



LLANO COUNTY

LIBRARY
SYSTEM

Llano Kingsland Lakeshore

Llano County Library System Constitution and By-laws

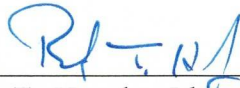
Llano Kingsland Lakeshore

Approved by Authority of the Commissioners Court of Llano, Texas,
on January 27, 2026.

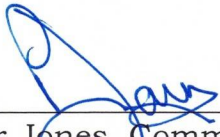
Ratified by Authority of the Commissioners Court of Llano, Texas,
on April 27, 2026.

Tabled from April 27, 2026.

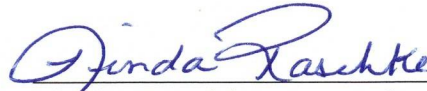
Signed on this 11th day of May, 2026.



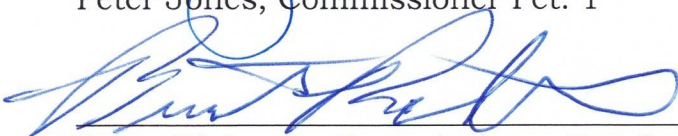
Rob T. Hardy, Llano County Judge



Peter Jones, Commissioner Pct. 1



Linda Raschke, Commissioner Pct. 2



Brent Richards, Commissioner Pct. 3



Jerry Don Moss, Commissioner Pct. 4



Attest: Cecilia McClintock, County Clerk

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Llano County Library System Constitution and By-Laws

Be it Remembered: that the Commissioners Court, made up of the County Judge and the Commissioners Court of Llano County, Texas, do hereby adopt and establish this Constitution and By-Laws which shall govern, guide, and direct the Llano County Library System of Llano County in the administration, management, and operation of said institution according to the Library Laws of Texas.

Article I. Name of Library

Name of the central library and branches shall be Llano County Library System (LCLS)

Article II. Location

The central library shall be located at 102 E. Haynie Street, Llano, Texas, with branches in Kingsland and Buchanan Dam.

Article III. Purpose

The purpose of establishing a free county library is to make available to every individual within the county and to the public in general the free use of books and recreational materials to promote, through guidance and stimulation, the communication of ideas.

Article IV. Management and Control

The LCLS shall be governed and under the management and control of the County Judge and Commissioners Court of Llano County. The maintenance and management of the Library System shall be in accordance with the constitution and bylaws adopted by the Commissioners Court.

Article V. Related Boards

Friends of the Library organizations may support and cooperate with the LCLS, provided that such support and cooperation shall occur in accordance with the policies of the County Commissioners Court or the LCLS Constitution and By-Laws. Copies of the Constitution and By-Laws of the library shall be sent to all supporting organizations.

Article VI. Establishment

The Commissioners Court of Llano County, Texas, has established, maintains, and operates a free county library for Llano County.
The county library shall be located at the county seat unless a more suitable location is

available. Branches of the county library shall be located as directed by the Commissioners Court.

The Commissioners Court will allocate funds each year for the use of the Library.

Article VII. Library Director

The Commissioners Court shall employ a Library Director who shall hold the position at the pleasure of the Commissioners Court. The Library Director will be the executive officer of the policies and shall have charge of the administration of the Library under the direction and review of the County Judge and Commissioners Court.

Article VIII. Salary and Expense

The Commissioners Court shall fix the salary of the Library Director and Library Techs at the time they fix the salary of the appointed county officers. The Library Director and Library Assistants shall be allowed traveling expenses incurred in the business of the library in accordance with the county budget.

Article IX. Duty of the Library Director

The Library Director shall endeavor to give equal and complete service to all parts of the county through branch libraries. The Library Director shall have the power to make rules and regulations for the county free library, The Library Director shall be responsible for the care of the buildings and equipment; to determine the employment and direction of the staff; for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions contained in the annual budget. The Library Director shall, subject to the general rules adopted by the Commissioners Court, build up and manage the branch libraries and library collections in a manner consistent with the standards of the Llano County community. The Library Director shall render and submit to Commissioners Court reports and recommendations of such policies and procedures, which, in the opinion of the Library Director, will improve the efficiency and quality of Library service.

Article X. Amendment of Constitution and By-Laws

This Constitution and By-Laws may be amended on a majority vote of the Commissioners Court.



Llano County Library System

Mission Statement, Policies, and Procedures

The Llano County Library System (LCLS) is an inviting hub for information, instruction, learning, leisure, and cultural experiences for all ages in our community. The LCLS celebrates ideas, promotes creativity, and connects people with resources and one another, enriching their lives and helping them realize their dreams. Everything we do is designed to create an exceptionally welcoming patron experience.

The LCLS is integral to the community's daily life and will strive to be a center for information and discovery through innovative programming, robust collections, and responsive services that meet the needs and community standards of Llano County's citizens.

Values

Respect

We treat each other and our patrons with respect and courtesy.

Professionalism

We hold ourselves to the highest standards in the work that we do.

Kindness

We are helpful in our attitudes and try to help people have a better day.

Knowledgeability

We know our resources and policies, and refer patrons to the right person when we don't have an answer.

Privacy

We protect the privacy of our patrons through the confidentiality of library records and do not divulge private information.

Ethics

We do not advance private interests at the expense of library patrons, colleagues, or Llano County. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with our work.

Administration

The LCLS operates under the direction of the County Judge and the Commissioners Court. The Llano Main Library, the Kingsland Branch Library, and the Lakeshore Branch Library will be under the System Library Director, who operates in accordance with state law and within the framework of policies set by the Llano County Commissioners Court.

Public Service Hours

With the approval of the Commissioners Court, the Library Director will determine the days and daily hours of operation by considering the convenience of all segments of the population, including working people, and the staff's ability to cover the hours of operation, within the limits of the established workweek.

The libraries follow the holiday and emergency schedule approved by the Commissioners Court and, at other closures deemed necessary by the Library Director, with the approval of the Commissioners Court. Except in emergencies, a notice of closings will be posted in the library in advance.

Patron Code of Conduct

The LCLS has established rules to protect the rights of library patrons, staff, and volunteers, and to safeguard and preserve the library's materials, equipment, facilities, and grounds. All library users are expected to comply with the rules of conduct listed below and any directives from library staff. Any person who violates the rules will be subject to appropriate consequences, ranging from a warning to temporary expulsion. Refusing to leave and/or engaging in unlawful behavior will result in intervention by law enforcement. Repeated disregard for library rules will result in a permanent loss of library privileges.

Food and Drink

Personal snack food and covered drinks may be allowed in certain areas of the library. Please notify staff of spills, and dispose of trash appropriately.

Prohibited Activities, inside the library, and/or on library grounds

- Unnecessary noise from electronic devices, including cell phones, and/or speaking loudly enough to disturb other patrons or staff. The use of earbuds or headphones is recommended.
- Disruptive and/or aggressive behavior that interferes with another person's use of the library or the library personnel's performance of their duties.
- Staring at, photographing, or following a patron or staff member in a manner that reasonably can be expected to disturb him/her.
- Running, fighting, climbing, or inappropriate play
- Library staff are not to assume responsibility for the care of children in the library or library grounds. Children under the age of twelve (12) must be accompanied by a responsible person at all times.
- Using threatening or obscene language or gestures, loud, disruptive, or confrontational behavior
- Entry into Unauthorized (Staff) Areas
- Monopolizing library space or obstructing walkways with personal belongings
- Consumption of alcohol and the use of tobacco products (which include the use of all forms of smoking devices and smokeless tobacco products: cigarettes, cigars, pipes, e-cigarettes/electronic vapor products, snuff, and chewing tobacco) inside the library or within 100 feet of any Library entrance, regardless of whether the entrance is used.
- Leaving personal belongings unattended or leaving them for others to pick up
- Shoes and shirts are required at all times; wet bathing suits are prohibited.
- Excessive display of affection or lewd behavior
- Sleeping
- Gambling
- No soliciting, petitioning, distributing written materials, or canvassing for political, charitable, or religious purposes without prior approval of the Library Director
- Engaging in political discussion with staff and/or others within 100 feet of a polling entrance.

Staff Support to Patrons

The LCLS strives to provide responsive, friendly, and helpful service to our patrons, including reference and readers' advisory services, assistance with locating and checking out materials, and support for using the library's technology and materials. Our goal is to empower patrons through education and to offer the support they need to learn new skills and use our resources.

- Library staff do not have training in medical, legal, tax, or other professional services and are prohibited from offering advice in those or other areas best served by trained professionals. Library staff may only assist patrons in locating information about those services and providers and may not recommend specific service providers.
- Patrons should not share personal, private, or financial information with library staff, and library staff should maintain patron privacy by avoiding situations in which such information is visible.
- Library staff may assist patrons with accessing computer programs, provide instruction on using computer programs, and answer questions about program functions. Staff may not prepare finished materials for patrons, such as filling out forms and applications, typing documents, or formatting graphical materials such as flyers, invitations, or business materials. Library staff do not have training in all applications patrons may wish to use, but can provide general assistance with the function of our computers and browsers.
- Library staff may assist patrons with scanning or copying materials at the printer/copier. If patrons have large copying jobs, they should receive instructions on how to use the machine so that library staff are free to assist other patrons. Copyright responsibility rests with the patron making the copies. Staff may refuse to assist with copy machine functions that they believe may violate copyright laws.
- Patrons who need extended one-on-one assistance will be asked to schedule an appointment with a specific staff member. Programming schedules, meeting preparation, and the needs of other patrons must be considered as we determine how much time we can spend on one patron's requests for assistance. The patron may need to accept a referral to other agencies if staff determine that their requests go beyond the services the library can provide.

Public Relations

The purpose of the public relations policy is to guide efforts to keep the community informed about the LCLS's mission, services, and resources, and to foster a positive public image to assure effective and maximum usage.

Objectives are:

- To promote awareness and understanding of the libraries and their roles and activities in the communities.
- To stimulate interest in and facilitate the use of the libraries.

The Library Director will approve:

- Publicity and press releases for library programs, services, and news.
- All flyers, brochures, and marketing materials before they are distributed.

Photography/Filming

Photo Permissions

Library-sponsored programs, classes, and events may be photographed or filmed for library promotional purposes. Patrons may notify library staff if they do not wish to be photographed.

Group Photos

Release of a photograph and/or name is not required. When a photographer attends a program, in place of photo release forms, programmers or library staff will announce at the start that “the library may photograph or videotape you for library promotional purposes. Your participation acts as consent. Notify library staff if you do not wish to be photographed.” Signage will also be posted in the program area.

Individual Photos

A signed Release of Photograph and/or Name Form is required for the following:

- Staff or programmers zoom in for a close-up of a particular person in a large group, and when a close-up picture of a library patron is taken.
- When taking a posed photo of a library patron, they are either acting as a model or being interviewed.
- We request that library patrons be considerate, respectful, and responsible when taking photos on library premises. Only take photos of others with their permission. Formal photo sessions or videotaping must be approved by the Library Director in advance.

Although the library is a public place, libraries may reasonably restrict the conduct of patrons in library buildings, particularly when the conduct would be disruptive to or interfere with other patrons or staff. Library access by photographers may be limited by time constraints or to specific areas.

Americans with Disabilities Act

The LCLS complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination based on disability.

Wheelchair

The LCLS has one manual (non-powered) wheelchair at each branch library, which may be borrowed for the duration of the patron's visit. It is available on a first-come, first-served basis and cannot be reserved in advance. Please return the wheelchair to the circulation desk upon departure. To borrow the wheelchair, a release form must be signed. The form is valid for one year. The LCLS and Llano County will not be held responsible for accidents or misuse of the wheelchair.

Service Animals

In accordance with the Americans with Disabilities Act (ADA), service animals are welcome and permitted in all LCLS Libraries. Per ADA, service animals are dogs individually trained to do work or perform tasks for an individual with a disability. No other animals are permitted. Any library staff member may ask: "Is the animal a service animal required because of a disability?" "What work or task has the animal been trained to perform?" To help maintain a pleasant, productive, and safe environment for all Library patrons and staff, the following behavior guidelines for service animals are to be observed: Service animals must be in physical proximity to their handler and under the handler's control. The animal must be on a leash or harness at all times and must not display disruptive behavior such as barking and growling.

If a Service Animal's behavior or actions pose an unreasonable or direct threat to the health or safety of others or do not conform to these guidelines, the animal may not remain in the library. In accordance with ADA guidelines, noncompliance with these guidelines may be grounds for a request to remove a service animal from the library. If the service animal is excluded from the library, the individual with the disability is welcome to stay and will be reasonably accommodated by Library Staff.

Unattended Children/Vulnerable Adults in the Library

The Llano County Libraries welcome all ages and strive to provide an environment and space for everyone to enjoy. The safety and well-being of children and vulnerable adults are of utmost importance. However, Library staff have many duties to perform in order to serve all patrons and therefore cannot monitor the behavior and safety of children or vulnerable adults while in the library. Age-appropriate, responsible parties should always supervise vulnerable adults and children under the age of twelve (12). Parents and caregivers are responsible for monitoring the activities and regulating the behavior of persons in their care while in the library. The library staff respects the rights and privacy of all library patrons and will intervene only when juveniles or vulnerable adults are left unattended or when issues relating to safety, disruptive behavior, or well-being arise. Library staff will follow established procedures to protect the involved party and maintain an environment free from disruption per the Library Conduct Policy.

Library staff reserves the right to require supervision by a responsible party of any child under the age of 18 whose behavior necessitates their presence with a parent or caregiver.

A vulnerable adult is a person over the age of 18 who is unable or unwilling to care for themselves.

- The library does not have staff, staff training, or State Certification to act as a childcare facility or in place of trained staff or family for vulnerable adults.
- The library staff is not responsible for the care of unattended children and vulnerable adults and does not assume responsibility from the parents or caregivers for providing for the welfare of persons in their care.
- Library staff are not responsible for children or vulnerable adults interacting with or leaving the library with persons who are not appropriate caregivers.
- Library staff is not responsible for any consequences of parents or caregivers forfeiting their responsibilities. Parents who wish to limit or restrict the reading, viewing, or listening to materials by unattended children and vulnerable adults must personally oversee their selections.
- Library staff may refer to the police any child or vulnerable adult who is left unattended in the library when a parent/guardian cannot be reached, or whose behavior falls outside acceptable behavior in the library.
- Please refer to the Library Conduct Policy for more information regarding acceptable behavior.

Parent/Caregiver Responsibilities

- Parents/caregivers should remain with persons in their care at all times and are responsible for the care of those persons while inside the Library building and on the premises. (NOTE: This expectation refers to the entire facility, which includes both the Library and the Meeting rooms.)
- Parents/caregivers should encourage positive behavior in persons under their care while in the library and all areas of the Library.

- Parents/caregivers should cooperate with the library staff if persons in their care are disruptive or if they interfere or endanger others or cause property damage.
- Children under the age of 12 must be accompanied and closely supervised at all times by a responsible caregiver.
- Parents or guardians with children who are mature enough to be left alone at the library are expected to set reasonable time limits for their children's visits and provide a means of transportation home from the library by the time the library closes.

Staff Responsibilities Guidelines

- Staff will attempt to contact the parent, guardian, or caregiver to address concerns of lost, unattended, or scared children, vulnerable adults, or the aforementioned persons with conduct issues.
- An incident report will be filled out, given to the Library System Director, and kept on record.
- Library staff may not take children or vulnerable adults out of the building, unless caregivers are located within sight of the facility, nor is staff permitted to transport children or vulnerable adults away from Library facilities.
- For safety reasons, the local law enforcement will be contacted to take custody of any child or vulnerable adult left unattended after closing time if attempts to contact the parent, legal guardian, or custodian are unsuccessful.
- There may be times when the library must close due to an emergency such as a storm or power outage. In such instances, library staff will be on the alert for any child in need of assistance and will make every effort to contact a responsible adult. Additionally, if an unattended child has an accident or medical emergency, the library staff cannot legally take responsibility, other than to call 911.

Privacy and Confidentiality

The LCLS protects each library user's right to privacy and confidentiality regarding information sought or received and resources consulted, borrowed, acquired, or transmitted. All records of minors under age 18 will be subject to parental review upon request. State law protects your library records from disclosure if a member of the public or the media requests them. We will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form.

This policy will be implemented by procedures outlined in the LCLS Procedure Manual.

Each Employee and Volunteer (hereafter called Employee) who provides services for the LCLS shall be bound by this confidentiality agreement. An Employee shall not disclose Patron information, including address, telephone number, reading preferences, circulation statistics, or overdue/fine status, to any outside agency or individual without appropriate paperwork as outlined above. Nor shall he or she make personal comments about a patron's choice of reading material.

The Library Director shall ensure that all staff, volunteers, and Friends members receive a copy of the confidential policy. Violations of the policy may result in reprimand, loss of certain job/volunteer responsibilities, or termination.

Patron Membership

Library Card Membership

Residents of Llano County who desire Library services are eligible for a free (first-time) Library card upon completing the membership form and presenting a current photo ID and proof of Llano County residency. Prior accounts will be reinstated upon completion of a new membership form and purchase of a replacement card. Fines and past-due fees must be addressed as stated in the Overdue, Lost, and Damaged Materials section. New cards will not be issued to minors if the existing adult account(s) have overdue or lost material issues that have not been resolved.

Minor Card Membership

A minor may be registered for a library card by a parent or guardian following card guidelines. No person other than a parent or guardian may register a minor for a Library Card or Public Computer Access. The parent's card (if they have one) must be in good standing for the child to obtain a card.

Minors may request a membership form for a parent or guardian to complete at home. Verification by phone will be conducted before the card is issued. If possible, a copy of the parent's driver's license should be presented (if the parent is not a registered library card holder). The parent or guardian is responsible for all damage to materials and fines accrued by the minor. The minor may update the account as an adult upon reaching age 18. If fines or fees have accumulated on the minor's card, they will be transferred to the responsible adult or waived if the responsible adult does not have an account in the system.

Legally Emancipated Youth

An emancipated youth must show legal documentation to apply as an adult borrower.

Card Regulations

All card members, regardless of residence, must present a current photo ID. Each applicant will have a photo attached to their account. Only the registered patron may use the library card for material checkout and public computer checkout. A registered patron may designate an alternate person to check out materials on the account, but this privilege does not extend to public computer checkout. A library patron may have only one LCLS account. Checkout will be allowed at each library in the LCLS by presenting a card. Exceptions may be made for minors at the librarian's discretion.

Lost Card Replacement

Lost cards may be replaced for a fee (see fee schedule). Proper photo ID and proof of residence may be required.

Services

Copy Machine

- The copyright law of the United States (Title 17 U.S. Code) will be placed at every copy machine. The law governs the making of photocopies or other reproductions of copyrighted material.
- The LCLS reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.
- The library is not responsible for bad photocopies due to user error (using the photocopier incorrectly). For machine errors, such as lines and toner defects, the library will provide a replacement copy. Patrons should report any machine errors immediately after the first bad copy to library staff. Patrons are welcome to ask for staff assistance in making copies.

Fax Service

- The Library will send and receive faxes. All faxing of documents will be performed by library staff. Documents must be in a condition acceptable by the fax equipment. Paper to be faxed must be letter or legal size. Proper copying is the patron's responsibility.
- A Library fax cover sheet is required and will be provided to the patron. A call placed to a busy signal will be resubmitted up to a maximum of 3 times at no additional charge. If the fax cannot be transmitted, there will be no fee charged.
- The LCLS is not responsible for the successful transmission of faxes, nor is the library responsible for any damage, loss of data, or consequential damage arising out of the use of this service.

Scanning/Email

- Library Patrons can scan documents or photos up to a maximum size of 11x17. Scanned materials can be emailed or saved to a USB flash drive, provided by the patron. There is no fee for this service.

Printing/Saving

- The LCLS offers black and white as well as full-color printing capabilities from public computers. See Fee Schedule. Patrons cannot save to the desktop, and all user files are deleted when the computers are shut down.

eServices

Apps/Services

- The Library provides a variety of online and digital services. Access to these services is available to library account holders in good standing. Like all technology, our eServices occasionally have problems. Our library staff can do limited troubleshooting with these services, but cannot do in-depth troubleshooting or make any changes to a service user's personal device.

Additional Services for Materials

Intra-System Loan

The purpose of the Intra-System Loan (ISL) between the libraries of the LCLS is to make all resources available to cardholders within the System. A cardholder may request an item from any LCLS Library through the location he or she frequents, then check it out and return it there. The borrowing loan periods and limits listed below apply.

Interlibrary Loan

The LCLS offers interlibrary loan as one of its standard services. To meet the needs and interests of the community, the library staff will attempt to borrow specifically named materials not available in this library system from other institutions around the state. Interlibrary loans for unspecified materials on specifically named subjects will also be submitted.

The staff will place interlibrary loan requests for any user with an established library card in good standing. This service is extended to all patrons, regardless of their town of residence. The library will not extend interlibrary loan services to any patron with outstanding overdue fines, lost or damaged item charges, or other infractions on his/her borrower record.

Some materials may not be available, such as high-demand items, bestsellers, and items with a publication date of less than six (6) months or feature movies.

A patron may not have more than three (3) active ILL requests at a time.

Interlibrary loan materials obtained by the LCLS are here on a time-limited basis; therefore, the patron's cooperation in picking up materials promptly is requested. Loans not picked up within five (5) days after patron notification may be returned to the lending institution, and a mailing fee will be charged to the patron's account.

The lending institution determines the length of time an interlibrary loan item is loaned to this library. Loan periods can vary greatly. Patrons are warned that some interlibrary loan materials will not be renewable. Renewals beyond the loan period must be approved by the lending institution.

Titles frequently requested for interlibrary loan are considered for purchase and addition to the library's physical collections.

In-House Collection

The Library Director may establish an In-House Collection of donated materials that are temporarily in great demand, duplicates of popular items, classics, and other materials at the discretion of the Library Director. These items will not be processed and added to the system catalog, but will be available when inquired about.

Honor System

The LCLS offers donated materials, paperbacks, and puzzles to the public on the honor system. Anyone visiting the area or who does not have the proper documentation to sign up for a library card may choose materials from the Friends of the Library Book Sale, not for purchase but on the honor system. The honor system materials are not checked out to the patron and have no due date. This means the borrowed materials are returned to the library after they have been read and enjoyed by the visitor.

Card Use

A patron must present their library card to check out materials. If a library card is not available, a photo ID may be required before items are allowed to be checked out.

Loan Periods and Limits

LCLS has established loan periods for materials, as well as limits on certain materials. The LCLS does not loan equipment (projectors, cameras, etc.) to the public. New cardholders are allowed up to four (4) barcoded items for first-time card use. After first-time use, regular material limits will apply. Limits and exceptions may be established at the discretion of the Library Director. Materials may be returned to any LCLS branch.

Renewals

Renewals may be requested in person, by phone, or by logging into the LCLS website remotely and accessing your account. Materials may not be renewed if excessive past-due fees have accrued. Any material that has a reserve placed by another person is not eligible for renewal. Material may be kept by the borrowing person past the due date, but fines will accrue.

Overdue, Damaged, and Lost Materials

By signing the LCLS card membership form, the cardholder agrees to be responsible for all materials charged to the card, including fines or charges for damaged or lost materials. Additional checked-out materials or computer use is not allowed until excessive fines are paid or restitution is made for lost or damaged materials. The cardholder may pay down larger, current fines and/or fees and still have access to library materials and computer check-out. Use of another family member's card to avoid paying fines or for lost material is prohibited. If a patron believes they have returned or never checked out an item, every effort will be made to determine that the material is not on the library premises. The item will be renewed for 30 days to allow the patron and the library time to attempt to locate the material. After this time, the patron is responsible for replacing the material or making restitution. Items returned through the outside book drop before the library opens will not be charged a fee for that day.

Visitor Registration for Public Computers

Visitors may have access to the Library's Public Computers. To obtain access, a current photo ID must be presented, and the applicant must be over 18 years of age. Minors must have a parent or guardian for access to registration. This access is limited to computer use and does not include checking out materials. For convenience, a returning user may be issued a temporary computer access card that is valid for a period of six months.

eReaders

The opportunity to use this device is a privilege. The eReader is not to be used for any purpose other than for CloudLibrary use. Patrons are expected to use extra caution and responsibility when borrowing an eReader from the Library.

Checkout Requirements:

- The borrower must have a valid LCLS card in good standing (no fines and up-to-date patron information).
- Patrons under the age of 18 will not be allowed eReader checkout access.
- All checkouts will require the patron to participate in an e-reader tutorial.
- One eReader per household may be checked out at any given time.
- eReaders may be checked out for two weeks and may only be renewed once, as long as the device is not on reserve. Late fines will be charged. See Fee Schedule.
- Patrons must pick up and return eReaders in person during Library operating hours; **eReaders may *NOT* be returned to the book drop.**
- eReaders must be reserved in person or over the phone and cannot be reserved through Interlibrary Loan or online via the Library website.

Responsibility for Damages or Unauthorized Alterations:

The LCLS is not responsible for the eReader once it is checked out. The Patron is responsible for damages and any unauthorized access. The library reserves the right to refuse service to anyone who abuses equipment, who is repeatedly late in returning an eReader, or who places the eReader in the book drop.

Patron Internet & Computer Policy

The purpose of this policy is to define the appropriate use of the technology resources within the LCLS. To fulfill our mission, the LCLS provides access to a broad range of informational resources, including those available through the Internet.

We make this service available as part of our mission to be Llano County's place for learning, access to innovative technology, creative solutions to informational needs, and empowering personal and professional growth.

The LCLS and its employees do not monitor or control material accessed through the Internet and cannot be held responsible for its contents. Not all information found on the Internet is accurate, complete, up-to-date, legal, or philosophically acceptable to all individuals.

Llano County and the LCLS assume no responsibility and shall have no liability for any direct, indirect, or consequential damages arising from the use of information found on the Internet or any communications sent through the Library's Internet computers.

Consent Form:

- All Internet computer users will be required to read this policy and sign a consent form.
- Signing in to use a computer implies that the user agrees to comply with the LCLS Patron Internet & Computer Policy.
- Parents or legal guardians of minors must sign a permission form for the child to use the computers.
- Minors are any individual under the age of 18.

Staff Assistance:

- Staff members will provide limited assistance.
- Staff may assist in helping computer users navigate the basic functions of websites and the provided computer programs, and give guidance on how to achieve desired search results.
- Staff members may not assist users with personal tasks, such as filling out applications, nor advise on personal matters.

Usage and Time Limits:

- Computer users must be assigned a computer by library staff.
- Each patron must use their own Llano County library card to be assigned a computer.
- A guest pass for computer use is available for visitors by providing a driver's license or photo ID.
- No more than two people, if their behavior does not disturb those around them, may share a workstation. Unauthorized or unaccompanied minors may not sit or "hang out" at the computer stations.
- Each patron at a computer station is allowed 1 hour; additional time may be allotted at the discretion of library staff. If patrons are waiting to use a computer, those whose sessions have been the longest (1 hour or more) will be asked to surrender their stations to the patrons who are waiting.
- Patrons are responsible for all printouts they generate and can ask for assistance to avoid unnecessary charges. See Fee Schedule.
- Computer reservations, use, and printing services end 15 minutes before closing.

- Computer privileges will be withheld until library fines are paid, including those for lost or damaged materials.

General Rules:

- Patrons are responsible for abiding by all copyright laws.
- Patrons should respect the privacy of others who are using the computer.
- Only Library software can be used on Library computers.
- You must comply with instructions from library staff.
- No food or drink is permitted at the computer stations.

Downloading/Saving:

- Patrons may only download or save to their mobile storage device (ex., flash drive).
- Saving or downloading to public computers or desktops from the internet and personal software is not permitted.

Filtered Computers:

- Filtered computers restrict access to inappropriate internet websites.
- All LCLS computers are filtered.
- Be aware that filtering is not 100% foolproof. Parents and legal guardians assume all responsibility for materials their minor children access while on the Internet.

Prohibited Uses:

- Turning off or restarting computers, tampering with, or changing icons on the desktop.
- Continuously using sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources.
- Sending, receiving, or displaying pornography/child pornography -- It is a criminal offense to view pornographic or obscene sites on library computers according to the Texas Penal Code and/or the Federal Criminal Statutes.
- Interfering with the operation of any computer, altering, damaging, or destroying data, computer programs, or settings. These acts are considered a felony under the Texas Penal Code.
- Attempt to corrupt private information, files, or access other networks.
- Install software or programs, save, download, or upload files to the C drive.
- Engaging in any activity that is deliberately and maliciously offensive, libelous, or slanderous.

Penalty for Violation of Internet & Computer Policy:

- Actions that violate local, state, or federal law will be prosecuted and will result in a permanent loss of computer use privileges, and will be referred to the appropriate law enforcement agencies.
- For all other policy violations, where warnings are ignored, such violations are entered into the member's account, resulting in suspension and/or permanent loss of computer use privileges.
- Suspensions and/or permanent loss of computer use privileges will be enforced system-wide.
- You will receive a document stating the reason for the suspension or permanent loss of your LCLS computer use privileges

Materials Selection

Purpose

The LCLS Collection Development Policy guides the Library Director in selecting materials and informs the public about the principles upon which selections are made. The policy outlines specific criteria for selecting materials, including gifts and donations, to be added to the collection, as well as the process for weeding or deselecting materials already included in the collection. Additionally, it outlines the procedure to follow if an item in the collection is challenged for reconsideration.

Responsibility for Selection

The responsibility and authority for selecting all print and non-print materials purchased by the LCLS ultimately rest with the Library Director, who operates within the framework of policies approved by the Llano County Commissioners Court. The Library Director may delegate selection responsibilities to staff.

Principles of Collection Development

The objective of the LCLS is to make readily available to the citizens of Llano County materials that support the pursuit of education, information, and the creative use of leisure time. Within the library's financial limitations, it provides a general collection of carefully selected, reliable materials covering broad areas of knowledge. Included are works of enduring value and timely materials on current issues. In line with these objectives, selection is an interpretive process that involves knowledge of materials in the collection, awareness of subject bibliographies, use of reviews, and recognition of the needs and community standards of the citizens of Llano County. The LCLS neither encourages nor discourages any particular viewpoint. This includes physical and digital materials.

Selection refers to the decision to add materials to the collection or retain materials already in it. Collection assessment ensures that the library's collection meets the community's needs and presents a variety of opinions on controversial subjects. The process of collection assessment involves continuously evaluating the library collection. Librarians must continually evaluate the collections to meet the community's evolving needs.

The deselection or weeding of materials will be based on all relevant information provided to the Library Director consistent with these policies. The collection should provide the fullest practicable range of material, presenting all points of view concerning the problems and issues of our times, provided that such works are based on credible information and sound judgment. A library cannot cover every topic and viewpoint; there is not enough shelf space or funding. Given these limitations, the library should seek to make its collection as balanced as possible. The inclusion of an item in the collection is not to be considered an endorsement, official or otherwise, by the library, staff, or the County. The library neither approves nor disapproves of the views expressed in materials included in the collection. The library collection as a whole will be an unbiased and diverse source of information, representing multiple viewpoints on a wide range of topics. The library cannot exclude all materials that could conceivably result in mental or physical distress or injury to some individual, since theoretically any material could be harmful to someone if improperly used.

Whether purchased or donated, to build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all the criteria to be acceptable, nor will any single criterion be decisive. The library welcomes the opportunity to discuss with any citizen the interpretation and application of these book selection principles.

Selection Criteria & Tools

The following criteria are considered in selecting library materials, but not all criteria, and reviewing sources is used for every acquisition.

- Existing library holdings
- Public demand
- Quality and suitability of the material to the interest of the community
- Quality of content, including accuracy, timeliness, literary or artistic merit
- Availability of material elsewhere in the community or in the holdings of other libraries
- Importance of subject matter to the collection
- Scarcity of information in the subject area
- Price, format, and ease of use
- Relationship with the Library's print holdings

Tools used in the selection of materials include, but are not limited to:

- Award lists
- Special bibliographies
- Various professional journals
- Patron recommendations

Selection Considerations for E-Resources

The following are selection criteria that are often employed by the library when choosing electronic resources for purchase or subscription.

- Ease of use of the product
- Cost of the product: one-time cost or subscription?
- License Restrictions
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training; availability of reports

The library should make available materials for enlightenment and recreation, even if they are not enduring in value, interest, or accuracy. A representative sampling of experimental or short-lived materials may be purchased. Digital content includes subscriptions, consortia, and databases. This collection is not entirely curated by the Library System. Digital content purchased by the Library System is subject to the same selection criteria as physical materials.

The library does not purchase pornography or materials that trade exclusively in sensationalism. When purchasing materials based on the marketing material description, the Library Director has the authority to place the material in the section the Library Director believes is more appropriate, or not place the material in the collection at all, when the marketing material description misrepresents the main plot or characters. The lack of a review or an unfavorable review shall not be the sole reason for rejecting or adding a title. The Library Director will consider the community's standards, demand, and the need to balance the library collection in a specific subject area, books discussed on public media, and requests from library patrons. The library welcomes patron interest in the collection and will consider all requests for specific materials, depending on the availability and suitability of the item. The library is under no obligation to fill any particular request. Interlibrary loans, Intersystem loans, and the TexShare card service will be used to obtain materials beyond the scope of our collection from other libraries for our patrons.

Minors

In selecting library materials for children, the library's objective is to provide a collection that meets the informational, recreational, and cultural needs and community standards of children from preschool through twelfth grade. The collection includes materials covering a wide range of knowledge and reading levels, both fiction and non-fiction. The illustrations in books for young children receive as much critical attention as the literary quality of fiction. Subject to the limitations contained below in these policies, the library's entire resources, such as encyclopedias, reference materials, etc., are accessible to minors as the need arises. However, it is ultimately up to the parent or guardian to monitor the minor's access to any materials contained in the library. In addition, the parent or guardian may further limit the materials a minor may check out of the library in accordance with these policies. The selection of adult materials will not be restricted by the possibility that these materials may come into the possession of minors. Therefore, it is the responsibility of parents or legal guardians to guide their children's and young adults' reading, viewing, and listening choices and decide what their children may or may not use from this collection. Librarians can assist parents in locating materials that the parent deems appropriate, but only the parent can restrict their child from borrowing materials. At the time of obtaining a library card for a minor, parents and guardians may choose the categories and types of materials that their minor child will be allowed to check out. The library staff cannot be held responsible for materials checked out by minors.

In providing materials for student use, the library cannot provide multiple copies of individual books or textbooks for school assignments, nor can it duplicate subject materials extensively. Special collections in depth (business, technology, local history, etc.) shall also be maintained when accepted library procedures and budget restraints are indicated.

When purchasing the children's collection, the library will use the Miller Test to ensure the appropriateness of the material. The Miller Test is the primary legal test for determining whether an expression constitutes obscenity.

These guidelines are the three prongs of the Miller test:

- Taken as a whole, appeals to the prurient interest of minors;
- Is patently offensive to prevailing standards in the adult community in Llano County as a whole with respect to what is suitable material for minors; and
- Taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

Material Classifications

The LCLS uses the following book and movie classification system.

Book Classification

Adult Fiction-F

Large Print-LP

Biography-B, JB, YB

Audiobooks-AUD

NonFiction-Dewey Decimal number

Picture books-E

Books in which the pictures are as important as the text or consist only of pictures that, when put together, tell the story. Intended for ages birth -7 (Toddler – 2nd grade).

Early Readers- Books in this collection are written expressly for children learning to read, with a controlled vocabulary and employ visual cues in the illustrations to assist children. Target audience: ages 4-7.

Juvenile Fiction-JF

Books written for younger readers ages 8-13 (3RD grade - 8th grade), focusing on fun, adventure, and relatable themes like friendship, but with more developed plots than picture books.

Easy Chapter- These books bridge the gap between picture books and longer novels, roughly 64 to 120 pages. Target audience: ages 7-10.

Youth Fiction-YF

Books written for readers aged 13-18 (8th grade-12th grade) focusing on the adolescent experience from a teen's perspective. Plots, themes, and character development have been formulated to address the emotional and intellectual interests of teens

Movie Classification

Blue-JF- Junior Fiction

JF movie rating (by staff) means it is any G or PG animated, cartoon movie; there's **no strict age limit**, but parental guidance is suggested because some content (like mild language or scares) might not suit younger children, generally meaning it's suitable for ages **around 8 and up**, though parents decide if it's right for their kids. PG stands for "Parental Guidance Suggested," meaning parents should consider if the material is appropriate for their specific child, especially younger or more sensitive ones.

Green-G- General Audiences

G Movie rating means the film contains nothing that would offend parents for viewing by children, making it suitable for **all ages**.

Yellow-PG- Parental Guidance Suggested

PG movie rating means Parental Guidance Suggested, indicating some material may not be suitable for young children, requiring parents to use discretion and decide if it's right for their kids, often due to mild language, violence, brief nudity, or mature themes, but generally without intense content like drug use or harsh adult situations. It's an alert for parental involvement

Orange-PG-13- Parents Strongly Cautioned

PG-13 rating means "Parents Strongly Cautioned," indicating some material might be unsuitable for children under 13, often due to stronger language, intense action, suggestive content, or drug references, requiring parental judgment for younger viewers. It's a middle ground, suggesting more maturity than PG but less strict than R, with varying levels of mature themes.

Red-R- Restricted, no one under 17 without a parent

R movie rating means **Restricted**, so no one under 17 is admitted without a parent or adult guardian (age 21+) accompanying them, and these films contain adult material like strong language, violence, nudity, drug abuse, or sexual content, serving as a warning for parents about mature themes and depictions.

Black-NR (Not Rated)

NR movie means it hasn't gone through the Motion Picture Association (MPA) rating system, often because it's an older film, an extended/director's cut with extra mature content (sex, violence, language) added for home video, or a film intentionally avoiding an NC-17 rating to broaden appeal, leaving its content uncensored and up to viewer discretion.

Non-Fic-Dewey Decimal Number

Children 12 years old and under may check out DVDs with a Blue or Green sticker. Teens 13 to 18 may check out yellow PG and orange PG-13 DVDs unless parents decline approval. No minor child will be allowed to check out red, R-rated, or black, Not-rated sticker DVDs.

The LCLS has also added genre labels to materials. The classification system and genre labels on the spines of the materials are a helpful way for all patrons to find exactly the type of material they are searching for.

Media

The library recognizes its responsibility to provide access to information, cultural enrichment, and recreation through as wide a variety of media as possible. Media is evaluated by the same criteria as printed materials. As new technologies are developed, the library will investigate the appropriateness of new media formats and will acknowledge the need for experimentation.

Donations, Memorials, and Gifts

The LCLS appreciates the generosity of those wishing to support the libraries and will accept monetary and material gifts. The donor may suggest that funds be used in a specific area, i.e. materials, equipment, programming, or other needs of the library. The library will attempt to comply with the wishes of the donor but reserves the right to assign the funds to a greater need as conditions change. It is the practice of the LCLS to publicly acknowledge donations and memorials. The library accepts gifts of materials with the understanding that the library may make whatever use of the material it feels appropriate. No restrictions on the library's use of donated materials may be made by the donor. Gifts/Donations become the library's property upon receipt; they may not be reclaimed. Materials not needed in the collection will be donated to the Friends of the Library, to other libraries, educational institutions, or charitable organizations, discarded, or otherwise distributed. Donated materials added to the collection are subject to the same withdrawal and replacement criteria as materials purchased by the library. The Llano County Commissioners make the final decision about whether or not to add a gift/donation to the library collection.

It is the policy of the library not to accept special collections of gift materials if the condition of acceptance requires that they be kept together as a separate physical entity. Further, the Library shall not accept as a gift any printed or manuscript items or any objects if the condition of acceptance requires the permanent exhibition of the item or object or other onerous conditions. Upon request, a note of receipt will be issued for donated items. However, it is the donor's responsibility to determine the fair market value of the donated materials.

The LCLS adheres to the Llano County Contributions and Donations Policy.

De-selection and Reconsideration Requests

Weeding

The library's collections are a constantly evolving entity. To maintain a vital and current collection that meets the community's needs, materials are examined on an ongoing basis. Materials are frequently added and withdrawn to preserve the enduring value of the collection. When library books lose the value for which they were originally selected, they will be deselected or weeded from the system.

Decisions are based on a combination of these criteria – including age, condition, frequency of use/circulation, multiple copies, and currency/accuracy. The automated library system provides numerous reports to assist staff in the weeding process. These are just guidelines, and librarians are free to amend them to meet local needs.

Every library's collection is limited by the space available to house it, and collections should change over time to reflect changes in the community, society, and the library's goals. Removing outdated or worn items makes the collection more visually appealing and inviting to users. To best maintain the shelves and keep them free from clutter, shelves should be no more than 2/3 full. Crammed shelves are difficult to use and can damage books. If an item has not been used in the past two years, the probability that it will be needed in the next two years is slim. The LCLS will not keep outdated, unused material just in case. The Interlibrary loan system is available specifically for "just in case" or special requests. Patrons trust the library to supply information that is easy to find and up to date. In addition, withdrawing materials helps identify gaps in the collection so that new purchases can be made confidently and space can be created for those materials. Withdrawn materials are not automatically replaced. Replacement is considered in relation to adequate coverage in a specific subject area, availability of more current or better titles, suitability according to this selection policy, and demand for the title. Gifts, including memorial items, are subject to these withdrawal and replacement policies. Discarded materials may not be reserved for specific individuals. Donations of discarded materials may also be made, at the discretion of the Library Director, to the Friends of the Library, to neighboring libraries, educational institutions, charitable organizations, or for other public distribution. The controversial nature of materials shall not be deemed a sufficient reason for removal unless and until the material has been subject to a review as outlined below.

Reconsideration Requests of Library Materials

The LCLS selects materials in accordance with the criteria set forth in this policy. The library and library staff do not advocate particular views or beliefs but strive to provide free access to a well-balanced collection of topics, appropriate for different age levels and opinions, to all members within the community standards. Each individual has the freedom and responsibility to make choices about what to read. Responsibility for the use of materials by children and young adults shall rest with their parents or legal guardians in accordance with this policy.

The LCLS welcomes comments and suggestions regarding the continued appropriateness of materials in the collection, especially outdated materials. Suggestions will be considered and used by the library in the ongoing process of collection development.

Individuals may take issue with library materials that do not align with their views, values, or beliefs. Staff are available to discuss concerns and identify alternative materials that may be available. If a patron's concern is not resolved through discussion with staff, a formal, written request for reconsideration of a library resource may be submitted to the Library Director. Copies of this form are available at the circulation desk.

To be considered, a request for reconsideration must be completed in full. The patron submitting the request must be a patron of the LCLS and hold a valid, current library card. Anonymous complaints will not be considered. An item will be evaluated for reconsideration only once in a twelve-month period. The Library Director is responsible for making the final determination on all such requests. The Library Director may decide to remove the material from the collection, reshelve the material in a more appropriate section of the library, leave the material as is, or take any other action in the Library Director's reasonable discretion taking into consideration local community standards.

Displays, Exhibits, and Distribution of Free Materials

General Principles

Llano County Libraries are a public forum where ideas and information are freely communicated, and a broad spectrum of opinions and viewpoints is presented through displays and exhibits. The inclusion of a particular viewpoint in a display, leaflet, or exhibit is not an endorsement of that viewpoint. Displays of items in the library do not indicate endorsement of the issues, events, or services promoted by those materials.

Responsibility

The responsibility for approval of displays, exhibits, and postings rests with the Library Director. The Library Director may reject any display or exhibit that does not fit in, based on its suitability for the library's mission and consistency with community standards, as well as the size and/or quantity of items.

The library will take reasonable care to insure the safety and security of displayed items; however, the library assumes no responsibility for preservation or protection and no liability for any loss, damage, or theft of any displayed or exhibited item. Exhibitors are encouraged to ensure items of value and will be asked to sign a release form before any artifact can be placed in the library. Items displayed may not include price tags or other information regarding the purchase of items. Items must be removed from the exhibit case promptly as scheduled by the librarian, or they will be removed and stored for thirty days by library staff. After thirty days, they will be disposed of in accordance with local law.

Bulletin Boards

The LCLS will display announcements, informational fliers, and posters of public interest as space permits. Items posted are limited to those promoting civic, cultural, and educational activities and information of interest to the community. Priority is given to the library, followed by not-for-profit groups. For-profit corporations may display materials only for the following: (1) community events and (2) events that support not-for-profit organizations. The libraries will not serve as distribution points for free copies of political, religious, or commercial pamphlets or newsletters. Petitions are not permitted except for library purposes. The libraries will not act as agents for the sale of any displayed items. Only items whose proceeds directly support the library may be sold in the library. Only library-related or Friends-related items and/or information will be displayed near the circulation desks in the discretion of the Library Director. Notices of meetings, not-for-profit sales, and cultural activities may be posted on other bulletin boards, space permitting, with the following exceptions:

- political materials promoting the candidacy of a particular person or persons or a particular political issue;
- materials of for-profit corporations or individuals advertising products or services for sale (except for posters used to promote the use of libraries, library materials, and/or community events in accordance with this policy).
- Posters and notices should not be submitted more than 30 days before an event; they will be removed after the event. Notices for ongoing events will be displayed for no longer than 90 days.
- Items no larger than 8 1/2 " x 14" are preferred. Larger notices will be accepted on a space-available basis.
- Any materials left at the libraries without permission or which fail to meet these guidelines will be discarded

Meeting Room

This policy establishes guidelines and procedures for the use of the LCLS meeting rooms. The meeting rooms are reserved for meetings or programs of an educational, philanthropic, cultural, recreational, or civic nature, or for other functions that, in the judgment of the library staff, will benefit the community's residents. The procedure for use of meeting room space may vary at each Library and is stated in the Meeting Room Agreement. The meeting rooms are available during Library hours, as well as on evenings and weekends when the libraries are closed.

Rules for Use

The rules for use listed below are in addition to the guidelines stated for each Category Group and apply to all. Permission to use a Library Meeting Room may be withheld from groups failing to comply with the Meeting Room Policy.

General

Use of the facilities for Library, Library-affiliated, or Library-sponsored/co-sponsored meetings or programs shall have priority over all other requests. Thereafter, requests are considered in the following order:

- Federal, State, County, and City governments and their agencies.
- All other uses are on an equal-access, content-neutral, first-come, first-served basis.

Meeting room use is available to Not-For-Profit groups and organizations, and for For-Profit Businesses. Each use category will be charged a fee for use (see fee schedule). There will be no charge for City and County government usage of the meeting rooms. Each category must adhere to the general guidelines and procedures, as well as any stated for each category.

Not-For-Profit Groups & Organizations

There is an annual fee for meeting room use. This fee applies to one-time or multiple uses (see fee schedule). A fee is for individual Libraries and is not transferable between branches. No group or organization may reserve/use the meeting room more than twice per month. Exceptions may be made at the Library Director's discretion, depending on room availability. No fees may be charged to persons attending; however, non-profit organizations may collect regular memberships and dues.

For-Profit Business

This category applies to any person or group that operates for profit. There is a fee charged per use (see fee schedule). For-profit businesses may use meeting rooms for employee information and training purposes, and to share general information with a group or on a one-on-one basis. Solicitations for services and sales of goods will not be permitted.

Scheduling

Scheduling of a meeting or program of a group or organization does not in any way constitute LCLS or Staff endorsement of viewpoints expressed by the group or organization reserving the room, or participants & attendees at the event, its activities, or of the ideas and opinions expressed during the course of meetings or programs held at the library. No advertisement or announcement implying such endorsement will be permitted. Usage of the Library's name, address, or phone number as a contact for any group or organization using the library for meeting purposes will not be permitted. The library will not serve as an information source for persons who may have questions regarding the meeting/event. Adequate information must be provided on the Library's Meeting Room calendar to satisfy any questions, including, but not limited to, a contact phone number and/or email address. The publicity generated by a group advertising a meeting at the library may recite the Library name and address only. Any other mention requires the express approval of the Library Director.

All activities taking place in Library Meeting Rooms must be open to the public. Public kitchen facilities vary by Library and will mandate types of refreshments/meals able to be served (see individual Library procedures). All groups using the Meeting Room agree to hold LCLS and the County of Llano harmless from all liability, including injuries, accidents, loss or damage to personal equipment, and/or any expenses that arise during or may be caused by the use of the facility.

Reservations

Reservations may be placed on an as-needed basis, dependent upon availability, including standing reservations, for the next calendar year, open on December 1st (see individual Library procedures). No reservation is final until the Meeting Room Agreement and fee are processed by the library staff. Reservations are on a first-come, first-served basis. No reservations roll over into the next year, and no group has exclusive rights to a particular day of the week or month. Reservations for Meeting Room use may only be made by an adult. Time reserved should include any set-up/clean-up time needed in addition to meeting time. Due to multiple uses during the day, the room will not be available before the time scheduled.

A reservation, though previously confirmed, may be canceled by the library due to booking the room for a Library event or meeting, the County of Llano needs, and for voting and elections. No group may assign its reservation to another group or individual.

For after-hours and weekend meetings, a key must be picked up during Library open hours by the person(s) listed on the reservation form. The library does not issue reminders. No special arrangements will be made for groups that fail to pick up a key before a meeting.

Cancellations

Notices of cancellations should be made as soon as possible by the person making the original reservation. A full refund of the reservation fee will be made for cancellations made 48 hours in advance of the scheduled meeting/event. Failure to cancel at least 48 hours in advance will result in forfeiture of all fees. Refunds only apply to single-use reservations.

If a group fails to appear for two consecutive meetings without making a cancellation, all future reservations of the group are canceled until the group reschedules. To resume a meeting schedule, a new meeting room agreement must be completed and an appropriate fee paid.

Restrictions

- Activities are prohibited that the staff believes may cause injury or damage to persons or property or threaten the security of the facility.
- Use by individuals, groups, or organizations failing to abide by library policies is prohibited.
- Activities are prohibited for which fees are charged, except when prior authorization has been issued by the Library Director (such as author talks with books available for purchase).
- Activities that generate sales directly or indirectly must be rented under the “for-profit” classification (see Scheduling and Rates, below).
- Attaching items to walls or ceilings is prohibited.
- Only erasable markers are permitted to be used on Library whiteboards.
- Alcoholic beverages and the use of any tobacco products are prohibited.
- Worship services of any kind are not permitted (however, bible study groups are permitted).
- Meeting rooms may not be used for political rallies, or campaigns for specific partisan political issues or candidates; provided, however, that candidates or political forums may be allowed.
- Meetings that are purely social functions are prohibited, such as showers, birthday parties, dances, etc.
- Children may not be left unattended in the Library by meeting attendees.

If there is any doubt or disagreement about whether a proposed use of the meeting room violates any of these restrictions, the Library Director will consult with County Officials.

Care and Use of the Facility

- Attendance must be limited to the capacity of the individual Meeting Room (stated in the meeting room agreement). Allowable occupancy for each meeting room is posted in each meeting room. Open aisles must be maintained within the seating arrangement to meet ADA requirements and allow for easy access to exits.
- Furniture/equipment from outside or other areas of the library will not be permitted without approval at the time of reservation. Each Library makes available certain Audio/audiovisual equipment upon request.
- Equipment, supplies, or personal effects cannot be stored in the Library Meeting Rooms before or after use.
- Refreshments are allowed, but care must be taken to avoid damaging rugs or carpets, furniture, or other library property. Failure to comply may result in additional charges and forfeiture of future use.

- Groups using the Meeting Room must provide their own paper goods, i.e. plates, cups, napkins, and utensils.
- All trash and debris resulting from refreshment or meal service must be disposed of properly, and all trash receptacles must be emptied and garbage placed in outside dumpsters.
- All damages must be reported to the library, including spills. The individual making the reservation and the membership of the group as a whole will be held responsible for all damages and cleaning charges that occur.

The Library shall not be held responsible for the security of property owned by any individual or group using meeting rooms. Public entrances/exits are to be used by persons attending a meeting/function and for all deliveries, and must remain unlocked for the duration of the meeting.

Groups are welcome to arrange the tables and chairs to meet their needs during use, yet must return the furniture as found prior to vacating the room. The room must be cleaned and straightened, the lights turned off, and the door locked before the key is returned. Failure to do so may result in additional charges and forfeiture of future use. Instructions for the opening/closing procedure and return of meeting room keys are provided by the library.

Failure to Comply with Policy

Permission to use the Library meeting rooms will be withheld from the following groups:

- Groups that fail to comply with the Meeting Room Policy
- Any requester who has falsified any information on the Meeting Room Form
- Groups that damage a meeting room, the carpet, equipment, or furniture, or cause a disturbance.

The Library Director has the right to terminate any meeting in their facility that disrupts library business at any time.

Other Meeting Places Inside the Library

At each location, permission to meet in another part of the library may be given to small groups when the Meeting room is not available. The same rules apply to these other meeting places.

Volunteer Policy

Statement

The LCLS utilizes the services of volunteers to supplement, and not replace, the efforts of paid library staff. Volunteers aid the Library in making the best use of its resources and contribute to sound working relationships within the community. The Library staff and its volunteers work together to meet the goals and mission of the Library. Volunteers are expected to follow Library policies and exhibit positive customer service behavior with all patrons. The designated Volunteer Supervisor, or Library Director, is directly responsible for screening and training the Volunteer, assigning specific duties, and dealing with problems as they arise.

How to Become a Volunteer

The screening process for volunteers includes an application form and training.

- All volunteers must submit an application
- Must be willing to volunteer a minimum of 2-3 hours per week.
- The age requirement for teen volunteers is 13 to 18 years old.
- Applicants younger than 13 years old may be accepted at the discretion of the Library Director. In that case, a parent or guardian must be present at all times.
- Volunteers are selected based on their qualifications concerning the needs of the library at any given time. Acceptance of an application is at the library's discretion, and completing an application does not guarantee an available position.
- The library requires that the volunteer agree to a background check.

Volunteers who do not adhere to the policies and procedures of the Library, or whose background check contains a matter of concern to the Library Director, or who fail to satisfactorily meet the expectations of their volunteer assignments are subject to dismissal.

Nothing in this policy shall be deemed to create a contract or employment relationship between the volunteer and the LCLS or Llano County. Both the volunteer and the Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Friends of the Library

The purpose of this policy is to define the relationship and responsibilities in working with Friends groups formed to support branches of the LCLS.

Definitions

Any recognized 501C3 non-profit organization of volunteers that aims to assist and support the goals of the Llano County Library or its branches is considered a Friends of the Library organization, hereafter referred to as FOL.

- FOL may exist in support of a particular branch library in the sole discretion of the Library Director.
- FOL groups are volunteer groups from the service area of the LCLS, and they provide support for and recognition to the library by representing Llano County.
- Friends groups help to complement the role of the Llano County libraries within the community.

Purpose of the Friends groups

- To promote and publicize the resources, programs, and budget needs of the Library.
- To provide funds for projects or acquisitions not covered by the library's normal operating budget.
- To encourage contributions, endowments, memorials, and bequests to the Library.
- To act as an advocate for the library on both local and state levels.
- To sponsor community events and activities in cooperation with the library and library staff.
- As part of their association with the library, Friends groups are required to follow pertinent library policy. If a Friends group passes bylaws or policies that conflict with LCLS policy, then LCLS may alter or cease the association between LCLS and that Friends group.

A friends group shall keep the Library Director informed of all activities before scheduling those activities, and the library should also keep the Friends informed of upcoming events and new services being offered at their location.

The Library Director is expected to communicate regularly with FOL boards and attend their meetings. Such time shall be considered work time. The Library Director shall make FOL aware of the LCLS policy and goals so that they may better direct their library support efforts. FOL are welcome and encouraged to use the library meeting room spaces if they are not scheduled for library business.

LCLS staff are not allowed to collect money on behalf of the FOL without prior approval from the Library Director.

Friends group members are not allowed behind the circulation desk or in the back work area unless they are in a volunteer capacity.

Donations from FOL

All gifts and donations are subject to the LCLS Donations, Memorials, and Gifts Policy as well as the Llano County Contributions and Donations Policy.

conflict of Interest

LCLS Staff

Is allowed to join FOL groups, but:

- May not be an officer in a FOL group
- May not conduct bank transactions for a FOL group
- May not engage in FOL activities that interfere with their duties as an employee of Llano County
- May not count time in service to FOL groups as time worked without the Library Director's approval.
- May not be a voting member of the Friends group
- The Library Director will serve as an ex officio member of all Friend groups and the official liaison for Llano County Libraries and the Llano County Commissioners Court.
- The Library Director may appoint a representative to attend meetings of the various Friends groups. That representative will promptly provide the Library Director with a written report of any such meetings.

Discarded Materials

The LCLS may provide FOL groups with discarded informational materials for sale. To accept discarded materials, FOL groups must commit to organizing and maintaining sales using their own volunteers and membership. Income from book sales organized and conducted by FOL groups shall be retained by the FOL to support the Library.

Available Space

The Llano County Libraries will make library space available for FOL book sales if sufficient space is available. There will be no permanent book sale locations within the libraries. The Library Director can rearrange as needed. The Friends groups will not have a designated office at the library. The Friends groups will have one cabinet in the library to store all necessary organizational materials. Nothing else will be permitted due to limited space.

Fee Schedule

Fees to be paid for additional services offered by the library.

Memberships

No Fee Llano, Burnet, Mason, San Saba, and Gillespie Counties

The LCLS will offer services to persons outside of Llano County for an annual fee.

Out of County Memberships (all other counties)

\$10 individual, \$15 couple, \$25 family

Out of Area Memberships (out-of-state)

\$25 individual, \$35 couple, \$50 family

Services

		BLACK & WHITE ONLY	SOME COLOR	ALL COLOR
8 1/2 X 11	single	\$ 0.15	\$ 0.35	\$ 0.75
	double-sided	\$ 0.30	\$ 0.70	\$ 1.50
8 1/2 X 14	single	\$ 0.20	\$ 0.40	\$ 0.85
	double-sided	\$ 0.35	\$ 0.80	\$ 1.70
11X17	single	\$ 0.30	\$ 0.60	\$ 1.25
	double-sided	\$ 0.45	\$ 1.20	\$ 2.50
	Cover Sheet	provided		
FAXING	first page	\$ 1.00		
	each additional page	\$ 0.50		
CARDSTOCK	each sheet	\$ 0.25	+ copies	
LAMINATE	each page	\$ 1.00		

Meeting Room (offered upon availability)

Nonprofits.....\$25/year

Businesses.....\$50/meeting

Replacement fees are as follows:

Fines (are accrued for each day each item is past due)

Books.....25¢/day

Audio Books.....25¢/day

CDs.....25¢/day

DVDs.....25¢/day

eReader.....\$1.00/day

eReader \$100.00

Power Adaptor \$25.00

Case \$15.00

Screen protector \$10.00

DVD case \$5.00

DVD insert \$2.00

Barcode \$3.00

Lost Cards may be replaced for a fee that increases with each replacement.