

## **SECTION 7 – Miscellaneous Policies**

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### **MISCELLANEOUS**

Revised 10/20/05

Revised & effective 9/15/11; Revised & effective 3/15/18

#### **Art Collection Acquisition, Gifts, Bequests and Donations Policy**

A permanent collection of fine art shall be purchased and acquired as funds permit on the basis of the following criteria:

1. All art must be the work of North Carolina artists who meet acceptable professional standards. A North Carolina artist is defined as someone native to the state or in residence for significant periods of his or her career.
2. All art purchased must be original work, hand-signed by the artist.
3. All art purchased must have recognized artistic merit and must be suitable for the area of display.
4. All art selected for inclusion in the permanent library collection must be reviewed and recommended by an Art Collection Committee and approved by the Library Board of Trustees.
5. An Art Collection Committee is an Ad Hoc Committee appointed by the Chair of the Board of Trustees (one nominee) and the Library Director (two nominees). The nominees will constitute the Ad Hoc Art Collection Committee.
6. The art collection and monies contributed or accumulated for the art collection shall be owned and facilitated by the Friends of the Cumberland County Public Library & Information Center, Inc. for individual or foundation tax exempt purposes.
7. All art acquired for the library collection shall be displayed in public library facilities and cannot be removed from the permanent collection without the approval of the Library Board of Trustees.
8. All art acquired by bequest, gift or donation shall be evaluated by the same criteria and through the same process as described above.

**Revised & effective 2/21/19**

#### **Art Reproduction Policy**

Reproduction rights of library art must be secured from the Library Director. Reproduction rights to the library art collection may be given, provided:

1. Use of the reproduction is not for a profit making venture. The Trustees and Friends of the Cumberland County Public Library & Information Center have exclusive, non-transferable rights on the library's art collection for fundraising purposes.
2. A full credit line includes all of the following:
  - a. the full name of the artist;
  - b. the name of the work of art and
  - c. Cumberland County Public Library & Information Center, Fayetteville, NC.
3. All reproductions are made by the requesting individual or company:
  - a. at no expense to the Cumberland County Public Library & Information Center;
  - b. at the convenience of the library staff;
  - c. without removing the work of art from its display location;
  - d. with only photographic materials and equipment approved by the Library Director.

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Policy Revised 1/16/03; Reviewed 10/20/11 – no changes  
**Reviewed 12/12/19 – no changes**

### **Holiday Closing Policy**

The Cumberland County Public Library system shall be closed at 6:00 p.m. on the evenings before Good Friday, Independence Day (July 4), Veteran’s Day (November 11), Thanksgiving Day (4<sup>th</sup> Thursday in November), Christmas holiday schedule, and New Year’s holiday schedule; except when these holidays begin on a Monday.

Approved 6/16/88; revised 11/17/05  
Reviewed 10/20/11 – *no changes*  
**Revised and effective 2/21/19**

### **Memorials Policy**

It shall be the policy of the Cumberland County Public Library & Information Center to encourage memorial donations to the Library Endowment Fund – Cumberland County, North Carolina of the Cumberland Community Foundation, Inc.

Approved and effective 6/20/13  
**Reviewed 3/21/19 – no changes**

### **Volunteer Tutor Policy**

Due to the library’s interest in providing a safe environment for youth, and because tutors work one-on-one with children, library volunteer tutors must submit to a background check.

Library volunteer tutors working with youth are required to fill out the regular application form for volunteers as well as the Background Information Form (BIF). The BIF is submitted through county Human Resources for the background check.

Upon clearance, the volunteer may begin tutoring through the library after successful completion of the volunteer interview and orientation.

Either the library, the organization sponsoring the tutor program, or the tutor may terminate an agreement at any time.

Trustee Approved 10/21/99; Revised 12/8/05  
Reviewed 12/8/11 – *no changes*  
**Reviewed 12/12/19 – no changes**

### **Public Complaints about Policies/Procedures**

The Cumberland County Public Library & Information Center is a public institution devoted to its mission to educate, enlighten, and entertain our customers by providing the best in reading, information, and programs, thus enhancing the quality of life in Cumberland County.

In order for the library to meet its mission, internal procedures have been developed to implement the Library Board of Trustee-approved policies which govern the institution. If a library customer has a concern about library policies and/or procedures, he/she will be given an opportunity to discuss the concern with appropriate library staff. Unresolved customer concerns will be addressed by the Library Director and, if necessary, the Library Board of Trustees.

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Trustee Approved 6/19/03; Revised 12/8/05; Reviewed 12/8/11 – *no changes*  
**Revised and Effective 12/12/19**

### SPONSORSHIP POLICY

#### Statement of Policy

Cumberland County Public Library & Information Center (CCPL&IC) will accept sponsors who help promote its mission by providing monetary or in-kind support for library programs or services. CCPL&IC recognizes that the public trust and perception of its impartiality may be damaged through sponsorships that are aesthetically displeasing, politically oriented, or offensive to segments of its community. When the public trust and perception of impartiality are lost, CCPL&IC's ability to effectively fulfill its mission is impaired. Therefore, as a means to generate resources for improving or expanding its programs and services, CCPL&IC permits private sponsorship of library programs or services only in limited circumstances consistent with maintenance of public trust and perception of its impartiality. CCPL&IC maintains its sponsorship program as a nonpublic forum and exercises sole discretion over who may be eligible to become a sponsor according to the terms of this policy.

Sponsorships should be linked, whenever possible, to specific activities, events, programs, or publications. CCPL&IC will neither seek nor accept sponsors who manufacture products or take positions inconsistent with state, federal or local laws, or with City/County policies, positions or resolutions. The establishment of a sponsorship agreement does not constitute an endorsement by CCPL&IC of the sponsor's organization, products, or services.

#### Definition of Terms

Sponsorship is the right to associate the name, products, or services of an external entity (for-profit or not-for-profit) with programs, services, or name of CCPL&IC. Sponsorship is a business relationship in which CCPL&IC and the external entity exchange goods, services, and donations for the public display of a message on library property acknowledging private support.

#### Proposal Review Criteria

Proposals for sponsorship of CCPL&IC programs or services shall be reviewed on the basis of a written Memorandum of Understanding which clearly outlines the forms of support offered by the sponsor and the recognition to be given by CCPL&IC. A Memorandum of Understanding shall be created for each sponsorship relationship, and should detail, at a minimum, the following:

- Activities, products, and services of the private entity and its subsidiaries;
- Benefits to be given to the proposed sponsor by CCPL&IC and the estimated monetary value of said benefits;
- Benefits to be given to CCPL&IC by the proposed sponsor and the estimated monetary value of said benefits;
- Prominence of the proposed public recognition of support;
- Content of the proposed public recognition of support;
- Duration of the proposed public recognition of support;
- Conditions under which the sponsorship agreement will be terminated.

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### Criteria for Proposal Review

CCPL&IC recognizes that although entering into a sponsorship agreement with an external entity does not constitute an endorsement, it does imply an affiliation. Such affiliation can affect the reputation of CCPL&IC among its customers and its ability to fulfill its mission effectively. Therefore, any proposal for sponsorship of a CCPL&IC program or service in which the involvement of an outside entity compromises the public's perception of the library's neutrality or its ability to act in the public interest will be rejected.

The following criteria shall be considered before entering into a sponsorship agreement:

- Extent and prominence of the public display of sponsorship;
- Aesthetic characteristics of the public display of sponsorship;
- Importance of the sponsorship to the mission of CCPL&IC;
- Level of support provided by the sponsor;
- Cooperation necessary from other CCPL&IC departments to implement the sponsorship;
- Inconsistencies between CCPL&IC policies and the known policies or practices of the potential sponsor;
- Any other factors which might undermine public confidence in the library's impartiality or interfere with the efficient delivery of library services or operations, including, but not limited to:
  - Current or potential conflicts of interest between the sponsor and CCPL&IC's employees, Library Board of Trustees, or other County agencies;
  - The potential for the sponsorship to tarnish the library's standing among its customers or otherwise impair the ability of CCPL&IC to fulfill its mission.

### Permissible Sponsors and Message Content

Sponsorships on CCPL&IC property are maintained as a nonpublic forum. CCPL&IC intends to preserve its rights and discretion to exercise full editorial control over the placement, content, appearance and wording of sponsorship affiliations and messages.

CCPL&IC may evaluate the desirability of any potential sponsorship relationship based on the appropriateness of the product or subject matter of a potential sponsorship. CCPL&IC will not deny sponsorship opportunities based on the potential sponsor's viewpoint.

Any sponsorship from an organization engaged in any of the following activities, or having a mission that supports any of the following subject matters, or which, in the sole discretion and judgment of the Library Director of CCPL&IC is deemed to be unsuitable for and contrary to community standards of appropriateness for government publications, shall be prohibited on any CCPL&IC property:

- Promotion of the sale or consumption of alcoholic beverages, or promotion of establishments that are licensed for and primarily sell alcoholic beverages, including bars; provided, however, food service establishments or places of lodging may be authorized only when the sale of alcohol is incidental to providing food service or lodging;
- Promotion of the sale or consumption of tobacco products;
- Promotion of the sale of birth control products or services;
- Commentary, advocacy or promotion of issues, candidates, and campaigns pertaining to political elections;
- Depiction in any form of profanity, or obscenity, or the promotion of sexually-oriented products, activities, or materials;
- Promotion of the sale or use of firearms, explosives, or other weapons, or glorification of violent acts;
- Promotion or depiction of illegal products, or the glorification of illegal products, activities or materials.

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### Permissible Recognition Statements

Sponsorship recognition statements are permitted to identify the sponsor but should not promote or endorse the organization, or its products or services. Statements which advocate, contain price information or an indication of associated savings or value, request a response, or contain comparative or qualitative descriptions of products, services, or organizations will not be accepted. Only the following content will be deemed appropriate:

- The legally recognized name of the advertising organization;
- The advertiser's organizational slogan if it identifies rather than promotes the organization or its products or services;
- The advertiser's product or service line described in very brief, generic, objective terms. Generally only one product or service line may be identified;
- Brief contact information for the advertiser's organization, such as phone number, address, or Internet URL. Contact information must be stated in such a manner as to avoid an inference of urging the reader to action.

CCPL&IC will not make any statements which directly or indirectly advocate or endorse a sponsor's organization, products or services.

No materials or communications, including, but not limited to, print, video, Internet, broadcast, or display items developed to promote or communicate the sponsorship using CCPL&IC's name, marks and/or logo, may be issued without written approval from CCPL&IC's Library Director and the County Attorney.

Approved December 21, 1989  
Revised 6/17/04 – Effective 7/1/04  
Revised 6/16/05; Revised 3/19/09 – Effective 4/1/09  
Revised 3/18/10 – Effective 3/19/10  
Revised and effective 9/15/11  
***Revised 12/13/18 (Removed the Minimum Branch Standards)***

### Mobile Outreach Service Policy

The purpose of the Mobile Outreach Service is to provide public library services to county residents who are homebound, institutionalized, or otherwise unable to visit a library facility on a regular basis.

To be eligible for this service, a customer must reside in Cumberland County and meet one of the following criteria:

- Be unable to get to a library facility on a regular basis due to health issues;
- Be a caregiver to a person requiring continuous care;
- Reside in a nursing home, rest home or assisted living center;
- Receive day care at a senior center;
- Receive services at a rehabilitation service facility.

Mobile Outreach materials are loaned for four weeks. There are no fines and fees on books, sound recordings, or DVDs for Mobile Outreach. Mobile Outreach customers are responsible for the replacement cost of lost or damaged items.