

RESOLUTION 2024 - 346

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING THE LIBRARY SYSTEM'S REVISED LIBRARY POLICIES AND PROCEDURES, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the St. Johns County Public Library System strives to provide the highest quality programs and services to the citizens of St. Johns County; and

WHEREAS, the Library System strives to provide superior customer service to all library patrons; and

WHEREAS, these revised library policies will provide the best guidelines for supporting the goals and priorities of the Library System's Strategic Plan 2024 - 2028;

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida, that:

1. The above recitals are hereby adopted as legislative findings of fact.
2. The Board of County Commissioners approves the Books by Mail Service; the Meeting Room; and the Exhibits, Displays and Artwork policies, which are attached hereto, and incorporated herein as an Exhibit to this Resolution.
3. The effective date for the revised library policies will be September 1, 2024.
4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval of the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, State of Florida, this 20th day of August, 2024.

BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

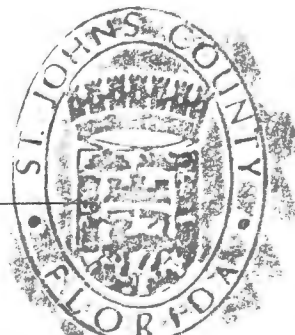
Rendition Date AUG 20 2024

By: _____

Sarah S. Arnold, Chair

ATTEST: Brandon J. Patty, Clerk of the Circuit Court and Comptroller

By: Brandon J. Patty
Deputy Clerk





ST. JOHNS COUNTY PUBLIC LIBRARY SYSTEM

www.sjcpls.org

Policy Title: BOOKS BY MAIL SERVICE

The St. Johns County Public Library System (the "Library") is committed to providing equal access to library materials and services for all residents. The Books by Mail ("BBM") service enables homebound patrons to conveniently request and borrow materials from the Library's collections and receive them through the U.S. mail.

PURPOSE

The purpose of this policy is to establish guidelines for the BBM service offered by the Library.

SCOPE

This policy ensures that the Library can effectively manage and deliver this specialized service to eligible residents while maintaining the integrity of its collections and resources.

SERVICE DESCRIPTION

Books by Mail is a free service available to all St. Johns County residents who are unable to leave home due to temporary or permanent disability. Requested items are mailed to the patron's home address free of charge in a special *Free Materials* pouch. The patron returns the materials in the *Free Materials* pouch through the USPS free of charge.

ELIGIBILITY

- Books by Mail is available to St. Johns County residents only.
- Residents must hold a SJCPLS card in good standing.
- Library patrons must complete a Books by Mail Application and a Certificate of Eligibility to begin using this service.
- Applications are available at the public service desk of any SJCPLS branch, online at www.sjcpls.org, or by calling the Books by Mail Coordinator at 904-827-6977.

MATERIAL CHECKOUT

- Most books, audiobooks (CDs and MP3s), and DVDs are available for BBM checkout.
- BBM patrons may not be eligible for some specialized collections.



ST. JOHNS COUNTY PUBLIC LIBRARY SYSTEM

www.sjcpls.org

- Oversized materials are not available to Books by Mail patrons due to the risk of damage during mailing.

Checkout Period:

- All books, audiobooks, and DVDs: 4 weeks

IMPOSITION OF FEES

Books by Mail Patrons are responsible for returning items in the same condition as when checked out. The patron assumes responsibility for any damages that may occur during the use of library materials.

If items are not returned, returned damaged, or lost, including mailing pouches, the patron is subject to replacement charges and/or revocation of borrowing privileges. *The Library is not liable for damage to machines used to play or view non-print items.*

The most recent schedule of fees, fines, and charges is posted on the library website at www.sjcpls.org.



**ST. JOHNS COUNTY
PUBLIC LIBRARY SYSTEM**
www.sjcpls.org

Policy Title: EXHIBITS, DISPLAYS AND ARTWORK

The St. Johns County Public Library System (the “Library”) provides educational and cultural enrichment to the community through exhibits and displays that promote literacy, learning, creativity, and an appreciation for diverse ideas and perspectives while allowing patrons to “Connect, Learn, Enjoy @ Your Library”.

PURPOSE

The purpose of this policy is to establish guidelines for the selection, installation, management, and deaccessioning of permanent and rotating exhibits, displays, and donated artwork in the Library’s public spaces. It outlines procedures for proposals, applications, and agreements related to exhibiting privileges and artwork donations that align with the Library’s mission and community interests.

SCOPE

This policy applies to all exhibits and artwork in the Library’s public areas on both permanent and rotating display, including but not limited to wall-mounted artwork, free-standing display units, and other designated spaces.

GUIDELINES

Exhibits, displays and artwork will be selected on their ability to further the Library’s mission, their relevance to the community, and their educational, cultural, or aesthetic value. All exhibits, displays and artwork within the Library will follow basic guidelines:

- The Library appreciates the desire of individuals and organizations to donate works of art for public display in branch libraries. Persons who wish to donate artwork shall complete an Artwork Donation Agreement Form.
- Once artwork is donated to the Library, it becomes the sole property of the Library. The Library reserves the right to display, store, sell, donate, or otherwise dispose of the artwork at its discretion, without notifying or seeking approval from the original donor. The Library is under no obligation to permanently display or retain any donated artwork.
- The Library’s spaces for exhibit or display are open to organizations engaged in educational, cultural, intellectual or charitable activities.



ST. JOHNS COUNTY PUBLIC LIBRARY SYSTEM

www.sjcpls.org

- Priority will be given to exhibits and displays that promote literacy, learning, and creativity; explore topics of current interest or importance; highlight diverse voices, perspectives, and experiences; and showcase local artists, organizations, and community groups.
- Exhibits and displays must be appropriate for all ages and audiences. Content that is discriminatory, hateful, or obscene will not be accepted. The Library reserves the right to reject or remove any exhibit, display or artwork that violates this policy or local, state, or federal laws.
- All exhibits must be free of charge and open to the public.
- Exhibits may not support the election or defeat of a political candidate, or be of a partisan nature, or promote a specific religion in an exclusionary manner.

LIABILITY

Prior to the approval of exhibit/display items, exhibitors must first complete an [Application for Exhibit and Display Space Privileges](#). Persons who wish to donate artwork to the Library shall submit a completed Artwork Donation Agreement Form. The Library is not responsible for any damage, loss, or theft of exhibited items. Exhibitors are encouraged to obtain appropriate insurance for valuable items.

RECONSIDERATION

The Library welcomes expressions of opinion from patrons concerning exhibits, displays and artwork. If a patron questions a library exhibit, display, or work of art, they should first address the concern with a Library staff member. Patrons who wish to continue their request for review of Library exhibits, displays, or artwork may review the [Request for Reconsideration](#) policy. The exhibit will remain in place until a decision has been made.



ST. JOHNS COUNTY PUBLIC LIBRARY SYSTEM

www.sjcpls.org

Policy Title: MEETING ROOM

The St. Johns County Public Library System (the “Library”) provides use of meeting rooms to the general public. Library facilities are open to programs sponsored or co-sponsored by the Library or other organizations engaged in educational, cultural, recreational, charitable or government interest activities which complement or promote the Library’s mission and goals. Library/County/Friends of the Library (“FOL”)-sponsored programs receive priority for use of meeting rooms.

PURPOSE

The purpose of this policy is to ensure fair and appropriate use of the Library’s meeting rooms while supporting the Library’s mission and maintaining a non-commercial, non-political environment.

SCOPE

This policy applies to meeting rooms designated for free public use at all Library locations and includes specific guidelines to be followed.

ELIGIBLE USE

Meeting rooms are a limited resource, and are primarily available to St. Johns County residents.

All meetings and programs are open to the public. Meeting rooms are not to be used for personal or private profit, advertising or solicitation of business or advertising of a commercial product. Meeting rooms may not be used for appearances on behalf of individual candidates for public office or endorsements of particular ballot issues. No admission fee may be charged nor sales made. However, a fee for resource materials, books or payment for a program speaker may be collected upon the approval of the Library Director. Library-related fundraising activities are allowed.

DISCLAIMER

Permission to use meeting rooms does not constitute endorsement by the Library for any activity, or policies of any individual, organization or group. No organization, group, or individual shall state or suggest in any of its publicity that the Library sponsors or endorses the meeting, the group, or any particular set of ideas. The name of the Library or the branch library and phone number may not be used to publicize any non-library sponsored meeting, except to designate the meeting location. The Library’s address and phone number cannot be used on



ST. JOHNS COUNTY PUBLIC LIBRARY SYSTEM

www.sjcpls.org

promotional materials for the purposes of contact information.

RESERVATION GUIDELINES

- All groups requesting to use meeting rooms must complete and sign the Application for Use of Meeting Rooms, Indemnification and Hold Harmless Agreement, and meet all insurance requirements as necessary before a meeting room can be reserved. The person signing the application assumes complete financial responsibility for any abuse of Library Premises or equipment while they are being used by the group.
- The individual completing the meeting room application must be an adult and must be present when the meeting room is being used. If they cannot attend, a group representative who will be at the meeting(s) must be listed on the application.
- Reservation priority may be given in the following order: Non-profit organizations or community groups located in St. Johns County; Individuals residing in St. Johns County; For-profit organizations or groups located in St. Johns County; other organizations, groups or individuals.
- Meetings will generally be scheduled for no more than once per month. Reservations will be scheduled at a frequency that is at each branch's discretion, but will not be scheduled more than one calendar year in advance.
- The Library reserves the right to cancel a reservation in order to use a meeting room for Library or County purposes. Forty-eight hours advance notice will be given if cancellation becomes necessary.
- Organizations must notify the Library at least forty-eight hours in advance if a reservation is going to be canceled. Failure to notify the Library of cancellation may result in denial of future use of the meeting rooms.
- The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms.

USE GUIDELINES

- Maximum attendance for programs or meetings in the Library's meeting rooms varies by branch and is determined by the County Fire Marshal.
- Meetings are to be held during regular library hours and must adjourn in sufficient time to vacate the premises by the scheduled closing time.
- No work or petitioning on behalf of candidates for elected office is allowed in Library buildings. You may invite political candidates to be guest speakers at your event as long as it is not designed as an endorsement of their political platform.

Effective Date: 08/08/95
Revision Approved by LAB: 12/09/2015
Revision Approved by BCC: 01/19/2016
Revision Approved by LAB: 11/08/2021
Revision Approved by BCC: 02/01/2022
Revision Approved by LAB: 09/12/2022
Revision Approved by BCC: 12/06/2022
Revision Approved by LAB: 07/10/2024
Revision Approved by BCC:

Last updated 06/07/24



ST. JOHNS COUNTY PUBLIC LIBRARY SYSTEM

www.sjcpls.org

- The Library is not responsible for loss or damage to exhibits, equipment, supplies or other materials brought to the Library by the meeting group.
- The Library is not responsible for setting up furniture and equipment for groups using the meeting rooms. No equipment, materials or records may be stored in the meeting rooms or in the Library.
- Refreshments are allowed in Library meeting rooms but groups serving food or beverages are responsible for all clean up after the meeting is over.
- No smoking is permitted inside of the Library including meeting areas. Alcoholic beverages may only be served upon meeting insurance requirements and by special approval by the County Administrator or other designated authority.