

ALBION
PUBLIC
LIBRARY

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(Updated July 2014)

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MISSION STATEMENT

MISSION STATEMENT

Albion Public Library
(Updated June 2014)

The Albion Public Library strives to support the community of Albion by fostering life long learning, enabling equal access to information, and advocating intellectual freedom.

LIBRARY
BYLAWS

Bylaws of the Library Board of Trustees

Albion Public Library – Albion, NE

(Updated March 2013)

Article I Meetings of the Board

- Section I. Regular Meetings: Regular meetings of the Board shall be held on the first Monday of every odd-numbered month or the first Tuesday of every even-numbered month. If circumstances make it prudent and necessary in one month, the regular meeting of the Board may be rescheduled with the approval of at least three members of the Board, following notification of all five Board members.
- Section II. Special Meetings: Special meetings may be called at the discretion of the President, but shall be called when a request is made to the President by two Board members or the City Administrator.
- Section III. Notice of Meetings: The Library Board shall comply with the Open Meetings Law of the State of Nebraska.
- Section IV. Quorum: A quorum shall consist of any three Board members at any meeting of the Board.
- Section V. In the absence of a quorum, the Board shall meet at its next regularly scheduled meeting unless a special meeting is called.
- Section VI. Public Comment: The Board may formulate reasonable rules and regulations for persons attending and speaking at public meetings in accordance to the Open Meeting Laws of the State of Nebraska. These rules and regulations shall be incorporated into the Public Comment Policy, which will be posted and available at all meetings of the Board.

Article II Officers and Their Duties

- Section I. The Officers of the Albion Library Board shall be a President, Treasurer, and Secretary, who shall be members of the Board.
- Section II. It shall be the duty of the President to preside at all meetings of the Board, to appoint Board members to committees, as needed, and to perform such other duties as the board may prescribe.
- Section III. All operating funds set apart for the use of the Library shall be drawn upon and paid out by the City Administrator upon signed request. Any capital outlay purchases, small equipment purchases, repairs, and/or significant maintenance items must be approved by vote of the Board and paid out by the City Administrator. The City Administrator will provide the Board with a summary of all disbursements at each meeting.

Disbursements of designated library funds held separately from the City must be approved by the vote of the Board, if the expenditure exceeds \$100, and paid out by the Treasurer. The Treasurer will provide to the Board a summary of all disbursements at each meeting.

- Section IV. In the event of the death, resignation, or inability of the President to serve, the Treasurer shall assume the office of President until another Board member can be elected to the office.
- Section V. The Treasurer shall preside at all meetings of the Board in the absence of the President. Should both the President and Treasurer be absent from any meeting of the Board, the Secretary shall preside.
- Section VI. The Treasurer shall administer the designated library funds under the advisement of the Board. The Treasurer will report and review all the transactions of the library's funds on an agreed upon schedule.
- Section VII. The Secretary shall maintain and act as custodian of records of the Board and be responsible for communications and reports. In the absence of the Secretary, any Board member may be appointed to act as Secretary.

Article III Terms of Office and Elections

- Section I. The Officers (President, Treasurer, and Secretary) shall be elected annually for a term of one year beginning July 1. The election shall be held at the regular meeting in June of each year. All officers shall serve until their successors assume office.

Article IV Special Committees

- Section I. Special Committees may be created to handle specific matters, with the President appointing the Chairperson and committee members.
- Section II. Meetings: Committee meetings shall be called by the Chairperson or President. The Librarian shall notify each committee member of the meeting. A majority of the committee members shall constitute a quorum.
- Section III. A report by each committee shall be presented at the next regular meeting of the Board.

Article V Director of the Library

- Section I. The Director of the Library: The Board shall select and appoint the Director of the Library at a salary to be determined by the Board, subject to applicable ordinances, rules and policies governing the City personnel.

Section II.

Duties of the Director: The Director of the Library shall be charged with administration, management, and operations of the Library as more specifically set forth in the current Job Description. In addition, the Director of the Library shall be the appointed authority for the Library and shall be responsible for the care and safekeeping of all Library property under the regulations and policies of the Board. The Director of the Library shall make a written report prior to each meeting of the Board, describing the activities of the Library during the previous month. This shall be filed as a permanent record.

Article VI.
Library Fund

Section I.

All money received by the Library Board shall be held in the City Treasury of the Library's Designated Investments to be used only for purposes approved by the Library Board.

LIBRARY POLICY

ALBION PUBLIC LIBRARY POLICY

(Updated October 2012)

The Board of Trustees has legal responsibility for the library and for making its policies. Policy statements should be reviewed annually. Job descriptions shall be reviewed in June of each year.

The Board will meet on the first Monday of each odd-numbered month and the first Tuesday of each even numbered month at 6:00 pm at the library.

The budget for the year must be prepared by the Board, the librarian, and the city administrator to be sent to the City Council.

LIBRARY BILL OF RIGHTS

The following basic policies should govern the services of the library:

1. As a responsibility of library services, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the authors.
2. The library should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from the library because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide information and enlightenment.
4. The library should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. The rights of an individual to the use of the library should not be denied or abridged because of their age, race, religion, national origin or social or political views.
6. As in institutions of education for democratic living, the library should welcome the use of its rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings are open to the public.

* * * * *

The Library Board shall ascertain and analyze the needs of people with the community so that the library may fulfill its responsibility as an informational resource center and serve as the core of a reliable information delivery system.

The collections should include materials most frequently needed by the people of the community.

The library shall have a permanent paid staff and will cooperate with other libraries through the network system. Requests for information and materials which cannot be supplied locally shall be requested through Interlibrary Loan.

Gifts and endowments presented to the library remain under the control of the library and shall not be

diverted to the general funds of the governing body.

The library shall maintain a regular schedule of hours that will permit all citizens easy access to its materials and services. Minimum hours (including some evening hours) are based on the following schedule: Population 1500 to 2499, 4 days/minimum 25 hours per week.

The library shall be open Monday and Wednesday from 10:00 am to 8:00 pm; Tuesday, Thursday, and Friday from 10:00 am to 6:00 pm; and Saturday from 10:00 am to 2:00 pm. It is the responsibility of the library director to see the library is open the hours stated above.

In compliance with the law, the Board will advertise for employees in the "Albion News." The Board will select the library director from the applications received. The assistant library director and library aides will be selected by the director from the applications received, subject to the approval of the Board at the next regularly scheduled meeting.

Materials shall be cataloged according to the Dewey Decimal System and Sears Subject Headings.

The library director has full responsibility for services, selection of all library materials, physical facilities, book budget, and bills. The library director administers the library within the policies established by the Board.

Fine money shall be deposited into Acct. #XXX-XXX at the Boone County Bank. A portion of the fine money shall be used for the petty cash fund.

Each patron or family will be assigned a number to use when checking out materials. These numbers will be kept on file and in the computer and are strictly confidential.

All books will be lendable, with the exception of encyclopedias. Copies may be made of articles for \$0.15 a page. Color copies may be made for \$0.40 a page.

Booklist, Baker & Taylor, Ingram, book reviews and input from patrons shall be used as a basis for determining quality and usefulness of all printed and non-print materials.

FACILITIES POLICY

FACILITIES POLICY

Albion Public Library
(Updated September 2013)

The Albion Public Library is available for use by all patrons. No one person or group may monopolize use of the library or its grounds. No person or group may be turned away from Library use due to race, gender, religion, or personal viewpoints.

PERSONNEL POLICY

PERSONNEL POLICY

Albion Public Library
(Updated February 2013)

The Board will advertise for help needed at the library in the Albion News and at the library. The Board will select the Library Director from the applications received and from interviews conducted.

The Albion Public Library will not discriminate against applicants and staff members due to race, gender, religion, age, national origin, ancestry, physical disability or marital status except where physical fitness, gender, or age is a necessary occupational qualification.

The Assistant Director and Library Aides will be selected from the applications on file by the Library Director subject to the approval of the Board at the next regularly scheduled meeting.

The Board will set the wages of all employees at the annual budget meeting.

All employees, in accordance with the Fair Labor Standards Act, will be paid at least the minimum wage.

The Library Director shall be paid for New Years Eve/New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Eve/Christmas Day, if scheduled to work on that date.

The Library Director shall receive paid vacation time as follows:

- 1 year of employment: 1 week of average scheduled hours
- 2 years of employment: 2 weeks of average scheduled hours
- 5 years of employment: 3 weeks of averaged scheduled hours

The Assistant Director and Library Aides are entitled to prorated times of vacation and paid days off.

One week of vacation time may be carried over for one year. Vacation time shall be recorded by the director and submitted to City Hall.

The Library Director, Assistant Librarian, and Library Aides shall be paid for working hours missed to pursue educational activities. These include: time spent at classes, workshops, training sessions, etc. Mileage and costs of training may be reimbursed.

The library employees are also paid for time spent at Library Board meetings or other meetings related to library business when asked to attend.

Any employee shall be entitled to six weeks of unpaid maternity leave.

Any employee with an infant or young child shall make proper childcare arrangements so the care and supervision of said children will not infringe on the employee's library duties.

The Assistant Library Director and Library Aides must submit in writing of intention to leave the position two weeks in advance. The Library Director shall notify the Board one month in advance in writing of intention to vacate the position. The Library Director should be willing to help train the replacement.

The Library Board shall notify the Library Director in writing of termination of employment. The

Library Director, with the Board's approval, shall notify in writing the Assistant Librarian and Library Aides two weeks in advance of termination. If the reason for termination is deemed severe enough, and the Board is in agreement with the Director, termination may occur immediately. Employees will be given opportunities to improve their performance, if possible. Though Nebraska is an "at-will employment" state, the Board and Director attempt to not dismiss an employee without reason.

Dissatisfaction with an employee's job performance should be discussed in private with said employee. If possible, the employee should be given time to improve on any work-related problems. The Board and Director may discuss and agree upon how the employee should improve and/or the length of time expected to improve.

SICK LEAVE
AND
BEREAVEMENT
PAY
POLICY

SICK LEAVE AND BEREAVEMENT PAY POLICY

Albion Public Library
(Updated April 2014)

Library employees shall receive paid sick leave time as follows annually starting April 1, 2014: 2 weeks of pro-rated average scheduled hours. Sick leave can be carried over cumulative up to 10 weeks. Accumulated sick leave is not payable upon termination of employment.

Sick leave can be used for personal illness or illness of a family member. Family members are spouse, child, parent, grandparent, sibling or corresponding in-laws or step-relatives.

Bereavement leave up to five days per incident is allowed for death of immediate family members: spouse, child, parent, grandparent, sibling or corresponding in-laws or step-relatives. Funeral leave for non-family members is limited to one day per incident, no more than three days per year.

Sick leave or bereavement pay cannot be claimed if hours were traded with another employee rather than forfeited.

Adopted 4/1/14

PROGRESSIVE
DISCIPLINE
POLICY

DISCIPLINARY ACTION

Albion Public Library
(Updated September 2013)

Discipline will be issued as needed and in no case be effective until the staff member has received written notice of the allegations, describing in detail the issue involved and the date/s the allegation/s took place. Upon receiving this notice, the staff member may have an opportunity to present justification of their actions at a private meeting. The level of discipline imposed will be based on the nature and severity of the violation.

PROGRESSIVE DISCIPLINE POLICY

The practice of “progressive discipline” will be used. This practice is based upon the belief that no staff member should be terminated without fair warning and a chance to improve. Steps may be skipped at any time, if deemed necessary by the director or library board. Every reasonable effort will be made to make sure discipline is fair and uniform to all staff.

1. **Verbal Coaching** – This will be used for minor or first offenses. The director will explain the reason for the coaching, give the staff a chance to present his/her side of the situation, and point out how staff may improve. Written documentation may also be placed in a personal file.
2. **Written Letter** - When the verbal coaching does not improve the situation within a reasonable amount of time or the offense is so serious that it warrants skipping the first step, the staff person will receive a written statement. This statement will outline any violations and dates that have occurred. It may also include times when the director or board have asked the staff member to improve. A written statement is typically not issued until the staff member has had a fair amount of time to improve on any substandard behavior.
3. **Termination** - If a staff member continues to disregard the rules and disciplinary action, the person will be terminated. Reference will be made to all previous disciplinary action before termination. First offenses, which are deemed serious, may call for immediate termination.

PERFORMANCE EVALUATIONS

PERFORMANCE EVALUATIONS

Albion Public Library
(Updated September 2013)

Performance evaluations are designed to focus staff on the job skills they need to execute for the job they are expected to accomplish. Within the first year of hire, the staff member will be evaluated 6 months after hire and 1 year after hire. Staff members will have a yearly evaluation every year after. Special performance evaluations may be conducted by the director at any time to advise the staff member of a certain performance or for disciplinary action.

Employee Performance Evaluation

Employee: _____

Position: _____

Review Period: _____

1) Evaluate performance by checking appropriate box:

- 5=Exceptional, deserving of unusual recognition
- 4=Above average, exceeds criteria
- 3=Average, satisfactorily meets criteria
- 2=Below average, needs improvement
- 1=Substandard, needs constant supervision or reminders

2) Enter comments as necessary.

3) Set goals for next review period.

Job Requirements	5	4	3	2	1
Personality/demeanor: Flexible and easy to get along with, an adaptable team player					
Communication Skills: Listens, understands, and expresses him/herself well					
Attendance and promptness: Observes assigned working hours, is conscientious					
Initiative: Works without close supervision, initiates independent action					
Organization and time-awareness: Sets and observes own priorities for the best use of his/her time					
Self-Control: Maintains composure and performs well under pressure					
Proficiency: Understands job requirements, policies, and procedures					
Project management: Organizes tasks and assignments					
Attention to detail: Attentive to all aspects of assignments/work flow					
Patron interaction: Relates to patron needs, both spoken and unspoken					
Creativity: Seeks innovative solutions					
Business Style: Works in a professional manner					

55+ points: Exceptional/40-54 points: Very Good/30-39 points: Needs Work/Less than 30 points: Unsatisfactory

MATERIAL
SELECTION
POLICY

MATERIALS SELECTION POLICY

Albion Public Library
(Updated October 2012)

The primary purpose of the Albion Public Library is to purchase, organize and make readily accessible books and other printed, audio and video materials to stimulate interest and give guidance in their free use to everyone in the community regardless of age, sex, race, creed or social, economic and educational level.

The Albion Public Library endorses the Library Bill of Rights.

The library board and library director will determine the book budget each year and submit the request to the City Council. The book, magazine, audio and video budget should be the second largest item on the budget after salaries. The library director will allocate the money more or less evenly over a twelve-month period, keeping in mind that more materials are available in some months than others. At least one order should be placed each month.

The library director shall use the following tools in the selection of materials:

- A. Book reviews (Booklist, newspaper, magazine, TV, videos from the Library Commission)
- B. Book catalogs, especially Baker and Taylor and Ingram because they give 35% and 40% discounts respectively.
- C. Preview books, i.e., books sent free of charge for the selection of those which are deemed desirable. Return postage should also be paid by the company.
- D. Patron interest in a particular book. The book should be of interest to multiple patrons.
- E. Knowledge of what is popular and in demand by a majority of patrons.

In the selection of informational and educational materials the goal will be to provide reliable and authoritative sources. Information either in book form or pamphlet form should not be biased. There must either be two or more sources presenting all sides of an issue or one source covering an issue from all angles. Religious books shall not promote a particular religion. There should also be a variety of light nonfiction, i.e. biographies of currently popular individuals, diet and exercise books, humor, etc.

Fiction should be varied to appeal to all library users. It is recommended that titles on the best seller lists be purchased since there will be a demand for them.

The same criteria that are used for the selection of books shall apply to magazines. If a magazine does not circulate well or receive in-library use, the subscription should be allowed to expire and another magazine selected in its place. Magazines are purchased through a subscription service (Ebsco at the moment).

The same guidelines that are used in the selection of print material shall apply to the acquisition of audio and video material.

The selection of cake pans shall be governed by requests for pans not in the collection. The requested pan should be of interest to multiple patrons.

The library director and assistant library director will weed the collection annually. Between 3% and 5% of the collection should be discarded each year to comply with the guidelines for accreditation set forth by the Library Commission. An item shall be discarded if it has not been checked out for five years or more or is in bad physical condition or contains out-of-date information. It is not necessary to cover the entire collection annually. It may be done in sections, i.e., fiction, nonfiction, juvenile, paperbacks, audio and video.

The library director shall apply the same criteria in the evaluation of gift materials that is applied to purchased items.

RECONSIDERATION
OF
LIBRARY
MATERIALS

RECONSIDERATION OF LIBRARY MATERIALS

Albion Public Library
(Updated September 2013)

Despite the care taken by qualified staff to select appropriate and valuable materials, the Board and Library Director understand occasional objections may be made. If a patron wishes to request the reconsideration of library materials, completion of the "Request for Review of Library Materials" is required (see following page). The form will be reviewed by the Library Board and Director at the next scheduled meeting. The Board and Director will have one month to make a final decision about said materials. The complainant is encouraged to attend the meeting in order to verify any complaints. Submitting a request form does not guarantee removal of any materials.

PATRON'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Albion Public Library
(Updated September 2013)

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Do you represent yourself? _____ Organization? _____

1. Resource on which you are commenting:
 Book Textbook DVD Display Magazine Library Program
 Audio Recording Newspaper Electronic Information (please specify)
2. What brought this resource to your attention?
3. Have you examined the entire resource? Yes No
4. What concerns you about the resource? (Use other side or additional pages if needed)
5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
6. What other/different titles would you recommend?

Return this form within 2 weeks to:

Library Director
Albion Public Library
437 S. 3rd Street
Albion, NE 68620

Signature: _____

Date: _____

INTERNET POLICY

INTERNET POLICY

Albion Public Library
(Updated October 2012)

The Albion Public Library provides access to the Internet as part of the library's information services. The Internet provides access to valuable information resources which may not be available elsewhere. The unique, unregulated nature of the Internet requires that users exercise judgment regarding information accessible on various Internet sites. The library does not vouch for or endorse the content, accuracy or viewpoint of any website.

The library has installed filtering software on four of the computers accessing the Internet which may be used by patrons under 16 years of age. Patrons under 16 may request the filtering software turned off or that he or she may be allowed to use one of the unfiltered computers for legitimate research that is being blocked by the filtering software.

The library reserves the right to terminate computer privileges for misuse of the library computers such as harassment of another; disruptive behavior or noise; viewing downloading, or printing pornography; or illegal or unethical use of the computers.

Parents have the responsibility to monitor their children's use of library resources. Some parents may deem some material unsuitable for viewing by their children. We suggest that parents concerned about access issues should join their children in using the library's Internet services rather than allowing the children Internet use of their own.

The library assumes no responsibility for any damages, direct or indirect, arising from providing access to the Internet.

Because of the expected demand for Internet access, the library has adopted the following rules:

1. Patrons under 16 may use the computers for 30 minutes per day.
2. The library does not provide email accounts but, patrons may set up accounts on an email website.
3. Patrons may not use the library's Internet service for any illegal activities.
4. Patrons may not bring in outside software to use on the library computers.
5. Staff members will provide routine assistance in finding resources but they cannot be expected to provide in-depth Internet training or answer technical questions.
6. The library provides a printer and paper for printing at a cost of \$0.15 per page.
7. Patrons violating the above rules may have their computer privileges terminated for a length of time to be decided by the library staff.
8. The library reserves the right to modify these policies if circumstances warrant.

The Albion Public Library is not responsible for any damage to a patron's personal files or flash drives that may have been used with a library computer. The library is also not responsible for any loss of data which may occur while using the library computer.

BULLETIN
BOARD
POLICY

BULLETIN BOARD POLICY

Albion Public Library
(Updated September 2013)

The bulletin board located in the main entrance is available for public use. Due to limited space, items will be removed when they are no longer useful or are outdated. The Director/staff should approve of all postings. Unless requested, the library will not be responsible of returning any posted materials.

SAFETY POLICY

SAFETY POLICY

Albion Public Library
(Updated October 2012)

The Albion Public Library desires to ensure the safety of all patrons utilizing the services provided by the library. Patrons should be free from mental, emotional or physical stress that would hinder the patron's ability to utilize the library's services. This means patrons should feel that the environment within the library allows the patron to freely, without interference of any kind, use the library services. To assure the safety of patrons, staff acting on their best judgment, will be expected to act on behalf of the Board to prevent incidents that may impact the safety of patrons.

Actions Impacting the Safety of Patrons

Inappropriate conduct shall include any conduct that is disruptive to other library patrons or library staff. Any staff member who observes or receives complaints of inappropriate behavior may:

- In the case of minor incidents, handle the incident directly with the patron
- In the case of more serious incidents, immediately contact the appropriate civil authorities for assistance (i.e. police, fire or medical personnel)
- May expect an individual to leave the library in order to maintain a safe environment and, as a result, may ban the individual from use of the library for a designated period of time.

In the case of more serious incidents, the situation may require police to be called for unruly behavior or attempts to steal or maliciously destroy library property; the rescue squad may be called for a medical emergency; and/or firefighters may be called as necessary and patrons directed to the safest exit.

In the case of tornado warnings, staff will guide the patrons to the safety areas designated as a tornado shelter for the library (***Please see the "Hazardous Weather Policy" for appropriate guidance.***)

The library welcomes youth to use the library services. Responsibility for the behavior and safety of children rests with the parents or caregivers and not with the library staff.

The safety of all young children left alone in the library is a concern for the library staff. Parents should pick up their children immediately following such programs as Story Hour or RAG Time. Library staff should contact parents or the police if parents cannot be reached to safely assist the child/ren home.

Use of the Elevator

The library has an elevator that can be used by all patrons with physical disabilities. Library staff will provide direction and assistance to those requesting help. In situations (electrical storms, fire, tornado, etc.) that are threatening, the use of the elevator will be suspended.

Adopted 11/01/05

HAZARDOUS
WEATHER
POLICY

HAZARDOUS WEATHER POLICY

Albion Public Library
(Updated February 2013)

Winter Weather

During hazardous winter weather, the Library Director and Board would like to keep the patrons and staff as safe as possible. In the event of inclement weather, the library will be closed at the Library Director's discretion.

Staff will inform patrons in the library of the closing and post a message on the door stating that the library is closed due to inclement weather.

Tornado Season

A Tornado Watch is issued when conditions are right for a tornado to form.

In the event of a Tornado Watch, the library staff will inform patrons of the threat of tornado-related weather.

Staff will also turn on the radio and/or television to monitor storm reports during the threatening weather.

A Tornado Warning is issued when a tornado has been sighted in the area.

If a Tornado Warning has been issued, the library staff will notify the patrons of the warning and ask patrons to move to the bathroom in the kids' section.

The staff will discourage patrons from leaving although they cannot force them to stay. However, children under age 12 will not be allowed to leave unless their parents come for them.

Library staff should take along a flashlight and radio so they are informed of when the warning has been dismissed.

Library staff should inform patrons to use their arms to protect their head and neck. They should also instruct patrons to stay in the shelter until the warning has been dismissed.

CONDUCT POLICY

CONDUCT POLICY

Albion Public Library
(Updated October 2012)

It is the policy of the Albion Public Library that patrons have the right to use library materials and services without being unduly disturbed by other library users, and the patrons and staff have the right to a secure and congenial environment.

1. And behavior that disrupts or hinders public use of the library is prohibited on library property. This decision will be made by the library staff and will include but is not limited to loud or boisterous behavior, verbal or physical harassment, running or fighting.
2. The library staff will adhere to the following procedure with patrons presenting disruptive or abusive behaviors to the public and/or staff members.
 - a) The patron will be asked to stop exhibiting the behavior or be subject to ejection from the library.
 - b) Further disruption or abuse will result in actual denial of service and ejection from the library.
 - c) If this subsequent action fails, the library staff will have the authority to contact the police department for resolution of the conflict.
 - d) Any behavior or activity deemed illegal by local, state or national statutes shall constitute grounds for immediate contact with the police department.

In cases of repeated ejections from the library by staff members, or in any case involving ejections from the library by the police department, privileges shall be denied to that individual.

3. Seating at library tables, computer and chairs is limited to the number of persons for whom the furniture is designed.
4. Bicycles, rollerblades, skateboards, and scooters are not permitted in any library public area or entryway. Wagons and strollers may not be left obstructing a corridor, hallway, aisle, entry or exit.
5. Selling products or services or soliciting donations is not permitted in the library except as part of a library-sponsored program.
6. Taking surveys, circulating petitions, distributing leaflets and other similar activities are permitted in the library only when authorized by library administration.
7. Animals, except those used to assist persons with disabilities, are not permitted in the library except as part of a library-sponsored program. Animals may not be left unattended on library property.
8. The violation of federal or state laws or local ordinances will not be permitted on library property. Theft, vandalism and mutilation of library property are criminal offenses and may be prosecuted. The library reserves the right to inspect all bags, briefcases, backpacks, and other such items when the staff has reason to believe this rule has been violated. The library is not responsible for personal belongings left unattended.
9. Parents or other legal guardians are responsible for the behavior of their minor children in the library.
10. Failure to comply with these rules may result in the loss of library use privileges.

SMOKING POLICY

SMOKING POLICY

Albion Public Library
(Updated October 2012)

No one shall smoke in the Albion Public Library under any circumstances. Albion Public Library is a smoke free library. The Albion Public Library Board is not responsible for paying any fines for any person caught smoking in the library.

Adopted 8/2/2011

FINANCE POLICY

FINANCE POLICY

Albion Public Library
(Updated October 2012)

The Albion Public Library is financed by the City of Albion and to a lesser extent by Boone County, Nebraska.

Most bills are billed to the City Administrator and are paid each month after being approved by the City Council. Any bills which are sent to the library are submitted to the City Administrator by the Library Director before the council meeting.

The budget is done by the City Administrator and submitted by the Board for approval and/or desired changes. The City Administrator has the final say on the budgets for all city departments.

Adopted 10/4/2011

PATRON
RECORDS
POLICY

PATRON RECORDS POLICY

Albion Public Library
(Updated October 2012)

Patron records are considered private unless an individual authorizes their use by another in writing.

Adopted 10/4/2011

JOB DESCRIPTIONS

JOB DESCRIPTION LIBRARY DIRECTOR

Albion Public Library
(Updated July 2014)

1. The library director will maintain and be responsible for keeping the library open Monday and Wednesday from 10:00 AM to 8:00 PM; Tuesday, Thursday, and Friday from 10:00 AM to 6:00 PM; and Saturday from 10:00 AM to 2:00 PM.
2. Selection of library materials within the framework of the materials selection policy is one of the chief duties and responsibilities of the library director. With the help of professional book review media, the library director should carry out the actual purchases in making a balanced selection for the library.
3. It is the library director's responsibility to systematically weed and discard the collection on an ongoing basis. These are materials that are no longer useful, that contain outdated or incorrect information, or that are in poor physical condition. The CREW Manual is a good resource to refer to while weeding.
4. The library director and assistant director will be in charge of the children's story hour, summer reading program and other child-related programming.
5. The library director and assistant director will catalog all material according to the Dewey Decimal System and Sears Subject Headings. CIP in the book, Books in Print, and OCLC First Search are helpful tools. Records of items which are missing or discarded should be removed from the card catalog.
6. The library director will assist all patrons with any needed services.
7. The library director will keep the public informed of all new materials and services that are available at the library through the Albion News.
8. The library director will request all materials through Interlibrary Loan that are needed by patrons.
9. The library director will keep the Board informed on library maintenance.
10. Orders for library materials should be placed at regular intervals throughout the year to insure a flow of acquisition. It is recommended that materials are ordered once a month. Acquisition records should show what is on order, what has been received, and current budget expenditures.
11. The library director will be responsible for delivering time cards and bills to City Hall when requested.
12. A monthly report will be prepared by the library director, copies of which shall be emailed to the board members. This report shall include: total number of adult fiction, adult nonfiction, juvenile fiction, juvenile nonfiction, magazines, audio books, videos, and cake pans circulated; money collected from fines and copies and deposited into account #XXX-XXX in the Boone

County Bank; number of interlibrary loan transactions; number of items lost and discarded; number of resident and nonresident cards issued; and number of donations received. A six-month compilation of these figures shall be submitted at the May and November board meetings.

13. The library director will be responsible for filling out and submitting on time the State Statistical Report to the Nebraska Library Commission. The library director will complete the report with the help of the board and the state accreditation form.
14. The library director shall notify all board members of each meeting and will attend said meetings but not be a voting member.
15. The library director will be responsible for attending the required basic education and continuing education classes and activities to receive and maintain certification from the Nebraska Library Commission.
16. The library director will inform patrons with books ten or more days overdue by sending a notice each month. After two reminders, a certified letter with return receipt requested will be sent to the patron. There will be a \$10.00 assessment fee in addition to the fines accrued and the cost of lost items. If overdue items are not returned and fines and assessment paid within 10 days of the certified letter, the library director will turn the matter over to the city attorney for prosecution. A patron who has been turned over to the attorney will not be allowed to check out items again after the matter has been resolved or his/her name and number will be removed from the computer and files. No patron who owes \$10.00 or more will be allowed to check out or renew any items.
17. The library director will issue a number to each patron or family. These numbers will be kept on file in the office area and on the computer. These numbers should be kept confidential.

JOB DESCRIPTION
ASSISTANT LIBRARIAN

Albion Public Library
(Updated July 2014)

1. The assistant librarian shall work part-time and when needed, if possible.
2. When working alone, the assistant librarian shall
 - A) Check books in and out, return books to shelves, register new patrons, assist patrons with reference needs, and handle interlibrary loan requests.
 - B) When mail arrives, put out daily papers, check off magazines and enter them into the computer, record bills, record interlibrary loan materials and inform the Library Commission and patron of loan arrivals.
 - C) Check off new books on order sheet; record the number and type of books received, along with titles and authors; stamp and bar-code; catalog according to the Dewey decimal system and Sears subject headings.
 - D) At the end of the day, record money received on the computer; leave \$0.50 in the box and put the rest of the money in the money bag; and change the date stamps.
3. The assistant librarian shall assist with the weekly story times by planning crafts and choosing books pertaining to the theme chosen for the day/s he/she works. This may include Saturday morning story hour and/or weekday story time for preschoolers.
4. The assistant librarian will assist the director with the Summer Reading program by helping to choose crafts/games and books that associate with the yearly theme. The assistant librarian will also assist with promotion of the program which includes making signs and/or decorating the library.
5. The assistant shall conduct RAG (Reading And Games) -Time with the assistance of the director. RAG-Time is conducted as a weekly after school program during the months of January, February, and March. Weekly duties include choosing a book or books to read to grade school children (typically grades 1-4) and choosing/conducting games or crafts for the children to participate in.
6. The assistant shall help with weeding books and deleting those books from the computer at the approval of the Library Director; moving books from the "new" section into the regular shelves; and keeping magazines in order.
7. The assistant librarian shall attend board meetings when the director is unable to attend. If attending with the director, the assistant may observe the meeting but will not participate in the meeting process.
8. The assistant librarian shall be responsible for attending the required basic education and continuing education classes and activities to receive and maintain her certification from the Nebraska Library Commission.
9. The assistant may help the director with decorating the library for special activities or holidays.

10. The assistant may brainstorm and implement new library programs with the approval of the director and/or library board.
11. The assistant should have people skills. This includes a cheerful and helpful attitude when working with others and treating patrons and co-workers in a respectful matter.
12. The assistant should have or be willing to learn technology skills: email, word programs, internet searches, social networks, printing/copying.

JOB DESCRIPTION

LIBRARY AIDE

Albion Public Library
(Updated July 2014)

1. The library aide shall work part-time and when needed, if possible.
2. The library aide shall check books in and out, return books to shelves, register new patrons, and handle routine reference questions. Difficult or unusual questions may be referred to the director or assistant director.
3. The library aide shall do routine filing and put magazines and books (by author and then by title name) in order when time permits.
4. The library aide will record money received on the computer at the end of the day, leave \$0.50 in the box and put the rest of the money in the bag, and change the date stamps.
5. The library aide should have people skills. This includes a cheerful and helpful attitude when working with others and treating patrons and co-workers in a respectful matter.
6. The library aide should have or be willing to learn technology skills: email, word programs, internet searches, social networks, printing/copying.

JOB DESCRIPTION LIBRARY HOUSEKEEPING

Albion Public Library
(Updated September 2013)

The Board of the Albion Public Library desires to ensure the patrons of the community a clean, well-kept library facility. Patrons should feel that cleanliness and care are important elements to all that manage the facilities and to those who are employed to operate the library programs. The library housekeeping personnel will be under the direct supervision of the library director.

To that end, the person employed to clean the library is assigned the following duties:

WEEKLY DUTIES

1. The restroom should be cleaned each week by scrubbing the sink, toilet and floor. An effective brand of cleaner with a disinfectant should be used.
2. The drinking fountain should be wiped clean.
3. The trash should be emptied and the paper products replaced to ensure that paper is available at all times.
4. Sweep the walks - front and back.

ALTERNATE WEEK DUTIES

1. The upstairs should be cleaned one week by running the vacuum, dusting desks, tables, computers and book shelves.
2. The downstairs should be checked to ensure that the downstairs continues to be clean from elements that would give the downstairs a messy appearance. Clean as deemed necessary.
3. On the alternate week the downstairs should be cleaned by running the vacuum, dusting tables and book shelves. Check the upstairs to determine any areas that need to be cleaned and clean as deemed necessary.

MONTHLY DUTIES

1. Each month the furniture should be moved in order to vacuum the entire floor surface both upstairs and downstairs.
2. Each month all the woodwork, especially the window sills, should be dusted using a quality wood cleaner.

These duties are not all inclusive, as an employee hired to clean, will initiate cleaning tasks as needed to keep the Albion Public Library clean and attractive. At times the supervising personnel will expect the cleaning person to do tasks that will improve the cleanliness of the library. Also, the purchasing of cleaning supplies (at ALCO), as needed. Supplies may be charged to the library account.

Adopted 11/1/05

FREEDOM
TO READ
STATEMENT

The Freedom to Read Statement

<http://www.ala.org/offices/oif/statementspols/firstatement/freedomreadstatement>

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.

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 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 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.

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 January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.