



LIVINGSTON PARISH  
**LIBRARY**

# Policy Manual

**Adopted: January 1, 2002**  
**Last Updated: February 10, 2026**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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**LIVINGSTON PARISH LIBRARY  
POLICY MANUAL**

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**Section 1 – Organization of the Library**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Purpose of the Manual**  
Code: **1-101**  
Section: **Organization of the Library**

## Purpose of the Manual

The purpose of this manual is to provide a specific written statement of the basic principles and procedures of the administration and daily operation of the Library. By issuing the written policies, the Library Board wishes to provide a guideline for consistent quality service to the citizens of the parish. All members of the Library staff are to maintain a current knowledge of the policies and procedures contained within. A copy of the manual is to be maintained in each branch and department of the Library and made available to the staff.

The policies and procedures in this manual shall apply to all the employees in the service of the Library.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **History of the Library**  
Code: **1-102**  
Section: **Organization of the Library**

## History of the Library

The Livingston Parish Library was legally established by the Police Jury in 1946 as a demonstration library of the Louisiana State Library. The first Librarian was Annie S. Cowart, with Louise Risley as Assistant. Both were graduates of the Louisiana State University School of Library Science.

Several Directors have served since 1946. Some were: Annie Cowart, Willie Mae Seab, Odile Gill, Betty Dance, Marcia Perkins, Iva Ginn, J. G. Sibley, Austin Higginbotham, Eula Fontenot, Odelia Salassi, Allen Cunningham, Wendy Bobo, Giovanni Tairov, and Michelle Parrish. The current Director is Na'Chel Shannon.

The first Library Board of Control was appointed by the Police Jury as follows: H.R. Reeves, Albany, President; Mrs. Winnie Cullom, Springfield; Mrs. Dick Hall, Watson; Mrs. Kerney Smart, Doyle; J. C. Hutchinson, French Settlement; Earl Allen, Police Jury President as *ex officio* member.

A 3-mill property tax proposal was passed by the voters on Sept. 30, 1947, to locally support the parish library system. A 10-mill property tax was passed on April 29, 1995.

The headquarters branch at Livingston and the Denham Springs Branch were the first libraries to open in December 1946. They were followed by the following branches in the coming months: Whitehall, Watson, Albany, Walker, Springfield, Fourth Ward, Maurepas, French Settlement, Holden, and finally Killian.

A bookmobile arrived on May 28, 1947, the first bookmobile the State Library had been able to purchase since the beginning of the war. It had four routes, carrying books into the farthest rural sections, stopping near homes, stores, schools, churches, and crossroads. The Fourth Ward Branch was discontinued, with readers to be served by the new bookmobile.

The following branches are in operation today: Main, Denham Springs-Walker, Watson, Albany-Springfield, South, and the Library Administration building.

A major Building Program for the library system – construction of five new buildings began in 2005 and finished in 2012.

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In 2016, the Board began the expansion of the Denham Springs-Walker Branch library. The expansion was completed on July 1, 2017, and included the addition of a meeting room for programs and a separate one for patrons, an Idea Lab, four study rooms, and a computer lab.

On October 1, 2018, the Board announced no overdue fines for youth accounts. This was expanded on December 1, 2019, to include the elimination of overdue fines for all patrons

In coordination with the Livingston Parish School System, the library issued more than 26,000 E-cards to students and teachers on February 26, 2019. This ongoing partnership allows students and educators in the parish to access electronic resources provided by the library.

The library expanded its Outreach department by launching its Discovery Mobile on April 25, 2019. This was the first bookmobile in service with the library since 1976.

On May 1, 2021, the library launched the Cultural Passes collection, which allows patrons to check out passes to local museums and other culturally significant locations.

The library opened the Digital Media Lab on October 1, 2021, at the Main Branch in Livingston. This service allows patrons to record and edit video, images, and audio, and generate their own media content.

In July of 2022, the library opened the Career Center at the Denham Springs-Walker Branch. This service provides one-on-one assistance for patrons needing help looking for employment, attempting to reenter the job market, and prepare resumes and for interviews.

Current Library Board of Control members can be found on the Library's website: **[www.mytpl.info/about-us/board](http://www.mytpl.info/about-us/board)**

**Amended on July 18, 2023; Amended on January 20, 2026.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Objectives of the Library**  
Code: **1-103a**  
Section: **Organization of the Library**

## Objectives of the Library

1. To assemble, organize, maintain and make easily available a collection of books and other materials to provide for the recreational, informational, and educational needs of the citizens of the parish.
2. To promote the Library and its services.
3. To evaluate and anticipate the changing community that the Library serves and the effect of the changing world on the services offered to the community.
4. To develop and maintain the Library as a source of stimulation in the community, a source of ideas and ideals.
5. To provide the community with the best and most service possible by continued improvement of Library facilities and services.
6. To provide free and equal access of its resources to all citizens of the parish.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Organization of the Library**  
Code: **1-105**  
Section: **Organization of the Library**

## Organization of the Library

1. The Livingston Parish Council appoints the Library Board of Control to staggered terms, each lasting five (5) years. Members serve at the will of the Parish Council and may serve more than one term.<sup>1</sup>
2. The Library Board of Control (usually called the Board) shall establish the policies, rules, and regulations governing the operation of the parish public library. The Board shall meet bi-monthly in an open meeting.
3. The Library Board of Control hires the Director (also called the Administrative Librarian) to administer the policies, rules, and regulations as approved by the Board. The Administrative Librarian shall be required to have obtained a graduate-level library science degree before their appointment to the position and serve as an advisor, Secretary, and Treasurer to the Board<sup>2</sup>. It shall be their responsibility to advise the Board on needed policy and report to the Board on the performance and development of library service, as well as to initiate and develop policy text as needed to present to the Board for consideration.
4. The Library Board of Control vests the Administrative Librarian with the authority for the daily operation of the Library and supervision of the staff. Such daily operations shall include budgeting and financial management, interviewing and hiring staff, facility management, and other management duties necessary to fulfill their responsibilities.
5. The Administrative Librarian shall select and approve candidates for full-time, part-time, and temporary positions.

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<sup>1</sup> See LA RS 33:1415 and LA RS 25:214.5.

<sup>2</sup> Various colleges and universities throughout the United States offer graduate-level schooling in librarianship and information fundamentals, culminating in degrees titled Master of Library Science (MLS), Master of Library and Information Science (MLIS), Master of Science in Library Science (MSLS), Master of Information Science (MIS or MSIS), Master of Information (MI), and Master of Science in Information (MSI). These degrees are equivalent for hiring purposes whenever a graduate-level degree in library science or "Master of Library Science" is required.

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6. The Administrative Librarian shall have authority over the management and supervision of the staff. They may delegate supervisory status to personnel as necessary for the proper operation of the Library without removing any of the authority invested in them by the Board. They may develop job descriptions and redefine them as necessary for the continued sound operation of the Library. They may transfer staff (full-time and part-time) as may be necessary to the work needs of the Library and the skills and potential of the staff.
7. The Main Branch in the Town of Livingston is designated as the main branch for the library system. The Livingston Parish Administration building houses administrative offices and centralized support services for the Livingston Parish Library system. Branches of the Library may be established in other communities, as deemed necessary by the Board, to provide service to the citizens. They shall not be construed as separate libraries but as branches of a central, main service facility.
8. The Library Board of Control and the Administrative Librarian (along with the staff) shall assume the task of presenting the role of the Library to the community. Good public relations are necessary at all times.
9. The Administrative Librarian may establish an outreach department with the approval of the Library Board of Control.<sup>3</sup>

**Amended on July 18, 2023; Amended on March 18, 2025; Amended on November 18, 2025.**

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<sup>3</sup> See Policy Code 3-336: Outreach.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Financial Support of the Library**  
Code: **1-106**  
Section: **Organization of the Library**

## Financial Support of the Library

1. The primary source of support for the operation of the Library is a 10-mill ad valorem tax (property tax) voted upon by the citizens of Livingston Parish at regular intervals.
2. Other support in lesser amounts is received through Louisiana State Revenue Sharing, State Aid Grants, and minor self-generated funds (charges, fees, and book sales).
3. The Library continuously seeks grants to supplement its operation, resources, and services.

**Amended on January 24, 2024.**

## **Section 2 – Operation of the Library**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Library Board (Defined)**  
Code: **2-201**  
Section: **Operation of the Library**

## Library Board (Defined)

1. The responsibility for the governance of the parish library is vested in the Board of Control in the parish charter. The Parish Council appoints the members of the Board to five-year, overlapping terms. There are nine appointed members of the Board and the Parish President, serving as ex-officio.
2. The Library Board receives no per diem or salary for attendance of meetings as mandated by state law.
3. As the policy-formulating body of the library, the Board retains the following responsibilities:
  - a. Selects and appoints the Administrative Librarian.
  - b. Promotes interest in the Library and its programs.
  - c. Obtains funds adequate for a progressive library program of operation.
  - d. Establishes policies and guidelines of operation.
  - e. Provides appropriate and adequate buildings and facilities for the delivery of services and operation of progressive library programs.
  - f. Supports legislation that will bring about the greatest good for libraries and the services offered by libraries.
  - g. Promotes the development of the parish and the welfare of the citizens through the provision of good library services.

**Amended on September 19, 2023.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Bylaws for Board of Control**  
Code: **2-202**  
Section: **Operation of the Library**

## Organization and Bylaws for the Board of Control

### Article 1. Meetings.

**Section 1.** The Library Board of Control's Regular Meetings shall be held bi-monthly in January, March, May, July, September, and November; meetings shall start at 6:00 p.m. CST. The meetings shall be held on the third Tuesday of the month and inside the Library's Main Branch. If the scheduled meeting coincides with a holiday, it shall automatically be rescheduled for the following Tuesday. All meetings should conclude by 9:00 p.m. CST, which can be extended by thirty (30) minutes upon a majority vote.

**Section 2.** The Library Board of Control officer elections shall be held at the annual November Regular Meeting.

**Section 3.** The Library budget shall be presented at the annual November Regular Meeting. A Public Hearing for the budget shall be announced and called to coincide with this meeting and advertised in the journal of record.

**Section 4.** A quorum is a simple majority of the total number of Board Members. Vacant positions must be counted in determining a quorum and will not reduce the number of members required to be present to conduct business.<sup>4</sup>

**Section 5.** The Secretary may call Special Meetings at the direction of the Board President or the request of four (4) or more members of the Board for the transaction of specific business as stated in the call for the meeting.

**Section 6.** The Secretary shall email all regular notices to all members at least five (5) days before the meeting date. If Board members do not have an available email, the Secretary shall call those members.

**Section 7.** The Secretary shall post notices of all meetings on the Library's website and at public entrances to its facilities at least twenty-four (24) hours before the public meeting. The Board shall

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<sup>4</sup> Per LA RS 42:13(A)(4) and AG Op. No. 15-0172.

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make every effort to have notices of meetings posted seventy-two (72) hours before the public meeting.

**Section 8.** Should the schedule for a Regular Meeting interfere with a holiday, the Board may move the date by a majority vote in an earlier public meeting. If a Regular Meeting is canceled due to an emergency, including severe weather, then the Board shall reschedule the meeting within thirty (30) calendar days and announce the rescheduled meeting.

**Section 9.** If a Regular Meeting cannot be held due to a lack of quorum, the Board shall reschedule it within thirty (30) calendar days and announce the rescheduled meeting.

**Section 10.** The Administrative Librarian shall request the presence of counsel to attend meetings for legal advice. The Administrative Librarian shall request the presence of uniformed law enforcement personnel at meetings to provide security.

### Article 2. Officers.

**Section 1.** Officers of the Board shall be chosen at the annual Regular Meeting held in November and shall consist of the President and Vice President, all of whom shall be members of the Board. A majority vote determines the election of officers. Newly elected officers serve in that capacity for the following calendar year, running January 1 through December 31.

**Section 2.** Vacancies in offices shall be filled for the unexpired term at the Board's next meeting after the vacancy occurs.

**Section 3.** The Administrative Librarian shall act as Secretary and Treasurer of the Board, and they shall keep a true and accurate account of all proceedings of the meetings; shall issue notices of all meetings; shall have custody of the minutes and other records of the Board; and upon authorization of the President, shall notify the appointing body of any vacancies of the Board. Upon consultation with the President, they shall prepare the agenda for all meetings. As Secretary and Treasurer, the Administrative Librarian does not vote in meetings.

**Section 4.** The President of the Board shall preside at all meetings, appoint all committees, and authorize calls for meetings.

**Section 5.** In the absence of the President, the Vice President shall exercise the President's functions and may, upon the request of the President, take over any duties they are unable to perform. In the absence of both the President and Vice President, the Administrative Librarian, as Secretary, shall call for and preside over meetings. While presiding over meetings, the Administrative Librarian, as Secretary, cannot vote. The Administrative Librarian may delegate these responsibilities to a Board member.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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**Section 6.** The Administrative Librarian, as Treasurer, shall have charge of Library income and special library funds: ad valorem taxes, revenue sharing, interests, fines, unconditional gifts, donations, and contributions from individuals and corporations; shall sign checks on the account when bills are scheduled for payment, or in the manner prescribed by the Board, and shall report on the state of such funds to the Board at every Regular Meeting.

### Article 3. The Administrative Librarian and Employees.

**Section 1.** The Administrative Librarian shall be considered the executive officer of the Library and shall be responsible for administering the Library and carrying out the policies adopted by the Board.

**Section 2.** The Administrative Librarian shall be responsible for the care of the buildings and equipment, for the employment and direction of staff, for the efficiency of the Library's services to the public, for the operation of the Library, and for expenditures provided by the annual budget.

**Section 3.** The Administrative Librarian shall attend all Board meetings in the role of Secretary except in case of an executive session when the discussion pertains to the evaluation of the Administrative Librarian. In such cases, the Board President shall appoint another Board member to act as Secretary for the duration of the executive session.

**Section 4.** In the absence of the Administrative Librarian, the Assistant Librarian (Assistant Director of Branch Services and Assistant Director of Support Services) shall assume the duties of Board Secretary for any Regular or Special Meetings. If the Administrative Librarian and Assistant Librarians are absent, then the Board President will appoint a Secretary from among the Board members for that meeting.

### Article 4. Resolutions and Orders.

**Section 1.** A majority of the votes of all members of the Board present shall be necessary for the adoption or passage of any resolution or order. The Administrative Librarian as Secretary and Treasurer is a non-voting member.

**Section 2.** Resolutions and orders should be voted on only after public comment on the action to be taken and after Board discussion.

### Article 5. Committees.

**Section 1.** The Board President may create special committees to study and investigate unique problems or perform specially assigned tasks. Such special committees shall serve until the work

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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they were appointed to oversee is completed. The Board President may create such special committees either during a duly called meeting of the Board or by written notice delivered via email to all Board Members. The Board President may likewise appoint or remove members of special committees through either method.

If the Board President creates a special committee or appoints or removes members outside of a duly called Board meeting, the Administrative Librarian shall publish a notice of such action within three (3) business days. The notice shall include the name and purpose of the committee, its members, and any staff assigned to it. The notice shall be posted in the same manner as public meeting notices, including the Library's website and physical bulletin boards, and it shall be included in the agenda packet of the next Regular Meeting of the Board for formal acknowledgment.

**Section 2.** Special committees should not comprise a quorum of the Board. If possible, they shall meet at one of the library facilities during business hours, 9:00 a.m. – 5:00 p.m. CST.

**Section 3.** Special committees should include library staff members if the Board President deems necessary. The Administrative Librarian shall suggest which staff members serve on special committees at the request of the Board President based on their job duties, specialized knowledge, and skill sets.

**Section 4.** Individual Board Members will bring items to the full Board for discussion. The Board will discuss and, if applicable, assign the item(s) to the appropriate committee for review.

### Article 6. The Order of Business.

**Section 1.** The Order of Business (Agenda) at the Regular and Special Meetings of the Board shall be:

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes
6. Public Comment on Agenda Items
7. Report of Administrative Librarian: Statistical and Financial
8. Special Orders
9. Unfinished Business: Reports of Committees
10. New Business
11. Adjournment

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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### Article 7. Amendments.

**Section 1.** These bylaws may be amended at any Regular Meeting by a majority vote; provided the proposed amendment is stated in the call for the meeting.

### Article 8. Board Decorum.

**Section 1.** The Library Board of Control assumes the task of presenting the Library's role to the community and maintaining positive public relations. In addition, the Board shall work only in the best interests of the Library and Livingston Parish.

**Section 2.** To maintain positive public relations, the Board members should remain attentive and respectful toward community members whenever representing the Library. This includes listening to community concerns, complaints, material challenges, and praises during Board meetings, Library events, and on Library platforms.

**Section 3.** Board members should refrain from conduct injurious to the Library and its purposes. No Board member should engage in an activity that tends to injure the Livingston Parish Library's reputation.

**Section 4.** Board members should visit and interact with staff at Library facilities and shall have access to nonpublic areas only when notice is given to and accompanied by the Administrative Librarian.

### Article 9. Board Training and System Familiarization.

**Section 1.** The Library Board of Control is strongly encouraged to engage with Library services by visiting branches, collaborating with staff, and utilizing available resources to remain informed about Library operations. The Board is also strongly encouraged to attend Library events and interact with community members, patrons, and staff to gauge the impact of Library services, resources, and events and to suggest improvements when needed.

**Section 2.** The Library Board of Control members shall take annual Ethics, Sexual Harassment, and Cybersecurity Training as outlined in the Livingston Parish Policy Manual (Codes: 2-223, 2-226, and 2-227). Completing a state-approved training encompassing the same training through another Louisiana public entity within the same calendar year shall fulfill this requirement, provided appropriate documentation is submitted to the Administrative Librarian as Secretary for

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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official recordkeeping. These trainings must be taken each calendar year. The Administrative Librarian, as Secretary, shall retain completion certificates.

**Section 3.** The Library Board of Control members should read and review the onboarding packet of information provided by the Administrative Librarian from the State Library of Louisiana and the Livingston Parish Policy Manual.

### Article 10. Invocations at Regular Meetings.

**Section 1.** The duty to offer the invocation shall rotate among board members in the order of their district number. If a board member is absent or the position is vacant, the next board member in the rotation shall offer the invocation. A board member may request that another board member offer the invocation in their place. The rotation continues from the last district number used, regardless of substitutions or absences.

**Section 2.** Board members may defer their invocation to another member of the Board. The opportunity to participate is voluntary.

**Section 3.** Invocations shall be brief and respectful.

**Section 4.** The invocation falls to the presiding Board officer or committee chair for special and committee meetings.

**Amended on June 9, 2020; Amended on July 18, 2023; Amended on September 19, 2023; Amended on March 18, 2025; Amended on May 20, 2025; Amended on September 16, 2025.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Public Speaking Policy, Board Meetings**  
Code: **2-202a**  
Section: **Operation of the Library**

## Public Speaking Policy, Board Meetings

1. Anyone from the public who wants to be heard will be allowed to speak during the “Public Comments” section of the Agenda, and as designated by the Board President before any votes are taken.
2. Public comments must relate to the items listed on the meeting Agenda that require the vote of the Board.
3. Once the “Public Comments” period has been closed, members of the public will only be allowed to speak to answer a question directed to them by one of the Board members. The response must be limited to only an answer to the specific question.
4. Per LPR No. 24-387, “to require anyone wishing to speak under public input and for public speaking to submit in writing their name and address and upon addressing the board before giving their public input, state their name and what area they are from (i.e., the Parish, Council District, city.)”
5. No person shall be allowed to speak for more than three (3) minutes on any one subject; however, this time limit may be waived at the discretion of the Board President.
6. No person shall be allowed to use foul language or engage in personal attacks. Any person violating this rule may be prohibited from continuing to speak and may, at the discretion of the Board President, be asked to leave the meeting room.
7. Speakers are not allowed to engage in exchanges with those of opposing views or others in the audience.
8. Members of the public wishing to speak must sign a “Public Speaking Sign-Up” sheet, which will be present at the podium. This must include their printed name, city or address, and the agenda item they are speaking on.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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9. In the event a large number of speakers wish to address the Board, the President reserves the right to instruct each side of the discussion to choose individuals to represent their viewpoint. The President will advise how many people may speak from each side. The number of people representing each side shall be equal.
10. Speakers may ask questions but are not entitled to “answers” from the members of the Board.
11. The Board President shall have discretion in all matters regarding enforcing these rules. In the Board President's absence, the Board Vice President shall have discretion.

**Amended on July 18, 2023; Amended on November 19, 2024; Amended on May 20, 2025.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Purchasing Procedures**  
Code: **2-203**  
Section: **Operation of the Library**

## Purchasing Procedures

Branch Managers, Department Heads, or designated staff members can submit operating supplies, materials, and services requests.<sup>5</sup> Requests must be reasonable and necessary, be budgeted for, documented and approved, received and safeguarded, and used solely for the public purposes of the Livingston Parish Library. Requests will be routed through the Administration and sent to the receiving branch or department. The Administrative Librarian (Director) reserves the right to approve or deny requests for materials, supplies, or services on a case-by-case basis.

1. Branch Managers, Department Heads, or appropriately designated staff will submit an electronic requisition to the Administration via procurement management software for supplies, materials, or services, detailing the purpose, proposed cost, and timeframe needed.<sup>6</sup> Requisitions will include the following information:
  - a. Requisition Title or Description
  - b. Requesting Branch or Department
  - c. Billing and Delivery Address
  - d. Item or Service Description
  - e. Quantity of Items
  - f. Unit Price of Items or Services
  - g. Budget Code Number
  - h. Electronic Signature of the Requisitioner

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<sup>5</sup> For purchases above \$30,000, see Policy Code 2-204: Bidding on Library Contracts/Purchases and 2-204a: Purchasing and Contracting.

<sup>6</sup> As of September 2025, the Livingston Parish Library utilizes Tradogram as its procurement management software.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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2. The requisitioner's supervisor will review and approve or deny the request for supplies, materials, or services in the procurement management software based on the library branch or department's needs, signing off electronically.
3. The Administrative Assistant (Purchasing Agent) will use the approved electronic request forms submitted in the procurement management software to generate a purchase order. The purchase order will include the following information:
  - a. Purchase Order Number
  - b. Vendor Name and Address
  - c. Billing and Delivery Address
  - d. Item or Service Description
  - e. Quantity of Items
  - f. Unit Price of Items or Services
  - g. Shipping Costs if Applicable
  - h. Extended Totals and Sum Totals
  - i. Budget Line Number
  - j. Electronic Signature of the Purchasing Agent
4. The Administrative Librarian will review and approve or deny purchase orders in the procurement management software, signing off electronically.
5. The Bookkeeper (Accountant) and Administrative Librarian will verify that adequate funds are budgeted and available and that the purchase complies with LA RS 38:2211 et seq.
6. An Assistant Librarian will appoint approved designated staff as receivers at the Administration Building. These staff members will collect receiving reports to document that the Library received the purchased supplies or materials. The staff member receiving the items will sign these reports and send them to the Administrative Assistant.
7. The Administrative Assistant, or in their absence, an Assistant Librarian, receives invoices from vendors for services or materials provided to the library, dates them, signs them, and then submits them to the Administrative Librarian for review, budget coding, and signature.
8. The Administrative Assistant and the Administrative Librarian will both verify that documents are present to support the payment and that the amount owed is correct.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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9. The invoice will be attached to the purchase order and receiving report and provided to the Administrative Librarian for final approval before disbursement.<sup>7</sup>
10. After final approval, the Bookkeeper (Accountant) will receive all documents and signed forms to initiate disbursement via check.

**Amended on September 16, 2025.**

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<sup>7</sup> See Policy Code: 2-219 Disbursements.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Bidding on Library Contracts/Purchases**  
Code: **2-204**  
Section: **Operation of the Library**

## Bidding on Library Contracts/Purchases

1. All purchases of materials or supplies exceeding sixty thousand dollars (\$60,000) to be paid out of public funds shall be advertised and let by contract to the lowest responsible bidder who has bid according to the specifications as advertised. Purchases of thirty thousand dollars (\$30,000) or more, but less than sixty thousand dollars (\$60,000) shall be made by obtaining not less than three quotes by telephone, facsimile, email, or other printable electronic form. The Administrative Librarian shall maintain current knowledge of the state of these requirements.
2. The Administrative Librarian will inform the Board of Control of the necessity to bid and prepare or have prepared the bid document.
3. Some items, such as computer systems, are advertised using a request for proposal rather than a bid, or may be purchased through the State Contract process.
4. State law controls and describes the bid/proposal process, as outlined in LA RS 38:2212.1.
5. The bid request is announced in the local newspapers (*The Livingston Parish News* and *The Advocate*).
6. Qualified vendors submit proposals in response to the published and advertised "Bid Announcement." The Board of Control reviews the submitted proposals and selects a vendor for the purchase.
7. After the Board of Control makes a decision, the Administrative Librarian notifies the vendors of the Board's decision and has the Administrative Assistant initiate a purchase order or contract to authorize purchase from the selected vendor.
8. The purchase process then becomes the same as described for non-bid purchases.

**Amended on September 16, 2025.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Purchasing and Contracting**  
Code: **2-204a**  
Section: **Operation of the Library**

## Purchasing and Contracting

The Livingston Parish Library Administration is to use the dollar thresholds contained in the Public Bid Law [LA R.S 38:2211-2226] as a guide. All materials, supplies, and equipment purchases costing less than thirty thousand dollars (\$30,000) will be approved by the Administrative Librarian or their designee. All purchases of materials or supplies exceeding sixty thousand dollars (\$60,000) to be paid out of public funds shall be advertised and let by contract to the lowest responsible bidder who has bid according to the specifications as advertised. Purchases of thirty thousand dollars (\$30,000) or more, but less than sixty thousand dollars (\$60,000) shall be made by obtaining not less than three quotes by telephone, facsimile, email, or other printable electronic form. Any exception to this policy must be approved by the Livingston Parish Library Board of Control in an open meeting.

Public works projects exceeding two-hundred and fifty thousand dollars (\$250,000) (amount adjusted annually by the Louisiana Legislative Auditor), will be subject to an open and competitive bidding process in accordance with state law.<sup>8</sup>

The Administrative Librarian (Director) has the authority to accept a contract as long it falls within the annual budget and existing policies. The Administrative Librarian can bring the contract for review by legal counsel on an as-needed basis.

The Livingston Parish Library Administration is to implement and monitor controls over contracts to ensure the goods are necessary for accomplishing the Library's objectives.

Also, the Library Administration must ensure that:

- An open and competitive atmosphere is to be provided.
- Contracts with related parties (family and business interests) are strictly prohibited.
- Payments are made in accordance with the terms and conditions of the contract.
- Any additions or modifications of existing contracts are presented to the Livingston Parish Library Board of Control for approval.
- Contracts and related documentation are maintained in an organized manner and in a central location.

Purchase Orders

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<sup>8</sup> See LA RS 38:2212C(1).

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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1. Purchase orders are required for all purchases made by the Livingston Parish Library.
2. For major purchases (equipment, software, supplies, etc.), a quote is required for the Purchase Order to be issued.
3. Purchases of thirty thousand dollars (\$30,000) or more, but less than sixty thousand dollars (\$60,000) shall be made by obtaining not less than three quotes by telephone, facsimile, email, or other printable electronic form.<sup>9</sup>

### Advance Payments

1. Livingston Parish Library may not tender payment until receipt of the materials and supplies or completion of services is rendered.
2. Livingston Parish Library may not issue payment for goods or services with public funds if the future delivery date exceeds a reasonable amount of time from the payment date.

**Amended on September 16, 2025.**

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<sup>9</sup> See LA RS 38:2212.1A(1)(b).

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Budgeting and Authorization of Payment**  
Code: **2-205**  
Section: **Operation of the Library**

## Budgeting and Authorization of Payment

1. As required by law, the Board shall adopt a budget for the operation of the Library. The Administrative Librarian (Director) shall prepare the budget document and present it to the Board for review and consideration.
2. The Administrative Librarian shall manage the daily operations of the Library and shall be responsible for authorizing expenditures within the adopted budget document.
3. The President or Vice President of the Library Board of Control will notify the Administrative Librarian on behalf of the Board of Control concerning expenditures for Legal Counsel consultation. Notifying the President or Vice President of the expenditures will precede Legal Counsel consultation. Upon notification to the Administrative Librarian, they will record the expenditure.
4. The Board of Control shall amend the budget document according to state law on the recommendation of the Administrative Librarian.
5. The Board of Control must authorize special expenditures outside the adopted budget document.
6. All bills are paid as received.

### Policy

The Library Director has the overall responsibility for preparing, presenting, and administering the annual budget for the general fund and all special revenue funds in accordance with Louisiana Revised Statute (R.S.) 39:1301-1315.

Furthermore, the Director shall have the duty and power to prepare and submit an annual operations budget for the library to the board of control in accordance with the provisions of R.S. 25:2111 et seq. and any other supplementary laws or ordinances.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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The board of control is responsible for adopting and amending budgets on a timely basis. Copies of the adopted budget, budget adoption instrument, budget amendments, supporting schedules, and correspondence related to the budgets are to be retained at the director's office.

A. The Director is to prepare a comprehensive budget presenting a complete financial plan for each fiscal year for the general fund using the following guidelines:

1. Revenue projections – Budgeted by fund and/or department and based on historical data and known trends.
2. Expenditure projections – Budgeted by fund and/or department and based on actual costs and reasonable estimates.

B. The budget must include a clearly presented side-by-side detailed comparison of information for the current year, including the fund balances at the beginning of the year, year-to-date actual receipts and revenues received and estimates of all receipts and revenues to be received the remainder of the year; estimated and actual revenues itemized by source; year-to-date actual expenditures and estimates of all expenditures to be made the remainder of the year itemized; other financing sources and uses by source and use, both year-to-date actual and estimates for the remainder of the year; the year-to-date actual and estimated fund balances as of the end of the fiscal year; and the percentage change for each item of information as required by state law [R.S. 39:1305(C)(2)(a)].

C. The Director is to present the proposed annual budget with a proposed adoption instrument to the board no later than 15 days prior to the beginning of the fiscal year. Also, the proposed budget must be made available for public inspection no later than 15 days prior to the beginning of the fiscal year in accordance with state law. (See R.S. 39:1306 and R.S. 39:1308 for when and where to post the budget.)The Library Board of Control is responsible for adopting the budgets in an open meeting before the end of the prior fiscal year. Before the adoption of the budget, if the library has total proposed expenditures of \$500,000 or more from the general fund and any special revenue funds in a fiscal year, the public must be given an opportunity to participate in the budgetary process in accordance with state law. No proposed budget shall be considered for adoption or otherwise finalized until at least one (1) public hearing has been conducted on the proposal. The library must comply with the notice, publication, and public hearing requirements as required by state law (R.S. 39:1307).

D. The Director is to administer and monitor the budgets and provide the board with monthly financial statements and budget-to-actual comparisons, including any warnings of any corrective action needed. The board is responsible for adopting amended budgets on a timely basis. The director must advise the board (R.S. 39:1311) when:

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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1. Total revenue and other sources + projected revenue and other sources for the remainder of the year, within a fund, are failing to meet total budgeted revenues and other sources by 5% or more.
2. Total actual expenditures and other uses + projected expenditures and other uses for the remainder of the year, within a fund, are exceeding the total budgeted expenditures and other uses by 5% or more.
3. Actual beginning fund balance, within a fund, fails to meet estimated beginning fund balance by 5% or more and fund balance is being used to fund current year expenditures.

### Procedures

#### Budget Preparation

1. The Director will meet with the Assistant Library Directors, Head of Collection Development, Head of Cataloging, Head of Community Engagement, Head of IT, Public Information Officer, Head of Human Resources, Branch Managers, and Administrative Assistant to receive and discuss budget requests for the year.
2. The Director will analyze the trends of all revenues and consider whether any increases/decreases are warranted.
3. Using the side-by-side comparison, the Director will analyze current year line-item expenditures to identify costs that can be reduced or eliminated and those that may increase.
4. The Director will prepare a proposed budget for the general fund and each special revenue fund that includes the following, as required by state law (R.S. 39:1305):
  - Estimated fund balance at the beginning of the year;
  - Estimated revenues/receipts itemized by source;
  - Recommended expenditures itemized by department, function, and character;
  - Other financing sources and uses by source and use; and
  - Estimated fund balance at end of fiscal year.

[Note: The total of proposed expenditures shall not exceed the total of estimated funds available for the ensuing fiscal year, i.e., the beginning fund balance and any anticipated revenues.]

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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5. The Director will prepare the budget adoption instrument to adopt and implement the budget document as required by state law [R.S. 39:1305(D)].
6. The Director will prepare and sign a budget message that contains a summary description of the proposed budget, policies and objectives, assumptions, budgetary basis, and a discussion of the most important features as required by state law [R.S. 39:1305(C)(1)].

### Budget Availability, Presentation, and Adoption

1. Before the adoption of the budget, the budget must be made available for public inspection (R.S. 39:1306).
  - If total proposed expenditures are \$500,000 or less in a fiscal year, make the proposed budget available at the Administrative Offices of the Livingston Parish Library for public inspection no later than 15 days prior to the beginning of the fiscal year. (See R.S. 39:1306 and R.S. 39:1308)
  - If total proposed expenditures are \$500,000 or more in a fiscal year (from the general fund or any special revenue funds), the public must be afforded an opportunity to participate in the budgetary process prior to adoption of the budget (See R.S. 39:1307).
    - If total proposed expenditures are \$500,000 or more, it is mandatory that a notice be published in the official journal stating that (a) the proposed budget is available for public inspection (no later than 15 days prior to the beginning of the fiscal year); (b) a public hearing on the proposed budget will be held; and (c) the date, time, and place of the hearing. [Note: The notice must be published at least 10 days prior to the date of the first public hearing.]
2. If applicable, conduct at least one public hearing on the proposed budget before it is adopted (R.S. 39:1307).
3. If applicable, certify completion of public participation in the budget process by publishing a notice in the official journal (R.S. 39:1307).
4. Present the proposed budget document (i.e., budget message, ordinance or resolution, and budget statement) to the board no later than 15 days prior to the beginning of the fiscal year in accordance with state law (R.S. 39:1306).
5. Ensure that the budget is adopted in an open meeting before the end of the prior fiscal year in accordance with state law [R.S. 39:1309(B)]. [Note: The adopted budget must be balanced with approved expenditures not exceeding the total of estimated funds available.]

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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6. Upon adoption, copies of the budget and adoption instrument should be provided to the Director and maintained on file as required by state law [R.S. 39:1309(D)].

### Budget Monitoring

1. Prepare quarterly budget-to-actual comparison statements and formally present to the Livingston Parish Library Board of Control for review/monitoring purposes.
2. Prepare monthly budget-to-actual comparison statements and detailed expense reports and email them to the Livingston Parish Library Board of Control for review/monitoring purposes.
3. Ensure that the Administrative Librarian (Director) advises the Board when there is a 5% variance in revenues, expenditures, or beginning fund balance.

### Budget Amendment

Ensure that the Livingston Parish Library Board of Control adopts a budget amendment (using the appropriate adoption instrument) in an open meeting upon receiving notification of a 5% variance or a change in operations upon which the original budget was developed.

**Amended on May 20, 2025.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Disposition of Property**  
Code: **2-206**  
Section: **Operation of the Library**

## Disposition of Property

1. Property belonging to the Library on the General Fixed Assets List shall be disposed of in accordance with Louisiana state law.
2. Any item that is broken and beyond repair shall be discarded and removed from the General Fixed Assets list at the discretion of the Administrative Librarian.
3. Any item of small value (not on the General Fixed Assets list) shall be discarded when it is broken and beyond repair at the discretion of the Administrative Librarian.
4. Surplus property (any item that is used and/or outdated, or has been replaced and/or updated) shall be disposed of in accordance with state law. The Administrative Librarian shall make a recommendation to the Board as to the method of disposal.
5. Books and other library materials that are weeded (see Weeding Policy, Code 3-305) from the collection shall be disposed of according to the state laws at the discretion of the Administrative Librarian. Also see Louisiana Revised Statute 25:151 (<https://legis.la.gov/legis/Law.aspx?d=84348>)

**Amended on September 19, 2023.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Insurance Coverage**  
Code: **2-207**  
Section: **Operation of the Library**

## Insurance Coverage

1. The Administrative Librarian shall be responsible for advising the Board of Control upon the necessity for insurance coverage.
2. Insurance policies and coverage shall be reviewed on a regular basis.
3. Insurance shall be obtained for the following areas:
  - a. Liability
  - b. Buildings and Contents
  - c. Employee Performance Bonds (Supervisory Staff and Office Staff Handling Cash)
  - d. Vehicles Belonging to the Library (Total Coverage)

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Audit**  
Code: **2-208**  
Section: **Operation of the Library**

## Audit

1. The Livingston Parish Library will undergo an audit for each fiscal operating year, running from January 1 to December 31.
2. The scope of the audit examination may include financial accountability, legal compliance, and evaluations of the economy, efficiency, and effectiveness of the auditee's programs or any combination of the foregoing.
3. The Administrative Librarian (Director) shall retain the services of a licensed certified public accountant to present proposals to conduct an audit, provided that such an audit is performed per generally accepted governmental auditing standards and the Louisiana Governmental Audit Guide.<sup>10</sup>
4. The Administrative Librarian and/or their designee(s) will provide the accountant and auditor access to all papers, books, accounts, records, files, instruments, documents, films, tapes, and any other forms of recordation of the Library, including but not limited to computers and recording devices, and all software and hardware that hold data.<sup>11</sup>
5. The Administrative Librarian will inform the Livingston Parish Library Board of Control upon completing the audit by June 30.
6. The auditor will present the audit report to the Livingston Parish Library Board of Control at the July Regular Meeting.
7. The audit report will be distributed as follows:
  - a. Legislative Auditor (1 copy)
  - b. Livingston Parish, Chief Financial Officer (1 copy)
  - c. Parish President (1 copy)
  - d. Livingston Parish Library Board of Control (9 copies)
  - e. Administrative Librarian (1 copy)

**Amended on November 18, 2025.**

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<sup>10</sup> See LA RS 24:513A(5)(a)(i).

<sup>11</sup> See LA RS 24:513A(1)(a).

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Money Collections**  
Code: **2-209**  
Section: **Operation of the Library**

## Money Collections

Great care and effort should be devoted to handling the money for the Livingston Parish Library. We are all responsible for the accurate accounting of this money. The Library is audited each year, and all financial records are closely scrutinized.

The following procedures will be used in the collection and depositing of all money:

1. Each branch is responsible for monies collected in its facilities. Receipt of monies will be entered into the Library's automated program by category. A computer report will be generated for all monies: faxes, copies, lost books, damaged books, book sales, summer reading items, memorial books, donations, computer printouts, etc.
2. Money will be collected weekly from the branches. Each branch manager or designee will generate and print the computer report for his/her respective branch (see details in Notes section below), then count the monies, and send the report and monies to Headquarters (Livingston). If there is a difference in amounts from report and actual money on-hand, an explanation must accompany the report and funds.
3. The designated Treasurer at Headquarters will re-count the monies and receipt actual money received. A copy of the receipt will be sent to the branch.
4. The Treasurer at Headquarters, then, will reconcile totals for each branch, document the break-down of fund categories for auditing purposes, and make the deposit at the Library's financial institution.

### Notes:

1. Reports will be run weekly, covering the period from the previous Monday through Sunday, necessitating the removal of monies from circulation desks and automatic vending service machines (used for copy/print services) to a designated secure office location on Monday morning BEFORE the branch opens or does any transactions for the new week.
2. Monies and report MUST be at Headquarters by Thursday afternoon, requiring each branch to complete the report and counting of monies by the designated pick-up time for deliveries.
3. All money should be kept in a secure location at all times with limited access.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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4. Limited, but sufficient, funds should be retained at each branch for the sole purpose of making change as needed.

**Amended on September 19, 2023; Amended on January 24, 2024.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Inventory/Fixed Assets**  
Code: **2-210**  
Section: **Operation of the Library**

## Inventory/Fixed Assets

1. The Library will compile a database of General Fixed Assets and maintain this database on a current basis. Purchases will be added to the database as soon as is possible after acquisition. Each item requiring addition to the database shall receive and have affixed a barcode with a sequential number for tracking and identification. Items with a cost in excess of \$1200 and items that are considered high-risk for theft or vandalism will be barcoded. At the time any item is withdrawn from active use and discarded, the number will be removed from the item and discard information maintained in the files.
2. The General Fixed Assets database and the shelf list will act as the inventory lists for the Library.
3. Supply lists of the various supplies needed for office use, library applications and janitorial/maintenance shall be kept.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Cooperation with other Libraries and Institutions**  
Code: **2-211**  
Section: **Operation of the Library**

### Cooperation with other Libraries and Institutions

Recognizing that one library is not able to provide all the materials and resources that may be needed by the persons using that library, the Board of Control establishes a policy of cooperation with other agencies concerned with the provision of good library services. To the limit that the financial and physical resources allow, the Library will be a full and participating partner. This cooperation will be for, but not limited to, the provision of interlibrary loan and the development of electronic information sharing.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Retention and Disposal Schedule**  
Code: **2-212**  
Section: **Operation of the Library**

## Retention and Disposal Description

### 2-212.a

1. The Livingston Parish Library Board of Control sets a retention and disposal schedule for the documents and paperwork generated by the library system. The schedule governs the retention and disposal of the library's administrative, statistical, financial, and patron records.
2. Records are stored based on the library's needs, Louisiana law, and recommendations from the Louisiana Secretary of State's office.
3. The Administrative Librarian, with the permission of the Board of Control, shall submit for approval the library's Document Retention Schedule (212.b) to the Louisiana Secretary of State's office. Revisions to the schedule will be submitted to the Secretary's office for approval as needed.
4. Once approved, the Administrative Librarian will act as the appointed Records Officer per LA RS 44:411. This appointment must be submitted to the Secretary of State's Office by July 1 of each calendar year.

## Document Retention Schedule

### 2-212.b

Item Number	Description of Record	Retention Schedule	Storage Information
<b><u>Board/Governing Body</u></b>			
1	Parish Library Bylaws	Permanent	LPL Policy Manual
2	Policy Manuals	Permanent	LPL Policy Manual
3	Parish Library Board Meeting Minutes	Permanent	Director's Files
4	Parish Library Board Meeting Recordings	Permanent	Director's Files
5	Annual Reports to State Library	Permanent	Director's Files

# LIVINGSTON PARISH LIBRARY POLICY MANUAL

## Administrative Files

6	Correspondence – Routine	Active + 1 Current Year	Files of Originator of Correspondence
7	Correspondence – General (subject-related)	Active + 3 current years	Administrative Files
8	Correspondence – Policy related	Permanent	Administrative Files
9	Complaint Records	Active + 3 years after resolution	Director's Files
10	Patron Accident, Incident, and Disciplinary Files	Active + 5 years after resolution	Director's Files
11	Planning Documents- Final Approved	Permanent	Director's Files
12	Internal Staff Meeting Files	Active + 2 current years	Administrative Files
13	E-rate Files	Active + 10 years after the close of the contract periods	Administrative Files
14	Grant Files	Active + 3 years after the close of the grant's fiscal year	Administrative Files
15	Other Federal Grants	Active + 5 years after the close of the grant's fiscal year	Administrative Files

## Personnel Files

16	Applications for Employment (Not Hired)	Active + 2 current years	Administrative Files
17	Employment Selection Records	Active + 2 current years	Director's Files
18	Employment Announcements	Active + 2 current years	Administrative Files
19	Applications for Employment (Hired)	Active + 5 years after separation of employment	Personnel Records
20	Employee Disciplinary Records	Active + 5 years after separation	Personnel Records
21	Employee Training & Educational Records	Active + 5 years after separation	Personnel Records
22	Employment Eligibility (I-9)	Active + 3 years after separation or adjustment, whichever is sooner	Personnel Records
23	Employment Benefits – Insurance	Active + 5 years after separation or supersedure	Personnel Records
24	Employment Benefits – Non-Insurance	Active + 5 years after separation or supersedure	Personnel Records
25	Performance Appraisals & Employee Termination/Resignation Records	Active + 5 years past the date of separation	Personnel Records
26	Employee Deduction Authorizations	Active + 4 years after separation or adjustment, whichever is sooner	Personnel Records
27	Employee Earnings Record	Active + 70 years after separation	Personnel Records
28	Federal Tax Records (W-2, 1099, FICA, etc.)	Active + 4 years after separation or supersedure	Personnel Records
29	W-4	Active + 4 years after separation or supersedure	Personnel Records
30	Direct Deposit Authorization	Active + 4 years after separation or adjustment, whichever is sooner	Personnel Records
31	Deferred Compensation Records	Active + 5 years after separation or supersedure	Personnel Records
32	Patient Protection & Affordable Care Act (proof of insurance offer, employee answer & related reports)	Active + 7 years after separation	Personnel Records

# LIVINGSTON PARISH LIBRARY POLICY MANUAL

33	Time & Attendance Reports (includes time & recap sheets, vacation and leave, comp time)	Active + 5 current years	Personnel Records
34	Employee Injury Records	Active + 30 current years	Director's Office
35	Worker's Compensation Files	Active + 30 years after the claim is settled	Director's Office
36	Grievances	Active + 5 years after resolution	Personnel Records
37	Personnel Files – Vital Information	Active + 70 years after separation	Personnel Records
<b><u>Financial</u></b>			
38	Journal Entries/General Ledger	Active* + 5 current years	Accountant's Files
39	Balance Sheet	Active* + 5 current years	Accountant's Files
40	Deposit Slips, Cancelled Checks, Transaction Sheets, and Reports	Active* + 3 current years	Accountant's Files
41	Invoices	Active* + 3 current years	Accountant's Files
42	Bank Statements and Reconciliations	Active* + 5 current years	Accountant's Files
43	State Tax Returns	Active* + 5 current years	Accountant's Files
44	Budget – Original	Permanent	Board Meeting Minutes
45	Audits	Permanent	Director's Files
46	Accounts Payable/Receivable	Active* + 3 current years	Accountant's Files
47	Postal Records	Active* + 3 current years	Accountant's Files
<b><u>Building and Equipment</u></b>			
48	Requests for Bid/Proposals/RFPs (Unsuccessful)	Active + 4 current year	Director's Files
49	Contracts/Agreement for Services (includes winning bid, proposal & RFP)	Active + 10 years from termination of contract	Director's Files
50	Purchases/Order Records	Active* + 3 current years	Accountant's Files
51	Inventory and Depreciation Schedules	Active + 5 current years	Administrative Files
52	Insurance Policies	Active + 5 years after expiration	Director's Files
53	Blueprints/Plans	Permanent	Administrative Files
54	Appraisals, Surveys, and Reports	Permanent	Administrative Files
55	Maintenance History	Active + 2 years in which the equipment is no longer in use	Administrative Files
<b><u>Patron and Library Records</u></b>			
56	Patron Registration Files	Active + 1 year after the registration expires or patron discontinues use of the library	ILS Database
57	Computer Use Records (Sign-In Sheets)	Active, destroy when usage statistics are recorded	Computer Management Software
58	Program / Exhibit Files	Active + 3 years	Branch Files
59	Program Registration Records	Active + 1 current year	Program Database
60	Circulation Record	Active	ILS Database
61	Training/Workshop (Staff Presentations and Workshop Materials)	Active + 5 years after the dissolution of the program	Administrative Files
62	Interlibrary Loan Records	Active + 3 current years	ILS Database

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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63	Overdue Files	Active	ILS Database
64	Acts of Donation	Permanent	Accountant's Files
65	Donation / Gift Receipts	Active + 3 years	Accountant's Files
66	Release Forms	Active + 5 years	Accountant's Files
67	Meeting Room Requests	Active + 1 years	Meeting room scheduling software
68	Reference Requests	Active	Branch Files
69	Video Surveillance	Active + 30 days	Administrative Offices

\*Active = until audit

**Amended on September 18, 2018. [Supersedes the previous policy as well as forms 2-213 and 2-214.]; Amended on January 20, 2026**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Public Records Requests**  
Code: **2-215**  
Section: **Operation of the Library**

## Public Records Requests

The Livingston Parish Library complies with Louisiana Public Records Law. The purpose of this law is to allow persons to examine the records of the Library within the exceptions permitted by law and following procedures established by the Library Board of Trustees.

### Definitions

“Record” means all documents created by, received by, under the authority of, or coming into the custody, control or possession of the Livingston Parish Library.

“Public official” means any official or employee of the Livingston Parish Library.

“Record Custodian” is the library employee designated to provide access to records, copy as requested and receive fees.

### Exceptions

- Library users’ records are specifically exempted by LSA-R.S. 44:1 ET SEQ.
- Personnel records may be kept confidential: which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation; or where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the library.

Note: All personnel records not specifically falling within the exceptions are available for public inspection and copying.

- Purchasing records may be kept confidential if disclosure would give an unfair advantage to competitors or bidders.
- Gifts or donations where anonymity is a condition of the donation.

### Inspection and Copying

Providing access to public records and the fee involved in the copying or mechanical reproduction of them are fully described in LSA-R.S. 44:1 ET SEQ

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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## Procedure

### General

It is the purpose of this procedure to establish reasonable access to the records of the Livingston Parish Library subject to the release under the LSA-R.S. 44:1 ET SEQ., to protect the integrity and organization of library records, and to help prevent disruption of the library's essential functions.

The Record Custodian shall be the Library Director, Livingston Parish Library, P O Box 397, Livingston, LA 70754

The following procedures will be followed for the inspection and copying of open public records:

- Consistent with the policy, duties and procedures established by the LSA-R.S. 44:1 ET SEQ, the Record Custodian will provide full access and assistance in a timely and efficient manner to persons who request access to open public records.
- The Record Custodian will protect the integrity and organization of public records with respect to the manner in which such records are inspected and copied.
- The Record Custodian will seek to provide records at the earliest possible time.
- All inspections and copying of open public records will be performed by, or under the supervision of, the Records Custodian or her designee.
- All persons requesting the inspection of or copying of open public records will complete a written request (Public Records Request) before the request will be honored.
- All Public Records Request forms must be completed by the person requesting the record.
- In instances where the requester cannot provide sufficient information to identify a record, the Record Custodian will assist in making such identification.
- Any fees involved in the copying of records are due at the time the copies are provided to the requesting party.
- The fee per page of records will be established and adjusted from time to time in accordance with and equal to the fee per copy of the copying machines available to the general public in the library.
- Hours for accepting requests for inspection or copying will be all regular working hours for each day the office maintains regular office hours.
- Removal of public records from the office where kept and maintained, for purposes of inspection and/or the copying, will not be permitted.
- If the Record Custodian denies the inspection and/or the copying of any record, such denial is to be stated on the request form along with the reason for the denial.
- A copy of each request will be retained for reasonable period of time. All requests will be subject to LSA-R.S. 44:1 ET SEQ and available for public inspection and copying.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Friends of the Library**  
Code: **2-216**  
Section: **Operation of the Library**

### Friends of the Library

The Friends of the Library is an auxiliary body of persons who support the Library in its service goals by raising funds for special projects and assisting in the conduct of the campaign to gain the passage of the tax issue to fund the Library.

The Friends of the Library shall have no direct or indirect influence or authority in the making of policy or daily governance or management of the Library.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Bank Reconciliation**  
Code: **2-217**  
Section: **Operation of the Library**

### Bank Reconciliation

Timely reconciling all bank accounts is a key component of good controls over cash. Reconciling the bank balance with the book balance (general ledger) is necessary to ensure that (1) all receipts and disbursements are recorded (an essential process in ensuring complete and accurate monthly financial statements); (2) checks are clearing the bank in a reasonable time; (3) reconciling items are appropriate and are being recorded; and (4) the reconciled cash balance agrees to the general ledger cash balance.

1. The business manager (or designee who is independent of the receipt and disbursement process) is to receive the monthly bank statements unopened directly from the bank and review them for any unusual deposits and disbursements activity. [Note: Any unusual activity must be promptly and thoroughly investigated and reported.]
2. After the business manager's (or designee) review, the bank statements are to be given to the director (or designee) and to the Livingston Parish Library Board of Control President (or designee) who has the responsibility for ensuring that all bank accounts are reconciled within 20 business days after the bank statements are received.

State law [Louisiana Revised Statute (R.S.) 10:4-406(d) (2)] allows the municipality 30 days to examine bank statements and cancelled checks for unauthorized signatures or alterations. After 30 days, the municipality is precluded from asserting a claim against the bank for unauthorized signatures or alterations.

3. The bank reconciliation is to be prepared by an employee who does not have responsibility/authority to (1) sign checks; or (2) receive and deposit cash; or (3) authorize disbursements.
4. The monthly bank reconciliations are to be properly completed, dated, and signed by both the preparer and reviewer/approver (Director (or designee) and Library Board of Control President (or designee) and be maintained on file for subsequent review and audit.
5. Bank account balances are to be reviewed monthly to ensure that they are fully secured and that the types of securities pledged by the financial institution are in accordance with state law. (See R.S. 39:1221 for kinds of security and R.S. 39:1225 for amount of security.)

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Credit Cards**  
Code: **2-218**  
Section: **Operation of the Library**

## Credit Cards

- Credit card accounts require Board approval and are used only for the official business of the library.
- Credit cards are issued to library staff specifically designated and approved by the Board in a public meeting.
- The Livingston Parish Library uses a general business credit card issued by the library's fiscal agent.
- Credit cards must be placed under strict control and be available for use in limited cases.
- Credit cards are not to be used for routine or recurring purchases or purchases that are subject to the requirements of the Louisiana Public Bid Law.

### Applying for a Credit Card

- The card must be issued in the Livingston Parish Library's name using the Livingston Parish Library's tax identification number
- The credit card must not allow cash advances to be made.

### Security

- The Library Director is to maintain a listing of all credit cards, including the card numbers, and the telephone numbers of the credit card companies.
- The library administration is responsible for securing credit cards under lock.
- Employees must immediately notify the Director if a credit card is missing (lost or stolen). The Director is responsible for immediately canceling the card. If a card is stolen, the Director must notify law enforcement.

### Issuance

- A staff member designated by the Library Director may be assigned to make approved purchases using the library credit card.
- The issuance of a credit card must be authorized by the Director and be documented in writing using the Credit Card Agreement Form and the Credit Card Issuance Log.
- The Library Director and the Assistant Library Director are to maintain written logs for each credit card to account for the "check-out" and return of credit cards. The log will contain the

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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(1) business purpose for using the card; (2) a signature by library administration approving the issuance of the card; (3) dates and times of issue and return; and (4) signatures of both the business manager and the employee upon issuance and return of the card.

**Amended on July 18, 2023.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Disbursements**  
Code: **2-219**  
Section: **Operation of the Library**

## Disbursements

1. Each morning the courier picks up the mail at the Post Office.
2. The courier brings mail directly to the Administrative Assistant.
3. The Administrative Assistant opens mail and stamps each bill received and initials it.
4. Bills are given to the Director.
5. Bills related to the Library's Collection Development purchases are given to the Head of Collection Development.
6. The Director reviews the bills for errors, inconsistencies, overcharges, etc. and approves them for payment.
7. The bills are given to the Bookkeeper who enters each bill into the accounting software to be paid.
8. Checks are printed every two weeks for payment by the Bookkeeper.
9. Once checks are printed and matched to the invoice, checks and invoices are sent to the Administrative Assistant who makes sure that the amount of invoice matches the check. They acknowledge this by circling and initialing the amount on the invoice.
10. Checks and invoices are sent to the Director and the Assistant Director for signatures and verification.
11. Once the check and invoice are matched, the Director and the Assistant Director must then sign the check.
12. After checks are signed
  - a. Invoices and checks are returned to the Bookkeeper who detaches each check stub and attaches it to the invoice
  - b. Places the check and payment receipt in the appropriate envelope.
  - c. Applies postage to each envelope.
  - d. Payments are taken to the Post Office and mailed.
  - e. Invoices with attached check stubs are filed in appropriate folders/cabinets in the Accountant's office.
13. Checks that have not cleared the bank will be voided after 90 days of issuance.
  - a. A record of voided checks will be kept in case the payee contacts the library to claim funds.

**Amended on September 19, 2023.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Financial Reporting**  
Code: **2-220**  
Section: **Operation of the Library**

## Financial Reporting

Financial reporting is the primary tool used by management to monitor income and expenditures and to make decisions. The Livingston Parish Library, as a public body, is accountable for the manner in which funds are spent. It is essential to monitor actual progress against the budget (financial plan for the year) to ensure that the desired fiscal result will be achieved.

An accounting system should be maintained that provides timely information and an accurate picture of the Livingston Parish Library's financial condition. Accounting practices should be in accordance with generally accepted accounting principles (GAAP) and generally accepted government auditing standards (GAGAS). Furthermore, management should ensure there is an adequate separation of functions to ensure assets are safeguarded and the potential for errors in the records are minimized.

### Quarterly Reporting

The library director is responsible for overseeing the preparation of the monthly financial statements, including budget-to-actual comparisons, on all funds of the Livingston Parish Library. If necessary, the Livingston Parish Library may contract with an external accounting firm to provide assistance to ensure the preparation of timely and accurate financial statements.

The director is to formally present the quarterly financial statements and budget comparisons to the Livingston Parish Library Board of Control, including any warnings of corrective/remedial action needed (e.g., amend the budget). Discussion of the quarterly financial statements and budget comparisons should be on the meeting agenda and the written minutes should reflect such discussion.

### Annual Reporting

Annual financial reporting provides accountability and is required by state law [Louisiana Revised Statute (R.S.) 24:513]. Annually, the Livingston Parish Library Board of Control is to approve the engagement of an independent certified public accountant to perform the municipality's audit which is also subject to the approval of the Louisiana Legislative Auditor.

State law requires that the auditor be provided with all the books and records needed to perform the audit and R.S. 24:518 provides penalties for failure to do so. The audit must be completed and submitted to the Legislative Auditor no later than six months after the close of the fiscal year

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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[R.S. 24:513(A)(5)(a)(i)]. However, the Livingston Parish Library may have an extension at any time after a disaster or emergency is declared under the provisions of R.S. 29:724(B)(1) which prevents the Livingston Parish Library from completing its report within six months of the close of the fiscal year.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Capital Assets**  
Code: **2-221**  
Section: **Operation of the Library**

## Capital Assets

A capital asset is a tangible asset of the Livingston Parish Library that costs \$1200.00 or more and has an estimated useful life extending beyond one year. Examples include land, buildings and improvements, and equipment used in the operations of the municipality.

Louisiana Revised Statute 24:515.B.1 requires the Livingston Parish Library to maintain records of its capital assets. The Business Manager/Bookkeeper and Information Technology Manager are responsible for recording, tagging (for identification purposes), and coordinating the annual inventory of all capital assets. The listing of capital assets is to be updated each year for assets acquired and disposed. Failure to identify and periodically account for municipality assets/property exposes the municipality to possible loss, theft, and misuse of its assets. Any missing assets should be addressed and appropriately resolved. Capital assets are reported in the Livingston Parish Library's financial statements at cost. However, capital assets received as donations are reported at their estimated fair market value at the time of donation.

Except for land which is not depreciated, capital assets are depreciated over their estimated useful lives using the straight-line method of depreciation. The various asset classes are assigned the following estimated useful lives:

<b>Asset Class</b>	<b>Estimated Useful Life</b>
Land	Not depreciated
Buildings	40 years
Building Improvements	20 years
Machinery and Equipment	5 years
Vehicles	7 years
Computers	3 years
Office Equipment	7 years
Furniture	7 years

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Library Collection (Books, Audios, DVDs, etc.)	7 years
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### Procedures

#### Collection Items

The following procedures apply to all capital asset classes except for the library collection, which is governed by the collection development policy.

#### Capital Asset Additions

1. During the year, the business manager must be notified when a capital asset is purchased and received.
2. The business manager is to obtain the supporting documentation (e.g., purchase order, invoice, etc.) to record the asset information on the capital asset listing. Information recorded should include the asset description, date of acquisition, location, cost (or fair value if donated), and estimated useful life.
3. The business manager is to assign an identification number to the asset and record that number on the listing. The business manager (or designee) is to affix a tag/sticker to the asset that displays the identification number and the name of the library branch.

#### Capital Asset Deletions/Disposals

1. During the year, the branch managers are to notify the director when a capital asset is no longer useful in operations and thus available for disposal.
2. The director is to consult with legal counsel to ensure compliance with state laws that pertain to the disposal (e.g., sell, exchange, etc.) of library property/assets.
3. All disposal related documentation (e.g., board resolutions, appraisals, advertisements, bids received, etc.) is to be maintained by the business manager
4. The business manager is to identify the asset on the listing and document its disposal (e.g., date, proceeds, etc.).

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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### Annual Physical Inventory of Capital Assets

The Business Manager/Bookkeeper and IT Administrator are responsible for ensuring that a physical inventory of capital assets is conducted at or near the end of each fiscal year.

1. Approximately 15 days before the end of each fiscal year, branch managers are to be provided with a complete listing of the capital assets for which they are held accountable. These inventory lists are to be used to document their physical inventory.
2. Branch Managers (or designees) are to conduct the inventory by touring the library branches and locating each asset listed. Every effort is to be made to locate all assets of the Livingston Parish Library.
  1. For each asset that is observed, place a check-mark on the inventory listing next to the description of the asset
  2. Verify that the asset's location is the same location shown on the inventory listing. If not the same location, make a note of the change.
  3. For an asset that is missing, place an "x" on the listing next to the description of the asset. Branch Managers are to immediately notify the Director of any missing assets.
3. The Director is to notify the district attorney and Legislative Auditor of any misappropriation of assets.
4. Upon completion of the physical inventory, branch managers are to sign and date their inventory lists and return to the business manager.
5. The business manager is to review the inventory lists for completeness and for any notes made by branch managers. The business manager updates the capital assets listing for any changes and prints a final listing.
6. Annually, the listing of capital assets is to be reconciled/agreed with the assets account balance(s) recorded in the accounting system (general ledger).
7. The inventory lists and the final capital assets listing are to be made available to the auditor upon request.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Travel and Other Expenses Reimbursement**  
Code: **2-222**  
Section: **Operation of the Library**

### Travel and Other Expense Reimbursement

#### Purpose:

The Board of Directors of the Livingston Parish Library recognizes that board members, officers, and Library personnel of the Livingston Parish Library may be required to travel or incur other expenses from time to time to conduct library business and to further the mission of the library. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of the Livingston Parish Library to reimburse only reasonable and necessary expenses actually incurred by Personnel.

When incurring business expenses, Livingston Parish Library expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend Livingston Parish Library's money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

#### Expense Report:

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Reimbursement Form. The Expense Reimbursement Form shall be submitted within two weeks of the completion of travel. When travel expense reimbursement is requested, the report must include:

- The individual's name.
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each library-related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct Livingston Parish Library's business).
- An itemized list of all expenses for which reimbursement is requested.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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### Receipts:

Receipts are required for all expenditures billed directly to Livingston Parish Library, such as airfare and hotel charges. No expense will be reimbursed to Personnel unless the individual requesting reimbursement submits a formal vendor receipt along with the Expense Reimbursement Form.

- The receipt must be itemized.
- The receipt must show the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable)
- A personal credit card statement or a bank statement showing said charges will not be accepted by the Library.

### General Travel Requirements:

#### Advance Approval:

All trips funded by the Livingston Parish Library must be approved in advance by the library director.

#### Personal and Spousal Travel Expenses:

Individuals traveling on behalf of Livingston Parish Library may incorporate personal travel or business with their Library-related trips; **however**, Personnel shall not arrange Library travel at a time that is less advantageous to Livingston Parish Library or involving greater expense to Livingston Parish Library in order to accommodate personal travel plans. Any additional expense incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by Livingston Parish Library. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by Livingston Parish Library.

#### Air Travel:

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. Livingston Parish Library will reimburse or pay only the cost of the lowest coach class fare actually available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination. Travel insurance is recommended in cases of emergency.

#### Frequent Flyer Miles and Compensation for Denied Boarding:

Personnel traveling on behalf of Livingston Parish Library may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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### Lodging:

Personnel traveling on behalf of Livingston Parish Library may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed. Conference approved hotels are acceptable.

### Out-Of-Parish Meals:

Personnel traveling on behalf of Livingston Parish Library are reimbursed for the reasonable and actual cost of meals (including tips) subject to the terms and conditions established by Livingston Parish Library Board of Control relating to the meal allowance.

### Meal Allowances:

	<b>Instate</b> (up to)	<b>Out of State</b> (up to)
<b>Breakfast</b>	\$15	\$25
<b>Lunch</b>	\$20	\$35
<b>Dinner</b>	\$35	\$45

### Ground Transportation:

Library personnel are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

#### Airport Shuttle or Bus

Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.

#### Taxis

When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. A taxi may also be the most economical mode of transportation between an individual's home and the airport.

#### Rental Cars / Car Service

Car services are expensive so other forms of transportation should be considered when practical. Library personnel will be allowed to rent a car while out of town provided that

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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advance approval has been given by the library director and that the cost is less than alternative methods of transportation.

### Personal Cars

Personnel are compensated for use of their personal cars when used for Livingston Parish Library business. When individuals use their personal car for such travel, including travel to and from for library business, mileage will be allowed at the currently approved rate set by the State of Louisiana Division of Administration. See <http://www.doa.la.gov/osp/travel/travelpolicy/pocketguide.pdf>.

All other operating expenses for his/her vehicle including fuel, repairs and insurance must be paid by the library personnel.

- **Miles traveled can be computed by:**

1. Using a website mileage calculator such as Google Maps, MapQuest, etc. If this method of obtaining mileage is used, the library personnel must print the page indicating the mileage and attach it with his/her Expense Reimbursement form. If this page is not attached, mileage will not be paid.

#### **Mileage Paid:**

- If a library personnel is leaving from their home to attend a conference or other work event, actual mileage from the library personnel's home may be paid.
- If the library personnel must travel to perform regular and necessary duties away from domicile library.
- If the library personnel is traveling to infrequent or irregular meetings or running errands within the city limits, the library personnel may be reimbursed for mileage.

### Parking/Tolls:

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on Livingston Parish Library business will be reimbursed.

The costs of parking tickets, fines, valet service, etc., are the responsibility of the Library personnel and will not be reimbursed.

Airport parking is permitted for library conference trips. It is recommended that the personnel park in the appropriate area at the lowest rate.

### Non-Reimbursable Expenditures:

Livingston Parish Library maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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reimbursement by a nonprofit organization. Expenses that are not reimbursable include, but are not limited to:

- First class tickets.
- When lodging accommodations have been arranged by Livingston Parish Library and the individual elects to stay elsewhere. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Movies, alcoholic beverages of any kind, in-flight beverages or bar costs.
- Snacks and/or beverages including water which are offered in mini bars in hotel rooms.
- Traffic citations
- Participation in or attendance at golf, tennis or sporting events.
- Spa or exercise charges.
- Clothing purchases.
- Car washes.
- Toiletry articles.
- Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies personnel on a trip, it is the responsibility of the personnel to determine any added cost for double occupancy and related expenses, and deduct those expenses from the reimbursement request.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Ethics Training**  
Code: **2-223**  
Section: **Operation of the Library**

## Ethics Training

1. Public servants and elected officials are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to LA R.S.42:1170A.
2. Therefore, each library employee is to complete the ethics training each year between January 1<sup>st</sup> and May 31<sup>st</sup>.
3. The training can be found at this web address:  
<https://eap.ethics.la.gov/EthicsTraining/login.aspx>
4. Once the employee has completed the ethics training, the certificate must be printed.
5. A copy of the certificate must be turned in to the Branch Manager or supervisor, who then turns it in to the Director and Human Resources.
6. The Director and Human Resources files the certificates accordingly by year.
7. Each Library employee shall review the Ethics Policy (5-571) annually.

**Amended on July 18, 2023.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Debt Management**  
Code: **2-224**  
Section: **Operation of the Library**

## Debt Management

Debt management policies are written guidelines, allowances and restrictions that guide the debt issuance practices of state and local governments, including the issuance process, management of a debt portfolio, and adherence to various laws and regulations.

Livingston Parish Library's debt management policy is used to improve the quality of decisions, articulate policy goals, provide guidelines for the structure of debt issuance, and demonstrate a commitment to long-term capital markets that a government is well managed and therefore is likely to meet its debt obligation in a timely manner.

Livingston Parish Library's debt management policies are approved by the governing body to provide credibility, transparency and to ensure that there is a common understanding among board of control members and staff regarding the issuer's approach to debt financing.

### Procedures:

- Any debt to be incurred by the Livingston Parish Library will require preapproval by the Livingston Parish Library Board of Control.
- Approval of the debt by a majority of voting members at a Livingston Parish Library Board of Control Meeting is required.
- If applicable Livingston Parish Library Board of Control will comply with EMMA and debt service requirements.
- If applicable supporting documentation for the proposed debt will be submitted to legal counsel.
- Necessary actions will be taken.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Use of Letterhead**  
Code: **2-225**  
Section: **Operation of the Library**

## Letterhead Usage

1. Livingston Parish Library uses an official letterhead approved by the administration.
2. The letterhead template is to be used for formal library business correspondence only.
3. A staff member can use the official letterhead template when representing the library and writing officially on behalf of the library and/or as a representative of the library.
4. The letterhead cannot be used for personal purposes or personal gain.
5. All departments are to use the official letterhead for all external communications. Except for formal or ceremonial purposes, letterhead stationery should not be used for intra-branch correspondence.
6. The official letterhead is printed on cotton, watermarked paper, in the standard letter size of eight and one-half inches by eleven inches.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Sexual Harassment Training**  
Code: **2-226**  
Section: **Operation of the Library**

## Sexual Harassment Training

1. Public servants and elected officials are required to take an hour of training per calendar year on Preventing Sexual Harassment pursuant to LA R.S. 42:343.
2. Therefore, each library employee is to complete the Preventing Sexual Harassment training between January 1<sup>st</sup> and May 31<sup>st</sup>. All staff who supervise other staff must also take an additional hour of training and complete the Preventing Sexual Harassment for Supervisors.
3. The training can be found at this web address:  
[extranet.state.lib.la.us/psh/index.php](http://extranet.state.lib.la.us/psh/index.php)
4. Once the employee has completed the sexual harassment training, the certificate must be printed.
5. A copy of the certificate must be turned in to the Branch Manager or supervisor, who then turns it in to the Director and Human Resources.
6. The Director and Human Resources files the certificates accordingly by year.
7. Each Library employee shall review the Harassment Policy (5-568) annually.

**Adopted on July 18, 2023.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Cybersecurity Training**  
Code: **2-227**  
Section: **Operation of the Library**

## Cybersecurity Training

1. Public servants and elected officials are required to take Cybersecurity Awareness training provided by the Louisiana Civil Service each calendar year pursuant to LA R.S. 42:1267.
2. Therefore, each library employee is to complete the Cybersecurity Awareness training between January 1<sup>st</sup> and May 31<sup>st</sup>.
3. The training can be found at this web address:  
[extranet.state.lib.la.us/psh/index.php](http://extranet.state.lib.la.us/psh/index.php)
4. Once the employee has completed the cybersecurity training, the certificate must be printed.
5. A copy of the certificate must be turned in to the Branch Manager or supervisor, who then turns it in to the Director and Human Resources.
6. The Director and Human Resources files the certificates accordingly by year.
7. In addition to the Cybersecurity Awareness training, the Livingston Parish Library requires employees to review the **Information Security Policy**, which is prepared by the Head of IT and updated annually.
8. Library supervisors are required to review the **Cybersecurity Incident Response Plan** annually, as prepared by the Head of IT and Assistant Director of Branch Services.
9. The IT Department, in coordination with security software, will regularly test cybersecurity awareness and responses by challenging staff with phishing emails, minor simulated attacks, etc., and provide updated security training videos and tests throughout the year.
10. Library supervisors are subject to cybersecurity drills or simulated attacks to test their responses based on the Cybersecurity Incident Response Plan and Information Security Policy at the discretion of the Director.

**Adopted on September 17, 2024.**

## **Section 3 – Service Policies**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Services of the Library**  
Code: **3-301**  
Section: **Operation of the Library**

## Services of the Library

- **Branch Services**
  - Art Exhibit & Display Cases
  - Book-A-Librarian Sessions
  - Career Services
  - Census Records
  - Children's iPad Stations
  - Coffee Stations
  - Computer & Technology Instruction
  - Device Charging Stations
  - Digital Media Lab (at the Main Branch)
  - Document Printing & Scanning
  - Evening & Saturday Hours
  - Faxing
  - Idea Lab (at the Denham Springs-Walker Branch, but services are offered at all branches)
    - 3D Printing
    - Button Makers
    - Cricut Machines
    - Document Laminating
    - Resin Printing
    - Robotics
    - Sewing Machines
    - Virtual Reality
  - Information & Reference Assistance
  - Interlibrary Loan Requests
  - Laptops (in-house use only at the Denham Spring-Walker and Watson Branches)
  - Meeting Rooms
  - Newspapers
  - Patron Material Requests
  - Photocopying
  - Public Computers
  - Readers Advisory & Your Next Read
  - Readers Club
  - Seed Library (at the Albany-Springfield Branch)
  - Study Rooms (at the Main, Denham Springs-Walker, and Watson Branches)
  - Telephone & Email Reference
  - Vertical File (at the Denham Springs-Walker Branch)
  - Wi-Fi

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- **Community Engagement**
  - Adult Literacy
  - Adult Programs
  - Arts & Crafts Classes
  - Baby Read & Sing
  - Book Clubs
  - Community Events
    - Book Festival
    - Comic Con
    - Community Heroes
  - English as a Second Language (ESL)
  - Family Programs
  - Guest Authors & Speakers
  - Movie Nights
  - Music Classes
  - Performers
  - Storytimes
  - Summer Reading Programs
  - Youth Programs
    - Teen Advisory Board
  
- **Electronic Resources**
  - Databases
  - eAudiobooks
  - eBooks
  - eMagazines
  - eMusic
  - Video Streaming
  
- **Outreach Services**
  - Discovery Mobile (provides patrons with remote access to Physical Materials, mobile Wi-Fi, Book-A-Librarian Sessions, and limited Youth and Adult Programs)
    - Assisted Living Facilities
    - Community Events
      - Festivals
    - Daycares
    - Homebound Patrons
    - Nursing Homes
    - Livingston Parish Public Schools
      - Literacy Nights
  
- **Physical Materials**
  - Blu-Rays
  - Books
  - Books on CD
  - DVDs
  - Graphic Novels

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- Headphones
- Large Print Books
- Launchpads
- Library of Things
  - Celebration Kits
  - Cultural Passes
  - Game Kits
  - Hobby Kits
  - Hotspots
  - Keep Louisiana Beautiful (KLB) Kits
  - Learning Kits
  - Tablets
- Lucky Day Books
- Magazines
- Microfilm
- Music CDs
- Pamphlets
- Playaway Audiobooks
- Playaway Views
- Reference Books
  - Genealogy
  - Hungarian Collection (at the Albany-Springfield Branch)
  - Louisiana Reference
  - Ready Reference
- School Assignments
- Test Prep Books
- Video Games

**Amended on July 18, 2023; Amended on January 24, 2024; Amended on March 19, 2024.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Description of the Collection**  
Code: **3-302**  
Section: **Service Policies**

## Description of Collection

### Physical Collection

1. **Fiction:** A circulating book collection of titles shelved alphabetically by the last name of the author and then the title. Fiction materials are shelved by age appropriateness (e.g., preschool, juvenile, teen, adult, etc.). Specialized areas may be classed by genre or into other groupings and displays, such as the Lucky Day collection. The content of fiction reflects the recreational interests of patrons.
2. **Nonfiction:** A circulating book collection of titles shelved according to the Dewey Decimal Classification System. Non-fiction materials are shelved by age appropriateness (e.g., juvenile, teen, adult, Louisiana, Hungarian, Biography, etc.). Biographies are shelved alphabetically by the last name of the subject. Specialized areas may be classed by topic or into other groupings and displays. The nonfiction content reflects patrons' life-long learning, informational, and recreational interests.
3. **Large Print:** A circulating book collection of fiction and non-fiction titles that have expanded print size for visually impaired patrons. Fiction is shelved alphabetically by the last name of the author and then the title. Nonfiction is shelved according to the Dewey Decimal Classification System. Large print books are shelved by age appropriateness.
4. **Reference:** A non-circulating book collection of materials shelved according to the Dewey Decimal Classification System. Reference materials are shelved by reading level and age appropriateness (e.g., juvenile, adult, Louisiana, Vertical File, etc.). Reference materials are intended to provide factual research information for patrons.
5. **Genealogy:** A non-circulating book collection of civil, religious, and family records and specialized publications for research into the history of Livingston, St. Helena, East Feliciana, and Tangipahoa Parishes. Genealogy materials are shelved according to the Dewey Decimal Classification System.
6. **Audio:** A circulating collection of audiobooks on CD and Playaway. Audiobooks are separated into fiction and nonfiction and shelved alphabetically by the author's last name and then the title in the case of fiction and according to the Dewey Decimal Classification System in the case of nonfiction. Audiobooks are also shelved according to age appropriateness (e.g., preschool, juvenile, adult, etc.).
7. **Video:** A circulating collection of visual materials on DVD, Blu-Ray, and Video Games. Video materials are separated into fiction and non-fiction and shelved alphabetically by the title in the case of fiction and according to the Dewey Decimal Classification System in the case of nonfiction. Video Games are shelved alphabetically according to title. The video collections are shelved according to age appropriateness (e.g., preschool, adult, Video Game, Video Game Mature, etc.). The video collection's content reflects patrons' recreational and informational interests.
8. **Library of Things (LOTs):** A circulating collection of real-world, three-dimensional objects divided into Learning, Hobby, Game, Celebration, and Tool Kits. The collection also includes hotspots, cultural passes, and tablets. The collection is specialized based on the needs of

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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the service community and homeschool groups, and each type has specialized check-out requirements.

9. **Serials (Magazines):** A circulating collection of magazines and journals. The collection is shelved alphabetically by the title of the publication and date. Serials are shelved according to age appropriateness (e.g., preschool, juvenile, teen, adult, etc.).

### Digital Collection

1. **eBooks:** A circulating collection of electronic books, including fiction and nonfiction titles.
2. **eAudio:** A circulating collection of electronic audiobooks, including fiction and nonfiction titles.
3. **eVideo:** A circulating collection of electronic videos, including films, documentaries, television series, etc., available in a streaming format.
4. **eMusic:** A circulating collection of electronic music available in a streaming format.
5. **eMagazines:** A circulating collection of electronic serials and magazines.
6. **Databases:** A series of databases covering specialized topics, including electronic newspaper archives such as The Livingston Parish News. The State Library of Louisiana partially provides databases and includes specialized issues, including educational, informational, cultural, reference, and recreational materials.

**Amended on June 9, 2020; Amended on July 18, 2023; Amended on January 16, 2024;  
Amended on January 30, 2025.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Collection Development**  
Code: **3-303**  
Section: **Service Policies**

## Collection Development

It is the responsibility of the Board and Staff of the Library to provide the best possible collection of material within the restrictions of budget and space that can be provided to the citizens of the parish. To meet that responsibility, this policy provides guidelines to be used in the selection of material to be placed in the library.

1. Selection of books and other library materials is delegated to the Administrative/Collection Development Librarian and through their direction to the professional librarians of the staff as they feel appropriate, as qualified by education and experience.
2. Selection and retention of books and other materials shall be made according to the value that material has to the interest, information, recreation and enlightenment for all the people of Livingston Parish. No book or other material shall be excluded or removed because of the race, nationality, sex, or political, social or religious views of the author.
3. Selection and retention of library materials shall not be responsive or contingent on approval of or pressure from any single individual or group of individuals. The collection is a resource for all the people of the parish, and as such cannot respond to the wishes, beliefs, or tenants of any one individual or group of individuals.
4. Choice of reading, viewing or listening materials is a highly individualized action. Everyone is free to choose material for personal use, and to reject that material of which he/she does not approve. However, in so doing he/she may not seek to censor, or restrict the access to that material for the free use of others. Freedom of access for minors is the responsibility of parents or legal guardians, not the Board of Control, nor anyone on the staff of the Library.
5. Suggestions from the public regarding the selection and retention of materials shall be reviewed for consideration by appropriate professional staff. Decisions based thereon shall be in accordance with all necessary guidelines and mandates.
6. The Board of Control reaffirms the principles of the "Freedom to Read" statement.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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7. The Board of Control has adopted and reaffirms the “Library Bill of Rights”.

### Objectives

8. The library acquires, organizes, makes available and encourages the use of all material and media that:
  - a. Contribute constructively to the individual’s knowledge of self and community.
  - b. Provide insight into the broad spectrum of life as it is experienced in the many and various cultures and social conditions of the world, and that contribute to an awareness of, and respect for, the conditions and heritage of people outside our own area.
  - c. Encourage informal self-education
  - d. Promote the recreation of the human spirit through reading and the enjoyment of fiction writing and literature.
  - e. Stimulate thoughtful participation in the affairs of the community- locally, nationally, and worldwide.
  - f. Give access to a variety of opinions on matters of current interest.
  - g. Assist the individual to grow intellectually and culturally.
  - h. Express and reflect the opinions and beliefs of minority as well as majority groups.

### Criteria for Selection

9. Each type of material must be considered in terms of its own value and the audience for whom it is intended. No single standard can be applied in all cases when making an acquisition decision. Some materials may be judged on artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.
10. New types of materials are acquired and made available, as they are judged suitable, meaningful, and relevant to the community. Expanding areas of knowledge, changing social values, technological advances and cultural differences require flexibility, open mindedness and responsiveness in the evaluation and re-evaluation of all library materials, old and new.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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11. The children's and young adult collections provide materials that anticipate and meet the diversified needs, interests, tastes and backgrounds of boys and girls from infancy into the high school years. These materials should provide enjoyment, and inspire and cultivate in children a love of books and reading, stimulate the development of creative powers and appreciation of beauty. Materials in these collections should assist the child in the development of mental capacities, meet personal informational needs, provide a recognition of the value of other people, and promote a respect for and awareness of the beliefs of other peoples.
12. A small proportion of the material evaluated is subject to widespread or substantial local demand. Items having such demand may or may not meet the general or specific criteria set forth elsewhere if such material is to be considered for addition to the collection.
13. Material should be re-evaluated on a continuing basis. Materials in poor condition and outdated materials discourage use of the Library. Materials once rejected may have current use and interest.
14. Works that present an aspect of life honestly will not necessarily be excluded because of frankness of expression. Materials will be judged as a whole rather than on isolated passages.
15. Materials will not be added to the collection solely to meet the demand for specific school assignments. The libraries will not seek to duplicate school library collections.
16. All materials added to the collection, whether purchases or gifts, shall meet the same criteria.

### Specific Guidelines used to determine Acquisition/Retention/Disposal of Materials

All of these specific factors do not apply to every book or piece of material to be considered. Works of imagination are judged on different factors than are works of information and opinion. The aim of this policy is to facilitate the building of a diversified library collection of merit and significance that reflects the interests and needs of the total community within the fiscal constraints that are a part of all human endeavors.

17. Authorship: Professional and literary significance of the author.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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18. Content: Comprehensiveness and depth of treatment, objectivity, clarity, accuracy, and logic of presentation, vitality and originality, sustained interest, effective characterization and setting, artistic presentation and experimentation.
19. Presentation: Presentation in a manner appropriate for the intended audience. Suitability of subject and style for the intended audience. Suitability of physical form for library use. Appropriateness and effectiveness of medium to content.
20. Timeliness: Present and potential relevance to community needs, Insight into human and social conditions, Importance as a document of the times, representation of important movement, genre, or trend of culture. Will material become dated rapidly or sustain interest and use.
21. Relation to existing library collections and other material on the subject.
22. Cost: Budget guidelines, suitability, and need.
23. Usage: Suitability of physical form for library use and quality of materials and construction.
24. Scarcity of Information: Representation of challenging, possibly extreme or minority, point of view, topics of local or regional interest.
25. Authority.
26. Attention to critics, reviewers, and the public.
27. Publisher: Reputation and sustained presence in the marketplace.

### Other Considerations

28. Textbooks are purchased or accepted as gifts only when no other material in a given field is available. The library does not buy textbooks used in local classrooms. Student demands for textbooks must be satisfied by the schools.
29. Legal and medical books will be acquired only when that material serves the interest of the general public. The public library cannot be a professional resource library for a special interest group.
30. Pamphlets shall be housed in the vertical files, and supplement the general library collection because they are inexpensive, timely, and concise. (Special care should be taken in evaluating the content of pamphlets as they are often used for propaganda and advertising.)

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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31. Periodicals are often the most current source of information that has not yet been published or may not appear in book form. An important consideration is the availability of the contents through indexes, abstracts and bibliographies.
32. Newspapers are a valuable updating material and source of local and regional information.
33. Paperback or soft-cover books supplement the hardcover book collection. They may duplicate titles previously purchased in hardcover. Some branch collections may specialize in softcover or paperback material. Softcover materials provide cost savings to the Library. The same selection criteria as for the hardcover materials shall apply.

**Amended on June 9, 2020.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Procedures for Selection and Purchase**  
Code: **3-304**  
Section: **Service Policies**

## Procedures for Selection and Purchase

In selecting materials for purchase, the librarian evaluates the existing collection using reports and analytical software and considers its strengths and weaknesses, then consults:

- a. reputable, unbiased, professionally prepared selection aids and book reviews;
- b. specialists in the designated areas of need or interest;
- c. Those designated to serve in advisory capacity in the selection of materials.

### Areas of Special Concern:

#### Duplication

Multiple copies of outstanding and much in demand material are purchased or leased as necessary. Timeliness and permanent value are considered for both juvenile and adult fiction and nonfiction titles. Self-Published Materials are only considered if they are professionally reviewed or of local interest and demand is great.

#### Replacement

Titles are replaced periodically as needed. Criteria for replacement include missing titles, physical condition, the number of copies in the system, availability of similar subject material in the collection, and immediate need for a particular title.

#### Standing Order Plan (SOP)

Standing orders are items that come automatically without creating a purchase order. Standing Order Plans are used to support continuations of a series or to fill the need of high demand areas of interest.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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### Rebinding and Repairs

If materials are out-of-print, too expensive to replace, or too expensive to repair, rebinding is considered as an alternative. Paperback materials not in hardback may be perma-bound.

### Secondary Sources of Material

There may be sources for material that do not reach the major review periodicals.

- a. Flyers, broadsides and catalogs of material available may be considered when this material of a special interest, limited market, or small presswork is selected. These are especially important for local history and genealogy material.
- b. Salespeople may be permitted to visit the Library by appointment at the will and discretion of the selecting librarian and the availability of funds. No commitment is made until the material being reviewed is considered using the selection policy criteria of the Library.
- c. Materials sent for review and consideration are not allowed.

**Amended on June 9, 2020.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Weeding**  
Code: **3-305**  
Section: **Service Policies**

## Weeding the Collection

### Why Weed?

Systematic weeding is necessary to maintain an up-to-date and accurate collection of materials for patron use. Interests change, popularity diminishes, and information becomes outdated, making some books no longer necessary or desirable

### Weeding Goals

Weeding the collection should have as its goals the following considerations:

1. To utilize the space available in the library in the best and most economical way.
2. To provide collections which are up-to-date and which contain reliable information.
3. To locate those books that need to be repaired, rebound or replaced.
4. To save the expense of housing materials unnecessarily.
5. To give the library a fresh and inviting appearance that will attract the patrons to browse or spend time at study.
6. To discard outdated or dilapidated materials, unsafe or unusable equipment, and unusable furnishings.

### When to Weed?

Weeding should follow a schedule which will cover the entire collection, annually weeding the most critical materials that must be up-to-date. Each additional area of the collection will be weeded in a systematic manner based on critical need, lack of interest, outdated, condition and shelf overcrowding. In addition, staff should review materials when checking in returned items to see if the items needs to be discarded, mended, rebound or replaced.

### Who Should Weed?

Weeding is the responsibility of the professional librarian(s) on staff under the direction of the Administrative Librarian. The library collection is the librarian's responsibility because they are the people who best know the collection and the needs of the community. The librarian who selects the book and non-book materials for the collection are just as capable of discarding materials when they are no longer needed. Interests change, popularity diminishes, and information becomes outdated, making some books no longer necessary or desirable.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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While weeding the collection, the librarian will discover the weak spots in the collection which need strengthening. Subject areas may be built up with titles chosen from basic book lists. Although the librarian may want to ask advice or assistance from a colleague who is a specialist, he/she is still the best qualified to weed the collection for which he/she has responsibility. The final decision to discard or retain a book must be that of the librarian. The Administrative Librarian is authorized by the Board of Control to dispose of discarded library materials in compliance with state laws.

### Weeding Guidelines

Each title requires and deserves individual judgment. There are no universal rules. Think in terms of patrons, potential patrons, the entire community, future concerns, and knowledge of materials. Anyone who can select books well can weed wisely. The following guidelines can be adapted to any library collection:

- Rebind: Items of local interest or historical significance.
- Replace: Popular items with a better edition or a revised edition if available.
- Redistribute or Exchange: Duplicates or surplus titles that may be needed by other branches within the library system.
- Recycle or Sell: Arrange in accordance with library policies and with state and local laws concerning disposal of public property.
- Recommended: State library, museum, or archives staff for advice on historical, rare, or specialized items.

**Amended on June 9, 2020.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Challenged Materials**  
Code: **3-306**  
Section: **Service Policies**

### Challenged Materials

1. It is understood that it will be impossible to please every patron of the library at every hour of the day or with every decision that is made by the Board of Control, by the Administrative Librarian or the staff. It is also recognized as the right of every patron to express their concerns and complaints about the Library and to have these taken seriously when preformed in accordance with appropriate public conduct and through proper channels.
2. A form (Citizen's Request for Reconsideration of Library Material Form, Code: 3-309a) shall be given to patrons wishing to register a complaint about any material in the Library. There will also be a form (Registration of User Complaint Form, Code: 3-309b) to be given to any patron wishing to register a complaint in regard to any policy, program, or event of the Library or any member of staff at the Library. There will also be a form (Citizen's Request for Appeal of Reconsideration Form, Code: 3-309c) to be given to a patron wishing to appeal Library decisions made regarding a previous reconsideration directly to the Library Board of Control at one of its Regular Meetings. The original copy of each form completed will be directed to the Administrative Librarian, with a copy retained at the branch where it was submitted.
3. No patron complaint will be ignored. Staff should be courteous but make no commitments regarding the resolution of any complaint.
4. If possible, verbal complaints should be addressed by the supervising staff member (e.g., Branch Manager) at a branch if they concern that branch, with a follow-up memorandum to the Administrative Librarian detailing actions taken. If the complaint concerns a policy or the collection, the appropriate complaint form (e.g., 3-309a) should be filled out by the patron and then directed to the Administrative Librarian. In the absence of the Administrative Librarian, the complaint should be directed to the Assistant Librarian (either the Assistant Director of Branch Services or the Assistant Director of Support Services).
5. The Administrative Librarian or, in their absence, the Assistant Librarian will notify the Board of Control of all challenges to material in the collection and appeals of previous decisions within three (3) business days of receiving the forms.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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6. The Library Administration will maintain a file of all complaint forms (e.g., 3-309a) and copies of any written correspondence regarding challenges presented to the staff.
7. Only residents or property owners of Livingston parish may challenge Library collection materials or appeal previous decisions. Challenges or appeals submitted by non-residents, including Reciprocal Borrower accounts, will not be considered.
8. Once a decision is reached on a Citizen's Request for Reconsideration of Library Materials Form, Code: 3-309a, then the complainant has ninety (90) days from the issuance of the decision to submit a Citizen's Request for Appeal of Reconsideration Form, Code: 3-309c. Appeals submitted past this ninety-day window will not be considered.
9. Once a decision is reached regarding an appeal, which the Board of Control oversees, no further forms (3-309a or 3-309c) will be considered for the specific material for one (1) year after the issuance of the decision.
10. To be as transparent and accountable as possible in the challenge process, the Library will maintain a list of all 3-309a and 3-309c forms it receives on its website. The information will include the title, the collection of materials before and after the challenge, why the material is being challenged, and who has decided on it. It will also post the decision made on each challenge and the date of the decision when available.

**Amended on July 18, 2023; Amended on March 18, 2025.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Patron Complaints**  
Code: **3-307**  
Section: **Service Policies**

## Patron Complaints

All librarians must be aware that at some point there will be complaints about library service. Sometimes these complaints will center on a certain book, magazine, or member of the library staff. The best recommendation for the library and staff is to be prepared. As in handling any complaint, a courteous and calm approach is essential. Above all, the complainant must know that objections will be given serious consideration and that interest in the library is welcome. If the complainant comes in person or telephones, they should be listened to courteously and invited to file a complaint in writing. If the complaint comes by letter, it should be acknowledged promptly. In either case, a prepared questionnaire should be offered so that the formal complaint can be explained. If by letter or email, copies of received documents shall be attached to the completed complaint form.

The prepared complaint form provides numerous advantages for the librarian:

1. Preparedness relieves the shock of an irate person.
2. The form asks the complainant to state objection in logical, unemotional terms, thus allowing the librarian and board to evaluate the objection.
3. The form provides an established procedure for logging the complaint and assures the complainant that their objection is being properly heard and considered.

## Dealing with Complaints about Resources/Materials

All libraries are pressured from groups and individuals who wish to use the Library as an instrument of personal tastes and views.

It is the responsibility of every library to take certain measures to clarify policies and establish community relations. This will provide a firm and clearly defined position of selection policies when challenged. As normal operation procedure, each library should:

1. Maintain and be able to present a materials selection policy. It should be in written form and approved by the appropriate governing authority. It should apply equally to all library materials. See Collection Development (3-303).
2. Maintain a clearly defined method for handling complaints. The complaint must be filed in writing and the complainant must be properly identified before action is taken. A decision

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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should be deferred until fully considered by the appropriate administrative authority. Any documentation that would assist in the decision-making process should accompany said complaint.

3. Maintain in service training. Conduct periodic in-service training to acquaint staff, administration, and the governing authority with the materials selection policy and method for handling complaints.
4. Maintain lines of communication with civic, religious, educational, and political bodies of the community. Library board and staff participation in local civic organizations and presentations to these organizations should emphasize the library's selection process and intellectual freedom principles.
5. Maintain a vigorous public information program on behalf of intellectual freedom. Newspapers, radio and television should be informed of policies governing materials selection and use, and of any special activities pertaining to intellectual freedom.
6. Maintain familiarity with any local, municipal and state legislation pertaining to intellectual freedom and First Amendment rights.

Adherence to these practices will not preclude confrontations with pressure groups or individuals, but should provide a base from which to resist efforts to place restraints on the library. If a confrontation does occur, take one or more of the steps listed below:

1. Listen calmly and courteously to the complaint and advise the complainant of the library procedure for reconsideration of materials. Don't confuse noise with substance. Handle the complaint according to established rules. Treat the group or individual that complains with dignity and courtesy.
2. Take immediate steps to notify the administration and/or the governing authority of the complaint and assure them that the library procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
3. When appropriate, seek the support of the local media. Freedom to read and freedom of the press go hand in hand.
4. When appropriate, inform local civic organizations of the facts and enlist their support. Meet negative pressure with positive pressure.
5. Defend the principle of the freedom to read as a professional responsibility. Only rarely is it necessary to defend the individual item. Laws governing obscenity, subversive material, and other questionable matter are subject to interpretation by courts. Library materials found to meet the standards set in the selection policy should not be removed from public access until after an adversary hearing resulting in a final judicial determination.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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6. Contact the ALA Office for Intellectual Freedom and your state intellectual freedom committee to inform them of the complaint and to enlist their support in appropriate ways. Even though censorship must be fought at the local level, there is value in the support and assistance of agencies outside the area which have no personal involvement. They can often cite parallel cases and suggest methods of meeting an attack.

The principles and procedures discussed above apply to all kinds of censorship attacks and are supported by groups such as the National Education Association, the American Civil Liberties Union, and the National Council of Teachers of English, as well as the American Library Association. While the practices provide positive means for preparing for and meeting pressure group complaints, they serve the more general purpose of supporting the LIBRARY BILL OF RIGHTS, particularly Article 3, which states that: "Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment."

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Book Sales of Weeded and Donated Items**  
Code: **3-308**  
Section: **Service Policies**

## Book Sales of Weeded and Donated Items

1. This policy is in accordance with Louisiana Revised Statute R.S. 25:151(B)(5) and (C)(4), as cited below.

“B.(5)(a) The Livingston Parish Library, subject to the approval of the Livingston Parish Library Board of Control, may sell any superseded, obsolete, or otherwise unnecessary book in the possession of the library to any hospital, correctional facility, public or private institution, nonprofit organization, adult education program, youth organization, school, or individual.

(b) The proceeds collected from the sale of library books pursuant to Subparagraph (a) of this Paragraph shall be remitted to the Livingston Parish Library Board of Control and shall be used exclusively for the maintenance, operation, and support of the Livingston Parish Library.”

“C.(4) The Livingston Parish Library may dispose of books as provided in Paragraph (B)(5) of this Section by making such books available for purchase at a convenient location to be determined by the Livingston Parish Library Board of Control.”

2. Each branch of the Livingston Parish Library system may host a year-round, ongoing book sale shelf with items for sale that have been generously donated to the library or items weeded from the library’s collection.
3. The library may choose to host a one-time book sale event, advertised to the public, as determined by the Library Director.
4. Book sale prices will be set as follows.
  - a. All books (paperback and hardback): 50 cents
  - b. All media items (DVD, audiobooks, etc.): \$1.00.
  - c. Fill-a-bag (size of standard grocery bag): \$3.00
  - d. All other items not previously listed: \$ 1.00

**Amended on June 9, 2020.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Complaint Forms**  
Code: **3-309**  
Section: **Service Policies**

### Complaint Forms

The three documents (Codes: 3-309a, 3-309b, and 3-309c) are complaint forms for patrons to address library materials, policies, programs, staff, and appeals as outlined in Challenged Materials (3-306).

**Citizen's Request for Reconsideration of Library Material Forms (Code: 3-309a)** pertain to patron requests for reconsideration of collection materials and are processed one at a time, in the order they are received, in the following manner:

1. Once a patron completely fills out the form and turns it in at a library branch, the staff receiving the form will sign and date it, then forward it to their Supervisor or Branch Manager.
2. The Supervisor or Branch Manager receiving the form will review it, sign and date it, then scan the original to retain a copy for the branch. The original form is forwarded to the Administrative Librarian.
3. The Administrative Librarian receiving the form will review it, sign and date it, then scan the original and provide a copy to the Library Board of Control.
  - a. If the complainant indicates on the form that the material meets the criteria outlined in LA R.S. 25:225C(2)(d)(ii) then per that law the Library Board of Control shall review the material and determine whether it meets the definition outlined in LA R.S. 25:225B(4) by majority vote in an open meeting. The Board President or Vice President will add discussion of the material to a public meeting agenda and will inform the complainant in writing of the date and time.
4. The Administrative Librarian will convene a Reconsideration Committee made up of three professional librarians within the Livingston Parish Library. This committee will research, review, and read the material in question, meet and discuss it, and present a recommendation report to the Administrative Librarian.
5. The Administrative Librarian will read and consider the Reconsideration Committee's report and review the material, then come to a decision based on the complainant's request, providing a written decision to them and a copy to the Library Board of Control.

**Registration of User Complaint Forms (Code: 3-309b)** pertain to patron complaints regarding policies, programs, displays, and staff, and are processed one at a time, in the order they are received, in the following manner:

1. Once a patron completely fills out the form and turns it in at a library branch, the staff receiving the form will sign and date it, then forward it to their Supervisor or Branch Manager.
2. The Supervisor or Branch Manager receiving the form will review it, sign and date it, then scan the original to retain a copy for the branch. The original form is forwarded to the Administrative Librarian.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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3. The Administrative Librarian receiving the form will review it, sign and date it, then scan the original and provide a copy to the Library Board of Control.
4. The Administrative Librarian will investigate and take appropriate action to address the complaint, then inform the complainant in writing, providing the Library Board of Control with a copy of the written decision.

**Citizen's Request for Appeal of Reconsideration Forms (Code: 3-309c)** pertain to patron requests for appeal of previous reconsideration decisions, and are processed one at a time in the order they are received, in the following manner:

1. Once a patron completely fills out the form and turns it in at a library branch, the staff receiving the form will sign and date it, then forward it to their Supervisor or Branch Manager.
2. The Supervisor or Branch Manager receiving the form will review it, sign and date it, then scan the original to retain a copy for the branch. The original form is forwarded to the Administrative Librarian.
3. The Administrative Librarian receiving the form will review it, sign and date it, then scan the original and provide a copy to the Library Board of Control.
4. After the Board Members have time to read and review the material in its entirety, the Board President, Board Vice President, or Administrative Librarian will add discussion of the appeal as New Business on the Agenda for the next regular meeting of the Library Board of Control where the full board will decide regarding the appeal via majority vote. The complainant will be informed in writing of the date and time of the meeting where the appeal will be discussed.
  - a. Form 3-309c can only be submitted once per reconsideration decision. After the Board of Control has addressed a specific appeal at a regular meeting, multiple attempts to appeal after the first will be denied.

In order for the Administrative Librarian, Reconsideration Committee, and Board of Control to properly review and assess materials that patrons submit for reconsideration, they must first have the material in hand. It is recommended that patrons submitting complaint forms about materials also turn those materials in at the same time as the form if they have them checked out. There is a possibility that the Library only has one copy of a specific material being reconsidered. The Library will seek to request additional copies. However, without a copy of the material in hand any reconsideration or appeal process cannot move forward.

**Adopted on July 18, 2023; Amended on February 10, 2026.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Complaint Forms**  
Code: **3-309a**  
Section: **Service Policies**

### Citizen's Request for Reconsideration of Library Material

Author of book in question: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_ Hardcover

\_\_\_\_ Paperback

\_\_\_\_ Other

Publisher: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Complainant represents:

\_\_\_\_ Self

\_\_\_\_ Other

\_\_\_\_\_ Name of Organization

*[If the objection is to material other than a book, change the wording of the following questions so that they apply.]*

1. To what in the book do you object? Please reference specific page numbers and sections.

\_\_\_\_\_

2. For what age group would you recommend this book?

\_\_\_\_\_

3. Is there anything good about the book?

\_\_\_\_\_

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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4. Did you read the entire book? If not, list what parts below.

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5. Are you aware of the judgment of this book by literary critics?

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6. What do you believe is the theme of this book?

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7. What do you feel might be the result of reading or viewing it?

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8. What action do you recommend be taken regarding the use of this material?

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9. Other Comments:

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10. Complainant signature and date:

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11. Received by signature and date:

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12. Supervisor or Branch Manager signature and date:

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13. Administrative Librarian signature and date:

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Complaint Forms**  
Code: **3-309b**  
Section: **Service Policies**

### Registration of User Complaint

Complaint initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Complainant represents:

\_\_\_ Self      \_\_\_ Other      \_\_\_\_\_ Name of Organization

1. Nature of Complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Library Branch and area of the Library:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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3. Complainant signature and date:

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4. Received by signature and date:

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5. Supervisor or Branch Manager signature and date:

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6. Administrative Librarian signature and date:

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Complaint Forms**  
Code: **3-309c**  
Section: **Service Policies**

### Citizen's Request for Appeal of Reconsideration

Author of book in question: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_ Hardcover

\_\_\_\_ Paperback

\_\_\_\_ Other

Publisher: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Complainant represents:

\_\_\_\_ Self      \_\_\_\_ Other      \_\_\_\_\_ Name of Organization

*[If the objection is to material other than a book, change the wording of the following questions so that they apply.]*

1. Are you appealing against a decision made on a request for reconsideration you made or someone else?

\_\_\_\_\_

2. Why do you feel the initial decision made by the Library was incorrect? Please reference specific page numbers and sections.

\_\_\_\_\_

\_\_\_\_\_

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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3. Have you read or reviewed the material in its entirety? If not, list what parts below.

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4. Do you believe this material has a use or value in the Library collection?

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5. What action do you recommend be taken regarding the use of this material?

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6. Other Comments:

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7. Signature of Complainant and date:

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8. Received by signature and date:

---

9. Supervisor or Branch Manager signature and date:

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10. Administrative Librarian signature and date:

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Donations, Gifts, and Endowments**  
Code: **3-310**  
Section: **Service Policies**

### Donations, Gifts, and Endowments

1. The Administrative Librarian is authorized to accept gifts, donations, and endowments to the library.
2. No determination of the value of any item donated will be made by any staff member. The donor cannot be furnished with value or price information or estimates.
3. The Library cannot provide tax receipts for donations. However, a letter stating the quantity of items donated can be given.
4. Once a book, magazine, cash, set of books or any other item or group of items is given over to the Library, it may not be returned. It becomes the unconditional property of the Library.
5. All gifts are subject to the library acquisition criteria.
6. The Librarian may not accept any item (property, cash or group of items) for the Library that has any condition or conditions attached to it.
7. No one on the staff of the Library (or any family member) may accept a gift or gifts to himself/herself (with the exception of small food items for immediate consumption by the staff and only in presence of the donor), in accordance with LS RS 42:1111a.
8. Endowments may be established for a particular purpose (such as the Smythe Fund, which has capital, the interest of which goes to the purchase of new books).
9. When a gift is made to the library, a receipt will be given, upon request from the donor, to the presenter of the gift, which will clearly state that the gift is accepted with no conditions and will not be returned at any date in the future.
10. The Administrative Librarian may accept memorial gifts to purchase books in memory of a deceased person. Memorial gifts should be made in cash to the library. The Librarian will then select the book based upon the amount of the gift and the needs of the Library with secondary consideration of the talents or interest of the deceased.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Library Bill of Rights and Freedom to Read Statement**  
Code: **3-312**  
Section: **Service Policies**

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

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**Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996; amended January 29, 2019.**

**Amended by the LPL BOC to include Article VII on September 19, 2023.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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### The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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**This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.**

**Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended February 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Libraries: An American Value**  
Code: **3-314**  
Section: **Service Policies**

## Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

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**Adopted by the Council of the American Library Association February 3, 1999.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject:       **Circulation Services**  
Code:         **3-315**  
Section:      **Service Policies**

## Circulation Services

### 3-315.a Library Cards

Any individual wishing to borrow materials from the Livingston Parish Library must present a valid Livingston Parish Library card at the time of check-out. To obtain a library card, an individual must meet the qualifications of their determined borrower type. The library offers a variety of tiered borrower types to meet the needs of individuals wishing to utilize the library's services. These borrower types and eligibility requirements are listed below.

#### *General Requirements:*

- There is no charge for the initial (first) library card issued.
  - To ensure maximum privacy of each patron's account and to protect patron accounts from unauthorized use, a picture of an account holder will be added to the library's automation system.
  - All borrower types, except Staff, must fill out a "Library Card Application" form when applying for a library card.
  - A fee of \$1.00 is charged for a replacement card if the card is damaged, lost, or stolen.
    - The replacement fee can be waived under the following conditions:
      - The damage occurred as part of an act of nature (house fire, tornado, flood, hurricane, etc.), and the proof is provided (insurance claim, police/fire report, etc.).
      - The card is stolen as part of a reported theft, and a copy of the police report, newspaper clipping, or other official source documenting the theft is provided.
      - Damage due to long-term use, for example, older cards that are severely faded or cracked.
      - Patron code changes. Example: Teen borrower changes to Adult borrower.
1. **Adult (A)** – For parish residents aged 18 and above living in Livingston Parish (residents) or citizens who own a property in Livingston Parish. Requirements for an adult library card are as follows:
- a. A Louisiana driver's license bearing the individual's current mailing address OR
  - b. Other valid picture identification (Louisiana I.D., school I.D., etc.) showing current mailing address.
    - i. If this identification does not list a mailing address, any of the following forms of I.D. are acceptable.

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1. Checkbook with a current mailing address.
    2. Mail with date cancellation showing mailing address.
    3. Receipt for payment of rent or utility charges within the parish.
    4. Lease agreement showing a current address in the parish.
  - c. Citizens who reside outside of Livingston Parish but own property in the parish, a copy of the most recent tax bill along with a valid driver's license must be presented.
2. **Teen (T)** – For minors aged 13 to 17 living in Livingston Parish. Requirements for a teen library card are as follows:
  - a. Parent, legal guardian, or other responsible party (aged 18 or above) must sign for the card with the understanding that they are responsible for materials borrowed. Any damaged or lost materials become the fiscal responsibility of the minor's signee.
  - b. A responsible party must have a library card account in good standing.
  - c. Teen library card patrons may show a valid form of ID when registering; however, this does not negate the requirements listed in 2a. of this section.
    - i. Aged 15-17: Louisiana driver's license bearing the individual's current mailing address OR
    - ii. Other valid picture identification (Louisiana I.D., school I.D., etc.) showing current mailing address.
    - iii. Aged 14 and below: Parent, legal guardian, or other responsible party (aged 18 or above) must present identification as listed in 3-315.a #1 proving status as a current Livingston Parish resident.
  - d. The responsible party must fill out a **Materials Restriction Form** as outlined in 3-315.b to set the desired access level for Library collections and electronic resources.
    - i. An account limited to only checkout physical collection materials from Preschool (xf), Juvenile (x), and Teen collections but prohibited from checkout of materials from Adult and Young Adult collections is set to the tier of **RESTRICTED Teen (RT)**.
3. **Juvenile (J)** – For minors aged 12 or younger living in Livingston Parish. Requirements for a juvenile library card are as follows:
  - a. Parent, legal guardian, or other responsible party (aged 18 or above) must present identification as listed in 3-315.a #1 proving status as a current Livingston Parish resident.
  - b. Parent, legal guardian, or other responsible party (aged 18 or above) must sign for the card with the understanding that they are responsible for materials borrowed. Any damaged or lost materials become the fiscal responsibility of the minor's signee.
  - c. A responsible party must have a library card account in good standing.
  - d. The responsible party must fill out a **Materials Restriction Form** as outlined in 3-315.b to set the desired access level for Library collections and electronic resources.

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- i. An account limited to only checkout physical collection materials from Preschool (xf) and Juvenile (x) collections but prohibited from checkout of materials from Teen, Adult, and Young Adult collections is set to the tier of **RESTRICTED Juvenile (RJ)**.
4. **Educator (E)** – For teachers, school librarians, and other individuals working within the education field in Livingston Parish. Requirements for an educator library card are as follows:
  - a. Individuals must present proof of employment (i.e. check stub or I.D.) at a school within Livingston Parish.
  - b. Parents who homeschool children must present their approved Home Study application, approved by the State of Louisiana.
5. **Reciprocal Borrower** – For individuals, adults, and minors residing in neighboring parishes: East Baton Rouge, Ascension, St. James, St. John the Baptist, Tangipahoa, and St. Helena. Requirements for a reciprocal library card are as follows:
  - a. For Adults and minors aged 18 and above
    - i. Individuals must present identification as listed in 3-315.a #1 showing a current mailing address in their home parish, AND
    - ii. Individuals must provide a “Patron in Good Standing” form completed and signed by the Louisiana parish library system that serves the individual’s home mailing address. A “Patron in Good Standing” form can be obtained from any location of the Livingston Parish Library.
      1. If the individual’s home library system offers a similar document, this document may be submitted in place of the “Patron in Good Standing” form if completed and signed by the individual’s home library.
  - b. For minors aged 17 and below
    - i. Parent, legal guardian, or other responsible party must present identification as listed in 3-315.a #1 showing a current mailing address in their home parish, AND
    - ii. Parent, legal guardian, or other responsible party must present a “Patron in Good Standing” form bearing the minor’s name, meeting the requirements detailed in 3-315.a #4ii
    - iii. Parent or legal guardian must sign for the card with the understanding that they are responsible for materials borrowed. Any damaged or lost materials become the fiscal responsibility of the minor’s signee.
    - iv. The responsible party must fill out a **Materials Restriction Form** as outlined in 3-315.b to set the desired access level for Library collections and electronic resources.
      1. An account limited to only checkout physical collection materials from Preschool (xf), Juvenile (x), and Teen collections but prohibited from

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checkout out materials from Adult and Young Adult collections is set to the tier of **RESTRICTED Reciprocal Teen (RRT)**.

2. An account limited to only checkout physical collection materials from Preschool (xf) and Juvenile (x) collections but prohibited from checkout of materials from Teen, Adult, and Young Adult collections is set to the tier of **RESTRICTED Reciprocal Juvenile (RRJ)**.

6. **Louisiana Resident** – For adults who have a current Louisiana address but do not (a) live or own property in Livingston Parish and/or (b) do not live in a neighboring parish as defined in the Reciprocal Borrower definition (see #5).

Louisiana Resident library cards can be used for two years from the day of issuance. If the conditions below are met, they can be purchased for forty dollars (\$40.00).

Requirements for a Louisiana Resident library card are as follows:

- a. For Adults aged 18 and above
    - i. Individuals must present identification as listed in 3-315.a #1 showing a current mailing address in their home parish.
7. **Out-of-State (OS)** – For adults who do not live within Louisiana but temporarily reside within Livingston Parish for a portion of the calendar year. Requirements for an out-of-state library card are as follows:
    - a. For adults aged 18 and above
      - i. Individuals must present a valid driver's license within the United States or other valid picture identification.
    - b. If an individual wishes to borrow materials from the Livingston Parish Library, a one-year library card can be purchased for forty (\$40.00).
    - c. For individuals who live out of country but reside part of the year in the parish, please consult with Library Administration.
8. **Senior Citizen** - For adults aged 60 or older who meet the criteria for an adult library card.
  9. **Staff** – For employees of the Livingston Parish Library system. The Library Administration or the Branch Manager assigns this designation at the time of the individual's employment. If employment is terminated, the individual's record is reverted to the appropriate borrower type with the corresponding renewal time.
  9. **Facility Use Card (FAC)** – For Livingston Parish organizations that Livingston Parish Library works with on a formal basis. Requirements for a facility use card are as follows:
    - a. The facility must have a Livingston Parish address.

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- b. The facility's fiscal manager, or individual fiscally responsible for the facility, must agree to and assign the **Facility Use Agreement**.
- c. The signed agreement will be in effect for one year from the date it was signed.
  - i. Agreements must be re-signed each year to maintain their validity.

Using a library card by any of the above-mentioned borrower types signifies the cardholder's agreement to the circulation terms outlined in this policy. The cardholder assumes responsibility for the good care of library materials in their possession. The cardholder is fiscally responsible for any damage to or loss of library materials while they are checked out to their library card. Any other borrower types created are for administrative use only.

### 3-315.b Library Cards and the Rights of Parents

The Livingston Parish Library as an institution (nor the staff as individuals) does not and cannot act in place of the parent or legal guardian in selecting library materials for minors visiting the library. It is up to the parent or legal guardian of minor library card holders to set the guidelines and instruct their children on what is acceptable to read and study for that particular individual.

For the Library to provide caregivers with additional tools to make the best and most informed decisions for their minor children, all responsible parties for Juvenile and Teen cards must fill out and sign a Materials Restriction Form to set their desired access level for Library collections and electronic resources. A new Materials Restriction Form must be filled out to change their minor child's access level upon request or whenever a child moves from the Juvenile card age range to Teen.

#### **Materials Restriction Form:**

- Print Materials Restriction
  - Responsible parties have three levels of restriction for print collections.
    - *No Restriction* – no restriction to print materials.
    - *Juvenile Restriction* – changes the account type to **RESTRICTED Juvenile (RJ)** or **RESTRICTED Reciprocal Juvenile (RRJ)** and prohibits checkout of items from the Teen, Adult, and Young Adult collections as well as access to the following databases and digital media:
      - Hoopla, Comics Plus, CreativeBug, JobNow, VetNow, Overdrive/Libby
    - *Teen Restriction* – changes the account type to **RESTRICTED Teen (RT)** or **RESTRICTED Reciprocal Teen (RRT)** and prohibits checkout of items from the Adult and Young Adult collections as well as access to the following databases and digital media:
      - Hoopla, Comics Plus, CreativeBug, JobNow, VetNow, Overdrive/Libby
- Digital Materials and Resources Restriction

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- Responsible parties have two levels of restriction for electronic resources.
  - *No Restriction* – no restriction to digital materials and resources.
  - *Restricted Card* – patron is issued a new card starting with an 889 prefix that prohibits access to the following library databases and digital media:
    - Hoopla, Comics Plus, CreativeBug, JobNow, VetNow, Overdrive/Libby, CloudLibrary

### 3-315.c Confidentiality of Library Records

1. As directed in La. Revised Statute RS 44:13, the circulation records of the Livingston Parish Library and other records identifying the names of users and material used by them are and shall be confidential.
2. Records will not be made available to any agency of federal, state, or local government, or to any group or individual for whatever purpose except pursuant to such process, order, or subpoena as may be authorized by law.
3. Immediately upon receipt of such process, order, or subpoena, a consultation will be held with legal counsel to determine if said item is in good form and if there is a showing of good cause for its issuance.
4. If said process, order, or subpoena is not in good form, it shall be refused until such time as it is put in proper form.
5. Any threats or unauthorized demands (i.e., those not supported by a process, order, or subpoena) concerning circulation or other library records shall be reported immediately to the Board of Control and the District Attorney.
6. Any employee found to have violated this policy of record privacy shall be liable to immediate dismissal from employment.
7. Any request for library records of any kind, but especially the circulation of material to a patron, shall be referred to the Administrative Librarian immediately or, in their absence, to the Assistant Librarian.

### 3-315.d Library Card Expiration and Renewal

To update our records and verify the validity of borrower information, library cards expire and must be renewed by reapplying for a card. The borrower keeps the physical library card originally issued.

Library cards expire five (5) years from the date of issuance for all borrower types except Louisiana Resident and Out-of-State and are renewed for an additional five (5) year term. Louisiana Resident cards can be renewed for a two (2) year term with the payment of forty dollars (\$40.00). Out-of-State cards can be renewed for a one (1) year term with the payment of forty dollars (\$40.00).

#### 1. In-Person Renewals

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Cards can be renewed in person at any library location. To renew a card in person, the patron must meet the following requirements.

1. The patron's account does not have a balance that exceeds the fine and fees limits detailed in 3-315.j #3.
2. The patron's account does not have two (2) or more overdue items on their account.
3. The patron meets all requirements for a Livingston Parish Library card based on their borrower type as detailed in 3-315.a Library Cards #1 – 9.

### **2. Online and Telephone Temporary Renewals**

Patrons can request a library card renewal via an online form on the library's website or by calling one of the branch locations.

1. The patron meets the requirements of In-Person Renewals listed above and must be able to confirm the identity and contact information listed in their account.
2. Online and telephone temporary renewals are only for six-month (6) terms. Temporary renewals can only be done once per account for one 6-month term; after that patrons must renew in person.
3. Patrons must renew at a library branch in person to receive a full renewal.

### **3-315.e Lost or Stolen Library Cards**

Lost or stolen library cards must be reported immediately for card cancellation and to prevent charges against the card by an individual other than the assigned cardholder.

A patron will not be responsible for material checked out on a card that has been reported missing if the report is recorded before the date the material was checked out.

Each time a library card has to be replaced, the previously held library card number becomes invalid for further use and must be destroyed if found.

### **3-315.f Circulation Periods and Limitations**

1. For all borrower types:
  - a. Reference materials do not circulate and are limited to in-library use only.
  - b. Microfilm materials do not circulate and are limited to in-library use only. A driver's license is required as collateral and shall be kept with the circulation desk staff for the time of checkout.

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- c. Returned materials that have reached their renewal limit must be returned to circulation for 48 hours before another member of the previous borrowing household may check them out.
- d. All borrower types have a limit of two overdue materials on their accounts. An automatic block is placed on the account when two or more materials are overdue. Additional materials cannot be checked out until the overdue materials are returned to the library.
- e. Holds are allowed on all material types unless otherwise noted.
- f. See 3-315.g Renewal of Library Materials for specifics on renewal allowances and limitations.

### 2. Periods and Limitations by Borrower Type

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### Adult and Staff Borrower Types

**Total Items:** 40 items

The total number of items allowed is a combination of all library material types based on the chart below.

Material Type	Checkout Period	Item Limit	Other Limitations
Book & Large Print	21 days	40	
Magazine	21 days	40	
Book on CD & Playaway Audio	21 days	15	
Lucky Day	21 days	3	Staff cannot check out this collection.
Blu-ray & DVD	7 days	15	
Playaway View & Music CD	7 days	5	
School Assignment	7 days	4	
Learning Kits	7 days	3	
Hobby Kits	7 days	3	
Game Kits	7 days	2	
Celebration Kits	7 days	1	
Keep Louisiana Beautiful (KLB) Kits	14 days	2	Renewals are not allowed.
Video Game & Video Game Mature	7 days	2	
Launchpad	7 days	1	
Mobile Hotspot	7 days	1	
Cultural Pass	7 days	4	Holds are not allowed.
Headphones	12 hours	2	In-house use only. Holds are not allowed.
Laptop	2 hours	1	In-house use only (see 3-340) Holds are not allowed.
Tablet	42 days	1	

## LIVINGSTON PARISH LIBRARY POLICY MANUAL

### Teen and Juvenile Borrower Types

**Total Items:** 40 items

The total number of items allowed is a combination of all library material types based on the chart below.

Material Type	Checkout Period	Item Limit	Other Limitations
Book & Large Print	21 days	40	
Magazine	21 days	40	
Book on CD & Playaway Audio	21 days	15	
Lucky Day	21 days	3	
Blu-ray & DVD	7 days	15	
Playaway View & Music CD	7 days	5	
School Assignment	7 days	4	
Learning Kits	7 days	3	
Keep Louisiana Beautiful (KLB) Kits	14 days	2	Renewals are not allowed.
Video Game	7 days	2	
Launchpad	7 days	1	
Headphones	12 hours	2	In-house use only. Holds are not allowed.
Tablet	12 hours	1	Limit of one for in-house use only by Teen borrowers.

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### Reciprocal and Louisiana Resident Borrower Types

**Total Items:** 20 items

The total number of items allowed is a combination of all library material types based on the chart below.

Material Type	Checkout Period	Item Limit	Other Limitations
Book & Large Print	21 days	20	
Magazine	21 days	20	
Book on CD & Playaway Audio	21 days	15	
Lucky Day	21 days	3	
Blu-ray & DVD	7 days	15	
Playaway View & Music CD	7 days	5	
Learning Kits	7 days	3	
Hobby Kits	7 days	3	
Game Kits	7 days	2	
Celebration Kits	7 days	1	
Video Game & Video Game Mature	7 days	2	
Launchpad	7 days	1	
Headphones	12 hours	2	In-house use only. Holds are not allowed.

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### Senior Citizen Borrower Type

**Total Items:** 40 items

The total number of items allowed is a combination of all library material types based on the chart below.

Material Type	Checkout Period	Item Limit	Other Limitations
Book & Large Print	42 days	40	
Magazine	42 days	40	
Book on CD & Playaway Audio	42 days	15	
Lucky Day	42 days	3	
Blu-ray & DVD	42 days	15	
Playaway View & Music CD	7 days	5	
School Assignment	7 days	4	
Learning Kits	7 days	3	
Hobby Kits	7 days	3	
Game Kits	7 days	2	
Celebration Kits	7 days	1	
Keep Louisiana Beautiful (KLB) Kits	14 days	2	Renewals are not allowed.
Video Game & Video Game Mature	7 days	2	
Launchpad	7 days	1	
Mobile Hotspot	7 days	1	
Cultural Pass	7 days	4	Holds are not allowed
Headphones	12 hours	2	In-house use only. Holds are not allowed.
Laptop	2 hours	1	In-house use only (see 3-340) Holds are not allowed.
Tablet	42 days	1	

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### Educator Borrower Type

**Total Items:** 80 items

The total number of items allowed is a combination of all library material types based on the chart below.

Material Type	Checkout Period	Item Limit	Other Limitations
Book & Large Print	42 days	80	
Magazine	42 days	80	
Book on CD & Playaway Audio	42 days	15	
Lucky Day	42 days	3	
Blu-ray & DVD	42 days	15	
Playaway View & Music CD	7 days	5	
School Assignment	7 days	4	
Learning Kits	7 days	3	
Hobby Kits	7 days	3	
Game Kits	7 days	2	
Celebration Kits	7 days	1	
Keep Louisiana Beautiful (KLB) Kits	14 days	2	Renewals are not allowed.
Video Game & Video Game Mature	7 days	2	
Launchpad	7 days	1	
Mobile Hotspot	7 days	1	
Cultural Pass	7 days	4	Holds are not allowed
Headphones	12 hours	2	In-house use only. Holds are not allowed.
Laptop	2 hours	1	In-house use only (see 3-340) Holds are not allowed.
Tablet	42 days	10	

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### Out-of-State Borrower Type

**Total Items: 5 items**

The total number of items allowed is a combination of all library material types based on the chart below.

Material Type	Checkout Period	Item Limit	Other Limitations
Book & Large Print	21 days	5	
Magazine	21 days	5	
Book on CD & Playaway Audio	21 days	5	
Lucky Day	21 days	3	
Blu-ray & DVD	7 days	5	
Playaway View & Music CD	7 days	5	
Headphones	12 hours	2	In-house use only. Holds are not allowed.

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### Facility Use Borrower Type

**Total Items:** 60 items

The total number of items allowed is a combination of all library material types based on the chart below.

Material Type	Checkout Period	Item Limit	Other Limitations
Book & Large Print	21 days	60	
Magazine	21 days	60	
Book on CD & Playaway Audio	21 days	15	
Lucky Day	21 days	3	
Blu-ray & DVD	7 days	15	
Playaway View & Music CD	7 days	5	
Learning Kits	7 days	3	
Hobby Kits	7 days	3	
Game Kits	7 days	2	
Celebration Kits	7 days	1	
Launchpad	7 days	1	
Tablet	180 days	20	

### Discovery Mobile Checkouts

- For all patrons checking out materials from the Discovery Mobile (bookmobile): Follow the limitations listed for that borrower type.
- Due to its limited storage capacity, the Discovery Mobile does not normally carry all collection types.
- Parish school students visiting the Discovery Mobile during regularly scheduled school visits, using either a regular library card or an LPPS card, are limited to 3 items, per policy 3-316.

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### 3-315.g Renewal of Library Materials

1. Library cardholders may renew library materials in the event the borrower needs the materials for a longer period.
2. Library materials may only be renewed if no other library cardholder in the system has requested the material due back to the library. A library item will not be renewed if there is a request on the item.
3. All cardholders may renew library items up to 2 times after the initial checkout period expires, with the following exceptions:
  - a. All launchpads, celebration kits, game kits, hobby kits, learning kits, and video games are limited to 1 renewal.
  - b. Non-circulating materials, mobile hotspots, headphones, cultural passes, tablets, and Lucky Day collections may not be renewed.
4. The renewal period equals the checkout period length for all materials.

A patron's borrower type determines renewal length and number of renewals. The periods and limitations of renewals are defined in section D of this policy: Circulation Periods and Limitations (3-315.f).

### 3-315.h Requesting Library Materials

A request or hold allows library card holders to reserve library materials currently checked out. Once the library materials are returned, the item is held for a period of seven (7) days for the requesting patron.

Patrons may not place holds on Reference materials. However, they may request that material located at a branch be transferred for their temporary use at a preferred branch. Reference materials may be transferred for a limited period of time. Periods longer than thirty (30) days must be approved by Administration.

Holds are placed into the library system in the order in which they are received, on a first-come, first-served basis. No escalation of priority is allowed unless approved by the Library Administration.

### 3-315.i Overdue Materials

1. Livingston Parish Library does not assess overdue fines on collection items.
2. Renewal of borrowed items must follow the renewal policy as stated in Renewal of Library Materials (3-315.e).

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3. Library cardholders whose accounts meet the criteria defined for a circulation block are not allowed to renew library materials until the block is resolved. Blocks are defined in 3-315.j Circulation Blocks.

### 3-315.j Circulation Blocks

Library cardholders may be blocked from borrowing further materials if any of the following conditions are met.

1. Library card is expired – A patron must renew his library card as detailed in 3-315.d. Library Card Expiration and Renewal.
2. Excessive charges
  - a. Patrons with outstanding charges exceeding \$10.00 will be asked to pay the amount owed in full or to pay the amount sufficient to lower the amount owed to \$10.00 or less. Only upon payment will they be able to check out materials from the library.
  - b. Patrons with outstanding charges for lost or damaged items will be asked to return the items and/or pay the money owed to the library before they can check out if the amount exceeds \$10.00.
  - c. Installment Payment Plans will be offered to patrons to reduce their outstanding charges gradually and in the most affordable way.
  - d. Patrons with outstanding charges exceeding \$10 cannot be designated as authorized users on other patrons' accounts.

### 3-315.k Returning Borrowed Materials

1. Materials borrowed from the Livingston Parish Library must be returned by their due date. See Circulation Periods and Limitations (3-315.f) for details.
2. Materials borrowed from the Livingston Parish Library may be returned to any of the system's library locations.
3. A book drop at the entrance of the library is available for convenience in returning library materials except those marked as non-returnable in book drops, such as Launchpads, game kits, etc.

**Amended on November 16, 2021; Amended on July 18, 2023; Amended on September 19, 2023; Amended on January 24, 2024; Amended on March 19, 2024; Amended on May 21, 2024; Amended on January 30, 2025; Amended on November 18, 2025.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **E-cards**  
Code: **3-316**  
Section: **Service Policies**

## E-cards

1. Adult E-cards – E-cards are issued to residents of Livingston Parish who currently do not have a library card.
  - a. Patrons applying for an E-card may do so from the application portal available on the online catalog.
  - b. Patrons must be a resident and 18+ years old to receive an E-Card.
  - c. Applications for E-cards will be reviewed by library staff before activation.
2. Student E-cards – Livingston Parish Library can issue E-cards to school students enrolled with Livingston Parish Public Schools.
  - a. Parents or legal guardians may opt out of Student E-cards by filing the appropriate form with the Livingston Parish Public Schools.
  - b. Students may check out up to three (3) books with their E-card during a school visit if a parent or legal guardian has signed a permission form for the student.
    - i. Schools wishing to start this service may reach out to the Library’s Outreach Services department for additional information.
  - c. Teachers and other Livingston Parish Public Schools employees can be issued an E-card by the Library to help grant access to the same electronic resources as their students.
    - i. Teachers and other school employees must provide proof of employment.

**Amended on November 17, 2020; Amended on July 18, 2023.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Lost and Damaged Materials**  
Code: **3-324**  
Section: **Service Policies**

## Lost and Damaged Materials

Per 3-315 Circulation Services, Section A, library cardholders are “fiscally responsible for any damage to or loss of library materials while the materials are checked out to their library card.”

### Borrower’s Responsibilities

1. Library cardholders are fiscally responsible for library materials that are checked out to their library card via any mechanism and that meet the definition of damaged or lost materials, whether that loss occurs inside or outside of the library.
2. Payment will consist of the replacement cost as recorded in the item’s record within the library’s computer system. The replacement cost consists of the original purchase price of the item plus a \$4 processing fee.
3. The replacement cost does not depreciate as the material ages within the library’s collection.
4. If no price is shown on the computer, consult the Administrative Librarian or Assistant Librarian.
5. Materials borrowed via Interlibrary Loan service which are lost or damaged based on the bill received by the lending library. The borrowing patron will be responsible for the full cost charged by the lending library for their lost or damaged materials.

### Replacements

No book or item will be accepted as replacement in lieu of money, unless approval by the Administrative Librarian or Assistant Librarian.

### Refunds

Payment for lost or damaged materials are non-refundable. The patron should make every effort to find the library item before it is paid for. Once the library item is paid for, no refunds will be given.

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### Lost Materials

1. Materials are assumed to be lost under any of the following conditions.
  - a. A library patron reports that borrowed items cannot be found
  - b. Borrowed items are not returned within 45 days of the stated due date at the time of initial check-out or last renewal, whichever is later.
2. Patrons are responsible for the replacement cost of lost materials charged to their account.
3. If a patron returns items charged to their account as lost but not yet paid for, the cost of these items will be waived from their library account.
4. If the total cost of lost charges exceeds \$10, the patron's account will be blocked from further materials check-out until the charges on the account fall below this threshold.
5. Staff should encourage library patrons to look for unreturned items before claiming they are lost and before paying for non-refundable charges.
6. Materials lost and paid for by a library patron should be submitted to Technical Services to have the item's record withdrawn.
7. Some library materials have multiple parts. Examples include, book+audio sets, multi-part CD or DVD sets, etc. In the event one part of a multi-part set is lost, the following steps are taken.
  - a. The multi-part item will not be checked in from the patron's account until the missing part is returned.
    - i. If the missing piece is returned and the set is completed, the item will be checked-in from the patron's account.
    - ii. If any lost charges have been applied to the patron's account, these charges should be waived once missing parts are returned and the set is complete.
  - b. If the missing part cannot be found, Collection Development is notified to determine if the lost part can be replaced. If so, the patron is responsible for the cost of the replacement. If not, the patron is responsible for the full replacement cost of the library material.

### Damaged Materials

1. Library materials are considered damaged when the item is in such poor condition that it can no longer be circulated as part of the library's collection nor can it be repaired.
2. In the event it is determined that an item can be repaired, the patron will be responsible for the cost of the repair. The repair cost should not exceed the replacement cost of the item.
3. Damage that is obviously the result of misuse or neglect will be charged to the borrowing patron's account.
4. Damage to an item may include, but are not limited to, the following types of damage:
  - a. Water, heat, smoke, fire, and/or mold damage
  - b. Chewed, broken, torn, or otherwise damaged covers, pages, cases, discs, etc. of library materials
  - c. Excessive writing, highlighting, staining, or marking on library materials
  - d. Malicious disfigurement of the physical item
  - e. Malodorous items (pervasive, strong odors)

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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5. Materials damaged and paid for by a library patron should be submitted to Technical Services to have the item's record withdrawn. The patron may keep the damaged material if they choose.
6. Some library materials are multiple parts. Examples include, book+audio sets, multi-part CD or DVD sets, etc. In the event 1 part of a multi-part set is damaged, the following steps are taken.
  - a. Collection Development is notified to determine if the damaged part can be replaced. If so, the patron is responsible for the cost of replacement.
  - b. If the damaged part cannot be replaced, the patron is responsible for the full replacement cost of the damaged set.

### Additional Fees Associated with Lost or Damaged Items

Some library materials are housed in protective materials, such as audiobook cases, DVD cases, etc. or need a charger or other element to work. If a patron damages or loses any of the following components included with library material, they will be responsible for the cost of the lost or damaged component.

Audiobooks and DVD cases	\$4.00
DVD security tab	\$0.50
USB charger	\$20.00
USB Cord	\$6.00

### Materials Lost or Damaged due to Theft or Act of Nature

Fees for library materials lost, damaged, or destroyed due to theft or act of nature will be fully forgiven and waived from the patron's account if accompanied by an insurance, fire, police, or other official report documenting the lost, damage, or destruction of the borrowed materials.

**Amended on September 18, 2018; Amended on January 24, 2024.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Printing, Copying, Faxing**  
Code: **3-325**  
Section: **Service Policies**

### Printing, Copying, Faxing

1. The library will provide access to a photocopier machine, printer, and fax machine for library patrons at each branch within the confines of the budget and the availability of funds for acquisition and maintenance of these devices.
2. A notice will be posted informing the patron of copyright law and regulations in the United States. The library cannot patrol and does not regulate the use of this machine by the individual patron.
3. A notice will be posted stating that the Library is not responsible for faulty use of a photocopier machine or for patron error caused by disregard of posted instructions.
4. The charge for use of the photocopier shall be (\$0.10) ten cents per copy page (thus a two-sided copy is \$0.20). Color copies shall be (\$0.25) per page. Exceptions are not made for religious or non-profit institutions.
5. The charge for use of the printer shall be (\$0.10) ten cents per page (thus a two-sided copy is \$0.20). Color prints shall be (\$0.25) per page. Exceptions are not made for religious or non-profit institutions.
6. The charge for use of the fax machine shall be (\$1) one dollar for the first page and (\$0.25) for each subsequent page, sending or receiving. Exceptions are not made for religious or non-profit institutions.
7. Patrons are not allowed to bring their own paper or transparency film to use in the Library's photocopier machines.

**Amended on September 18, 2018.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Use of Computers**  
Code: **3-327**  
Section: **Service Policies**

## Use of Computers

1. Public computers are available for usage in all branches of the Livingston Parish Library.
2. All users should be familiar with the Electronic Access Policy. Copies of the policy are available at the circulation desk and are displayed at computer login.
3. Patrons wishing to use public computers will be required to sign on via the library's automated computer reservation and print management system.
4. Computers may be assigned for 1 hour with possible 30-minute extensions if time slots are available. In the event that there is a waiting list for computers, the users who have exceeded their 1-hour session limit will be required to end their session. They may re-sign up for another session and will be placed at the end of the queue.
5. If a computer station remains idle for fifteen minutes, the session will be automatically ended and a patron will have to reserve another workstation.
6. Livingston Parish Library card holders can credit their print account at a maximum of \$10.00. No refunds will be issued once the deposit has been made. The fund will remain available indefinitely. Patrons are encouraged to keep a receipt of cash deposit.
7. Non-residential visitors who do not have a library card can purchase a Guest Access card for \$1; \$0.70 will be available on the card and can be used for printing and copying.
  - a. Guest Access cardholders will be granted a 1-hour session with a possible one 30-minute extension.
  - b. Cash refunds will not be issued for a guest access card with a balance.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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8. Patrons with a library account balance exceeding \$10 will not be able to use public computers (effective January 1, 2015).
9. The use of personal CD/DVD's and USB drives will be allowed on the Library computers unless their usage becomes a risk to the computer system, at which time their use will be disallowed.
10. While the use of portable/mobile devices connected to public computers is allowed, the staff will not provide technical assistance with digital cameras, portable scanners, portable printers, and other devices. Please note, not all of the electronic devices may be able to interface with public computers. The library bears no liability for electronic devices connected to public computers and any damage that may potentially result from such use.
11. All computer sessions, including printing and saving of work, must be completed 15 minutes before the library closes.

### 3-327b. Printing

Printing of information is allowed, but at \$0.10 per black & white page, and \$0.25 per page for color copies and within Copyright Law guidelines.

### 3-327c. 3D Printing

- Only one request can be submitted at a time.
- Jobs that require the printing of many components may drop in the queue position.
- Prints are handed over **AS IS**. If your print requires rafts or support structures, you will be responsible for removing these.
- A patron who repeatedly fails to pick up his/her 3D prints or refuses to accept the completed 3D prints shall be barred from utilizing the library's 3D printing services.
- The cost is \$0.05 per gram of material used. This includes rafts and support structures. A \$1 surcharge will be applied to each printed model in addition to the per gram cost. Payments must be made with cash or credit card when you pick up your print.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- The colors available may change without notice, and we cannot guarantee that your selected color will be available. In the event that your chosen color is out of stock, we will contact you to choose another color.
- Staff review and prepare all project files, so please submit appropriate objects; no guns, gun parts, weapons of any kind, or salacious objects.
- We will do our best to complete your model within 7-10 business days, but if demand for the printer is high, wait times may be longer.
- If an item is not printing correctly, the library will make two attempts to print. If it fails to print correctly on the second try, you will be notified and asked to modify your design.

### 3-327d. Idea Lab Supplies

The Idea Lab offers various tools and equipment for public use. Patrons are responsible for the cost of consumable supplies when requesting items to be produced as follows:

- 3D Prints: \$1.00 service fee plus \$0.05 per gram
- Resin 3D Printings: \$1.50 service fee plus \$0.10 per gram.
- Buttons: \$0.10 each
- Magnets: \$0.20 each
- Stickers: \$0.10 each
- Book Binding: \$5.00 per hardcover, \$1.00 per soft cover (Patrons must provide their own pages)
- Lamination: \$0.25 per lamination pouch

For certain equipment, patrons must bring their own supplies when using the equipment. The library bears no responsibility, nor will it issue a refund, if supplies are wasted due to equipment malfunction or user error.

1. Cricut, electronic die-cutting machine
2. Carbide Nomad, a CNC machine that can cut items from various materials based on an electronic file
3. Sewing machine
4. 3D Scanner, ability to scan certain objects and create a 3D printed replica.
  - Patrons can provide their own supplies

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- The library bears no responsibility, nor will it issue a refund, if supplies are wasted due to equipment malfunction or user error
- The library reserves the right to deny use of any supply material

### 3-327e. Book binding

The library offers book binding services at the following cost: \$1 service fee plus \$1 for each soft cover or \$5 for each hardcover.

**Amended on March 15, 2022.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Electronic Resources Access Policy**  
Code: **3-328**  
Section: **Service Policies**

## Electronic Resources Access

Livingston Parish Library provides resources in a wide variety of formats to meet the informational, educational, recreational and cultural needs of the diverse, multicultural community it serves. The Internet is an integral part of the resources available to assist library users in finding the information they need.

### User Responsibility

- Online resources contain a wealth of valuable information. However, users should be aware that some information might be inaccurate, outdated, and/or offensive.
- Parents, not the library, are responsible for the use of these resources by their children, regardless of age.
- The library is not responsible for any damages that may result from transmitting personal information (social security number, debit/credit card information, name, address, etc.) via electronic networks.

### Acceptable Uses

Library patrons are encouraged to use public workstations for the following purposes:

- Research and educational information
- Unstructured navigation (“surfing”) of the Internet to locate sites of interest and to hone usage skills
- Printing from full text databases

### Internet Safety Policy to Protect Minors

- The safety and security of minors when using email, chat rooms, social networking sites, forums or other forms of direct electronic communications is the responsibility of parent/guardian.
- Unauthorized access to Library systems, computers and network, individuals’ computers, devices, and networks or other entities’ systems, computers, and networks, including so-called “hacking,” and other unlawful online activities by minors and all others, is forbidden.
- As federally mandated, unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- Filters designed to restrict access to materials harmful to minors have been installed, but may not filter everything at all times.

### Prohibited Uses

Patrons and staff may not use the workstations in the following situations:

- Illegal, unauthorized, unethical or commercial purposes.
- Manipulation of internal hardware and/or software.
- Transmission or downloading of any material in violation of state or federal laws.
- Copying, downloading, or distributing of any material in violation of copyright law.
- Sending, receiving, or viewing any material that may be reasonably construed as obscene or pornographic in accordance with Louisiana laws and CIPA (Child Internet Protection Act).
- Unauthorized access to Library systems, computers and network, individuals' computers, devices, and networks or other entities' systems, computers, and networks, including so-called "hacking," and other unlawful online activities is forbidden. Prohibited uses will result in the loss of workstation privileges. Perpetrators of malicious damage to the system will be prosecuted to the full extent of the law.

### Limitations

**Filter:** In accordance with Children's Internet Protection Act, web content filtering has been enabled on the library's network.

**Time:** Initial sign-up time is one hour with possible thirty-minute extensions on available time slots.

**Age:** Because of the high costs and delicate nature of complex electronic and mechanical equipment, children under the age of thirteen (13) will be required to have a parent or adult guardian present when using the workstation.

**Charges:** Patrons with an account balance exceeding \$10.00 will not be allowed to access public computers.

**Parental Supervision:** Parents of minor children must assume responsibility for their children's use of the Internet through the Library's computers.

### Financial Responsibility

The library reserves the right to seek monetary recovery for the cost of replacement and/or repair of any equipment destroyed or damaged through the intentional or negligent act of any user.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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### Children's Internet Protection Act (CIPA) Compliance

Livingston Parish Library complies with the federal Children's Internet Protection Act by addressing the five key requirements:

- Prohibits access by minors to inappropriate matter on the Internet
- Protects the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Prohibits unauthorized access including "hacking" and other unlawful activities by minors online
- Prohibits unauthorized disclosure, use, and dissemination of personal information regarding minors
- Incorporates measures designed to restrict minors' access to materials harmful to minors

The Library restricts access by minors to inappropriate matter with the use of web content filtering software. All Children and Teen computers access the Internet through a security gateway that cannot be bypassed.

The safety and security of young patrons when using electronic mail, chat rooms, and other forms of direct electronic communications and unauthorized access including "hacking" and other unlawful activities is addressed by insuring that minors are accompanied by a parent or legal guardian when using library computers, allowed to use computers in designated areas for children and teen, and supervised by library staff.

Livingston Parish Library is committed to user confidentiality. The confidentiality of library records is a core part of library ethics and Livingston Parish Library follows the Code of Ethics of the American Library Association.

Under Louisiana Law, LA R.S. 44 Chapter 13, library patrons are guaranteed privacy and confidentiality of their library activities including records sought or received, and materials consulted, borrowed, and include database search records, reference interviews, circulation records, interlibrary loan transactions, registration records, and all other personally identifiable uses of library materials, facilities, or services.

Livingston Parish Library does not sell, lease, or otherwise distribute or disclose patron name, email address, postal address, telephone number, or other personal information to outside parties.

The Internet is a continually evolving resource and the information and links on the Internet change rapidly and unpredictably. The library cannot guarantee the accuracy or completeness of information on the Internet. Users should carefully evaluate the information they find when using this resource.

**Amended on February 19, 2019; Amended on July 18, 2023.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Social Media Policy**  
Code: **3-329**  
Section: **Service Policies**

### Social Media as a Service of the Livingston Parish Library

Consistent with the mission of the Livingston Parish Library to provide all members of the community with resources and programs to fulfill their informational, educational, recreational and cultural needs, the Livingston Parish Library chooses to use social media<sup>1</sup> (including, but not limited to: social networking sites, blogs, media sharing websites, wikis, etc.) to engage library customers in discussions of books, materials and programs. The Library recognizes and values differences in opinion. Comments, posts and messages are welcome on the Livingston Parish Library social networking sites. However, the content of such messages will be reviewed before publishing. Posted comments are the opinion of the author only and publication of a comment does not imply endorsement or support by the Livingston Parish Library, the Library Board of Trustees, or the Director of the Livingston Parish Library. Your submission of a comment constitutes your acceptance of this policy.

All postings which contain any of the following will be removed and the poster barred from posting any subsequent messages to library social networking sites:

- Copyrighted material published without approval or authorization by the rights owner
- Plagiarized material
- Obscene, pornographic, or racist content
- Personal attacks, insults or threatening language, or otherwise construed as cyber bullying
- Potentially libelous statements
- Private, personal information published without permission
- Comments totally unrelated to the content of the discussion
- Hyperlinks to material that are not directly related to the discussion

The Library does not collect, maintain or otherwise use the personal information stored on any third-party site in any way other than to communicate with users on that site, unless granted permission by users for Library contact outside the site. Purposes for contact outside the site may include program promotion or the library book sale announcements. Users may remove themselves at any time from the Library's "friends" or "fan" lists, or request that the Library

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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removes them. Users should be aware that third-party websites have their own privacy policies and should proceed accordingly.

In addition, the Livingston Parish Library reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post. The Library shall also be granted the right to reproduce comments, posts, and messages in other public venues. Identifying information, other than first name, will be removed unless prior approval is granted by the user.

The Livingston Parish Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-maintained social networking service, and does not endorse or review content outside the "pages" created by the Livingston Parish Library staff.

As with more traditional resources, the Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of these resources.

The role and utility of social networking sites will be evaluated periodically by library staff, and may be terminated at any time without notice to subscribers.

The Livingston Parish Library, the Board of Trustees, or the library administration cannot be held liable for any damages caused to you by using social media sites. Participation in the Livingston Parish Library social networking services implies agreement with the all Library policies, including its Social Networking Policy and Electronic Resources Access Policy.

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<sup>1</sup>Social media is defined as any website or application which allows users to share information. Social media can include, but is not limited to, blogging, instant messaging, social networking sites, and wikis. Many social networking sites allow users of those sites to become a "friend", "fan" or otherwise associate their own "profiles" or virtual presences with the Library's profile on these sites. Examples of such sites are Twitter, Facebook, Myspace, YouTube, and various blogging sites like Blogger and Wordpress.

**Adopted on December 1, 2010.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Interaction between the Staff and the Public**  
Code: **3-330**  
Section: **Service Policies**

### Interaction between the Staff and the Public

1. Recognizing that the public who use the library (our patrons) are also the people who pay the taxes that support the library, the Board of Control stresses the importance of good public relations in the daily operation of the library. This means that a friendly outgoing demeanor and a willingness to assist each person who comes into the library is a necessity from each library staff member. This institution, the library, is in the business of providing a public service.
2. The Board also recognizes that there may be individual situations that are outside the normal course of human interaction. These cases of angry, problematic, and dangerous persons are not to be tolerated and allowed to progress to more severe problems. There must be limits placed on what must be tolerated by the staff. If and when it is necessary, the civil authorities should be summoned to intervene and to evict disruptive patrons.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Americans with Disabilities/Equal Accessibility Policy**  
Code: **3-331**  
Section: **Service Policies**

## Equal Accessibility Policy

The Livingston Parish Library is a resource for all the citizens of the Parish. Access to its services and materials shall be available with equal accessibility by the disabled or handicapped. All requests for access and services are welcomed and will be given formal consideration. No request from any individual or group shall be turned down until the Livingston Parish Library Board reviews such a recommendation.

The staff at each branch will make the greatest effort to serve each individual who wishes to make use of the services and materials of the Library. This may entail opening the entrance doors to assist in entry to the building; assisting the patron by retrieving books from shelves or bring materials to a handicapped patron who cannot get into the stack area. The staff is encouraged to be creative in serving the disabled or handicapped users as with all patrons.

If a request cannot be immediately fulfilled, the branch supervisors shall notify the Administrative Librarian by phone, to be followed by a letter. In all cases that cannot be immediately fulfilled, the Administrative Librarian is to meet with the requester to discuss what the Library may do to offer equal accessibility. Branch staff should call the Administrative Librarian immediately. The requester's name, address and telephone number shall be taken by the branch supervisor or public services supervisor so that the Administrative Librarian may make contact as soon as possible if he/she is unavailable to communicate with the requester. The requester shall be given the Administrative Librarian's name, address (13986 Florida Blvd. Livingston, LA), and telephone number (686-4100) to facilitate contact.

The Administrative Librarian shall make prompt contact with the requester in order to determine the exact nature of the patron's needs. The Administrative Librarian is authorized to use discretion within the bounds of the library budget and staffing to meet requests. The Board is to be notified in writing of the provision of the request.

Should the Administrative Librarian determine that meeting the request will require Board approval, or that the request would be nonviable (either condition would arise from a request that would fundamentally alter the nature of the library's service or would result in an undue burden—significant difficulty or expense), the Board and requester shall be notified at once, and a decision made at the next Board meeting with the requester urged to be present and given notice of the meeting. Any negative decision shall be put in writing and shall be accompanied by an explanation of how the conclusion not to provide the requested aid or service was reached.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Service Animals**  
Code: **3-331a**  
Section: **Service Policies**

## Service Animals

### Service Animals Permitted on Library Premises

Livingston Parish Library is committed to compliance with state and federal laws regarding individuals with disabilities. Individuals with disabilities may be accompanied by their service animals at all Livingston Parish Library locations where members of the public or participants in services, programs or activities are allowed to go. By law, a service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. (see U.S. Department of Justice, Civil Rights Division, Disability Rights Section [https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm))

Federal law does not require the individual to provide documentation that an animal has been trained as a service animal. Federal law does not require that the animal wear any type of vest or badge indicating that it is a service animal. Federal law does not prohibit any particular breed of dog from being a service animal.

Where it is not readily apparent that an animal is a service animal, the library staff may ask if the animal is required because of a disability, as well as what work or task the animal has been trained to perform.

The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of such tasks include, but are not limited to: assisting an individual with low vision with navigation; alerting individuals who are hard of hearing to the presence of people or objects; pulling a person's wheelchair; or providing assistance with stability or balance to an individual with a mobility disability.

### Responsibilities of Individuals with Service Animals

The library is not responsible for the care or supervision of a service animal. Individuals with disabilities are responsible for the control of their service animals at all times and must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws. A service animal shall be restrained with a harness, leash, or other tether, unless an individual's disability precludes the use of a restraint or if the restraint would interfere with the service animal's safe, effective performance of work or tasks. If a service animal is not tethered,

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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it must be otherwise under the individual's control, whether by voice control, signals, or other effective means.

Individuals are responsible for ensuring the immediate clean-up and proper disposal of all animal waste. Although the library may not charge an individual with a disability a service animal surcharge, it may impose charges for damages caused by a service animal in the same manner the library imposes charges for damages to property including the damage caused by pets.

### Exceptions

The library may exclude a service animal from premises if its behavior poses a direct threat to the health or safety of others or when its presence fundamentally alters the nature of a program or activity. Furthermore, the library may ask an individual with a disability to remove a service animal from premises if the animal is out of control and the individual does not take effective action to control it; or if the animal is not housebroken.

### Disputes/Complaints Regarding Service Animals

Anyone dissatisfied with the accommodation process has the following internal remedies: Employees, patrons, and library visitors may file a complaint with the Livingston Parish Library Administration.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Interlibrary Loan**  
Code: **3-332**  
Section: **Service Policies**

## Interlibrary Loan

### **Definition:**

Interlibrary loan is the process by which a library lends another library an item on behalf of the borrowing library's patron.

### **Purpose:**

Interlibrary loan (ILL) services shall be offered to the patrons of the Livingston Parish Library as an extension of its regular services. The Library will use this service to supplement its own resources and extend the materials available to its users. The Library will participate, to the best of its ability and the availability of funding, in cooperative interlibrary loan efforts that are developed in Louisiana to benefit the patrons and citizens of Livingston Parish.

### **Borrowing:**

1. Filling out a request form does not guarantee the requested material will be loaned. Different libraries have different policies about when they will or will not loan out. For this reason not all requests have equal possibility of being filled.
2. Patrons must be in good standing with the Library in order to request items.
3. Patrons are allowed up to three requests at a time.
4. ILL Services are not to be used by patrons with Non-Resident cards (NR), Out of State cards (OS), Online Borrower Registration (OBR) or Facility cards (FAC).
5. Materials not available to request: those with a release date of less than 1 year, periodicals, Playaway Launchpad, video games, music CDs.

No charges shall be required for the provision of interlibrary loan services except the following:

1. All photocopies received as a result of a request shall be charged to the patron at the price charged by the lending institution.
2. Genealogical material in print and microfilm formats shall be charged to the patron at the price charged by the lending institution.
3. Any material lost or destroyed by the patron shall be charged to the patron at the price charged by the lending institution.
4. Postage may be charged to the patron for excessive materials.
5. Any deposit required by the lending institution will be charged to the patron at the price charged to the Library.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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### **Renewal of ILL and Transferred Books:**

The Library will adhere to all restrictions placed on materials by the lending institution. The Library will renew items subject to the approval of the lending institution. Due dates for the materials will also be determined by the lending institution. Branch staff will renew ILL books for patrons on the Livingston Parish Library's automated system. The Branch staff MUST then, contact the ILL Coordinator for renewal request approval. The ILL Coordinator will be responsible for obtaining approvals from the lending institution for renewal requests. He/she must be contacted for renewal requests as soon as the request is made by the patron. The ILL Coordinator will contact the patron's home branch if the renewal is NOT approved by the lending institution. It is up to the branch to contact the patron about returning their item.

### **Lending:**

The Library will make available for interlibrary loan all materials except: materials that have been in our collection for less than 1 year, materials in high demand locally, microfilms, Playaway Launchpads, video games, music CDs, leased materials, professional collection, periodicals, real world object (learning kit) collection, reference materials and genealogical materials.

Conditional lending may be granted for genealogical and reference materials were we lend to the borrowing library, but these items cannot be checked out by their patron. These items will be classified as "Library Use Only." Materials are due back 28 days after they are checked out. Three renewals may be granted. The Library may charge for photocopies.

**Amended on September 22, 2020.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Reference Service**  
Code: **3-333**  
Section: **Service Policies**

## Reference Service

The library will provide reference service to children and adults using the library. Reference services will include in-person and telephone users.

This policy is not to state an exact definition of reference service but to give general guidelines. The staff is encouraged to give as much assistance to individual patrons as possible while remembering to assist other patrons and perform assigned duties. The goal is to deliver complete service without making the patron totally dependent upon the staff for information and guidance in the use of the library.

1. Reference service staff will instruct the patron in the use of the library -- including, but not limited to, the use of the catalog, indexes and reference books as research resources -- and will answer quick questions, assist in the search for answers to complex questions, and guide the patron to the area(s) of the library that will be most helpful to him/her. The reference staff must assist the patron to the extent that he/she understands the proper use of the material he/she is using. \*\*It is never acceptable service to point across the building to an area and tell the patron that the information sought is there -- unless that patron has asked simply for directions.
2. Telephone reference should be limited to quick, easily answered questions; or for a complex question, the name and telephone number of the patron should be taken, the answer search completed (as staff time and duties allow), and the call returned.
3. Reference staff does not do homework assignments for students. Students should already be aware that research for assignments is their responsibility and that excessive staff assistance is an injustice to their learning process. Telephone assistance with homework may need to be limited based upon the demands for assistance by patrons in the library and, instead, the caller should be encouraged to visit the branch nearest him/her if possible.
4. Each staff member must limit the amount of time spent with an individual to not cause the neglect of other patrons and/or work assignments. He/she must constantly be aware of the needs of the patrons in the library, but must be firm in setting limits when many people are seeking assistance at the same time. Any patron monopolizing a staff member must be reminded of the staff's duty to all patrons and encouraged to work on his/her own. A follow-up visit to that patron, when time and duties allow, is recommended.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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5. The Library does not offer the service of performing genealogical or historical research for patrons. No staff member will do extraordinary genealogical research beyond the realm of regular service. Microfilm and newspaper searching will be done only if time demands permit such searching. Letters seeking this service will be answered stating this limitation and inviting the questioner to visit the library.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Temporary Collections**  
Code: **3-334**  
Section: **Service Policies**

### Temporary Collections

The library reserves the right to build temporary reference collections of subjects as needed in order to better serve high demand situations. (EX: Class assignments, Black History Month, etc.)

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Community Engagement**  
Code: **3-335**  
Section: **Service Policies**

### Community Engagement

1. Community Engagement shall be a regular part of the provision of service at the library, and shall be divided into adult programming, young adult (teen) programming, and juvenile programming.
  - a) Adult programming is defined as ages 18 and up
  - b) Teen programming is defined as ages 13-18
    - i) Only ages 13-18 should attend teen programs
      - (1) Exceptions:
        - (a) 19 years old and still in high school
        - (b) Other circumstance as deemed necessary by professional staff at their discretion.
  - c) Juvenile programming is defined ages 0-12
    - i) Parents or caretakers are required to remain in the room for young children programs at all times, ages 0-7
    - ii) Parents or caretakers are required to remain in the building for tween programs at all times, ages 8-12
2. Professional staff, under the guidance of the Head of Community Engagement, shall be responsible for planning and executing programs at the direction of the Administrative Librarian.
3. Programs shall be limited only by the availability of resources used to finance the development and execution of the program.
4. Regular programming for children shall be provided.
5. Programs for adults and young adults may vary in frequency
6. Programs from outside the library may be utilized.

**Amended on February 19, 2019; Amended on July 18, 2023.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Outreach**  
Code: **3-336**  
Section: **Service Policies**

## Outreach

Through the Discovery Mobile, the Library will provide Outreach services to those unable to reach any of the five branch locations due to distance, disability, or other limitations. It will provide physical collection materials as well as mobile Wi-Fi access to patrons at local retirement homes, assisted living facilities, local parks, churches, community centers, schools, daycares, and other event locations across the parish. When applicable it will also promote literacy and the business of the Library by visiting local festivals and other community events and providing limited programs such as puppet shows and Book-A-Librarian sessions. It shall be our philosophy to provide as much service to these citizens as is practical with the means available to us.

**Amended on September 19, 2023.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Library of Things**  
Code: **3-337**  
Section: **Service Policies**

### Library of Things

The Livingston Parish Library offers a wide range of real-world materials to meet the cultural, artistic, educational, and technological needs of its patrons. These materials are special collections universally housed under the umbrella of the Library of Things (LOTs). Patron accounts must be in good standing to check out and utilize LOTs.

#### 3-337.a Cultural Passes

The Livingston Parish Library partners with the State Library of Louisiana to offer free admission to cultural centers for Library cardholders. The State Library of Louisiana provides access to Check Out Louisiana, an exciting initiative promoting our state's rich historical, recreational, cultural, and educational resources. Louisiana residents can check out free Cultural Passes for state park or museum passes through this program.

- The number of Culture Passes available for check out by a patron, as well as the group size and age of individuals able to enter a museum, is determined by the issuing organization.
- Cultural Passes must be reserved through the library's online system within the time period associated with a particular institution that has issued the pass. Passes cannot be renewed.
- Cultural Passes are not valid for those with a temporary Library card, e-card, guest card, Out-of-State patrons, or cardholders from neighboring parishes with whom Livingston Parish Library has a reciprocating agreement.

#### 3-337.b Mobile Hotspots

The Livingston Parish Library offers free use of mobile hotspots to provide parish residents with internet access to smartphones, tablets, computers, and other wireless-enabled devices.

- The patron account must be more than four (4) weeks old.

#### 3-337.c iPads

The Livingston Parish Library offers the use of iPads to parish residents as E-readers, to surf the internet in combination with Wi-Fi, and as tools to spread digital literacy.

- The patron account must be more than six (6) weeks old.

#### 3-337.d Learning Kits

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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The Livingston Parish Library offers three-dimensional circulation materials for patrons to learn and grow. Educational materials include, but are not limited to, STEM kits such as flower and cell cross sections, phonics cubes, fraction circles, counting cows, microscopes, etc. The collection is envisioned to assist families with material resources they might not otherwise have access to due to financial burden or availability.

### 3-337.e Hobby Kits

The Livingston Parish Library offers materials for patrons to learn or expand on crafts and hobbies. Materials include, but are not limited to, crochet kits, knitting kits, cake pans, clay sculpting kits, etc. The collection is envisioned to assist patrons with getting hands-on experience with traditional crafts and hobbies that they might not otherwise be able to afford to try or have access to.

### 3-337.f Game Kits

The Livingston Parish Library offers materials for patrons to entertain and cognitively stimulate themselves and their families. Materials include, but are not limited to, board games, puzzles, etc. The collection is envisioned to provide families and individuals with materials for board game nights, family gatherings, and cognitive, social, and cooperative skill-building.

### 3-337.g Celebration Kits

The Livingston Parish Library offers reusable materials for patrons to decorate and celebrate important life events. Materials include, but are not limited to, kits with decorating features to celebrate retirement, anniversaries, baby showers, graduations, and other special occasions. The collection is envisioned to help patrons celebrate significant life events with reusable decorations that they might not otherwise be able to afford or have access to.

### 3-337.h Keep Louisiana Beautiful (KLB) Kits

In partnership with the Livingston Parish President's Office, facilitated by the Litter Abatement Director, the Livingston Parish Library offers patrons reusable Litter Grabbers and Safety Vests to check out as a kit. In addition, disposable garbage bags will be included upon checkout of the kit. As part of the Get Down & Clean Up program from Keep Louisiana Beautiful (KLB), this collection aims to empower patrons to act and tackle the litter in areas where they live, work, and play. The collection is envisioned to allow patrons to check out supplies for litter abatement and return them once they are finished.

**Amended on March 15, 2022; Amended on July 18, 2023; Amended on January 24, 2024;  
Amended on March 19, 2024; Amended on November 18, 2025.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Sex Offender Policy**  
Code: **3-338**  
Section: **Service Policies**

## Sex Offender Policy

The purpose of this policy is to ensure that the Livingston Parish Library complies with LA R.S. 14:91.2 that excludes registered sex offenders convicted of offenses against victims under the age of thirteen (13) from Louisiana public libraries.

Regulation:

- I. Effective January 1, 2013, persons who have been convicted of sex offenses where the victim was under the age of thirteen (13) are restricted in their access to public library property, as follows:
  - a. Youth Areas – No sex offender shall be physically present in any area of the library designated as a “children’s area,” “teen area,” “preschool area” or “young adult area.”
  - b. Peak Youth Hours – No sex offender shall be physically present on public library property during peak hours of youth (minors aged 0-17) use of the library.
    - i. During the school year, peak hours are defined as 2 pm to 8 pm.
    - ii. During the summer, peak hours are defined as 9 am to 8 pm.
    - iii. Peak hours of youth use also include hours during which youth programs (those labeled as “baby & toddler,” “elementary,” “preschool,” “teen,” or “tween”) are scheduled. Please refer to the library’s website for a detailed schedule of youth programs. The programming calendar is also available in the library’s newsletter, distributed both in print and digitally.
  - c. No sex offender shall loiter within 1,000 feet of public library property.
- II. Exceptions to these restrictions are:
  - a. Polling precinct – There shall be no violation of this regulation if the sex offender is reporting to a polling precinct that is within the restricted area.
  - b. With special permission – There shall be no violation of this regulation if the sex offender has requested and has been granted written permission to be physically present on public library property from the Library Director, as approved by the Board of Control, and the sex offender complies with any special restrictions contained within the permission.

Violations of this policy will be immediately reported to law enforcement, and violators will lose all library privileges. Violators will be subject to prosecution for the violation of Louisiana Law.

**Adopted on November 14, 2012; Amended on September 19, 2023.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Digital Media Lab**  
Code: **3-339**  
Section: **Service Policies**

## Digital Media Lab

### I. Objectives of the Digital Media Lab

#### A. Mission Statement:

The purpose of the Digital Media Lab (DML) is to provide card-holding patrons with the means to learn, become proficient with, and create digital content using the Lab's equipment and resources.

#### B. Examples of Projects Possible to Undertake at the DML:

- Creating and editing digital graphics
- Filming and editing videos
- Producing digital music
- Recording podcasts
- Learning photography
- Editing photographs

#### C. Types of Appointments Available in the Lab

##### 1. Discovery Visits

##### 2. Task-Specific Appointments

- a. Book-A-LABrarian – teaching and troubleshooting appointments
- b. Full Lab Use Appointment

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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## II. Usage Policies

### A. Limits of Use

1. The DML is available only to patrons with a Livingston Parish Library card in good standing.
2. Guest card holders and visitors may not use the Lab equipment.
3. As a prerequisite for using the Lab, its equipment, and resources, all individuals must first complete the DML orientation and sign the usage agreement.
4. The staff offer rudimentary guidance in using software and hardware available at the DML; however, they cannot complete work for the patron. For instance, staff can teach the patron how to use the mirrorless camera, but DML staff cannot film or edit content for the patron. If the patron does not know how to use the equipment, we encourage them to sign up for one of our classes or utilize the library's electronic training resources and databases.
5. The DML can be booked in advance by phone or online. Additionally, patrons may use the Lab as a walk-in so long as no other appointments conflict with the walk-in.
6. An appointment is considered canceled if a patron is late by more than 15 minutes.
7. Repeated cancelations without excuses will result in a temporary suspension of lab privileges. The administration will determine the length of suspension on a case-by-case basis.
8. If a patron leaves the Lab for longer than 30 minutes during their appointment without consulting staff, the appointment is canceled.
9. Lab usage is not intended for general computing activities, including but not limited to: word processing, web browsing, email, social networking, and gaming. Public computers are available in the adult area of the Main Branch Library for these purposes.
10. Training in the Lab is limited to Lab specific hardware and software.
11. Only one appointment for lab use at a time is permitted.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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### B. Age Restrictions

1. The DML is limited for individual use by patrons 18 and older.
2. Any patrons younger than 18 who do not have a Parental Guardian Agreement on file must be supervised at all times by a parent or legal guardian. The parent or guardian is responsible for ensuring the child follows the policy.
3. The parent or guardian of a child 14 to 17 may elect to sign a Parental Guardian Agreement so the child may use the Lab without a parent or guardian present.
  - a. The parent or guardian and the child must both complete orientation before they may sign the agreement.
  - b. The agreement states that the parent or guardian signing on behalf of the child assumes all financial responsibilities for damaged equipment caused by the child.
  - c. The Parental Guardian Agreement is only valid for one child. If a group wishes to use the Lab in tandem, they must all have Parental Guardian Agreements on file.

### C. Time Restrictions

1. Basic Use Time Restrictions
  - a. Book-A-LABrarian appointments last for a maximum of one hour and are limited to training on hardware and software available in the Lab.
  - b. Full-Use appointments can be booked for two hours at a time. If no other use of the room is scheduled or requested by walk-ins, the patron may extend usage by 30-minute increments.
2. The Lab may only be used a maximum of 10 hours a month by a unique cardholder.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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### D. Lab Rules

1. Due to the nature and cost of the Lab equipment, horseplay or rambunctious behavior will not be tolerated.
2. No food or drink is allowed in the Lab.
3. No more than four patrons can use the Lab at a time.
  - a. Up to four patrons can use the Lab's podcast station
  - b. Up to two patrons can use the sound recording station.

### E. Content Creation Restrictions

1. The following types of media, images, videos, songs, and podcast content, cannot be allowed in the DML and constitutes grounds for a permanent ban:
  - a. Lewd, salacious, or provocative content
  - b. Content containing hate speech, calls for violence, or any remarks that denigrate others
  - c. Any content that may violate local, state, or federal laws.
2. A patron engaging in such content creation will be asked to leave.
3. Creating media content in the DML does not constitute an endorsement by the Livingston Parish Library of said content.

**Adopted on July 20, 2021.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Laptop Checkout Policy**  
Code: **3-340**  
Section: **Service Policies**

## Laptop Checkout Policy

The Livingston Parish Library offers the use of laptops at the Computer Lab located within its Denham Springs-Walker Branch. These laptops are limited to in-house use only within the Computer Lab's or its study rooms.

**LAPTOP BORROWERS** must meet the following requirements.

- Possess a current adult, educator or senior citizen account with Livingston Parish Library in good standing. Accounts in good standing have no overdue books, no lost or damaged items associated with the account, and a balance less than \$10.00 on the account.
- Live or own property in Livingston Parish that qualifies them for a library card in accordance with Library Policy 3-315.
- Be 18 years or older.
- Agree to the terms of checkout by signing a Library Laptop Checkout Agreement.

### **LAPTOP CHECKOUT POLICY**

- Laptops are available on a first-come, first-served basis and are limited to in-house use within the study rooms in Denham Springs-Walker Branch's Computer Lab.
- Patrons are limited to one laptop at a time.
- Laptops may not be checked out for use at patrons' homes.
- A Laptop Checkout Agreement must be signed for each use.
- Laptops checkout for an initial period of two hours, and may be extended for an additional two hours.
- Borrowers must inform staff member when they are finished using the laptop so staff can retrieve the equipment and return it to the Computer Lab desk.
- Usage of laptops must end 30 minutes prior to close of business.
- Laptops will be secured to a table while checked out to a patron. Any attempt to bypass the security cabling and remove the laptop from the library will result in a permanent ban of laptop borrowing privileges. Any damage inflicted to library property by doing so will be reported to the proper authorities and result in revocation of all library privileges.
- Any damage inflicted on the laptop by the borrower during the course of its use is the fiscal responsibility of the borrower, including installing unauthorized software.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- Laptop borrowers wishing to save files that they have created must save them to a disk, USB drive, etc. Any documents saved on the laptop will be lost when the laptop is shutdown.
- Library will not be held liable for the loss or damage of your data, and any other personal information, due to the use of the Library's laptop, including loss or theft of information when transmitting across wired and/or wireless networks. The terms "data" or "personal information" include but are not limited to: personal, private, financial, or any other information stored on the library's laptop in digital format.
- Replacements costs for damaged or stolen equipment are as follows:
  - Laptop: \$1,275.
  - Laptop cord: \$40
  - Security cable and anchor: \$54
  - Ethernet cord: \$10
- Laptops may not be used for any illegal purposes.
- Laptops cannot be placed on hold.
- Laptop borrowers must provide their own accessories (e.g., mouse, headphones, disk, and/or USB drive.) The use of the accessories must not require the installation of any software on the laptop.
- Laptops can connect to the internet utilizing the library's public wi-fi or the library's public wired connection. Ethernet cord can be obtained from staff at the computer lab desk.
- Laptop borrowers may not install any software on the laptops.
- Laptop borrowers may not alter, delete, or copy any software loaded on the laptop, or otherwise change its existing software or hardware configuration.
- Security seals may not be removed from the laptop.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Career Services**  
Code: **3-341**  
Section: **Service Policies**

## Career Services

The Livingston Parish Library recognizes the community's need for assistance with Career Services. To fulfill that need, it will offer one-on-one assistance for library patrons with trained library staff via Book-A-Librarian sessions. This includes, but is not limited to, digital literacy, resume preparation, job searches, interview practice, and database navigation.

Career Services Book-A-Librarian sessions are offered in good faith to library patrons to help with patron development and career guidance services. However, using these services does not guarantee employment, and the Livingston Parish Library accepts no responsibility or liability if a patron does not obtain a job for which they have applied.

**Adopted on May 17, 2022; Amended on July 18, 2023; Amended and retitled from Career Center to Career Services on September 16, 2025.**

## **Section 4 – Facility Policies and Procedures**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Branch Hours**  
Code: **4-401**  
Section: **Facility Policies and Procedures**

### Branch Hours

#### **Main Branch**

Physical address: 20390 Iowa St., Livingston, LA 70754  
Mailing address: PO Box 397, Livingston, LA 70754  
Phone: 225-686-4160  
Hours of service:  
M, W: 9:00 a.m. – 6:00 p.m.  
T, Th: 9:00 a.m. – 8:00 p.m.  
F - Sat.: 9:00 a.m. – 5:00 p.m.  
Sun.: Closed

#### **Denham Springs-Walker Branch**

Physical address: 8101 US Highway 190, Denham Springs, LA 70726  
Mailing address: Same as physical.  
Phone: 225-686-4140  
Hours of service:  
M – Th.: 9:00 a.m. – 9:00 p.m.  
F - Sat.: 9:00 a.m. – 5:00 p.m.  
Sun.: Closed

#### **Watson Branch**

Physical address: 36581 Outback Road, Denham Springs, LA 70706  
Mailing address: PO Box 149, Watson, LA 70786  
Phone: 225-686-4180  
Hours of service:  
M – Th.: 9:00 a.m. – 8:00 p.m.  
F – Sat.: 9:00 a.m. – 5:00 p.m.  
Sun.: Closed

#### **Albany-Springfield Branch**

Physical address: 26941 LA Highway 43, Hammond, LA 70403  
Mailing address: Same as physical.  
Phone: 225-686-4130  
Hours of service:  
M, W: 9:00 a.m. – 6:00 p.m.  
T, Th.: 9:00 a.m. – 8:00 p.m.  
F – Sat.: 9:00 a.m. – 5:00 p.m.  
Sun.: Closed

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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### **South Branch**

Physical address: 23477 LA Highway 444, Livingston, LA 70754

Mailing address: PO Box 397, Livingston, LA 70754

Phone: 225-686-4170

Hours of service:

M, W: 9:00 a.m. – 6:00 p.m.

T, Th.: 9:00 a.m. – 8:00 p.m.

F – Sat.: 9:00 a.m. – 5:00 p.m.

Sun.: Closed

### **Livingston Parish Library Administrative Offices**

Physical address: 13986 Florida Blvd., Livingston, LA 70754

Mailing address: PO Box 397, Livingston, LA 70754

Phone: 225-686-4100

Hours of service:

M – F: 9:00 a.m. – 5:00 p.m.

Sat. – Sun.: Closed

**Hours of operation updated on June 9, 2020; Amended on July 18, 2023.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Limits of Library Privileges**  
Code: **4-402**  
Section: **Facility Policies and Procedures**

## Limits of Library Privileges

### 4-402.a General Limitations

1. Use of the library by all the citizens of Livingston Parish is assured and assumed. However, some limits must be in place to guarantee the control of public property.
2. Any citizen or visitor to the parish may enter any branch during normal business hours of each branch and browse or read on the premises. In order to have circulation privileges, a citizen must register as a borrower and obtain a library card per the Circulation Services policy, 3-315.
3. Restrictions may be placed on the patron's borrowing privileges if charges and account balances exceed \$10.00 per the Circulation Periods and Limitations section of the Circulation Services Policy (3-315.f).
4. Patrons having overdue materials and/or fines and fees should be notified about their overdue materials.
5. Patrons with account balance exceeding \$10.00 will not be allowed to use public computers.

### 4-402.b Disruptive Behavior

6. The Library is a place of study and contemplative use. Quiet will be maintained to the best staff's ability and the cooperation of the public.
7. Disruptive behavior will not be permitted or tolerated. Persons who interrupt the environment of the library will be asked to leave or be ejected if necessary. The Civil authorities (Sheriff's Office) will be called if necessary.
8. Examples of disruptive behavior are:
  - a. Loud noise, such as talk, laughter, screaming and yelling (this includes disruptive behavior of children).
  - b. Running in the open areas and stacks.
  - c. Use of profane and/or vulgar language.
  - d. Harassment of library patrons or staff as detailed in 4-402.g.
  - e. Destruction or theft of library property or the private property of anyone in the library or on the library grounds.
  - f. Use of the library study or reading areas for a social gathering.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- g. The parents or accompanying adults of children displaying disruptive behavior will be asked to correct the behavior or take the child/children outside.

### 4-402.c Sleeping in the Library

- 9. The library is not an appropriate place to sleep or nap. Persons found sleeping in the library will be wakened and asked to resume regular activity or leave. (Exceptions may be made for the elderly, and the very young who are accompanying an adult library user.)

### 4-402.d Use of Tobacco

- 10. The use of cigars, cigarettes, snuff or chewing tobacco or any other tobacco product is not permitted in the library public areas (i.e., reading areas, stacks, entry ways, foyer, seating areas, restrooms, or any other area open to the public) or in the offices. The use of tobacco is limited to the exterior of the building.

### 4-402.e Chewing Gum, Candy, Food and Drinks

- 11. The consumption of food, candy and chewing gum is not permitted in the library, with exceptions for Library sponsored functions or special permission. Patrons can bring drinks inside the building as long as they are capped. Drinks are not allowed near electronic equipment such as copiers, faxes, computers, etc. Persons entering with any food items will be asked to take them outside.

### 4-402.f Loitering

- 12. Persons having no business to conduct at the library will not be permitted to linger either inside or outside the library. If he/she/they exhibit threatening behavior, the Sheriff's Office will be called immediately.

### 4-402.g Harassment of Library Employees or Other Library Patrons

The Livingston Parish Library intends to provide a place where all individuals wishing to utilize the library's services can do so in a pleasant, healthful, comfortable environment free from intimidation, hostility, or other offenses that might interfere with the enjoyment of the library. Harassment of any sort – verbal, physical, visual – will not be tolerated.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature. Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature.

Any report of a patron engaging in such behavior will be duly investigated by Library Administration and reported to the proper authorities. Such behavior can result in restriction of library privileges or potential banning from the library's premises as detailed in the Problem Patron policy (4-405).

**Amended on February 10, 2011; Amended on January 24, 2024.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Order and Quiet**  
Code: **4-403**  
Section: **Facility Policies and Procedures**

## Order and Quiet

1. The Library is a public space provided for general study and for quiet reflection. It is also a place that provides programming for children and adults. It is a place where people come to seek information and recreation from books. The library staff shall seek to maintain an environment of order, peace, and quiet while providing all the disparate services of the library.
2. It is the responsibility of all library staff to maintain an atmosphere of quiet. Patrons may be asked to speak more softly, and children must be instructed in the proper use of the library and the need for quiet.
3. Children are not to be allowed to exhibit disruptive behavior. If they are accompanied by an adult, then that adult shall be asked to temper the behavior of the child or remove him/her from the building.
4. It is the responsibility of all staff to control noise amongst themselves and in the performance of their duty, to set the example for patrons in the library.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Minors/Children in the Library**  
Code: **4-404**  
Section: **Facility Policies and Procedures**

## Minors/Children in the Library

The Board and the staff welcome children into the library to study, and to browse through the fiction and picture book collections to begin to learn of the joy of books and reading. The Board recognizes the importance of reading skills in the future of the child and the importance of recreational reading to the quality of life for all the citizens of the parish. However, the Board does not place upon the staff of the library the role of “babysitter” or caretaker for unsupervised children.

The library defines caregiver as legal guardian, sibling of majority age, or other adult appointed by the parents.

The library defines majority age as 18 years old. (According to Acts 1987, No. 125, §1, eff. Jan. 1, 1988 of LA Civil Code 29, majority is attained upon reaching the age of eighteen years.)

1. The Library as an institution and the staff individually are not and shall not be responsible for the welfare of children left unsupervised in the library for any extended period of time.
2. Children will not be paged for telephone calls except in cases of emergency.
3. Children under the age of thirteen (13) years must be accompanied by a parent or caregiver. The Library as an institution and the staff as individuals do not assume the role of parent or caretaker, nor childcare provider for minor children.
4. Parents or caregivers shall supervise minor children while they are in the public areas of the library.
5. Parents or caregivers are responsible for the actions of all minors on library property regardless of whether parent or legal guardian is present.
6. Minor children who remain at the library at the close of the business day will be allowed to call their parents/home to arrange transportation prior to building’s closing.
7. If children remain in or outside the library near the close of the public service day, the civil authorities (Sheriff’s Office @ 686-2241) shall be notified immediately and said children shall be remanded into their custody. Two or more staff members should remain until a deputy arrives. No staff member shall escort minors off the premises under any circumstances.

**Amended on July 18, 2023.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Problem Patrons / Patron Code of Conduct**  
Code: **4-405**  
Section: **Facility Policies and Procedures**

## Patron Code of Conduct

### I. Purpose

Livingston Parish Library has established this Patron Code of Conduct to ensure that library facilities are safe, welcoming and provide equitable access to materials and services for all library patrons. Appropriate library conduct includes without limitation activities such as reading, studying, properly using library materials or computers and other similar conduct normally associated with a public library. This Patron Code of Conduct shall apply to all buildings, interior and exterior, and all grounds controlled and operated by Livingston Parish Library (such buildings and grounds are hereafter referred to as the "Library Premises") and to all persons entering in or on the Library Premises.

A copy of the policies should be close at hand for reference as well as the telephone number of local police, fire department, and hospitals. The Branch Manager or Shift Supervisor should not hesitate to call on one of these agencies listed above for assistance.

When the problem patron is a minor, the parent or legal guardian should be notified and asked to come to collect the patron.

The library staff is not to be subjected to abuse or placed in danger in the workplace from any person coming into the building with disruptive intentions, or from persons whose actions are no longer under their own control.

All library patrons and staff will be protected from dangerous or aggressive persons while the patrons are in the confines of the library or on library grounds.

Civil authorities will be summoned to remove dangerous and/or aggressive persons.

Listed below are the library's rules for public behavior. Livingston Parish Library Board authorizes the Director or his/her designee to temporarily or permanently restrict or revoke the library privileges of any individual who violates this Patron Code of Conduct. Patrons who violate these rules may be removed from the Library Premises and excluded from all Library Premises for a period of time based on the severity of the misconduct. Authorized library staff, off-duty patrol officers and/or Livingston Parish Sheriff Deputies may intervene to stop prohibited activities and conduct. Failure to comply with these rules may result in withdrawal of a person's permission to remain on the Library Premises and/or a loss of library privileges. A violation of law may also result in arrest and prosecution.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Persons who violate this Patron Code of Conduct may have their photographs or video captured by the Livingston Parish Library staff.

### II. Overview and Definitions

No individual may engage in inappropriate conduct on the Library Premises when using library facilities or when participating in library programs. Patrons shall be engaged in normal activities associated with the use of a public library while on Library Premises. Patrons shall not engage in prohibited conduct set forth in this Patron Code of Conduct.

Prohibited conduct includes without limitation any individual or group activity which is unreasonably disturbing to other patrons who are lawfully using library facilities, materials and/or the Library Catalog Resources.

When possible, staff will first educate individuals about the applicable policies before taking stronger measures to enforce those policies. Library staff is authorized to contact the Livingston Parish Sheriff or a local police department to respond to unlawful conduct.

### III. Inappropriate Conduct

Inappropriate conduct shall include without limitation the following:

- Committing or attempting to commit any activity that would constitute a crime or a violation of federal, state or local law.
- Selling, distributing, or using any dangerous weapon upon the Library Premises or using or threatening the use of any other object in such a manner that it may be considered a weapon.
- Engaging in any physically intimidating or assaultive behavior; making any threats of violence or unlawful activities toward library staff or other library patrons; using threatening, abusive or obscene language. The Library has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be immediately ejected from the Library Premises.
- Possessing, selling, distributing, consuming or being under the influence of any intoxicating beverage or controlled substance.
- Trespassing by entering or remaining on the Library Premises after having been notified by an authorized individual not to do so, and entering or remaining on the Library Premises during the time in which an individual's library privileges have been suspended.
- Refusing to follow the directions of library staff to include failing to take shelter in an emergency as directed by staff.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library patrons or staff including without limitation stalking, prolonged staring at or following another with the intent to annoy, or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.
- Leaving children under the age of thirteen (13) unattended on the Library Premises.
- Engaging in any sexual contact, activities or conduct including without limitation the physical manipulation or touching of a person's sex organs through a person's clothing in an act of apparent sexual stimulation or gratification.
- Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside a library building or on the Library Premises without prior authorization of the Library Director or designee.
- Smoking or other use of tobacco products including electronic cigarettes and chewing tobacco anywhere on the Library Premises.
- Eating while using library computers or in spaces designated as free from food.
- Sleeping, lying down or napping on any bench, table, or seat on the Library Premises.
- Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs library staff or customers, including but not limited to, talking loudly, arguing, yelling, cursing
- Using personal electronic equipment including, but not limited to, stereos, cellular telephones, portable computers and tablets at such a volume or making ongoing noise that is unreasonably disturbing to other library patrons
- Conduct that involves the use of abusive or threatening language or gestures
- Conduct that creates unreasonable noise, or conduct that consists of loud or boisterous physical behavior or talking.
- Emitting strong pervasive odors, including odors caused by perfume or cologne that unreasonably interferes with library user or staff comfort.
- Dressing inappropriately for a public building including attire that does not sufficiently cover those parts of the body considered private; failing to wear shoes or a shirt inside a library building.
- Dressing inappropriately for a public building used by children including attire that displays profane language and/or curse words.
- Using library materials, equipment, furniture, or buildings in a manner inconsistent with the customary use thereof; or in a destructive, abusive or potentially damaging manner; or in a manner likely to cause personal injury to themselves or others.
- Interfering with the safe and free passage of library staff or patrons on the Library Premises, including without limitation the placement of objects in hallways, aisles,

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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flooring or elsewhere in a manner that impedes the free passage of such persons inside the Library Premises.

- Bringing any animal into the library except service animals or animals used for educational purposes as part of pre-approved library programs.
- Leaving an animal tethered and unattended on the Library Premises.
- Bringing bicycles or other similar devices inside library buildings, including, but not limited to, vestibules or covered doorways.
- Impeding access to the Library Premises or otherwise interfering with the free passage of library staff or customers in or on Library Premises, including without limitation placing objects such as bicycles, skateboards, backpacks or other items in a manner that interferes with free passage of patrons.
- Operating roller skates, skateboards or other similar devices in or on the Library Premises.
- Placing personal belongings on or against library buildings, furniture, equipment or fixtures in a manner that interferes with library staff or patron use of the library facility, or leaving personal belongings unattended.
- Entering nonpublic areas of the Library Premises without permission.
- Using library restrooms or facilities improperly for purposes such as bathing, shaving, washing hair or changing clothes.
- Taking any library materials into restrooms.
- Bringing fireworks or other dangerous substances on the Library Premises
- Engaging in any other activities that are inconsistent with those activities normally associated with the use of public library facilities that include without limitation reading, studying, and using library materials or computers or attending programs.
- Violating the library's rules for acceptable use of the internet and library public computers. A user accepts these rules before accessing the Internet through a library computer. Copies of these rules will be made available by staff upon request.

### IV. Security Gate; Inspections

If the security gate in any library building sounds an alarm as a patron exits, the patron must return to the circulation desk to verify that the materials were handled properly by the library staff. All briefcases, handbags, backpacks, duffle bags, overcoats, shopping bags, luggage, and other packages may be subject to inspection by library or security staff.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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### V. Suspension of Library Privileges

Patrons violating this Patron Code of Conduct may result in suspension of library privileges for a period of time commensurate with the severity of the offense, the patron's history or policy violations, and any other relevant factors. Library privileges include without limitation entering the Library Premises, checking out library materials, accessing library computers, or attending library programs. Patrons engaged in conduct that poses a serious imminent risk to health or safety may be immediately expelled from the Library Premises without prior warning and with or without the assistance of library security or local law enforcement. A suspension may be indefinite if the offense is severe. Library staff is authorized to contact the Livingston Parish Sheriff's Office to respond to such situations and police may issue a criminal trespass citation.

Note: Library staff may not restrain or otherwise physically intervene in any situation that could potentially become violent.

### VI. Loss of Library Privileges

Incident reports will be kept on file by the Library Director for violations of this Patron Code of Conduct. After an individual has engaged in severe or repeated misconduct, the staff will recommend to the Library Director that the individual involved should lose his or her library privileges.

1. If after consultation with the members of the staff, the Director agrees with the decision to rescind the individual's library privileges, h/she will inform the Board of the recommendation. Upon Board's approval, when appropriate, a written notification to the individual involved informing the individual that he or she has lost his or her library privileges at all branches of the Livingston Parish Library for a period of time up to one (1) year. The letter shall indicate the reasons for the loss of privileges and the corresponding time period. A copy of this letter will also be given to the President of the Livingston Parish Library Board of Control.
2. The Library Director will officially inform all staff at all locations of the individual's name and his or her misconduct when a decision is made to impose a loss of privileges.
3. The Library Director shall notify the individual of the process for appealing the loss of privileges decision, but all conditions of the loss of privileges decision will be in full force and effect once the written notification has been issued unless reversed at any requested appeal hearing.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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4. The Library Director will review and may reconsider the decision to impose a loss of privileges upon written request of the individual and may shorten or terminate the disciplinary period if information submitted by the individual warrants such modification.
5. The Library Director may consult with the Livingston Parish District Attorney's Office before issuing the response to the individual. Until such time as the loss of privileges letter has been reviewed and/or modified by the Director or reversed on appeal by the Library Board, the individual may not use the library.

**Amended on July 18, 2023.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Reporting of Incidents in the Library**  
Code: **4-406**  
Section: **Facility Policies and Procedures**

## Reporting of Incidents in the Library

1. Any time that an accident, random disturbance, vandalism or violent, disruptive or disturbing behavior occurs in the Library, it must be reported on an Incident Report form.
2. The form should be completed by the patron or staff member to whom the incident occurred.
3. The form should then be signed with explanatory comments by the supervising staff member to whom the report is given.
4. The report is then given to the Administrative Librarian for his/her investigation and disposition.
5. These reports shall be retained in the files of the library for a period of ten years, then destroyed.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Meeting Room Policy**  
Code: **4-407**  
Section: **Facility Policies and Procedures**

## Meeting Room Policy

The Livingston Parish Library Board of Control has set forth the following rules and regulations for the use of the library meeting rooms for non-library programs and events. This policy is to be read and agreed upon by anyone/any group applying for reservation of any meeting room in the system before the applications will be accepted. Failure to uphold library policies or a violation of applicable local/state/federal laws may result in either termination or suspension of meeting room privileges.

All meetings shall follow and adhere to the La. Const. Art 11, Sec. 4, and La. R.S. 18:1465.

### Meeting Room Capacity

<b>BRANCH</b>	<b>MAX OCCUPANCY</b>
Main Branch—Livingston	147 persons
Denham Springs-Walker Branch	242 persons
West meeting room	
Denham Springs-Walker Branch	180 persons
East meeting room	
Watson Branch	114 persons
Albany-Springfield Branch	97 persons
South Branch	73 persons

### Public Use of Library Meeting Rooms

- The primary purpose of the meeting rooms is to provide space for activities and programs related to the Library's mission, vision, and purpose. When not required for

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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library purposes, the rooms may be scheduled free-of-charge by non-profit community organizations and parish governmental agencies, subject to the approval.

- Persons requesting meeting room space must have a library card with the Livingston Parish Library.
- Use of the meeting rooms by various organizations and groups does not constitute endorsement, by the Livingston Parish Library and the Livingston Parish Library Board of Control, of the policies, views, or beliefs expressed by a group as a whole or by individual participants in the meetings.
- Livingston Parish Library programs and sponsored events have priority in the use of meeting room space. The library reserves the right to reschedule previously approved meeting room reservations to accommodate library-sponsored programs and events. In the event the library must reschedule a confirmed meeting room reservation, the library will give a 1 week (5 business days) notice of such to the scheduled group.
- Use of library meeting rooms are limited to the following uses by the general public:
  - Governmental activities
  - Non-profit or not-for-profit groups, organizations, or individuals (with proof of non-profit status)
  - Individual citizens (or groups of citizens) which have a non-business/not-for-profit nature.
- All meetings must be free and open to the general public.
- No solicitation may take place during the group's use of a meeting room. Special permission must be sought for the following.
  - Classes or programs that require a small fee to cover supply expenses (but NOT payment for speaker, etc.)
  - Classes or programs which require advanced registration due to limited availability (however registration MUST be open to the general public)
  - Authors/book signings not sponsored by Livingston Parish Library
- Programs or classes should not be such that noise, traffic, etc. interfere with patrons or normal Branch operation.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- Program attendance shall not exceed maximum allowed occupancy number as set by the order of the Fire Marshal.
  - The library reserves the right to bar additional people from entering the meeting room if it discovers a group has exceeded maximum capacity.
  - The library reserves the right to immediately stop a program if the maximum allowed occupancy is exceeded and proves hazardous.
  - The library reserves the right to bar a group from use of the meeting room for gross or repeated violation of the public occupancy code.
- Livingston Parish Library provides meeting room furniture for public meeting room use. However, the number of tables and chairs provided may or may not accommodate the maximum allowed occupancy number for the meeting room.
  - Groups expecting larger audiences may need to provide additional furniture if needed.
  - No furniture, equipment, or other supplies, needed for a group's events may be left or stored at the library before or after an approved event. If a group leaves any such materials at the library, the library bears no responsibility for said materials and bears no liability should anything be lost, stolen, or damaged.
  - If additional furniture is needed, the group should coordinate with the branch manager to bring additional furniture to the meeting room that least disrupts the library's operation.
- The Library has the right to cancel the use of the meeting rooms by any group or organization that fail to follow the Library's rules and regulations.

### Important Meeting Room Procedures

All groups using the Library Meeting Rooms must follow the policies and procedures that apply to all Library activities. Groups that use the meeting rooms occasionally have speakers at their meetings. These speakers must abide by the same restrictions that are required for Library programs.

Groups and individuals attending a meeting in a Library Meeting Room may conduct routine business such as dues collections and exchanging business cards. However, groups and individuals may not conduct sales, solicit donations, or solicit signatures or survey responses within the public service areas of the library and its environs.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Organizations and speakers are not allowed to distribute business cards or information about themselves, their businesses, and their products in public service areas of the library and its environs. Printed information may be placed on a table in the meeting room where anyone who might be interested can pick up the information.

### Contact Person for your Group

When requesting the use of a meeting, your organization must provide the Library with the name of one person who will serve as liaison to the Library. All information from the Library will be sent to that person. It is important that we have accurate information on each contact person listed, in case of an unforeseen event or closure of the Library. Please notify the Library immediately if the liaison or the contacts of your group change.

### Reserving Library Meeting Rooms

Only the liaison of your organization listed on your group's application is allowed to reserve library meeting rooms. Committees and other groups are allowed to meet, even if officers may not be present. However, only the designated individuals will be allowed to reserve rooms.

### Signing in for Use of the Meeting Rooms

Groups that are meeting at the Library are required to sign in before their meetings and sign out at the end of the meetings. Forms are available at the Circulation Desk. The representative of the group will be asked to sign his name, give the time the group came and left, and the total number of people in attendance.

### Publicity on Meetings Held at the Library

Groups must notify the Library if they are having a speaker that they are advertising in the newspaper, on radio or television, or through posted announcements. The group liaison should discuss the program with the Head of the Branch Library where the group will meet.

Copies of all publicity that your organization sends to the print, radio, or television media about any meetings to be held at the Library should be sent to:

Public Relations  
Livingston Parish Library  
PO Box 397  
Livingston, LA 70754

### Groups Allowed to Use the Rooms

During the operating hours of the Library, if not needed for library purposes, the rooms may be reserved free-of-charge by community-based civic, corporate, cultural, educational, professional, political, recreational and religious organizations, alumni planning groups, and

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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organizations sponsoring public hearings, as well as agencies of the city-parish government, subject to approval.

Groups or individuals who wish to reserve a room for private, social, commercial, or promotional use may contact Library Administration to request the use of library facilities; such use is limited to specific locations and circumstances and rental fees will be assessed.

Such non-traditional use will be decided on a case-by-case basis and will depend on the Library's capacity to manage the event as well as how closely the event parallels the Library's mission.

### Process to Reconcile Issues Relating to Non-Profit Status Determination

Determination of Non-Profit Status: In the event of a question as to the Non-Profit Status of a group wishing to meet in the Library, the group will be asked to provide Library administration with a copy of their Letter of Determination as sent by the IRS.

### Groups Not Allowed to Use the Meeting Rooms

Library meeting rooms are not available to out-of-parish groups. However, use of meeting rooms on an occasional basis for informational meetings for the general public may be scheduled by agencies of the State or Federal Government, statewide organizations, or out-of-parish groups.

Groups should still complete a meeting room application.

### Reserving Meeting Rooms and Times of Operation

- Meetings must be held during Library hours, but may not be scheduled within the first and last half hour of the branch's regular hours of operation. Meeting rooms should be clear of all individuals 30 minutes prior to Branch closing.
- The requested amount of time for an approved meeting includes set-up and take-down time needed before and after the meeting. Take-down/wrap-up should begin at least 30 minutes prior to Branch closing and sooner if necessary to complete all take down and housekeeping tasks.
- Meeting rooms may be reserved by adults only. Youth organizations must have an adult sponsor. An adult is defined as an individual aged 18 years or older.

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- If a group cancels the use of a meeting room, the contact person must notify the library 24 hours in advance of the scheduled meeting. Failure to do so may result in loss of room privileges.
- The library reserves the right to block large amounts of time at peak times to ensure meeting rooms are available for library events.
- Nothing may be affixed to the walls, by any means, of the meeting rooms. Cost of repair/replacement due to damages caused by not following this rule will be charged to the applicant.
- The Library will not be responsible for loss or damage to any equipment not belonging to the Library.

### Application for Meeting Room Use

- Meeting rooms may only be booked by individuals 18 years or older and who hold a Livingston Parish Library card, with library account in good standing.
  - Any youth activities must be applied for and attended to by an adult (18 years or older).
  - The individual submitting the meeting room reservation request for youth activities must be present during the activity at all times.
- Eligible groups or individuals who wish to use a library meeting room must submit a meeting room reservation. The reservation must be submitted by the person(s) responsible for the meeting. Signature(s) on the application constitutes agreement to the rules as set forth by the library system.
- All meeting room reservation requests must be made a minimum of 2 weeks prior to the date needed.
- A meeting may not be booked more than 6 months prior to the date of the meeting.
- Once a meeting room reservation has been submitted, the library has 5 days to review the reservation request to ensure that the proposed meeting meets the rules and regulations set forth in this policy. The library will contact the responsible party and respond if the request has been approved or denied.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- Meeting rooms will not be considered as booked until the completed reservation request is reviewed and approved.

### Responsibilities of Organizations Using the Meeting Rooms

The applicant organization is responsible for discipline and reasonable care of the meeting rooms, furnishings, and kitchens (where available), and is financially responsible for damages to facilities, equipment or contents. Groups are responsible for setting up the meeting rooms for their own use.

- Meetings will be scheduled to allow time for setup and take down. Library furniture, special equipment, audiovisual and public address equipment and systems must be scheduled in advance.
- The organization must leave the meeting rooms in an orderly condition. The organization must remove any clutter and trash caused by its activities. Trash containers and/or trash bags will be made available.
- Light refreshments are allowed with prior permission from the Branch Manager. Only light refreshments may be served, such as cookies, sandwiches, sack lunches, coffee, tea and soft drinks; however, because of problems with permanent carpet stains, groups are not allowed to serve beverages that may stain the carpet.
- Applicant organization/group is responsible for cleanup.
- Failure to observe these requirements may result in loss of meeting room privileges.
- All components of an event, including set-up and take-down, must take place within the time limit booked for the event.
- Groups approved to use the meeting room are responsible for set-up and take-down of the room.
- Upon take-down, the meeting room must be restored to the same orderly fashion as before the meeting's set-up. Timeliness is key as there may be back-to-back meeting scheduled.
- The Library's address and/or telephone number may not be listed by any applicant for the organization's/group's usage.
- Alcoholic beverages, drugs, any illegal substances are STRICTLY prohibited on Library grounds.
- Smoking is prohibited anywhere on library property.

### Additional Information

- Free wireless access to the Internet is available at all library locations. However, the Library cannot ensure that you will be able to make a wireless connection.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- The Library does not provide storage space for individuals or organizations.
- The Library must not be used as the official address or headquarters of any group or organization.
- It is the intent of these policies to prohibit any one group or organization from dominating the use of the meeting rooms. Generally, no more than one meeting per week will be scheduled for any individual group.
- If an emergency requires closing the Library, every effort will be made to notify a contact person for the group. When the Library reopens, reservations will be honored as scheduled.

### Fee Schedule for Non-Traditional Use of Library Meeting Rooms

#### Non-Traditional Use by Non-Profits:

Use of Library Meeting Rooms for traditional meetings and events scheduled by Non-Profit groups during regular Library hours is free. The Library reserves the right to charge a non-profit a \$50 per hour fee for set-up time, as well \$50 per hour for any necessary clean-up time.

#### Non-Traditional Use by Individuals, Social or Commercial Groups:

The Library may, upon occasion, allow very limited use of Meeting Rooms for commercial use and ticketed events taking place during regular Library Hours. Groups or individuals will be charged the following fees for use of a library meeting room.

- \$50 per hour for the actual event
- \$25 minimum at ½ hour increment for set-up, if requested
- \$25 minimum at a ½ hour increment for clean-up
- Private and social events such as weddings, graduations, reunions, and parties are NOT APPROVED.

Commercial Events approved for occasional bookings:

- Informational seminars
- Training meetings for staff of a commercial business
- Depositions
- Job fairs

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Study Room Policy**  
Code: **4-408**  
Section: **Facility Policies and Procedures**

## Study Room Policy

There are study rooms available at two locations of the Livingston Parish Library: Main Branch and Denham Springs-Walker Branch. The study rooms are available during normal library hours for use by patrons who require a quiet atmosphere in which to pursue individual study, as well as to contain the noise of small group discussions. The study rooms can be used by up to 6 people, depending on the size of the study room available at each location. Scheduling and registration are done by library staff at the service desk nearest the rooms. Requests for study rooms should be conducted in person.

1. When reserving a study room, first priority will be given to library programs and services.
2. Study rooms are scheduled daily on a first come, first serve basis.
3. No advance reservations are allowed.
4. Usage is limited to two (2) hours per day if no one is waiting for a room. Time may be extended by one-hour increments until another group or individual wants to use the room. Staff will explain the conditions for the extension or if users ask in advance if the time can be extended.
5. The rooms are available at all other times during regular library hours for individuals and/or small groups to use for studying and conferencing. Rooms cannot be used as a primary meeting place for groups or individuals or a place to conduct business. Rooms cannot be used for tutoring or any other activities for which fees are charged in advance, off site, or on site.
6. Study rooms will be shut down 15 minutes before closing time
7. Individuals requesting a study room must be at least 14 years of age and possess a valid Livingston Parish Library card. The individual initiating the request must be present during the period of usage.

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8. Any study room left unattended for more than 15 minutes of the requested time will be considered cancelled and available for use by others. Items left unattended will be considered lost and placed in the library's Lost and Found located at the circulation desk.
9. No fees are charged for the use of these rooms, but at least one of the users must have a valid Livingston Parish library card.
10. The library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations, including laptops, purses, and wallets.

### Users Responsibilities

1. The responsible user will be held financially responsible for any damage to the group study room or furniture.
2. The room must be left in clean and neat condition.
3. Users may not move tables and chairs into or remove them from a study room. No items shall be taped or tacked to painted walls or windows.
4. Groups who are noisy or unruly will be asked to leave.
5. Eating and drinking are not permitted except for bottled water.
6. Property should not be left unattended in the room and the Library is not responsible if the door is left unlocked by the group. Individuals using the study rooms may request the library staff to lock the room if they require a break.
7. Users must observe the library's Rules of Conduct (see policies 4-402, 4-403).
8. Failure to follow this policy may result in denial of future use. Users are also responsible for any damages in the rooms. They are expected to leave rooms in neat condition with all scrap paper or any sort of debris removed and discarded in the trash.

**Amended on September 18, 2018.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Tutoring Policy**  
Code: **4-409**  
Section: **Facility Policies and Procedures**

## Tutoring

The Library premises are available for the use of members of the public to meet their needs in accessing information and for quiet enjoyment of library materials and equipment. As part of its educational mission, the library permits tutoring on the premises in accordance with this policy.

The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use available library space. All arrangements must be made between the tutor, student and parents.

Tutors are expected to observe the following guidelines when tutoring in the library:

- Library staff is happy to assist tutors and their students, just as they assist any patron of the Library. However, the Library staff must be available to all people who come into the Library for help and should not be relied upon to deliver messages, or to find a tutor.
- Tutors are responsible for the behavior of the student during the session. It is preferred that the parent remain in the Library while a child under the age of 12 is being tutored. The Library assumes no responsibility for children left unattended. The Library's Order and Quiet Policy and Minors/Children in the Library Policy apply to everyone.
- Library space is not to be used as a classroom or place of business for tutors to work from but as a safe and quiet workspace for students to receive instruction. Tutor belongings or use of space should not interfere with easy access through the library by other library users.
- The magazine reading area is a quiet area and should not be used for tutoring sessions. Teen areas should not be used by tutors during after-school hours, as it is a space reserved for teen study and soft conversations. Study rooms should not be used for tutoring sessions.
- Conversations or instruction should not be loud enough to distract other library users.
- Cell phone use is restricted to the lobbies and vestibules. Library phones may not be used to schedule and reschedule sessions.

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- Tables can neither be reserved, nor can the expectation be made that others will be asked to move to accommodate a tutoring session.
- Tutors and students must bring their own supplies.

**Approved on November 12, 2014.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Display of Items in the Library**  
Code: **4-410**  
Section: **Facility Policies and Procedures**

### Distribution of Materials within the Library and the Posting of Announcements

It is the policy of the Livingston Parish Library, as part of its information mission and as a public service, to provide access to community information by providing space for the free distribution of handouts and the public posting of flyers, notices, and posters.

Limited space is available at each library location for handouts and postings. Therefore, use of this space is governed as follows:

1. Top priority is given to brochures, handouts, posters, and like materials produced by the Library as advertisement and/or dissemination of information about services, programs, or events sponsored by the Library.
2. Non-profit or non-commercial materials produced by parish organizations who are engaged in the cultural, educational, intellectual, or charitable activities of the parish.
3. Materials produced by parish government bodies that advertise and/or promote services for parish residents and are of a non-partisan, non-political nature.
4. Materials and informational products of the Livingston Parish School Board that disseminate information for the general public.

In order to facilitate the fair and equitable use of this space, the following conditions will apply to any group that wishes to submit materials for public display at the Library:

1. Entities wishing to provide materials for public distribution or hang posters/signs for community display must submit the materials for approval to the Branch Manager of the Livingston Parish Library location at which the entity wishes to display the materials.
2. Materials must meet the requirements of this policy to be displayed. Approval for display will be given by the Branch Manager and/or Library Director before items are made available to the public.
3. Materials should be submitted in a timely enough manner to work through the approval process.
4. Materials are displayed on a first-come, first-serve basis.
5. The library reserves the right to determine the length of time material may be displayed. Dated materials may be removed and discarded from display within one week of the date's

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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passing. Non-dated materials may be removed and discarded after 2 weeks of its initial posting, at the discretion of the library.

6. The library reserves the right to refuse to display materials if the material is larger than 8.5 x 11" and space is limited and/or the content violates this policy.

Commercial announcements, advocacy messages, endorsements of any political candidate or party, personal notices, "for sale" or "for hire" notices, any commercial or advertising notices, flyers, promotional packages, ads, product samples, coupons, business cards, or any other materials with a commercial or for-profit is prohibited and will not be approved for display. Furthermore, anything defamatory, slanderous, or illegal in nature will not be accepted or displayed at the library.

Only library staff may place materials on display once approved. Any materials found on display or left for free distribution that have not been approved by the Library will be removed and discarded.

The library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution. As well, the library cannot be responsible for the return of any posted materials.

The library reserves the right to refuse to display materials. Submitting display materials for review does not constitute approval.

The library does not advocate or endorse the viewpoints, beliefs, or activities of any organization or event that is publicized on the community bulletin board.

### Community Bulletin Boards

One of the important roles of the public library is to serve as a source of information for community programs, events and services. Each library will have a bulletin board for community announcements located in a designated central area. The following guidelines will assure that announcements submitted for posting will be given fair consideration and ample time and that the bulletin board will be kept current and attractive:

- The Library will post notices of educational, cultural and recreational events or services which are sponsored by non-profit organizations. It is not the purpose of the bulletin board to advertise commercial endeavors unless they are specifically related to the Library program. Exceptions may be made to promote community events, non-political/non-profit fundraising initiatives. Announcements to be posted must be cleared and dated by a branch manager.
- Posted materials shall be no larger than 8 ½" X 14" in size.
- The Library will accept a single copy of announcement.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- The Library will determine the length of time announcements will be displayed based on space available.
- Notices will be posted no longer than three weeks. Items will be marked with the date to be taken down.
- Materials, flyers or posters which advocate the election or defeat of a candidate for public office, or which advocate an affirmative or negative vote for or against any proposition, whether political or otherwise, will NOT be posted.
- The Library assumes no responsibility for the preservation, protection, possible damage, theft, or return of any item displayed on the bulletin board.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Display of Items in the Library**  
Code: **4-411**  
Section: **Facility Policies and Procedures**

### Display of Items in the Library (Art, Artifacts, Memorabilia, Ephemera, etc.)

1. Displays in the library shall be developed and prepared by library staff under the direction/approval of the Administrative Librarian. Displays will highlight activities or events of local, regional, or national interest.
2. The Administrative Librarian shall have final authority to approve or reject any display in the Library.
3. Displays from outside the Library may be accepted for display if the display falls into the needs of the Library for displays or for items fitting into displays developed by the library staff.
4. No displays shall be accepted that present or advocate current political events or viewpoints, or present or advocate religious events or viewpoints.
5. Displays on controversial societal topics will not be accepted from any outside group. The Library has a responsibility to deliver ideas in a balanced and impartial manner. Therefore, printed material on these topics will be accepted to be placed in the vertical file. Material should be labeled as to the origin and source. This material must be submitted to the Administrative Librarian.
6. Displays are not to be presented or accepted for display that would constitute or insinuate endorsement by the Library or the government of Livingston Parish of ideas or subjects receiving heated debate or scrutiny in the public forum. Displays can educate, inform or entertain, but should not create controversy.
7. The length of time any material is on display will be determined by the Administrative Librarian or person(s) that have been so delegated by the Administrative Librarian to make that decision.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Livingston Parish Library Art Exhibit Policy**  
Code: **4-411a**  
Section: **Facility Policies and Procedures**

## Livingston Parish Library Art Exhibit Policy

### I. Purpose

Livingston Parish Library offers gallery spaces and displays for the exhibition of artwork, crafts, and collections of unique, interesting or historically significant items. All exhibits are free and open to the public.

The Library encourages exhibitions of painting, photography, sculpture, crafts, and other items for civic, cultural, educational and recreational purposes. Exhibit spaces are made available on an equitable basis to individuals or groups with respect to artworks that best meet the standards for acceptance.

The Library provides space free-of-charge to exhibitors regardless of their beliefs or affiliations, provided the content is within the broad standards of community acceptability. In planning their displays, exhibitors should be aware that the space is accessible to all members of the public with no attempt to restrict access on the basis of age. All sides of an issue deserve equal representation over time, although not necessarily within any single display.

### II. Selection Criteria

As is the case with collection development, the Library (as represented by the Library Director or their designee), will exercise judgment as to current usefulness or interest, authority, and competence of presentation, importance as a record of the times, relevance to the collection, and standards of quality in terms of content and format. Exhibits should reflect the library's role as an educational and cultural institution presenting a balanced program of exhibits in all suitable media. Artists must make their works available for review, whether through online sources, copies or prints. Items of high value or extreme delicacy are generally not selected.

The Library reserves the right to refuse or remove any material judged unsuitable or to rescind exhibition if this policy is violated. Exhibits of a pornographic, polemic, or discriminatory nature will be refused. If elements of a display are judged inappropriate by the Board of Trustees or the

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Library Director, the sponsoring individual or organization will be required to remove those elements immediately.

Display area(s) may also be used for materials from the library's collection or to publicize library services, collections, or services. Library use of displays and gallery areas takes precedence over other uses. The Library reserves the right, without notice, to cancel the use of the display area by exhibits.

Display spaces may not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit, or for fundraising. Religious proselytizing and partisan political recruitment are similarly prohibited; educational exhibits on these subjects is allowed.

In hosting and/or presenting exhibits, the Library does not imply endorsement of the beliefs or viewpoints of their subject matter.

### III. Applications for Use

The Library Director, as designee of the Library Board of Trustees, has authority for approving the use of exhibit space. The Library Director may assign Branch Managers as his/her designees. Application for exhibit space is made to the Library Director or designee. Acceptability of an exhibit is at the discretion of the Library Director whose decisions may be appealed to the Library Board of Trustees. In exercising such discretion, considerations will include artistic merit, degree of general public interest in the subject matter and medium/media of an exhibit, importance of the exhibit as a record or reflection of the times or of the community, and degree to which the exhibit will be responsive to and consistent with the Library's Mission Statement and Policies. Application for use can be made by contacting the Library Director or designee, who will first determine if the exhibit space is available when the artist wishes to exhibit.

### IV. Period of Display

Exhibits are scheduled for one month. Works of art should remain on display throughout the exhibit period. Display set up and removal dates need to be coordinated with the branch displaying the art.

### V. Responsibility for Use

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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**Insurance:** The Library is not responsible for the theft or damage to items on exhibit, nor does it provide insurance to protect them. Items are placed in the library at the owner's risk. The library cannot assume liability for lost, stolen, or damaged works of art. Owners are asked to check their own insurance policies as regards theft or damage. Exhibitors must sign the liability waiver prior to displaying their art.

**Arrangement:** The Library reserves the right to determine how all exhibits are arranged.

**Publicity:** Any publicity, signage or written material provided by the artist to accompany an exhibit must be approved by the Library Director or his/her designee. Once approved, it will then be displayed with the exhibit.

**Adopted on February 19, 2019.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Property Management and Maintenance**  
Code: **4-412**  
Section: **Facility Policies and Procedures**

## Property Management and Maintenance

1. It shall be a responsibility of the Administrative Librarian to supervise or delegate the supervision of the maintenance of the physical condition of the buildings and grounds of the Livingston Parish Library.
2. Outside (independent) service providers may be used in the maintenance of the facilities as is appropriate.
3. Staff members may be employed in the maintenance of the library facilities as is appropriate.
4. The buildings and grounds shall be maintained on a regular and current basis to provide appropriate facilities for the provision of library service and the most appropriate housing of the library equipment and materials, and the provision of the maximum of efficiency for the library staff.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Solicitation**  
Code: **4-413**  
Section: **Facility Policies and Procedures**

### Solicitation

1. Selling anything, such as raffle tickets, candy, etc., for personal gain or for a charitable cause is forbidden in the library system. Begging, panhandling, or circulating petitions are prohibited.
2. The staff of the Library may only be approached by groups and organizations offering services to the staff that have been offered to other groups of civil employees, and only after receiving the approval of the Administrative Librarian.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Animals in the Library**  
Code: **4-414**  
Section: **Facility Policies and Procedures**

### Animals in the Library

**Deleted by the unanimous vote of the Board on September 20, 2017.**

**See policy 3-313(a) Service Animals**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Unauthorized use of Library Property by Employees**  
Code: **4-415**  
Section: **Facility Policies and Procedures**

### Unauthorized use of Library Property by Employees

1. Library employees are not authorized to allow the removal of library property, whether equipment or supplies, from any facility for use by any person or group.
2. Any authorization for use of equipment or property must be made by the Administrative Librarian.
3. Library employees must have authorization from the Administrative Librarian for use of equipment and property and the removal of any from the library facility.
4. Any unauthorized action will result in disciplinary action.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Library Vehicles**  
Code: **4-416**  
Section: **Facility Policies and Procedures**

## Library Vehicles

The Library automobiles are the property of the Livingston Parish Library. The following guidelines will be used to administer the vehicles:

1. The vans are to be used for official Library business only. Only authorized library staff is allowed to drive the vans. Only persons authorized by the Administrative Librarian will be allowed to ride in the vans.
2. Eating in the vans is not allowed. Drinking of nonalcoholic beverages in closed containers is allowed. Containers are to be removed upon exiting.
3. Smoking in the vans is not allowed.
4. All trash of any kind is to be removed upon exiting. Everyone riding in them is responsible for keeping the interior of vans clean. The Facility Maintenance Manager will see that the exterior of the vans is clean at the end of all trips.
5. Use of the vans for entire day or partial day trips should be scheduled in advance.
6. The following traffic safety rules will be used:
  - a. Use safety belts.
  - b. Drive at proper speed.
  - c. Use proper parking spaces.
  - d. Lock all doors at Livingston and at all destinations.
7. All drivers should practice good maintenance always monitoring oil and gas gauges, tires, and interior and exterior cleanliness. The vans should be washed at least once a month. Notify the Administrative Librarian or the Assistant Librarian of any abnormalities.
8. The proof of insurance card is in the glove compartment and is not to be removed from the vans. An Incident Report Form is to remain in the vans in case of an accident. The driver is to fill in the information as needed for police/accident report.
9. The automobile manuals in the vans and are not to be removed from the vans.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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**Subject:** Security Camera Policy  
**Code:** 4-417  
**Section:** Facility Policies and Procedures

## Security Cameras

### Purpose

Security cameras are installed in the Livingston Parish Library to protect the safety and security of people, the building, and its contents, while protecting individuals' right to privacy. Cameras may also be used to review the Library personnel workload during business hours to provide evidence-based assessment of staffing needs.

### Placement of Cameras

Video recording cameras will be used in public spaces of the Library to discourage criminal activity and violations of the Library's Code of Conduct. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.

Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms or private offices. Cameras will not be positioned in areas where patrons' viewing, listening, or personal account information may be easily monitored.

Signs are posted throughout the library informing the public and staff that security cameras are in use.

Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. Neither the Livingston Parish Library staff, Library Administration, or the Library Board of Control are responsible for loss of property or personal injury.

### Storage and Access to Recorded Data

Recorded data is confidential and secured in a controlled area. Video recordings will typically

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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be stored for no longer than 30 days. As new images are recorded, the oldest images will be automatically deleted.

Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability. Authorized Library staff may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

Video data will be made available to law enforcement officials or agencies upon written request, and with approval of the Library Director. The Library shall retain a copy of the request. Recorded data will be accorded the same level of confidentiality and protection provided to library users by Louisiana law and the Library's policies with respect thereto. Access is also allowed by law enforcement when pursuant to a subpoena, court order, or when otherwise required by law.

Patrons who experience a crime such as theft of personal possessions while at the Library must submit a report to law enforcement. Members of the public will not be granted access to recorded data; this access must be requested, in writing, by law enforcement.

In situations involving banned patrons, stored still images may be shared with staff Library-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period. The general public will not have access to this information.

### Authorized Staff

Only authorized Library staff may view recordings. Library Director will designate a Library staff member on a case-by-case basis to access and view the recordings.

### Unauthorized Access and/or Disclosure

A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach.

### Board Review

The Board of Trustees of the Livingston Parish Library will review the Security Camera policy and regulations periodically and reserves the right to amend them at any time. The Board

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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authorizes the Library Director to waive regulations under appropriate circumstances, specifically during emergencies when response time is critical. The Library Director is authorized by the Board to make decisions regarding the use of the security cameras, and both the Library Director and the Board reserve the right to consult legal counsel in matters involving warrants or subpoenas seeking access to security footage.

### **Disclaimer of Responsibility**

A copy of this policy may be shared with any patron or staff member upon request. The policy is also available on the Livingston Parish Library website.

Questions from the public may be directed to the Library Director.

The Board, the Library Director, and the Library disclaim any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

**Adopted on September 18, 2018.**

## **Section 5 – Personnel Policies**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Employment at the Library**  
Code: **5-501**  
Section: **Personnel Policies and Procedures**

## Employment at the Library

### At Will Employment

Employment with the Livingston Parish Library is at will. It is subject to termination with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of the Livingston Parish Library shall be interpreted to be in conflict with or to eliminate or modify in any way, the at will employment status of the Livingston Parish Library employees.

The at will employment status of an employee may be modified only in a written employment agreement with that employee which is signed by the Administrative Librarian, or the Chairman of the Board of Control of the Livingston Parish Library.

These personnel policies do not create a contract of employment. Livingston Parish Library may change these policies and/or other employment terms, including hours, wages, benefits without prior notice.

### Employment Applications

To ensure the accuracy and completeness of its records, Livingston Parish Library requires all individuals who wish to be considered for employment to complete and sign an Employment Application Form. Accurate, truthful, and complete answers to the questions are required. Any applicant who provides misleading, erroneous, or deceptive information to Livingston Parish Library on an employment form, resume, or in a selection interview or withholds material information from the Library during the application or interview process is immediately eliminated from further consideration for employment or will be subject to termination of employment.

### Employment Verification/Reference Checks

1. Applicants
  - a. Applicants should expect that employment history or references submitted on an application or resume will be verified. Applicants providing misleading, erroneous or deceptive information will be immediately eliminated from further consideration for employment.
  - b. Applicants under consideration for any position will be checked against the Louisiana Sex Offender Registry by the Library.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- c. Before official employment, all potential employees must complete a criminal background check per library policy 5-502. Refusal to complete this check is grounds for disqualification.
  - d. Upon conditional hiring, applicants are required to fill out Form I-9 to confirm employment eligibility in compliance with U.S. Department of Justice Immigration and Naturalization Service requirements.
  - e. All applications for employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant, will be maintained and will be considered as exempt from public records requests, inspection and copying.
2. Current Employees
- a. The Director is responsible for responding to all telephone verifications and/or reference requests regarding employees. Responses to such inquiries will confirm only dates of employment, and position(s) held.
  - b. Child support enforcement requests, unemployment insurance verifications, and other similar inquiries or orders may be received by the Library. The Library is legally compelled to comply with certain requests for information. The Director will respond to such inquiries and orders. When required by law, the Director will provide a confidential response with notification to the employee.

### Equal Opportunity Statement

Applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, marital, or veteran status, or disability, in accordance with applicable law.

### Immigration Law Compliance

1. Livingston Parish Library is committed to meeting its obligations under U.S. immigration law. Accordingly, the Library neither hires nor continues to employ an individual who is not legally authorized to work in the United States. Moreover, the Library does not discriminate on the basis of citizenship status or national origin in recruitment, hiring, or discharge.
2. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete an I-9 form if they have not completed one with the Library within the past three years, or if their previous I-9 is no longer retained or valid. To the extent deemed necessary, the Library will participate in E-Verify to ensure that all existing employees and new employees are authorized to work in the United States. If an employee is unable to present the required

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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document or documents within ten (10) business days from the onset of employment, a receipt must be furnished to provide proof that he/she has applied for the necessary document(s). Thereafter, the employee is required to present the original document to the Director within ninety (90) calendar days of employment.

3. If an employee fails to produce the required document(s) or receipt(s) within the first ten (10) business days, a suspension period will begin for three (3) business days. During this period the employee must provide appropriate evidence as mandated under the Immigration Reform and Control Act of 1986 or termination will result.

### Employment of Minors

1. The Library does not hire anyone under the age of sixteen (16) years.
2. Work certificates for minors must be secured from the Livingston Parish School Board.
3. Candidates must be attending school on a regular basis.

### Conflict of Interest/Nepotism

1. No person may be hired for a position with the Library who is related by blood or marriage to any member of the Board of Control, the Library Director, or the Assistant Director. This includes any of the following relations:
  - a. Parent
  - b. Child
  - c. Spouse of a child
  - d. Brother
  - e. Wife of a brother
  - f. Sister
  - g. Husband of a sister
  - h. Uncle
  - i. Aunt
  - j. Niece
  - k. Nephew
  - l. Step-relatives (of any above degree)
2. No employee shall be supervised by a relative of any degree listed above.

### Appointments (Hiring)

1. The Administrative Librarian position shall be advertised, interviewed, and hired by the Board of Control.
2. Appointments to all other positions are made by the Administrative Librarian.
3. The Administrative Librarian shall be responsible for advertising a position when vacant, recruiting appropriate personnel, scheduling and conducting interviews (joined by whatever supervisory staff he/she may select, if any).

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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4. Employment applications shall be kept on file for 2 years and then shall be purged from the files.
5. Priority is given to Livingston Parish residents when hiring staff positions.

### Classification of Hired Employees

Each employee is designated as either exempt or nonexempt by federal and state wage and hour laws.

An “employee” of the Livingston Parish Library is a person who regularly works for the Livingston Parish Library on a wage or salary basis. “Employees” may include exempt, non-exempt, regular, full-time, regular part-time, and temporary persons, and others employed with the Library who are subject to the control and directions of the Livingston Parish Library in performance of their duties.

A non-exempt employee general is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (“FLSA”) and is typically paid on an hourly basis.

An exempt employee is exempt from the provisions of FLSA and it not entitled to overtime payments. Exempt employees typically are paid on a salary basis and include administrative, executive, professional employees, and certain high skilled computer professionals.

A full-time employee is an individual who works a normal forty-hour workweek and is hired for an indefinite period.

A part-time employee is an individual who works less than a normal workweek (less than thirty hours) and is hired for an indefinite period.

A temporary employee is an individual who is scheduled to work on specific needs of the Library. The employee will not receive any benefits unless specifically authorized in writing. The employee is non-exempt and compensated on an hourly basis.

### Internships

Livingston Parish Library permits the employment of individuals seeking internships to gain experience and on-the-job training. Employees classified as interns are typically college students. Internships are an exchange of service and experience between the Library and a student.

**Amended on March 16, 2021.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Criminal Background Check**  
Code: **5-502**  
Section: **Personnel Policies and Procedures**

## Criminal Background Check

### Purpose

The Livingston Parish Library is committed to providing a safe environment for both patrons and employees and reserves the right to investigate the information provided by applicants and new employees in an attempt to select the best qualified applicants for work in the library.

The intention of the investigation is to complete the hiring verification process and to confirm information provided by the applicant/employee. The required information may include, but is not limited to education, licenses, certifications, and degrees, employment history, criminal history, and driving records, if applicable.

This policy is intended to provide clear direction in screening of library personnel or applicants whose background checks report enumerated offenses. This policy is not intended to create any rights for any person, to obligate the library system to act at any time or in any manner, or to establish any responsibility or liability of the library and its administration and the board of control.

In addition, the enumeration of certain offenses in the policy is not intended to limit the authority of the library to terminate for conviction of any other crimes or for any other reason whatsoever. Employment with the Livingston Parish Library is considered at the will of the library.

### Requirement for Background Checks

All library personnel and qualified applicants for open positions are required to undergo a Louisiana State Police Background Check. Current personnel and qualified applicants are required to sign a release form and waiver that authorizes the Library to conduct the criminal background check. The library assumes the cost of conducting the criminal background checks on all existing employees and qualified/selected applicants.

The original copy of the background check is kept by the staff member/applicant who is the subject of background check. The library system is provided a copy of the documentation for its personnel files.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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### Screening and Grounds for Termination

Existing library personnel whose criminal background check states that the person is a perpetrator of an enumerated offense shall be immediately relieved of their duties and may be subject to termination from employment with the Livingston Parish Library.

Existing library personnel who have falsified their job application by not listing criminal convictions shall be immediately relieved of their duties and terminated.

Prospective library personnel who report a criminal conviction or an enumerated offense on a job application and/or if it is discovered through the Louisiana State Police Criminal Background Check that the person is a perpetrator of the enumerated offense shall not be offered employment with the Livingston Parish Library.

Enumerated offenses include, but are not limited to:

- i. For the purposes of this policy and the listed offenses below the term child or minor refers to an individual who has not yet attained the age of eighteen years as defined in the Louisiana Children's Code, Art. 116(3).
  - a. No person who has been convicted, has plead nolo contendere, or has been convicted in the attempt or conspiracy to commit any of the below listed offenses will be hired as an employee of the Livingston Parish Library.
    - i. Criminal offenses listed in LA R.S. 15:587.1C: first degree murder, manslaughter, rape, aggravated rape, forcible rape, simple rape, sexual battery, second degree sexual battery, oral sexual battery, intentional exposure to AIDS virus, aggravated kidnapping, second degree kidnapping, aggravated kidnapping of a child, simple kidnapping, interference with the custody of a child, criminal neglect of family, incest, aggravated incest, criminal abandonment, felony carnal knowledge of a juvenile, misdemeanor carnal knowledge of a juvenile, indecent behavior with juveniles, pornography involving juveniles, molestation of a juvenile, computer-aided solicitation of a juvenile, prohibited sexual conduct between educator and student, unlawful possession of videotape of protected persons under r.s. 15:440.1 et seq., prostitution, soliciting for prostitutes, inciting or promoting prostitution, pandering, enticing persons into prostitution, crime against nature, aggravated crime against nature, contributing to the delinquency of juveniles, cruelty to juveniles, child desertion, and cruelty to the infirmed

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- ii. Any of the following crimes of violence as defined in R.S. 14:2(B) not listed above: solicitation for murder, second degree murder, aggravated battery, second degree battery, aggravated assault, mingling harmful substances, sexual battery, second degree sexual battery, aggravated arson, aggravated criminal damage to property, aggravated burglary, armed robbery, first degree robbery, simple robbery, purse snatching, extortion, assault by drive-by shooting, aggravated crime against nature, carjacking, illegal use of weapons or dangerous instrumentalities, terrorism, aggravated second degree battery, aggravated assault upon a peace officer with a firearm, aggravated assault with a firearm, armed robbery with use of firearm, second degree robbery, disarming of a peace officer, stalking, second degree cruelty to juveniles, aggravated flight from an officer, aggravated incest, battery of a police officer, trafficking of children for sexual purposes, human trafficking, home invasion
  - iii. Sexual offenses as defined in the following revised statutes: R.S. 15:541, R.S. 14:106, R.S. 14:282, R.S. 14:283, R.S. 14:284, R.S. 14:286, R.S. 40:966(A), R.S. 40:967, R.S. 40:968(A), R.S. 40:969(A), and R.S. 40:970(A).
  - iv. Offenses as defined in R.S. 14:93.3 through 93.5: cruelty, exploitation, and/or sexual battery of the infirmed; Any type of theft as defined in R.S. 14:67 through 67.27;
- ii. Any report of conviction relating to abuse, neglect, or “crime against the child” of a minor child in accordance with the Louisiana Children’s Code, Art. 603:
    - a. Abuse mean any one of the following acts which seriously endanger the physical, mental, or emotional health of a child:
      - i. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.
      - ii. (b) The exploitation or overwork of a child by a parent or any other person.
      - iii. (c) The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent or the caretaker of the child's sexual involvement with any other person or of the child's involvement in pornographic displays, or any other involvement of a child in sexual activity constituting a crime under the laws of this state.
    - b. Neglect means the refusal or unreasonable failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health and safety is substantially

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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threatened or impaired. Neglect includes prenatal neglect. Consistent with Article 606(B), the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

- c. "Crime against the child" shall include the commission of or the attempted commission of any of the following crimes against the child as provided by federal or state statutes:
  - i. Homicide.
  - ii. Battery.
  - iii. Assault.
  - iv. Rape.
  - v. Sexual battery.
  - vi. Kidnapping.
  - vii. Criminal neglect.
  - viii. Criminal abandonment.
  - ix. Incest.
  - x. Carnal knowledge of a juvenile.
  - xi. Indecent behavior with juveniles.
  - xii. Pornography involving juveniles.
  - xiii. Molestation of a juvenile.
  - xiv. Crime against nature.
  - xv. Cruelty to juveniles.
  - xvi. Contributing to the delinquency or dependency of children.
  - xvii. Sale of minor children.
- d. These enumerations apply to any offense listed in a criminal background search committed in a jurisdiction other than Louisiana, or on a federal level, having analogous elements of those listed in this policy or the revised statutes cited herein.

Applicants for positions with the library are required to complete the Waiver and Release of All Claims form as part of the application process.

It is a condition of employment that the new employees with the Livingston Parish Library consent to background checks to determine if there's a falsification or omission of statements in the employment application or other documentation provided if an investigation had not already been performed as part of the selection process.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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The results of any and all background checks, investigations and reference inquiries shall be reviewed by the library administration. If there are any discrepancies between the information gathered by the library and the information provided by the applicant/employee, he/she may be asked to explain the differences. Any false information or omissions may be grounds for rejection or an application for employment, or disciplinary action may be taken with existing employees up to and including termination.

The information gathered by reference and background checks will be confidential.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Introductory Period for New Employees**  
Code: **5-505**  
Section: **Personnel Policies and Procedures**

## Introductory Period for New Employees

1. The Introductory period for new part-time, paraprofessional, and contract employees is three months. During this period, a three (3) month evaluation of the employee will be conducted by an immediate supervisor.
2. If at any time during the three-month introductory period a part-time, paraprofessional, or contract employee is shown to be unable to accomplish the tasks for which he/she was hired, an administrative evaluation may be conducted by the Director and the employee dismissed.
3. The introductory period for a librarian, manager, department head, or administrator is six months. During this period, an immediate supervisor will conduct a six (6) month evaluation of the employee.
4. If at any time during the six-month introductory period, a librarian, manager, department head, or administrator is shown to be unable to accomplish the tasks for which he/she was hired, an administrative evaluation may be conducted by the Director, and the employee dismissed or demoted.
5. If a new employee misses an excess of scheduled work hours during the introductory period, having to use unpaid leave, that employee may be subject to an administrative evaluation by the Director, disciplinary action, or dismissal.

**Amended on June 9, 2020; Amended on January 24, 2024.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Part-Time/Substitute Employees**  
Code: **5-506**  
Section: **Personnel Policies and Procedures**

### Part-Time/Substitute Employees

1. Regular full-time employees are those working forty (40) hours per week.
2. Regular part-time employees are those working less than (40) hours per week.
3. Substitute Employees are trained and serve on an “on call” or as needed basis. They are paid hourly and receive no benefits.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Employment outside the Library**  
Code: **5-507**  
Section: **Personnel Policies and Procedures**

### Employment outside the Library

1. Each employee must advise his/her direct supervisor of any employment outside the library.
2. Such employment must not conflict with library duties, job performance, or the well-being and security of the library.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Personnel Records**  
Code: **5-508**  
Section: **Personnel Policies and Procedures**

### Personnel Records

1. It is essential to the conduct of business that each employee's personnel file contains accurate and up-to-date information.
2. It is the responsibility of each individual to report changes of address, phone, emergency notification phone numbers or any pertinent information to the business office.
3. The office will document these changes and keep all appropriate agencies notified (insurance, retirement, etc.).
4. Personnel records shall be kept confidential and private.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Employee Responsibilities**  
Code: **5-509**  
Section: **Personnel Policies and Procedures**

## Employee Responsibilities

1. Employees of the library are expected to offer prompt, efficient, impartial, courteous and friendly service to the users/patrons of the library.
2. The Board of Control expects loyalty from the staff to the Library, and expects that each staff member shall take an interest in promoting the Library and its services and developing good public relations in the community.
3. Each staff member owes his/her fellow staff members consideration, courtesy and a willingness to be part of the team.
4. Anyone who takes a job with the Library must accept that he/she must behave in a businesslike manner. Dress and behavior must conform to accepted standards of the workplace.
5. Visiting with family or friends in person, online or by telephone must be kept to a minimum. Lack of attention to work could result in disciplinary actions. Staff members child(ren) are not permitted in the workplace as a result of daycare difficulties while working during business hours.
6. Personal telephone calls should be brief and infrequent. Cell phone usage by staff shall be limited to nonpublic areas. Personal cell phones should be set on silent during work hours.
7. Eating, drinking alcoholic beverages, gum chewing or consumption of tobacco products is not permitted while the employee is on duty.
8. Promptness in reporting to work is expected. Repeated tardiness will result in disciplinary action. Employees should be at their workstations and ready to begin work at the designated time, not just be in the building.
9. It is the duty of each employee to know his/her job responsibilities, and to have acquired a familiarity with each task that may be required of him/her.
10. Each employee must be familiar with the rules and regulations of the Library as set forth in this manual.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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11. It is the responsibility of each employee to report to his/her supervisor when illness occurs and he/she cannot report to work; or when he/she will be late reporting to work for an unexpected reason. This should be done as early as possible before the workday begins or not later than the time the workday commences.
12. The employee should make his/her supervisor aware of his/her plans for vacation, for surgery or any other planned absence as soon as is possible in order to facilitate scheduling and maintain appropriate staffing levels.

**Amended on May 21, 2019.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Attendance**  
Code: **5-510**  
Section: **Personnel Policies and Procedures**

## Attendance

1. When their assigned workday begins, all employees should be at their workstations promptly, ready to begin the day at the assigned time. Part time employees must report at their assigned times.
2. Tardiness is an unacceptable practice that will result in disciplinary action.
3. If an employee finds that he/she will be late reporting to work then he/she must telephone, email or text message into the workplace speaking to his/her supervisor, if available. A report will be recorded on the appropriate form and immediately submitted to the library director or the assistant director.
4. If an employee is ill and is not able to report for work, that must be reported no later than the start of his/her regular workday. Said report must be promptly given to the library director or the assistant director.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Absences**  
Code: **5-511**  
Section: **Personnel Policies and Procedures**

### Absences

1. An employee must report all absences from work to his/her supervisor before the beginning of the workday or as soon as possible.
2. If an absence is being scheduled ahead of time (vacation, doctor's appointment, etc.), it must be requested on the proper form and submitted for approval.
3. If an employee is ill, he/she must call in to work each day while absent at the beginning of the day.
4. If an employee must leave work because of illness during the workday, the employee must submit a time off request to his/her supervisor for the absence.

**Amended on May 21, 2019.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Injury on the Job**  
Code: **5-513**  
Section: **Personnel Policies and Procedures**

### Injury on the Job

1. All injuries to an employee must be reported immediately to supervisor.
2. An “accident report” form (see Form 5-514) shall be completed by the employee and given to the Librarian.
3. A form “Employers Report of Occupational Injury or Disease” ( see Form 5-515) will be filed within 72 hours with the worker’s compensation coverage agency.
4. A statement of disability from the employee’s physician must be submitted within 72 hours for the work absence to be excused. This will be kept in the personnel file.
5. If an employee is off work resulting from an injury, a physician’s release to return to work statement must be filed with the Administrative Librarian before an employee may return to work. It will be up to the employee’s physician to state when he/she is able to resume work.

**Amended on May 21, 2019.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Performance Evaluations**  
Code: **5-516**  
Section: **Personnel Policies and Procedures**

## Performance Evaluations

1. All employees shall be evaluated once a year.
2. All new employees will be evaluated at the end of the three-month probationary period.
3. The appropriate disciplinary form may be used to document performance problems as they occur. The form will be used to suggest improvement or as documentation of problem behavior.
4. Evaluations are an ongoing process and not just a one-time visit.
5. The form will be signed by the Branch Manager and by the employee.
6. The employee will receive a copy. The branch will keep a copy on file and a copy will be sent to the Administrative Librarian to be placed in the employee's personnel file.
7. A personnel file will be kept at Headquarters on all employees to include personal data, evaluations, and other pertinent information. Personnel files, and their contents, are the property of the library.

## Merit Based Pay Program

This merit-based program determines salary increases based on an individual's performance and contributions. Recognizing and rewarding outstanding performance and differentiated pay based on employee accomplishments helps motivate people to achieve superior results.

### Eligibility

Employees eligible for the Merit Program include those individuals who:

- Are permanently employed on July 1 each year.
- Has passed probation as of July 1<sup>st</sup>
- Are still on the payroll as an employee as of the payout date.
- Merit increases are not subject to temporary/contract staff.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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### Merit Increase Structure

The pay for performance merit program seeks to proportionally recognize and reward individuals with salary increases based on performance. The following salary increase ranges are guidelines to help determine individual increases for eligible employees. These are recommended guidelines and individual increases may vary.

<b>Performance Review - Merit Raise Guidelines</b>		
Exemplary Performance	_ %	3+ steps
Exceeds Expectations	%	2 steps
Meets Expectations	_ %	1 step
Improvement Needed		
Poor Performance		

Staff members that do not meet expectations would be put on a performance plan and reevaluated in 3 – 6 months.

New staff members that successfully meet their probationary period, will be subject to review and may be awarded a salary increase at the discretion of the Library Director.

### Criteria for Evaluation

Job-related factors to be rated in review for merit salary increases include, but may not be limited to the following:

- Quantity and quality of work performance compared to standards for the job classification and the specific position.
- Attitude toward the job, including initiative and dependability.
- Cooperation with peers, subordinates and supervisors.
- Punctuality and attendance.

**Amended on May 21, 2019.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Employee Counseling, Warnings and Disciplinary Probation of Status**  
Code: **5-518**  
Section: **Personnel Policies and Procedures**

### Employee Counseling, Warnings and Disciplinary Probation of Regular Status

1. Employees who have completed probationary period, whose work is judged to be below acceptable standards by supervisory personnel or who exhibit unacceptable behavior or work habits shall be counseled by the supervisor with a verbal review of the employees work, habits, or behavior, when appropriate. A written note of the counseling for improvement will go into the personnel file of the employee both at the branch and at Headquarters.
2. Certain situations, if deemed serious enough, may result in immediate termination of the employee without following the discipline process as addressed in 5-521.
3. At each step of action, the supervisor should discuss a plan of action with the Human Resources Department or Library Administration.
4. If the employee continues unacceptable behavior or poor work habits and standards, the employee shall receive a written notice from the supervisor.
5. This notice will:
  - a. Clearly state the areas of concern.
  - b. Suggest steps of improvement to be made or goals to be met.
  - c. A supervisor will establish a time frame to make demonstrable improvement.
6. Depending on the severity of the infraction a probationary period may be established.
7. At the end of the set period for review, the supervisor will perform a written evaluation of the work of the employee.
8. If the review of the stated areas of concern demonstrates that the employee has not corrected or improved the area of concern, then a second notice is given to the employee. This notice will:
  - a. Clearly state the areas of concern with an explanation that this is a second notice.
  - b. State the steps/goals of improvement that must be made.
  - c. A supervisor will establish a time frame in which to accomplish the goals set forth.
9. The second notice will clearly state that the employee is on probation and that a negative review will result in termination.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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10. If the review, at any step, is positive for improvement, no further action is taken.
11. At the end of the period for review of the second notice, the supervisor will perform a review of the performance of the employee using the review form. The review shall be based on the areas of concern set forth in the second notice.
  - a. If the employee has improved or corrected the areas set forth, then no further disciplinary action is taken and the employee removed from probation and returned to permanent status.
  - b. If improvement or correction is not demonstrated to the levels set forth in the second notice, the supervisor will recommend termination of the employee to the Administrative Librarian.
12. The Administrative Librarian will review the action set forth in the documenting evidence and take appropriate action to terminate the employee. Written notice of immediate dismissal will go to the employee.
13. The employee has the right to appeal his/her dismissal to the Board of Control.
14. The original of all notice and written reviews shall go into the personnel file of the employee with a copy going to the employee.

**Amended on May 21, 2019.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Employee Conduct/Disciplinary Action/Dismissal**  
Code: **5-521**  
Section: **Personnel Policies and Procedures**

### Employee Conduct/Disciplinary Action/Dismissal

1. The Administrative Librarian (Director) makes dismissals for general incompetence or for cause. Such action may be initiated by a supervisor's recommendation to the Administrative Librarian. Some cases may be severe enough to warrant immediate termination.
2. Terminations shall be reported to the Library Board of Control by the Administrative Librarian.
3. If the Board of Control requests a complete account of action taken regarding a termination, an executive session shall be included on the agenda for the next board meeting, pursuant to LA RS 42:17(A)(1), during which the Human Resources Manager must be present.
4. In extreme cases, the Librarian will consult with the Library Board President prior to taking action.
5. The following will be considered sufficient cause for disciplinary action or dismissal:
  - a. Use of alcoholic beverages at work or coming to work under the influence of alcoholic beverages.
  - b. Use or possession of illegal drugs or attempt to take part in the sale or unlawful handling of drugs.
  - c. Insubordination—not carrying out reasonable requests of supervisory personnel.
  - d. Repeated tardiness, or unexcused absence.
  - e. Unsatisfactory work performance—either deliberate or incapability.
  - f. Refusal to perform required tasks.
  - g. Secondary employment which interferes with library work.
  - h. Unauthorized release of information regarding agency, employees, patrons, or patron records.
  - i. Excessive personal phone calls—either outgoing or incoming.
  - j. Abuse of medical leave privileges.
  - k. Unsatisfactory attitude toward job, co-workers, or supervisors.
  - l. Disruptive behavior at the workplace; fighting and any attempt to injure another person.
  - m. Use of vulgar language in the workplace.
  - n. Destructive behavior—lack of care of Library property. Willful destruction of property.
  - o. Dishonesty.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- p. Abuse of staff privileges when using the library's automation system, including but not limited to unauthorized waiving of charges, unauthorized manipulation of patron records, adjusting holds queue for personal benefits, and intentional manipulation of financial reports within the circulation system, will result in disciplinary action or immediate termination of employment.
  - q. Continued unacceptable absenteeism.
  - r. Leaving the workstation without a legitimate reason, permission of the supervisor, or proper relief during absence.
  - s. Not reporting absence or illness if becoming ill at work, or not reporting to the supervisor before leaving.
  - t. Radical departure from conventional dress or personal grooming (from usually accepted standards of business attire) will not be permitted.
  - u. Violation of health or safety rules.
  - v. Failure to follow procedure relating to the time clock.
  - w. Falsification of employment application or any other agency records.
  - x. Lack of courtesy or abusive behavior toward library patrons or other employees.
  - y. Harassment of another library employee or library patron as detailed in the library's Harassment Policy (5-568).
  - z. Failure to report daily by the scheduled work time if one will be absent or tardy.
  - aa. Violation of policies and/or procedures which would result in injury, damages, or harm to the library, library personnel, library property, or patrons.
  - bb. Being found in violation of the Ethics Policy (5-571) after investigation.
  - cc. Sharing staff-specific credentials for any computer system, software, or facility hardware, thus compromising security and accountability.
  - dd. Allowing non-staff members to use staff-only workstations.
6. This policy and action covered are serious and will be applied with equality and nondiscriminatory action to all employees (full-time and part-time).
7. Temporary employees may be dismissed at any time, with or without cause.

**Amended on May 21, 2019; Amended on July 18, 2023; Amended on January 20, 2026.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Employee Grievance**  
Code: **5-525**  
Section: **Personnel Policies and Procedures**

## Employee Grievance

1. All grievances shall be taken to the employee's immediate Supervisor. A grievance form must be completed by the employee.
2. If a satisfactory resolution cannot be reached, the employee may appeal his grievance to the next highest supervisory level (usually, but not always the Administrative Librarian).
3. If a satisfactory resolution cannot be reached at that level, the employee may appeal his grievance to the Administrative Librarian, or if the Administrative Librarian was the last officer to hear the grievance, then to the Board of Control.
4. The Board of Control shall appoint a personnel committee from its members to hear employee appeals.
5. The findings of the Board of Control shall be final.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Promotion, Transfer, Reassignment**  
Code: **5-528**  
Section: **Personnel Policies and Procedures**

## Promotion, Transfer, Reassignment

1. The Administrative Librarian shall have the authority to transfer and reassign staff members as is appropriate for the conduct of business in the Library.
2. Transfer and reassignment shall not be limited between any departments of the Library.
3. Transfers and reassignments shall not affect the grade or pay status of the employee. A transfer or reassignment shall not be construed to be a promotion or demotion.
4. Employees may request, in writing, to be transferred to a different department or job assignment. The transfer shall be dependent upon the consideration and approval of the Administrative Librarian.
5. The Administrative Librarian shall make promotions in rank based on individual performance and evaluations.

**Amended on May 21, 2019.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Voluntary Separation/Resignation**  
Code: **5-531**  
Section: **Personnel Policies and Procedures**

### Voluntary Separation/Resignation

1. Resignations are to be submitted to the Administrative Librarian in writing with the employee's signature.
2. Notice is expected to be given in the following time frames (exceptions will be considered on an as-needed basis):
  - a. Librarians holding an MLS/MLIS degree shall give one-month (twenty working days) notice.
  - b. All other employees shall give two weeks (ten working days) notice.

**Amended on May 21, 2019.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Conflict of Interest/Influence**  
Code: **5-534**  
Section: **Personnel Policies and Procedures**

### Conflict of Interest/Influence

1. Staff members must inform the Administrative Librarian of any possible conflict of interest between their own or their family's business and Library purchasing or contracting.
2. Staff members are prohibited from accepting gifts, premiums or "tokens" from suppliers or contractors or any business doing business with the Library to avoid any incident or situation that may be construed as a bribe, kickback or any equivalent compromising circumstance.
3. Any employee found to have accepted any prohibited items shall be subject to disciplinary action and possible dismissal.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Political Activity**  
Code: **5-535**  
Section: **Personnel Policies and Procedures**

### Political Activity

1. Library employees are not forbidden by law to participate in political or election campaign activities.
2. Because of the nature of the institution, and because employees of the Library are public employees, the Board of Control advises discretion on the part of employees who choose to participate in campaigns and other political activity.
3. Given the above, it shall be prohibited for employees to campaign, or advertise or otherwise promote a candidate in the Library, on library premises/property, to either staff or the general public. Personal politics and political activity should be practiced outside the workplace/offsite. It should not take place during scheduled work times.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Perquisites and Limits of Employment**  
Code: **5-536**  
Section: **Personnel Policies and Procedures**

### Perquisites and Limits of Employment

1. Employees of the Library shall not be assessed fines for overdue materials. However, they shall be subject to the same rules governing circulation of materials and should pay attention to due dates.
2. Employees shall avoid doing personal work on computers at the Library, especially on Library time. PCs are purchased for library use.
3. Employees shall be allowed access fax machines at no fee. Employees will be charged at cost for personal copying or printing. For excessive copies, color copies and faxes, see the Administrative Librarian in advance for approval/permission.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Salary and Pay Periods**  
Code: **5-537**  
Section: **Personnel Policies and Procedures**

### Salary and Pay Periods

1. Employees of the Library are paid by check/direct deposit every two weeks. Paychecks/deposits will be issued/posted on a following Friday after each pay period unless extenuating circumstances (such as holidays, computer issues, etc.) dictate otherwise.
2. There are twenty-six (26) paydays in the calendar year.
3. Tax reporting forms shall be distributed before the last working day of the first month of the calendar year (January).
4. Salaries and hourly wages are determined by the Administrative Librarian using the salary schedule approved by the Board of Control.
5. Salaries are based upon ability, education, experience, and the job classification of the employee. Beginning salaries and step increases are determined by the Administrative Librarian using the approved salary schedule.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Scheduling/Schedule Changes**  
Code: **5-539**  
Section: **Personnel Policies and Procedures**

## Scheduling/Schedule Changes

1. The Branch Manager, Department Head, Administrator, or other designated supervisor shall prepare bi-weekly time schedules and daily duty schedules for all employees who directly report to them.
2. All bi-weekly schedules will be logged into the appropriate timekeeping software and available for review by the Director and Human Resource Manager.
3. Staff may request general schedule changes to their direct supervisor as long as the Library's needs are fulfilled.
  - a. Schedule change requests from full-time to part-time employment status and vice versa will be accommodated if sufficient arrangements can be made to fulfill the duties and coverage required by the Library. These requests should be submitted to the staff member's direct supervisor(s) and Human Resource Manager and then approved by the Director.
  - b. Schedule change requests based on medical or health accommodations must be submitted directly to the Human Resource Manager and approved by the Director. Approved accommodations will then be relayed to the staff member's direct supervisor.
  - c. Schedule change requests based on school or education must be submitted to an employee's direct supervisor(s) and approved by the Director or Assistant Director of Branch Services.
  - d. Schedule change requests based on outside employment will be accommodated if sufficient arrangements can be made to fulfill the duties and coverage required by the Library, submitted to the staff's direct supervisor(s), and approved by the Director or Assistant Director of Branch Services.
4. All direct supervisors must approve all schedule changes for their direct reports based on the needs of the Library department or facility they manage and adjust bi-weekly schedules accordingly in the appropriate timekeeping software.
5. The Director reserves the right to change bi-weekly schedules in the event of an emergency, which can include natural or manmade disasters, severe staff shortages, or the absence of a staff member's direct supervisor(s).

**Amended on May 21, 2024.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Scheduling Substitute Assignments**  
Code: **5-540**  
Section: **Personnel Policies and Procedures**

### Scheduling Substitute Assignments

1. Substitute employees shall be scheduled as needed by the Administrative Librarian, or his/her designate.
2. Each day of the assignment shall be reported to the Business Office (Personnel) on the appropriate form.
3. Temporary assignments of the duration of more than one week may be reported in memorandum format.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Telecommuting**  
Code: **5-541**  
Section: **Personnel Policies and Procedures**

## Telecommuting

Livingston Parish Library (Library) considers telecommuting, remote work and/or flex-time arrangements to be potential options, on a case-by-case basis, when it is in the Library's and the employee's best interest. There is no right or entitlement to telecommute, work remotely or work under an alternative schedule (outside of normal business/working hours); it is not an organization-wide benefit and in no way changes the terms and conditions of your at-will employment with the Library.

### Objective

Telecommuting allows designated employees the opportunity to work at home or on the road for all or part of their workweek. Livingston Parish Library considers telecommuting to be a flexible work option when both the employee and the job are suited to such an arrangement.

Telecommuting may be appropriate for some employees and jobs but not for others.

Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the Livingston Parish Library.

### Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the library.

Every effort will be made to provide 30-days notice of such change to accommodate commuting, child care, and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

### Eligibility

Individuals requesting formal telecommuting arrangements must be employed with the Livingston Parish Library for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Before entering into any telecommuting agreement, the employee and manager, with the assistance of administration, will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Employee suitability.** The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- **Job responsibilities.** The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- **Equipment needs, workspace design considerations and scheduling issues.** The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- **Tax and other legal implications.** The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the Library administration concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a trial period will commence. The duration of the trial period shall be determined by the library director at his or her sole discretion.

Evaluation of telecommuter performance during the trial period will include regular meetings by virtual conference, phone or e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance. Employees are required to attend an in-person meeting when needed

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After the conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

### **Regular, Occasional, and Emergency Telecommuting**

There are three types of telecommuting: regular, occasional, and emergency.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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*Regular Telecommuting* - the employee will have an established, predictable schedule. For example, Tuesdays and Thursdays, or every other Wednesday. Another form of regular telecommuting could be for an entire workweek(s) but only for a limited period of time. In any case, the regular telecommuting days and the duration of the telecommuting arrangement, if for a limited period of time, are identified and agreed to at the outset and are specified in the Telecommuting Agreement. They may be changed upon agreement between the employee and the department. Employees may be required to be available during core business hours to enhance communications and support library staff.

*Occasional Telecommuting* - is characterized by situations when an employee will telecommute sporadically, generally on an as-needed basis. Examples of occasional telecommuting are instances when an employee might not have transportation to work or during times of extremely inclement weather. Because occasional telecommuting will only occur once in a while, departments should keep that in mind when evaluating the employee's and the position's suitability. To handle an occasional telecommuting scenario, the department and employee can establish the parameters of the telecommuting arrangement in advance, such as identifying the telecommuting location and specifying how often the employee is expected to check email and return phone calls on telecommuting days.

*Emergency Telecommuting* - is a one-time-only arrangement whereby, during a crisis or emergency situation at the Livingston Parish Library, the employee telecommutes because his or her job responsibilities must still be fulfilled to provide for continuity of operations. Examples of a crisis or emergency situation are a pandemic, natural disaster, weather emergency, or other situation that presents a significant overall threat to library staff and facilities. Telecommuting is a means of providing for the fulfillment of important functions.

### **Equipment**

On a case-by-case basis, the Livingston Parish Library will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telecommuting arrangement. Administration and IT departments will serve as resources in this matter. Equipment supplied by the library will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Livingston Parish Library accepts no responsibility for damage or repairs to employee-owned equipment. Livingston Parish Library reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the library is to be used for business purposes only. The telecommuter must sign an inventory of all Livingston Parish Library property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all library property will be returned to the Livingston Parish Library.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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The employee will establish an appropriate work environment within his or her home for work purposes. Livingston Parish Library will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

### **Security**

Consistent with the library's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. All library policies on the use of electronic devices apply.

### **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Livingston Parish Library will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the library's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

### **Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the library's payroll software. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

### **Ad Hoc Arrangements**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the needs of the Livingston Parish Library.

**Adopted on March 15, 2022.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Extreme Weather or Transportation Conditions or Acts of God**  
Code: **5-542**  
Section: **Personnel Policies and Procedures**

### Extreme Weather or Transportation Conditions or Acts of God

1. At the discretion of the Administrative Librarian, the Library and/or any or all of the branches may close at times of severe weather disturbances (such as tornadoes, hurricanes, floods, or other “Acts of God”) which may endanger human life.
2. Employees of the library may be given excused, paid absences, at the discretion of the Administrative Librarian to attend to dependent family members, personal property or live stock in an area affected by these conditions that may not affect the library building and area proper.
3. When the library is open but extreme weather conditions make it impossible for a staff member to arrive at the regular time, reasonable allowances for lateness will be made. If the employee cannot report for work within a reasonable time, he/she may charge the day off to vacation time or leave without pay. The library must be notified by telephone and informed of actions and preparations.
4. The Board of Control is to be notified in writing when the library is closed due to weather conditions. The President of the Board will be notified by telephone and informed of actions and preparations.
5. When the Library is closed by proclamation of the Librarian, Council, Governor, President, or other government official, all regular full-time employees and regular part-time employees will be paid for the hours they would have worked. Employees not scheduled to work, on sick leave, vacation leave, leave without pay, or other authorized leave, will not be paid unless the closing is proclaimed a holiday.
6. When a library agency is opened but then must be closed by reason of an emergency declared by the Librarian (or other government official), regular full time and part time employees on duty at the time of closing or scheduled to begin work later in the day will be paid for the full number of hours for which they were scheduled to work if they cannot be assigned to another branch or the annex to complete the day. Employees who are not scheduled to work or who are absent for an authorized reason (sick leave, leave without pay, etc.) will not be paid because of the closing.

**Amended on September 23, 2019.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Lunch/Breaks**  
Code: **5-543**  
Section: **Personnel Policies and Procedures**

## Lunch/Breaks

1. Lunch scheduling should be arranged with due regard for service to the public and the efficient functioning of each department.
2. No area of the library is to be left unattended due to lunch or breaks.
3. Employees working a shift of five (5) or more hours are required to take a paid lunch period of thirty (30) minutes for lunch scheduled into their work day. No work for the library is to be performed while the employee is on his/her lunch break.
4. Employees working a shift less than five (5) hours are not scheduled for a lunch break.
5. Prompt return from lunch is expected and required. Tardiness is not permitted and will be reason for disciplinary action.
6. Meals are not to be taken at desks or in the public space of the library. A staff break-room/workroom is available in all buildings.

**Amended on May 21, 2019.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Leave**  
Code: **5-544**  
Section: **Personnel Policies and Procedures**

## Leave

1. There shall be two types of Leave available to employees of the Livingston Parish Library.
  - a. Leave With Pay
    - (1) Holidays
    - (2) Annual Leave
    - (3) Medical/Sick Leave
    - (4) Funeral Leave
    - (5) Circumstantial Leave (includes Jury Duty)
    - (6) Military Leave
    - (7) Professional Leave
    - (8) Emergency Leave
  - b. Leave Without Pay
    - (1) Maternity Leave
    - (2) Disciplinary Leave
    - (3) Extraordinary Leave
2. Leave must be taken in minimum increments of fifteen (15) minutes. (Example: 15 minutes, 1.25 hours, etc.)

**Amended on May 21, 2019.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Holidays**  
Code: **5-545**  
Section: **Personnel Policies and Procedures**

## Holidays

1. The following days are official days on which the Library will be closed for business:
  - New Year's Day - January 1
  - Martin Luther King, Jr.'s Birthday - Third Monday in January
  - Mardi Gras Day
  - Good Friday - Friday before Easter Sunday
  - Easter - The Saturday before Easter Sunday
  - Memorial Day - Last Monday in May
  - Juneteenth - June 19th
  - Independence Day - July 4
  - Labor Day
  - Veteran's Day - November 11
  - Thanksgiving Day
  - Day after Thanksgiving Day
  - Christmas Eve - December 24
  - Christmas Day - December 25
  - Day after Christmas - December 26
  - New Year's Eve - December 31
2. All staff that are regularly scheduled to work on any of the days listed above shall be given leave with pay, based upon their regular scheduled work hours.
3. Contract workers including floaters are not eligible to receive paid holiday leave.
4. Should other public offices, schools and stores close in observance of a particular holiday or to commemorate a local event, the Library may close at the discretion of the Administrative Librarian, with prior notification to the Library Board.

**Amended on November 25, 2019; Amended on July 18, 2023.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Annual Leave (Vacation)**  
Code: **5-546**  
Section: **Personnel Policies and Procedures**

## Annual Leave (Vacation)

1. Annual leave is leave with pay that is granted at the following rates and under the following restrictions.
2. Annual leave is leave with pay that is accumulated by the employee at a variable rate depending on the length of service. The total number of years will be calculated from the hire date until the milestone is reached. The years of service must be continuous.

<u>Administration</u>	<u>Leave Earned Annually</u>
1 <sup>st</sup> year	80 hrs.
2 <sup>nd</sup> year	120 hrs.
<u>Managers &amp; Department Heads</u>	<u>Leave Earned Annually</u>
1 <sup>st</sup> year	80 hrs.
3 <sup>rd</sup> year	120 hrs.
<u>40-hour employee serving as librarian</u>	<u>Leave Earned Annually</u>
1 <sup>st</sup> year	80 hrs.
5 <sup>th</sup> year	120 hrs.
<u>40-hour paraprofessional employee</u>	<u>Leave Earned Annually</u>
1 <sup>st</sup> year	80 hrs.
7 <sup>th</sup> year	120 hrs.
<u>20-hour part-time employee</u>	<u>Leave Earned Annually</u>
1 <sup>st</sup> year	40 hrs.
7 <sup>th</sup> year	60 hrs.

3. Annual leave is credited to each employee at the beginning of each fiscal year on January 1st. Additional vacation allowance based on the years of employment will be awarded on the employee's anniversary date.
4. Annual leave is awarded to new employees after a six-month (6) introductory/probationary period at the following formula and the following rate:

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- a. Annual leave hours = Hours per payroll \*Number of payrolls left in a year from the hire date to the first anniversary date. (Round calculated hours up to the next quarter hours if not totaled to a quarter-hour increment.)

Employee	Leave Earned Annually	Per payroll (new employees)
b. 40 hr	80 hrs.	3.08 hrs
c. 20 hr	40 hrs.	1.54 hrs

5. A new employee may not take any annual leave (vacation time) until it is awarded to them. The Library Administration will review emergencies on a case-by-case basis; leave without pay may be allowed.
6. Additional earned leave (2<sup>nd</sup> year for the Library Administration, 3<sup>rd</sup> year for Managers and Department Heads, 5<sup>th</sup> year for the MLIS (librarian) staff, and 7<sup>th</sup> year for the support staff) will be awarded on the employee's anniversary date.
7. Annual leave that is requested and taken will be deducted from the employee's accumulated time in the pay period used. Leave is to be taken in quarter-hour (0.25) increments.
8. Time will be reported to the employee on the paycheck stub. Each employee must monitor their own use of leave time.
9. Leave requests must be submitted to the Administrative Librarian for approval through the Branch Manager of the employee making the request. Vacation requests must be submitted no later than fourteen (14) working days before the first day of the leave requested. Leave will be approved or rejected based upon the staffing needs of the library.
10. An employee will be paid for vacation leave credited to them at the time of separation (regardless of cause) from library employment.
11. Any unused leave, in excess of one week of the employee's scheduled regular hours, remaining as of December 31 of any year will be forfeited. In extraordinary circumstances, the Administrative Librarian may waive this restriction by providing written approval to Human Resources.
12. In the event of the death of the employee while in active employment, the beneficiary of record for the Parochial Employees Retirement System shall be the Beneficiary for the purposes of payment of accumulated annual leave.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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13. Anyone hired before 12/31/2011 will continue to earn their annual leave hours as awarded to them according to this policy's previous version as approved by the board on 09/14/2011, unless one of the two following situations occurs:
  - a. Employee's current rate of accrual is less than the new policy rate based on the employee's years of service.
  - b. Employee reaches the next accrual rate based on the number of years of service as defined in this policy.
14. Library employees hired as part-time support staff who work less than 20 hours per week are not eligible for annual leave.
  - a. Employees hired prior to May 22, 2018, are considered grandfathered and eligible for annual leave.
15. Contracted staff, including floater staff, are not eligible for annual leave.
16. Employees must use and exhaust annual leave before requesting any unpaid leave.

**Amended on September 22, 2020; Amended on January 24, 2024; Amended on September 16, 2025.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Medical Leave/Sick Leave/Family Medical Leave**  
Code: **5-546b**  
Section: **Leave Donation Program**

### Medical Leave/Sick Leave/Family Medical Leave

#### Summary

The Leave Donation Program allows Livingston Parish Library employees the possibility of donating a portion of their leave to a co-worker who has a critical need for leave due to a serious illness or injury, or such leave is required due to an illness or serious injury within co-worker's immediate family.

The Program also allows library employees the possibility of donating annual leave to coworkers who experienced a full or partial loss of property (dwelling or transportation) caused by natural disasters, such as floods, hurricanes, or storms.

#### Terms and Conditions

Livingston Parish Library employees may donate leave to other Library employees pursuant to the following conditions:

1. Eligibility for participation:
  - a. An employee is eligible to participate in the Leave Donation Program as a donor, if the employee meets or satisfies all of the following conditions:
    - i. The employee is a non-temporary, non-probationary employees and works more than 20 hours per week;
    - ii. After the donation, the donor will have at least a combined forty hours in annual and sick leave;
    - iii. Each donation of leave must be for a minimum of eight (8) hours of leave, except as otherwise provided, and in one (1) hour increments above eight hours;
    - iv. The donor must complete and sign the Donor Application Form; and

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- v. The donor must certify on the Donor Application Form or otherwise that he or she is donating their leave voluntarily and understands that the leave will not be returned.
- b. An employee is eligible to participate in the Leave Donation Program as a donee (recipient), if the employee meets or satisfies all of the following conditions:
- i. The employee is a non-temporary, non-probationary employees and works more than 20 hours per week;
  - ii. At the time of the donation, the employee will have had six months of continuous service;
  - iii. The employee has exhausted all of his / her leave, both annual and sick leave or other compensatory time;
  - iv. The employee has not been approved to receive state or federal paid leave that the employee may be eligible to receive;
  - v. The employee has used less than 240 hours of donated leave, whether annual or sick leave, during the 12 months prior to the donation of leave, and if a donation of leave were to cause the receiving employee to exceed the foregoing 240-hour threshold, such donation shall be capped so that the receiving employee does not exceed the 240-hour threshold;
2. Donations of annual leave relating to illness
- a. Donations of annual leave may be made and received by eligible employees, if all of the following apply
    - i. Annual leave may be donated if the receiving employee has exhausted, or will exhaust, all annual leave, sick leave, and compensatory time off due to an illness, injury, impairment, or physical or mental condition, that is of an extraordinary or severe nature, and that involves the employee, immediate family member, or a household member of the employee.
      - 1. "immediate family member" is limited to the spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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2. "household members" means those persons who reside in the same home and are the employee's spouse (including members of civil unions), child (including foster children and wards, even if they do not live in the same household), or will be listed as a dependent on the employee's tax for the year in which the donation is made.
  3. "extraordinary or severe" means serious, extreme, or life threatening. It does not include conditions associated with normal pregnancy.
    - ii. The condition is likely to cause the receiving employee to go on leave without pay or terminate employment.
3. Annual leave donations related to natural disasters
- a. Annual leave can be donated to an employee who has experienced a complete or partial loss, but at least thirty (30%), of his/her dwelling; and
  - b. The damage to the dwelling is the result of a natural disaster; and
  - c. The dwelling is located in an area declared by the state or federal government to be a disaster area; and
  - d. The time in which the employee's dwelling will be repaired will be at least thirty (30) days, and the damage to the employee's dwelling is likely to cause the receiving employee to go on leave without pay or terminate employment.
4. Sick Leave Donations
- a. Donations of sick leave may be made and received by eligible employees, if all of the following apply:
    - i. The receiving employee has exhausted, or will exhaust, all annual leave, sick leave, and compensatory leave due to an illness, injury, impairment, or physical or mental condition, that is of an extraordinary or severe nature, as defined above;
    - ii. The condition is likely to cause, the receiving employee to go on leave without pay or terminate employment; and

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- iii. The employee may not donate more than ten percent of the employee's accrued sick leave hours, even if such means that the donated number of hours is less than eight hours, and all donated sick leave must be donated in full hour increments.

### **Additional requirements and limitations for all donations of leave**

1. Any employee who uses leave donated by other employees shall be paid, while on such donated leave, seventy-five percent of the salary or hourly rate paid to him at the time donated leave begins.
2. The Library shall require the employee to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the employee's condition.
3. The Library may require a proof of property loss such as a copy of the insurance claim.
4. One hour of donated leave must be regarded as one hour of donated leave for the recipient regardless of hourly pay rate of the donor or the recipient.
5. Any donated leave may only be used by the recipient for the purposes specified within this policy and is not payable in cash.
6. All forms of paid leave available for use by the recipient must be used prior to using donated leave.
7. All donated leave must be given voluntarily and gratuitously. No employee may be coerced, threatened, intimidated, or financially induced into donating leave for purposes of the leave sharing program.
8. Donated leave may only be used in place of regularly scheduled work hours and shall not cause overtime.

# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Medical Leave/Sick Leave/Family Medical Leave**  
Code: **5-547**  
Section: **Personnel Policies and Procedures**

## Medical Leave/Sick Leave

1. Leave with pay is granted to employees at the following rate:

<u>Employee</u>	<u>Leave Earned Annually</u>	<u>Per payroll (new employees)</u>
a. 40 hr	80 hrs.	3.08 hrs
b. 20 hr	40 hrs.	1.54 hrs

3. Leave is to be taken in quarter-hour (0.25) increments.

4. New hires will be granted sick leave after completing a 90-day probationary period.

5. This leave may be accumulated from year to year.

6. Medical leave will be awarded to each employee at the beginning of each fiscal year.

7. New employees will be awarded medical leave on a prorated basis on the first payroll after 90 days of service, based on the following formula:

Medical leave hours = Hours per payroll \* Number of payrolls left in a year from the date of hire to the first anniversary date (Round calculated hours up to the next quarter hour if not totaled to a quarter-hour increment.)

8. No compensation for unused medical leave is paid to the employee when employment is terminated.

9. Library employees hired as part-time support staff and who work less than 20 hours per week are not eligible for sick leave.

a. Employees hired prior to May 22, 2018, are considered grandfathered and eligible for sick leave.

10. Contracted staff, including floater staff, are not eligible for sick leave.

11. An employee may use medical leave for the illness of that employee or immediate family members:

- a. Spouse
- b. Child/Stepchild
- c. Parent

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- d. Parent of Spouse
- e. Grandchild
- f. Sibling

11. If any employee uses all of his/her accumulated sick leave and must continue to be away from work, he/she may use accumulated annual leave time or request that this time be calculated as leave without pay.
12. In order to return to work after a lengthy (five days or more) illness, surgery, or physical injury, an employee must obtain a release statement from his/her attending physician.
13. Any employee unable to report for work due to an illness must notify the Library at or before the beginning of the workday. Failure to do so will be noted in the employee's personnel record and may result in disciplinary action.
14. Employees who abuse medical leave may be subject to disciplinary action, including termination.
15. Advance request must be made, and approval obtained for medical appointments and surgery on the appropriate forms.
16. Unused medical leave time may be added to service time and credited to the employee at the time of retirement.
17. When an employee misses 3 (three) consecutive workdays or a total of 3(three) workdays per payroll period, and claims sick leave, a doctor's note must be submitted along with the leave request.
18. If an employee reports late on three consecutive or separate occasions in one payroll period due to sick leave, a doctor's note should be attached to the third leave request.
19. If an employee is scheduled to work at a community event such as Comic Con, Community Heroes, or Book Festival, where all staff are required to work, and they are unable to report to work due to an illness, they must notify the Library at or before the beginning of the workday. A doctor's note must be submitted along with the leave request for that day.

## **5-547b. FMLA Leave**

### AVAILABILITY OF FMLA LEAVE

Employees who (a) have been employed by the Library for at least twelve (12) months, which includes prior time worked with the Library if less than a seven year break in service; (b) have worked at least 1,250 hours during the twelve (12) months immediately preceding the first

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day of leave,<sup>12</sup> and (c) are employed at a work site where the Library employs 50 or more employees within a 75-mile radius, are eligible for up to twelve (12) weeks of unpaid leave for the following reasons:

- Birth of a child, including pre-natal care, where the leave is taken to care for the newborn child (leave must be completed within twelve (12) months of the birth of the child);
- Placement of a child with the employee for adoption or foster care, where the leave, including, if necessary, travel to another country, is taken to care for the child (leave must be completed within twelve (12) months of the placement of the child);
- Where the employee is needed to care for his or her spouse, parent, or child who has a "serious health condition" (defined below);
- Inability of the employee to perform an essential function of his or her position due to the employee's own "serious health condition" as defined below.
- For a spouse, parent, child or next of kin, 26 weeks of FMLA leave in a single 12 month period to care for a family member in the military with a serious illness or injury arising from active duty.
- Qualifying exigency leave to help families of members of the National Guard and Reserves manage their affairs while on active duty or called to active duty status in support of contingency operations for which family members may use all or part of regular allotment of 12 weeks of FMLA.

Qualifying exigency leave, where an employee's spouse, child or parent is unexpectedly called to active duty, includes short-notice deployment of seven days or less, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and any agreed activities. Certification provisions for this leave allow the Library to ask for a copy of the active duty orders and for verification of an employee's need to meet with third parties.

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

- (1) Any period of incapacity or treatment connected with inpatient care (i.e., an

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<sup>12</sup> The twelve (12) month period provided for in the Library's FMLA policy is a "rolling back" year made up of the twelve (12) month period preceding the date the employee last used FMLA leave.

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## POLICY MANUAL

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- overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- (2) Continuing treatment by a health care provider, which includes prenatal care or any period of incapacity (i.e., inability to perform an essential job function, attend school, or perform other regular daily activities) due to one of the following:
- (a) A health condition (including treatment or recovery) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition.
    - (i) for three days of incapacity + two visits to a health care provider (two visits must occur within thirty days of incapacity and the first visit must occur within seven days of incapacity); and
    - (ii) for three days of incapacity with ongoing treatment (first visit must occur within seven days of incapacity).
  - (b) Pregnancy (a visit to the health care provider is not necessary for each absence).
  - (c) A chronic serious health condition which continues over an extended period of time (requires at least two periodic visits a year to a health care provider, and may involve occasional episodes of incapacity, e.g., asthma, diabetes); a visit to a health care provider is not necessary for each absence.
  - (d) A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer); only supervision by a health care provider is required, rather than active treatment.
  - (e) Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

The term "serious health condition" generally does not include the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, or periodontal disease, unless such condition otherwise meets the

# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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definitions set forth above. Similarly, “treatment by a health care provider” generally does not include routine physical, eye, or dental examinations, and cosmetic treatments (such as for acne or plastic surgery) generally are not covered unless inpatient care is required or complications develop.

## OTHER LEAVE BENEFITS

During an approved FMLA period, an employee is required to use any accrued paid leave time before unpaid leave time will be granted. Accrued paid leave time is defined as any sick or annual leave time available to the employee. The total sum of accrued paid leave time and/or unpaid leave time associated with the approved FMLA request cannot exceed the amount of time granted by the request.

**Amended on May 21, 2019.; Amended on January 24, 2024; Amended on September 16, 2025.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Funeral Leave**

Code: **5-548**

Section: **Personnel Policies and Procedures**

## Funeral Leave

1. Upon the death of an immediate family member of an employee, a maximum of three (3) days leave with pay may be granted for attending memorial services of:
  - a. Spouse
  - b. Child/Stepchild
  - c. Parent of employee or spouse
  - d. Grandparent of employee or spouse
  - e. Grandchild
  
2. Two (2) days leave shall be granted to attend the funeral of the following:
  - a. Sister of an employee
  - b. Brother of an employee
  - c. Niece or Nephew of Employee
  - d. Niece or Nephew of Spouse
  - e. Brother-in-law or Sister-in-law of Employee
  - f. Aunt of Employee
  - g. Uncle of Employee
  - h. Aunt of Spouse
  - i. Uncle of Spouse
  
3. To attend a funeral other than those listed above, an employee must request to use his/her annual leave time.
  
4. Funeral leave must be applied for and approved prior to being taken when possible.

**Amended on May 21, 2019.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Circumstantial Leave**  
Code: **5-549**  
Section: **Personnel Policies and Procedures**

### Circumstantial Leave

1. Leave with pay shall be granted to an employee for the following circumstances over which he/she has no control but to obey:
  - A. Jury Duty (when called for jury duty in a local, district, state or federal court). A copy of the summons for jury duty must be included with the request for leave form.
  - B. When subpoenaed or called before a court, public body or commission; or to give a deposition in matters strictly relating to library business,
2. Should an employee be served a subpoena as a witness or called to testify (personal circumstances, a non-library related matter, etc.) time off will be deducted from any available paid time off such as vacation.
3. This leave must be applied for in advance, as soon as the employee learns of the court date.
4. Circumstantial leave will not be granted to an employee who has initiated a court action/legal proceeding. The employee must take his/her own annual leave for such circumstances.
5. An employee is expected to return to work if a reasonable amount of time remains in the day after being excused from court duty.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Military Leave**  
Code: **5-550**  
Section: **Personnel Policies and Procedures**

### Military Leave

1. Leave with pay shall be granted to any full or part time employee of the Library who is:
  - a. A member of an organized reserve unit of the United States Armed Services.
  - b. A member of the Louisiana National Guard.
  
2. This leave shall not exceed fifteen (15) days annually when the employee is ordered to active duty training with such organized units.
  1. Such leave is in addition to any other leave available to the employee.
  
  2. Extraordinary call-up or extended service will be reviewed and considered by the Board of Control on an individual basis.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Emergency Leave**  
Code: **5-551**  
Section: **Personnel Policies and Procedures**

### Emergency Leave

1. Leave with pay shall be granted to employees at the discretion of the Administrative Librarian for conditions occurring due to weather or violent acts of nature or accident.
2. See "Extreme Weather or Transportation Conditions or Acts of God" (See 5-542)

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Maternity Leave**  
Code: **5-552**  
Section: **Personnel Policies and Procedures**

### Maternity Leave

1. Leave without pay may be granted upon request to the Administrative Librarian.
2. The leave request must be accompanied by a statement from the employee's attending physician listing the anticipated delivery date. (The employee's doctor will be the authority for determining the length of time before delivery that the employee must cease work).
3. Leave for complications related to pregnancy/birth must be treated as any other illness.
4. Unpaid leave may be granted for up to eight weeks after delivery. Upon the recommendation of the attending physician, leave may be extended for an additional period. An extension must be applied for in a letter to the Administrative Librarian accompanied by a statement from the attending physician.
5. The employee must return to work at the end of the granted leave time or be considered to have abandoned the position and be terminated from employment.
6. No later than three weeks after childbirth the employee must notify the Administrative Librarian by formal letter of the anticipated date of return to work.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Disciplinary Leave**  
Code: **5-553**  
Section: **Personnel Policies and Procedures**

### Disciplinary Leave

1. Leave without pay that shall be assigned to the employee at the discretion of the Administrative Librarian in the event of disciplinary action, transgression, arrest or just cause.
2. The employee shall be notified in writing with a copy going to the personnel files.
3. The length of this leave shall be determined by the Administrative Librarian.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Extraordinary Leave**  
Code: **5-554**  
Section: **Personnel Policies and Procedures**

### Extraordinary Leave

1. Extraordinary leave can be requested upon exhaustion of FMLA for qualified staff.
2. A staff member may be granted leave without pay for a period not to exceed three calendar months for any one of the following reasons:
  - a. Extended education/professional development – non-library sponsored
  - b. Extended recuperation due to medical condition, surgery, or physical injury – self or family member
  - c. Travel
3. A staff member must be able to provide documentation supporting the request if requested
4. This leave will be determined based upon the workload and personnel availability of the library staff.
5. Request for extraordinary leave must be submitted to the Administrative Librarian.
6. Approval of this leave is determined by the Administrative Librarian.
7. Written notification of determination will be delivered to the employee.
8. The employee must report to work at the end of the specified time of the leave or be terminated.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Effect of Leave without Pay or Benefits**  
Code: **5-555**  
Section: **Personnel Policies and Procedures**

### Effect of Leave without Pay or Benefits

1. While an employee is on leave without pay for any reason, he/she does not accumulate annual leave.
2. There shall be no effect of leave without pay upon health/life insurance. **(exception: see #3).**
3. Insurance coverage (including health – effective July 1, 2008) that is offered on a payroll deductible plan by the Library must continue to be paid by that employee. Payments shall be due in the business office by the first working day of the month. The Library will not make these payments for the employee.
4. During any period when an employee is on leave without pay, no retirement time or payments are being made or credited to his/her account. The employee is temporarily suspended from the system. Anticipated retirement dates are extended by the amount of time of the leave without pay.
5. Employees on leave without pay are not paid for holidays that fall within the period of the leave without pay. Nor is the time extracted from the leave period; the employee will not be credited with the day.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Professional Leave -- Meetings/Conferences/Workshops**  
Code: **5-556**  
Section: **Personnel Policies and Procedures**

## Professional Leave

### Meetings/Conferences/Workshops

1. Leave shall be granted to employees at the discretion of the Administrative Librarian to attend a meeting, conference, or workshop that will enhance the abilities of the employee for the Library.
2. Attendance at an event must be requested in advance on a leave slip with the appropriate form and information attached to allow for proper approval procedure. Attendance will be dependent upon the scheduling and work needs of the Library.
3. Depending upon the availability of funds, ordinary and necessary expenses (if attendance is approved) will be paid in advance or reimbursed as is applicable:
4. Receipts are required for all reimbursable expenses.
5. Requests for reimbursement must be submitted to the Administrative Librarian, using the appropriate forms, within two days from the return of the employee from an event.
6. A report or summary of the event attended should be submitted to the Administrative Librarian within five days of the employee's return from an event.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Compensatory Time**  
Code: **5-557**  
Section: **Personnel Policies and Procedures**

## Compensatory Time

### Non-Exempt (Overtime-Eligible) Employees

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. Vacation, sick leave, and paid holidays do not count toward “hours worked” in a 40-hour workweek. Compensation for overtime will take the form of compensatory time. Compensatory time is paid time off at the rate of one and one-half hours for each hour of overtime worked.

1. The maximum allowed accumulation of compensatory time is 240 hours.
2. The employee’s supervisor must approve overtime hours in advance. Employees who work overtime without prior approval may be subject to disciplinary action.
3. Overtime/Compensatory time earned will be accrued on the next regularly scheduled payroll date.
4. Requests to use compensatory time balances must be made via Time Off Request within the payroll software.
5. Upon termination of employment, the employee will be paid for their compensatory time at their hourly rate of pay.
6. Employees must use and exhaust accrued compensatory time before requesting any unpaid leave.

### Exempt Employees

1. Overtime is counted when an employee works more than 40 hours in a 40-hour work week.
2. Vacation, sick leave, and paid holidays do not count toward hours worked in a 40-hour work week.
3. One hour of overtime work is equal to one hour of compensatory time.
4. Compensatory time accrual will be allowed to employees who hold an MLIS degree or whose work requires advanced knowledge, defined as work predominantly intellectual in character and requiring the consistent exercise of discretion and judgment.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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5. An immediate supervisor must grant permission to earn compensatory time. Occasionally, compensatory time hours may be requested after the overtime work has been performed. However, repeated abuse of this policy will result in rejection of a comp time request and/or disciplinary action.
6. Requests to use compensatory time balances must be made via Time Off Request within the payroll software.
7. No employee may accrue more than 40 hours of compensatory time at any given time.
8. Exempt staff members will be allowed to roll over 20 hours of comp time year to year.
9. Upon termination of employment, an employee will be paid for their compensatory time at their hourly rate of pay.
10. The library administration is exempt from items 7 and 8.
11. Employees must use and exhaust accrued compensatory time before requesting any unpaid leave.

### **Extraordinary Circumstances for Accrual**

1. In extraordinary circumstances, in cases of emergency, and to maintain the system's operational integrity, the Administrative Librarian may waive the restriction that vacation, sick leave, or paid holidays do not count toward hours worked in a 40-hour work week. This must be done on a case-by-case basis for each staff member and circumstance and submitted in writing to Human Resources.

**Amended on May 21, 2019; Amended on November 25, 2019; Amended on January 24, 2024; Amended on September 16, 2025.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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**Subject:** Conference Attendance and Staff Development  
**Code:** 5-558  
**Section:** Personnel Policies and Procedures

### Conference Attendance and Staff Development

The Library encourages its employees to take advantage of local and regional library training and professional development opportunities. The Conference and Staff Development Policy ensures that staff requests for professional development are awarded equitably.

Attendance at workshops, meetings, courses, and conferences, when pertinent to the requesting employee's job duties, and approved by the Director, will be considered as scheduled hours worked. As justification for attendance, the Director may require the requester to speak about the professional development opportunity at a future staff meeting. Staff members who have been selected to attend a professional development meeting, course, or conference are required to submit a post-conference report.

The Library encourages all employees to attend professional development events. Priority in approving requests will be given to those library employees who have been selected to present or receive awards at conferences or events, or who have received financial assistance to attend specific conferences.

The Director reserves the right to deny requests to reserve funds for other staff members to attend future events.

#### Approval

Requests for local trainings that have no costs beyond hours worked and mileage reimbursement require the requester to place an offsite meeting request through the Library's human capital management system / payroll system (Highflyer) noting the name and location of the training.

Staff seeking reimbursement for trainings with additional costs besides mileage must complete and submit to the Human Resources Department a Conference Attendance & Staff Development Form prior to registering for the training. These forms are available in the staff section of the network share folder or in the Human Resources Department.

A copy of the Conference/Staff Development form will be returned to the requesting staff member as soon as possible after a decision is made, indicating either:

- a. Approval of attendance and the estimated amount approved
- b. Request denied and an explanation of reason for denial

The Director's overnight conference expenses require pre-approval by the Board of Trustees at a regularly scheduled Board Meeting. If pre-approval by the Board of Trustees at a regularly scheduled Board Meeting is not possible, the request to the Board may be submitted by email.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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### Reimbursement Procedure

All receipts for expenditures should be submitted to the Accountant within two weeks of the staff member's return. Receipts that are not submitted in a timely manner may lose their eligibility for reimbursement. Expenses incurred without a receipt will not be reimbursed.

\* Also see policy 2-222, Travel and Other Expenses Reimbursement

### Additional Savings Opportunities

Staff should take advantage of early registration, conference room rates, and any other discounts associated with their travel (e.g., double-room occupancy, etc.). While not necessarily a requirement for attendance, the availability of these opportunities may be a determining factor in the Director's approval of a conference/staff development request. Failure to obtain cost savings may result in denial of the request or in amendments to approved reimbursements for the request.

### Conference/ Workshop/ Course Fees

The Library will pre-pay an event registration if a registration form is submitted and approved. If the requester pays for the registration fee using their own funds, they will be reimbursed after the event. In the latter case, the requester must submit a receipt to the Director for the registration fee and proof of attendance in order to be reimbursed.

### Attendance Prerequisites

To attend one of the national or state library conferences such as the ALA Annual Conference, PLA Conference, or LLA Annual Conference, a staff member must be a member of the aforementioned organizations.

### Continuing

With the approval of the Administrative Librarian, the staff may enroll in the ALA's Library Support Staff Certification program (LSSC). The course fees are paid for by the Library. The registration fee for the certification is the employee's responsibility. Upon completion of certification employees must remain employed by the Livingston Parish Library for at least one year. If an employee voluntarily leaves before the one-year mark after completing the LSSC program, paid course fees are to be returned to the library in full. This also applies to all paid courses towards the completion of the LSSC certification.

### Education

**Amended on February 19, 2019.**

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**LIVINGSTON PARISH LIBRARY  
POLICY MANUAL**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Employee Benefits**  
Code: **5-561**  
Section: **Personnel Policies and Procedures**

## Employee Benefits

1. Full time regular employees of the Library receive the following benefits of employment.
  - a. Eligibility for retirement plan.
  - b. Participation in health insurance plan
  - c. Paid long-term disability
  - d. Paid vision (employee only)
  - e. Participation in dental insurance (voluntary participation)
  - f. Paid leave for vacation and illness
2. Voluntary participation in the following benefits
  - a. Life insurance
  - b. Dental
  - c. Short-term disability
  - d. Cancer policy
  - e. Additional hospitalization
3. Part-time employees are eligible for:
  - a. Paid leave for vacation and illness.

**Amended on May 21, 2019.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Retirement**  
Code: **5-562**  
Section: **Personnel Policies and Procedures**

### Retirement

1. All full-time, **regular** employees who work 28 hours or more are required to become members of the Parochial Employees Retirement System, unless they have proof of alternate pension plan.
2. Employees shall be governed by the policies adopted by the Parochial Employees Retirement System.
3. Notice of retirement shall be given no later than three months prior to the last day of full employment.
4. Forms to file for retirement benefits and funds shall be available in the Business Office.
5. Each employee is individually responsible for acquainting him/herself with the rules governing the retirement system. A booklet is made available to each employee at the time he/she is enrolled and approved.
6. Unused sick leave days may be credited to time figured for retirement.

As per the Parochial Employees' Retirement System Summary of Principal Features through the 2006 Legislature, the Parochial Retirement System – Plan B allows for: Any accumulated, **unused, and unpaid** sick and/or annual leave may be converted to additional retirement benefit credit upon application for normal retirement and as verified by the employer. The applicant must already be eligible for retirement before the additional time for **unused and unpaid** leave time is added. Conversion is based on the actual number of days divided by a 260 working day year. **NOTE!** Employers shall pay the actuarial cost of leave conversion at the time of retirement for those members enrolled 1/1/07 and later.

Therefore, any employee hired before January 1, 2007, after meeting the necessary retirement qualifications, may elect to apply any unused, unpaid sick leave toward an additional retirement benefit. Any employee hired after January 1, 2007, after meeting the necessary retirement qualifications, may elect to apply a maximum of 520 hours of any unused, unpaid sick leave toward an additional retirement benefit.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Insurance**  
Code: **5-563**  
Section: **Personnel Policies and Procedures**

## Insurance

1. The Library participates in an insurance program offered for all full-time regular employees and their dependents.
2. Effective July 1, 2008, the monthly premium for the insurance benefit will be paid at by the Library for the employee. Employee dependent(s)' premium(s) will be the responsibility of the employee.
3. Payroll deductions for the premium will be required.
4. If employee must take Leave Without Pay, their dependent(s)' premium(s) will be the employee's responsibility. The Library will make payments only if the amount due has been collected from the employee prior to the premium due date.
5. Open enrollment periods shall coincide with the insurance plan documents.

**Amended on May 21, 2019.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Credit Union**  
Code: **5-564**  
Section: **Personnel Policies and Procedures**

### Credit Union

The Library is a member of two (2) local credit unions -- Livingston Parish Federal Credit Union (LPFCU) and Pelican State Credit Union. Employee membership is optional. Payroll deductions are available. The Business Office has enrollment information.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Dress Code**  
Code: **5-565**  
Section: **Personnel Policies and Procedures**

## Dress Code

Employees are expected at all times to present a professional, business-like image to patrons, vendors, and the public. Management reserves the right to make the final determination of what constitutes professional appearance; however, the personal appearance of all office employees is governed by the following standards:

- Employees are expected to dress in a manner that is normally acceptable in similar business establishments. The wearing of suggestive attire, athletic clothing, shorts, T-shirts without Library or Summer Reading branding, tank tops, short skirts, baseball hats and similar items of casual attire are not permitted.
- Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Facial hair shall be neatly trimmed.
- Jewelry, cosmetics and perfume shall be suitable for the business environment. Employees engaged in positions which require lifting or other physical exertion shall dress in order to assure personal comfort and safety but must dress as neatly and business-like as working conditions permit.
- The excessive use of cologne or perfume is not allowed, as are odors that are disruptive or offensive to others, or may cause allergies.
- Closed toe shoes are recommended for job safety. Shoes such as crocs, flip flops, and similar casual footwear are prohibited.
- No political buttons, advertisements, or other such messages/insignias, other than a label or designer logo, are to be worn by Library employees while on duty at the Library.
- At the discretion of the Administrative Librarian, staff may engage in “themed” or “holiday” attire days with specific allowances for what constitutes appropriate attire.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- At large Library events such as Comic Con and Book Festival, all staff working those events are required to wear Library branded T-shirts unless specifically authorized not to by the Administrative Librarian.
- Staff working at branches should always have either a Library lanyard or name badge on at all times to identify themselves to patrons.

**Amended on September 18, 2018; Amended on July 18, 2023.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Social Media Policy**  
Code: **5-567**  
Section: **Personnel Policies and Procedures**

## Social Media Policy

The Livingston Parish Library follows many avenues in pursuit of its customer with the goal of providing better services to the citizens of the Livingston Parish. Privacy of patron records, in accordance with the Louisiana Revised Statutes, Title 44, should be maintained at all times. Any other private patron information must be kept confidential and never released to social media sites. Violation of this policy will result in immediate termination.

The employee must consider these broad guidelines when using social media:

1. Remember the confidential nature of personnel records. All library employee records are kept confidential. Leaking such information to social media sites will result in immediate termination from employment with the Livingston Parish Library.
2. Remember the confidential nature of patron records.
  - a. Library employees are explicitly prohibited to share or post any patron information online. This includes the information that may be obtained from the library's automation system, OPAC, circulation module, or any other library application that is capable of accessing and storing patron records. Patron information includes, but is not limited to: patron's name, address, bar code number, telephone number, marital status, driver's license number, etc.
  - b. Do not share the immediate location of any patron with anyone requesting such information via social media sites.
3. Think before you post any information on the library's social media sites. Internet postings remain accessible long after they are forgotten by the user. It is extremely difficult, sometimes impossible, to remove any private information from the Internet once it is released.
4. When making comments, speak for yourself only. Do not automatically assume that your position is similar to the one of the library.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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5. Remember that you are a representative of the Livingston Parish Library, no matter where you are, and should conduct yourself in a way to avoid bringing embarrassment upon yourself and the library. The information you post online may not be kept private and could cause damage to your reputation and the library if it becomes public.
6. Inappropriate communications posted on social media sites that could be offensive to co-workers, patrons, or others will be considered a violation of the Library's anti-harassment policy, and will be dealt with in accordance with that policy.
7. Gross violation of these guidelines may result in disciplinary action or immediate termination from employment with the Livingston Parish Library.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Harassment Policy**  
Code: **5-568**  
Section: **Personnel Policies and Procedures**

## Harassment Policy

The Library emphasizes to all employees that sexual harassment is prohibited behavior. Depending on the circumstances, verified violations of this policy will result in corrective action up to and including discharge. Library employees are required to undertake an annual Harassment Training as outlined in Policy 2-226.

### **SEXUAL HARASSMENT:**

See Policy 5-568a.

### **OTHER HARASSMENT:**

This policy applies equally to harassment, which violates the Library's Equal Employment Opportunity Policy. This includes harassment based on an employee's race, color, religion, national origin, disability, or other class protected by law.

The library considers discriminatory harassment to be a form of employee misconduct and considers this type of misconduct to be a serious offense that will not be tolerated. Allegations of discriminatory harassment will be investigated thoroughly and, if substantiated, will be met with appropriate corrective and/or disciplinary action commensurate with the seriousness of the offense(s), and in accordance with state and federal law.

An employee who feels this policy is being violated has the right and the responsibility to report the situation so the Library can address the issue.

The Library provides these methods for reporting:

If you reasonably believe that anyone's attentions, actions or statements violate this policy or such activity makes your working situation uncomfortable, advise your Branch Manager, Human Resources, Assistant Director or the Library Director. The recipient of the complaint shall report the matter for appropriate inquiry.

All managerial and supervisory personnel shall be responsible for enforcing this policy and shall have particular responsibility for ensuring that the work environment under their supervision is free from discriminatory harassment and its effects. Failure of a manager or supervisor to comply with this responsibility may result in disciplinary action.

All managerial and supervisory personnel who receive discriminatory harassment complaints will be responsible for immediately forwarding such complaints to Human Resources.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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The Library will address all complaints. This may involve an investigation including interviews with the complaining employee, any witnesses, and the individual or individuals accused of violating this policy. Every effort will be made to keep the complaint confidential and only those with a need to know will be informed about the complaint. The individuals involved in the complaint will be notified of the results of the investigation or the resolution of the complaint.

If a violation of this policy is determined to have occurred, the Library will take steps to promptly correct the situation. Violations of this policy may result in corrective or disciplinary action up to and including discharge. No employee will be subjected to discrimination or retaliation for making a complaint or reporting a possible violation of this policy. Disciplinary action up to and including discharge may result if it is determined that a claim of sexual harassment was intentionally false.

References: Title VII of the Civil Rights Act of 1964, 42 USC Sec. 2000e, 29 CFR 1604.11; La. R.S. 42:342, et seq.

**Amended on September 22, 2020; Amended on July 18, 2023; Amended on September 16, 2025.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Sexual Harassment Policy**  
Code: **5-568a**  
Section: **Personnel Policies and Procedures**

## Sexual Harassment Policy

The Livingston Parish Library shall not tolerate sexual harassment. All sexual harassment claims shall be thoroughly investigated, and any policy violation shall be subject to full disciplinary action up to and including termination. The harasser(s) and the victim(s) may both be employees of our office, or one may be from outside the office. In any event, all sexual harassment situations must be reported immediately.

### Defining Sexual Harassment

1. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC) provides guidelines prohibiting sexual harassment in the workplace. These guidelines state that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - a. Submission is made either explicitly or implicitly, as a term or condition of employment;
  - b. Submission to or rejection of a sexual invitation is used as the basis for employment decisions; or
  - c. Sexual advances or requests for sexual favors have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
2. Sexual harassment does not refer to the behavior or occasional compliment of a socially acceptable nature. It refers to behavior that is unwelcome, personally offensive, fails to respect the rights of others, lowers morale, or interferes with work effectiveness.
3. For action to be taken, sexual harassment must be sufficiently severe or pervasive to alter the conditions of the victim's employment or create a hostile work environment.
4. Although the most common form of sexual harassment is the demand for sexual favors, sexual harassment can take on many different forms. Other forms of harassment include: sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, sexually suggestive objects, pictures, graphics, commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures, and unwanted physical contact. Widespread favoritism in the workplace of a paramour or friend based on the granting of sexual favors may create an illegal, hostile work environment. Intimate relationships between

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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supervisors and subordinate employees shall be reported to the Director and the Human Resources Manager.

5. Discretion will be used while investigating and remedying sexual harassment claims. Situations will be reviewed on a case-by-case basis.
6. All investigations will be handled promptly and confidentially. Specific individuals may need to be interviewed regarding the sexual harassment complaint. The importance of confidentiality will be explained to the parties involved to ensure as much privacy as possible.
7. Any and all records maintained in a sexual harassment investigation are confidential, and access is limited to those who need them for official use with permission from the Director.
8. Sexual harassment, whether experienced or observed personally or reported by another person, must be addressed. According to the law, supervisors and managers represent the agency. Employers are liable when a supervisor uses their vested authority to commit "quid pro quo" harassment, making submission to a sexual invitation a term or condition of employment or the basis of employment decisions.

### **Procedures for Reporting Sexual Harassment**

1. Notice of a sexual harassment claim shall be submitted as soon as possible. Notice can be from the victim or an observer.
2. Notice shall be submitted to the Human Resources Manager and/or the Director. Having males and females available for claims filing will hopefully make the incident reporter more comfortable by allowing them to talk to someone of the same sex initially. The Library Administration and Human Resources Manager or designee will lead the investigation.
3. Notice does not have to be given to an immediate supervisor; however, notice does need to be given to Human Resources.
4. Provide written notice that includes the following:
  - a. Name of the Complainant(s);
  - b. Name of the Offender(s); and
  - c. A description of the incident, action, policy, etc., which initiates this claim for noncompliance with EEO. Include date(s), day(s), time(s) of day, location(s), witness(es) name(s), number of occurrences, the nature of the harassment, the effect of the harassment on the claimant's working environment, and any other relevant information regarding the situation(s).
5. Provide all information and documentation, including but not limited to emails, voice recordings, notes, texts, etc.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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6. Human Resources will discuss the violation with the claimants or victims for further clarification and documentation, if necessary. An investigation of the claim will be conducted as soon as practicable. Parties involved and any designated witnesses will be interviewed as soon as practicable, following receipt of the claim. Interviews will be documented and kept in a confidential file created for each claim. Results of the investigation will be reported to the Director and the Library Board of Control President. In addition, the final determination will be communicated to the appropriate parties. Documentation of the outcome will be made and placed in a confidential file. A final appeal can be made to the Director. If the investigation results in a termination of employment, an appeal can be made to the Library Board of Control, per Policy 5-518.
7. The Livingston Parish Library will not tolerate reprisal or retaliation against any party involved. Such action will be grounds for discipline up to and including termination.

### **Investigation Procedures by Human Resources**

1. Members of Human Resources and the Library Administration will investigate any form of harassment or discrimination.
2. For further clarification and documentation, if necessary, interviewing all parties involved and any named witness(es) will begin as soon as practicable, following receipt of the claim.
3. A statement from each person interviewed will be documented. These persons include, but are not limited to, alleged harasser(s), victim(s), or witness(es).
4. Interviews will be documented and kept in a confidential file created for each claim.
5. Based on the evidence, disciplinary action may be taken, ranging from reprimand up to and including termination.
6. Upon completion of the investigation, the results of the investigation will be communicated in a timely manner to the Director, complainant(s), and the alleged harasser(s), even though the results may be inconclusive.
7. Documentation of the outcome, regardless of the conclusion, will be kept in a confidential file.
8. If the investigation is inconclusive or determined that there has been no policy violation, but potentially problematic conduct may have occurred, the Library Administration and Human Resources Manager may recommend appropriate training or other preventative action. A final appeal can be made to the Director. If the investigation results in a termination of employment, an appeal can be made to the Library Board of Control, per Policy 5-518.
9. The Livingston Parish Library will not tolerate reprisal or retaliation against any party involved. Such actions will be grounds for discipline up to and including termination.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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## **Retaliation Prohibited**

No hardship, loss, benefit, or penalty may be imposed on an employee or any other individual in response to:

1. Filing or responding to a bona fide complaint of discrimination or harassment;
2. Appearing as a witness in an investigation of a complaint; or
3. Serving as an investigator of a complaint.

Lodging a bona fide complaint will not be used against the employee or adversely impact the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination.

## **Notice and Reporting**

The Director will submit a report to the Livingston Parish Library Board of Control before its first regular meeting of each calendar year, containing the number of library staff who have completed the required annual Sexual Harassment Training outlined in Policy 2-226, the number of sexual harassment complaints received, the number of complaints which resulted in a finding that sexual harassment occurred, the number of complaints in which the finding of sexual harassment resulted in discipline or corrective action, and the amount of time it took to resolve each complaint for the previous calendar year. This report shall be a public record and available to the public in the manner provided by the Public Records Law.

## **Posting**

The Livingston Parish Library's sexual harassment policy shall be available on the Library's website as part of the complete Policy Manual and internally in staff shared drives.

## **State and Federal Claims**

Regardless of the outcome of the Livingston Parish Library's investigation, complainants have the right to pursue a claim under State or Federal law.

### Louisiana Commission on Human Rights

Louisiana's Employment Discrimination Law (LEDL), RS 23:332, prohibits employers with 20 or more employees working within the State from intentionally discriminating with respect to sex, which includes sexual harassment. A complaint alleging violation of the LEDL may be filed with the Louisiana Commission on Human Rights (LCHR) or in district court.

Complaints must be filed with the LCHR within 180 days from the last alleged act involving discrimination. Complaints must be filed in court within 1 year of the last alleged incident of discrimination. Complaining internally to the Director of the Livingston Parish Library or its Board

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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of Control does not extend your time to file with the LCHR or in court. You do not need an attorney to file a complaint with the LCHR, and there is no cost to file with the LCHR.

LCHR's main office contact information is: Office of the Governor, Louisiana Commission on Human Rights, 1001 N. 23<sup>rd</sup> St., Baton Rouge, LA 70802. They can be contacted via phone at (225) 342-6969, or (888) 248-0859 for TDD, or visit <https://gov.louisiana.gov/page/lchr> for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, and mailed to LCHR at the Office of the Governor, Louisiana Commission on Human Rights, PO Box 94094, Baton Rouge, LA 70804.

### United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act. An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is not cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC via phone at (800) 669-4000 or (800) 669-6820 for TTY, or visit [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov). The EEOC New Orleans District Office is located at 701 Loyola Ave., Suite 600, New Orleans, LA 70113, and the phone number is (504) 589-2329 or (504) 589-2948 for TTY.

**Adopted on September 16, 2025.**

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Library Employee Internet and Computer Equipment Use Policy**  
Code: **5-569**  
Section: **Personnel Policies and Procedures**

# Library Employee Internet and Computer Equipment Use Policy

### **Purpose and Scope of Policy**

As part of Livingston Parish Library's commitment to the utilization of new technologies, many of our employees have access to the Internet. In order to ensure compliance with existing copyright and decency laws and to protect the Library from being victimized by the threat of viruses or hacking into our systems, the following policy has been established.

Be aware that the Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet via email may be at risk of detection by a third party. Employees must exercise caution and care when transferring such material in any form.

### **Email correspondence and Internet use**

Employee use of the Library's email and Internet system is not private. All email messages and documents created by library employees are automatically stored on external computer backup systems. Further, employees should be aware that even when an email message is deleted, it may exist on a back-up device outside of the library's network. Livingston Parish Library reserves the right to retrieve, save, monitor and review all messages created, sent or received at any time, with or without advance notice or prior consent. Livingston Parish Library further reserves its right to retrieve, save, monitor and review all web sites visited by an employee and all information and/or data accessed, created, sent, displayed, stored, downloaded and/or printed through the employee's access to the Internet, at any time, with or without advance notice or prior consent. Further, employees are reminded that information accessed and/or distributed over the email system and the Internet may be considered a public record pursuant to La. RS 44.1.

You may not promote personal political beliefs, personal business interests, discrimination, sexual harassment and/or any unlawful activity.

It is the Livingston Parish Library policy to limit Internet access to official business. However, employees may be authorized to access the Internet for occasional and reasonable personal use (with Department Head approval) so long as it does not interfere with work performance and is in strict compliance with the other terms of this policy.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Employees using Library accounts are acting as representatives of the Library. As such, employees should act accordingly so as not to damage the reputation of the Library.

The Library encourages employees to use email for job-related professional development. Participation in distribution lists is expected to be job-related. Any electronic communications, which communicate personal opinions, not formal Library policy, should state this clearly.

### **Guidelines for Personal Use**

The Library permits personal use of staff computers by employees subject to the following understandings:

- Personal use will be on an employee's personal time (before or after regularly scheduled work time, during breaks or lunch).
- Personal use of computers will not interfere with any work-related activity.
- Personal use will be considerate of coworkers' time.
- Use of Library's email accounts are restricted for business use only.

### **Prohibited Use During Work Time and in the Library Building**

Employees shall not place employer's material (copyrighted software, internal correspondence, etc.) on any publicly accessible Internet computer without prior permission by the Information Technology Department or Library Systems Administrator.

Employees are not allowed to download or install any form of software, screen savers, games or programs, without the knowledge or consent of the Information Technology Department or Library Systems Administrator.

Examples of prohibited use include (but are not limited to):

- Copying of Library provided software for personal use
- Use of personally owned or "bootlegged" software
- File-sharing software
- Downloading MP3's and/or video clips
- Online gambling
- Participation in social chat channels and bulletin boards for personal purposes
- The sale or purchase of personal items on the Internet
- Any form of commercial use of the Internet
- Use of the Internet that violates copyright law
- Use of the Internet to harass employees, vendors, patrons, and/or others
- Use of the Internet for political purposes
- Use of aliases while using the Internet
- Sending anonymous messages

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- The release of untrue, distorted, or confidential information Library business
- Knowingly causing any other person to view content which could render the Library liable pursuant to equal opportunity or sex discrimination

It is not acceptable to use Library computers for any purpose or in any manner that violates local, state, or federal laws and regulations

The introduction of viruses or malicious tampering with any computer system is expressly prohibited. Any such activity will result in disciplinary action and possible termination of employment.

It is not acceptable for a Library employee to access the email or personal data files of another staff member without that person's permission. Only administrative and network staff have the right to access these files.

United States copyright and patent laws protect the interests of authors and software developers in their products. It is against federal law and city policy to violate the copyrights or patents of others on or through the Internet. Employees may not download or use copyrighted material without obtaining written authorization.

### **Violations**

If the Information Technology Department encounters any problems relating to Internet and/or email usage, the problem will be brought to the employee's attention. If the problem persists, the Information Technology Department will notify the Department Head or the Library Administration of the violation.

Violations will be reviewed on a case-by-case basis. If it is determined that the employee has violated one or more of the prohibited use regulations, appropriate disciplinary action will take place. Such action may result in losing Internet and/or email privileges, reprimand (verbal and/or written), suspension or up to and including termination of employment.

Keeping documents that are considered obscene or discriminatory within the computer account for Internet access can also result in disciplinary action.

**Amended on May 21, 2019.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Library Vehicle Use Policy**  
Code: **5-570**  
Section: **Personnel Policies and Procedures**

## Library Vehicle Use Policy

It may be necessary for some employees of Livingston Parish Library to use a Library-owned vehicle or to use their privately-owned vehicle, with the permission of a supervisor, to conduct Library business. Unsafe operation of motorized vehicles can result in bodily harm, property damage, and exposure to financial liability. All employees who have been authorized to drive in the course of conducting Library business should follow all federal, state, and local guidelines for safe vehicle operation.

1. All authorized drivers must maintain a valid Louisiana Driver's License, which is to be on their person at all times while operating a motorized vehicle. Louisiana law requires all drivers to maintain minimum state requirements for auto insurance coverage and proper plating and tagging of personal vehicles. Drivers must follow all highway laws.
2. Livingston Parish Library Administration may check employee driving records every 12 months to ensure that all authorized drivers have clear to acceptable driving records. The Library Director has the authority to suspend driving privileges to employees who do not adhere to safe driving practices.
3. Under certain circumstance to which driving is an essential element of the employee's job/position, loss or suspension of the employee's driver's license may result in termination of employment.
4. Drivers are responsible for immediately notifying their supervisor of accidents, traffic tickets/fines, or any other event that impacts their driving status. Any employee driving on Library business is responsible for any tickets/fines received.
5. If any employee is driving a vehicle involved in an accident on the way to/from work or during work hours, their supervisor should be notified. The employee should call emergency services first, and then call their supervisor.
6. Unauthorized persons shall not be allowed to operate a Library-owned vehicle. Passengers are only allowed if they are on Library business. Drivers and passengers must wear seatbelts.
7. Possession, transportation, or consumption of alcohol or illegal drugs by anyone in a Library-owned vehicle is strictly prohibited. Authorized drivers should alert their supervisor to any prescription drug use that may inhibit their ability to safely operate a vehicle.
8. Consumption of food and beverages (except water) in Library-owned vehicles should be avoided if at all possible. Driver is responsible for cleaning any spills/stains from such activities.
9. Use of cell phones while driving library vehicles is prohibited.

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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10. Reading or writing emails/texts while driving is strictly prohibited.
11. Smoking is not allowed in Library-owned vehicles.
12. Library-owned vehicles may only be used for Library business. Personal use of Library-owned vehicles is prohibited.
13. Employees driving Library-owned vehicles are responsible for securing cargo and keeping vehicles locked to prevent theft.
14. Employees operating Library-owned vehicles are responsible for maintaining proper fluid levels, tire pressure, and refueling at designated locations. Library-owned vehicles should also be kept clean and clutter-free.
15. Each Library-owned vehicle is equipped with a security device capable of tracking vehicle's speed, location, and other pertinent data.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Ethics Policy**  
Code: **5-571**  
Section: **Personnel Policies and Procedures**

## Ethics Policy

The Library adheres to the Louisiana Code of Governmental Ethics in order to ensure public confidence in its integrity, its impartiality, to make sure decisions and policy are made in the proper channel of structure, and to ensure public employment is not used for private gain. Depending on the circumstances, verified violations of this policy will result in corrective action up to and including discharge. Library employees are required to undertake an annual Ethics Training as outlined in 2-223.

The Administrative Librarian and Human Resources has a responsibility to investigate and report possible code violations to the Library Board of Control and the Louisiana State Ethics Board per LA R.S. 42:1161A.

Livingston Parish Library employees must adhere to the Code of Governmental Ethics prohibitions which include the following found in LA R.S. 42:1111-1121:

- 1111A - Receipt of a thing of economic value from a source other than the governmental entity for the performance of official duties and responsibilities.
- 1111C(1)(a) - Receipt of a thing of economic value for the performance of a service substantially related to public duties or which draws on non-public information.
- 1111C(2)(d) - Receipt of a thing of economic value by a public servant for services rendered to or for the following:
  - (1) persons who have or are seeking to obtain a contractual or other business or financial relationship with the public servant's agency;
  - (2) persons who are regulated by the public employee's agency; or
  - (3) persons who have substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee's official duties.
    - These same restrictions apply to the public servant's spouse and to any legal entity in which the public servant exercises control or owns an interest in excess of 25%.
- 1115 – Elected officials and public employees are prohibited from soliciting or accepting a gift from the following persons:
  - (1) persons who have or are seeking to obtain a contractual or other business or financial relationship with the public servant's agency; or
  - (2) persons who are seeking, for compensation, to influence the passage or defeat of legislation by the public servant's agency.
- Public employees, not elected officials, are also prohibited from soliciting or accepting a gift from the following persons:
  - (1) persons who conduct operations or activities regulated by the public employee's agency; or

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- (2) persons who have substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee's official duties.
  - The prohibition against soliciting or accepting a gift from certain persons extends to officers, directors, agents, or employees of such person.
  - The gift prohibition does not prohibit food or drink consumed as the personal guest of the person providing the food or drink, including reasonable transportation and entertainment incidental thereto. The person providing the food and drink may not provide a public servant more than \$70 of food and drink per single event. The \$70 limit does not apply to a gathering held in conjunction with a meeting of a national or regional organization or a statewide organization of government officials or employees, or to a public servant of a post-secondary education attending a private fundraiser for the post-secondary institution.
  - The gift prohibition does not prohibit the receipt of promotional items having no substantial resale value (i.e.: cups, hats, or pens with an organization's logo).
  - Section 1123(26)(b) allows teachers and other school employees to accept gifts valued at \$25 or less and \$75 as a total in one calendar year from or on behalf of students or former students.
- 1111E - Receipt of a thing of economic value for assisting someone with a transaction with the agency of the public servant.
- 1112 - Participation by a public servant in a transaction involving the governmental entity in which any of the following persons have a substantial economic interest:
  - (1) the public servant;
  - (2) any member of his immediate family;
  - (3) any person in which he has an ownership interest that is greater than the interest of a general class;
  - (4) any person of which he is an officer, director, trustee, partner, or employee;
  - (5) any person with whom he is negotiating or has an arrangement concerning prospective employment;
  - (6) any person who is indebted to him or is a party to an existing contract with him and by reason thereof is in a position to affect directly his economic interests.
    - An elected official may participate in the debate and discussion of a matter which could violate this provision, but only if he discloses the nature of the conflict on the record of his agency prior to his participation in the debate and discussion, and prior to any vote taken on the matter. The elected official is not allowed to vote on the matter and he must recuse himself. R.S. 42:1120.
    - Appointed members of boards and commissions may recuse themselves to avoid a violation of Section 1112. Unlike elected officials, they may not participate in the debate or discussion of the matter. They must recuse themselves from all participation. R.S. 42:1112D.
    - Other public employees who are not sole decision makers can be disqualified from transactions that would violate this prohibition. A

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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mechanism for disqualification is found in the rules promulgated by the Board. R.S. 42:1112C.

- 1113A – For public servants, other than legislators or appointed members of boards and commission, bidding on or entering into any contract, subcontract or other transaction under the supervision or jurisdiction of the public servant’s agency. This restriction also applies to the immediate family members of the public servant and to legal entities in which the public servant and/or his family members own an interest in excess of 25%.
- 1113B - Appointed members of boards and commissions are not only prohibited from bidding on or entering into such contracts, subcontracts or transactions under the supervision or jurisdiction of their board, but also being “in any way interested” in them. Also, the restriction applies to their immediate family members and legal entities in which they or their immediate family members have a “substantial economic interest.”
- 1113C – Legislators are prohibited from bidding on, entering into or being in any way interested in contract, subcontracts or other transactions that are under the supervision or jurisdiction of the legislative branch of government. This restriction also applies to the immediate family members of the legislator and to legal entities in which the legislator and/or his family members own an interest in excess of 25%.
- 1113D - Additional prohibition applicable to legislators, certain executive branch officials, their spouses or legal entities in which either owns an interest in excess of 5% from entering into a contract with any branch, agency, department or institution of state government, with a few exceptions.
- 1116 - A public servant’s use of the authority of his office to compel or coerce a person to provide himself or someone else with a thing of economic value that they are not entitled to by law or the use of the authority of his office to compel or coerce a person to engage in political activity. Also, a regulatory employee is prohibited from participating in any way in the sale of goods or services to persons regulated by his agency, if a member of his immediate family or if a business enterprise in which the regulatory employee or members of his immediate family own in excess of 25%, receives or will receive a thing of economic value by virtue of the sale.
- 1117 - It is prohibited for a public servant or other person to make a payment, give, loan, transfer, or deliver or offer to give, loan, transfer or deliver a thing of economic value to a public servant when the public servant is prohibited by the Ethics Code from receiving such a thing of economic value.
- 1119 – Nepotism
  - (1) Members of the immediate family of an agency head may not be employed in the agency.
  - (2) Members of the immediate family of a member of a governing authority or the chief executive of a governmental entity may not be employed in the governmental entity. The term “governing authority” includes parish councils, police juries, school boards, town councils, boards of aldermen, etc.
  - (3) Note that the application of this restriction is not affected by whether the agency head, chief executive or governing authority member has authority over or actually participates in the hiring decision - such family members are simply ineligible for employment.
  - (4) Exceptions:

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## LIVINGSTON PARISH LIBRARY POLICY MANUAL

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- (a) persons employed in violation of this rule continuously since April 1, 1980;
  - (b) a person employed for one year prior to their family member becoming an agency head;
  - (c) employment of a school teacher who is a member of the immediate family of the superintendent or a school board member as long as the family member is certified to teach or is temporarily authorized to teach while pursuing certification. Annual disclosure is required and forms are available from the Ethics Administration Program office. If the required disclosure is not timely filed, a late fee assessment of \$50 per day, with a maximum penalty of \$1,500, may be imposed;
  - (d) employment as a health care provider, of an immediate family member of a hospital service district board member or of a public trust authority board member, as long as the family member is a licensed physician, allied health professional, or a registered nurse. Annual disclosure is required and forms are available from the Ethics Administration Program office. If the required disclosure is not timely filed, a late fee assessment of \$50 per day may be imposed, with a maximum penalty of \$1,500; or
  - (e) persons employed as volunteer firefighters.
- 1121- Post Employment
    - (1) During the two-year period following the termination of public service as an agency head or elected official, these individuals may not assist another for compensation, in a transaction, or in an appearance in connection with any transaction involving their former agency nor may they render any service on a contractual basis to or for their former agency.
    - (2) During the two-year period following the termination of public service as a board or commission member, these individuals may not contract with, be employed in any capacity by, or be appointed to any position by that board or commission. The Board has interpreted “board or commission” to include a collective body that shares responsibility for its actions. This would include school boards, police juries, boards of aldermen, a group of selectmen, a council, etc.
    - (3) During the two-year period following the termination of public service as a public employee, these individuals may not assist another for compensation, in a transaction, or in an appearance in connection with a transaction involving the agency in which the former public employee participated while employed by the agency nor may the former public employee provide on a contractual basis to his former public employer, any service he provided while employed there.

**Adopted on July 18, 2023.**

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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## Appendix I

### **Mission Statement**

The mission of the Livingston Parish Library is to provide all members of the community with resources and programs to fulfill their informational, educational, recreational and cultural needs.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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## Appendix II

### **Vision Statement**

Livingston Parish Library will be our community's primary resource for information and learning opportunities, as well as be a leader for innovative library services that spark curiosity and inspire new ideas.

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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## Appendix III

### Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs. Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. **We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.**
- II. **We uphold the principles of intellectual freedom and resist all efforts to censor library resources.**
- III. **We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.**
- IV. **We recognize and respect intellectual property rights.**
- V. **We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.**
- VI. **We do not advance private interests at the expense of library users, colleagues, or our employing institutions.**
- VII. **We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.**
- VIII. **We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.**

Adopted June 28, 1995, by the ALA Council

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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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## Appendix IV

### Copyright Notice

#### WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

UNDER CERTAIN CONDITIONS specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be 'used for any purpose other than private study, scholarship, or research.' If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of 'fair use,' that user may be liable for copyright infringement.

THIS INSTITUTION reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.