

Alcester Community Library Policies

Table of Contents

- I. Mission and Goal Statements
- II. Hours of Operation
- III. Who May Use the Library
- IV. Patron Responsibilities and Conduct
- V. Services of the Library
- VI. Responsibilities and Authorities of the Library Board
- VII. Volunteers and Friends
- VIII. Personnel Policy
- IX. Materials Selection/Collection Development Policy
- X. Circulation Policy
- XI. Confidentiality of Library Records
- XII. Reference Service Policy
- XIII. Programming Policy
- XIV. Public Relations Policy
- XV. Equipment Use Policy
- XVI. Internet Use Policy
- XVII. Displays and Exhibits Policy
- XVIII. Disaster Policy
- XIX. Revision of Library Policies
- XX. Appendices
 - A. Form: Statement of Concern About Library Resources
 - B. Form: Internet Use Agreement
 - C. Form: Display and Exhibit Release
 - D. Library Bill of Rights

I. Mission and Goals

The mission of the Alcester Community Library is to provide quality materials and services which fulfill educational informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.

The general goals of the Alcester Community Library shall be:

1. To serve all residents of the community and the school district.
2. To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
3. To acquire the means to provide the most frequently requested materials locally and upon demand.
4. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
5. To consistently strive to discover new methods and improvements for better service for the library's customers.
6. To review regularly there goals of the Alcester Community Library and , if necessary , revise them in the light of new developments.

II. Hours of Operation

The Alcester Community Library will be open 20 hours per week for the city and all days that the Alcester Public School is open. When snow days occur for the school, the library will be closed. Any changes in the usual hours will be posted on the door of the library and placed in the Alcester Union when possible.

(Adopted March 1, 2004)

III. Who May Use the Library

The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age, gender identity, or sexual orientation.

The use of the library may be denied for due cause. Such causes may be failure to return library materials or pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

Non-Resident Policy

Any patron of the Alcester City - School Library who lives outside of our school district shall pay a fee of \$25 a year to use the Alcester City-School Library. Any staff or student in the Alcester-Hudson School District shall have use of the library without payment of this fee. (Adopted Feb. 25, 2013)

IV. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Young Children

The Alcester Community Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Any children under the age of 11 cannot be at the Alcester Community Library unattended outside of school hours. (Exceptions include library programming times like Story Time & Summer Reading, or if a parent asks permission of the librarian beforehand). For problems that occur in the library with unattended children, it will be at the discretion of the librarian to limit all unattended access to the library. Any problems that occur outside the library (either in the parking lot or in the school hallway) will be handled by the Alcester-Hudson School and/or other authorities. Any child who causes a problem in the library will be asked to leave and the following consequences will be administered:

First Offense: Up to one (1) week out of the library unless an adult supervises that person.

Second Offense: Up to one (1) month out of the library unless an adult supervises that person.

Third Offense: The rest of the school year (or rest of the summer) out of the library unless an adult supervises that person.

Photography, filming, recording, & videography by the library

The Alcester Community Library staff has the right to photograph, film, and record library events and patrons for promotional use. Visitors to the library, or participants in any library event being captured on video or by photograph, will be advised in advance, verbally or through signage, that their participation in the event acts as consent to being photographed, filmed or video recorded, unless they otherwise clearly indicate to the contrary to library staff. To ensure the privacy of all individuals, their images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

Photography, filming, recording, & videography by members of the public or the media

While the library is a public place, it is considered a “limited public forum” under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would be disruptive to, or interfere with, the other patrons or staff or be inconsistent with the library’s mission.

Subject to the preceding paragraph: photography and video or audio recording by visitors to the library are generally permitted if it is strictly for personal use. Photography and video or audio recording for commercial purposes are permitted only if the activity has been expressly approved by the Library Director. In order to ensure that such activity would not be disruptive to, or interfere with, the library staff or patrons, or be inconsistent with the library’s mission, all individuals proposing to engage in such commercial activities must request approval in writing and in advance.

All requests to use a library facility as a setting for photography, video or audio recording are to be referred to the Library Director, who has the responsibility and authority to evaluate the requests and to monitor the recording. Requests will be evaluated in terms of their impact on library operations and services.

In order to protect the rights of individual patrons and to prevent disruptions, interference with staff or patrons, or conduct inconsistent with the library’s

mission, photographing and video or audio recording on library property are restricted as follows:

1. Under no circumstances may the public, members of the media, or library staff take photographs or record video or audio without the express permission of any library patron or staff member who would be included within the composition. In the case of minors, permission must come from the parent or legal guardian.
2. Media are subject to the provisions of the Patron Responsibilities and Conduct policy and may not disturb the normal operations of the library.
3. In the event of a critical incident or emergency requiring police or fire response, public and media access may be limited to allow emergency personnel to ensure safety and security.
4. The terms above apply to the media as well as to amateur photographers and audio/video creators.

(Adopted July 2024)

V. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book list, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested. (Using interlibrary loans and other resource sharing methods provided through the system and state.)
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of the available library services.

VI. Responsibilities and Authorities of the Library Board

The Alcester Community Library shall be composed of one city council member, two at-large members from the city, one school member, and two at-large members from the school district. Alcester Community Library Board members shall be elected for a three year term and terms shall be staggered with one city representative and one school representative re-appointed each year.

The Alcester Community Library encourages each library trustee to take advantage of training opportunities of trustees offered by the public library system or statewide agencies and organizations. Likewise, the library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of the public library.

VII. Volunteers and Friends

The library board encourages individuals and groups to volunteer their time and efforts in the service of the Alcester Community Library. In appreciation of volunteer services, the library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and communities it serves.

A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friends group is often heavily involved in fundraising for the library and often oversees periodic book sales. Friends groups always serve at the pleasure of the library board which is the only body with legal authority to set policy for the development of the library.

VIII. Personnel Policies

Management Policy

The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.

The board shall establish all other positions and all wage and benefit levels for all the library staff.

Administrative Policy

The librarian and library board shall be charged with the administration of the library.

The librarian shall be responsible to the library board in matters pertaining to and concerning the library, be present at monthly board meetings, and prepare and present such reports and meeting documents as requested.

The librarian and board shall maintain financial records in an efficient manner; present periodic reports to the library board and to the municipal governing body; prepare the draft of the annual budget to be presented to the library board, and assist trustees with presentation of the adopted request for appropriation to the municipal governing body.

The librarian shall hold regular meetings with staff and/or volunteers for training and interpreting board policies.

The librarian shall have the responsibility for the collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collection according to the guidelines in the policy. (Adopted 2003)

The librarian with the board will recommend changes in or additions to library policies as needed.

The librarian will perform preparatory work to assist the board with regular library planning.

Salaries

Salaries are determined by the city.

Work Schedule

The work schedule is determined by the city. It presently is 20 hours per week.

Meetings, Conventions, and Workshops

The director, staff, and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the library board according to the amount appropriated in budget for such. The director, staff, and trustees are encouraged to attend and participate in continuing education activities.

Disciplinary Policy

An employee of the Alcester Community Library may be dismissed for any action or behavior that causes the library's image or operation to be diminished. This includes but is not limited to incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.

Normally termination would be a final step following a substandard performance appraisal, verbal and/or written warnings, suspension, and/or extended probation.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

The library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Alcester Community Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

Resignation and Retirement Policy

A library employee wishing to resign or retire from employment must notify the director or the library board as soon as practicable. The library requests a minimum notice of two weeks. For the library director a notice of at least one month is preferred.

Equal Opportunity Employment Policy

It is the policy of the Alcester Community Library to provide an equal opportunity for all qualified and qualifiable persons. Equal opportunity shall be according to the provisions of State and Federal laws and regulations.

Drug-Free Workplace Policy

In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Alcester Community Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the term of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Sexual Harassment Policy

Harassment on the basis of sex is a violation of *Title VII* (federal law) and equivalent South Dakota State Statute. Sexual Harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Alcester Community Library.

The Alcester Community Library accepts and adheres to all definitions and procedures outlines in the law as regards to sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.

IX. Materials Selection/Collection Development Policy

Objectives

The purpose of the Alcester Community Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual

in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with principles of selection.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

Responsibility for Selection

The ultimate responsibility of selection of library materials rests with the librarian who operates within the framework of the policies determined by the Alcester Community Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the librarian must be available to answer to the library board and the general public for actual selection made, the librarian has the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for Selection

The main points considered in the selection of materials are individual merit of each item, popular appeal/demand, suitability of material for the clientele, existing library holdings, budget.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons, and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Because no single standard can be used to judge all books and materials in the Alcester Community Library, it should reflect the diversity of the community. Materials should be selected to meet the recreational reading of the patrons. The main emphasis for the Alcester Community Library will be to add adult fiction, children's fiction, and some popular non-fiction materials.

The Alcester Community Library does not select/collect any materials that are obscene as defined by South Dakota State Law. (Adopted July 2024)

Materials that a patron considers controversial may be addressed with a Request of Reconsideration of Materials from available from the librarian. (Adopted 2003)

Interlibrary Loan

Because of limited budget and space, the library cannot provide all the materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

Gifts and Donations

The Alcester Community Library welcomes gifts from individuals and groups. The library, however, reserves the right to make the final selection for any materials that will be added to the collection. All materials accepted become the property of the Alcester Community Library and can be used or disposed of as the library sees fit.

The donor may not place any restrictions on the materials or their dispositions. The librarian will not give appraisals of gifts or donations for tax purposes; however a donation form is available. (Adopted 2003)

Weeding

The Alcester Community Library weeds its collection on a regular basis to keep the collection current and viable for the community. (Adopted 2003)

Potential Problems or Challenges

The Alcester Community Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Parents have the right to decide what materials are appropriate for their child. Selection of library materials will not be inhibited by the possibility that

materials may come into possession of children. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Challenged Materials

Materials that a patron considers controversial may be addressed with a Request of Reconsideration of Materials form available from the Librarian. (Adopted 2003)

Only residents of the Alcester Community Library's service area are allowed to challenge books/materials. A resident of the Alcester Community Library's service area can only challenge one book/material per year. Once a book/material has been challenged, it can not be reconsidered for 5 years. (Adopted July 2024)

X. POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

For people to make full and effective use of library resources, they must feel confident that information about the books they read, the materials they use, the questions they ask, and computer/internet usage will remain private. Therefore, the Alcester Community Library Board has adopted the following policy concerning the disclosure of information about library patrons:

No employee of the Alcester Community Library shall divulge any information that identifies library patrons with materials borrowed, questions asked, information requested, meetings attended, content of computer/internet usage, or the frequency or dates of visits to the library. However, information about specific materials borrowed and the reason for penalties incurred may be released to school administrative/office staff and/or parents/legal guardians upon demand when a minor child's account is no longer in good standing and attempts to collect penalties incurred by a minor child for materials borrowed have been unsuccessful.

This policy does not prohibit library employees from responding to a parent's telephone request to contact a minor child while the child is at the Alcester Community Library or prohibit the release of composite library statistics.

Should any library employee be served with a court order to provide information prohibited by this policy, that employee shall immediately inform the library director who shall in turn consult with the Alcester Community Library Board before complying with the order. (Adopted October 2021)

XI. Circulation Policy

Registration

Any resident of Alcester, the Alcester-Hudson School District, or the surrounding area may apply for a free library card at the library. Each borrower is held responsible for all items charged out on his/her card. A parent/guardian signature is required for children under 6th grade. The parent/guardian will be responsible for the appropriateness of materials, including electronic information, and for the payment of charges incurred with the library card.

Applicants under 13 years of age must have a parent give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards. Materials cannot be checked out until a library card is issued.

Loan Periods

1. Two weeks for books.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
3. Interlibrary loans are due the date indicated by the lending library.
4. Books may be renewed once if there is not a waiting list for the title.
5. Current issues of periodicals do not circulate.
6. Two weeks for audio books on CD.
7. Two weeks for DVDs.
8. Audio Visual materials are nonrenewable.

The director may establish the loan periods for special collections, materials which are temporarily in great demand, such as for student projects or materials added to the collection which are in a new format, e.g., computer software.

Reserves

Reserves may be placed by patrons either in person, over the phone, or online. Patrons will be notified by email or telephone when the materials are available. There is no charge to the patron from placing a reserve or for interlibrary loan services.

Fines and Charges

There are no fines for overdue materials. A first notice is sent after the materials are due. If the material is not returned within the designated period, a bill will be sent for the material with the cost of replacement of the material and service charge for processing, cataloging, and postage. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost or damaged.

Damaged Materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower.

XII. Reference Service Policy

The Alcester Community Library may refer library users to other agencies and libraries in pursuit of needed information; and may use not only the library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

XIII. Programming Policy

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community informational, entertaining, or cultural experience. Programming includes such activities as story times, films and activities on no-school days, summer library program, speakers, and book or author discussion groups. The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

XIV. Public Relations Policy

Public relations goals of the Alcester Community Library are to promote a good understanding of the library's objectives and services among governing officials, civic leaders, and general public; and to promote active participation in the varied services offered by the library to people of all ages.

The board recognizes that public relations involve every person who has connection with the library. The board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

The librarian will make presentations and participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking.

XV. Equipment Use Policy

A printer is available. Printer paper will cost \$0.10 per sheet and must be paid for at the session. A photocopy machine is available to patrons who wish to copy materials at the rate of \$0.10 per page. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

XVI. Internet Use Policy

The Alcester Community Library provides access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet Use Policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the Library's internet service prior to being granted access to the internet. Children attending the Alcester Hudson School are expected to follow the responsibilities of technology use laid out in the Alcester Hudson School District's Laptop Policy while they are using the internet in the library; regardless if they are using a library computer, school laptop, or personal device. Young children or children under the age of 18 who do not attend the Alcester Hudson School District, must sign an Internet Use Agreement, along with their parent or guardian.

All minors, under the age of 18 years old, must sign in under the kids profile when using library computers. (Adopted July 2024)

Expectations

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of internet use privileges.

Warnings

The internet is a decentralized, unmoderated global network; the Alcester Community Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the internet. The library cannot assure that data or files downloaded by the users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's internet service.

The use of the internet and email is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines

1. Users may use the internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs;
2. Users may use the internet for the receipt and transmission of electronic mail (email) as long as they use a free email service which will establish and maintain an account for them. The library is unable to manage email accounts for any organization or individuals;
3. Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis. Each user is allowed one session--if there is no patron waiting for the service at the end of a session, the user can have another session. Once having had the service for 30 minutes the user must abandon use of the internet if another patron requests use of the service;
4. Users will respect and uphold copyright laws and all other applicable law and regulations. They will not use it for illegal purposes;

5. Users will respect the rights and privacy of others by not accessing private files;
6. Users agree not to incur any costs for the library through their use of the internet service;
7. Users shall not create and/or distribute computer viruses over the internet;
8. Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.

XVII. Displays and Exhibits Policy

Temporary Displays and Exhibits

As an educational and cultural institution, the Alcester Community Library welcomes displays and exhibits of interest, information, and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The librarian shall accept or reject material offered for display based on community interest and available display space.

Displays may only be up for a temporary amount of time. The time frame a display is allowed to be up will be set by the librarian.

The library assumes no responsibility for the preservation or protection, and no liability for the possible damage to display materials. A release must be signed by the exhibitor before any artifact can be placed in the library. (see Forms)

Because of lack of wall space, the Alcester Community Library will only display community event flyers on our display strips inside the door and window beside the door. These will be removed once the event has passed.

Permanent Displays and Exhibits

We will not display any kind of permanent plaques, pictures or articles from any other organizations. If a group feels that they have something they wish to permanently display, they will need to petition and meet with the Alcester Community Library Board. (Adopted October 2021)

XVIII. Disasters Policy

The Alcester Library will follow the Fire, Tornado, Bomb Threat, Health Emergency, and other Disaster Policies of the Alcester Hudson School District.

Snow Storms

The library will follow the recommendation and actions of the city or school between 8:30 am and 5:00 pm, Monday through Friday. Closing during other days and hours will be at the discretion of the librarian.

XIX. Revision of Library Policies

The preceding statements of the Alcester Community Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

Adopted: _____

Form: Internet Use Agreement

Alcester Community Library

Internet Use Agreement

I understand and will abide by the Alcester Community Library's Internet Use Policy, I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action may be taken.

User's Name: _____

User's Signature: _____

Date: _____

As the parent or guardian of this individual, I accept full responsibility for my child's use of the Alcester Community Library's internet service and agree to oversee my child's use of this service. I have read the attached Internet Use Policy, and I understand that the library's access to the internet is intended and designed for educational and informational purposes. I will not hold the library responsible for materials or information acquired by my child through the use of the library's internet service. I hereby give permission for my child to use the library's network for internet access and certify that the information contained on this form is correct.

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____

Date: _____

Form: Statement of Concern about Library Resources

Alcester Community Library

Statement of Concern About Library Resources

Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ ZIP: _____

Resource on which you are commenting:

___ Book ___ Audiovisual Resource

___ Magazine ___ Content of Library Program

___ Newspaper ___ Other: _____

Title: _____

Author/Publisher or Producer/Date: _____

1. What brought this resource to your attention?
2. To what do you object? Please be as specific as possible.
3. Have you read or listened or viewed the entire content? If not, what parts?
4. What do you feel the effect of the material might be?
5. For what age group would you recommend this material?
6. In its place, what material of equal or better quality would you recommend?
7. What do you want the library to do with this material?
8. Additional comments:

Form: Library Temporary Displays and Exhibit Release

Alcester Community Library

Alcester Community Library Temporary Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Alcester Community Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release the Alcester Community Library from responsibility for loss, damage, or destruction while they are in the possession of the library.

Dates _____

Description of materials loaned _____

Signature _____ Date _____

Address _____ Phone _____