

King William County Library System

Library Policies

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KING WILLIAM COUNTY LIBRARY SYSTEM RIGHT TO READ, LEARN, AND GROW DECLARATION¹

The King William County Library System (KWCLS) (the “Library”) believes that all persons have the right to read, learn, think, and grow intellectually for personal enjoyment and development and for the enlightenment of our society. We support every person’s right to choose what he or she reads and otherwise consumes visually and audibly, including the rights of parents and guardians to guide their own children’s choices. We recognize the important role of families, educators, and communities in guiding young people toward content that aligns with their developmental stage and family values. Children and teens deserve access to developmentally appropriate content that stimulates curiosity, fosters empathy, promotes critical thinking, and provides opportunity for entertainment and enjoyment.

We affirm that libraries should uphold individuals’ intellectual freedom and should offer a wide range of materials that reflect varied voices, experiences, and viewpoints. We distinguish between selection and censorship: Both result in materials not present in the collection; however, the distinction lies in the intent, transparency, and adherence to KWCLS policy and mission. Selection seeks to include materials that meet the needs and interests of our community, while censorship undermines the values of a democratic society and seeks to remove or ban content solely based on personal beliefs or objections. KWCLS opposes censorship and supports the use of thoughtful policies in the selection of content and its placement. Freedom to read does not mean every book is right for every reader, but every reader should have the right to seek knowledge, explore new ideas, and grow with appropriate support and guidance.

1.0 Library Card Account

Every resident of King William is eligible for a free Library card account regardless of age.

Those who own property, own a business, or attend school in King William are also eligible.

Non-Residents are eligible for one of two options of Library cards for an annual fee as outlined in the Fee Schedule ([Addendum A](#)). Further, KWCLS permits non-resident King William County students, non-resident King William County parents of students, and King William County employees to register for a card free of charge when attending King William County schools or employed within King William County.

Option A non-resident cards allow the non-resident patrons to access the full physical and digital collection within King William County Library System for an annual fee of \$35.00. Option B non-resident cards allow non-resident patrons to access only the physical collection and all privileges allowed to card-holding patrons within the physical space for an annual fee of \$5.00. Some online resources as well as Interlibrary Loan (ILL) may not be available to non-resident borrowers. Children in the household of a parent/legal guardian non-resident cardholder are able to obtain the same card as the adult, free of charge.

¹ As approved by the King William County Library System Board of Trustees effective August 19, 2025.

1.1 RESERVED.

1.2 Library Card Guidelines

KWCLS respects its patrons' privacy by keeping gathered information confidential.

1. Patrons must visit one of the KWCLS branches and present valid photo identification including current address, or valid photo identification and secondary proof of current physical address (such as a utility bill, tax bill, lease, paystub, or other piece of USPS delivered mail) to obtain a Library card and for renewal. In the event of employment verification (King William County government or public-school employment), the employment address will be placed as an additional mailing address.
2. Acceptable forms of identification include:
 - Driver's license.
 - Federal, state, or local government ID card.
 - Passport.
 - School ID card.
 - U.S. Military card.
 - Permanent Resident Card / Alien Registration Receipt Card / Consulate ID.
3. Accounts must be in good standing (i.e. not delinquent) before a card is renewed. All resident cards must be renewed in person every three (3) years. All non-resident Library cards must be renewed in person at a KWCLS branch² every year from the time the patron registers for a card.

Online registration for a temporary card is available. Online card registrations automatically expire after three (3) months if not verified in person. Patrons who apply for a temporary card must visit a KWCLS branch and present the required identification and employment verification (if applicable) as stated above to obtain an official Library card.

4. Cards for Minors:

Minor Card Types:

 - Minor unrestricted – allows any material to be checked out by the minor cardholder.
 - Minor restricted – limits the cardholder to check out materials in the Juvenile and Teen sections only.

There is no minimum age for obtaining a Library card. For purposes of this Section:

² As approved by the King William County Library System Board of Trustees effective October 21, 2025.

“Adult” means any individuals aged 18 and above.

“Teen” means any individual between the ages of 13 and 17.

“Juvenile” means any individual between the ages of 0 and 12.

“Minor” means any individual under the age of 18.

Parent or legal guardian must present his/her identification and employment verification (if applicable) as required and as stated above for Library cards to be issued to minor patrons. At all times, parents or legal guardians are responsible for items checked out by their minor children.

2.0 Privacy Policy

2.1 Introduction:

King William County Library System is committed to protecting the privacy and confidentiality of all users. This policy outlines how we collect, use, protect, and share personal information to ensure that King William County Library System patrons can access our services without concern for their privacy.

This policy is guided by the principles of intellectual freedom, the ethics of librarianship, and applicable federal, state, and local laws. We uphold every patron’s right to use the King William County Library System without fear that their personal information or Library-usage data will be disclosed without consent, except as required by law.

By using the KWCLS website, attending an event or program, accessing Library resources, or using Library technology and applications, patrons agree to this policy.

2.2 Information Collection:

The King William County Library System collects only the personal information necessary to provide and improve Library services. The types of data we may collect include:

- **Library account information** – Name, address, phone number, email address, date of birth, and Library-card number.
- **Library transactions** – Items checked out, holds, interlibrary loan requests, overdue items, and fines.
- **Computer & Internet use** – Library-card number or guest pass used to access public computers and Wi-Fi logs (IP addresses are collected but are not linked to individuals).
- **Program & event registration** – Name and contact information when registering for programs, events, and meeting/study rooms.
- **Communications with the Library** – Records of inquiries or requests submitted via email, phone, or in person.

- **Website & digital services** – Cookies and usage data may be collected to enhance website functionality and digital services but do not contain personally identifiable information.

2.3 Use of Cookies and Digital Privacy

King William County Library System’s website and digital platforms may use cookies to improve functionality and user experience. Cookies help:

- Authenticate users for access to digital resources.
- Customize website experiences based on user preferences.
- Collect anonymous statistical data on website usage.

Users may disable cookies in their browser settings, though this may limit access to certain Library services.

2.4 How the Library Uses Your Data

Personal data is used solely for Library-related functions, including:

- Managing user accounts, borrowing activity, and communication about Library services.
- Improving Library programs, services, and website functionality.
- Complying with legal and financial obligations (e.g., overdue fines, lost items).
- Notifying patrons of upcoming programs, service changes, or account-related updates.

King William County Library System does not use patron data for commercial purposes or targeted advertising.

2.5 Data Sharing & Disclosure

King William County Library System does not sell, rent, or distribute personally identifiable information to third parties for marketing purposes. Personal information is only shared under the following circumstances:

- With authorized library vendors – Some third-party services, such as e-book providers and databases, require authentication. While only minimal necessary information is shared to grant access, patrons who use third-party services are subject to the privacy policies of those vendors, which may not reflect the policy of King William County Library System.
- By legal requirement – If compelled by subpoena, warrant, court order, or other legally binding request, the Library may be required to disclose personal information. We will consult legal counsel before compliance and, where legally allowed, will notify affected patrons.
- To protect Library property & safety – In cases of suspected fraud, threats, or illegal activities, the Library may cooperate with law enforcement while ensuring compliance with applicable privacy laws.

2.6 Data Security Measures

The Library takes reasonable steps to ensure data security, including:

- Encrypting and protecting personal information stored in digital systems.
- Limiting access to patron data to authorized staff members only.
- Regularly purging or anonymizing old records that are no longer needed.
- Implementing strong password protections and secure access controls.

Despite these efforts, King William County Library System cannot guarantee absolute security. Users should take precautions when using public computers or unsecured networks. Cardholders should inform the Library immediately if their Library card is lost or stolen, or they believe their card or card number is being used without permission.

2.7 Third-Party Vendors

KWCLS uses third-party providers and technology to deliver services and content such as databases, streaming-media collections, e-books and e-audiobooks, and communication about Library programs, services and patron accounts. KWCLS makes a reasonable effort to ensure that vendors conform to King William County Library System Privacy Policy and will share information only as necessary to provide service on behalf of the Library. However, patrons should be aware that they may be providing personal information directly to a third party and that the use of their information is governed by the policies and terms of service of the vendor.

- Third-party vendors may collect and disclose patron information, including:
- Personally identifiable information that is provided when registering for the site or service, providing feedback or suggestions, or creating shared content.
- Other information that could be used to identify patrons, such as IP address, search history, location-based data and device ID.
- Non-personally identifiable information, including ad and page views, browser information, cookie data, analytics, date/time of request, demographic data, and hardware/software type.
- Other information as described in the vendor's privacy policy and terms of service.

By using these services, patrons acknowledge that KWCLS is not responsible for how third parties collect and use their personal information. Patrons may always choose not to use third-party vendors or services if they do not accept their policies or terms of service.

2.8 Privacy & Minors

King William County Library System respects the privacy and confidentiality of all Library users, regardless of age. Parents or guardians may access a minor's borrowing records only if they provide the child's Library card or account credentials, and show the parent/guardian's ID.

2.9 Retention of Records

King William County Library System retains records only for as long as needed for operational purposes. Borrowing history is not stored unless patrons opt in to track their reading history. Other personal information, such as account details and fines, is retained only as necessary for account management and legal compliance.

2.10 User Rights: Access, Correction, and Deletion of Personal Data

King William County Library System patrons have the right to access their personal information and request updates, corrections and deletions, subject to legal and financial record-keeping requirements. Patrons can do this by:

- Logging into their account online.
- Calling the Library (West Point Branch) at 804.769.2803.
- Mailing the West Point Branch at 433 12th Street, West Point, VA 23181 or by email at: info@kwcls.org.
- Visiting the Library and speaking to staff.

2.11 Law Enforcement & Government Requests

Library records are confidential. King William County Library System will not disclose information about a patron's use of KWCLS resources unless:

- Required by a valid legal order from a court with proper jurisdiction.
- There is a substantiated emergency involving immediate threats to life or safety.

All law-enforcement inquiries must be directed to the Library Director.

2.12 Changes to This Privacy Policy

This policy may be updated periodically. Any significant changes will be posted on the KWCLS's website, and patrons will be notified where appropriate.

2.13 Contact Information

For questions or concerns about this Privacy Policy, contact:

King William County Library System
433 12th Street
West Point, VA 23181
Phone: 804.769.2803
Email: info@kwcls.org
Website: kwcls.org

3.0 Library Rules of Conduct

King William County Library System strives to provide a welcoming environment for all Library patrons. The following Rules of Conduct are meant to ensure that KWCLS is a safe and enjoyable place. Library staff shall have the right to contact the proper authorities and ask individuals to leave the Library when individuals are in violation of these rules. Violation of KWCLS policies or any unlawful behavior may result in the loss of Library privileges.

The following are prohibited in KWCLS facilities, and program spaces:

1. Damage, destruction, or theft of KWCLS or personal property.
2. Abusive, threatening, or intimidating language.
3. Conduct that disturbs or endangers KWCLS patrons, staff, or volunteers.
4. Conduct that hinders others from using KWCLS space, equipment, or materials.
5. Interference with an employee's performance of his/her duties or a patron's use of the Library. Such behavior includes but is not limited to verbal abuse, intimidation, and harassment based on membership in a class protected by the U.S. Constitution (e.g., sex, race, religion) or in violation of other federal or Virginia law, such as the Virginia Human Rights Act (Virginia Code § 2.2-3900 et seq.). Examples include sexual harassment and harassment or intimidation of individuals because of their group affiliation.
6. Sleeping.
7. Selling or solicitation, with the exception of certain KWCLS-sponsored events.
8. Smoking, including e-cigarettes, or tobacco use in any form.
9. Open containers of alcoholic beverages.
10. Being under the influence of alcohol or illegal substances.
11. Consuming food or open drinks outside of designated areas. Covered drinks and small snacks are allowed throughout the Library. Patrons must dispose any trash and clean up any mess prior to leaving the Library.
12. Leaving bags or personal items unattended.
13. Any use of computers or Internet access that interferes with the activities of KWCLS or its network, or is in violation of federal, state, or local laws, including Virginia Code §18.2-374.1:1 (child pornography), Virginia Code §18.2-372-§18.2-374 (obscene items), Virginia Code §18.2-377 (obscene placards, posters, etc.), and Virginia Code §18.2-391 (materials deemed harmful to juveniles) is prohibited.

The following must be observed at all times:

- Appropriate attire, including but not limited to shoes and a shirt, must be worn at all times.
- Modes of transport (e.g., bicycles, scooters, etc.) must be left outside. KWCLS is not responsible for the loss, theft, or damage of such items.

In addition, please be aware:

- KWCLS is not responsible for personal items that are lost, stolen, or damaged on its Library premises.
- With the exception of service animals, as defined in the Americans with Disabilities Act, animals are not permitted inside KWCLS facilities.
- Library staff reserves the right to contact the appropriate authorities when children are left unattended, do not observe the Rules of Conduct, or are in distress (see Safe Children policy below).
- Library staff may ask any patron to leave when he/she is in violation of the Rules of Conduct. Library staff may contact the appropriate authorities if a patron refuses to leave when asked.

- Violation of any of these Rules of Conduct may result in the patron’s KWCLS privileges being modified, suspended, or revoked, removal of the patron from the premises, or criminal prosecution if the conduct constitutes a violation of federal law, state law, or local law. Examples of actions taken for violations of these Rules of Procedure include but are not limited to:
 - Abusive, threatening, or intimidating language – being asked to leave for the day.
 - Repeatedly leaving personal items unattended in a study room for extended periods of time as to interfere with access to such room by other patrons – losing study room privileges.
 - Leaving Library laptops unattended or losing Library laptops – losing laptop privileges.
- Severe violations, repeat or similar offenses, or disregard of instructions from KWCLS staff may result in a trespass notice issued by the relevant law-enforcement agencies.

Exceptions to these Rules of Conduct may be granted at the discretion of the Library Director or designee.

3.1 Request for Reconsideration of Modification, Suspension, or Revocation of Library Privileges

A patron who has had his/her KWCLS privileges modified, suspended, or revoked will receive a determination letter. Any modification, suspension, or revocation of KWCLS privileges will be upheld through the appeal process. Any appeal of a decision to modify, suspend, or revoke a patron’s KWCLS privileges must use the following procedure:

1. The patron must submit a written request for reconsideration, together with any applicable supporting documentation, to the Library Director within ten (10) days following the date of the determination letter.
2. After review, the Library Director will communicate, in writing, a decision to uphold, modify, or overturn the original decision, including the reason for such decision, to the patron who initiated the request for reconsideration within fifteen (15) days following receipt of the request for consideration.
3. If the patron who initiated the request is not satisfied with the Library Director’s decision, he/she can appeal the decision to the KWCLS Library Board of Trustee Chair within ten (10) days following the date of the written response.
4. The Chair will review the request and any supporting documentation relating to the Library Director’s decision and decide within thirty (30) days following receipt of the appeal to uphold, modify, or overturn the Library Director’s decision.
5. The patron will be notified in writing of the Chair’s decision within fifteen (15) days following such decision.
6. The Chair’s decision regarding the request for reconsideration shall be final and shall constitute an exhaustion of a patron’s administrative remedies.
7. A patron whose KWCLS privileges have been revoked must schedule a meeting with the Library Director or designee prior to resumption of any

KWCLS privileges. The purpose of the meeting will be to review these Rules of Conduct to ensure future compliance.

4.0 Safe Children

King William County Library System is dedicated to providing a welcoming environment that encourages children to visit the Library, attend programs, and use KWCLS collections and spaces. KWCLS staff is available to assist and support children in using the Library. However, KWCLS staff cannot provide childcare or assume responsibility for children's safety. Parents, guardians, teachers, and caregivers are responsible for the behavior and safety of children on KWCLS premises.

Children nine (9) years of age or younger must be attended and directly supervised at all times by a parent/guardian or caregiver aged thirteen (13) or older. Parents/guardians/caregivers are to remain in the immediate vicinity of their children using KWCLS.

If children nine (9) years of age or younger are left unattended, staff will attempt to reach their parents/guardians. If they cannot be reached, staff will contact the appropriate authorities.

Like all KWCLS users, children are expected to abide by the Library Rules of Conduct. KWCLS staff reserves the right to contact parents/guardians or the appropriate authorities if a child of any age is disruptive or is in distress.

Minors under the age of sixteen (16) left at KWCLS without transportation at closing time may be referred to the appropriate authorities for his/her/their safety and well-being. KWCLS staff may not transport minors.

5.0 Collection Development

5.1 Collection Development

The goal of the King William County Library System (the "Library") is to provide the citizens of King William with a range of materials in a variety of print and non-print formats to meet their informational, cultural, educational, and recreational needs and interests.

To meet this goal, the Library has developed procedures for selecting, evaluating, re-evaluating, and withdrawing materials. These procedures are intended to ensure that the collection reflects all points of view on current and historical issues, and that materials are available in diverse media formats.

The Library endeavors to provide a range of opinions, majority and minority, on all subjects, and does not exclude materials based on the author's or producer's point of view. The Library also attempts to avoid collections that reflect inordinate responsiveness to a single point of view.

Individual use of Library materials is a private and personal matter. All citizens are free to reject for themselves materials of which they may disapprove; no citizen may restrict the freedom of use and access for others. Responsibility for the reading, listening, and viewing of Library materials by minors rests with their parents or

legal guardians, not with Library staff. Selection of Library materials is not inhibited by the possibility that materials may come into the possession of children.

Books and materials are selected according to intrinsic merit, subject treatment, community interest, and contribution to a balanced collection in the Library. No single standard of suitability can be applied in all cases. The volume and nature of requests for access to Library materials by members of the public is a significant factor in selection. Flexibility, open-mindedness, and responsiveness are exercised during the evaluation process. Materials are selected to present a variety of opinions on a subject and are judged as a whole rather than on isolated passages.

Responsibility for the selection and weeding of books and other Library materials resides with the Library Director, which may delegate that responsibility to Library staff.

5.2 Collections Management for Minor Audiences Regarding Sexual Content³

In curating its collection for the Juvenile and Teen sections, it shall be the goal of the King William County Library System to ensure that materials deemed to be sexually explicit are not placed in sections curated for minor-aged patrons. The goal of this policy is to guide and to ensure the appropriate placement of materials within the library facility, and not to automatically exclude items based solely on the presence of sexual content.

Definitions:

For the purposes of this policy, the following definitions shall apply:

“Adult” means any individuals aged 18 and above.

“Teen” means any individual between the ages of 13 and 17.

“Juvenile” means any individual between the ages of 0 and 12.

“Minor” means any individual under the age of 18.

“Sexually Explicit Material” means materials in formats including print, digital, and audiovisual (among others), deemed to be sexually explicit with respect to minors shall include materials that describe or graphically depict sexually suggestive nudity or sexual conduct, sexual excitement, sexual battery, bestiality, or sadomasochistic abuse, coprophilia, urophilia, or fetishism, or contain explicit or detailed descriptions or narrative accounts of sexual excitement or sexual conduct visual, textual, or auditory content depicting nudity, sexual acts, or other material of a pornographic nature that is harmful to minors as defined by 47 U.S.C. § 254(h)(7)(G).

³ As approved by the King William County Library System Board of Trustees effective October 21, 2025.

“Content Filtering” means the use of software, hardware, or other technological measures to restrict or block access to certain categories of online content, as required by CIPA and implemented in accordance with 47 U.S.C. § 254(h)(5)(B).

“User” means any individual, including minors and adults, who accesses the library’s public access computers or Internet services.

“Harmful to Minors” has the meaning given in 47 U.S.C. § 254(h)(7)(G), including any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. The following activities are strictly prohibited while using the library’s public access computers or Internet services:

1. Accessing Sexually Explicit Material: Users, including minors, are prohibited from accessing, viewing, downloading, or distributing any sexually explicit or pornographic material, or any content deemed harmful to minors as defined in Section 5.2 of this policy.
2. Other unacceptable uses: Users are also prohibited from engaging in any unlawful, harmful, or disruptive activities, including but not limited to:
 - a. The transmission of viruses, malware, or other malicious code;
 - b. Harassment, bullying, or intimidation of other users;
 - c. Violation of copyright, trademark, or other intellectual property rights;
 - d. Unauthorized access to or tampering with computer systems or networks;
 - e. Dissemination of personal information about minors without parental consent; and
 - f. Any activity that violates federal, state, or local laws.

The KWCLS will not place any materials in the Juvenile or Teen sections that violate this policy and definitions provided.

5.3 Reconsideration of Materials

The Library welcomes expression of opinion by patrons about the collection or individual titles, but will be governed by this policy in making additions and deletions.

Patrons who request the reconsideration of Library materials will be asked to put their request in writing by completing and signing the King William County Library System Request for Review of Library Materials.

To request the reconsideration of Library materials, patrons must have a Library account in good standing. Patrons can only place two (2) requests per month. An individual material will only be reviewed once every twelve (12) months.

After review by a designated reconsideration committee ([Addendum E](#)), the Director or designee will communicate a decision and the reason for it, in writing, to the patron who initiated the request for reconsideration.

In the event that the patron who initiated the request is not satisfied with the decision, they can present a written appeal of the decision to the Director and the King William County Library System Board of Trustees. The Director and the Board will communicate a decision and the reason for it in writing.

Requests for reconsideration are reviewed in the order they are received; each request and appeal may take up to sixty (60) days to review but could be longer depending on the number of requests.

5.4 Disposition of Library Materials

Library materials are owned by the KWCLS. Outdated materials, books no longer of interest or in demand, and worn or damaged copies will be removed. Staff will make every effort to transfer unneeded items in usable condition to KWCLS support groups, local community organizations, or a library vendor specializing in discards and donations from libraries that provide revenue in return for surplus materials. Unneeded items transferred to the ownership of a KWCLS support group may be sold to benefit KWCLS programs and services.

6.0 Circulation

6.1 Collection-Usage Rules

1. Loan of materials: There is a checkout limit of fifty (50) total items per Library card. Loanable materials have a maximum of three (3) renewals. The loan period for most materials is four (4) weeks. Some special collections have a limit of the number of items that can be checked out from that collection at one time.

Borrowed items will be renewed automatically three (3) days before the due date, with some exceptions:

- Another user has requested it.
- The item reached its maximum number of renewals.
- The user's account is blocked due to fines or fees.
- The item is an electronic resource, such as an e-book or e-audiobook.
- The item is in a special collection.

Users who have opted to receive email notices will receive a courtesy message three (3) days before the item's due date. This notice will indicate which items were renewed and which items could not be renewed.

2. Holds: Any circulating Library materials may be placed on hold. When the item requested is available, the patron is notified that the material will be held for seven (7) days. Patrons may place up to fifteen (15) holds per account.
3. Suspension or revocation of borrowing privileges: The Library Director may suspend or revoke borrowing privileges, when Library materials are not returned, or Library policies are not followed.
4. Equipment malfunctions: The Library is not responsible if a patron's equipment malfunctions when playing media borrowed from the Library.
5. Library Staff: Library staff will check out all materials for personal use through circulation channels in accordance with the policies established for all Library patrons.

6.2 Fees

All cardholders are responsible for materials borrowed on their card. No overdue fine are charged. The Library may impose and collect lost item fees for the infringement of the established rules and regulations and may suspend or revoke the borrowing of any book or other material by a cardholder who has failed or refused to pay any fee or to return any book or other material by the due date set by the Library.

Email reminders, for materials due, are a courtesy of the Library. Patrons are obligated to return their materials on time, even in the event reminder notifications are not received. If overdue items have not been returned within seven (7) days of the due date, the patron will receive an email reminder notice. A second courtesy reminder notice will be sent fourteen (14) days after the due date. The patron's account will be billed a lost item fee for any material not returned for the overdue material thirty (30) days after the due date and a billing notice will be sent to the patron.

6.3 Regulations

1. A Library card becomes delinquent when the charges on his/her account reach an amount as specified in the Fine and Fee Schedule ([Addendum A](#)). Borrowing privileges are suspended until the total charges owed are less than the stated amount.
2. All Library debts are discharged when listed in a patron's bankruptcy.
3. A police report (filed within sixty (60) days of items being due) is necessary for the Library to waive related fees and replacement costs on items stolen from the patron or checked out on a lost/stolen Library card. Processing fees are non-refundable.
4. Materials that are declared lost, paid for, and then found are not eligible for refund and may be kept by the patron. Processing fees are non-refundable.

7.0 RESERVED.

8.0 Hotspots

8.1 Hotspot Checkout

The King William County Library System offers hotspot checkout service to patrons. A “hotspot” consists of the mobile wireless hotspot device itself, as well as its charger and case.

The King William County Library System 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, or data loss resulting from use of device. 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.

8.2 Usage Rules

In order to borrow a hotspot, patrons must be sixteen (16) years of age or older and have a King William County Library System card in good standing. At the time of checkout, the borrowing patron must present his/her KWCLS card or ID. Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit.

Only one hotspot may be borrowed per household at any one time. Each hotspot is capable of connecting up to ten (10) devices per hotspot unit. The loan period for the hotspot is seven (7) days. Patrons may place a hold on a hotspot. If the hotspot is not returned by the due date, the Internet connection will be terminated.⁴

Patrons are financially responsible for lost or stolen hotspots. A lost hotspot fee will be assessed, as outlined in the Fine and Fee Schedule ([Addendum A](#)), when necessary. Repair costs, whether from negligent, reckless, or intentional damage, are the responsibility of the patron. Hotspots must be returned to staff at a KWCLS Information Desk, and never to another library system or in the King William County Library System book drop.

Patrons who abuse equipment or who return hotspots after they have been charged a lost hotspot fee two (2) times may lose hotspot privileges.

9.0 Interlibrary Loan

9.1 Interlibrary Loan

The King William County Library System is committed to serving the public by providing materials to meet our patrons’ needs. The mission of KWCLS is to enrich lives, build community, and foster success by bringing people, information, and ideas together. The Interlibrary Loan (ILL) service offers patrons access to collections beyond what is held in King William, allowing patrons to request items

⁴ As amended and approved by the King William County Library System Board of Trustees effective October 21, 2025.

to be sent to KWCLS. ILL services are available to cardholders in good standing. ILL is not available to KWCLS temporary card holders. Up to ten (10) ILL requests may be pending or checked out at one time.

9.2 Materials Not Available Through ILL

- Newly published materials (materials less than one (1) year old).
- Audio-visual material.
- Textbooks.
- Books copyrighted or dated prior to 1920.
- Entire issues of periodicals.
- Rare books or non-book materials.
- E-books or e-documents/articles.
- Restricted Material.

The lending library can dictate the conditions under which it will lend materials. Some of the materials may be designated by the lending library as restricted. This means that this material must be used in the KWCLS and cannot leave the building. KWCLS staff will notify the patron that the material is available but restricted to in-Library use only.

9.3 Loan Period

The length of the loan is set by the lending library, not KWCLS, and will vary accordingly. The due date is noted on each item. If the item can be checked out and is not picked up by the due date listed on the sticker, it will be returned to the lending library and the patron will be charged the loan fee. If the item is not picked up within fourteen (14) days of notification (unless a shorter time is indicated by the lending library) it will be returned to the lending library and the patron will be charged the loan fee.

Renewal of ILL materials is dependent upon the restrictions set by the lending library. Patrons must call the KWCLS to request a renewal three (3) working (Monday-Friday) days before the due date included on the lending label. Overdue ILL materials cannot be renewed.

The lending library may exercise the option to recall material needed by its local patrons. If the material is recalled before the due date, the patron must, upon notification, return the material immediately.

9.4 Fines and Fees

Any item received via ILL service is subject to the same fees/fines placed on similar items owned by KWCLS. In addition, libraries which loan material to KWCLS may place additional fines/fees on loaned items.

The patron is responsible for any damage to and/or loss of the material which results after he/she has picked up the Interlibrary Loan requested material. Patrons will not be billed for item(s) noted as damaged prior to their checking out the item(s).

Interlibrary Loan requests are free, but any fees charged by the lending institution must be paid at the time of checkout of the item(s).

10.0 Fees

The King William Board of Supervisors shall approve all KWCLS fees, as referenced in the Schedule of Fees. KWCLS will not charge overdue fines; however, fees for lost and damaged items will be charged to the patron ([Addendum A](#)).

11.0 Internet and Computer Use

11.1 Summary

The Library's computers allow users to use a variety of electronic resources. All Library computers must be used in accordance with the Library conduct policy.

The Library is committed to providing access to information, educational, recreational and cultural resources for Library users of all ages and backgrounds. The Library strives to balance the rights of users to access electronic resources with the rights of users to work in a public environment free from sounds and images intended to harass Library patrons or staff.

Library staff is available to help Library patrons use the computers to find the information they need. Library staff or volunteers can help patrons learn how to use search tools on the computers, but cannot provide extensive one-on-one instruction. Library staff or volunteers will not enter information for Library patrons.

11.2 Privacy

The Library takes a variety of measures to protect your privacy when you use the Library computers. The Library's computers are in a public area. Others may be involuntarily exposed to what you are viewing. The Library asks that you remain sensitive to the fact that you are working in a public environment shared by people of all ages.

11.3 Precautions

Illegal activities or activities that interfere with or disrupt the network, users, services or equipment are prohibited and not protected by the Library's privacy policy. The Library does not routinely monitor public computers, but reserves the right to do so when a violation of this policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and the network and to enforce the following rules. This includes confiscating any removable media, requiring a user to leave a computer or the premises, and contacting law enforcement authorities.

The Internet is a global resource. The Internet may contain material of a controversial nature. Users should note that not all Internet sources provide accurate, complete or current information.

In accordance with Virginia Code §42.1-36.1, KWCLS employs commercial filtering software and/or parental controls to block the display of illegal material and material that is potentially harmful to children on Library computers and mobile devices. However, no filtering software or control is completely effective. It may inadvertently allow access to content intended to be blocked and, conversely, it may block unobjectionable content. If a patron believes that content was blocked in error, they should inform Library staff so that it can be investigated and allowed if applicable. Public wireless Internet access is also filtered, and all Library policies concerning legal, acceptable and safe use of computers and the Internet apply.

Patrons are responsible for complying with copyright law, licensing agreements and the policies of individual websites that you view.

Software and other files downloaded from the Internet may contain viruses or spyware that may infect other computers.

11.4 Supervising Computer Use by Children

Filtering software may not block all material users find offensive. Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. Parents and legal guardians are responsible for monitoring any and all Internet use by minors. Consent given on the part of parents or legal guardians for a Library card constitutes acknowledgment by the parents or guardians that they have a responsibility for monitoring their child's use of all Library resources, including the public computers.

11.5 Rules Governing Use of Library Computers

Use of Library technology by each and every staff member, volunteer, or patron shall constitute that person's acknowledgment of, and agreement to, abide by this Internet Use and Safety Policy, including guidelines for use of the Internet by minors.

Failure to comply with the following rules may result in loss of computer privileges, loss of Library privileges and prosecution.

- Patrons must use a valid Library card or guest pass to log into the computers.
- Patrons may use the computer for a one (1) hour session, patrons may request additional time from staff if there is no one waiting.
- Patrons may use the express computer for one (1) fifteen (15) minute session.
- Patrons may download files using supported media. The Library is not responsible for damage to your media or for corruption of your data, including damage caused by mechanical malfunction or corruption caused by virus or spyware infection while using Library computers.
- There is a charge for printing from public computers as outlined in the Fine and Fee Schedule ([Addendum A](#)).
- Respect others' privacy by not attempting to observe or comment on what others are viewing.

- Remain sensitive to the fact that you are working in a public environment shared by people of all ages.
- Use headphones when listening to audio content and keep volume low so you do not disturb others.
- As a courtesy to others, log off completely when you are finished with your session. This also protects the privacy of your search history.
- Do not misuse computer equipment or software.

Misuse includes but is not limited to:

- Any activity which violates federal, state, or local laws is prohibited on both Library and patron devices. Examples of illegal activities include, but are not limited to, fraud (which includes disguising or falsifying sources of electronic mail or other electronic communications with the intent of misleading, defrauding, or harassing others); libeling and slandering other persons; displaying or distributing child pornography: Virginia Code §18.2-374.1:1 or other obscene materials: Virginia Code §18.2-372, or materials deemed harmful to juveniles Virginia Code §18.2-390. All KWCLS branches must comply with all proper judicial processes.
- Hacking into the Library computer system or any other computer system.
- Mishandling, damaging, or attempting to damage computer equipment or software; tampering with computer settings.
- Interfering with system operations, integrity, or security.
- Uploading, downloading, or creating computer viruses or other forms of malicious programming.
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment.
- Violating copyright laws and software licensing agreements or the policies of the individual websites that you view.
- Disclosing, using, or disseminating personal identification information regarding minors without proper authorization.
- Failing to pay for printing.
- Failing to comply with time limits.
- Any other violation of acceptable use of the public computers.

11.6 User Responsibility

Library computers are utilized in a public area and information viewed on the screen may be visible to patrons of all ages. All users are asked to view content appropriate to a public space and respect the privacy of others. If a patron expresses concern regarding web browsing activity, Library staff may ask users to take action to address the situation. Users accept that the Library makes no representation or guarantee that computer or Internet services, including wireless service, will be uninterrupted, error-free, virus-free, timely, or secure, nor that any Internet content is accurate, reliable, or safe in any manner for download or any other purpose.

Use of the Library's hardware, software, Internet service, wireless network, and electronic information resources is entirely at the risk of the user. Neither the King William nor King William County Library System shall be liable for any damage that may occur to any computer, peripheral equipment, device, or storage media; loss of data or confidential information; unauthorized access to or alteration of data transmission; and/or any other direct, indirect, special, incidental, consequential, or exemplary damages resulting from or arising out of use of the Library's Internet service, equipment, or other devices; wireless network, and/or electronic information resources or inability to use these services; or any other matter relating to these services.

The user agrees to hold the Library harmless from any claims, losses, damages, obligations, or liabilities relating to the use of Library computers, network, or other equipment, or related to the use of information obtained from the Library's electronic information system.

11.7 Printing

Printing is fees are outlined in the Fine and Fee Schedule [[Addendum A](#)]. Prints are paid for and picked up at the printing kiosk. Printing must be picked up the same day it is queued into the printer or they will be deleted. Misprints are not eligible for refund. In the event of an equipment failure, Library staff will reprint or recopy the document.

11.8 Faxing

Faxing fees are outlined in the Fine and Fee Schedule [[Addendum A](#)]. Library staff will send the prepared fax for you and return your documents along with a confirmation page that the fax was sent successfully. Cover sheets are sent free of charge. Double-sided pages are charged as two (2) separate pages.

12.0 Programming

Programming, an essential service of the King William County Library System, is designed to engage Library users, spotlight materials and services, and provide opportunities for patrons of all ages to share informational, cultural, educational, and recreational experiences. The Library may also participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals as part of its own effort to address information needs and to facilitate information access in the community the Library serves. Professional performers and presenters with specialized or unique expertise may be hired for Library programs.

All Library programs are open to the public. Programs are scheduled at the discretion of Library staff.

Performers and presenters will not be excluded from consideration because of their origin, background, or views, and program topics will not be excluded because of possible controversy.

Library sponsorship of a program does not constitute an endorsement of the content of the program, the organization presenting the program, or the views expressed by presenters or participants.

Suggestions from the public regarding selection, retention, or reconsideration of programs are encouraged and reviewed.

To request a reasonable accommodation for a disability, call the Library Director. Three (3) days' notice is requested.

13.0 Facilities and Grounds Use

13.1 Facilities Use

The King William County Library System is to be the community's information center, providing free and equal access to a full variety of Library resources and innovative technologies to enhance the quality of life and meet the informational, educational, and cultural interests of the entire community. The following policy, governing the use of Library facilities, reflects this mission.

The Library makes available public facilities, as defined in this policy, on an equitable basis, regardless of the beliefs or affiliations of individuals or groups. Library-facility use does not constitute the Library's endorsement of the beliefs, ideas, or policies expressed by organizations or individuals using the space.

In all Library facilities, Library-sponsored programs and activities take precedence over other activities. Use of Library facilities by outside organizations or groups may not interfere with regular Library operations or services.

Library-facility users and Library patrons must comply with the Library Rules of Conduct Policy and all applicable federal, state and local.

The Library Director (or designee) reserves the right to refuse groups the use of Library facilities whenever, in the Library Director's (or designee's) best judgment, the use does not conform to this policy.

The Library Director or designee must give advance permission for any use of Library facilities.

The name, address, and phone number of the Library may not be used as the official address of any organization using Library facilities, nor may any non-Library group using Library facilities publicize its activities in such a way as to imply Library sponsorship.

The County of King William and the KWCLS are not liable for damages caused to the user or his or her property while using Library facilities, and the County of King William and the KWCLS will be held harmless from any liability to third parties for injury caused by the group, or any persons or groups, while using Library facilities.

13.2 Study Rooms

Study rooms are available for community members to use. Parameters of use will be imposed by the Library Director or designee and posted for public awareness. Study rooms are free of any charge.

13.3 Meeting Rooms

The Library's meeting rooms can be reserved up to sixty (60) days in advance and are available during normal operating hours. Federal, state, county, or town governments may use the meeting rooms for official government business at other times as authorized by the County . The primary purpose of the meeting rooms is for conducting Library and County programs and services, which will have first priority in scheduling. The secondary purpose of the meeting rooms to provide community meeting spaces.

All groups may use the rooms under the following conditions:

1. All meetings and programs must be open to the public.
2. The solicitation of personal information from attendees is prohibited.
3. The sale of goods and services, admission fees, and/or solicitation of donations is prohibited.
4. A valid Library card is required to reserve any meeting room.
5. Cancellation of meeting room reservations should be made twenty-four (24) hours prior to the scheduled start time or as far in advance as possible. Failure to cancel with sufficient notice two (2) times may lead to cancellation of all remaining reservations. Failure to notify the Library of cancellation may result in the denial of future requests.
6. Meetings must end fifteen (15) minutes prior to Library closing time. Time limits must be adhered to. Meeting preparations and take-down must be made within the overall meeting room availability timeframes. The meeting rooms are to be return to how they were found.
7. Failure to arrive within fifteen (15) minutes of the reservation starting time may result in cancellation.
8. A room left unattended for more than fifteen (15) minutes will be considered vacant and available to others.
9. Prior to the use of a Library Meeting room, Library Administration reserves the right to review any signage, decorations, or literature to be displayed in the meeting room for compliance with the meeting room policy. No signage may be affixed to the walls, woodwork, ceiling, windows, or furniture. Decorating is permitted, but certain types of decorations are prohibited.

Restrictions include, but are not limited to:

1. Confetti.
2. Burning candles or incense, or any type of open flame.
3. Decorations incorporating metallic glitter.
4. Nails, thumbtacks, or staples on any room surface.
5. Tape on walls, ceilings, and woodwork.

Only Library-sponsored presenters, Library support groups, and local or federal government groups either sponsoring or co-sponsoring a program, may charge an admission fee or sell a product.

Nonprofit organizations and community groups may use the rooms free of charge. The Library reserves the right to request the organization's 501(c)(3) documentation.

13.4 Makerspace

The Makerspace provides patrons hands-on, engaging ways to make creative projects with a variety of tools and technology in a collaborative makerspace environment.

Those wishing to use the Makerspace must meet the following conditions:

1. Have a King William County Library System Card in good standing.
2. Patrons under the age of nine (9) years of age must be accompanied by a parent or guardian.
3. Patrons must read and sign the Equipment User Agreement.
4. To use specialized equipment, patrons must complete an Online Safety Training course and obtain the certificate of completion.
5. A reservation is required to use specialized equipment. Other equipment is available for walk-in use.
6. Reservations can be made up to one (1) week in advance via the Library's online reservation system. Cancellation of Makerspace reservations should be made twenty-four (24) hours prior to the scheduled start time or as far in advance as possible. Failure to cancel with sufficient notice two (2) times may lead to cancellation of all remaining reservations. Failure to notify the Library of cancellation may result in the denial of future requests.
7. Each machine can only be used for up to four (4) hours per day.
8. Only one (1) machine may be reserved or checked out at a time.
9. Unattended or overnight jobs are not permitted.

13.4.1 Materials

The Library will provide some consumable materials for stations and will sell them at cost as outlined in the Fee Schedule [[Addendum A](#)]. Patrons may not bring their own materials for stations requiring specialized supplies.

13.4.2 Project Regulations

The equipment may be used for lawful purposes only. Patrons will not be permitted to use the equipment to create objects that are:

- Prohibited by federal, state, or local law.
- In violation of another's intellectual property rights; for example, materials that are subject to copyright, patent or trademark protection.

- Unsafe, harmful, dangerous or that may pose an immediate threat to the well-being of others; for example, guns, knives or other possibly lethal weapons.
- Obscene or otherwise inappropriate items for the Library environment.

Library staff will monitor the Makerspace for dangerous or harmful behavior. The Library reserves the right to cancel any project that does not adhere to the policy.

13.5 RESERVED.

13.6 RESERVED.

13.7 **Displays and Exhibits**

Display cases and exhibit areas are used for Library-sponsored displays, which inform the public of the wide range of issues, events, and interests within the community.

The posting or distribution of a particular item does not indicate that the Library endorses any organization, cause, or activity.

13.8 **Public Art**

Library-sponsored temporary exhibits, curated by staff, provide a venue for local artists to exhibit work.

Any permanent works of art in Library facilities must be approved by the County of King William.

13.9 **Bulletin Boards**

All information boards within the Library are to inform the public of Library- and County-related information, resources, and events. The Library does not have a community board for members of the community to post information.

14.0 Library Closings

The KWCLS Board of Trustees approves scheduled Library closings for County-observed holidays and other operational needs.

The Library Director or designee will communicate necessary closures to the Chair of the KWCLS Board of Trustees.

15.0 Security Footage

15.1 **Security Footage**

KWCLS is committed to serving the public by providing a safe place for all patrons and staff members. All video surveillance recordings from Library equipment are Library records as defined in the [Code of Virginia § 2.2-3705.7.03](#) (Virginia Freedom of Information Act).

15.2 Camera Placement & Monitoring

Video surveillance cameras are placed in locations meant to provide maximum security, including building interiors and exteriors. In no event shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy such as restrooms, staff break rooms, or offices. Security cameras will be placed so as to avoid recording legible computer screens, tabletops, or other locations that would identify the reading or information-gathering practices of individuals. Audio surveillance is not permitted under this policy.

Video surveillance footage is not continuously monitored. Library patrons and staff should take appropriate precautions for their safety and for the security of their personal property. KWCLS is not responsible for personal injury or loss of property.

Video footage will be retained for a flexible period determined by the storage capacity of the equipment, typically no longer than forty-five (45) days. As new footage is recorded, the oldest footage will automatically be deleted. Video footage will not be retained for an extended period or archived unless it is needed to document possible criminal activity or violations of Library Policy.

15.3 Access

Access to security camera footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Code of Conduct is limited to Library Authorized Staff (the Library Director, Office Manager, and other designated supervisory staff), and other County personnel, including law enforcement staff, the County Administrator and his/her staff, and the County Attorney.

Nothing in this policy shall prevent authorized Library personnel from using video surveillance records in the administration of their regular duties.

16.0 Social Media

16.1 Social Media

Social media provides a valuable and timely way for the Library to disseminate information and promote Library-related news, events, projects and services. It also serves to inspire conversation and expand the Library's connection with the community. The Library is a central figure in the community and aims to bring the community together through social media, mirroring the interactions in its physical space.

Social media is defined as any web application, site, or account created and maintained by the Library.

16.2 Usage Rules

The Library welcomes the comments, posts, and messages of the community and recognizes and respects differences in opinion. However, all comments, posts, and messages will be periodically reviewed and the Library reserves the right to, but is

not required to, remove any comment, post, or message that it deems inappropriate or off-topic.

The Library is not responsible for or liable for any content posted by any participant in a Library social media forum who is not a member of the Library's staff.

Users should have no expectation of privacy in postings on Library-sponsored social-media sites; by using such sites, you consent to the Library's right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. Messages can potentially be read by anyone once posted, regardless of status on friends, follower, or subscriber lists. The Library recommends that users do not post their personal information or contact information on social-media sites.

The Library reserves the right to reproduce comments, posts, and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

Content containing any of the following will be removed immediately from any Library social-media forum:

- Obscene content or hate speech.
- Personal attacks, insults, or threatening language.
- Private or personal information, including phone numbers and addresses, or requests for personal information.
- Potentially libelous statements.
- Falsification of identity.
- Plagiarized material.
- Comments, links, or information unrelated to the purpose of the forum.
- Spam or other commercial, political, or religious messages unrelated to the Library or its social-media postings.
- Solicitation of funds.
- Any images, links, or other content that falls into the above categories.

The Library reserves the right to ban or block users who have posted in violation of this policy.

In addition, users are expected to abide by the terms and conditions set by third-party social-media platforms as well as follow appropriate federal and state law.

The Library asks that individual-user complaints be addressed directly to the Library Administration, so they can be addressed quickly and specifically. Social media is not the mechanism used by the Library to document or address Library-user problems and concerns, or influence Library policy, procedures, or programs.

By choosing to comment you agree to these rules.

17.0 Gifts

KWCLS welcomes and encourages monetary gifts, bequests, endowment funds, and gifts of property, services or materials from individuals, groups, foundations, or corporations. All gifts will be evaluated for appropriateness in light of the KWCLS's mission and all other existing policies. Gifts shall not be a substitute for adequate local funding, but a way for the community to give back to their Library.

KWCLS and staff are under no obligation to accept gifts, items, or funds and reserve the right to refuse any gift.

Gifts valued at \$5,000 or less will be reviewed and accepted by the Library Director.

Gifts valued over \$5,000 as well as conditional gifts will be reviewed and accepted by the KWCLS Board of Trustees after consultation with the Board of Supervisors and upon the recommendation of the Library Director.

Donors who request naming rights must have a sustained connection to the County and receive King William Board of Supervisors approval.

Gifts of physical items, including books and other material donations, are accepted with the understanding that ownership passes to the Library.

KWCLS reserves the right to decide use, condition of display, and final disposition of all gift material it receives. Gifts are considered for acceptance on the same basis as materials for purchase. The cost of processing and the availability of shelf space are also factors in determining the acceptance of gifts. KWCLS may provide a receipt acknowledging the number of donated items, but will not attempt to estimate their value.

KWCLS may forward items deemed unusable to Library support groups or outside agencies/organizations. Gifts will not be returned to the donor.

18.0 Volunteers

KWCLS recognizes volunteers as an invaluable community resource and welcomes their support. Volunteers provide support to staff by performing duties or tasks without wages or benefits. They do not take the place of staff but provide supplemental or specialized services.

Volunteers are accepted when their skills and abilities match specific needs. Volunteers must be over the age of fourteen (14). KWCLS does not guarantee that all volunteer applications will be accepted. All interested volunteers must pass a background check performed by the KWCLS.

19.0 Library Support Groups

Library support groups, including Friends of the Library ("Friends") groups and library foundations, fulfill an important fundraising and public-advocacy function for public libraries. A Friends group serves as a support group, rather than as a policy-making body.

These groups may raise money through book sales, sponsorship of special events, or other means. As in any volunteer organization, members are provided with an opportunity to use

their time, skills, resources, and contacts in a worthwhile community endeavor, while receiving recognition for their efforts.

19.1 Standards

To use KWCLS facilities, the KWCLS name, or receive KWCLS assistance, any KWCLS support group must abide by the standards listed below.

1. All Friends groups and library foundations shall conduct their fiscal affairs through appropriately structured non-profit, tax-exempt organizations, such as non-stock corporations, and shall maintain their tax-exempt status.
2. There shall be a signed memorandum of understanding (MOU) between the County Administrator and the support group.
3. Funds raised by Library support groups shall not be a substitute for adequate local funding.
4. Funds raised by Library support groups shall be maintained in an account separate and distinct from KWCLS's operating accounts. Such accounts shall be administered by the treasurer of the support group.
5. Gifts made to KWCLS by a Friends group or by a library foundation shall conform to KWCLS's gift and fiscal policies, and shall not be used to dictate KWCLS's policies.

20.0 Addenda

20.1 ADDENDUM A – FEES

Fines and Fees

20.1.1 Unpaid Fees

- \$25.00+ blocks patron account from checking out further materials

20.1.2 Lost / Damaged Items:

- Catalog list price per item + \$10 processing fee

20.1.3 Laptop Replacement:

- \$800

20.1.4 Hotspot Replacement:

- \$75

20.1.5 Printing

- \$0.20 per page for black and white
- \$0.50 per page for color

20.1.6 Faxes

- \$1.00 per page with a max of \$5

20.1.7 Non-Resident Card⁵

- Option A: Access to the full physical and digital collection for an annual fee of \$35.00.
- Option B: Access only the physical collection and all privileges allowed to card-holding patrons within the physical space for an annual fee of \$5.00.

20.1.8 Non-Resident Card ⁶

KWCLS allows non-resident KWC students, non-resident KWC parents of students, and KWC employees to register for a card free of charge while attending KWC schools or employment.

20.2 ADDENDUM B – PUBLIC SUGGESTIONS

Purchase suggestions from the public can be sent via the free “Suggest a Purchase” service: <https://kwcls.org/how-do-i/>

20.3 ADDENDUM C – VIRGINIA CODE §18.2-372

Virginia Code §18.2-372:

<http://law.lis.virginia.gov/vacode/title18.2/chapter8/section18.2-372/>

20.4 ADDENDUM D – UNITED STATES COPYRIGHT LAW: U.S. CODE, TITLE 17

United States Copyright Law: U.S. Code, Title 17:
<https://www.copyright.gov/title17/>

20.5 ADDENDUM E – REQUEST FOR RECONSIDERATION OF MATERIAL
[Request for Reconsideration of Materials form](#)

Adopted: April 23, 2025

Ms. Price made the motion to adopt the policies as amended and the motion was seconded by Ms. Carlton.

The members were polled as follows:

- Ms. Washington, 4th District - Yes
- Ms. Byrne, 1st District - Yes
- Ms. Price, Vice Chari, 5th District - Yes
- Ms. Carlton, 3rd District - Yes
- Ms. Herndon, Chair, 2nd District – Yes.

⁵ As amended and approved by the King William County Library System Board of Trustees effective August 19,2025.

⁶ As amended and approved by the King William County Library System Board of Trustees effective October 21, 2025.