

Allendale Hampton Jasper Regional Library System Policy

Headquarters
297 Main St N
Allendale, SC 29810
P: 803-584-3513 x3

Allendale Library
297 Main St N
Allendale, SC 29810
P: 803-584-2371

Hampton County Library
12 Locust St E
Hampton, SC 29924
P: 803-943-7528

Estill Public Library
100 Peeples Ave, N
Estill, SC 29918
P: 803-625-4560

Pratt Memorial Library
Temporary.Location_868①
112 Weathersby St
Ridgeland, SC 29936
P: 843-726-7744

Hardeeville Community Library
30 Main St
Hardeeville, SC 29227
P: 843-784-3426

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Preamble

The Allendale, Hampton, Jasper Regional Library System is a public, tax supported institution dedicated and committed to the principles based upon the First Amendment to the U.S. Constitution, Right of Free Expression.

Recognizing the existence of diverse groups within the population with differing standards, beliefs, and practice, the Regional Board of Trustees shall resist any attempts at censoring any materials or programs because of controversial content.

The right of all people to study and learn from books, periodicals, and electronic media shall be jealously guarded and protected by the Board and Staff. The acquisition of books, periodicals, artwork, and other materials, in all formats, will be selected and addressed as openly and completely as budget, public interest, and need allows.

General Library Objectives

1. To assemble, in all formats, preserve and administer in organized collections, books, information resources and related cultural, educational and recreational materials for the communication of ideas, and enlightened citizenship and enriched personal lives.
2. To provide robust 21st century technology tools and high-speed internet access with technology training, technological support, and other resources to:
 - a. Assist formal education with quality, out-of-school-time programs that build critical thinking skills and effective habits of mind;
 - b. Aid job support and career advancement, and;
 - c. Advance the use of e-services for employment, government resources, digital literacy, business development, health and education.
3. To maintain a reasonable balance between the needs and desires of individual users and community groups, institutions and organizations.
4. To protect as far as possible the privacy of any patron who uses the library. Inquiries into the purpose for which a patron requests material will be made only to clarify the kind of information needed.
5. To avoid overspecialization of permanent materials and undue encroachment on public library resources for special private purposes.
6. To stimulate group and organization visits to the library.
7. To serve the community as a center of reliable information.
8. To encourage individual initiative in locating desired information.
9. To establish circulation conditions that provide maximum use of library materials and to encourage and assist borrowing from other sources of special material.
10. To cooperate actively with other libraries and organizations to stimulate library use, by providing instruction, displays, workshops, and programs.
11. To provide maximum cooperation with the library specific Friends groups for the welfare of the libraries.

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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Personnel

1. The position of the Library Director is an exempt salaried position.
2. All other positions are established as exempt salaried, or non-exempt hourly employees.
3. Appointment to the position of Library Director shall be made by the Allendale, Hampton, Jasper Regional Library Board of Trustees.

Use of Library and Code of Conduct

The regional Board of Trustees has adopted the following Code of conduct that applies to patrons visiting all branches within the system. Library patrons are expected to be engaged in activities associated with the appropriate use of public libraries while in any of the facilities, including reading, studying, using library materials and computers, and participating in library programs.

In order to ensure public safety and security and to provide a suitable environment for appropriate library use, the AHJ Regional Library System will require compliance with all

state and local laws. Unlawful behavior will be reported to the police immediately and arrest may result.

Violation of this Code of Conduct may result in the violator being banned from all system libraries for varied timespans due to the severity of the violation:

- One week – Refusing to following library policies and/or guidelines.
- Two weeks – Refusing to leave the library if instructed to do so for some form of negative behavior. The police will be summoned.
- One month – Engaging in any physical or assaultive behavior. The police will be summoned.
- Permanently – Stalking, following, or annoying patrons or staff. The police will be summoned.

Patrons are prohibited from:

1. Engaging in any criminal or unlawful behavior on library premises, or using any library property such as facilities, technology, or printed or digital materials to engage in such behavior, including but not limited to the following actions: Engaging in nudity, sexual acts, or behavior, using profane language, or entering the library without proper attire. Proper attire is wearing apparel in conformance with the standards of the community for public places and includes wearing shirt and shoes and having clothing properly fastened. Indecent exposure is prohibited but this shall not prohibit the breastfeeding of a child in public which is permitted the South Carolina Lactation Support Act, S.C. Code Ann. § 41-1-130.
2. Bringing a weapon into any library unless explicitly authorized by law.
3. Leaving a child under 12 years of age unattended by a responsible adult.
4. Changing clothes or washing clothes, bathing, or shaving in public restrooms, spending a prolonged length of time in, or misusing public restrooms, damaging the function of restroom fixtures, or damaging the fixtures themselves.
5. Bringing in a library any large or cumbersome item(s) such as bicycles, bedrolls, luggage, or skateboards.
6. Leaving personal items unattended and/or storing personal items in the library.
7. Entering library facilities with offensive bodily hygiene that is offensive so as to constitute a nuisance to others (from smoking marijuana, etc).
8. Entering non-public areas of the library or using library telephones without permission.
9. Consuming or possessing alcohol or illegal drugs or to be intoxicated or under the influence of alcohol or illegal drugs on library premises.
10. Damaging, defacing, or destroying the inside or outside of any library structure, or damaging, defacing, or destroying, stealing, or intentionally tampering with any library property, patron's property, or library staff's property.
11. Stalking, following, or prolonged staring that could be expected to annoy, disturb, or intimidate patrons or staff.
12. Engaging in any physically intimidating or assaultive behavior or making any threats of violence or unlawful activities. The Library System has a policy of zero tolerance

for threats and acts of violence. Any person engaging in such behaviors will be required to leave the library immediately and the police will be called.

13. Bringing animals in library buildings, except for licensed service animals.

14. Refusing to leave the library after being asked to do so by staff.

15. Any other actions or behaviors that are disruptive, disturbing, or potentially harmful to library patrons or staff or damaging to facilities, equipment, or property.

Adopted by the AHJ Regional Board of Trustees - April 5, 2018

Copyright General Statement

Copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction and use of copyright material. 17 USC Section 107 established the principle of "fair use", that the reproduction of copyrighted works for certain limited, educational purposes does not constitute copyright infringement. There are four factors when considering if an item falls into "fair use":

1. The purpose and character of the use including whether such use is of commercial nature or is nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of copyrighted work.
5. Any violation of 17 USC (copyright law) by a library patron is the responsibility of that individual. The library does not hold responsibility for a violation.

Use of the Library's Name and Address

Neither the name nor the address of the Allendale-Hampton-Jasper Regional Library, Allendale County Library, Hampton County Library, Estill Public Library, Pratt Memorial Library or Hardeeville Community Library or any of its subtitles may be used as the official address or headquarters of any group or organization except the Friends of AHJ Libraries, and the AHJ Library Foundation.

Services of the Library

Obtaining a Library Card

Anyone who lives, works, goes to school, volunteers or owns property in Allendale, Hampton, or Jasper counties may sign up for a free library card at any AHJ Regional Library location. Picture identification is required, along with proof of address if not presenting a SC Driver's license/ID with current address. Proof of address may include a rental agreement, property tax receipt, utility bill, school ID, or voter registration. Children five years old and up may have a card of their own with a parent or guardian provide signature.

Library cards are valid for two years, after which, according to SCLENDS policy, privileges expire. Patrons must present a photo ID to renew their account. Patrons wishing to renew

an account with a new address must present proof of address. The borrower is responsible for informing the library of any name, address change, or lost/stolen cards. There will be a replacement charge of \$2.00 for lost cards, which may be waived at the discretion of the Regional Library Director.

Library cards provide a borrowing number to protect the privacy of patrons. Patrons must present their card number to check out or renew library materials in the library or use the computers. Patrons may present an ID instead of a library card for courtesy lookup twice a year, after which they will need to replace the library card. Library cards are not transferable. By accepting the card, the patron agrees to be responsible for all materials borrowed on that card and for behavior according to the AHJ Code of Conduct while in the library.

Out-of-County Residents

Out-of-county State of South Carolina residents that do not work, own property, volunteer or go to school in Allendale, Hampton, or Jasper counties may obtain a library card to have year-long access to all library materials and resources by paying an annual fee of \$10.00.

Out of State residents that do not work, own property, volunteer or go to school in Allendale, Hampton, or Jasper counties may obtain a library card to have year-long access to all library materials and resources by paying an annual fee of \$50.00.

Circulation

The usual length of loans for books, audiobooks, and CDs is 21 days. Magazines and DVDs have a loan period of 7 days. Electronic materials including e-books and audiobooks loan for 14 days. No overdue fines are charged for electronic materials. Fines for other materials are \$.20 per day. Fines are capped at \$3.00. Fines are not charged on days when AHJ Regional Library branches are closed. There is a maximum of twenty items allowed at checkout per card. Within this 20-item limit, no more than five items may be in DVD format. Renewals Library materials may be renewed twice, provided there are no holds on the items. Materials renew once automatically, provided they are not on hold and are not new materials. ILL materials may be renewed once at the discretion of the owning library. Materials may be renewed in person, online, or by telephone when providing a library card number. Fines may be waived at the discretion of the Regional Library Director or his or her designee.

Hold Requests

Hold requests may be placed on any circulating materials within AHJ Regional Library except for the bookmobile. Requests may also be placed on most circulating items 4 months and older from SCLENDS member libraries.

SCLENDS policy limits consortium holds to 10 active holds. All held items are held for 7 days. Patrons with a valid email address are automatically notified by email when their requested items arrive. Patrons may also choose to be notified by phone or text message. Hold notices are sent out as a courtesy only. Patrons are responsible for checking their accounts online or by speaking with library staff to determine the status of a hold request.

Overdue Materials

Overdue notices are sent as reminders only. Patrons are responsible for the return of all library materials borrowed. Patrons with a valid email address in their account will automatically be notified by email when their items are overdue.

Lost and Damaged Materials

The list price in the material record is charged for all lost materials or those materials that have enough damage that cannot be used. Patrons with long overdue materials that have been placed in LOST status or those with lost or damaged items needing to be replaced will be denied borrowing privileges until such time as the overdue materials are returned or the replacement costs of the materials have been paid.

Claims Returned

SCLENDS policies state patrons are allowed a maximum of 4 Claims Returned and 4 Claims Never Had on their account. Once these limits have been reached, the library account will be barred from future use. A Claims Returned is defined as out on an account and not physically in the library, with a patron stating that the item was returned. A Claims Never Had is defined as an item being listed as out on an account and not physically in the library, with a patron stating they never checked out the item.

Returning Items

All library branches have outside material return bins. Items may be returned in material return bins during library hours and after-hours, weekends, and holidays. Patrons are asked not to place materials on the ground outside the return bins.

Mobile Branch

Mobile Library Service takes library materials and programs to residents of Allendale, Hampton, and Jasper counties who cannot travel to any of the five branch libraries. The mobile library operates as an integral part of the library system. All library services and procedures are consistent with practices in the five branch libraries.

Mobile.Collections

The bookmobile collection should include high-interest materials in a variety of genres and formats. Lease plans provide best sellers in a timely manner. Users of the mobile library services have access to the total collection of the AHJ Regional Library and interlibrary loans through regular library procedures. Circulation policies differ for the bookmobile than for library branches. Materials circulate for 14 days with no fines for overdue items, unless

materials are not returned, at which time a replacement fee is charged. Holds cannot be placed for items on the bookmobile.

Mobile.Policies

Circulation rules and procedures are the same for all patrons except overdue fines and holds. Overdue fines are not charged for items checked out on the bookmobile. Holds cannot be placed for bookmobile items.

Schedules

Target audiences include preschool programs, after-school programs, senior citizens' centers, and individuals served at community stops in rural areas of all three counties. When funding is available, similar programs to those offered in the branches can be offered at bookmobile stops.

Weather.and.Repair.Issues

The bookmobile will not operate in any county when the public schools in that county are closed for inclement weather.

When mechanical issues or other repairs are needed for the bookmobile, every effort will be made to notify the contacts at each location that will be impacted during the downtime for the bookmobile.

The bookmobile does not operate on AHJ Regional Library paid holidays when the system is closed.

Staffing

A minimum of two staff members is preferred on the bookmobile during service hours. Employees hired for the mobile library service must have a clean driving record while employed as mobile library staff. Training is provided in the operation of the bookmobile and in techniques for handling emergencies.

Beaufort County Agreement:

The Beaufort County Library and the Allendale-Hampton-Jasper (AHJ) Regional Library have established a mutual agreement that benefits residents of Sun City Hilton Head who live in Jasper County.

Through this partnership, Jasper County patrons may register for library services directly on the Beaufort County Bookmobile when it visits the Sun City Hilton Head area in Bluffton, SC. This eliminates the need for these residents to travel to the Hardeeville Library to obtain an AHJ library card.

Once registered, patrons can take full advantage of the Beaufort County Bookmobile and the Bluffton Branch Library through the SCLENDS shared lending network. This agreement

enhances library access and convenience for Jasper County residents in Sun City, providing them with expanded library services closer to home.
Adopted by the AHJ Regional Board of Trustees - April 8, 2018

Reconsideration of Library Materials

I. PURPOSE

This policy explains the scope and objectives of the collection, collection maintenance, Intellectual Freedom, and the Request for Reconsideration Process.

The Collection Development Policy serves several purposes:

1. Guides the AHJ Regional Library System managers in the selection, management, and preservation of library materials.
2. Provides guidelines for acquisition and withdrawal of library materials.
3. Informs the public of the principles that govern collection development throughout the system.

II. OBJECTIVES

The library's materials collection is developed and managed to meet the cultural, informational, educational, and recreational needs of the library's service areas. The AHJ Regional Library System strives to provide and maintain within its financial ability a general collection of materials in a wide variety of formats. The intent is also to build and maintain a patron-oriented body of works that support the informational, educational, cultural, and recreational needs of the children, teens, and adults within all three counties.

Due to limitations of space and budget, special requests for materials that are beyond the scope of the collection may be obtained through interlibrary loans.

III. RESPONSIBILITY FOR SELECTION

The selection of library materials is the responsibility of the Branch Managers under the supervision of the Regional Director. All staff members and patrons are welcome to recommend materials for consideration. The library collection shall be a diverse source of information, representing as many viewpoints as possible.

IV. SELECTION

Selection is based on the goals and mission of the AHJ Regional Library. The library provides collections containing a wide variety of formats including print, audiovisual, and digital.

The library provides free access to books, magazines, the Internet, electronic databases, DVDs and audio books in CD format, music CDs, downloadable eBooks, and audiobooks.

As formats continue to evolve the primary formats will change. Selection of materials is based on a variety of factors, including some or all of the following considerations:

- Reviews from professional sources for public libraries (Booklist, Library Journal, School Library Journal, New York Times Book Review, Publishers Weekly, and American Libraries to name a few)
- Popularity, timeliness and general interest or demand in the community
- Patron interest and demand
- Local emphasis
- Importance of subject matter to the collection
- Authoritativeness
- Social significance
- Price
- Format

V. COLLECTION MAINTENANCE AND WEEDING

The library maintains a vital and current collection of physical and digital materials which meets the needs of the community in keeping with the library's mission, vision, and values. This has been achieved through continuous review by the branch managers and the regional director. The process for removing items from the library collections is an integral part of collection maintenance. Staff assess the need to replace materials that are damaged, destroyed, or lost.

Decisions are based on need, demand, and budget. The CREW Manual should be used for detailed weeding guidelines.

Decisions for removal of items from the collection are based on, but limited to:

- Frequency of circulation
- Ages, worn, or damaged condition
- Format no longer collected
- Obsolete, outdated content
- Space limitations
- Holdings of other libraries within the system and state.

Withdrawn books can be donated to the Friends of the Library for book sales. Books not sold can be disposed of at the regional director's discretion. There may be local county agencies or other non-profit organizations that accept donations (for example, a local prison, nursing homes, daycares).

V. DONATIONS AND GIFTS

AHJ Regional Library accepts donations of books, and archival materials with the understanding that, upon receipt, they become the property of AHJ and will be evaluated against the same criteria as purchased materials. Donations typically are not added to the

general collection unless under exceptional circumstances. The library does not provide an estimate of value or a record of donated items to the donor. The library gratefully accepts monetary gifts to purchase materials.

VI. INTELLECTUAL FREEDOM

AHJ Regional Library fully endorses the will uphold Intellectual Freedom as expressed in the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement adopted by the American Library Association. Intellectual Freedom is the right of every individual to both seek and receive information from all points of view without restriction. The library affirms that the use of library materials is an individual and private matter. All patrons are free to select or reject materials for themselves, but they may not restrict the freedom of others to read or inquire.

The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone. Individual or group views about a particular item, subject, or type of material in the collection may not prevent its use by others. No item shall be removed because of partisan or doctrinal disapproval. The library upholds the right of an individual to secure these resources, even though the content may be controversial or unacceptable to some.

Parents and guardians, not AHJ Regional Library or library staff members, are responsible for guiding the reading, listening, and viewing choices of their children. The responsibility does not extend to the minor children of other parents or guardians.

The Regional Board of Trustees approved an Intellectual Freedom Policy for the AHJ Regional Library System on October 7, 2019.

VII. REQUEST FOR RECONSIDERATION OF MATERIALS

The AHJ Regional Library recognizes the right of an individual, residing in Allendale, Hampton, or Jasper County, to question materials in the library collection and has developed a process to address concerns.

The process includes completing a written Request for Reconsideration of Library Materials form for the specific item and submitting it to the Branch Manager. Patrons may only have one active Request for Reconsideration open at a time. In order for a patron to submit a Request for Reconsideration form, they must be a county resident or library card holder. Items being reviewed for reconsideration will be considered in their entirety, not upon selected sections or passages.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with a manager. If the patron is not satisfied with the response of the Manager to their request, the Manager will give the customer a packet that includes:

- The library system's Collection.Development.Policy
- The library system's Bill.of.Rights
- The Freedom.to.Read statement of the American Library Association
- Contact information for the Regional Director
- The Request.for.Reconsideration.of.Library.Materials form (A separate form must be filled out for each item).

If, after reviewing the packet, the patron wants to proceed with their request, a signed "Request for Reconsideration of Library Materials" should be submitted to the Regional Director. This will begin the formal reconsideration process. The Request for Reconsideration will be referred to a committee consisting of the Branch Manager and a Trustee representing the library where the form was submitted and the Regional Director. The committee will reconsider the item using the general criteria of the Collection Development Policy and reviews from recognized sources and then make a written decision. The Director will inform the Regional Board of Trustees of the committee's decision.

Anonymous complaints in writing or by other means will not be honored. No action will be taken to remove or restrict access to any materials until a final decision has been made by the regional director.

The.Regional.Board.of.Trustees.approved.the.Request.for.Reconsideration.of.Library.Materials.Policy.for.the.AHJ.Regional.Library.System.on.July.79?8689;The.policy.was.amended.on.July.6?8680;

This policy may be revised. Revisions can be recommended by the branch managers and/or the regional director and approved by the Board of Trustees.

The.Regional.Board.of.Trustees.approved.the.Request.for.Reconsideration.of.Library.Materials.Policy.for.the.AHJ.Regional.Library.System.on.July.79?8689; This.policy.was.amended.on.July.6?8680;

Technology at AHJ Regional Library System

Cell.Phones.

The AHJ Regional Library recognizes that cell phones are an essential tool for communication and information access. As a courtesy to fellow patrons and library staff, we allow polite and respectful cell phone use within the library.

To maintain a quiet and welcoming environment, please observe the following guidelines:

- Set your phone to vibrate or silent mode while in the library.
- Speak quietly and keep conversations brief.
- Text messaging is permitted throughout the library.
- For extended conversations, please step outside to the lobby or designated areas.

Patrons who violate this policy may be asked to leave the library. Repeated or serious offenses may result in further action as determined by the Branch Manager or Regional Library Director. If you would like to report inappropriate cell phone use, please speak with a staff member at the service desk.

Adopted by the AHJ Regional Board of Trustees - April 8, 2018

Internet Use

In support of its mission to provide access to information in a wide range of formats, the AHJ Regional Library System offers equitable access to the Internet through public computers and wireless networks. The Internet is a global resource offering diverse viewpoints, multimedia content, and social platforms.

Out-of-county residents that do not live, work, go to school, volunteer or own property in Allendale, Hampton, or Jasper counties; may present their out-of-area ID to receive a guest pass to access computers for the day with maximum of three (3) consecutive days (2) twice over two weeks before applying for a AHJ Library card.

Access

The library offers both wired and wireless (Wi-Fi) Internet access to support:

- Research and learning through the library's digital and physical resources.
- Access to information beyond the library's collections.

Please note:

- The library does not guarantee Internet access and is not a commercial Internet service provider.
- The library cannot monitor or take responsibility for content accessed via the Internet.

Use of public computers and the Internet constitutes agreement to library guidelines.

Violations may result in:

- Loss of computer or Internet privileges.
- Suspension of library access.
- Legal action in cases of unlawful activity.

Filtering

In accordance with the Children's Internet Protection Act (CIPA) and South Carolina law:

- Filtering software is in place to block pornographic websites on all public computers.
- Patrons may not bypass or disable these filters.
- Since no filter is 100% effective, users may encounter:
 - Inappropriate content that is not blocked.
 - Appropriate content that is unintentionally blocked.

Please notify library staff if you believe a site is incorrectly filtered.

Children and Internet Use

- Ages 10 and under must be accompanied by a parent or guardian at all times in the library and meeting rooms.
- Ages 10–15 may use the Internet with parental/guardian permission, a parent or guardian must remain in the building during the visit.
- Parents/guardians are responsible for monitoring their child's Internet use.

3D Printing

Some AHJ Regional Library locations provide access to 3D printers through scheduled programming and free range access to certified users. Certifications may be obtained by taking the required classes as they are offered.

Three dimensional objects in plastic using a design that is uploaded from a digital computer file. A Premiere Library Card is required to use a 3D printer. 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:

1. Prohibited by local, state or federal law.
2. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer).
3. Obscene or otherwise inappropriate for the Library environment.
4. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.

The AHJ Regional Library reserves the right to refuse any 3D print request. Staff will calculate the cost based on cost/gram material used. Payment is required before printing.

Items printed from Library 3D printers that are not picked up within 10 days will become property of the Library. Items must be picked up by the individual who printed them and they must show a valid photo ID.

Printing, Scanning, Copying and Wifi

- Printing:
 - First 10 pages are free.
 - Black & White – \$0.10/page
 - Color – \$0.25/page
- Scanning to Email: Free at all locations.
- Photocopying:
 - First 10 pages are free.
 - Black & White – \$0.10/page
 - Color – \$0.25/page
- Free Wi-Fi: Available inside all buildings and in library parking lots.

- 3D Printing: Staff will calculate at cost, meaning the cost of materials to the library, based on cost/gram of material used. Payment is required before printing.

Patron Privacy

The library will not intentionally sell or otherwise distribute or disclose a patron's e-mail address, postal address, phone number, websites visited, computer time used, borrower records, or other personal information unless required by a court order.

Procedure for Law Enforcement visits related to the USA Patriot Act

The Allendale-Hampton-Jasper Regional Library will comply with the law as it related to the USA Patriot Act, including confidentiality laws of federal and state governments and any lawful and appropriate court order or search warrant. As the regional library board, administrators, and staff, we recognize our responsibility to protect the privacy of our patrons while responding to legitimate national security concerns. Each order of search warrant will be dealt with on a case-by-case basis in conjunction with our legal counsel to ensure compliance with security concerns and laws as well as our confidentiality obligations.

It is important to state that we do not police what library users read or access in the library. Libraries must support and ensure the freedom to read, to view, to speak and to participate as guaranteed by the First Amendment.

USA.Patriot.Act.Guidelines

Designated persons responsible for handling law enforcement requests include the Regional Library Director and the Attorney. In the absence of the Regional Library Director the acting director(s) are responsible for handling law enforcement requests.

All staff shall be familiar with procedures for handling law enforcement requests. They should understand that it is lawful to refer the agent or officer to an administrator in charge and that they do not need to respond immediately to any request. Library staff and the library's legal counsel shall be familiar with the library's confidentiality policy and the state confidentiality statute.

Staff Procedures

- Staff shall immediately ask for identification.
- Staff shall refer the agent to the regional library director or other designated officer of the institution, even with a court order. In weekends or evenings, use the authority list to contact the regional library director or acting director(s).

Library Administration Procedures

- Library administration shall contact the library's legal counsel and fax a copy of the agent's identification and court order/search warrant to them.

- The regional library director or designated officer shall meet with the agent, with library counsel or another colleague in attendance.
- If a search warrant is presented, unlike a subpoena, it is executable immediately after the regional library director or designated acting director(s) is served with the court's orders.
- Library counsel should be present before the search begins to assure that the search conforms to the terms in the search warrant.
- Only the records identified in the warrant are to be produced. No other users' records should be viewed or scanned.
- Library administration shall retain a copy of the agent's identification and the court order/search warrant for the files.
- The library shall have plans in place to address service interruptions and any necessary backups for equipment and software.
- Upon completion, the regional library director or designee shall review the court order with the library counsel to ensure that the library complies with any remaining requirements.
- Library administration shall review library policies and staff response and make any necessary procedural revisions after each encounter.
- All media communication shall be through library administration.

The policy provisions contained herein bestow no rights upon any person which can be exercised against Allendale_Hampton_Jasper.Regional.Library?Regional.Library.Board?Allendale.County.Library?Hampton.County.Library?Estill.Public.Library?Pratt.Memorial.Library.or.Hardeeville.Community.Library?or.any.representative.thereof;