I. Mission Statement

The Round Top Family Library’s mission is to provide free and unrestricted access to traditional library services, innovative educational programs, and a welcoming community center for people of all ages.

II. Who May Use the Library

The library will serve all.

The Round Top Family Library encourages visits by young children, and it is our desire to make visits both memorable and enjoyable. It is library policy that all children are welcome to use the library building, however, library staff is not expected to assume responsibility for the care of unsupervised children in the library.

For library programs, each program will define the minimum threshold age to be unaccompanied. If the child is under the minimum threshold age, the parent or designated responsible person must remain with the child throughout the entire program.

Otherwise, all children under age six must be accompanied by a parent or designated responsible person while on the library campus. Notwithstanding the preceding requirement, the library also reserves the right to require children 6 and older to be accompanied by a parent or guardian, if it deems it necessary.

Due to public access, children under the age of ten require parental/guardian supervision while using the playground.

The use of the library may be denied for due cause as outlined in Sections III and VI.

III. Patron Responsibilities and Conduct

It is everyone’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.

Library use, library facilities, and access to library programs may be restricted from individuals displaying unacceptable behavior.
Examples of unacceptable behavior include:
2. Abuse/vandalism of library facilities, equipment, or material.
3. Behavior or language that is considered/judged to be offensive to others by library staff.
4. Bringing pets, other than service dogs, into the main library building. Pets may be permitted in other campus facilities at the discretion of the staff.
5. Smoking or vaping within 50 feet of the campus buildings or playground.
6. Intoxication or use of unauthorized alcoholic beverages in any of the library owned facilities or grounds.
7. Entering library without shirt or shoes.
8. Excessive noise.
9. Harassment/physical, sexual, or verbal abuse, in any form, of other library users or library staff.
10. Commission of illegal activities within the library or on library grounds.
11. Loitering.
12. Rollerblading, skating or skateboarding.
15. Disruptive use of cell phones and other digital devices (phones should be set to silent mode) except in library foyer.
16. Using library computer equipment for purposes other than those permitted under the Internet Use Policy or performing any act that damages or disables computer hardware or software.

IV. Alcohol, Drugs and Firearms

1. Alcohol:
   No alcohol will be consumed or stored on library property, except for:
   a) Library Board approved, library sponsored events.
   b) Private events with the written permission to serve alcohol by the Executive Director or Board Executive Committee.
   Library staff, board members or volunteers found to be consuming alcohol outside of approved events will be asked to leave the premises and may be subject to follow-up disciplinary action by the Board Executive Committee.

2. Drugs:
   Illegal drugs are not to be brought on library property at any time. Patrons who are in possession of illegal drugs or who appear to be under the influence will be asked to leave the premises. Library staff, board members or volunteers found to be in possession of illegal drugs will be asked to leave the premises and will be subject to follow-up disciplinary action by the Board Executive Committee and/or law enforcement.

   Library staff, board members or volunteers using prescription drugs under a doctor’s supervision are expected to utilize judgment and ensure they do not come on to library property if their behavior or demeanor are impaired to a level that puts patrons, staff or volunteers at risk or discomfort.

3. Firearms:
   The Board of the Round Top Family Library prohibits the carrying of weapons openly on library property.
V. Parent’s/Guardian’s Responsibility for Children

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. Due to the variety of activities in our spaces, the library will be noisier at certain times. Our intent is not to have a “pin drop quiet” space and we provide flexibility given the variety of programs and space use. Children who are continually disruptive will be given a warning. If after a second warning the disruption continues the child/children will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

Parents and guardians agree to and are expected to pick up the child in a timely fashion. If a parent or guardian cannot be reached by the Executive Director or his/her designee, then the appropriate law enforcement office will be notified.

VI. Suspension of Library Privileges

Patrons who break the library rules and have been dealt with according to proper library procedures or who participate in illegal behavior may have their library privileges suspended.

Patrons who have had their library privileges suspended may not have access to the library's facility, property, or programs.

The length of suspension:

1. for a breach of library rules will be no less than one month.
2. for repeated breaches of library rules will be no less than three months.
3. for abusing staff or patrons, damaging or destroying library property or any illegal behavior will be no less than six months.
4. for egregious offenses will be no less than one year and may be suspended permanently.

Notice of suspension where the patron's name and address are known will be issued by mail from the Executive Director and/or the Board President. The notice will specify the reason and the length of the suspension. One copy of the notice will be kept on file. Staff will be informed of the suspension. Depending on the offense, suspension duration may be subject to review by the Executive Director and/or Board Executive Committee.
VII. Circulation Policy

1. Registration

   All borrowers must be registered and must have an active library card to borrow library materials.

   Registration is free, open to all ages and residency is not required. Patrons must fill out an application form to register for a new library card. Applicants under 18 years of age must have a parent or guardian give their consent on the application form before a new card can be issued.

   Materials cannot be checked out until a library card is issued. Checking out materials is more efficient if the patron card is available. However, the staff does have the ability to retrieve an individual’s card number from the database if they do not have a physical card with them.

2. Loan parameters

   The initial loan period for books, DVDs, and audiobooks is two weeks. Items may be renewed twice. A patron may borrow a maximum of 6 total items at one time.

3. Reserves

   Reserves may be placed by patrons either in person or via phone. Patrons will be notified by email or phone when the materials are available. There is no charge for this service.

4. Fines and Charges

   There is a 10 cent/day fine for overdue materials with a maximum of $10 per item. A first notice is sent via email at 30 days overdue. A second notice via mail is sent at 60 days, followed by a third notice via mail at 90 days, if needed. After the 90 days’ notice, patrons shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

5. Damaged materials

   If returning materials are damaged or to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost, as determined by the Executive Director.

6. Confidentiality

   Records of any library, which is in whole or in part supported by public funds, indicating the identity of any individual who borrows or uses the services of the RTFL, may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library.

   The Round Top Family Library adheres strictly to the protection of the confidentiality of its users.
7. Acquisition of Materials

The objectives of the RTFL Collection Acquisition Policy are to:
   a) Ensure that our collection reflects the values of a private, independent, family-oriented non-profit lending institute
   b) Allow the library to provide families a collection that offers interest and value to all members of the community
   c) Position the library as an effective partner for lifelong learning and wholesome entertainment
   d) Ensure the library collection reflects the interests of a broad range of current and future patrons
   e) Ensure adequate availability of literary classics, while also responding to evolving public interests
   f) Optimize use of space and budget by capitalizing on partnerships with other lending institutes

The scope of materials offered by RTFL include:
   a) Physical books and periodicals
   b) DVD’s
   c) Virtual resources offered through a regional digital library consortium

New acquisitions may be initiated based on
   a) Requests or recommendations from patrons or Round Top Family Library Book Clubs
   b) Requests from program leaders for materials to support their programs
   c) Suggestions from other non-profit and community organizations with whom we partner
   d) Literary award lists

The library also receives donations of new and gently used resources – all of which will be evaluated using this process.

The overall responsibility for library’s collection lies with the Executive Director, who ensures that this policy and process is developed, executed, and periodically reviewed, all subject to review by/appeal to the Board Governance Committee, as requested. In collaboration with the Executive Director, the Library Manager evaluates potential acquisitions, determines the best format, and initiates purchases.

The following criteria are used to determine if an item will be added to the collection:
   a) Current and anticipated needs and interests of the public
   b) Enduring value
   c) Treatment of subject for the intended audience
   d) Creative, literary, or technical quality/merit
   e) Cost and availability
   f) Evaluations in review media
   g) Professional or literary reputation of the author, publisher, or producer
   h) Political or other motivations of the author or the person donating a book
   i) Relation to existing collection and other materials
   j) Space and budgetary limits
   k) Suitability of the format for Library use
   l) Availability in other formats
Upon receipt of a donation or recommendation for an adult book acquisition, the Executive Director and Library Manager will use the required criteria to evaluate the request, in a timely manner. If comfortable that the book aligns with the library’s guidelines and is approved by the ED, the acquisition will be made within budgeted collection funds.

A similar process is followed if the material is a DVD or video game intended for adults, with the rating as a key factor and utilizing other popular review sources.

Acquisitions of materials for our children, juvenile and young adult sections require great care, given our responsibility to offer age-appropriate content for our young patrons. In addition to the required criteria, review sources are utilized to provide recommendations as to the minimum age of a reader and the possibility of questionable content. These include, but are not limited to, Common Sense Media, Scholastic etc.

As part of the acquisition process, the source of the book/DVD/video game or the source of the recommendation to acquire will be documented using the private Notes field of the library’s catalog system.

Another area of our collection is the area of e-books – digital books made available to our patrons through our subscription to the Central Texas Digital Consortium. Using their library card number, a patron can access the consortium and download e-books to be read using Libby (the free e-reader application provided by the consortium) or other e-readers. This differs from the library’s physical collection in that materials provided are the collected resources of all the libraries participating in the consortium. RTFL staff does purchase e-book copies for the consortium, using the process as described above for physical books. However, our individual library has very little control over all the collective content available. When it comes to young readers, parental controls and intervention are key to protecting young patrons from non-age-appropriate content. The only way to truly control a young person’s access to e-books is to have the parent actually do all the downloading of titles. RTFL recommends that parents carefully monitor young readers’ access to e-books, including using any configuration tools available, so that age-appropriate content is recommended to young readers.

This Acquisition of Materials policy works in tandem with the following library’s Reconsideration of Materials Policy. Should a patron or other interested stakeholder have a concern about the inclusion or exclusion of a book, e-book, DVD, or video game in our collection, the Reconsideration Policy provides a process for that concern to be brought forward and addressed.

On a monthly basis, the ED will provide a report of the process results, covering a list of books under review, the reason for the review, and the outcomes of completed reviews.
8. Reconsideration of Materials

The Round Top Family Library strives to maintain a cohesive and comprehensive selection of books, periodicals, audiovisual materials, and an online selection of literature consistent with our mission and values. The materials contained within are intended for educational, instructional and entertainment purposes. All materials are not meant for all consumers, and it is generally suggested that patrons select materials that are edifying to their particular tastes and preference.

In the event an inclusion or non-inclusion of a particular selection seems inappropriate to any of our patrons we ask that they present the objection in writing to a library staff member or board member for review. It is highly preferred that the material has been read and/or reviewed in full by the complaining party prior to writing the objection. It is also highly preferred that the complaint is not of an anonymous nature so that the complaining party can be consulted on the matter.

In the event of multiple selections for review it will generally be practiced that materials are reviewed in order they are received. The Executive Director will determine if the material will remain in circulation during the review.

Once an objection has been received the Executive Director shall be notified. In a timely manner, the Executive Director will then convene a review panel of 3-5 individuals representing a cross section of the community to fully review the material. The review panel will be given enough time to fully review the material and will then make a recommendation to include or remove the material. The Executive Director will concurrently review the material.

At the conclusion of the review, the panel will make a recommendation to the Executive Director. The ED will make a final determination on the inclusion or removal of material, all subject to review by/appeal to the Board Governance Committee, as requested. In addition to removal of the physical material the Executive Director has the option of including only an online version or complete removal of physical and online versions of the material. On a monthly basis, the ED will provide a report of the process results, covering a list of books under review, the reason for the review, and the outcomes of completed reviews.
VIII. Program 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 an informational, entertaining, or cultural experience. Programs for children may dictate a minimum age for accompanied and unaccompanied participation.

The board, in conjunction with the Executive Director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

Programs will not be political, religious, or controversial in nature. Speakers can only sell books, not products or services at these programs.

IX. Use of Library Buildings and Grounds Policies

As a service to our community, the library makes some buildings and facilities available for use. Rental facilities will be provided to non-profits at no charge. Civic organizations, businesses, or individuals may rent the facilities for private events. The facilities that are available for rental are the playground area adjacent to the library, the grassy meadow adjacent to the annex, the annex building ground floor/porch, and the Rummel Haus. All rentals require completion of the Round Top Family Library Rental Contract and pre-approval by the Executive Director or the Board Executive Committee. Permitted rental durations, required damage deposit, and rental fee amounts are specified in the Rental Contract.

1. Playground and Outdoor Area
   This is an unsupervised playground. Parents/guardians are responsible for the supervision and well-being of their children. Children or adults who fail to observe this policy may be asked to leave the grounds. The Round Top Family Library and the Town of Round Top are not responsible for their safety.

2. Outdoor Children’s Parties
   Children’s parties may be held in the playground area or the annex meadow with the following conditions:

   Children must be supervised and must stay in the designated party. If the library is open during the party, children may visit the library if they abide by the supervision and behavioral expectations contained in Sections II and III.

   a) Hosts are responsible for removal of trash.
   b) Participants will follow rules on signage at the facility.
   c) “Bouncey Houses” and other temporary, activity structures are not allowed, unless approved by the Executive Director.
3. Building Policy

Buildings are available for rental on a first come basis, when not in use by the library, during normal business hours. Usage outside regular library hours requires prior approval from the Library Executive Director and/or Board of Directors to ensure staff are available for opening and securing the buildings. All buildings must be vacated and cleaned by 9pm.

Use of the facility does not mean that the library as an institution endorses the purposes and policies of the group renting the facility. The library maintains the right to deny use of the building(s) to organizations/events which do not have a general community acceptance or when that rental would cause a disturbance of the regular operations of the library. The Executive Director, or in his/her absence, the Board Executive Committee, reserves the right to deny or rescind permission to rent/use the facilities.

4. Reservations and Fees

Reservations will be made on a first come basis. At the time a building is reserved, a rental contract must be filled out and signed, and a deposit paid. Events/meetings will only be placed on the calendar when a contract has been received, a deposit has been paid, and the Executive Director or the Board Executive Committee approval is obtained. Rental fees will be due at the time of service according to the current fee schedule.

The user is responsible for leaving the building in the condition in which it was found and disposing of any waste material appropriately, as outlined in the rental agreement.

5. Other Information

Recommended Maximum attendees are as follows:
- Playground: 25 attendees
- Annex Meadow: 60 attendees
- Rummel Haus: 25 attendees
- Library Annex: 60 attendees

Food and beverages may be served but smoking or vaping is prohibited within 50 feet of the building or outdoor party area. Alcohol is permitted only with written pre-approval by the Executive Director or the Board Executive Committee.

The doors must remain unlocked during the event/meeting. The applicant is responsible for any publicity and must clearly identify the sponsoring group or organization. The location of the library may be publicized but the library telephone number may not be placed on marketing materials.

X. Maintenance

Any maintenance, repairs, or new construction on library property over $2,000 must have 2 bids and be approved by the Library Board. Notwithstanding the above statement, service contracts or projects with established, trusted vendors may be approved or renewed by the Board without an additional bid.
XI. Information Technology Access

As part of our community services, the library provides open access to Information Technology, as described below.

1. Wi-Fi Service
   The Round Top Family Library allows for patrons to use their personal computer equipment to access the internet via a wireless network throughout the buildings and property. Persons utilizing the wireless connection agree to comply with all provisions of the Round Top Family Library internet use policy incorporated in the following section:
   The library's wireless connection is unencrypted and unfiltered. Use of the wireless connection is done at the patron's own risk. By using this connection, patrons acknowledge that security efforts and hacking are inherent risks associated with any wireless service. For that reason, patrons expressly agree that they knowingly assume such risk, and further agree to hold the library harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into the patron's computer. The library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless internet connection. Any damage done to the patron's equipment or self from viruses, identity theft, spyware, plug-ins, or other internet-borne programs is the sole responsibility of the patron, and the patron indemnifies and holds harmless the library from any such damage.
   The library accepts no responsibility regarding the ability of patron-owned equipment to connect to the wireless network. Library staff will attempt to assist patrons but will not change settings on patron equipment. Unauthorized downloading of copyrighted material(s) and use of computers for illegal activities is strictly forbidden and will result in suspension or revocation of library privileges and may result in a formal notification to the appropriate local law enforcement office.

2. Internet Use Policy
   The Round Top Family Library provides access to the internet as a means to enhance the information and learning opportunities for the citizens and visitors of the library's service area. The Library Board has established the Internet Use Policy to ensure appropriate and effective use of this resource.
   a) Users:
      Access to the internet is available to all patrons and guests; 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.
b) 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. Unacceptable uses of the service will result in the suspension or revocation of internet use privileges.

c) Warnings:
The internet is a decentralized, unmediated global network; the Round Top Family Library has no control over the content found there. As a private, non-profit organization, the library may censor access to offensive material. The library is not responsible for the availability and accuracy of information found on the internet.

The library cannot assure that data or files downloaded by 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 e-mail is not guaranteed to be private. Internet activity and/or messages relating to or in support of illegal activities will be reported to the proper authorities.

d) Guidelines:
Users may use the internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs. Users may use the internet for the receipt and transmission of electronic mail (e-mail) as long as they subscribe to an e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals.

The library is a shared community space - monitors and displays can be viewed by other patrons and audio may be overhead. Users will refrain from accessing images, videos, and audio that other patrons may find offensive or harassing.

Users will respect and uphold copyright laws and all other applicable laws and regulations.

Users will not use the internet or devices for illegal purposes.

Users agree not to incur any costs for the library through their use of the internet service.

Users shall not create and/or distribute computer viruses over the internet.

Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.
e) Copyright
U.S. Copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or
distribution of copyrighted materials, except as permitted by the principles of "fair use."
Users may not copy or distribute electronic materials (including electronic mail, text,
images, programs, or data) without the explicit permission of the copyright holder. Any
responsibility for any consequences of copyright infringement lies with the user. The
Round Top Family Library Association expressly disclaims any liability or responsibility
resulting from such use.

f) Termination or Prohibition of User Access
Staff members are authorized to terminate any user's access session, or to prohibit a user
from subsequent access sessions if given cause to believe that the user has failed to
comply with the Internet Use Policy.

3. Computer hardware and peripherals
The library makes desktop computers available to patrons on a first-come, first-served basis.
A printer/copier and a fax machine are also available for patron use. Library staff is available
for general assistance in using this equipment. Patrons are asked to consider a free will
donation to cover equipment and paper costs.
Copy machine users are advised that there are restrictions on copyrighted materials. Any
violation of copyright is the responsibility of the copy machine user.

XII. Staff and Volunteers

Library Operations are carried out only by staff or adult volunteers. Volunteers are defined as anyone
16 years of age or older. All staff and volunteers, including Board members, will be subject to a
background check prior to serving at the library. Any potential staff or volunteer whose background
check reveals a felony conviction will not be permitted to volunteer in programs or activities where
children are present. Convictions of any kind revealed in a background check may be reviewed on a
case-by-case basis to determine if limitations on their activity are appropriate.

XIII. Intervention on behalf of children

Staff is expected to intervene on behalf of children in difficult situations. In all cases of intervention,
staff will complete an Incident Report Form.

Staff will not, under any circumstances, drive a child home unless the staff member is the permanent
or temporary guardian for the child. Staff will attempt to contact the parent(s)/guardian(s) of
abandoned children left unattended in or about the library premises.

As outlined in Section II, library policies require adult accompaniment of young children. Staff will
immediately inform proper authorities, according to applicable law, of any case of suspected child
abuse or abandonment. After doing so, a confidential incident report form shall be immediately
submitted to the Executive Director describing in detail the nature of those concerns.
XIV. Public Relations

To expand recognition of the library across more media with a consistent message of what we do, the Board created the Public Relations Committee to oversee the development and execution of strategies concerning the library’s messaging in both traditional and social media. RTFL desires to create cohesion across all forms of content related to the library. Through using set standards, we will foster a sense of community, continuity, and professionalism in how the RTFL brand is represented and maintained.

1. **Brand Strategy and Brand Manual**: To assist Staff and Board Members with execution of the brand strategy, the Public Relations Committee has developed a Brand Manual that covers our brand strategy platform, an index of our brand identity elements, guidance and best practices for optimizing our brand, and a detailed guide for every application of branding.

2. **Media**: The Executive Director or President of the Board of Directors are authorized to comment to the media on behalf of the library. No one should discuss any library matters with the media or release any information to the media without express approval from the Executive Director and the PR Committee. Other Board members may be authorized by the Board of Directors to share information about library events or activities with the local press, e.g., sharing results of a fundraising event. Please work with the PR Committee well in advance of participating in any interviews that will be used in press coverage or articles. All quotes from Staff, Board Members, Volunteers, Teachers, etc. must first be reviewed and approved by the Executive Director and the PR Committee.

3. **Photography**: Obtain PR Committee support before submitting any photographs for publication in newspapers, articles, digital or any other format.

4. **Social Media**: The library maintains an active presence on social media. Original posts may only be made by the Public Relations Committee. All employees, volunteers and Board members are encouraged to “share” only the official RTFL Social Media posts as a way to increase their impact. If anyone posts RTFL events, announcements, photographs, and posts on their personal social media platforms, that individual is doing so as a representative of RTFL and must share the exact post from the RTFL platforms. No one should create their own posts regarding an official library matter as we are driving consistent brand identity in all forms of information sharing.

XV. Relationships with Other Civic and Non-Profit Organizations

It is the policy of the Round Top Family Library to seek partnership with, to promote to the degree appropriate, and to avoid duplicating services with all non-profit and civic organizations in the library's service area.

It is the goal and policy of the Round Top Family Library to "build bridges" between local organizations and institutions. Divisive or directly competitive behavior by staff members/Board Members towards such groups is not acceptable.
XVI. Conflict of Interest

A conflict of interest arises when an employee's or Board member's personal interests conflict with her/his duties and responsibilities as an employee/Board member of the library.

A conflict of interest can exist whether or not direct or indirect financial advantage has been conferred on an employee.

Examples:
1. Solicit, accept or condone the solicitation or acceptance of any gift, favor or form of entertainment and/or hospitality from any person or corporation having dealings with the library that may result in undue benefit.
2. Engage in business transactions or have financial, or other personal interests which are inconsistent with the impartial discharge of their duties.
3. Extend preferential treatment to any person, relatives, friends, organizations, or groups in which they have or their relatives have a pecuniary interest.
4. Gain personal benefit, or permit others to benefit, from the access to information acquired in their official capacity which is not generally available to the public through ordinary and proper channels.

At the start of each new year, employees and Board members will be asked to review the Conflict of Interest policy and sign an affirmation form that they are not aware of any potential conflicts of interests as defined in the RTFL policy regarding conflicts of interest. The annual Conflict of Interest Affirmation will require employees and Board members to disclose a potential conflict so that it can be reviewed. To the extent an employee or Board member becomes aware, at any point throughout the year, of a situation that would require disclosure on the annual affirmation form, the employee or Board member must report it as quickly as reasonably feasible in the manner provided by this policy, without waiting for the next annual reporting period.

If there is a perception of a conflict of interest with an employee, it should be discussed with the Library Executive Director. A perceived conflict of interest of the Executive Director should be discussed with the Library Board President. A perceived conflict of interest of a Board Member should be discussed with the Library President. A perceived conflict of interest of the Library Board President should be discussed with the Library Past President.

XVII. Displays and Exhibits Policy

The library does not allow exhibits or large displays for non-library programs. Any posters, brochures, or business cards may be displayed at the discretion of the Library Executive Director.
XIII. Gifts and Donations

Gifts to the library will be encouraged with the understanding that only materials which will be useful to the library will be accepted. Used materials will be accepted to be used in the library collection or book sale with proceeds to benefit the Round Top Family Library.

1. Acceptance of Gifts
   a) All gift materials must meet the same standards applied in the selection and acquisition of new materials and will only be accepted if deemed needed by the Library Director or Board.
   b) Gifts of money, stock or real property can be accepted only if the conditions attached thereto are acceptable to the Library Board of Directors.
   c) Materials left unclaimed in the library for more than 30 days shall be considered gifts.
   d) Gifts of art will be accepted at the discretion of the Executive Director and/or Library Board of Directors.
   e) No more than 2 boxes or bags of books will be accepted at one time, unless approved by the Library Executive Director or Library Manager. Books must be in good condition.

2. Memorial Funds

The Library Director or Board of Directors shall decide the purpose for which undesignated memorial funds are to be used, giving due consideration to the wishes of the family concerned.

XIX. Disasters Policy

1. Fire

Do not panic, but do not underestimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. Do not take on any personal risk to save property. Evacuate the building and notify the fire department and the Library Executive Director. If there is any doubt about whether the fire can be controlled, immediately clear the building. Once outside call 911 first and then the Library Executive Director.

2. Health Emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. 911 should be called immediately in the event of any serious problem.

Medication should only be dispensed to the public in extreme life-threatening conditions such as using an Epi-pen during a severe allergic reaction, and only if adequately trained to do so.
3. **Bad Weather**

   Staff will be in contact with the Library Executive Director and/or Board of Directors and decisions will be made accordingly. Use the kitchen in the Rummel Haus, if possible, depending on weather conditions.

4. **Avoid/Deny/Defend** - In the event of an active attacker, all guests and staff are urged to take action to preserve their life and the life of others using the Avoid/Deny/Defend principles. Additional information can be found at [www.avoiddenydefend.org](http://www.avoiddenydefend.org).

**XX. Revision of Library Policies**

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

In order to ensure that all employees, Board members, and patrons are aware of the library's policies, the following steps will be taken:

1. New employees and Board members will be given a copy of the policy document as part of their orientation.
2. An extract of the policy document, containing those sections dealing with patron expectations, behaviors, services, etc. will be maintained and posted on the library website.
3. A sign will be displayed in all library buildings, indicating that the library is operated under this policy document. The document will be made available to anyone who would like to review it.

**Revision History**:

*January 2012: Adopted*

*March 2013: Updated to include Wi-Fi usage policy*

*May 2015: Updated to clarify when the library accepts responsibility for children dropped off at the library.*

*December 2015: Updated to address updated alcohol and drug restrictions and background checks for staff and volunteers.*

*September 2019: Complete review with minor updates to reflect current operating parameters.*

*October 2023: Revised in conjunction with a By-Laws review/update. Significant update areas included Reconsideration of Materials, Public Relations, Conflict of Interest, and steps to be taken to ensure that library policies are visible and understood. Additionally, revisions made to ensure that working procedures were practical and aligned with current operating practices.*

*July 2024: Revised to incorporate a Collection Acquisition policy in partnership with the Collection Reconsideration Policy. The Reconsideration Policy was updated to be consistent in wording concerning the appeal process and reporting.*