Foley
COMMUNITY LIBRARY

# Library Policies & Procedures

Resolution # 26-1252
July 20, 2026

**Our Mission:**

The Foley Community Library enriches lives by offering welcoming spaces and engaging resources that foster learning, creativity, and connection for everyone.

**Our Vision:**

To be the heart of a thriving community where everyone can learn, create, and connect in ways that enrich their lives and strengthen Foley's future.

**Our Core Values:**

1. **Accessibility:** We are dedicated to providing free and equitable access to knowledge, ideas, and opportunities for all, regardless of age, ability, or background.
2. **Lifelong Learning:** We inspire curiosity and lifelong learning by offering diverse programs, services, and resources that empower all members of our community to grow.
3. **Creativity:** We inspire creativity and innovation through a variety of programs and resources that encourage exploration, learning, and growth.
4. **Community Connection:** We strive to connect people, celebrate what makes our community unique, and create welcoming spaces for everyone.
5. **Excellence & Stewardship:** We commit to serving with integrity, professionalism, and responsible stewardship of the resources entrusted to us.

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# LENDING

### Library Cards:

Anyone living in Foley or the following surrounding communities: Bon Secour, Magnolia Springs, Elberta, and Lillian, may receive a free library card to access the many materials we have available to the public. In order to obtain a library card, residents must present acceptable proof of identification containing their photo and current physical address (for example, a state-issued identification card or driver's license). If the resident's address does not match their photo identification, they may provide an official bill from a utility or similar company identifying their name and address.

All minors 18 and under must have a permission form on file, completed by a parent or legal guardian, to receive a library card.

Anyone temporarily living in our community for one month or longer, such as a snowbird, may obtain a temporary resident card by providing their state issued identification card and/or driver's license and an invoice and/or receipt from their temporary residence.

### Library Card Renewals:

A regular library card is valid for two (2) years. A patron's library card may be renewed in person or by calling the Foley Community Library.

A temporary library card is valid for six (6) months. A patron's temporary card may be renewed in person by providing a state issued identification card and/or driver's license and an invoice and/or receipt from their temporary residence.

### Library Card Usage:

A library card allows patrons access to books, DVD's, audiobooks, mobile hotspots, and online services. Physical items can be found on our library shelves or by using our online catalog at www.foleylibrary.org.

Items may be placed on hold in person, by phone or online, and may take 2-3 days to arrive. Patrons are notified by phone, text or email when a hold arrives. Holds that have arrived will be kept at the library for 5 days before the hold is canceled and the item is returned to the owning library.

Patrons may check out an unlimited number of books and up to ten (10) audiovisual items of each type (i.e., DVD's, audiobooks, children's DVD's, children's audiobooks, etc.). There may be exceptions to check out limits.

In most cases, patrons may check out books, books on CD, and mobile hotspots for two (2) weeks. DVD's may be checked out for one (1) week. There may be exceptions to check out periods for certain items.

All minors 18 and under must have a permission form on file, completed by a parent or legal guardian, to check out materials from the library. They may only check out materials from the collections specified on their permission form. Additionally, children aged 11 and under must be accompanied by a parent, legal guardian, or responsible caregiver to check out materials.

**Renewals:**

Most materials, except for mobile hotspots, may be renewed if there are no holds on them. An item may be renewed by phone, in person or online at www.foleylibrary.org. There may be exceptions to online renewal, including DVDs, which must be renewed in person or by phone. If the item is not returned or renewed by the due date, a fine will be imposed at the following rates:

| | |
|---|---|
| Books & Magazines: | $0.10 per day |
| Audiovisual Items: | $0.50 per day |
| Interlibrary Loans: | $0.50 per day |
| Mobile Hotspots: | $1.00 per day |
| Kits: | $0.50 - $1.00 per day |

Patrons are responsible for the condition and safe-keeping of borrowed materials. Patrons will be charged for the cost of Library repairs or replacement of lost or damaged items.
All disputes regarding book returns, fines or policies should be brought to the attention of the Library Director.

**Confidentiality of Library Records:**

Pursuant to the Code of Alabama, 1975, Sections 41-8-9 & 41-8-10, the Circulation and Registration Records of the Library are not available to the public.

**OTHER SERVICES**

**Notary Services:**

The Foley Community Library offers Notary Public services for $5.00 per stamp. The Notary witnesses the signing of a document or signing of a sworn statement on a document. Notary services are offered on Thursdays and Fridays from 9:00am-12:00pm or by appointment. The Library's Notary is simply witnessing the signing of a document, does not provide legal advice, and is only verifying the following:

1) The signer of the document appeared before the Notary.
2) The Notary positively identified the signer.
3) The signer both acknowledged the signature is his/hers, and the signature was made willingly.

**Printing, Copying, Faxing and Scanning:**

Printing from our lab computers is available for public use as well as copying capabilities. Print and copy fees are $0.20 for Black & White and $0.50 for Color copies. Documents may be scanned to a USB or an email address for free. We have a self-service fax machine available for public use. The fees are as follows: Sending - $1.75 for the first page and $1.00 for each additional page. Receiving is $0.50 per page.

**Wi-Fi Hotspots:**

The Foley Community Library has established a Wi-Fi hotspot lending program to provide patrons in our community with high-speed internet access. These devices may be used by any Foley Library patron 19 and older with a card in good standing (i.e. library cards that are not blocked due to unpaid fines or lost material). Checkout is limited to one per household per month. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, data loss resulting from use of the device, or the content of any information accessed through the device. The Library does not guarantee uninterrupted service. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Hotspots may be borrowed for two (2) weeks. They must be returned in person to the Computer Lab Desk and never in the book drop. If damage to the device is discovered by Library staff, repair or replacement costs will be added to the patron's account. The overdue fine for the item is $1.00 per day. If a hotspot is not returned, the borrower will be charged an $80.00 replacement cost. Overdue fines and damage or replacement charges will be assessed cumulatively.

**Three (3) late returns for any hotspot checkout will result in that patron losing hotspot borrowing privileges.*

# PATRON CODE OF CONDUCT

The Patron Code of Conduct is designed to provide a safe and welcoming environment for everyone, including patrons, volunteers, and staff. This policy applies to the use of library facilities, library card privileges, access to library resources and library services in any form, including but not limited to in-person, phone and virtual, as well as participation in Library sponsored activities on or away from the library property.

It is the goal of the Foley Community Library to provide free, open and equal access to ideas and information to all members of the community. As such, all library users are expected to conduct themselves in a manner that is courteous, respectful and cooperative at all times.
Disruptive/Inappropriate behavior is defined as, but not limited to:

- Committing or attempting to commit any activity that constitutes a violation of any federal, state, or local statute or ordinance.
- Bringing pets or animals into the building that are not service animals as defined by the Americans with Disabilities Act (ADA). In accordance with the ADA, a service animal is a dog (or, in certain cases, a miniature horse) individually trained to perform tasks for a person with a disability. Emotional support animals are not service animals under the ADA.
- Engaging in inappropriate sexual or lewd behavior including, but not limited to, indecent exposure, sexual acts, or prolonged physical conduct of a sexual nature.
- Failing to wear shoes and a shirt while inside the library, or being attired or having personal hygiene that constitutes a health hazard or materially interferes with other patrons' reasonable use and enjoyment of the library. For public health, safety, and liability reasons, such patrons will be asked to leave.
- Engaging in behavior that is unsafe or disturbing to others, such as shouting, screaming, making loud noises, using profanity, pushing, running, skateboarding, shoving, throwing objects, or provoking violence.
- Use of any personal electronic equipment, cellular phones, or audible devices at a volume that disturbs others. Headphones or earbuds must be used, and volume must be kept at a level that is not audible to nearby patrons. All phone conversations must be taken outside or to designated areas.
- Engaging in commercial solicitation, petitioning, selling, or distributing written material on library property in a manner that disrupts library operations or patrons, unless approved in advance by library administration.
- Misusing public restrooms, including shaving, bathing, washing clothes, loitering, or leaving restrooms in an unclean manner.
- Lying down on any floor, couch, seat, or table in the library, or sleeping inside the facility in a manner that disrupts library operations or prevents other patrons from using library facilities.
- Smoking or vaping anywhere inside the facility.

- Bringing drinks without a secure lid into the library, or taking food and drink into restricted areas (such as the computer lab).

The Foley Community Library reserves the right to enforce this Patron Code of Conduct to ensure the safety and comfort of all visitors and staff. Library staff members are authorized to enforce this policy and may involve the Library Director or law enforcement as circumstances warrant.

- **General Violations:** Violators of these policies will be told to immediately stop the behavior. If the behavior continues, or if the violation is severe, the individual will be required to leave the library premises and their privileges to use the Library for any purpose shall be temporarily suspended for the remainder of the day. Staff will document the incident in accordance with Library procedures.
- **Repeated or Severe Violations:** For repeated offenses or severe disruptions, the Library Director reserves the right to suspend library privileges and issue a temporary or permanent ban from all library properties. Any individual subject to a suspension or ban may submit a written appeal to the Library Director within ten (10) business days of receiving notice of the action.
- **Illegal Activities:** In the case of any illegal activities, the Foley Police Department will be notified immediately. Violators may be subject to criminal prosecution, criminal trespass warnings, and a permanent ban from the library without prior warning.

## UNATTENDED CHILDREN

Children of all ages are encouraged to visit the library and take advantage of the resources available to them to meet their informational, recreational and educational needs. Parents and/or legal guardians are fully responsible for their minor children/charges at all times and are expected to comply at all times with Library policies. Any library user whose behavior, in the opinion of Library staff, is disrespectful to others, disruptive, inhibits access to or the delivery of services or resources to others, or otherwise violates this policy or local, state or federal laws may be asked to immediately discontinue such behavior, to leave library property, have library privileges suspended, be subject to legal action, and/or be subject to reporting to the Foley Police department with or without warning or notice.

- Children from birth through age 11 must be accompanied by a parent, legal guardian, or responsible caregiver. In this instance, "Responsible Caregiver" is an individual designated by the parent or legal guardian who is responsible for monitoring or caring for a child or vulnerable adult and who must be at least 18 years old. The Library assumes that an adult with a child is either a parent, legal guardian, or parent-assigned responsible caregiver and staff will not question their decision unless a child is in immediate physical danger.
- Minors 18 and under must have a permission form on file, completed by a parent or legal guardian, to check out materials from the library. They may only check out materials from the collections specified on their permission form. Additionally, children aged 11 and under must be accompanied by a parent, legal guardian, or responsible caregiver to check out materials.
- All minors 18 and under must have a signed parental consent form on file at the library in order to use the computer lab computers. Children from birth through age 11 must be accompanied by a parent, legal guardian, or responsible caregiver while using a computer.

All children should be picked up by the closing time of the library or at the end of a library sponsored event. If a child is not picked up, the parents will be called and the Foley Police department will be called to come pick up the child to wait for the parent and/or legal guardian's arrival.

# PHOTOGRAPHY & VIDEOGRAPHY POLICY - CHILDREN'S AREA AND COMPUTER LAB

**Photography and Videography in the Children's Area or in areas where Children are present:**

For the safety and privacy of our minor patrons, photography and videography by the general public is not permitted in the designated Children's Area of the library or in any area of the library where minors are present. Exceptions are made for:

- **Parents and guardians** taking photos or videos of only their own children.
- **Library staff** taking photos or videos for library programs, promotional use, or archival purposes (with prior written parental/guardian permission when minors are identifiable).

Anyone wishing to take photographs or videos beyond these exceptions must receive prior approval from library administration. Violations of this policy may result in being asked to leave the premises and/or temporary suspension of library privileges.

**Photography and Videography in the Computer Lab:**

To protect the privacy of all patrons, photography and videography are not permitted in the Computer Lab. Exceptions are made for:

- **Library staff** taking photos or videos for library programs, promotional use, or archival purposes, provided no patron's private information is visible.
- **Individuals** taking photos or videos of themselves, so long as it does not capture other patrons or their computer screens.

Anyone wishing to take photographs or video in the Computer Lab beyond these exceptions must receive prior approval from library administration.

# LIBRARY PROGRAMMING

Foley Community Library programs are events, displays, or exhibits that promote the use of library materials, services, and/or offers the community informational, entertaining or cultural experiences. Programs are planned for the interest and enlightenment of the residents of our community as well as to increase and diversify the visibility of the library within the community. Programs are intended to serve groups of people, not individuals.

Library programs shall generally be voluntary, free, and open to the public. However, nominal materials fees may be charged for certain types of library initiated programs. The Library does not discriminate on the basis of race, color, religion, sex, national origin, age, or any other characteristics protected by local, state and federal law. However, some library programs may be restricted by age to ensure the content is age-appropriate and appealing to the intended audience. The library will endeavor to offer an equitable number of programs throughout the community. However, factors such as staffing levels, program space, budget concerns and other demands upon the staff will influence the number and types of programs to be offered.

Library programs must be non-commercial in nature. Although a professional expert may present a program, the information should always be generic in nature. Library programs must have a special entertainment, informational, or cultural value to the community. Library programs may address religious themes to educate or inform, not to promote or observe a religion. No individual or organization shall use a library-initiated program at the library to advertise or recruit members or customers. Sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants.

Program presenters are chosen for their expertise and performance experience. While due diligence is practiced when booking programs, the library and its employees will not be liable for the content of any program presented by a third party. Professional performers or presenters will be permitted to sell their creative products following the completion of their program as long as they possess the proper business license for their financial transactions. Patrons and staff must not be solicited to purchase, attend or participate in group events or business during the event.

Timely and adequate public announcement shall be made of all library sponsored programs. Organizations or individuals partnering with the library must coordinate marketing efforts with the library. Registration may be required for planning purposes and when space is limited.

Programs put on by paying renters of the library meeting rooms are not considered public or library-initiated programs.

## COMPUTER & INTERNET ACCEPTABLE USE

The Foley Community Library makes Internet resources accessible to all patrons through public computers and a wireless network. This Computer and Internet Acceptable Use Policy is designed to provide a safe environment for research, learning, and personal enrichment. The Library makes no guarantees regarding the availability, reliability, speed, or accuracy of information accessed through its Internet services, and shall not be liable for any loss or damage resulting from use of these resources.

All electronic traffic originating from the Foley Community Library shall be in accordance with this Acceptable Use Policy. Failure to abide by these standards may result in the temporary suspension or permanent loss of Internet, Computer, and/or Library privileges, and may be referred to appropriate law enforcement authorities where illegal activity is suspected.

- All first time computer users must check in at the Library Computer Lab desk to register and receive their login information. Once registered, patrons may come and go as they please without checking in at the desk. ***A valid photo id is required for registration.***

- All patrons 18 and under must have a signed Minor Internet Permission Form on file at the Library in order to use the lab computers or access the Library's wireless network. ***Children under 12 years must have a parent or guardian physically with them while using a computer*** or accessing the internet on Library premises***.***

- All computers are on a first come first serve basis. Patrons may log into any available PC using their given login.

- Patrons are generally not limited to time usage per day, but usage may be limited due to computer availability or other circumstances. In such cases, clear signage will be posted in and around the Computer Lab, and patrons should be aware and save their work accordingly.

- The computers at Foley Community Library automatically become unavailable and shut down 15 minutes prior to the Library closing. Patrons should save their work accordingly.

- The Foley Community Library provides free wireless Internet access for patrons who agree to the Acceptable Use Policy. Patrons may login through the “Foley Public Library” network.

- The individual user, not the library, is responsible for the Internet sources accessed. Each user agrees to indemnify and hold harmless the Foley Community Library, the City of Foley, and their respective officers, officials, employees, agents, and volunteers from any claims, damages, or liabilities resulting from their use of the Internet or computer resources at the Foley Community Library.

**Computer & Internet Usage Rules:**

**1.** No food or drink is permitted in the lab or around computers.

**2.** Cell phone usage is not permitted in the lab or while using computers. All phone calls must be taken outside.

**3.** The Library's computers and internet cannot be used to view, search for, or display pornographic, sexually explicit, or sexually provocative/suggestive websites, text, or images. This includes, but is not limited to, material containing nudity, partial nudity, sexual acts, or highly graphic content. Patrons are entirely responsible for what appears on their screens; even "accidental" or persistent viewing of such material is a violation of this policy.

**4.** No settings are to be changed, and no software downloaded without prior, express approval of the Library Director. Patrons will not access protected network resources or alter computer software or hardware.

**5.** Disconnecting library equipment, including monitors, network cables, and electrical cords, as well as connecting personal devices or equipment directly to the Library network via Ethernet port is strictly prohibited.

**6.** Nothing is to be saved on the hard drives of Library computers. Patrons are to take personal responsibility for saving work, especially near closing times and during severe weather events.

**7.** It is not acceptable to use any library equipment in a manner that disrupts normal use and service.

**8.** The Library's computers and internet cannot be used to engage in any activity that violates federal, state, or local law, including but not limited to unauthorized access to computer systems, copyright infringement, identity theft, or distribution of illegal materials.

**9.** Developing and/or propagating programs that harass other users or cause harm to other computer systems, e.g. computer viruses, is prohibited.

**10.** Users will respect the privacy of others and not attempt to view or read material being used by others or otherwise violate the personal privacy of others.

**11.** Disruptive behavior or noise will not be tolerated in the computer lab. This includes, but is not limited to, loud voices or conversations, obscene or abusive language or gestures, cell phone ringers, playing music, dancing, etc.

**12.** Parents and guardians should supervise their children's use of computers and the Internet, including email, chat rooms, and other forms of communication. As with all Library materials, the responsibility for what minors read or view on the internet rests with a parent or guardian.

**13.** The computers housed in the Foley Community Library Computer Lab are public-access machines located in a public space. As such, users have no expectation of privacy. Screens are actively monitored by staff, and periodic screen captures, browsing history logs, and other electronic activity records may be collected and reviewed to ensure all material viewed and activities conducted comply with this policy.

**14.** Library staff members are authorized to terminate any user's session or to prohibit a user from subsequent sessions if given cause to believe that the user has failed to comply with the above policies, and the Library reserves the right to take appropriate action to ensure compliance with this policy.

# FOLEY COMMUNITY LIBRARY AUDITORIUM USE POLICY

The Foley Community Library Auditorium is a dynamic space for educational workshops, cultural programs, civic presentations, and public performances. The facility's primary purpose is to support library-sponsored initiatives and community partnerships that advance literacy, learning, and local engagement. When the space is not actively required for library programming, external organizations may be granted temporary access subject to strict scheduling priorities, fee structures, and administrative approval. The Auditorium seats approximately 250 people theater/lecture style. Seating with tables will hold a maximum of 96 attendees. Those who are interested in reserving the Auditorium should view the room prior to reserving it.

Use of the Auditorium by any group or individual does not constitute an endorsement of the group's policies or beliefs by the Library or the City of Foley.

When the Auditorium is not in use by library staff members, it may be reserved in 4 hour blocks or daily blocks for public use by community groups in the following categories:

**Commercial:** A meeting/event is commercial if: a) any charges, tuition, or fees are required to attend; b) goods or services are sold or offered for sale; or c) the event promotes a commercial enterprise. Educational seminars provided by commercial businesses are considered commercial.

**Non-Commercial:** Any community group, non-profit, or individual that does not fit the Commercial definition.

**Fee Exemption:** Auditorium rental fees are waived for meetings and events directly supporting the operations and mission of the Library, including the Library Board, Library Advisory Committee, the Friends of the Library, and City of Foley departments. Other groups or events determined by the Library to directly support its mission may be considered for a fee waiver on a case-by-case basis.

| Commercial | Non-Commercial | Fee Exemption |
|---|---|---|
| 4 Hour Block: $200.00 | 4 Hour Block: $100.00 | No Charge |
| Daily Block: $400.00 | Daily Block: $200.00 | No Charge |

***Rooms are reserved in either 4 Hour Blocks or Daily Blocks. Prices are not reduced for shorter times of use.***

**Fees and Deposits:**

- A non-refundable deposit equal to one-half (50%) of the total rental fee is due at the time of booking to secure the reservation.
- The deposit will be applied toward the total rental cost.
- The remaining final balance must be paid in full at least 48 hours prior to the scheduled event, and once paid, this fee is also non-refundable.

**The Auditorium may not be used for:**

- Any purpose that interferes with the regular operations of the library.

- Private social functions, including but not limited to: birthday parties, weddings, baby showers, family reunions, or receptions.
- Recurring standing meetings or regular assembly for outside organizations (e.g., weekly religious services, monthly HOA meetings, or ongoing organizational meetings).

**Rules and Policies:**

1. Organizations should apply for use of the rooms online by accessing our website at foleylibrary.org. Submitting an application implies full acceptance of these policies.
2. Requests will be processed on a first come, first serve basis.
3. The Library reserves the right to deny, modify, or cancel any room agreement at any time due to conflicts with library operations, safety concerns, security/building capacity limits, policy violations, failure to pay fees, or unexpected emergency closures. If a prior reservation is modified or cancelled by the Library, any rental fees or rental fee deposits shall be returned to the party who paid the same.
4. The Auditorium is only available for use during regular library hours. Any exceptions for after-hours use are strictly limited and require prior, joint approval from both the Library Director and City Administration.
5. The Auditorium must be vacated, cleaned, and cleared at least fifteen (15) minutes prior to the library closing.
6. The Library Patron Code of Conduct Policy must be followed by all attendees at all times while using our facilities.
7. Groups are responsible for ensuring their event does not disrupt regular library services. Library staff reserves the authority to immediately terminate an event if it is determined to be disruptive.
8. Patrons or organizations who fail to make the second rental fee payment and/or who fail to show up for two (2) reservations within a single calendar year without providing written cancellation at least 48 hours in advance will have reservation privileges suspended for six (6) months.
9. Nothing may be attached to the walls, ceilings, doors, or library furniture. Open flames, candles, smoking, and vaping are strictly prohibited inside the facility.
10. Use of the warming kitchen (including the refrigerator, ice machine, microwave, and coffee pot) is included with the rental. If utilized, the kitchen must be left in a clean, wiped-down, and orderly condition.
11. Refreshments may be served, however renting groups are entirely responsible for their own food and supplies.
12. Alcohol is strictly prohibited on the premises.
13. Library A/V equipment, such as HDMI connection for laptops, microphones, a large video wall, and a sound system is included with the rental. If technical assistance is required

please notify the facilities team prior to your reservation so staff may be available to assist you at your meeting.

**14.** No group or organization shall leave personal items, equipment, or leftover food overnight in the auditorium or warming kitchen. The library is not responsible for lost or stolen items.

**15.** Reservations must be made by an individual who is at least 19 years of age.

**16.** Reservations may be booked up to 90 days in advance. Due to its large capacity, the Auditorium is reserved for groups with an anticipated attendance of at least 50 people. To ensure broad community access and prevent long-term calendar holds, recurring standing meetings (such as weekly or monthly series) are not permitted. Outside organizations may book the Auditorium a maximum of one (1) time per calendar quarter (up to 4 times per year).

**17.** No reservation is considered final until the Facilities Team has approved the reservation. A confirmation email will be sent when approved.

**18.** Commercial sales and solicitations are permitted ONLY if the room has been rented and all applicable fees have been paid. Sales are strictly limited to event attendees within the rented space. A valid Business License from the City of Foley is required for any financial transactions. Library patrons and staff must not be solicited to purchase items, attend sessions, or participate in business operations outside of the rented auditorium.

**19.** The Library reserves the right to require a Certificate of Liability Insurance (Commercial General Liability) with minimum coverage of $1,000,000 per occurrence, naming the City of Foley as an additional insured, for any event, including but not limited to events exceeding 100 attendees, Commercial rentals, or activities deemed high-risk by the Library Director. Such certificate must be provided at least five (5) business days prior to the event.

**20.** The room must be left in its original orderly condition. Renting groups assume full financial responsibility for, and will be billed the actual cost of, any building repairs, replacement of missing/damaged equipment, or professional deep cleaning. A minimum cleaning fee of $50.00 will be assessed and invoiced to the renting party if the room is left disorderly or trash is not properly contained. All such fees are due within thirty (30) days of invoicing.

**21.** The Foley Community Library reserves the right to alter this policy without prior notice.

# FOLEY COMMUNITY LIBRARY
# MEETING ROOM USE POLICY

The Foley Community Library provides a Meeting Room for meetings, educational activities, and small presentations. The primary purpose of this room is to provide appropriate space for library-sponsored meetings, programs, and community activities that support the Library's mission. The Meeting Room seats approximately 52 people theater/lecture style. Seating with tables will hold approximately 36 attendees. Those who are interested in reserving the Meeting Room should view the room prior to reserving it.

Use of the Meeting Room by any group or individual does not constitute an endorsement of the group's policies or beliefs by the Library or the City of Foley.

When the Meeting Room is not in use by library staff members, it may be reserved in 4 hour blocks or daily blocks for public use by community groups in the following categories:

**Commercial:** A meeting/event is commercial if: a) any charges, tuition, or fees are required to attend; b) goods or services are sold or offered for sale; or c) the event promotes a commercial enterprise. Educational seminars provided by commercial businesses are considered commercial.

**Non-Commercial:** Any community group, non-profit, or individual that does not fit the Commercial definition.

**Fee Exemption:** Meeting Room rental fees are waived for meetings and events directly supporting the operations and mission of the Library. This includes the Library Board, Library Advisory Committee, the Friends of the Library, and City of Foley departments. Other groups or events may be considered for a fee waiver on a case-by-case basis, as determined by the Library Director.

| Commercial | Non-Commercial | Fee Exemption |
|---|---|---|
| 4 Hour Block: $100.00 | 4 Hour Block: $50.00 | No Charge |
| Daily Block: $200.00 | Daily Block: $100.00 | No Charge |

***Rooms are reserved in either 4 Hour Blocks or Daily Blocks. Prices are not reduced for shorter times of use.***

**Fees and Deposits:**

- A non-refundable deposit equal to one-half (50%) of the total rental fee is due at the time of booking to secure the reservation.
- The deposit will be applied toward the total rental cost.
- The remaining final balance must be paid in full at least 48 hours prior to the scheduled event, and once paid this fee is also non-refundable.

**The Meeting Room may not be used for:**

- Any purpose that interferes with the regular operations of the library.
- Private social functions, including but not limited to: birthday parties, weddings, baby showers, family reunions, or receptions.

**Rules and Policies:**

1. Organizations should apply for use of the rooms online by accessing our website at foleylibrary.org. Submitting an application implies full acceptance of these policies.
2. Requests will be processed on a first come, first serve basis.
3. The Library reserves the right to deny, modify, or cancel any room agreement at any time due to conflicts with library operations, safety concerns, security/building capacity limits, policy violations, failure to pay fees, or unexpected emergency closures. If a prior reservation is modified or cancelled by the Library, any rental fees or rental fee deposits shall be returned to the party who paid the same.
4. The Meeting Room is only available for use during regular library hours, with the earliest available start time being 9:00 AM. Any exceptions for after-hours use are strictly limited and require prior, joint approval from both the Library Director and City Administration.
5. The Meeting Room must be vacated, cleaned, and cleared at least fifteen (15) minutes prior to the library closing.
6. The Library Patron Code of Conduct Policy must be followed by all attendees at all times while using our facilities.
7. Groups are responsible for ensuring their event does not disrupt regular library services. Library staff reserves the authority to immediately terminate an event if it is determined to be disruptive.
8. Patrons or organizations who fail to make the second rental fee payment and/or who fail to show up for two (2) reservations within a single calendar year without providing written cancellation at least 48 hours in advance will have reservation privileges suspended for six (6) months.
9. Nothing may be attached to the walls, ceilings, doors, or library furniture. Open flames, candles, smoking, and vaping are strictly prohibited inside the facility.
10. Use of the sink and coffee pot is included with the rental. If utilized, this area must be left in a clean, wiped-down, and orderly condition.
11. Refreshments may be served, however renting groups are entirely responsible for their own food and supplies.
12. Alcohol is strictly prohibited on the premises.
13. Library A/V equipment, such as HDMI connection for laptops, microphone, television, and a sound system is included with the rental. If technical assistance is required please notify the facilities team prior to your reservation so staff may be available to assist you at your meeting.
14. No group or organization shall leave personal items, equipment, or leftover food overnight in the Meeting Room. The library is not responsible for lost or stolen items.
15. Reservations must be made by an individual who is at least 19 years of age.

**16.** Reservations may be booked up to six (6) months in advance. To ensure equal community access, bookings may not exceed one (1) time per month and a total maximum of eight (8) hours per month per group.

**17.** No reservation is considered final until the Facilities Team has approved the reservation. A confirmation email will be sent when approved.

**18.** Commercial sales and solicitations are permitted ONLY if the room has been rented and all applicable fees have been paid. Sales are strictly limited to event attendees within the rented space. A valid Business License from the City of Foley is required for any financial transactions. Library patrons and staff must not be solicited to purchase items, attend sessions, or participate in business operations outside of the rented meeting room.

**19.** The Library reserves the right to require a Certificate of Liability Insurance (Commercial General Liability) with minimum coverage of $1,000,000 per occurrence, naming the City of Foley as an additional insured, for larger events or high-risk activities. Such certificate must be provided at least five (5) business days prior to the event.

**20.** The room must be left in its original orderly condition. Renting groups assume full financial responsibility for, and will be billed the actual cost of, any building repairs, replacement of missing/damaged equipment, or professional deep cleaning. A minimum cleaning fee of $50.00 will be assessed and invoiced to the renting party if the room is left disorderly or trash is not properly contained. All such fees are due within thirty (30) days of invoicing.

**21.** The Foley Community Library reserves the right to alter this policy at any time. Changes will be posted on the Library's website and will not apply to reservations already confirmed at the time of the change, unless required by law or necessary for safety.

# FOLEY COMMUNITY LIBRARY
# BOARDROOM AND STUDY ROOM USE POLICY

The Foley Community Library provides reservable study rooms and a boardroom to support educational, professional, and collaborative activities. These spaces are intended for studying, tutoring, meetings, training sessions, educational instruction, and other activities consistent with the Library's mission.

Study rooms are designed for individuals and small groups, while the boardroom accommodates larger groups of up to twelve (12) people. Patrons should reserve a room appropriate for the size and needs of their group. Those interested in reserving a room are encouraged to view the space prior to making a reservation.

Use of any library meeting or study room by an individual or organization does not constitute endorsement of that individual's or organization's views, policies, or beliefs by the Foley Community Library or the City of Foley.

Rooms are available for public or private reservation in blocks of up to four (4) hours.

**Library rooms may not be used for:**

- Activities that interfere with normal library operations.
- Social events or parties unrelated to educational, civic, professional, or library purposes.
- Commercial sales or the operation of a business.
- Activities that violate the Library Patron Code of Conduct.
- Excessive noise, including loud phone calls or musical performances that disturb library users.

**Rules and Policies:**

1. Patrons should apply for use of the rooms online by accessing our website at foleylibrary.org. Submitting an application implies full acceptance of these policies.
2. Requests will be processed on a first come, first serve basis.
3. The Library reserves the right to deny, modify, or cancel any room agreement at any time due to conflicts with library operations, safety concerns, security/building capacity limits, policy violations, or unexpected emergency closures. If a prior reservation is modified or cancelled by the Library, a future reservation of the room will attempt to be made by library staff.
4. Rooms are only available for use during regular library hours, with the earliest available start time being 9:00 AM.
5. Rooms must be vacated, cleaned, and cleared at least fifteen (15) minutes prior to the library closing.
6. The Library Patron Code of Conduct Policy must be followed by all attendees at all times while using our facilities.

7. Patrons and groups are responsible for ensuring their room use does not disrupt regular library services. Library staff reserves the authority to immediately terminate use if it is determined to be disruptive.
8. Nothing may be attached to the walls, ceilings, doors, or library furniture. Open flames, candles, smoking, and vaping are strictly prohibited inside the facility.
9. Food and drinks are permitted in reserved rooms. If used, this area must be left in a clean, wiped-down, and orderly condition. Patrons are entirely responsible for their own food and supplies.
10. Alcohol is strictly prohibited on the premises.
11. Library A/V equipment, such as HDMI connection for laptops and display screens are included with the reservation. If technical assistance is required please notify the facilities team prior to your reservation so staff may be available to assist you during room use.
12. No patron or group shall leave personal items, equipment, or leftover food overnight in reserved rooms. The library is not responsible for lost or stolen items.
13. Reservations must be made by an individual who is at least 19 years of age.
14. Reservations may be booked up to one (1) month in advance, and can be reserved as often as necessary, avoiding privatization.
15. No reservation is considered final until the Facilities Team has approved the reservation. A confirmation email will be sent when approved.
16. Commercial sales and solicitations are not permitted in Library rooms.
17. The Library reserves the right to require a Certificate of Liability Insurance (Commercial General Liability) with minimum coverage of $1,000,000 per occurrence, naming the City of Foley as an additional insured, for larger events or high-risk activities. Such certificate must be provided at least five (5) business days prior to the event.
18. The room must be left in its original orderly condition. Tables and chairs may not be removed from rooms. Reserving patrons and groups assume full financial responsibility for, and will be billed the actual cost of, any building repairs, replacement of missing/damaged equipment, or professional deep cleaning. A probationary period of two (2) months will be applied if the room is left disorderly or trash is not properly contained.
19. The Foley Community Library reserves the right to alter this policy at any time. Changes will be posted on the Library's website and will not apply to reservations already confirmed at the time of the change, unless required by law or necessary for safety.

# GAME ROOM POLICY

**Age & Access:**

- The Game Room is reserved for persons aged 12-18. Persons younger than 12, or older than 18 are only allowed during designated programs.
- This room will be used for programs to include tournaments, themed days, clubs, etc. When not being used for programming, open play is permitted as long as library staff is present.
- All patrons must have a signed Game Room & Internet Use Permission Form on file at the Library in order to access the Game Room.

**Time Limits:**

- Users must sign in before using gaming equipment.
- During high demand, game play may be limited to 30 minute turns. Library staff may adjust time limits to ensure fair access.

**Equipment Use:**

- Gaming equipment must be used as intended and handled with care.
- Users and their parents or legal guardians may be held financially responsible for any damage resulting from misuse or negligence.
- Users may not alter system settings, download content or save personal account information on library devices.
- Use of outside equipment or personal devices must be approved in advance by library staff.

**Game Content Guidelines:**

- Only E (Everyone), E10+ (Everyone 10+), and T (Teen) games are permitted in the game room unless approved in advance by library staff.
- Only library-approved games may be played.
- The library reserves the right to restrict game content based on age appropriateness.

**General Rules:**

- All participants are expected to follow the Library's Patron Code of Conduct.
- No food or drink allowed unless approved in advance by library staff.
- Noise should not disturb other library users.
- Headphones may be required for certain games.
- Failure to follow policies may result in temporary suspension or permanent revocation of Game Room privileges, at the Library's sole discretion.

# COLLECTION DEVELOPMENT

## POLICY STATEMENT

In support of its mission to enrich lives by offering welcoming spaces and engaging resources that foster learning, creativity, and connection for everyone, the Foley Community Library develops and maintains a diverse collection of materials in a variety of formats. The Library provides free and open access to resources that meet the educational, informational, cultural, and recreational needs of the community while adapting to changing technologies and evolving community interests.

## MATERIALS SELECTION

### Responsibility for Selection:

Though the overall responsibility for the collection rests with the Foley Community Library's leadership, the responsibility for selecting and retaining materials is delegated to a team of qualified and knowledgeable staff who employ the criteria outlined in this policy. The final responsibility for material selection and retention resides with the Library Director. The Library also provides access to a variety of digital resources and online media services. While Library staff select many of these resources, some materials are curated by the service providers rather than the Library.

### Objective of the Library's Collections:

The Foley Community Library provides materials and resources that support education, lifelong learning, recreation, and access to information for the entire community. Within available space and budget, the library offers a diverse collection in a variety of formats and reading levels to meet the needs and interests of patrons of all ages.

The library serves a community with a wide range of backgrounds, viewpoints, and interests. Our collection is developed to reflect that diversity and to provide access to a broad spectrum of ideas and information.

Because the collection represents many perspectives, some materials may not appeal to every individual. Parents and guardians are responsible for guiding their children's use of library materials based on their own values and preferences. Individuals are free to choose what they read or borrow but may not limit the choices available to others.

The inclusion of materials in the library's collection does not constitute endorsement of their content or viewpoints. The library's role is to provide access to information, not to promote or discourage particular beliefs or opinions.

**The Community:**

The prime community factors that have a direct bearing upon the selection of materials are (a) the people, individually and collectively, and (b) the adequacy and availability of materials through other community institutions.

**A. The People of Foley:** The Foley Community Library serves a dynamic and diverse population and our community has enormous shared needs. The library will continually search for new and better materials in multiple formats and languages to meet these needs.

**B. Availability of Other Community Resources:** The library cooperates as fully as possible with other libraries, community agencies, and educational institutions whose purposes and activities are related to library objectives. In order to avoid unnecessary duplication of materials, the library considers the kinds of materials collected and availability through other community institutions.

- Intra-library loans within Baldwin County are used to enhance service for Foley Community Library patrons. However, Foley Community Library holds no liability for materials borrowed from other libraries in the county.

**Methods and Criteria for Selection:**

Libraries have the responsibility to be inclusive in selection, and efforts are made to represent the widest possible diversity of views. Each type of material will be considered for its suitability in the collection and for whom it is intended. There is no single standard that can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or their value as human documents; others are selected to satisfy the recreational and entertainment needs of the community.

**A. Methods:** The library uses the criteria below in selecting materials for the community of Foley based on knowledge of the diverse needs of the entire community and the contents of the library's entire collection. No materials are excluded or removed from the library on the basis of race, nationality, sexual orientation, political, social, or religious beliefs.

**B. Criteria:** All Library selection and acquisitions choices are generally made in terms of the following standards:

- Public interest or demand
- Relevance to the community
- Contemporary significance
- Enduring value
- Readability and style
- Treatment of subject for intended audience
- Physical durability and attractiveness
- Suitability of the format for library use
- Creative, literary, or technical quality

- Cost and availability
- Reviews in the professional journals
- Reviews in popular media
- Professional or literary reputation of the author, publisher or producer
- Circulation of similar material
- Relation to existing collection and other materials on the subject.

**Types of Material Not Generally Purchased by the Library:**

- Textbook or curriculum materials
- Workbooks or journals
- Collector's Editions
- Non-fiction books published more than 5 years ago
- Out of print materials
- Items not available through library vendors
- Mass market paperbacks

## CHILDREN AND YOUTH COLLECTIONS

**Policy Statement:**

The library intends this policy to nullify and override any conflicting policy or statement regarding the selection, location, promotion, or access of materials for minors.

In selecting library materials for children, the library aims to provide a collection that meets the informational, recreational, and cultural needs of children from birth to 12 years old and adolescents from 13 to 18. The collection includes materials that represent a wide variety of views and are suitable for different ages and abilities. Therefore, it is the responsibility of parents or legal guardians to guide their children's reading, viewing, and listening choices and to decide what materials are appropriate for them to use from this collection.

The Foley Community Library will consider community standards and state guidelines when selecting materials for its Children and Youth Division.

- The library has further stratified its collections for better browsability and age appropriate content. This can be seen in the divided Teen (13-18), Juvenile Tween (10-14), Juvenile Middle Grade (8-12), and Juvenile Chapter Book (6-10) collections.

**Policy Authority:**

The library recognizes and complies with all state code, rules, and definitions adopted by the APLS Executive Board, as required under **Ala. Admin. Code r. 520-2-2-.03(2)(l)**. Sections are noted with their corresponding Code rules, as adopted July 15, 2024, and amended February 14, 2026, to ensure compliance for state aid eligibility.

1. **Materials Selection for Minors - Ala. Admin. Code r. 520-2-2-.03(2)(f)(6) & (j)**
    a. **Age-appropriateness:** All materials are evaluated based on their age-appropriateness and their intended shelving location.
    b. **Content Restrictions:** The library will not purchase or acquire any materials advertised for consumers 18 and under containing obscenity, sexually explicit content, or other material deemed by the public library board to be inappropriate for children or youth.
    c. **Exceptions:** Age-appropriate materials regarding religion, history, biology, or human anatomy should not be construed to be against this rule.
2. **Physical Location/Relocation of Inappropriate Materials - Ala. Admin. Code r. 520-2-2-.03(2)(f)(11) & (i)**
    a. **Location:** Sections designated for minors 18 and under will remain free of material containing obscenity, sexually explicit content, or other material deemed by the public library board to be inappropriate for children or youth. Under this rule, any materials regarding transgender procedures, gender ideology, or the concept of more than two biological genders shall be considered inappropriate for children and youth.
    b. **Relocation:** All materials found in violation of this policy will be weeded from the collection or relocated to an adult section.
    c. **Exceptions:** Age-appropriate materials regarding religion, history, biology, or human anatomy should not be construed to be against this rule.
3. **Advanced Approval for Recommendation, Display, or Promotion to Minors - Ala. Admin. Code r. 520-2-2-.03(2)(f)(12)**
    a. **Materials Display or Promotion to Minors:** Materials meeting the selection criteria of section (1) and shelving criteria of section (2) are considered to have "advanced approval" for the purposes of this section and may be recommended, displayed, or otherwise promoted in sections designated for minors. Displays and promotions featuring adult materials are not placed in sections designated for minors and adult materials are not in general recommended to minors (see (3)(c) below).
    b. **Other Displays or Promotions:** Any display or promotion featuring materials from outside of the library's collections must be approved by the library board.
    c. **Reader Advisory:** Reader advisory recommendations must correspond to the level of borrowing privileges selected by the minor's parent or guardian per section (4)(b) below. Reader advisory recommendations conforming to this rule and targeting materials from the library's collections, which have been selected in accordance with section (1) and shelved in accordance with section (2), are considered to have "advanced approval" for the purposes of this section. Materials recommended to minors through interlibrary loan must be vetted as though they were being selected for the collection according to the criteria of section (1).

4. **Borrowing Privileges for Minors - Ala. Admin. Code r. 520-2-2-.03(2)(k)**

   a. **Library Cards:** Subject to normal residency requirements, any minor is entitled to a library card provided a parent or guardian agrees to be financially responsible for materials checked out to their child. The standard card issued to all minors 18 and under is a restricted card that prohibits checkout of materials from the library's adult collections. Non-restricted minor cards granting access to adult collections may also be issued provided that written consent is given by the minor's parent or legal guardian per section (4)(b) below.

   b. **Card Types:** Foley Community Library cards for minors 18 and under require parental approval through a Minor Library Card Permission Form, allowing the parent or legal guardian to choose the level of access for their child. The available card levels are as follows:

- **Foley Children's Card**: (suggested for ages birth to 10 years)
  - The child can access materials from these collections with parental permission:
    - Toddler (0-3 yrs)
    - Picture Books (4-8 yrs)
    - Early Readers (5-9 yrs)
    - Juvenile Chapter Books (6-10 yrs)

- **Foley Tween Card**: (suggested for ages 10 to 13 years)
  - The child can access materials from these collections with parental permission:
    - Toddler (0-3 yrs)
    - Picture Books (4-8 yrs)
    - Early Readers (5-9 yrs)
    - Juvenile Chapter Books (6-10 yrs)
    - Juvenile Middle Grade (8-12 yrs)
    - Juvenile Tween (10-14 yrs)

- **Foley Teen Card**: (suggested for ages 13 to 18 years)
  - The child can access materials from these collections with parental permission:
    - Toddler (0-3 yrs)
    - Picture Books (4-8 yrs)
    - Early Readers (5-9 yrs)
    - Juvenile Chapter Books (6-10 yrs)
    - Juvenile Middle Grade (8-12 yrs)
    - Juvenile Tween (10-14 yrs)
    - Teen (13-18 yrs)

- **Foley Adult** (unrestricted) **Card**: (any ages)
  - Can access material from all circulating collections in the library with parental permission.

c. **Parental Responsibilities:** Parents or guardians must provide written consent to their child borrowing from adult collections. Consent is granted at application and is tied to the minor's library card. Consent to borrow from adult collections may be withdrawn by providing written notice, at which time the minor's library card will be downgraded per their parent or guardian's instructions.

   At Foley Community Library, parents and guardians—not library staff or trustees—are responsible for guiding their children's use of library materials. Parents may choose the level of access for their children by selecting a library card type that limits borrowing to materials curated for a specific age range.

   The Library strives to develop age-appropriate collections; however, individuals may have different opinions about what is suitable or objectionable. Parents or guardians are responsible for determining what materials are appropriate for their own children and may further guide or limit their children's selections within the access level they have chosen. Library staff and trustees do not act *in loco parentis***.**

d. **Borrowing Privileges:** Minors 18 and under may only borrow materials from the collections specified on their Minor Library Card Permission Form. Additionally, children aged 11 and under must be accompanied by a parent, legal guardian, or responsible caregiver to check out materials. Parents or guardians are responsible for any damaged, lost, or overdue materials checked out on their child's card.

5. **Non-Discrimination Statement - Ala. Admin. Code r. 520-2-2-.03(4)**

   a. **Non-Discrimination Statement:** The public library must not deny service to anyone on the basis of age, race, sex or creed.

   b. **Materials Location:** Exercising discretion in the location of sexually explicit material or other material deemed by the library board to be inappropriate for children or youth does not constitute a denial of service on the basis of age.

   c. **Recommendations, Display, and Promotions:** Taking age into account when recommending, displaying, or otherwise actively promoting library materials does not constitute a denial of service on the basis of age.

## LOCAL AUTHORS & SELF-PUBLISHED BOOKS

A self-published book is a book that has not been published by a traditional or independent publishing house, but rather is published by a company that has been paid by the author. By the Library's definition, a local author is any writer who lives in Baldwin County or any author who writes about the Baldwin and Mobile County area.

Foley Community Library is willing to consider the addition of self-published and locally published works to the Library's collection. These books must also meet the criteria for selection. The Library wishes to support local and self-published authors while maintaining the standards of our permanent collections.

Books donated by local authors are subject to the same terms listed in the gifts and donations section in this collection development policy.

## PATRON REQUESTS

The Library welcomes patron interest in the collection and will consider all requests for acquiring specific materials. However, the Library is under no obligation to fill any particular request if not deemed suitable to the collection. A patron who wishes to suggest a specific item to be purchased should complete a 'Purchase Request' form located online at foleylibrary.org/purchase-request. Requests will only be accepted from Foley Library card holders. *Please note, the Library will not take purchase requests more than 4 months from an item's release date.*

## GIFTS

When the Library receives a monetary donation for the purchase of materials, selection is made in accordance with this collection development policy and the criteria stated within.

All gifts of materials are subject to the previously stated criteria for selection. The Library reserves the right to refuse any donation deemed inappropriate due to condition, duplication of existing materials, lack of authoritative review, outdated copyright, or lack of space.

Upon receipt, all donations become property of Foley Community Library. The Library does not return, nor does it track the status of, donations. The Library may not accept donations with special conditions or restrictions imposed by the donor. Items added to the collection that do not circulate regularly will be subject to removal as part of regular collection maintenance.

Items not added to the collection are generally given to the Friends of the Library for sale in their book store or other fundraisers to support the Library. Upon request, the Library will provide the donor a receipt, but will not appraise the value of donated items.

## COLLECTION MAINTENANCE

Staff shall review items in the collection on an ongoing basis to ensure that the Library continues to meet patron's needs. Weeding is a necessary process for collection maintenance. It limits damage to books caused by overcrowding and makes space for current materials to be certain that our library's materials are attractive, useful, and accessible to our patrons.

General guidelines for collection management are adapted from the CREW method*. CREW stands for Continuous Review, Evaluation, and Weeding. Foley Community Library uses the CREW method which gives six general criteria for considering weeding an item from the collection which are summarized with the acronym MUSTIE:

M: Misleading – factually inaccurate
U: Ugly – worn beyond mending or rebinding
S: Superseded – by a new edition of/or by a much better book on the subject
T: Trivial – of no discernible literary or scientific merit
I: Irrelevant – to the needs and interests of the library's community
E: Elsewhere – the material is easily obtainable from another library

This along with the two factors of age and usage contribute to the materials evaluation. Withdrawn materials will be disposed of in the manner deemed most appropriate for that item, including sale by the Friends of the Library, distribution to other libraries or community service organizations, or recycling.

> **CREW: A Weeding Manual for Modern Libraries © Copyright 2012 Texas State Library and Archives Commission*

**RECONSIDERATION OF MATERIALS**
***Ala. Admin. Code r. 520-2-2-.03(2)(f)(11) & (i)***

The Foley Community Library supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States. Materials available in the library present a diversity of viewpoints and opinions that satisfy the broad interests of our community. The library upholds the right of the individual to access these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library believes that individuals have the freedom to accept or reject an item from the library's collection for their personal use. Responsibility for the materials that a child uses in the library rests with the parents and/or legal guardians, not the library.

While a patron may personally object to certain materials in the library collection, they may not exercise censorship to restrict access to those materials by other library users.

1. **Citizen Input & Eligibility:** The library invites citizen input on its collections. Any material is subject to reconsideration provided that the requestor meets the following criteria:
    a. **Residency & Account Status:** The requestor must be a resident in the library's service area and an active registered borrower of the Foley Community Library. The library account must be active for at least six (6) months, and the patron must have activity on their account within the last three (3) months.
    b. **Form Completion:** The requestor must fully complete the *Patron's Request for Reconsideration of Materials Form* (available on the Library's website at foleylibrary.org/material-reconsideration). The requestor must supply their full name and address; anonymous forms will not be considered.
    c. **Agreement to Terms:** The requestor agrees to abide by the decision of the library board regarding their request.
    d. **Frequency Limits:** The requestor/household has submitted no more than three (3) requests in the last 12 months. Each request is limited to a single title, with a maximum limit of 3 reconsideration requests allowed per household per 12 months.
2. **Reconsideration Procedures:** If a valid request for reconsideration is made, the following procedures shall be followed:
    a. **Circulation:** The challenged materials will remain in circulation during the reconsideration process.

b. **Review Committee:** The Library Director will request a review of the challenged material by a Review Committee within seven (7) business days. The Review Committee, which will remain anonymous to the public, will meet once all members have been able to review the material in its entirety.

c. **Notification:** The Library Director will inform the patron of the decision made by the Review Committee within five (5) business days of the decision.

d. **Finality:** Once a title has been challenged and processed by the Reconsideration Review Committee, it cannot be challenged again for five (5) years.

3. **Successful Challenge:** Any material found in violation of any portion of these policies will be relocated to the appropriate library section or weeded from the library collection.

# CULTURAL & HERITAGE DIVISION SCOPE OF COLLECTIONS

**Background and Overview:**

Foley Community Library's Cultural and Heritage Collections Division seeks to achieve the highest level in conducting cutting-edge research while maintaining an unparalleled commitment to being available to the public.

Our acquisitions continue to include large quantities of donated materials as well as purchased materials. With collections growth, a need for mission goals and guidelines arose regarding the acceptance of materials, proper maintenance of the holdings, collection care, and space.
With these developments and awareness, Foley Community Library has implemented the following concerted program and set of guidelines to carry out the various components of research collections.

**Mission Statement:**

The mission of Foley Community Library's Cultural and Heritage Collections Division is to identify, collect, organize, preserve, and provide access to materials pertaining to the history and culture of Alabama, the Gulf Coast region, and Baldwin County for reference and research use. Through these efforts, the collections promote and encourage research into the culture of our local area and region while also striving to provide a complete and accurate historical narrative. Materials within the collections document the history, activities, and development of the above stated areas and include historical documents, maps, microfilm, and currently published books and periodicals.

**SCOPE OF COLLECTIONS STATEMENT**

**Collection Acquisition:**

The responsibility for the material of the Cultural and Heritage Collections Division rests with the Library Director and Division Head. Objects that are donated to these collections will be officially accepted by the Library Director and will be maintained by the Division Head. When an object is acquired or donated, it shall be reviewed to determine its appropriateness to the collections, its condition and fragility, and whether the item is to be available for circulation. If the object has been deemed to meet all the criteria for Archives, it is to be properly catalogued by the Division Head or an assistant using accepted museum and archival registration procedures into the collections catalogue developed for use by Foley Community Library. A minimum of two copies of the Archives Catalogue shall be maintained with an ideal goal of three copies. One copy to be a bound book of suitable acid free paper, the second to be maintained digitally on a computer/harddrive, and the third on a secured external hard drive. Usable print materials that meet the criteria for either the Alabama or Genealogical Collections, will be catalogued using established practices utilized by the Foley Community Library for its general collection.

Individuals wishing to donate items will be referred to the Library Director. The Library Director along with the Division Head will determine the appropriateness of an object, if the object can be properly stored, and whether the object fits within the defined Scope of Collections and established

themes. All objects that are accessed to the collections must relate to some facet of the criteria established in the following sections.

All of the objects and materials within the collections are viewed as equally contributing to the cultural record and historical narrative. Therefore materials and objects accessed into the collections are done so in an objective manner regardless of their origins or the original intent or use by the makers/owners.

The Library Director and Division Head have the responsibility to see that all objects acquired for the collections meet the following general criteria.

1. Fit within the defined Scope of Collections and established themes
2. Are without restrictions
3. Are in satisfactory condition
4. Are authentic (Reproductions will be accepted only when originals cannot be obtained)

## TYPES OF COLLECTIONS AND SPECIFIC CRITERIA

### Alabama Collection:

The Alabama Collection will largely contain objects and materials that are specific to the history and culture of Alabama and will meet the following criteria.

1. Contains information or pertains to the State of Alabama and areas that consisted of the geographic region historically (i.e. the Mississippi Territory, the Republic of West Florida, the colonies of La Louisiane and La Florida, and etc.)
2. Contains information or pertains to the Central Gulf Coast (specifically a geographic area spanning from the Sabine River in the west to the Apalachicola River in the east)
3. Material is written/recorded/composed by an Alabamian
4. Items that document the lives, experiences, and exploits of Alabamians

Objects within this collection are categorized as non-circulating reference material. These items are generally of a durable nature and condition in order to withstand regular to intermittent handling by staff and patrons. This collection may be broken down into sub collections (i.e. Baldwin County Collection, West Florida Collection, Colonial Period Collection, and etc.) to facilitate easier management, classification, and cataloguing.

### Genealogy Collection:

The Genealogy Collection consists solely of materials that are utilized in the research of family names, family histories, and vital statistical information. Due to the broad field in which this collection encompasses, the collection will necessarily contain a substantial array of material. The following criteria will be used for selecting objects for the collection.

1. Contains family trees, marital or baptismal records, vital statistics, passenger ship manifests, etc.
2. Object is an aid, guide, or instructs a patron in conducting genealogical research
3. Material is a record of property deeds or transactions of real property
4. Object contains or is a collection of clippings and/or obituaries

Objects within this collection are categorized as non-circulating reference material. These items are generally of a durable nature and condition in order to withstand regular to intermittent handling by staff and patrons. This collection may be broken down into sub collections to facilitate easier management, classification, and cataloguing.

**Archives:**

Archives consists of objects and materials that are rare, irreplaceable, or deemed of such significant cultural and historical value that they require the utmost consideration in preservation and security. Criteria for this collection provides for a wide range of objects, but the feasibility of the storage and secure maintenance of an object will have a large bearing on whether an object is added to the collection or not. The following criteria will be used for selecting objects for the collection.

1. Object may deteriorate if handled frequently or inappropriately
2. Material that has great financial value on the open market and theft is a serious threat
3. The object reflects a significant event, era, or historical/cultural narrative
4. Object can be safely and appropriately stored in the storage area provided

Objects within this collection are non-circulating material. Their special value and significance will necessitate rarely removing them from storage. Access to the collection will be limited to the Library Director and the Division Head.

Any original historic object, including documentary items such as photographs, manuscripts, newspapers, or textiles meeting the above criteria may be accessed into Archives. Photocopies of original documents will not be catalogued as part of Archives, but catalogued on a separate inventory of photocopied reference materials. Copies of historic photographs will be catalogued as part of the collection. An original copy of each photograph will be kept in secure storage and a digital copy will be maintained for public access. Reproductions of documents and photographs should only be considered for addition to the collection when there is a gap in the historical narrative that may be filled by the reproduction, or the likelihood of obtaining an original is nonexistent due to availability or cost.

**USE OF COLLECTIONS**

Items within the Cultural and Heritage Collections Division are provided for research and informational purposes only. Any use of copyrighted or trademarked material for publication or video presentation is at the discretion of the user and Foley Community Library shall bear no burden or liability for the misuse thereof.

Original materials within Archives are available on a very restricted basis in order to protect them from damage or destruction. In order to meet the accessibility expectation and requirements of the public, high quality duplicates or digital scans will be made available. Under extraordinary circumstances when the original artifact must be viewed, application must be made to the Library Director or the Division Head three (3) days prior to the viewing in order to facilitate the safe and proper movement of the object from storage. Viewing of the object will occur within a secure space that is set aside for this specific purpose and from which the patron may be easily observed. Video surveillance of the space is strongly encouraged. Patrons viewing original materials will be allowed a pencil and notepad. Other marking materials or personal belongings will not be permitted for security reasons. Any scans or copies will be handled by properly trained staff only. Other possible restrictions may be implemented on a case by case basis.

Objects that are part of Archives may be used for exhibit purposes only if provisions are made for protection from theft, vandalism, or an improper environment that may be detrimental to the preservation of an object. No exhibit method will be used that is detrimental to the preservation of an object. Objects may also be used on or off site as a teaching aid for organized groups, classes or societies. Permission to do so must be granted by the Library Director after consultation with the Division Head. The group must be monitored by a qualified member of the staff and no usage will be permitted that may damage or cause deterioration of the object.

Use of objects within the collection for publication or video presentation may be permitted following a written request and review by the Library Director and Division Head. However, the person or entity making the request is responsible for researching any trademark, copyright, or reserved rights that may exist on the materials.

## ARCHIVES STORAGE

It is imperative for the long term preservation of Archives materials that a safe collections storage area be created to provide both environmental and physical security for objects not in use or on exhibit. This area should have adequate storage equipment for the collection. Delicate items such as small textiles or leather objects should be stored in proper scientific specimen cabinets. Drawers within these cabinets should be padded with polyethylene foam sheets to prevent damage to objects. Baked enamel, heavy duty shelving units should be padded with polyethylene foam sheets to prevent objects from resting directly on metal surfaces. The openings of the shelf units should be covered by sheets of unbleached cotton muslin which are held in place by strips of Velcro fasteners. These covers decrease migration of dust and other pollutants while allowing the flow of air through the vents.

Garments should be hung on padded, unbleached cotton muslin covered, wooden coat hangers and placed in a unit built for the purpose with the openings covered by unbleached cotton muslin dust covers. Larger textiles, such as flags or blankets, should be rolled in a single layer with no folds onto an acid free storage tube, or on a regular rug tube that has been covered with Mylar sheeting and unbleached cotton muslin or acid free tissue. The textile, along with its tube support, should be wrapped with acid free tissue or unbleached cotton muslin bound loosely with textile tape and suspended for storage. Other garments, too fragile to be stored hanging up, can be placed in acid free garment storage boxes. The textiles should be padded with acid free tissue with special attention being given to padding any folds to give support to these stress points.

It is essential for the long range preservation of the collection that it be exhibited or stored in a stable environment. 24 hour climate control alleviates the stresses on objects caused by the constant fluctuation of temperature and humidity. Special care should be taken to monitor the environment throughout the storage area as well as any exhibit areas. A recording hydro thermograph, which records the fluctuations of temperature and humidity over a seven day period, should be used in the storage area to obtain precise environmental data. Also, small humidity indicator cards should be placed in any exhibit cases for quick and simple monitoring of humidity levels.

## ARCHIVES RESTRICTIONS

No person is to have access to Archives other than those specified by the Library Director. Request for access into the collection is to be made in advance and must be monitored by the Library Director, Division Head, or designated staff person. No objects are to be removed from the storage area by any unauthorized person under any circumstances.

Objects will not be accepted into the collection unless proper storage facilities are available.

Under no circumstances will the staff provide appraisals for objects that are to be donated or otherwise. The responsibility for appraisal rests with the donor of the object.

Catalogued items are not to be used in a consumptive manner. Archives materials will be used in exhibit or collection use only. Duplicate items or items specifically purchased may be used in interpretive programs and special exhibits. Use of these items will be determined by the Library Director and Division Head.

## DEACCESSION OF OBJECTS

Donated objects within the collections may be returned to the donor or the donor's appointed representative if the object no longer fits the Scope of the Collection Statement. A written request for the object's return must be submitted to the Library Director thirty (30) days in advance along with copies of donation forms (if available) or other documentation. The request will be reviewed by the Library Director and Division Head and upon determination that the object no longer fits the Scope of Collection Statement may be picked up at Archives. Objects that no longer fit within the Scope of Collections may be deaccessioned and permanently transferred to other institutions at the discretion of the Library Director and Division Head.

## LOANED OBJECTS

### Incoming Loans:

Due to the risk of housing, using and displaying loaned objects, it shall always be the policy of the Division to engage in accepting a loan only when ownership of a like object cannot be obtained. The decision to accept an object for loan shall rest with the Library Director and Division Head. At the time the object is received, a loan agreement form shall be completed and signed by the object's owner, the Library Director, and Division Head. Said form shall set a specific period for which the object is to be loaned to the Library and for what purpose. Under no circumstances will an object be accepted for loan with a lack of terminus date. Additionally, the object will be

photographed and condition noted on the form prior to signing. A copy of the form shall be provided to the owner of the object.

**Old Loans:**

If an incoming loan to the Library has expired, and the objects have remained unclaimed by the lender of record, whether by reason of death, insolvency of the lending individual or institution, or the lack or loss of records concerning these loans, the Foley Community Library will follow Alabama's Abandoned Property Law (Ala. Code §41-6-72-75) and make a good-faith effort to locate the lender-of-record, their heirs or assigns, or their legal successors if an institution. If the lender of record et al. cannot be found, or having been found if arrangements are not made to return the object(s) loaned, the Foley Community Library, in consideration for its storage and safeguarding of the loaned item(s) beyond the contracted loan period, shall treat the object(s) so loaned and unclaimed as an unrestricted gift. The Foley Community Library will thereafter have the right to accession or dispose of the object(s) so given in accordance with the policies outlined in the above sections relating such processes.

# APPENDICES

Last name of Minor: _____

Date of Birth: _____

**FOLEY COMMUNITY LIBRARY - MINOR LIBRARY CARD ACKNOWLEDGEMENT**
*(To be read and signed by the parent or guardian of each child aged 18 years and under who wishes to have a library card.)* **This form must be signed in the presence of Library staff.**

***Children under the age of 12 must be accompanied by a parent or guardian while in the Library and when checking out materials.***

Please review and initial the attached description of our library card types and the collections each card has access to.

**Acknowledgment and Consent for Library Card and Collections Access**

I, _____, acknowledge that my child, _____, has permission to access the selected collections at Foley Community Library. I understand that each collection is curated for specific age ranges and may contain material of a more mature nature than what my child has previously encountered. I confirm that I have thoroughly reviewed the card levels and collection access information provided by Foley Community Library.

I acknowledge that Foley Community Library has taken measures to curate each collection with age-appropriate content. However, I understand that individual sensitivities and preferences may vary, and it is my responsibility as the parent or legal guardian to determine whether the content within any selected collection is suitable for my child.

I release Foley Community Library, its staff, and affiliates from any liability or responsibility for my child's choice of reading material within the selected collections. I recognize that Foley Community Library aims to promote learning, literacy, and a love for reading, and that my child's exploration of more mature themes may be part of this educational experience.

I agree to engage in open communication with Foley Community Library regarding any concerns or questions I may have about the content within the selected collections. I understand that if there are specific guidelines or recommendations for parents, Foley Community Library will provide them upon request.

I further understand that the Foley Community Library shares and receives materials through the Baldwin County Public Library System network. Materials borrowed from other libraries in this system may include content of a more mature nature than typical materials that my child is allowed to check out at Foley Community Library.

I have read and understand the terms of this acknowledgment and consent form as well as the Patron Card Types and Collections Access reference sheet. By signing below, I grant permission for my child to access the selected collections at Foley Community Library.

**MINOR'S FULL NAME:** (please print) _____

**Card Levels (select one):** ☐ Children's Card ☐ Tween Card ☐ Teen Card ☐ Adult (unrestricted) Card

**PARENT/GUARDIAN NAME:** (please print) _____

**PERMANENT ADDRESS:** _____

**PHONE NUMBER:** _____ **EMAIL ADDRESS:** _____

**PARENT/GUARDIAN SIGNATURE:** _____ **DATE:** _____

Received by: _____

Last name of Minor: _____

Date of Birth: _____

**PATRON CARD TYPES AND COLLECTIONS ACCESS**
*Please initial beside the card type you'd like your child to have access to.*

_____ **Foley Children's Card:**

- Suggested for ages birth to 10
- Can check out material from these collections:
  - Toddler (0-3 yrs)
  - Picture Books (4-8 yrs)
  - Early Readers (5-9 yrs)
  - Juvenile Chapter Books (6-10 yrs)

_____ **Foley Tween Card:**

- Suggested for ages 10-13
- Can check out material from these collections:
  - Toddler (0-3 yrs)
  - Picture Books (4-8 yrs)
  - Early Readers (5-9 yrs)
  - Juvenile Chapter Books (6-10 yrs)
  - Juvenile Middle Grade (8-12 yrs)
  - Juvenile Tween (10-14 yrs)

_____ **Foley Teen Card:**

- Suggested for ages 13-18
- Can check out material from these collections:
  - Toddler (0-3 yrs)
  - Picture Books (4-8 yrs)
  - Early Readers (5-9 yrs)
  - Juvenile Chapter Books (6-10 yrs)
  - Juvenile Middle Grade (8-12 yrs)
  - Juvenile Tween (10-14 yrs)
  - Teen (13-18 yrs)

_____ **Foley Adult (unrestricted) Card:**

- Can check out material from all circulating collections in the library

*** I acknowledge that if my child wishes to borrow a title outside of the previously approved collections, I, as the parent or guardian, must provide verbal consent at the time of check-out.**

Last name of Minor: _____

Date of Birth: _____

**FOLEY COMMUNITY LIBRARY**
**MINOR INTERNET PERMISSION ACKNOWLEDGEMENT**

*(To be read and signed by parent(s) or guardian(s) of each child 18 years of age and under who wishes to use internet access computers.)* **This form must be signed in the presence of Library staff.**

***Children under 12 years must have a parent/guardian physically with them while using a computer.***

Please refer to the Foley Community Library's COMPUTER LAB & INTERNET ACCEPTABLE USE POLICY for acceptable use and behavior for the Foley Community Library Computer Lab.

I, the undersigned parent or guardian, authorize the below named minor to access the internet at the Foley Communtiy Library. I will be responsible for the minor's use of the materials and subject matter accessed, use of the equipment, and all charges incurred. I am aware that the library does not electronically monitor and has no control over the information or images accessed through the internet and cannot be held responsible for its content. All internet resources accessible in the library are provided equally to all. The individual user, **NOT THE LIBRARY**, is responsible for the internet sources accessed. I understand that the COMPUTER LAB & INTERNET ACCEPTABLE USE POLICY is displayed upon patron log-in and must be approved before access is allowed on the computer. A copy is also posted in the Computer Lab.

MINOR'S FULL NAME: (please print) _____

PARENT/GUARDIAN'S NAME: (please print) _____

PARENT/GUARDIAN'S ADDRESS: _____

PARENT PHONE #: _____ DATE SIGNED: _____

PARENT/GUARDIAN'S SIGNATURE: _____

**KEEP YOUR CHILD SAFE ONLINE!**

- Monitor their use and guide their searches
- Explain to them what you consider appropriate and/or objectionable
- Teach them to use your guidelines when using the internet

## FOLEY COMMUNITY LIBRARY – AUDITORIUM RENTAL APPLICATION

Date of Event: _____ Time: From: _____ To: _____

***No meetings may start EARLIER than 9:00am***

***All meetings MUST adjourn 15 minutes before library closes***

### RENTAL INFORMATION

Name of Organization: _____

Phone: _____ Email Address: _____

Billing Address: _____

Contact Person: _____

Approximate number of persons expected: _____ Adults _____ Minors

Type of Activity: _____

Will Food/Beverages be served (Check One): ☐ Yes ☐ No

### ROOM INFORMATION

Room Set-up (Check One): ☐ Round Tables/Chairs ☐ Lecture Style

Equipment Needed: _____ # of Round Tables: _____ # of Chairs Needed: _____

# of Serving Tables: _____ Table Cloths: _____ Warming Kitchen/Ice: _____

Stadium Seating: _____ Video Wall: _____ Microphone: _____

Will you be bringing your own laptop (Check One): ☐ Yes ☐ No

Additional Technical Assistance needed: _____

Notes: _____

### PRICING

A non-refundable deposit of half of the total rent is due at booking. A non-refundable payment of the remaining balance is due at least 48 hours prior to the event.

☐ $200.00 (4 hour) Commercial ½ Deposit Paid: _____ Final Payment Paid: _____

☐ $400.00 (daily) Commercial ½ Deposit Paid: _____ Final Payment Paid: _____

☐ $100.00 (4 hour) Non-Commercial ½ Deposit Paid: _____ Final Payment Paid: _____

☐ $200.00 (daily) Non-Commercial ½ Deposit Paid: _____ Final Payment Paid: _____

**Applicant Signature:** _____ **Date:** _____

**Auditorium Rental Acknowledgement**

I have read and understand all the rules and regulations for the use of the Foley Community Library Auditorium. By signing this application, I agree that the facility will be used in conformity with these rules and regulations. I agree to accept total responsibility for any property damage to the auditorium and its contents and for any injury to persons arising from or related to my use of the Auditorium, and to see that groups have proper adult supervision. I further acknowledge and agree to the terms of the Indemnity and Hold Harmless Agreement below. The signee of this contract must be present at the event listed above.

**Applicant Signature:** _____ **Date:** _____

**Auditorium Reservation and Cancellation Acknowledgement**

A non-refundable deposit equal to half (50%) of the total rental fee is due at the time of booking to secure the reservation. The deposit will be applied toward the total rental cost. The remaining final non-refundable balance must be paid in full at least 48 hours prior to the scheduled event.

In the event the Library must cancel the reservation prior to the event due to a reason other than the applicant's policy violation or failure to pay fees, the deposit and any other fees paid will be refunded in full. In the event the applicant cancels the reservation, the deposit and any other fees paid are non-refundable and will be forfeited by the applicant. Cancellations must be communicated in writing to the Library at least 48 hours prior to the scheduled event; failure to cancel or failure to appear will count toward the no-show policy.

The Library will make every effort to provide confirmation of the reservation within three (3) business days of receiving a completed application and required deposit.

The Library reserves the right to deny, modify, or cancel any room agreement at any time due to conflicts with library operations, safety concerns, security/building capacity limits, policy violations, failure to pay fees, or unexpected emergency closures.

**Applicant Signature:** _____ **Date:** _____

**Indemnity and Hold Harmless Agreement**

In consideration of the permission granted to me by the Foley Community Library to use the Auditorium at the Foley Community Library, I hereby agree to indemnify, defend, and hold harmless the City of Foley, the Foley Community Library, the Library Board, the Library Director, and their respective agents, employees, volunteers, and staff from any and all claims, liabilities, losses, damages, costs, expenses (including reasonable attorney's fees), and causes of action that may arise from injury to me or to third parties using the facilities at Foley Community Library who are injured or suffer property damage that is in any way caused by or related to my use of the Auditorium at the Foley Community Library. This indemnity and hold harmless agreement is given to the Foley Community Library to protect the City of Foley, the Foley Community Library, the Library Board, the Library Director, and their respective agents, employees, volunteers, and staff from the cost of defense of claims for injuries and damages that may be caused either directly or indirectly by my use of the Auditorium.

**Applicant Signature:** _____ **Date:** _____

## FOLEY COMMUNITY LIBRARY – MEETING ROOM RENTAL APPLICATION

Date of Event: _____ Time: From: _____ To: _____

***No meetings may start EARLIER than 9:00am***

***All meetings MUST adjourn 15 minutes before library closes***

### RENTAL INFORMATION

Name of Organization: _____

Phone: _____ Email Address: _____

Billing Address: _____

Contact Person: _____

Approximate number of persons expected: _____ Adults _____ Minors

Type of Activity: _____

Will Food/Beverages be served (Check One): ☐ Yes ☐ No

### ROOM INFORMATION

Room Set-up (Check One): ☐ Rectangle Tables/Chairs ☐ Lecture Style

Equipment Needed: _____ # of Rectangle Tables: _____ # of Chairs Needed: _____

# of Serving Tables: _____ Table Cloths: _____ Sink/Coffee Pot Needed: _____

Will you be bringing your own laptop (Check One): ☐ Yes ☐ No

Additional Technical Assistance needed: _____

Notes: _____

### PRICING

A non-refundable deposit of half of the total rent is due at booking. A non-refundable payment of the remaining balance is due at least 48 hours prior to the event.

| | | |
|---|---|---|
| ☐ $100.00 (4 hour) Commercial | ½ Deposit Paid: _____ | Final Payment Paid: _____ |
| ☐ $200.00 (daily) Commercial | ½ Deposit Paid: _____ | Final Payment Paid: _____ |
| ☐ $50.00 (4 hour) Non-Commercial | ½ Deposit Paid: _____ | Final Payment Paid: _____ |
| ☐ $100.00 (daily) Non-Commercial | ½ Deposit Paid: _____ | Final Payment Paid: _____ |

**Applicant Signature:** _____ **Date:** _____

**Meeting Room Rental Acknowledgement**

I have read and understand all the rules and regulations for the use of the Foley Community Library Meeting Room. By signing this application, I agree that the facility will be used in conformity with these rules and regulations. I agree to accept total responsibility for any property damage to the Meeting Room and its contents, for any injury to persons arising from or related to my use of the Auditorium, and to see that groups have proper adult supervision. I further acknowledge and agree to the terms of the Indemnity and Hold Harmless Agreement below. The signee of this contract must be present at the event listed above.

**Applicant Signature:** _____ **Date:** _____

**Meeting Room Reservation and Cancellation Acknowledgement**

A non-refundable deposit equal to one-half (50%) of the total rental fee is due at the time of booking to secure the reservation. The deposit will be applied toward the total rental cost. The remaining final non-refundable balance must be paid in full at least 48 hours prior to the scheduled event.

In the event the Library must cancel the reservation for any reason other than the applicant's policy violation or failure to pay fees, the deposit and any other fees paid will be refunded in full. In the event the applicant cancels the reservation, the deposit and any other fees paid are non-refundable and will be forfeited by the applicant. Cancellations must be communicated in writing to the Library at least 48 hours prior to the scheduled event; failure to cancel or failure to appear will count toward the no-show policy.

The Library will make every effort to provide confirmation of the reservation within three (3) business days of receiving a completed application and required deposit.

The Library reserves the right to deny, modify, or cancel any room agreement at any time due to conflicts with library operations, safety concerns, security/building capacity limits, policy violations, failure to pay fees, or unexpected emergency closures.

**Applicant Signature:** _____ **Date:** _____

**Indemnity and Hold Harmless Agreement**

In consideration of the permission granted to me by the Foley Community Library to use the Meeting Room at the Foley Community Library, I hereby agree to indemnify, defend, and hold harmless the City of Foley, the Foley Community Library, the Library Board, the Library Director, and their respective agents, employees, volunteers, and staff from any and all claims, liabilities, losses, damages, costs, expenses (including reasonable attorney's fees), and causes of action that may arise from injury to me or third parties using the facilities at Foley Community Library who are injured and/or who suffer property damage that is in any way caused by my use of the Meeting Room at the Foley Community Library. This indemnity and hold harmless agreement is given to the Foley Community Library to protect the City of Foley, the Foley Community Library, the Library Board, the Library Director, and their respective agents, employees, volunteers, and staff from the cost of defense of claims for injuries and damages that may be caused either directly or indirectly by my use of the Meeting Room.

**Applicant Signature:** _____ **Date:** _____

**FOLEY COMMUNITY LIBRARY**
**GAME ROOM & INTERNET USE PERMISSION ACKNOWLEDGEMENT**

I, the undersigned parent or legal guardian, give permission for my child, _____, age _____, to access and use the City of Foley Library's Game Room, including gaming systems and any associated internet-enabled features. This permission is valid for one (1) year from the date of signature and must be renewed annually.

I understand that some games and gaming platforms may include online or interactive components, including communication with other players and exposure to third-party or user-generated content. While the Library makes reasonable efforts to provide age-appropriate content and a safe environment, it cannot monitor all interactions or control third-party content, and does not guarantee that all content encountered will be suitable for every user.

I acknowledge that it is my responsibility to guide my child's use of gaming content and online interaction, and to communicate any restrictions or concerns to my child.

I understand that my child is expected to follow all Library policies, including the Code of Conduct and Game Room guidelines. Failure to comply may result in suspension of privileges.

I acknowledge and understand that I may be held financially responsible if my child damages any Library equipment or property due to their misuse or negligence.

I agree to release and hold harmless the Library, its staff, volunteers, agents, and the City of Foley from any liability arising from my child's use of gaming equipment, internet access, or participation in Game Room activities, except in cases of gross negligence or willful misconduct.

**Parent/Guardian Name:** _____

**Signature:** _____

**Date:** _____

**Parent's Phone Number:** _____

**Parent's E-mail Address:** _____