Reconsideration of Library Materials"

LIBRARY VOLUNTEER AND STORYTELLER POLICY

All volunteers and storytellers must complete a "Library Volunteer and Storyteller Application" and have that document on file with the Library Manager and the Regional Office no fewer than three days prior to work commencement.

All volunteers and storytellers must provide a background checks (when appropriate) prior to work commencement. URRLS will reimburse the volunteer or storyteller for the cost of the background check.

Volunteer organizations that conduct workshops, story times, etc. in cooperation with URRLS must nevertheless designate, on site, the identity of the

sponsorship. (For example: signage should state: "Story time is sponsored and conducted by Delta Kappa Gamma.")

INSTITUTIONAL LOANS POLICY

School systems and other institutions are welcome to borrow materials from Member Libraries of URRLS for use in the classroom, media center, or business establishment (on-site use only).

The chief executive officer of the institution must sign annually an "Institutional Loan Agreement" granting permission for personnel to borrow materials on the institution's library card. The institution's library card and proper identification must be presented to check out material. By signing the form, the institution accepts all financial responsibility for materials that are returned late, returned damaged, or are lost.

Materials will be circulated for regularly established periods of time and appropriate charges will be made for overdue or lost materials. See "Circulation Policy and Procedures."

If the institution in question refuses to accept responsibility for payment of late charges or for damaged or lost materials, the matter will be brought before the applicable Local Board for appropriate action.

EXHIBITS POLICY

Exhibit spaces and display cases in Member Libraries are to be used by the library to promote library collections. Collections or items to be displayed may originate from or be the property of members of the community but must be supported by the library collection. All displays must include library materials relating to the subject or theme of the items on exhibit. Library Managers will provide a description of the item or collection to be displayed and forward this information to the Director for approval.

Only collections or items that reflect the community norm will be considered for display. URRLS and Member Libraries assume no liability in the event of damage, destruction, or theft of a display. Exhibitors are responsible for installing and removing exhibits in a timely manner. Exhibits will generally be displayed for one month. Exhibits may not be of a commercial nature. No items can be circulated to the general public. No exhibit will be accepted which requires special attention, handling, and/or maintenance by the library staff. No

person or group shall be discriminated against because of race, color, religion, sex, national origin, age or disability

COPYING OF LIBRARY PROGRAMS POLICY

Videotaping, audiotaping, recording and/or filming of adult and/or children's programs is prohibited without the written consent of the Regional Board. The copyright of any documentation in conjunction with any programs is also retained by the Regional Board and may not be copied without the written consent of same.

UNIVERSITY OF GEORGIA'S OUTSIDE BORROWERS AGREEMENT

URRLS has made an agreement with the University of Georgia ("UGA") to participate in their Outside Borrowers program. Included in this policy is UGA Libraries' Outside Borrowers Policy, UGA Libraries' Borrower's Card Information Sheet, UGA Libraries' Library Conduct Policy, and UGA Libraries' Borrower's Card Application.

Overdue materials will be handled through the URRLS' Technical Services Department using inter/intralibrary loan (IILL) policies and procedures.

INTER/INTRALIBRARY LOAN POLICY

The following guidelines pertain to the inter/intralibrary loan (IILL) service of URRLS. The service provides materials that are not available in a patron's local library collection. Loan of these materials is made available from one library to another. Intralibrary loans occur when loans are made between libraries belonging to the PINES system. Interlibrary loans occur when loans are made from a non-PINES library.

URRLS provides this service because it is impossible for our system to provide all materials for all patrons. Our patrons have a right to the pursuit of knowledge limited only by the patron's choice, comprehension, and imagination. URRLS subscribes to the Interlibrary Loan Code for Georgia libraries and has agreed to follow the procedures established by the Georgia Library Information Network (GLIN), SOLINET, the Georgia Online Database (GOLD), and Georgia Public Library Services (GPLS).

The Interlibrary Loan Code for Georgia libraries is as follows:

In general, we will request loan or photocopy (within the limitations of copyright law) from another library any material needed for the purposes of study, instruction, information, or research. The lending library has the right to decide whether a particular item should or should not be provided. These decisions are based on such limitations as the nature and condition of the physical material and the degree of active demand for the material.

Under the terms of the agreement between URRLS and GPLS, and in accordance with the Georgia Code for Interlibrary Loan, it is permissible to request materials collected in specialized subject fields, master theses, and doctoral dissertations. Reference and genealogical works may be requested through interlibrary loan and will be lent whenever lending does not hinder the services of the lending library. Under the terms of the aforementioned codes and agreements, we may not request material in current or recurring demand, books whose publication date is six months old or fewer, books whose replacement value is \$100.00 or higher (if known), or a large number (more than 10) of titles for one person at any one time.

URRLS has agreed via the aforementioned codes to lend items owned by its Member Libraries to other libraries outside the system. This reciprocity is mandatory for participation in the Interlibrary Loan Network.

The following rules and conditions are necessary because interlibrary loan materials are services provided under special conditions. The PINES patrons must respect the regulations and rights of the libraries who are willing to share their resources with us. The IILL service is an excellent adjunct to the materials that URRLS provides within its budget application. It must be used with consideration and within the right circumstances. It will not provide every title the library does not own. However, under most circumstances, it can fulfill its purpose which is to provide patrons with basic information, reading, and research material not available in the local collection.

Conditions for Interlibrary Loan Service at URRLS:

No lending library will lend directly to an individual on an interlibrary loan basis. The material must be requested by a participating member of the Interlibrary Loan Network. Part of the agreement with GPLS stipulates that all interlibrary loans for the Library System will be ordered by the Regional Office staff member concerned with interlibrary loan.

URRLS honors any limitations on use imposed by the lending library with no exceptions. This may include insuring the IILL material, allowing in-house use only, handling fees, and other restrictions. The patron is responsible for the safety of the material. In case of loss or damage, the patron must meet all costs in accordance with the preference of the lending library. Should the patron not

meet the cost requirements, the library of request origin is responsible for paying for the material. Repeated abuse of the service by keeping items past due or requesting renewals habitually could prompt a lending library to suspend the URRLS' borrowing privileges. Other libraries are not required to lend materials to us. We must acknowledge this courtesy by treating their regulations and materials with respect.

URRLS is responsible for the postage and handling fees imposed by the lending library but is not responsible for overdue fines, copying fees, user privilege fees, or other specialized fees imposed by the lending library. The patron is responsible for all special fees and overdue fines of interlibrary loan materials.

Should the requested title be routed through the interlibrary loan process, the turn-around time from request to delivery of material is two to four weeks. In some cases, due to the scarcity of the material or lack of lending libraries, this process could take longer. The turn-around time is not a fixed entity.

Interlibrary loan is initiated through a bibliographic network called Georgia Online Database (GOLD). The request is searched by author, title, or subject, and, once found, a petition is made electronically for the locations of the material. A procedure determined by Member Libraries of GOLD dictates the terms and manner of the request process. Five locations are chosen as potential lenders, then a request is made and sent to each location one at a time requesting loan of the material. If the material is available, it is sent by mail to the Regional Office for the patron's use.

For various reasons, not all items requested are available for our patrons' use, although URRLS will make every effort within procedural limits to fill all requests. There will be times when we are simply unable to obtain an item for loan.

Rules for Interlibrary Loan at URRLS:

Patrons must be in good standing (no overdue materials, no outstanding fines) to utilize the IILL service.

Repeated IILL abuse (three overdues, two lost items, failure to pay fees and fines, failure to pick up borrowed material) will result in the permanent revocation of ILL privileges.

Patrons are responsible for all fees and fines imposed by the lending library other than postage and handling.

Renewal requests should be kept to a minimum and made no fewer than one week prior to the scheduled return date. Renewal requests will be granted

only at the discretion of the lending library. Most lending libraries do not permit renewals.

Material on loan in the ILL service is subject to recall at any time. Upon recall, return of the material by the patron must be within 24 hours of notification.

Some items are not available for interlibrary loan. These include microforms, software, equipment, newspapers, magazines, maps, special collections that do not circulate, video recordings, audio recordings, CDs, DVDs, and items designated as "index table".

GIFT POLICY

URRLS will accept gifts of books and other materials with the understanding that they become the property of URRLS. Condition and suitability for processing will be the criteria used in evaluating whether an item will be added to the collection. Gifts deemed suitable for processing will be housed in the Member Library to which they were donated, if possible. The books and other materials which are not added to the Member Library's collection will be disposed of at the discretion of the Library Manager.

Gift materials may be placed in the Member Libraries if they fall within the framework of URRLS' materials selection policy. Determination of acceptance will be made by the Technical Services Librarian at the Regional Office. Approved materials will then be placed in the appropriate section of the Member Library collection (e.g. historical newsletters would be placed with the historical collection, etc.).

No special shelves or sections of the Member Library will be designated for gift collections. However, an appropriate gift plate will be placed in each gift identifying donor and purpose of donation (i.e., memorial, honorarium), if requested. URRLS will not provide evaluation of gifts for tax relief or other purposes. However, since gifts to a public library are tax deductible, a receipt may be requested at the time of the donation which will state the quantity of materials donated.

Funds for the purchase of materials will be accepted. Purchased materials will be housed in the Member Library to which the donation is made. The Certificated Librarians encourages donors to place as few restrictions as possible on the funds in order to permit the most flexible use of the donation for the enrichment of the collection. An appropriate gift plate will be placed in each book purchased upon request and with the necessary information supplied, if requested

PUBLIC FORUM POLICY

Due to issues of liability, the Member Libraries of URRLS will no longer provide space for public forum materials. This includes bulletin boards, marquees, library web pages, tables for "free" publications, and public/private notices.

Materials may be posted in the Member Libraries only by or for governmental entities and groups who have cooperative ventures or are sponsored and/or affiliated with the Member Libraries of URRLS.

"Free" published materials may be placed in the Member Libraries if they fall within the framework of URRLS' materials selection policy. Determination of acceptance will be made by the acquisitions department at the Regional Office. Approved materials will then be placed in the appropriate section of the Member Library collection (e.g. historical newsletters would be placed with the historical collection, etc.).

MEETING ROOM POLICY

Meeting rooms are primarily for the Member Library's use in providing adult and children's programs and other library-related uses. The community may also enjoy the privilege of using the meeting rooms provided the following policies are observed.

The meeting rooms may only be used by residents of the region or by non-profit groups. Commercial ventures are never permitted. All meetings must be open to the public.

Meetings may be scheduled at any time the library is open or after hours (Greene, Hancock, Jasper, Monroe-Walton and Morgan County Libraries do not allow use after operating hours). The \$50.00 rental fee determined by the Regional Board for using the meeting room during library operating hours will be used to offset additional utility costs, carpet cleaning, and other minor maintenance of the rooms. This fee is waived for organizations that are a unit or subunit of a library's funding agency as well as state and federal government agencies. There is an additional \$100.00 staffing fee to use the meeting room outside the operating hours of the library for a maximum of four hours. The staffing fee will be used to pay library staff to be on the premises during meetings scheduled outside the operating hours of the library.

Library use of the room in providing adult and children's programs and other library-related uses takes precedence over scheduled reservations. Restrictions do not apply to library-sponsored activities.

Requests for recurring meetings must be submitted in writing to the Library Manager. The requesting group may only schedule meetings for a period of no more than three consecutive months. Organizations may not meet more than four times in one calendar year; however, organizations that are a unit or subunit of a library's funding agency as well as state and federal government agencies are not subject to these restrictions.

The fact that a group is permitted to meet at the public library does not in any way constitute an endorsement of the group's policies or beliefs.

Children's or teenagers' meetings must be supervised by an adult who will be in attendance and held responsible at all times.

Patrons will be responsible for arranging furnishings before and after their meetings as well as restoring the room to its original condition. Any tables and chairs removed from the storage room must be returned to storage. All trash must be removed from the building. Any items, equipment, or supplies left in the room becomes property of the Member Library.

The meeting rooms are not to be headquarters for any organization or division of an organization.

Although commercial ventures are never permitted; organizations are permitted to charge fees when all proceeds shall go to cover costs of materials.

The meeting rooms shall not be used for political campaigning or fundraising.

Each group will be held financially responsible for any and all damages to the meeting room.

Smoking is strictly prohibited in all areas of the library, including the meeting room and grounds

Alcoholic beverages are prohibited.

A library card or driver's license must be presented when the "Meeting Rooms Agreement" form is obtained at the circulation desk and before use of the rooms.

WEEDING POLICY

Weeding is the systematic evaluation of a library's collection with the intention of withdrawing damaged, obsolete, or duplicate materials from the collection. This process is an integral part of collection development and maintenance.

The following materials will be removed from the collection and will be reviewed by the Certificated Librarians. If materials are estimated to be pertinent to the collection, the materials will be readmitted to the collection or may be considered for replacement if still available.

Adult Fiction Materials: Materials that have a copyright date older than ten years and have not circulated in the last five years; duplicate copies of seldom used titles; and materials in poor condition.

Adult Nonfiction Materials: Materials which contain outdated or inaccurate information; editions which are superseded by newer editions; worn or badly marked materials; and duplicate copies of seldom used titles.

Children's Fiction Materials: Duplicate copies of seldom used titles; materials which have not circulated in the last five years; and materials in poor condition.

Children's Nonfiction Materials: Materials which contain outdated or inaccurate information; editions which are superseded by newer editions; worn or badly marked materials; and duplicate copies of seldom used titles.

Audiovisual Materials: Materials that are in poor condition or are missing components; and materials that have not circulated in the last five years.

Duplicate copies deemed superfluous in one Member Library may be transferred to another library within URRLS, with the exception of gift materials.

INTERNET & COMPUTER ACCEPTABLE USE POLICY

Purpose:

URRLS provides **filtered** access to the Internet as a means of fulfilling its mission to "collect, organize and make accessible informational, educational, recreational, and cultural resources" to meet the changing needs of its patrons of all ages and cultural and economic backgrounds. URRLS views access to the Internet as a privilege of its patrons, not a right. The Regional Board supports the idea that all members of the community have free and equal access to the entire

range of library resources, regardless of content, approach, format, or amount of detail.

Responsibilities of the Uncle Remus Regional Library System:

URRLS complies with all provisions of the Children's Internet Protection Act (CIPA) as codified at 47 U.S.C. § 254(h) and (l). The Internet is an unregulated and rapidly changing medium. It contains a wealth of diverse material that is personally, professionally, and culturally enriching to individuals of all ages, but it also contains materials that may be offensive, controversial, disturbing, illegal, harmful to minors, inaccurate, or incomplete. **URRLS does not monitor or control anyone's access to equipment or to the range of information available within the limits of state and/or federal law.** URRLS does restrict access to Internet content for *all* library computers through electronic filtering provided by our current internet provider and/or internal measures. Even so, URRLS has no control over information accessed through the Internet and cannot be held responsible for its content. Provision of Internet access by the URRLS does not constitute an endorsement of any particular information contained on the Internet. URRLS shall have no liability for direct, indirect, or consequential damages related to the use of information accessed on the Internet from library equipment. Library patrons use the Internet at their own risk. Therefore, users are encouraged to evaluate the validity of information obtained from the Internet.

Responsibility of Patrons and Parents of Minors:

Patrons must present a PINES library card in good standing to use library computers (Patrons may use a computer if they have fines, but not if they have a status of BLOCKED in the circulation system or if they have long overdue or lost materials). Exceptions to this policy are allowable in instances such as out-of-state travelers, short-term guests in the community, and any other patron who, for one reason or another, is unable to satisfy the requirements to obtain a PINES card. Refusal to apply for a library card is not a satisfactory exception to this policy.

It is ultimately the patron's responsibility to ensure that they are able to use library computers and otherwise make full use of the library by being able to present their library card.

Individuals must accept responsibility for determining what is or is not appropriate for themselves. URRLS upholds and affirms the right of each individual to have access to constitutionally protected materials and also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources. Parents and guardians who wish to limit or restrict the access of their own children must personally oversee their

children's use of the Internet and other forms of electronic information. Parents and guardians are encouraged to work closely with their children in the library and particularly on the Internet. Parents are expected to monitor and supervise their children's use of the Internet in selecting material that is consistent with personal and family values and is appropriate for the age and understanding of their children. URRLS does not and cannot provide this monitoring or supervision. Parents are encouraged to read "Librarian's Guide to Cyberspace for Parents & Kids," copies of which are available on the internet at: www.ala.org/parents/greatsites/guide.html.

By presenting proper photo identification, a current Georgia Library PINES card, and filling out and signing the appropriate form, library patrons, aged eighteen years or older, may request that filtering software be turned off on public Internet access computers. Filters shall be removed only from those computers approved by library staff. See "Request for Removal of Filter Software on Internet Accessible Computers."

Internet computers shall not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be considered obscene. Library employees are authorized to take prompt and appropriate actions to enforce the "Rules for Library Users Policy."

Internet users are reminded that:

Not all sources on the Internet provide accurate, complete, or current information.

Public library computer terminals are neither private nor secure. Users should exercise extreme caution about revealing any personal identification information (e.g., name, address, telephone number, e-mail address, social security number, age, or credit card number) over the Internet. Minors should **NEVER** disclose any personal identification information over the Internet.

If you receive an e-mail message from a person unknown to you or from an unfamiliar e-mail address, the best and safest policy is to delete it without opening.

Rules of Conduct for Use of Library Computers:

URRLS does allow access to its wireless network with personally owned computers. Patrons have access to a hardwired broadband Internet connection at the library using computers provided by the library and in accordance with URRLS policies and procedures. However, URRLS *does not* provide any kind of technical support to patrons that try to access the wireless capabilities with

personally owned computers. Patrons *may not* access the Internet through the library's network (workgroup) with personally owned computers via a direct, hardwired connection (Cat 5 cable).

Internet computers shall not be used for illegal activity, to access illegal materials, to access child pornography, or to access materials, which by local community standards would be considered obscene.

Transmitting and/or receiving obscene materials and/or child pornography is a violation of law and is not permitted under any circumstances. Violation of this rule will subject a patron to criminal prosecution and result in immediate and permanent loss of library privileges.

Minors shall not use computers for any illegal activity, or to access illegal materials, child pornography, obscene materials, or materials "harmful to minors" as currently defined by law. **Violations of this rule may subject a patron to criminal prosecution** and will result in immediate loss of library Internet access privileges.

Installation, downloading, or modification of software is prohibited. Users shall respect copyright laws and licensing agreements. Users shall not make any attempt to gain unauthorized access to restricted computer files or networks, or to damage or modify computer equipment or software.

All computers, including laptops cannot be moved from their current locations.

Upon completion of an Internet access session, depending upon current demand for terminals, a user may be required to wait 30 minutes before signing up for another session or may be limited to a certain number of time slots per day.

Users shall respect the privacy of other users and shall refrain from attempting to view or read material being used by others, as well as to censor or comment on what others are viewing.

Users are warned that Internet access computers are not private, and that library personnel *may* access "tracing" files to maintain system integrity and to investigate suspected violations of law or policy.

The library's computers are set up for optimal usage by a single individual. With the exception of a minor, who must be accompanied by a parent or guardian during Internet access, only one user per computer terminal is permitted.

Computers may be used only for educational, informational and recreational purposes.

Any activity by a user that disturbs or distracts another user or staff member from his/her own library activity constitutes a violation of reasonable library behavior.

Termination or Prohibition of Access:

Misuse of library computers will result in the loss of computer privileges, potential loss of library privileges, and possible prosecution. Such misuse includes, but is not limited to, using the computer for illegal activities, hacking into the library computer system or any other computer system, damaging or attempting to damage computer equipment or software, interfering with systems operations, integrity or security, gaining unauthorized access to another person's files, sending harassing messages, altering or attempting to alter the library's computer settings, altering or attempting to alter the printer settings, and violating copyright laws and software licensing agreements.

Accessing web sites deemed to be graphically obscene by the library staff on an unfiltered computer shall result in the immediate revocation of Internet access for no fewer than six months.

All other violations of these rules will result in the loss of computer privileges for three months from the date of the violation at all URRLS facilities. A second violation will result in a loss of computer privileges for six months at all URRLS facilities. A third offense will result in a permanent loss of Internet access privileges at all URRLS facilities and a barring from services within the PINES region.

Right of Appeal:

An Internet user whose access session has been terminated or whose Internet access has been prohibited shall have the right to appeal and/or request that Internet access privileges be reinstated. An appeal must be in writing and submitted to the Director within five days of the termination or prohibition. Within ten days of receipt of the appeal, the Director shall review the matter and notify the patron in writing of his/her decision. If the Director's decision is adverse to the patron, the patron may appeal in writing within five days to the Regional Board, which shall thereafter consider the matter at its next regularly scheduled meeting, and issue its decision in writing within 30 days following that meeting. The decision of the Regional Board is final. No further appeals shall be considered. Temporary or permanent denial of Internet privileges at any URRLS facility will be effective at all URRLS facilities.

UNATTENDED MINORS POLICY

In order to fulfill URRLS' mission and purpose, provide an atmosphere conducive to study and the appropriate use of the library's services and facilities, and provide for the safety, comfort and welfare of patrons of all ages, URRLS has adopted the following policy:

URRLS is not responsible for the care of unattended minors.

URRLS will provide services consistent with its mission statement but will not act as, nor provide services associated with, a daycare, after school care facility, summer camp or babysitting service. URRLS will make no determination as to the suitability or authority of anyone arriving or being contacted to transport a minor from library grounds or for minors leaving library grounds with either another minor or an adult.

Children under the age of 12 may not be left unattended in the library. Care providers must supervise and provide guidance and control for their charges at all times. Adult supervision must be provided to all children under the age of 12.

Children between the ages of 12 and 15 should not be left unattended in the library for extended periods of time.

Attendance at library programs, browsing for recreational reading, and after school use of the library for homework and study are encouraged and considered appropriate. In general, URRLS considers more than 2-3 hours (depending on the age and conduct of the child) to be excessive and inappropriate. Parents may be notified and asked to pick up and/or provide supervision for their child.

Unattended minors who do not abide by URRLS rules and policies, or who exhibit unacceptable behavior, will be asked to leave, and/or call their parents for a ride.

If a minor is unable to contact their parents or if a ride does not arrive after 15 minutes, they may be considered abandoned and the authorities called. Library employees will wait with minors for 15 minutes before contacting the authorities.

URRLS is not responsible for minors without a ride home at closing. Minors without a ride home at closing may be considered abandoned and the authorities called after 15 minutes. Employees of URRLS may not offer to or transport minors to their home or any other location.

Medical Emergencies: The library will immediately contact emergency medical services, if needed. URRLS will not be responsible for any treatment administered or any result thereof nor any cost associated with the provision of such services.

REQUEST FOR REMOVAL OF FILTER SOFTWARE ON INTERNET ACCESSIBLE COMPUTERS

Library patrons eighteen years of age and older, upon presentation of proper photo identification and a current PINES library card, may request filter software be turned off on library Internet access computers.

See "Request for Removal of Filter Software on Internet Accessible Computers."

BOOK SIGNING EVENTS POLICY

URRLS does not permit profit-making ventures. Book signings of self published works or any work published by a private press is not permitted.

Books to be provided at a book signing event shall be purchased in advance by URRLS from library vendors. However, attendees are not restricted to purchasing a book on site.

Only literary works that reflect the URRLS' "Materials Selection Policy" shall be considered for book signing events.

Requests for book signing events can be made to the Library Manager and must have final approval by the Director.

This policy does not apply to Friends of the Library organizations that may arrange a book signing (trade, private, or self-published) whereby the author's sale of books is in lieu (partly or wholly) of a speaker's fee.

BOARD MEETING REFRESHMENTS POLICY

Funds used for Trustee refreshments at Local Board meetings shall come from local funds and are with the approval of the Regional Board.

OPEN AND PUBLIC MEETINGS POLICY

URRLS will follow the Georgia Open Meetings Laws (O.C.G.A. § 50-14-1). The Director will insure that the notification requirements of the Open Meetings Law are complied with.

Citizens who wish to address the Regional Board or Local Board may do so at any scheduled public session Regional Board or Local Board meeting, provided they sign up by 4:30 p.m. on the Wednesday prior to the meeting. The 30 minute session will be equally divided among scheduled speakers, with each individual limited to no more than five (5) minutes. Citizens may sign up at any Member library within URRLS by providing their name, contact information, amount of time requested, and the subject they wish to address.

SUBCONTRACTORS

Prior to the commencement of work, all subcontractors are required to provide a Certificate of Insurance to URRLS. Alternatively, individuals may sign the "Workers Compensation Liability Form."

DIRECTOR EMPOWERED TO SIGN CONTRACTS

The Director acts on behalf of the Regional Board and all boards subservient thereto and is empowered to sign contracts, leases, and other official documents in behalf of the boards aforementioned.

GENERAL FIXED ASSETS AND INVENTORY POLICY

With the exception of specific items or situations approved by the Regional Board, URRLS will follow the guidelines for tangible personal property (equipment) established for programs funded in whole or in part by state funds of U.S. Department of Education federal program funds. (Financial Management for Georgia Local Units of Administration, p.v.41-107)

Definition:

Equipment is a material item of a non-expendable nature, such as a movable unit of furniture or furnishings; an instrument or apparatus; a machine (including attachments); an instructions skill training device; or a set of small articles whose parts are replaceable or repairable, the whole retaining its identity and utility over a period of time which is characteristic of and definable for items

of its class. It has a life expectancy of five or more years and a unit cost, including, if applicable, shipping and installation of \$10,000 or more.

Fixed assets include, but may not be limited to, all land, buildings, equipment, and library collections owned by the Member Library. Purchased fixed assets are recorded at historical cost (or estimated historical cost if actual cost figures are not available). Donated or contributed assets are recorded at their fair market value on the date donated. For accounting purposes at URRLS, fixed assets and capital assets will refer to equipment, buildings, and land valued at \$5,000 and above. The general collection of books and materials is also a part of capital assets pursuant to GASB Statement 34.

Inventory Records:

Inventory records will include the following information:

- Description of the equipment,
- Serial number or other identification number,
- Model,
- Acquisition date,
- Cost of the equipment,
- Location, and
- Any ultimate disposition data, including the date of disposal and sale price of the equipment.

Disposal:

When furniture, equipment, and other fixed assets owned by URRLS are no longer usable by any of the Member Libraries in the system, items must be approved for disposal by the Director.

Books, video recordings, audio recordings, and any other library materials may be disposed of in books sales by the Member Library. The Friends of the Library may sell books and other materials that have been discarded by the library in accordance with the "Materials Selection Policy", as well as those donated to, but unusable by the Member Library. Funds raised by the sale of these materials are directed into the support of the Member Library's materials collection or other resources for the advancement of the Member Library's mission. Books and other materials that have not been purchased at the end of a sale may be retained for future sales, given to other Member Libraries or institutions, or disposed of at the discretion of the Director.

Computers and computer peripherals that have been determined by URRLS to be disposable in accordance with library regulations and with state and federal regulations may be discarded or given away at the discretion of the Director.

FUND BALANCE DISCLOSURE POLICY

In accordance with The Governmental Accounting Standards Board, Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, URRLS imposes the following constraints on the use of resources.

The Regional Board, as the highest level of decision making authority, by passage of a formal motion at a regular or called meeting of the Regional Board, may classify, establish, modify, or rescind, in part or in whole, a fund balance commitment as being *committed* as defined under Statement 54.

The Regional Board or Local Board, by passage of a formal motion at a regular or called meeting of the respective Board, may classify, establish, modify, or rescind, in part or in whole, a fund balance commitment as being *assigned* as defined under Statement 54.

In accordance with Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, URRLS considers *restricted* or *unrestricted* amounts to have been spent when an expenditure is invoiced, authorized, and paid. Furthermore, URRLS considers *committed*, *assigned*, or *unassigned* amounts to be spent when an expenditure is invoiced, authorized, and paid.

GEORGIA CONFIDENTIALITY LAW POLICY

The Georgia Confidentiality Law (O. C. G. A. 24.9.46) prohibits the disclosure of any patron information, including titles checked out, amount of fines/fees owed, and phone numbers/addresses. All PINES library staff recognize the strict confidentiality of library records, and shall not disclose any information regarding library patrons unless legally compelled. If proper legal documents are presented, the Director must approve the decision to release confidential records.

PATRIOT ACT POLICY

All requests from law enforcement (regardless of agency or government level) for the disclosure of patron information will be referred to the Director. Dependent upon the nature of the request, the Director will contact the issuing court or government office for requesting document authentication. The Technical Services Librarian, at the request of the Director, will access those records subpoenaed or specified in a national security letter, if practicable.

OPEN RECORDS ACT POLICY

All Open Records Act requests for information will be referred to the Director. In the event that the Director is not present, the request should be referred to the Administrative Services Librarian. Regional employees should encourage those making requests under the Open Records Act to complete an "Open Records Request for Information" form. A response to an Open Records Act request must be made available to the requesting party within three days time. A determination of that information to be released to the requesting party will be established by consulting the O.C.G.A. § 50-18-70 through 50-18-76, and/or the Georgia Public Library Service, and/or the Office of the Attorney General of the State of Georgia, and/or the URRLS attorney. If the party requesting access to information is not satisfied with the information provided they may make additional request for information according to the provisions of the Act and this policy.

Photocopy charges and administrative fees will be calculated pursuant to Georgia Law.

Requester must be notified of the estimated costs associated with the request prior to fulfilling the request.

Confirmation of Employment

URRLS may disclose to prospective employers dates of employment, final title or position and job location. With the employee's written permission, they may give other information specified on the separation form.

An employee may examine his/her personnel records in the presence of administrative staff, and has the right to request a correction, ask for a deletion, or write a statement of disagreement with any item in the file, but may not remove any item from the file.

Any person acting with the employee's permission will be entitled to review the employee's complete personnel file or any specifically designated parts thereof, during the Regional Office's business hours, provided a written and notarized authorization is signed by the employee and delivered to the Director for inclusion in the employee's personnel file. Employee shall be notified of any official request to view their file. This shall not prevent the supervisor, the Director, the Regional Board or designated staff members from having access to the records in connection with discharge of duties or upon the order of an appropriate legal order or process.

The Administrative Services Librarian will review each employee's file annually and eliminate inappropriate or outdated information. Records of

personnel no longer employed by the library shall be retained in accordance with state and federal law. Such records may be kept in their original form or in other duplicate form as the Director deems appropriate. Pre-employment assessment files and employment applications for applicants not hired shall be retained in accordance with state and federal law.

RISK ASSESSMENT POLICY

Risk assessment is the process intended to aid an agency in understanding its risks and identifying applicable controls to minimize those risks. At URRLS, this is done through the following guidelines to ensure the Member Library's controls.

Internal Control Activities for All Funds:

Cash Receipts

- Segregation of duties in the handling of cash is one of the most effective ways to gain control over this asset. No individual is to have complete control in the handling of cash. Specifically, no one individual's duties should include the actual handling of money, recording receipt of money, and the reconciliation of bank accounts. Employees handling cash are to be assigned duties that are complementary to or checked by another employee.
- Incoming cash must be made a matter of record as soon as possible. One person should open the mail. Another person will record the check. The Member Library Services Librarian periodically (monthly) compares the listing with the deposit.
- A secure area is needed for the safeguarding and processing of cash received. Access to the secured area is restricted to authorized personnel only.
- Cash is protected by the use of fireproof file cabinets, safes, or locks and kept in areas of limited access.
- The cash receiving function is centralized to the extent possible. When cash is received by Member Libraries, it is to be deposited weekly by the Library Manager or their designee.
- A balance and summary of all cash receipts is prepared weekly. Any shortages or overages are carefully investigated and, to the extent possible, corrected.
- Cash receipts retained on the premises overnight are minimized and locked up in a secure place, such as a safe.
- Personnel are prohibited from cashing personal checks or notes of personal indebtedness for staff or patrons.

Disbursements – General

- The responsibility for disbursement procedures is clearly documented and assigned to specific personnel of URRLS.
- Disbursements are handled in such a manner as to ensure that the proper funds and accounts are charged; that the disbursement is used only for authorized purposes; and that laws, rules, and regulations governing the disbursement are followed.
- Controls are established to assure that all payments are made on a timely basis and in accordance with all contracts.
- Controls are established to ensure that duplicate payments are not made.
- Original invoices (or authorized facsimiles) totaling the amount of the disbursement are to be attached to each voucher before payment.
- Employee duties in the handling of disbursements are separated to the extent possible with regard to:
 - The approval of invoices.
 - The preparation of checks.
 - The mailing of checks.
 - The recording of disbursements.
- Each disbursement is properly vouched and approved by the Director before the actual disbursement occurs. This will ensure the proper and regular review of all disbursements.
- To the extent possible, employee duties in this area are to be complementary to or checked by another employee.
- Disbursements are to be made by check or journal voucher
- Access to blank checks is limited to the bookkeeper and Director.
- A separate record is maintained for each check issued or voided. The record for voided checks is to include the date voided, inclusive serial numbers (if more than one check in a series is voided), quantity voided, reason for voiding, and initials of individual taking action.

Disbursements – Travel

- URRLS adheres to State of Georgia travel regulations including reimbursements amounts set in the state policy.
- Travel to meetings and conferences is approved in advance by the Library Manager or Director.
- Travel expense reimbursement forms are signed by the employee and approved by Director and/or Library Managers to insure compliance with state travel regulations.
- All travel expense reimbursement forms must have supporting documentation attached verifying hotel expenses, registration fees, and airfare.
- Cash advances to employees to cover expenses to attend approved meetings must be approved in advanced by the Director with a detailed listing of

anticipated expenses. Employees must provide receipts for all expenses and return any unused funds within two days of return from the meeting.

Disbursements – Local Checking Accounts

- Bank checks are completely filled out before being presented for approval before mailing.
- Spoiled or voided checks are retained and documented.
- Bills are marked "Approved" before checks are processed.
- Someone mails checks other than the person preparing the checks

Purchase

- Invoice computations and pricing are verified before approval for payment.
- Invoices are paid in a timely manner so that discounts may be taken
- Monthly statements are compared with accounts payable balances.
- Purchases should be made by competitive solicitation, when applicable.
- Claims are filed promptly for goods damaged in shipment.

Receivables

- There is a segregation of duties with regard to billing, collection, cash receiving, receivables accounting, and the maintenance of general ledger control accounts.
- Receivables are made a matter of record promptly upon the completion of the acts which entitle the Member Library to collect the amounts owed it.
- Controls are established so that receivables are reported in the proper funds and accounts.
- Records of receivables are maintained in a secure environment.
- Control accounts are balanced with the detailed ledgers at least monthly.
- Receivable accounts are reviewed periodically for credit balances.
- Billings are prompt and invoices are sent to all funding agencies on a regular basis.
- Receivable accounts are aged at least monthly and reviewed by authorized personnel.
- Controls are established to ensure the prompt follow-up of past due receivables.
- For accounting purposes, fines and fees will be forgiven on the last day of the fiscal year and reinstated on the first day of the following fiscal year due to PINES interpretation of policies regarding returned materials and "ownership" of such funds.

Supply and Merchandise Inventories

- Authorized individuals are responsible for receiving and issuing the supplies to Member Library staff. These individuals are to be responsible for inspecting all goods received to verify that they conform to specifications. In addition, these persons are responsible for the enforcement of all policies necessary for the internal control of these assets.
- Specific central points for receiving and issuing supplies or merchandise are determined. All loading and unloading operations are closely supervised
- Quantities received are compared to the bill of landing and packing list.
- Effective control procedures are established to ensure that supplies are used properly and for authorized purposes.
- Supplies and merchandise not currently in use are stored in areas where access is limited.
- Supplies and merchandise are kept neat.

Payroll

- Responsibilities for supervision and time keeping, personnel, payroll processing, disbursements, and general ledger functions should be assigned to provide segregation of duties.
- A person other than the employee's immediate supervisor distributes payroll checks.
- Detailed records of hours worked are maintained and approved, as appropriate.
- Payroll charges, including fringe benefits, should be recorded and distributed accurately and promptly.
- Written procedures are required for authorization, recording, and controlling sick leave, annual leave, holidays, overtime, and compensatory time.
- Procedures are established to ensure that all attendance reports and payroll reports are verified by supervisory personnel.
- Payroll records and reports should be adequately safeguarded.

Automated Data or Information Processing

- Information Technology is independent of the accounting and operating departments for which it processes data.
- Controls are established and followed for the preparation and approval of input transactions outside the IT department. These controls prohibit the IT department from initiating and processing transactions without the approval of affected users.

- Controls are established over completeness and accuracy of input, processing and output.
- Controls are established for error correction of rejected transactions.
- Controls are established over entry of data in on-line systems to restrict access to terminals and data entry to authorized employees. Password security should be established on an individualized basis.
- Controls are established over the use, and retention of records, including provisions for retention of adequate records to provide backup capabilities.
- Controls are exercised over changes to system software.
- Controls are in place which safeguard and limit access to data processing equipment, tapes, disks, files, system documentation, and application program documentation to authorized employees.
- Written documentation of procedures are established and followed by computer operators.
- A written and tested contingency plan is in place providing for continued processing of critical applications in the event of a disaster to the computer facility.
- Controls are established for the use and contents of personal computers.

General

- Accounting records are neat and in proper order.
- Accounting records are kept current.
- Authorized personnel approve journal entries.
- Appropriate documentation of procedures exists for all URRLS functions such that the organization could continue to operate if key employees leave.
- Construction funds shall be held in the bank utilized by the Regional Office in order to maintain control of collateralization and to eliminate the need for a second signatory thereby ensuring timely payments to vendors.

FORMS

Forms referenced within this Manual shall be found within the Forms Manual and online at www.uncleremus.org.

Forms are subject to change pursuant to approval by the Director. Forms may be changed or altered without approval of the Regional Board.

**URRLS POLICY MANUAL
ACKNOWLEDGEMENT OF RECEIPT FORM**

Please initial and sign the following in acknowledgment:

_____ I acknowledge that I have received a copy of the Uncle Remus Regional Library System Policy Manual. I understand that it is my responsibility to read and comply with policies contained in the Manual as well as any revisions made to it. I also understand that if I need additional information, or if there is anything that I do not understand in the Manual, I should contact my immediate supervisor or the Administrative Services Librarian.

_____ I understand that this Manual reflects policies, practices, and procedures in effect on the date of publication and that it supersedes any prior policy manual, handbook, work rules, benefits and practices of URRLS. I further understand that the rules, policies, benefits and practices referred to in the Manual are continually evaluated and may be modified, reduced or discontinued at any time by the Regional Board, in its judgment and discretion, with or without notice. I acknowledge that the Manual is available on the staff intranet and will be updated throughout the year and that it is my responsibility to be aware of and to adhere to the changes in policy as they occur.

Employee Signature _____ Date _____