

**ALABAMA PUBLIC LIBRARY SERVICE  
ADMINISTRATIVE CODE**

**CHAPTER 520-1-1  
ADMINISTRATIVE POLICIES**

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**520-1-1-.01      Description Of APLS.**

(1) Chief Objectives: The Alabama Public Library Service (APLS) is created by Code of Ala. 1975, §§41-8-1, et seq. It has as its chief objective the development of a cooperative system of providing books and library services for the various municipalities and counties of the state.

(2) Contact of Agency: To obtain information or to make submissions or requests, contact the office of the APLS Director, 6030 Monticello Drive, Montgomery, AL 36130. TELEPHONE (334) 213-3900 or toll free long distance 1-800-723-8459.

**Author:** Nancy C. Pack, Director

**Statutory Authority:** Code of Ala. 1975, §§41-8-(1-10).

**History:** Filed March 10, 1989. (See history note at end of chapter). **Repealed and New Rule:** Filed May 13, 2010; effective June 17, 2010. **Repealed and New Rule:** Filed December 10, 2018; effective January 24, 2019.

**520-1-1-.02      Adoption, Amendment, And Repeal Of Rules.**

A petition requesting the adoption, amendment, or repeal of a rule must be submitted in writing to the office of the APLS Director. Each written petition shall state with particularity facts sufficient to show the person seeking relief is substantially affected by the rule. Each petition will be reviewed and presented for consideration to the APLS Executive Board for consideration and disposition at the next scheduled Board meeting. The APLS Executive Board shall either deny a petition in writing on the merits stating its reasons for the denial or shall initiate

rulemaking procedures in accordance with Code of Ala. 1975, §41-22-5.

**Author:** Nancy C. Pack, Director

**Statutory Authority:** Code of Ala. 1975, §§41-8-(1-10).

**History:** Filed March 10, 1989. (See history note at end of chapter.) **Repealed and New Rule:** Filed May 13, 2010; effective June 17, 2010. **Repealed and New Rule:** Filed December 10, 2018; effective January 24, 2019.

### 520-1-1-.03 Confidentiality Of Circulation And Registration Records.

The Alabama Public Library Service subscribes to a policy that the Circulation and registration records maintained by the Alabama Public Library Service and the public libraries in Alabama are confidential records.

(1) The term "registration records" includes any information which the Alabama Public Library Service and public libraries in Alabama require a patron to provide in order to become eligible to borrow books and other materials.

(2) The term "circulation records" includes all information which identifies the patrons utilizing particular books and any other library materials in any medium and format.

(3) It is recognized that public library use by an individual should be of a confidential nature. The registration and circulation records and information concerning the use of public libraries and the Alabama Public Library Service shall be confidential. Registration and circulation records shall not be open for inspection by, or otherwise available to, any agency or individual except for the following entities:

(a) the library which manages the records.

(b) the state public library service for a library under its jurisdiction when it is necessary to assure the proper operations of such operation. Aggregate statistics shown from registration and circulation records, with all personal identification removed, may be released or used by a library for research and planning purposes.

(c) proper legal procedures in compliance with the federal and state laws regarding the Privacy Act.

**Author:** Nancy C. Pack, Director

**Statutory Authority:** Code of Ala. 1975, §41-8-(1-10).

**History:** Filed March 10, 1989. (See history note at end of chapter.) **Repealed and New Rule:** Filed May 13, 2010; effective June 17, 2010. **Repealed and New Rule:** Filed December 10, 2018; effective January 24, 2019.

520-1-1-.04      Public Participation At Alabama Public Library Service (APLS) Executive Board Meetings.

(1) CHIEF OBJECTIVES:

(a) All regular (as announced through official state communication channels and through regular APLS communication channels) and special meetings of the Board shall be open to the public. The Board desires to hear the viewpoints of citizens and considers the responsible presentation of these viewpoints vital to the efficient operation of our organization.

(b) The Board also recognizes its responsibility or proper governance, and therefore the need to conduct its business in an orderly and efficient manner. The Board therefore establishes the following procedures to receive input from citizens.

(2) APPLICATION PROCESS:

(a) Any individual desiring to address the Board shall complete a form [Request to Address the Board (see page 1-1-5 for form)] and give this form to the APLS Director at least two (2) working days prior to the start of the Board meeting.

(b) If considered necessary, the Board chairman shall set a time on the length of comment period. In order to ensure that each individual has an opportunity to address the Board, the president may also set a time limit for individual speakers.

(3) PUBLIC PARTICIPATION PROCESS:

(a) The Board chairman shall be responsible for recognizing any speakers, maintaining proper order, and adherence to any time limit set. Questions of fact asked by the public shall, when appropriate, be answered by the APLS Director; questions requiring investigation shall be referred to the APLS Director for later report to the Board.

(b) Members of the public may, at the discretion of the chairman, be recognized while the Board conducts its official business.

(4) RESTRICTIONS:

(a) During an open session the Board shall not hear personal complaints against personnel or any person connected with APLS.

(b) Requests regarding personnel matters shall be directed to the Board chairman and shall be conducted in an executive session of the APLS Executive Board in accordance with the State's Open Meeting Law.

ALABAMA PUBLIC LIBRARY SERVICE  
MONTICELLO DRIVE  
MONTGOMERY, ALABAMA 36130

Date \_\_\_\_\_ 6030

REQUEST TO ADDRESS THE BOARD

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

BRIEF EXPLANATION OF TOPIC: \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

**Author:** Nancy C. Pack, Director  
**Statutory Authority:** Code of Ala. 1975, §41-8-(1-10).  
**History:** Filed June 25, 1991. **Repealed and New Rule:** Filed May 13, 2010; effective June 17, 2010. **Repealed and New Rule:** Filed December 10, 2018; effective January 24, 2019.

Chapter 520-1-1 filed September 30, 1982. Repealed and new chapter adopted: Filed March 10, 1989.

ALABAMA PUBLIC LIBRARY SERVICE  
6030 MONTICELLO DRIVE  
MONTGOMERY, ALABAMA 36130

Date \_\_\_\_\_

REQUEST TO ADDRESS THE BOARD

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

BRIEF EXPLANATION OF TOPIC: \_\_\_\_\_

DISPOSITION: \_\_\_\_\_