
Programs and Services Policies
(Public Service)

PROGRAMS and SERVICES POLICIES (PS)

VOLUNTEERS

POLICY:

Paid employees of PGCMLS (hourly and salaried) are not eligible to also participate in the Volunteer Program. Volunteers may not shelve, work on the Circulation or work on the Information Desks at PGCMLS. Volunteers must follow relevant policies and procedures or be subject to termination of their assignments.

The number of hours volunteers work depends upon their assignments but most regular volunteers work an average of 2 - 6 hours per week, with a maximum of 10 hours per week allowed. Regular volunteers are scheduled to work a minimum of 3 hours per month. Temporary volunteers may work more than 10 hours per week, although only for a short period of time.

The minimum age requirement for volunteers at PGCMLS is 14. Younger volunteers may be used on an occasional basis for specific projects (e.g., the summer reading program) with the prior approval of the Manager of Human Resources.

The Volunteer Handbook should be consulted for further information about PGCMLS's Volunteer Program. Questions should be directed to Human Resources (HR).

EXHIBITS

POLICY:

The use of exhibit space in branch libraries is based on these criteria: visual arts, crafts, paintings and collectibles for educational, cultural, and artistic purposes. Exhibit space is available to community individuals and groups on an equitable basis, regardless of the beliefs or affiliations of those requesting space. Only exhibits which are attractive and neat will be accepted. The Library reserves the right to reject an exhibit request based on the above criteria.

In order to make exhibit space available to as many community residents as possible, no individual or group should expect to provide an exhibit more than once a year within the library system.

The Library does not provide insurance coverage for exhibit items. Exhibitors are responsible for providing coverage for items exhibited or exhibiting at their own risk.

For wall-mounted displays, the Library will furnish wires, hooks, and a step ladder. Sculptors must furnish their own pedestals.

Labels for exhibit items are to be furnished by the exhibitor. They must be neat and attractive. Labels are to be attached to exhibit items; they are not to be taped on walls or exhibit cases. Prices may NOT be included on labels. NO sales transactions may take place on library premises, but the exhibitor's telephone number and a short biographical sketch may be posted. If the telephone number is not posted, the Library will not provide it to the public without express permission from the exhibitor.

The exhibitor is responsible for the installation and dismantling of display as scheduled. If library staff is forced to dismantle a display because the exhibitor has not removed it on time, the library system is not responsible for any damage.

Exhibits determined to be unacceptable are:

Material of a commercial nature containing advertisements of products or services, or prices of article for sale; requests for contribution (including non-profit or charitable institutions); petitions or political literature supporting one cause or point of view; and carelessly designed or untidy posters or brochures.

Exhibits prepared by Library staff shall be prepared in a manner consistent with the Library Bill of Rights, especially Article II, which states that "libraries should provide materials and information presenting all points of view."

LIBRARY PROGRAMS

POLICY:

The Prince George's County Memorial Library System conducts and sponsors programs throughout the Library System designed to meet the diverse needs and interests of the community.

SIGN LANGUAGE INTERPRETERS

POLICY:

The Library System will provide interpreters at Library programs and meetings when requested by a branch or administrator two business days in advance of the program.

HOMEBOUND SERVICE

POLICY:

PGCMLS' Homebound Service provides for the delivery of library materials to individuals who, because of disability or illness, are unable to visit a library facility themselves.

Any Prince George's County resident who is unable to use branch libraries due to disability or illness is qualified for Homebound Service. Cases of extreme transportation problems are considered on an individual basis according to the needs of the customer.

Materials are delivered to an individual's home.