

Confidentiality of Records

It is a law of the State of North Carolina (N.C.G.S. Chapter 125-19, “Confidentiality of library user records”) and a policy of the High Point Public Library that library transactions are confidential in nature, and that information identifying the names of library users and/or the nature, titles or subjects of the library materials they use will be confidential.

All employees of the library have been informed that circulation and other records are not to be made available to any person or to any agency of local, state or federal government except pursuant to such process, order or subpoena be authorized under the authority of, and pursuant to, local, state or legislative investigative power.

Upon receipt of such process, order or subpoena, library authorities will consult with legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance. If the process, order or subpoena is not in proper form or if good cause has not been shown, such defects must be corrected before the library can comply.

It is further a policy of the library that no staff member will discuss with any person for any reason the names, habits, borrower history logs, or inquiries of any library user. Such discussions would be an abridgement of the individual's right of privacy and a serious violation of library policy.

What this means to each staff member: all library use is confidential.

Under no circumstances should a library staff member provide access to circulation records to any individual, even if that individual is a police or enforcement official.

Under no circumstances should a staff member discuss with any individual or enforcement official the nature or titles of books read by another individual.

Under no circumstances should a staff member discuss with any individual the nature of another individual's records for information.

Any representative of a local, state or federal agency, or any law enforcement officer who requests access to such information must do so through the Director of the Library, or in his absence, through the Assistant Director.

Any official request for access to such information must be reported immediately to the Director of the Library, or in his absence to the Assistant Director.

July 1986

Revised May 21, 2014

Code of Conduct

High Point Public Library and High Point Historical Museum

STATEMENT OF PURPOSE:

It is our policy to offer a full range of services to all residents of the community, striving to provide a safe and clean environment. It is for that reason the Library Board of Trustees has established rules of conduct to protect the reputation and safety of both customers and staff.

The public has certain expectations of our institutions. These include an outstanding collection of materials and artifacts; pleasant, attractive surroundings; and courteous, efficient and effective service from the staff.

Customers and staff have a right to assume that visits to our facilities will be free from harassment, physical danger, and psychological and emotional stress.

Because the rights of both the public and the staff are sometimes violated by the attitudes and behavior of a minority of persons, this policy outlines unacceptable behavior patterns that will result in temporary or permanent revocation of library or museum privileges.

POLICY:

It shall be the policy of the Library Board of Trustees to maintain facilities in a quiet, pleasant environment conducive to serious study as well as casual use. To assure the successful implementation of this policy, the board has instructed the Library Director or designee to permit no use or occupancy on library or museum property by those whose conduct is unacceptable or disruptive.

Customer/user conduct is unacceptable if it:

- Impedes other persons from a timely use of facilities or materials.
- Excludes others from using the library or museum for its intended purpose.
- Results in injury to oneself or others.
- Interfere with others' use or enjoyment of the library or museum facilities.
- Results or may result in damage to library or museum materials and artifacts, facilities, or equipment.
- Is illegal under the laws of the United States, the State of North Carolina or ordinances of the City of High Point.

The Library Director and staff are directed to devise specific rules and regulations to enforce these policies. Such rules and regulations may be reviewed and approved by the Board of Trustees on a regular schedule or as needed and determined by the Board and the Director.

Customer privileges may be limited or revoked for violating any of these policies or regulations developed to enforce these policies. Permission may be withdrawn for a person to re-enter the facilities if the person continues to violate these policies or rules or if a person's physical condition is deemed offensive or dangerous to other library users or staff. Local law enforcement officials may be called if necessary to enforce these policies.

Approved by Library Board of Trustees
March 21, 2012

Guidelines for implementing Code of Conduct

The following examples are for guidance only and are not intended to be an exclusive list of inappropriate or prohibited behavior.

- Acting in a threatening manner, either verbally or physically, including stalking, harassing, prolonged staring, or photographing without permission, or using abusive or obscene language towards other customers, staff or volunteers.
- Bringing into the building or displaying knives, guns or other dangerous weapons.
- Blocking or in any way interfering with the free movement of any person or persons.
- Willfully destroying or damaging any library or Museum/Historical Society property.
- Theft of library or Museum/Historical Society property.
- Being under the influence of alcohol or drugs on library or museum property.
- Consuming alcoholic beverages on library or museum property except for authorized events or functions.
- Possession or use of illegal drugs
- Smoking in the library or museum, which is officially designated a smoke-free facility, or within 20 feet of any entrance.
- Engaging in any activities intended to interfere with or disrupt computer networks, library or museum server, or other equipment.
- Engaging in loud conversation or laughter that exceeds the guidelines set forth in the library's Noise Plan
- Using audible devices, such as cell phones, iPods, electronic games, etc., at a volume that disturbs others
- Bringing animals other than service animals or animals being used in programs into the building.
- Soliciting or selling of any kind without prior authorization of the Board of Trustees.
- Loitering, sleeping or roving through buildings with no apparent intention of using library or museum materials, services, or resources
- Consuming food or beverages in non-designated areas.
- Engaging in excessive displays of affection, including, but not limited to, any sexual conduct or physical contact deemed inappropriate for a public place.
- Causing strong pervasive odors constituting a nuisance to others
- Misusing restrooms (e.g., using as a laundry or washing facility, or for meetings, loitering, etc.)
- Removing any property from the facilities without authorization through the established lending procedure
- Distributing leaflets or posting notices not specifically authorized by the Library Director or designated a staff member
- Moving any furniture or equipment from one location to another without authorization by a staff member
- Failing to wear shoes or shirt, as well as proper attire covering undergarments.
- Using skateboards, inline skates, bicycles and similar equipment on library or museum property except as authorized for transportation to the building.
- Engaging in any behavior that infringes on the rights of other customers and employees to use the library or museum facilities peacefully and with enjoyment.

Community Exhibits Policy

As part of its service to the community, the high point public library system provides exhibit facilities in specific

for community groups, agencies, and organizations at both the library and the museum. At the library the design areas are the lobby and its exhibit case and the community bulletin board; at the museum, the designated area is lobby exhibit space.

Any exhibit shown in either facility must be for purposes consistent with the general objectives and goals of the system. These include communication of ideas, promotion of an enlightened citizenry, enrichment of personal life, and the general support of educational, cultural and civic activities of the community. Exhibits at the museum must correspond with the museum's significant purposes of sharing greater high point's history, providing perspective on current issues, strengthening the sense of community, enhancing possibilities for learning and embracing greater Point's history.

Because a group is permitted to have an exhibit at the library or museum does not constitute endorsement by the system of the group's beliefs, policies, or programs. Any materials exhibited, including any press releases announced or following the exhibit, are subject to review and approval by the library system's staff. Such review and approval does not imply approval or endorsement of the exhibit. The library system reserves the right to post disclaimers with exhibited material, and to refuse or remove any exhibit.

Exhibit Space

No fees are charged for use of the exhibit space, and groups using the exhibit space may not charge an admission or request donations, or in any way solicit funds. Exhibits may not disrupt the use of the library or museum by other persons viewing the exhibit are subject to all library system regulations and policies. The library system assumes responsibility whatsoever for loss or damage of any part of an exhibit.

Reservation of the exhibit space must be made by an adult representative of the organization who, by making the reservation, agrees to be responsible for payment for repairs of any damage to library system property resulting from the exhibit. Access to the exhibit space will only be available during regular library or museum hours.

Exhibit Duration

Exhibits will be changed on a frequency determined by the library system's goals.

Public Community Bulletin Board

Items posted on the community bulletin board, such as upcoming events, meetings or available services must be of general interest. Events, meetings or services open only to members of a single group or organization do not meet the general interest requirement. Commercial use of the library's public bulletin board is not permitted. Any materials posted must be submitted to the library system staff prior to posting. Materials posted in the library without prior submission to the staff will be discarded. The director and staff are authorized by the board of trustees to develop procedures to carry out these exhibit policies.

Approved by the Library Board of Trustees October 27, 2010

High Point Historical Museum Exhibit Policy

Exhibits are a core function of the High Point Historical Museum and a central feature in its public offerings. A exhibit shown at the High Point Historical Museum must be consistent with its significant purposes of sharing High Point's history, providing perspective for current issues, strengthening the sense of community, and enhancing possibilities for learning and embracing greater High Point's history.

The High Point Historical Museum seeks to serve a broad, diverse public audience that reflects the make-up of community. Accordingly, the Museum's exhibits will span a wide range of topics, styles, and approaches exploring lives and conditions of people in the greater High Point area from its earliest days to the present.

All exhibits will demonstrate a commitment to accuracy and objectivity in presentation.

This policy covers all exhibits developed by the Museum itself and/or with its partner the High Point Historical Society as well as any community groups with which the Museum and Society may partner in developing an exhibit. The Community Exhibit Policy designates the lobby display area as a space that may be used for exhibits by community groups; such exhibits will be governed by the Community Exhibit Policy at the discretion of the Museum Director and staff.

Source of artifacts for exhibits

In general exhibits originated by the High Point Historical Museum will make use of the High Point Historical Society Collection. The High Point Historical Society Board has final approval as to whether its artifacts will be used in display. Additional artifacts may be borrowed from individuals or institutions when they enhance the exhibit's goals and achieve its stated goals and objectives. Temporary or rotating exhibits may be produced under the direction of staff or borrowed from an outside source. Borrowed exhibitions must meet the same standards of interpretation, conservation, and relevance as museum-produced exhibits. Museum-led exhibits may be developed in collaboration with one or more community-partner groups.

Exhibit Duration

Exhibits will be changed on a frequency determined by the Museum's goals.

The High Point Historical Museum may choose to develop one or more long-term exhibits. The High Point Historical Museum also strives to maintain an active program of special, or temporary, rotating exhibits.

When possible, the museum will rotate artifacts in long-term or permanent exhibits with other examples from the collection both for conservation purposes and to revitalize the exhibits for visitor's enjoyment.

A changing exhibition schedule is essential for providing convenient and available access to historic artifacts, delivering transformational experiences, becoming an inviting and dynamic destination, and meeting stakeholder needs consistently.

Selection of Exhibit Themes

Exhibit selection will be based on relevance to the mission and strategic initiatives of the High Point Historical Museum, availability of resources necessary to complete the exhibit project, ability to adhere to museum policies, standards, and any other pertinent legal or ethical considerations.

Decisions regarding exhibits to be put on display will come under the authority of the Board of Trustees of the High Point Public Library System and the High Point Historical Society.

Safety, accessibility and care standards

All High Point Historical Museum exhibits shall adhere to the standards for care defined in the High Point Historical Museum Collections Management Policy. This policy also sets out the standards and procedures to be applied to incoming and outgoing loans.

All exhibit areas shall meet existing building codes and fire safety regulations. The exhibition space will be designed to allow sufficient aisle space for the public to move comfortably and safely at all times. Handicapped accessibility will be an integral part of exhibition planning. The safety of all artifacts will be a priority in exhibition planning.

In all cases, the Museum will strive to maintain the highest professional standards as set by the American Association of Museums.

Promotion of exhibits

All new or changed exhibits will be promoted in every possible media within budget constraints.

Evaluation

The relative success of each temporary or rotating exhibit will be reviewed in order to improve the quality of future exhibits using attendance figures, visitor evaluations, media coverage and other methods of evaluation as may be devised.

Procedures

The Museum Director and the Museum staff, with the approval of the Library Director, are authorized by the Board of Trustees to develop procedures to carry out these exhibit policies.

Approved by the Library Board of Trustees October 27, 2010

Gifts and Memorials Policy

The High Point Public Library is pleased to accept gifts and donations with the following conditions:

1. The library reserves the right to dispose of a gift of library material without notifying the donor if later examination indicates that the library cannot use it.
2. The library cannot appraise any item for tax purposes, but will acknowledge gifts in writing, if the donor name and address.
3. At the direct request of the donor, a standard library recognition or otherwise approved plate will be inserted on items being added to the library's collections.
4. Gifts such as cash, checks, stocks or other financial contributions may be donated through the Friends of the Library to be spent as directed by the donor and agreed to by the library.

Library Board of Trustees

February 1982

December 2001

March 19, 2014

Interlibrary Loan

From time to time library customers will request specific library resources not owned by the High Point Public Library. Whenever fiscally feasible and appropriate, the Library will purchase the requested items for its collection. If items are no longer available for purchase or not appropriate for permanent inclusion in the Library's collection, they may be borrowed from another library through the interlibrary loan system.

High Point Public Library makes its interlibrary loan service available with the following conditions:

1. Titles currently owned by the Library cannot be borrowed through interlibrary loan.
2. Customers may not request the same title more than twice in a twelve-month period.
3. Non-print materials, other than microforms, are not available through the interlibrary loan system.

Approved by the Board of Trustees

March 20, 2002

Revised- April 19, 2006

Revised-March 19, 2014

Internet

High Point Public Library Internet Acceptable Use Policy

Statement of Purpose and Disclaimer

The High Point Public Library provides Internet access as part of its commitment to meeting the informational needs of the community it serves. Library users access the Internet at their own discretion and risk. While the Internet is a valuable source of timely information, it sometimes is not the most efficient or accurate avenue for obtaining certain types of information, which may be available in other library sources. The High Point Public Library and the City of High Point cannot be held responsible for content found on the Internet, some of which is inaccurate, biased, and out of date.

Policy:

1. Only library software may be used in the Public Computer Center, and changing computer settings is prohibited.
2. The following activities are prohibited and may result in the permanent banning of you or your device from the library network:
 - Peer-to-Peer file sharing (e.g., P2P, BitTorrent, Bearshare, etc.)
 - Displaying, downloading, or printing obscene material, as defined in North Carolina General Statute 14-115.
 - Downloading or sharing illegal or copyrighted materials.
 - Attempting to circumvent Internet filters or other network security devices.
 - Any activity that would be in violation of City of High Point policies or regulations.
3. In accordance with the provisions of the Children's Internet Protection Act, the High Point Public Library has installed Internet filtering software to protect minors from accessing any inappropriate or harmful matter which shall include but is not limited to obscene materials, pornographic material, violent materials or materials for constructing illegal devices. In compliance with CIPA, the High Point Public Library:
 - Strives to protect the safety and security of minors when using chat rooms, e-mail, and other forms of direct electronic communication.
 - Prohibits minors from engaging in unauthorized access, including hacking and other unlawful online activities.
 - Prohibits minors from engaging in unauthorized disclosure of personal identification information; and
 - Prohibits minors from accessing any harmful materials.

Library filtering software cannot guarantee complete protection from harmful materials, and the safety of minors ultimately is the responsibility of the parent or other responsible adult.

4. Users agree that the High Point Public Library will be held harmless from any claims or losses that might be made against the library or the City of High Point as a result of Internet usage at the library.
5. Violation of any of the above policies may result in temporary or permanent loss of computer and/or Internet access privileges.

Approved by High Point Public Library Board of Trustees on 10/23/13

Procedures:

1. A High Point Public Library card in good standing is required to use public access computers, located in the Public Computing Center on the 2nd floor.
2. Computer users will be asked to enter their library card number and PIN in order to gain access to the computer and the Internet. Your PIN is generally the last four digits of the telephone number listed in your borrow account. New library cards are issued at the Lending and Customer Services desks on the 1st floor.
3. Computers in the Public Computing Center are available on a first-come, first-served basis for 90-minute sessions. Two additional optional 30-minute sessions are available if no one is waiting. When the Computing Center is full, customers may reserve the next available computer at the reservation station located by the Research Services desk.
4. Children under the age of 10 using the Public Computing Center must be accompanied by a responsible adult.

5. Customers may not download any files onto the hard drives of the Internet computers. Files may be downloaded to a flash drive. Flash drives are available for sale at the Research Services desk.
6. Printing in both black and color is available from Public Computer Center computers. Customers have the option of paying for their prints at the Research Services desk or by accessing funds previously deposited to their card account. Printing is not available from wireless devices.
7. The Public Computer Center and wireless access closes 30 minutes prior to library closing.

Library Card Policy

It is the policy of the Board of Trustees of the High Point Public Library that these library users shall receive library cards free of charge:

- Residents of High Point or Guilford County
- Members of households paying Guilford County taxes
- Current and retired employees of the City of High Point
- Former library board members

Other library users should pay the current fee established by the Board for obtaining library cards.

To further the library's role in the education of the citizens of High Point and Guilford County, the Board has established the following from paying for library cards:

- Students and teachers in public and private educational institutions in Guilford County.
Free library cards, which expire at the end of the current academic year, will be issued on evidence of enrollment or employment in an educational institution of formal education kindergarten through graduate school, in Guilford County plus Westchester Academy, and will have a current expiration date of August 31 each year.
- Volunteers in educational programs.
Volunteers who work with students in educational programs in educational institutions in Guilford County defined above, may be eligible for free library cards. These cards will be issued on a case by case basis upon application to the Library Director and will be good for a length of time decided by the Library Director.

Library Board of Trustees
April 27, 1994

Revised May 21, 1997
January 20, 1999
October 17, 2001
March 19, 2003
April 16, 2003
September 20, 2006
December 14, 2012

Local History Policy

Coordinating the Collection of Local History In Print Between The High Point Museum and the High Point Public Library

Library

A statement of policy approved by the Trustees of the High Point Museum and the High Point Public Library

The printed word plays an integral role in recording the history of our city, region, and state. As a research tool inform and educate. As an artifact, it can enlighten and inspire as it teaches about the past.

The High Point Museum and the High Point Public Library share a common purpose in the task of collecting, preserving, and presenting to the public our history in print. The purpose of this policy is to coordinate the effort each institution toward the accomplishment of this task.

General Principles

1. Usually a book, periodical, monograph, or pamphlet which contains historical information is valued primarily as an aid to historical research. Printed materials used primarily for research need to be housed where they can be preserved, organized, cataloged, and made available for use by the public with advice and assistance from staff.
2. Usually an object, artifact, or photograph of historical significance is valued primarily as a visual aid to interpreting and understanding the past. Visual materials of this type need to be housed where they can be preserved, organized, cataloged, and displayed for the public by trained staff.
3. Occasionally printed material can be an informational resource and an historic artifact. The importance of preserving and displaying the item as an artifact takes precedence over its use as a research tool. In this situation the information contained in the material shall be made available in an alternate format for research and the original material shall be handled as an artifact.

Specific Guidelines

1. Books, periodicals, pamphlets, and monographs on High Point, Guilford County, or North Carolina shall be available for research in the Heritage Research Center at the High Point Neal F. Austin Public Library.
 1. These materials shall have been determined to have research value only, and shall not be considered historic artifacts.
 2. Printed material fitting this definition shall be accepted from the High Point Museum by the library following conditions:
 3. Donated items meet the selection guidelines established for the Heritage Research Center;
 4. Physical condition of donated items meets library collection standards, or can be restored to acceptable condition;
 5. Donated items become the property of the library;
 6. Provision shall be made for museum staff to have full access to the Heritage Research Center during normal library hours and to remove items from the collection on short-term loan with permission from the head of Research Services or the Library Director.
 7. Printed material determined to be artifacts of local historical significance shall be made available to the public at the High Point Museum where the item can be displayed properly in a protected environment.
 - Printed material fitting this definition shall be accepted from the High Point Public Library by the museum on the following conditions:
 - Donated items meet the acquisition guidelines established by the museum for its collections;
 - Authenticity can be established and documented for the donated items;
 - Physical condition of donated items meets museum collection standards, or can be restored to acceptable physical condition;

- Donated items shall be accessioned to the museum's collections
- Microform copies of the items shall be made by the library for retention in the Heritage Research Center prior to transfer of the original to the museum.
- The museum and library directors shall notify their respective boards of items being transferred according to the guidelines set forth in this policy.
- It is not the purpose of this policy to discourage or restrict donations of private materials to the library or the museum, but rather to guarantee that donated materials of local significance are preserved and presented for maximum benefit to all.

Approved by the Board of Trustees of the High Point Historical Society, October 26, 1993

Approved by the Board of Trustees of the High Point Public Library, November 17, 1993

Materials Selections Policy

STATEMENT OF PURPOSE

1. The purpose of this policy is to set forth clearly the principles and criteria for the selection of library materials and is intended to:
2. guide the library staff in the selection of materials;
3. inform the public about the principles and criteria upon which selections are based;
4. guide the library board and library director when hearing challenges to materials in the library's collection

OBJECTIVES OF SELECTION

1. This policy clarifies the library's objectives relative to the selection of materials for its various collections objectives are:
2. to provide exceptional resources that are attractive, relevant, and dynamic;
3. to provide a broad collection of premium products for information and research;
4. to provide high-demand and time-honored titles for recreational reading, listening, and viewing;
5. to develop collections of special-interest materials such as business and North Carolina;
6. to provide materials in alternative formats as necessary to meet the needs of all library users, making High Point Public Library the provider-of-choice for print, non-print, and electronic resources.

RESPONSIBILITY FOR SELECTION

Materials selection as a privilege belongs to every member of the professional staff; as a responsibility, it rests first with the Director.

Professional librarians apply their judgment and experience in selecting materials according to the following criteria. All criteria do not apply to each item. Works of imagination are judged by different standards than are works of information and opinion. Works that present an aspect of life honestly are not necessarily excluded because of form of expression. Materials are judged as a whole rather than on isolated portions. In considering individual titles in

selection process, librarians consult reviews, bibliographies and other evaluative sources. However, the library generally purchases best sellers and other high-demand titles, giving higher priority to demand than to reviews or relevant criteria.

GENERAL SELECTION PRINCIPLES

Basic to this policy are the principles of intellectual freedom established by the American Library Association in the Library Bill of Rights, and as interpreted in its various companion documents.

The library acquires and provides access to new resources and formats as they are judged feasible, suitable, and useful to the community. Expanding areas of knowledge, technological advances, changing social values, and cultural differences require flexibility, open-mindedness, and responsiveness in the evaluation and re-evaluation of all library resources.

Each resource must be considered for its usefulness, its format, and the audience for which it is intended. No single criterion is applicable to all purchase and access decisions. Some resources may be judged primarily for their artistic merit, scholarship or value to humanity; others are chosen to satisfy the informational, recreational or educational interests of the community.

The library does not restrict access to any library materials. The library may control use of any collection or material in order to protect items deemed susceptible to theft or damage by users, or to ensure the widest possible use of materials by library customers.

The library does not act in loco parentis by restricting a minor's access to the library, its services, or its collection. Responsibility for monitoring reading, listening, and viewing choices made by children and adolescents belongs to parents.

The standards set forth in this policy shall also apply to donated materials. The library shall not accept gifts of materials which do not meet its standards for purchased materials.

The library shall not accept gifts of materials with special conditions or restrictions imposed by the donor such as separate shelving, guaranteed acquisition or permanent retention, or appraisal of value. Exceptions shall not be permitted by the Library Board of Trustees.

Challenged materials which meet the criteria set forth in this policy shall not be removed under any legal or extrajudicial pressure nor to satisfy the partisan or doctrinal views of any individual or group. Any attempt to regulate or suppress materials in the library's collection shall be closely scrutinized by the Library Board of Trustees to the end that protected expression is not abridged.

Only the Library Board of Trustees can remove or relocate library materials in response to challenges of those materials by the public.

Any person who wishes to challenge an item in the library's collection for the purpose of having it removed from the collection must follow the procedures outlined in the library's companion document entitled Request for Review of Library Materials.

GENERAL SELECTION CRITERIA

1. Selection is based on the merits of a work in relation to the needs and interests of the community. Determination of a work's merit shall be based on its ability to provide for the interest, information, and enlightenment of the library's community, as well as its value, in relation to the existing materials collection.
2. The library shall strive to provide materials and information which present all points of view on current and historical issues. The collection shall contain materials which present opposing views on controversial topics as well, with the goal of striking the best possible balance among all sides of public issues.
3. Selection must meet the anticipated needs of the potential user as well as the known needs of the regular user.
4. Materials containing emphasis on sex or using profanity shall not be automatically rejected without consideration of literary value. However, the selection process will exclude materials which are characterized by calculated eroticism in the absence of redeeming social or literary value.
5. Materials shall not be automatically excluded because of the origin, background, or views of those contributing to their creation.

SPECIFIC SELECTION CRITERIA

1. Material shall meet high standards of quality in content, expression, and format.
2. The content shall be authoritative and significant.
3. Materials shall have either current interest or permanent value or both.
4. The significance of the work should compare favorably with other material on the same subject.
5. The work shall have received some favorable critical attention.
6. The physical condition of the work shall be of sufficient quality to withstand library use.

ADDITIONAL CRITERIA FOR SPECIFIC COLLECTIONS

ADULT FICTION

1. Works of adult fiction shall contribute to the value of the library's total collection.
2. Works of historical or regional fiction should be authentic.
3. The work should have vitality and originality.
4. No work shall be automatically excluded because of the origin, background, or views of the author. Rather, literary reputation and prominence of the author shall be considered, as well as the public's current level of interest in the author's work.
5. A representative sampling of experimental or short-lived material should be purchased so that the library has available materials for enlightenment and recreation which reflect significant social or literary trends even if not widely recognized as enduring in value, interest or accuracy.

ADULT NON-FICTION:

Non-fiction shall be selected on the basis of its content as a whole, and shall be characterized by accuracy, integrity, and authenticity. No work shall be automatically excluded because of the origin, background, or views of the author. Rather, the author shall be a recognized subject authority, whose writing is characterized by competence and objectivity.

NON-PRINT

Non-print materials shall meet both recreational and informational needs of library customers through the provision of various formats. These formats will change as customer use patterns and technology changes.

To build non-print collections of merit and significance, materials are evaluated according to one or more of the following standards.

1. Attention of critics and reviewers.
2. Requests by the public.
3. Reputation or significance of author/performer
4. Compatibility of format.
5. Subject and style for intended audience.
6. Present and potential relevance to community needs.
7. Insight into the human and social conditions.
8. Importance as a document of the times.
9. Relation to existing collection and other materials on the subject.
10. Cost and space considerations

SUBSCRIPTIONS

Print Subscriptions

1. The purpose of the periodicals collection is to serve the diverse informational, educational, and recreational needs of the community.
2. The development of the periodicals collection is intended to supplement and enhance the book collection. The development of the collection should emphasize:
 - Community needs and interests
 - Accuracy and objectivity
 - Variety of viewpoints
 - Diverse topics and subjects
 - Current issues and trends
 - Variety of needs and learning styles
3. Journals, which are highly technical, scholarly, or cost prohibitive are generally not included in the collection.

Electronic Subscriptions:

1. Online electronic databases supplement the collection by providing timely and versatile access to information in electronic format.
2. Some databases contain specialized information beyond the scope of the library's book collections; other information that does not exist in print form.
3. Some databases duplicate print sources, and are carefully evaluated for retention, taking into consideration frequency of use, and ease of access to library customers.
4. Electronic subscriptions can often be searched in ways that print resources cannot while others can be made accessible to library customers remotely.

CHILDREN'S MATERIALS:

1. The general principles and criteria of the materials selection policy of the library applies to the selection of children's materials.
2. A wide variety of materials appropriate for children from birth to age 12 will be selected on the basis of merit, quality, accuracy, authenticity, and objectivity. Popular books and books of special appeal and current interest to children, while not emphasized, will not be excluded.
3. The children's collection of materials will provide for the individual needs of children, including educational pursuits. The local school curriculum will be considered, but will not be the basis, for the selection of educational materials.
4. Sexual incidents, profanity, and themes about controversial societal values appearing in books shall not automatically be a reason for rejection from the children's collection. The decision will be based on the integrity, and literary merit of the book.
5. The children's collection shall strive to foster intercultural communication by including multicultural materials that portray various cultures and minorities in a positive way.

Library Board of Trustees

1956

Revised: 11/72, 7/87, 5/93, 7/95, 7/08

Safe Children Policy

High Point Public Library and High Point Historical Museum

STATEMENT OF PURPOSE:

The High Point Public Library and High Point Historical Museum welcome children of all ages. Children are irreplaceable and deserve attention, supervision, positive interaction and love. We are dedicated to providing materials, services, and programs for the benefit of children in our community in a welcoming, fun, and safe environment.

The safety of children in the library and the museum is a serious concern to staff and the Library Board of Trustees. The library and the museum are public buildings and as such, anyone can enter them. Staff have many duties to perform in order to serve all customers, and cannot monitor the whereabouts of customers, including children. Staff cannot be held responsible for the care and safety of unattended children in the library or museum. Parents and responsible caregivers are expected to provide supervision for children in the library and museum. Children in the library and museum are expected to follow the same rules and regulations as all other library and museum customers.

We especially want children to have positive experiences in our facilities, and children left unattended may become frightened or anxious or may wander through the buildings, encountering hazards such as stairs, electrical equipment, doors, or furniture. An unattended child might be tempted to leave the building with a stranger or could get into trouble with a school group and become lost. An unattended child could become ill. Emergency situations can occur in the buildings, requiring evacuation. An unattended child could panic and become lost in the building.

It is for the safety of each child that this Safe Children Policy has been adopted. Parents and caregivers are expected to ensure a pleasant and safe experience for the children in their care by abiding by this policy.

For the purpose of this policy, “responsible caregiver” is defined as the person who accompanies a child to the library/museum and attends to the child while there. A responsible caregiver may be a parent, guardian, adult relative, day care staff, adult baby sitter, or sibling at least age 16. The responsible caregiver must have information to be able to contact a parent or guardian if needed.

POLICY:

Children under age 9 must have a responsible caregiver within sight and conversation distance at all times. The caregiver is expected to supervise the child and ensure that the child’s behavior is not disturbing to others.

Children ages 9 – 11 must have a responsible caregiver present in the library/museum during the entire time that they are using resources. The caregiver must be readily accessible if staff should require assistance with the child. The responsible caregiver should clearly inform the child about his/her location in the library or museum before leaving the child alone.

Children ages 12 and older may be present in the library or museum unaccompanied by a responsible caregiver. The child must have information to be able to contact a parent or guardian if needed. Unaccompanied children who disturb other library or museum customers or become otherwise disruptive may be asked to leave the library or museum if their behavior is not acceptable after reasonable warning.

Parents are responsible for the behavior of their children in the library and museum, whether or not the parent is present.

When a child is unattended or under-attended/ignored and:

- the behavior of the child is disruptive or inappropriate (or)
- the child appears to be a danger to herself or himself or others (or)
- the child appears to be threatened by others (or)
- the child appears to be ill or upset (or)
- the child has not been met by a parent or caregiver at closing,

Library staff will attempt to contact the parent or guardian of the child. In the event that the parent or guardian cannot be located, staff or security will contact the High Point Police Department. In the event of an emergency, staff will call 911.

The Library Director and staff are authorized by the Board of Trustees to develop procedures to carry out this Safe Children Policy.

Adopted by Library Board of Trustees March 21, 2012

Parent/Caregiver Library Partnership

We want all library customers to have successful, positive experiences during library visits. This is especially true for children who are developing reading and information seeking practices. We want to work with parents and caregivers to provide positive experiences for children. We invite parents and caregivers to join us in the following partnership:

1. We encourage library customers to tell us if they are unsuccessful in finding the information or materials want. We welcome suggestions for materials that will broaden the collections and improve service.
2. We encourage parents and caregivers to participate in children's library experiences. We expect parents to be responsible for the materials their children borrow from the library. Parents are also responsible for children's Internet use. Please remember that the library's staff's professional services do not include baby-sitting or childcare.
3. We expect parents and caregivers to understand and to explain library procedures and appropriate behavior to their children. Procedures for library use have been developed to safeguard library materials and to ensure fair access for all library users.
4. We expect that children under age 12 will be accompanied by a responsible caregiver while visiting the library.
5. We expect all library customers to use appropriate language and behavior while on library property. Those who do not may be asked to leave.
6. We expect parents and caregivers to manage children's inappropriate behavior during library visits and to demonstrate appropriate behavior by monitoring their own voices and socializing.
7. We expect parents and caregivers to set age appropriate time limits for children's library visits. Parents and caregivers are expected to know the library's operating hours and pick up children before the library closes.
8. We expect parents to see that overdue fines and other fees are paid promptly. Parents are financially responsible for charges incurred by children. We appreciate your support and cooperation in this partnership.

We appreciate your support and cooperation in this partnership.

Code of Service

Employees of the High Point Public Library endorse these principles as our code of service to our customers, our co-workers in the library, and our colleagues in other City departments. This code applies to all library employees wherever they are representing the library in our community.

- A positive library experience requires a competent, courteous staff; current, attractive, and relevant collections that are easily accessible; and a safe, clean, and attractive environment.
- We will endeavor to provide every library customer with a positive experience by focusing on meeting or exceeding the individual needs of each customer without discrimination.
- Library policies and procedures are tools to help us meet the needs of library customers. Policies and procedures should not become barriers to providing good service.
- Every library customer deserves a prompt, friendly greeting and an offer of assistance.
- Serving library customers is more important than internal paperwork and communications.
- Information provided to library customers must be accurate, and based on verifiable, current sources. Information will be communicated clearly, privately, and provided in a timely manner.

Approved by the Library Board of Trustees
10/17/2001

Meeting Room Policy

The primary purpose of the meeting rooms is to provide appropriate space for programs sponsored or co-sponsored by the High Point Public Library and the High Point Museum (hereafter known as "library system") to support and promote the mission of both institutions. However, when the rooms are not being used for library system programs, community groups and organizations may request use of the rooms. It is not the intention of the library to

system for the rooms to be used as a regular meeting site for any group or organization. Any meeting held in the facilities must be for purposes consistent with the general objectives and goals of the library system. These include communication of ideas; promotion of an enlightened citizenry; enrichment of personal life; and the general support of educational, cultural, and civic activities of the community.

The fact that a group or individual is permitted to meet in the library or museum does not constitute endorsement by the library system of the individual's or group's beliefs, policies or programs, nor of any of the viewpoints expressed by participants in any program. Advertisements or announcements implying such endorsements are not permitted. Materials handed out or presented at programs, including fee schedules and press releases announcing or following programs, are subject to review by the library staff. Such review does not imply approval or endorsement of content. The Director and staff are authorized by the Board of Trustees to develop procedures to carry out these meeting policies.

Adopted by the High Point Public Library Board of Trustees, July 18, 2012

Procedures:

1. Meetings may not disrupt the use of the facility by others, and persons attending the meeting are subject to the facility regulations and policies as set forth in the [Library Code of Conduct](#). The library director or designee is authorized to deny further use of the meeting rooms to individuals or groups that violate the library system policies and procedures. Individuals or groups whose activities would tend to incite or produce imminent violence, or are obscene, or are obviously promoting false and misleading information, or are defamatory, or are purely commercial in nature will not be allowed to use the meeting room.
2. Meeting rooms may be used during normal operating hours, up to 15 minutes prior to closing.
3. Meeting rooms may be booked no more than 30 days in advance by the public.
4. Except for affiliated organizations, such as Friends of High Point Public Library, High Point Public Library Foundation, High Point Historical Society, or High Point Museum Guild, groups or individuals may not reserve the meeting rooms on a recurring basis. The meeting rooms may not be booked for more than 2 consecutive dates.
5. All meetings must be open to the public, but may require pre-registration.
6. No fees, dues or donations may be charged or solicited from persons attending meetings in library system meeting rooms. Exceptions may be made for meetings sponsored by the library system or library system approved non-profit organizations.
7. Meeting rooms must be left in a clean and orderly condition. Reservations may be made by an adult representative of the organization who, by making the reservation, agrees to be responsible for payment of any damage to library property, and the conduct and behavior of persons attending the meeting.
8. Signs, banners, or flyers may not be attached to any wall, ceiling or piece of property without permission.
9. If meetings are held at times requiring additional security, they must be scheduled with adequate advance notice. The individual who has signed the required forms reserving the facilities will be held responsible for this cost.

10. Use of the facility may be tentatively scheduled by telephone, but the final scheduling requires the signing of an appropriate agreement within 48 hours of the phone call. No meeting may be held prior to the signing of an agreement.

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