

**ATKINSON  
PUBLIC  
LIBRARY**

***POLICIES***

**Approved  
July 2019**

## 1) STATEMENT OF PURPOSE

### a) General Library Objectives

- ❖ To assemble current information and accurate reference services with organized collections, books and related educational and recreational materials in order to promote an enlightened citizenship and enrich personal lives.
  
- ❖ To provide long-range plans for the development and expansion of the library, competent staff, cultural programs, public awareness, and to foster a climate for the appreciation of the creative arts.

### b) Services of the Library

- ✓ Provide guidance and assistance for patrons and schools.
- ✓ Cooperate with other libraries to strengthen library services and resources.
- ✓ Provide free service to shut-ins on a biweekly basis.
- ✓ Provide up-to-date technology services.
- ✓ Initiate story hours, exhibits, programs, etc.

### c) Mission Statement

The mission of the Atkinson Public Library is to serve the community as a resource for information, entertainment, cultural opportunity, and educational development, thereby enhancing and enriching the lives of users.

### d) Planning/Marketing

The Librarian and the Board, with input from the Strategic Library Planning Committee (Appendix A), shall develop short-term and long-term plans, which include goals and objectives. The Library's development will be guided by these plans.

## 2) LIBRARY SERVICES

### a) Hours

Monday: 9:00 a.m. to 5:00 p.m.  
Tuesday: 9:00 a.m. to 6:00 p.m.  
Wednesday: 12:00 p.m. to 6:00 p.m.  
Thursday: 9:00 a.m. to 5:00 p.m.  
Friday: 9:00 a.m. to 3:00 p.m.  
Saturday: 9:00 a.m. to 3:00 p.m.

### b) Library Card

In order to check out materials patrons must possess a library card. In order to use the library computers children 5 – 18 years of age and their parents must sign a "Request for Internet Access" form at the library in the presence of library staff.

### c) Circulation

Books, Magazines, Audio Books, Puzzles, Cake Pans, DVD's, Materials, may be checked out for 3 weeks. No circulation of the following: Designated Reference Materials, Newspapers, Microfilm, Genealogical Materials, or the latest edition of certain Periodicals.

- The total number of items that may be checked out will be at the discretion of library staff. New patrons are limited to 3 items the first time they use their library card.
- Phone calls and emails will be made to patrons who have overdue materials.
- All library usage including Internet privileges may be suspended if overdue books are not returned.
- Patrons are responsible for the items they or their family check out. Fines will not be assessed for overdue books. Replacement costs will be charged for lost or damaged items.

**d) Inter-Library Loan (ILL)**

Resources that the library does not own may be borrowed through the Nebraska Library Commission Inter-Library Loan service. Loaning charges are posted. Patrons are responsible for inter-library loan materials and must make restitution to the loaning library for any loss or damages. The Library will loan to others if needed.

**e) Computer/Scanner**

- Patrons may use the computers/scanner with permission of the library staff.
- Children under 5 years of age are not allowed to use the library computers.

**f) Internet**

Patrons may access the Internet as outlined in (Appendix B).

**g) Copiers**

Black/White and Color copiers are available for patron use. Patrons are asked to use library paper. Fees are posted.

**h) View Scanner**

Patrons may utilize the view scanner to view the newspapers available on microfilm. Fees for copies are posted. All Graphics from 1882-2018 are on the library website.

**i) LCD Projector/LCD Screen**

The LCD projector and screen are available for rent (Appendix C).

**j) Fax**

The library may send or receive faxes for patrons. Fees are posted.

**k) Overhead Projector**

The overhead projector may be checked out weekly. Fees are posted.

**l) Ellison Die Cut Machine**

Patrons may use the library die cut machine. A free-will donation is accepted. Library paper charges are posted.

### **m) Laminating**

Large items are normally laminated on Thursdays; smaller items may be laminated during regular library hours. The library is not responsible for damage to articles during lamination. Lamination fees are posted.

## **3) COLLECTION DEVELOPMENT**

### **a. Patrons Served**

The library serves all patrons: young children, juveniles, young adults, adults, and seniors, regardless of race, sex, religion, age, color, national origin, ancestry, physical handicap or marital status.

### **b. Selection of Materials/Resources**

The following types of materials are basic to the library collection:

- Books: The library shall provide a general circulation and reference collection of books for adults, young adults, and children, as well as large print materials for the visually impaired.
- Periodicals: The library shall provide a collection of current, general interest periodicals. Back files shall be retained only as long as necessary to meet user demand.
- Newspapers: The library shall subscribe to local and state newspapers. The local paper shall be preserved on microfilm.
- Non-Print Materials: The Library shall make non-print resources, such as DVD's, audio books, and compact disks available to the public. Some formats of non-print materials may be provided through other sources such as Overdrive.
- Internet: The Library shall make the Internet available to the public at no charge in accordance with guidelines provided in **Appendix B**.
- Selection of materials will be a responsibility shared by the Library Director, Assistant Librarian, Library Board, Patrons and upon demand.

### **c. Guidelines for Selection**

- Library materials will be selected to meet the goals and objectives of the mission statement. Books and other materials will be selected for the advancement of knowledge, the education and enlightenment of the people of the community, and the provision of recreational material.
- To build a collection of merit and significance, material must be measured by objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the following standards.

### **d. Criteria for Selection**

- Authority and reputation of the author/illustrator/publisher
- Factual accuracy
- Clear presentation and readability
- General suitability
- Price

- Favorable reviews found in newspapers, periodicals, and other standard selection sources.
- Up-to-date material, validity
- Contribution to breadth of viewpoints on controversial issues
- Artistic quality and/or literary style
- Attention will be paid in developing each major area of library materials in order to sufficiently serve all patrons.
- All books that can be purchased with machine-readable records (MARC) shall be purchased in this manner.
- Adult and juvenile fiction shall be purchased in hardcover whenever possible.

**e. Organization**

- Books will be organized according to the Dewey Decimal System.
- Periodicals will be arranged alphabetically by title and shelved in order by title.

**f. Censorship**

Any requests to censor library materials will be dealt with in the following manner:

- Objections to various library materials shall be reported and processed in accordance with directions contained in (Appendix D). After obtaining appropriate professional reviews, the Library Director will forward this form to the Library Board for appropriate review and final action.
- Parents/guardians will be responsible for the reading material of their children.

**g. Library Bill of Rights**

The library abides by the Library Bill of Rights from the American Library Association (Appendix E).

**h. Weeding and Discarding**

- A program of systematic weeding will be carried out each year by the library staff. Items that are no longer in demand, as determined by the Library Director, shall be discarded or sold on the used book sale. Worn or damaged items will be repaired or withdrawn from the collection.

**i. Special Collections (Gifts and Displays)**

- Gifts of books and other materials shall be accepted on the condition that the Library Director has the authority to make whatever disposition is deemed appropriate. Donors will be made aware of this policy at the time of donation.
- If requested a receipt will be given to a donor stating the number of items given; however, no value shall be assessed. Appraising of a gift to the library for income tax purposes is the responsibility of the donor.
- Monetary gifts will be accepted by the Library for deposit in the Friends of the Library Foundation, Inc. account.
- Acceptance of other gifts (money, real estate/property, stock, art objects, portraits, antiques) will be at the discretion of the Library Board.

- Plaques, trophies, etc., representing various community clubs and organizations will not be accepted for display.
- Educational and cultural displays will be accepted, space permitting, for short periods of time (Appendix F).

#### **4) CONFIDENTIALITY OF LIBRARY PATRON RECORDS/USA PATRIOT ACT**

Library staff, by nature of their work, is placed in positions of trust and, therefore, are exposed to or have access to information that is considered confidential in nature. One of their most important responsibilities is ensuring that confidential information is not revealed to unauthorized persons. Circulation records and personal information of library patrons are considered confidential.

If library staff are presented a search warrant by court order or subpoena they should refer the matter to the Library Director, or if unavailable the Library Board Chairman or any Library Board of Trustee. A request for time to consult the city's legal counsel should be requested. The city's legal counsel should be present during the actual search of patron records. The USA Patriot Act bars the institution from contacting the individual to disclose that a search warrant has been applied to their records. Court orders will be the only breach of patron confidentiality (Appendix G).

#### **5) DENIAL OF LIBRARY PRIVILEGES**

Library privileges may be denied for due cause. Such cause may be failure to return books, destruction of library property, disturbance of other library patrons, or any objectionable conduct on library premises as determined by library staff.

#### **6) COPYRIGHT WARNING**

This warning is posted in prominent positions near copy machines and computers (Appendix H).

#### **7) INCIDENTS/COMPLAINTS/SAFETY PROCEDURES/EMERGENCY**

All incidents involving the library, other than objections to questionable materials, will be documented on (Appendix I) by library staff and brought to the Library Board. The ambulance or 911 will be called to handle accident/emergency cases when Library Staff feel uncomfortable taking care of a situation.

Safety Procedures: No person shall engage in inappropriate conduct on the premises of the Atkinson Public Library. Inappropriate conduct shall include any individual or group activity which is disruptive to others lawfully using Library premises or otherwise inconsistent with activities such as reading, studying, proper use of library materials, and other similar conduct normally associated with a public library. The patron may be banned from the library. Staff should handle the problem directly with the patron. Staff should use their judgment as to whether the situation requires assistance from another staff member. The police should be contacted or call 911 if the situation is severe or violent. An incident report should be filed.

When visiting the library children 5 years of age and under must be accompanied by an older responsible individual. The child's parent will be contacted if the child is left unattended for extended periods of time.

Emergency Procedures: In case of inclement weather, which prevents school from being held, the Library may also be closed. Whenever possible, a staff member will open when weather permits. The Director or staff designee may announce closure on the radio – KBRX and KGRD. The City Office should be notified of closure.

If the tornado siren has blown to take shelter, the staff and any patrons will lock the doors and go to the basement and wait until the warning passes.

In case of fire, library staff will report the fire and see to it that all patrons safely exit the building as soon as possible.

In case of accident or sudden illness of a patron or library staff; the remaining staff will dial 911 or the local hospital at 402-925-2811 for assistance. An **incident report** will be completed by library staff and reviewed by the library board at their next meeting.

The library board will prosecute any person caught stealing or vandalizing library property.

## 8) REPORTS

TITLE	SUBMITTED BY	SUBMITTED TO	FREQUENCY
Financial Transactions	Library Director	Library Board Atkinson City Clerk and City Council	Monthly
Budget Committee Report	Budget Committee chosen by Lib. Board in June	Library Board	Approve budget report at July meeting
Budget Report	Budget Committee	Atkinson City Council	August meeting
Director's Report	Library Director	Library Board Friends of the Library	Monthly
Strategic Planning Report	Strategic Planning	Library Board Friends of the Library	Every 10 years
Statistical Report	Library Board	Atkinson City Council	By 2 <sup>nd</sup> Monday in Feb. or March
Statistical Report	Library Director	NE Library Commission	January/February
Library Board Certification	Library Director	NE Library Commission	Expires 09/30/2020
Public Library Accreditation	Library Director	NE Library Commission	Working on renewal will expire 09/30/2019
Librarian Certification	Library Director	NE Library Commission	Working on renewal will Expire 09/30/2019
Election of Officers	Board President	Atkinson City Council	June or July
Board Meetings	Board President	Library Board, Atkinson City Council	Monthly - 3 <sup>rd</sup> Tuesday
Employee Evaluations	Committee chosen by board in June	Library Board	June or July
New Board Members	Appointed by City Council	Library Board	June/July
Policies/By-Laws	Updated as needed		

## 9) **PHYSICAL FACILITIES**

- To achieve the goal of excellent library service, the Library Board accepts the responsibility to see that a public library building is provided and maintained which will adequately meet the physical requirements of modern, aggressive library service. Such facilities shall offer to the community a compelling invitation to enter, read, listen, and learn. The building shall fit an expanding program of library services.
- Drugs, Alcohol, Tobacco products or smoking is not allowed on the library premises or in the library.
- Carrying a weapon, a concealed weapon or any type of firearm is prohibited.
- Inappropriate attire such as bare feet and bare bodies is not allowed on library premises or in the library.
- No animals may be brought into the library unless service related.
- Roller blading, skateboarding, and ball playing are not allowed in the library or on library premises.

## 10) **PERSONNEL/CONTINUING EDUCATION**

The Library Board of Trustees shall:

- Employ a Library Director that will be responsible for the administration of the library. The Director must complete a set of 4 Basic Skills Training Courses over a period of two years for Public Library Certification. Hereafter it is expected that the Director accumulate at least 45 hours from attending Continuing Education Classes over a 3-year period.
- Make all decisions regarding the employment and termination of library staff.
- Set staff salaries.
- Budget money to pay for the Library Director's membership in the (NLA) Nebraska Library Association.
- Encourage staff to attend Continuing Education Classes when the budget allows. Approve and reimburse expenses incurred by staff and/or board members when attending Continuing Education Classes.

The Library Director shall:

- Choose an Assistant Librarian and a Library Aid to ensure basic library services are provided to the public during library hours.
- Choose Library staff members that are selected for employment solely on merit, with due consideration of personal, educational, and physical qualifications of training and aptitude for the positions regardless of race, color, creed, age, or sex.
- Advertise Library job openings in the local press.
- Review library job applications and present recommended applications to the Library Board for final selection.
- See to it that all employees maintain a professional appearance.
- Assure the board that non-essential personal visits and phone calls to library staff during working hours should be kept to a minimum.

- Offer staff a 15-minute rest period for every 4-hour period worked and a 30-60 minute meal break for every 8-hour period worked. For shifts of less than 8 hours, rest periods and/or meal breaks will be adjusted accordingly. Library employees may be required, at the discretion of the Library Director, to alternate rest periods and meal breaks with other library employees on duty. Rest periods will be taken in designated areas.
- Attend monthly Library Board meetings, if possible.
- Approve volunteer help, as well as court-appointed community service workers.

## 11) FINANCIAL MANAGEMENT

- A. Monitoring monthly financial operations is a responsibility of the Board and the Director through funds from taxes, services, and donations.
- B. No obligation for Library funds or the expenditure of Library funds may be made by any individual or Board Member without approval of the Board of Trustees.
- C. Accounts payable will be handled as below:
  1. Bills and invoices will be initialed and dated when received, have a voucher attached, then each one reviewed and initialed by the Chairman, Secretary, or their designee and approved by the Board of Trustees so they can be turned over to the City Clerk for payment.
  2. Travel reimbursements will show total miles traveled.
  3. The Director will provide an Accounts Transaction Report (ATR) at each meeting for review. Upon Board approval, the chairman and secretary will sign the report and a copy will be attached to the account transaction report.
- D. Petty Cash will be kept on hand at the library of not more than \$50. The City will replenish the fund with proper presentation of receipts.
- E. Miscellaneous Income
  1. Taxable income from laminating will be accounted separately.
  2. Nontaxable income will be accounted as copies, faxes, donations, book replacements, book sales, etc.
  3. A weekly log will be kept with monies in excess of \$50 turned over to the City Clerk weekly.
  4. The weekly reports will be made available to the Board at each meeting.
- F. Donations, used books, and book replacement monies will be deposited in the Library Grant account. All memorial and donation monies designated by the donor will be deposited in the Friends of the Library account according to Resolution 01-09. All material items will become property of the Library.
- G. Budgeting
  1. The Chairman shall appoint a board member and the Director to a Committee in June of each year to form a budget to be approved at the July meeting and given to the City Clerk by August.
- H. Purchasing
  1. Whenever possible the Library will support local merchants, on an alternating basis not favoring one over another. General supply items may be purchased through WHHS.
  2. Trustees shall not vote on any matter if the vote may result in direct or indirect benefit to him/her or their immediate family. Conflicts of interest will be handled according to the City Employee Handbook.
  3. The Board may advertise for bids for major items.

I. The President will sign the paperwork for Matching Fund Grants. State Aid Funds are received each year from the Nebraska Library Commission if the library is accredited, has submitted needed reports to the Commission, and meets Commission income levels. A bonus is received if the library maintains an “Excellent” rating and funds are available.

## 12) MEETING ROOM

- Two ADA accessible areas are available for use by the public and can be scheduled through the Library Staff on a first-come first-serve basis. To schedule an event contact the library staff.
- Illegal activities will not be allowed anywhere on library property.
- Alcoholic beverages, controlled substances, drugs, vaping, tobacco products, hazardous materials, explosives, weapons, and firearms are not allowed. (Weapons exception is granted to duly authorized law enforcement personnel.)
- The Library is not responsible for accidents, lost articles, or personal injury.
- Only assistance animals are allowed, unless involved in a library-sponsored program.
- The meeting rooms are available for use without regard to race, religion, age, color, national origin, gender or physical challenges.
- Library needs take priority and the Library reserves the right to make schedule adjustments accordingly.
- Anyone using the facility is asked to clean and straighten the room(s) as they found them and to fill out a Continuing Education Rooms Checklist (**Appendix J**).
- The person making the reservation is responsible for set up, clean up, and damages.
- Groups under 18 years of age must be accompanied by at least one adult per every fifteen participants, unless it is a library-sponsored program.
- Any group involved in selling products or services, or soliciting donations, will be considered a commercial meeting and assessed rental fees.
- Any group may be denied future use of meeting rooms if library policies are not followed.
- Users are responsible for damages to property and costs of cleaning or repair.
- Meeting rooms are available at no charge by government agencies, educational groups, and civic/service organizations.
- Commercial organizations and social gatherings for individuals and/or families will pay a fee of \$50.00.

### A. Conference Room

- Room specifications may be found on (**Appendix K**).
- This room is available only during regular library hours and must not interfere with library activities.
- No food or drink is allowed unless approved by the Director.

### B. Continuing Education Rooms

- This area may be divided into two rooms **by Staff only**.
- Specifications may be found in (**Appendix K**).
- Food may be served with clean up provided by the group using the room(s).

- The room must be cleaned and returned to its original arrangement after each use by following the “Cleaning Checklist” unless otherwise directed by Staff.
- For meetings to be held after library hours arrangements must be made for picking up the key before the meeting and turning it in after the meeting along with the cleaning checklist.
- Any group that loses a key will be charged the entire cost for re-keying the West entry door plus the cost of duplicating new keys.

### **13) TECHNOLOGY PLAN**

The Atkinson Public Library is well equipped with state of the art technology thanks to city funding, the Friends of the Library Foundation, Inc. and many grants. The library will replace a designated number of computers every three to four years. Computer classes will be offered when needed.

#### **TELEPHONE/INTERNET**

Basic and long distance Phone, FAX service is provided by CenturyLink. Great Plains Communications installed Internet fiber in 2013. The Library receives E-rate to help with Internet costs.

#### **AUTOMATION SYSTEM/COMPUTER**

Two Dell Touch Screen computers need to be replaced on the circulation front desk. The library switched to the Pioneer Consortium Koha in 2012 with four card catalog stations.

#### **WEBSITE HOST**

The Library Commission hosts the library website. Customers may access the website at <http://libraries.ne.gov/atkinson>.

#### **COMPUTERS**

Eight HP Youth laptop computers were purchased in May 2016. Eight adult Bytespeed desktop computers were purchased in June 2016. Three laptops were purchased for library staff. One laptop was purchased to use with the digital sign in 2013.

#### **DIGITAL SIGN**

A Digital Sign was purchased in 2013 by the Friends of the Library. The sign will be used to display library information only.

#### **SCANNER/FAX**

A scanner and fax machine donated by a BTOP grant in 2012.

#### **MICROFILM EQUIPMENT**

In Dec. 2010 a ST View Scan Digital Scanner and Dell Computer were purchased for the genealogy room. People may access the Atkinson Graphic on microfilm from 1882-2018.

#### **PRINTERS/COPIER**

Two HP printers were donated through the BTOP in 2012-13

#### **AUDIO/VIDEO EQUIPMENT**

Two View Sonic Projectors were donated by the BTOP in 2012-13 with a standing LCD screen or a pull down 84" projection screen. These are available for Power Point presentations.

#### **DIE-CUT MACHINE**

An Ellison Die-cut Letter Machine was purchased with grant funds in 2002. Several clubs and groups helped to purchase new die-cuts for the machine and continue to do so.

#### **LAMINATOR**

A Lamcraft laminator purchased in 2010 is available to laminate small items. A USI Laminator was purchased in 2011. It will laminate larger items up to 27" wide. A Cold Laminator was purchased in Oct. 2007.

#### **DIGITAL CAMERA**

A Canon digital camera was purchased in 2011 and needs to be replaced. This camera is used to take photos at library events and programs.

#### **PATRON COUNTER**

In 2005 a patron counter was installed in the library facility. The electronic counter will count customers using the library.

**REFRIGERATORS/MICROWAVES**

In 2005 a Whirlpool 4.2 refrigerator was donated to the library for library staff to use and a Whirlpool 18.3 cu. ft. refrigerator was donated for use in the Continuing Education Room. Two Whirlpool microwaves were also donated from Krotters.

**VACUUM CLEANER**

A Shark Rotator Powered Lift-away vacuum was purchased in March 2018

**DEHUMIDIFIER**

A Dayton dehumidifier was purchased in 2006 by the Friends to use in the basement in the new library facility.

**CONTINUING EDUCATION**

Library staff will continue to write grants, take continuing education classes, and renew certification when due. [Appendix L](#))

#### **14) VOLUNTEERS**

Volunteers at the Atkinson Public Library provide support services to paid staff and/or work on special projects. Volunteers learn more about the library and its place in the community and observe first hand the way the library serves the community's needs. Volunteers are expected to operate within the stated policies and procedures of the Atkinson Public Library. Volunteers are to be at the Atkinson Public Library at the time agreed upon between the volunteer and the Librarian and conduct themselves in a professional manner. If for any reason, the volunteer cannot meet their obligation they need to inform staff of the problem (**Appendix M**).

#### **15) LIBRARY KEYS**

Realizing there are certain circumstances under which individuals and/or groups should have a key to the Continuing Education Rooms and/or Library without having to check out a key the day before a meeting, the following policy has been established:

- A. Authorization to retain keys to the entire Library as well as access to interior doors. Keys to access interior doors may be made available inside the library at some designated location: Staff (3) City Office (1).
- B. Authorization to retain keys to the Meeting Room only: N/A
- C. Keys to be distributed on an "as needed" basis at the discretion of the Library Director: (2)
- D. All keys will be stamped with a number and "Do Not Copy" at the time of duplication.
- E. Numbered keys will be issued, using Key Application Form (**Appendix N**).
- F. Any individual responsible for losing a library key may be charged the entire cost of re-keying the entry door plus the cost of duplicating and stamping keys for others who possess keys to that door.

#### **16) DISPLAY/EXHIBIT**

**General Policy:** This policy is in support of Article Six of the American Library Association Bill of Rights which states: "Libraries should make exhibit spaces available to the public they serve and should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." (Adopted Jan. 23, 1980 by ALA Council).

**Eligible Display/Exhibits:** As an educational and cultural institution, the Atkinson Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Library Board reserves the right to reject any display or item, which in their judgment is illegal or which may interfere with the normal operation of the library.

**Damages and Liability:** The Library assumes no responsibility for the preservation, protection, possible damage or theft of any item displayed or exhibited. All items placed in the Library are done so at the owner's risk.

**Disclaimer:** The utilization of exhibit/display space by any group or individual shall not imply endorsement or approval by the Atkinson Public Library. A disclaimer will be completed by any person or group desiring to display/exhibit in the library. Such disclaimer shall appear in the display/exhibit area on a card, together with information as to who prepared the exhibit and who to contact for information. **Appendix O**

**Designated Areas:** Areas available for the public for displays and exhibits are: tops of designated bookcases in the main library area, the Heritage Room, the McKee Room and the Continuing Education Room under certain conditions/restrictions.

**Restrictions:**

- The exhibit areas may be reserved for use by educational, cultural, civic, and governmental groups when no admission charge is made.
- Organizations or individual sponsoring an educational program of a non-profit nature will be permitted to use the exhibit areas, provided such exhibits are open freely to the general public.
- Purely commercial use of the exhibit space is prohibited.
- The Atkinson Public Library Board of Trustees and staff encourage visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child.
- Materials to be added to the permanent collection of the Atkinson Public Library may not be displayed, except as prescribed by the Library Board of Trustees. The Library Board reserves the right to reject any or all donations.
- Each individual or group desiring to display/exhibit will be required to complete a Display/Exhibit Request Form **Appendix O**, kept at the Circulation Desk.
- Reservations may be taken up to 12 months in advance, and are booked on a first-come, first served basis.
- No exhibit may be on display for a period exceeding 60 days and no group may reserve exhibit space more than twice in one calendar year without prior approval by the Library Board.
- Cancellations must be received at least one week in advance.
- The Library Board of Trustees may restrict viewing hours for special exhibits.
- All handiwork shall be submitted ready for exhibit. The Library will furnish construction paper, letters, or other supplies. Adhesives and nails may not be applied to the walls.
- The Library staff will not provide assistance in setting up or taking down displays
- Individuals and organizations using the facilities shall leave it neat, clean, and in orderly condition.
- Displays will be removed at the previously agreed upon time.
- Items displayed at the Atkinson Public Library shall not be marketed for sale.

**Request for Reconsideration:** Materials will not be proscribed because of partisan or doctrinal disapproval. The Library will not censor or remove a display, exhibit, or item because some members of the community may disagree with its content. Individuals who object to a particular display, exhibit, or item may submit a Request for Request for Reconsideration in writing to the Board of Trustees. The Board of Trustees will respond in writing to all such reconsideration requests. Should a complainant wish to pursue the complaint, he/she may request a hearing before the full Library Board at its regular meeting. All correspondence regarding a reconsideration request should be

addressed to the Board of Trustees, Atkinson Public Library, POB 938, Atkinson, NE 68713.

#### 17) **TIMESHEETS/OVERTIME POLICY**

In addition to policies prescribed in the City Employee Handbook for the completion and submission of timesheets, the following policies will apply for all library employees:

##### **A. Completion of Timesheets**

- Timesheets of all library employees will accurately record the time they begin and end their work. Timesheets will be signed by employee.
- Lunch periods of at least 30 minutes for all library employees are required for each 8-hour period of work unless there is a situation that precludes taking a lunch period.

##### **B. Certification of Timesheets**

- The Certifying Official for the Library Director and other staff shall be the Chairman, Secretary or designated Board of Trustee Member.

##### **C. Hours of Work**

- The Library Board establishes the hours of work for the Library Director.
- Based on the library open hours established by the Board, the Library Director determines the hours of work for other library employees, community service employees and volunteers. The Library Director ensures that no part-time employee works more than 39 hours per week unless during an emergency situation.
- The Library Director will provide a copy of the timesheet to the Board.
- Approved hours of work for the Library Director position are flexible.
- Hours of work for the Library Director will be adjusted to accommodate monthly meetings of the Board of Trustees and the Friends of the Library Foundation, and emergency staffing requirements.

##### **D. Overtime/Compensatory Time**

- The Library Director position is designated as NONEXEMPT under the Fair Labor Standards Act (FLSA).
- All approved work in excess of 40 hours per week performed by the Library Director shall be considered Compensatory Time Worked and shall be compensated with Compensator Time Off at the rate of 1.5 hours for each 1 hour worked to the nearest one-fourth (1/4) hour.
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18. Board Notice of Meeting and Agenda Acknowledgement – **Appendix P**

## **Attachments**

Appendix A – Strategic Plan

Appendix B - Internet Access Policy

Appendix C – LCD Projector & Screen Policy

Appendix D – Objection to Library Materials

Appendix E – Library Bill of Rights  
Appendix F – Display/Gift Policy  
Appendix G – Nebraska Laws Pertaining to Library Operations  
Appendix H – Copyright Warning  
Appendix I – Incident Report Form  
Appendix J – Continuing Education Room Checklist  
Appendix K – Meeting Room Specifications  
Appendix L – Technology List  
Appendix M - Volunteer  
Appendix N – Key Application Form  
Appendix O – Display/Exhibit Form  
Appendix P - Board Meeting/Agenda Acknowledgement Form

## APPENDIX A

### Strategic Library Planning Committee

This condensed version is the Atkinson Public Library's Long-Term Strategic Plan and establishes vision and direction for the future. Its objectives are to confirm the Library vision for the future, and to set the policy framework to help guide future decisions. It will be used to benefit the community.

#### Short-Term Goals:

To provide services to the WH preschool, St. Joseph preschool, and the local daycares. The library staff will go there to read seasonal stories, poems, plays, etc. The library staff will give book talks at the local schools. The library will decorate a themed table during the School reading program night.

#### Long-Term Goals:

Web Page and Facebook – Work on keeping the web page and Facebook current and up to date with library programs and happenings

Keep Technology Current by replacing computers every 4 to 5 years.

Host more young adult programs

Purchase mini scrapbooking die-cut machine and dies.

Purchase round tables or computer tables for meeting room

Purchase Ipad/Ipod/Kindles

#### Wish List:

Update technology

#### Objectives/Roles:

- ✓ **Community/GED Center**
- ✓ **Recreation/Special Interest Center**
- ✓ **Continuing Education Center**
- ✓ **Genealogy/Local History Center**
- ✓ **Art/Multi-Cultural Center**

Continue to Host Library Programs

# INTERNET ACCESS POLICY

# APPENDIX B

\*The Atkinson Public Library offers free, wireless Internet access on designated computers for adults and children 5 years to 18 years with parental permission.

\*All patrons under the age of 14 will be allowed a one hour time slot in the morning and a one hour time slot in the afternoon to use the computers.

\*No food or drink is permitted near the computers.

\*The Library does not monitor nor exercise control over information accessed by patrons through the Internet, and therefore, cannot be held responsible for its content.

\*Viewing of pornography, violation of copyright laws, hacking, and other acts considered illegal are prohibited and subject to prosecution.

\*As time permits staff is happy to assist patrons in accessing and navigating the Internet.

\*Saving files on a flash drive or dvd is permitted

\*Fees for printing pages are posted. Patrons are responsible for payment of ALL pages printed, even if printed in error.

\*Misuse of library resources **by any computer user of any age** will result in loss of computer privileges for one month. The second offense will mean no computer use ever. This includes:

- destruction or damage to equipment, software, or data belonging to the library;
- unauthorized copying of copyright-protected data;
- harassing, libeling, or slandering other users;
- downloading proprietary or damaging material to a library computer.

\*Customers are welcome to use personal computers, ipads, cell phones in the library but must also follow the above policies.

**\*Parents/guardians, not the Library Staff/Board of Trustees/City of Atkinson, are responsible for Internet information accessed by their children.**

**\*All users between the ages of 5 and 18 AND their parent/guardian must read the above policies and sign below in the presence of library staff.**

This is to certify that both I and my child have reviewed the above policies for Internet Access, and we understand and agree to abide by them.

---

*Parent/Guardian Signature*

*Date*

---

*Minor's Signature*

*Date*

## APPENDIX C

### LCD PROJECTOR AND SCREEN POLICY

#### RENTAL APPLICATION

- I HEREBY ASSUME RESPONSIBILITY FOR ALL DAMAGE OR LOSS TO THE LCD PROJECTOR AND SCREEN, PROPERTY OF THE ATKINSON PUBLIC LIBRARY, WHILE IN MY POSSESSION.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

#### FOR LIBRARY USE

NAME OF GROUP \_\_\_\_\_

NAME OF PERSON RESPONSIBLE \_\_\_\_\_ PHONE NO. \_\_\_\_\_

RENTAL DATE(S): \_\_\_\_\_ X \$25.00 = \$ \_\_\_\_\_

DATE PICKED UP: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF LIBRARY OFFICIAL

DATE EQUIPMENT RETURNED: \_\_\_\_\_

## APPENDIX D

### OBJECTION TO LIBRARY MATERIALS FORM

NAME OF PERSON MAKING OBJECTION: \_\_\_\_\_

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

DATE: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

DETAILS OF OBJECTION:

MATERIAL INVOLVED (TITLE, AUTHOR, ETC.) \_\_\_\_\_

SPECIFIC PAGES: \_\_\_\_\_

WAS ENTIRE WORK READ? \_\_\_\_\_

IF NOT, WHAT PARTS WERE READ? \_\_\_\_\_

SPECIFIC BASIS OF OBJECTION: \_\_\_\_\_

DATE COMPLAINT RECEIVED: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF LIBRARY OFFICIAL

#### FOR LIBRARY BOARD USE

DATE REVIEWED:

BOARD ACTION/RECOMMENDATION:

\_\_\_\_\_  
SIGNATURE OF BOARD PRESIDENT

\_\_\_\_\_  
DATE

### 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.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

## APPENDIX F

### DISPLAY/GIFT POLICY

- Educational and cultural displays in the Atkinson Public Library are welcome, space permitting, for short periods of time provided the library is released from all responsibility for loss or damage.

A. REQUEST/RELEASE FORM

I HEREBY REQUEST PERMISSION TO DISPLAY:

DURING THE PERIOD OF \_\_\_\_\_ IN  
MAKING THIS REQUEST, I HEREBY ABSOLVE THE ATKINSON PUBLIC LIBRARY  
OF RESPONSIBILITY FOR ANY LOSS OR DAMAGE INVOLVING MY COLLECT.

\_\_\_\_\_  
SIGNATURE OF LOANER

\_\_\_\_\_  
DATE

#### FOR LIBRARY USE

APPROVED:

\_\_\_\_\_  
SIGNATURE OF LIBRARY OFFICIAL

DATE DISPLAY RECEIVED:: \_\_\_\_\_

## APPENDIX G

### Nebraska Laws Pertaining to Library Operations

Nebraska Library Commission 1997

**STATUTE:** 84-712.05

**HEADING:** Chapter 84: State Officers.

**SUBJECT:** Records which may be withheld from the public, enumerated.

The following records, unless publicly disclosed in an open court, open administrative proceeding, or open meeting or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records:

(7) Personal information in records regarding personnel of public bodies other than salaries and routine directory information

(10) Records or portions of records kept by a publicly funded library which, when examined with or without other records, reveal the identity of any library patron using the library's materials or services

(12) Records or portions of records kept by public bodies which would reveal the location, character, or ownership of any known archaeological, historical, or paleontology site in Nebraska when necessary to protect the site from a reasonably held fear of theft, vandalism, or trespass. This section shall not apply to the release of information for the purpose of scholarly research, examination by other public bodies for the protection of the resource or by recognized tribes, the Unmarked Human Burial Sites and Skeletal Remains Protection Act, or the federal Native American Graves Protection and Repatriation Act; and Records or portions of records kept by public bodies which maintain collections of archaeological, historical, or paleontological significance which reveal the names and addresses of donors of such articles of archaeological, historical, or paleontology significance unless the donor approves disclosure, except as the records or portions thereof may be needed to carry out the purposes of the Unmarked Human Burial Sites and Skeletal Remains Protection Act or the Federal Native American Graves Protection and Repatriation Act.....

## **COPYRIGHT/PHOTOCOPYING**

## **APPENDIX H**

U.S. Code, Title 17, Section 108

It is not an infringement of copyright for a library or any of its employees to reproduce no more than one copy of an article from a periodical issue, chapter from a book, section from an encyclopedia or other reference tool, etc. under the following circumstances.

- The copy must become the property of the user
- The library displays a warning of copyright
- The copy includes a notice of copyright
- The copying is isolated and unrelated
- The employee is not aware that the user is distributing multiple copies
- The employee is not systematically reproducing or distributing multiple copies

If more copies are needed, the library should seek permission to copy or establish a method of paying royalties to the copyright holder such as through the Copyright Clearance Center.

Section 108 does not prohibit Interlibrary Loan activity or photocopying for educational purposes. Works not addressed in this section are musical works, motion pictures, videotapes, and audiotapes.

If customers make their own copies, the library is not responsible for infringement of copyright if the copy machine displays a notice that the making of a copy may be subject to the copyright law, Section 108.

## **DISPLAY WARNING OF COPYRIGHT**

### ***Warning concerning copyright restrictions***

The copyright law of the United States (Title 17, United States code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purposes other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order, if in its judgment, fulfillment of the order would involve violation of copyright law.

**APPENDIX I**

**INCIDENT REPORT FORM**

**DATE AND TIME OF INCIDENT/COMPLAINT:** \_\_\_\_\_

**LOCATION OF INCIDENT (BUILDING, FLOOR, AREA)** \_\_\_\_\_

**DETAILED DESCRIPTION OF INCIDENT/COMPLAINT:**

**WITNESSES, IF ANY:**

\_\_\_\_\_  
**SIGNATURE OF LIBRARY OFFICIAL**

\_\_\_\_\_  
**DATE**

**FOR LIBRARY BOARD USE**

**DATE REVIEWED:**

**BOARD ACTION/RECOMMENDATION:**

\_\_\_\_\_  
**SIGNATURE OF BOARD PRESIDENT**

\_\_\_\_\_  
**DATE**

# Continuing Education Rooms Checklist

Name of Group: \_\_\_\_\_

Date \_\_\_\_\_

Number Attending \_\_\_\_\_

\_\_\_ Tables washed and chairs wiped out before restoring to original arrangement.  
(Note: Chairs can ONLY be stacked on the black carts)

\_\_\_ Turn off all equipment (TV, DVD, LCD, and Computers, etc.)

\_\_\_ Coffeepot (Unplugged, washed, dried, and reassembled)

\_\_\_ Microwave (Wipe inside and out if used)

\_\_\_ Sink (Remove all refuse and wipe down)

\_\_\_ Fridge (Remove your food, wipe spills and front door if used)

\_\_\_ Trash (Place in dumpster in alley)

\_\_\_ Vacuum (Vacuum all areas used)

\_\_\_ Coffee Cart (Clean if used)

\_\_\_ Lights (Turn out all lights – one light in hallway by restrooms and meeting room light remains lit at all times)

\_\_\_ Bathrooms (Check to make sure lights are off and that no one is left behind)

\_\_\_ Towels (Wash and return as soon as possible if used)

\_\_\_ Key (Leave on coffee cart in hallway with completed checklist)

\_\_\_ Thermostat is preprogrammed

SIGNATURE: \_\_\_\_\_  
(Leave completed checklist and key on coffee cart)

## MEETING ROOM SPECIFICATIONS

## APPENDIX K

### Conference Room

- Approximately 12'X13'
- 72" round table
- 8 chairs

### Continuing Education Rooms (May be divided by Staff only.)

- Approximately 34'X21' undivided
- Accommodates about 50-60 people at tables or 104 people in chairs.
- Features kitchenette and coat rack.

#### East Room—20'X21'

Accommodates about 28 people at tables or 60 people in chairs.

No kitchen facilities.

Has large coat rack and access to north alley.

#### West Room—14'X21'

Accommodates about 20 people at tables or 44 people in chairs.

Contains kitchen facilities with full-sized refrigerator, sink, and microwave.

### Amenities available for use. (Any items used should be cleaned and put away)

- Full-size refrigerator, sink, and microwave
- 70 stackable chairs
- 8 eight foot tables
- 2 Drip Coffeemakers
- Vacuum cleaner
- Coffee cart on wheels.
- Audiovisual equipment -- LCD projector
  - Small table-top screen
  - Large pull-down wall screen

Appendix L

<b>Library Technology</b>	<b>Date</b>	<b>Service Tag</b>	<b>Express Service Code</b>
XL Ellison Letter Cutting Machine	Aug 2002		58615
<b>2003</b>			
Star Slip Printer (Sagebrush)	Apr 2003	TSP 200-24	9.34021E+11
Winnebago Hand Held Scanner	Apr 2003		W-10-14160
<b>2004</b>			
AT&T Telephones (set of 3)	Mar 2004		AK100503272
<b>2005</b>			
Amseco Patron Counter (Graybar)	Aug 2005	EWPR202	E0503852
Whirlpool Refrigerator (Office)	Oct 2005	EL05CCXMG	EES3452376
Whirlpool Microwave (Office)	Oct 2005	MT4155SPQ-1	FGS2503119
18.3 cu. ft. Whirlpool Refrigerator	Oct 2005	ET8MHKXMT03	ES2233632
Whirlpool Microwave (Continuing Ed)	Oct 2005	MT4155SPT-O	FGR4905177
<b>2007</b>			
Bissell Spotlifter	Nov 2007		SA41-57A
LCD Screen (Mtg. room)	Nov 2007		
<b>2008</b>			
Scotch Cold Laminator	Sep 2008	LS960	22608
CEFC Barcode Scanner	Sep 2008	BG8070866	
<b>2009</b>			
Portable MegaVoxPro Microphone	Mar 2009		A903771
Vostro 1720 Laptop (Roseanne)	Jun 2009	9G125K1	20561819617
<b>2010</b>			
Lamcraft Laminator HD1200	Sep 2010	HD1200	83623
ST View Scan Digital Scan (Heritage)	Dec 2010	P/N STVS1	S/N1028510183
Dell Desktop-Computer (Heritage Rm)	Dec 2010	8MMKPN1	18782432461
<b>2011-2012</b>			Serial Number
Rebel Canon Camera	Jan 2011	DS126191	
Adult HP Compac 6200 Desktop	July 2012		MXL12102C6
Adult HP Compac 6200 Desktop	July 2012		MXL12102BX
Adult HP Compac 6200 Desktop	July 2012		MXL121029V
Adult HP Compac 6200 Desktop	July 2012		MXL12102C2
HP LaserJet P4014dn Printer	July 2012		JPDFD44271
HP Color LaserJet CM2320nf	July 2012		CNF9C1PX64
ViewSonic LCD Projector	July 2012		PJD5352DLP
Digital Optic Display Outdoor Sign	Aug-12		Tri City Signs
<b>2013</b>			
HP Laptop	July-12	Probook 4540s	L1102912376
HPLaptop	July-12	Probook 4540s	L1102912373

Dell OptiPlex (Circulation Area)	Feb 2013		GP7NQW1
Dell OptiPlex (Circulation Area)	Feb 2013		GP8LQW1
ViewSonic PJDS Series DLP Projector	Jun 2013		
LCD Screen			
Dell Laptop – Office Judy			41H81X1
Dell Laptop – Office Terri			J1L91X1
Dell Laptop – Meeting Room			5TNGLW1
Dell Laptop – Digital Sign			4TNGLW1
<b>2014</b>			
Google TV – 47”	Sep 2014		
<b>2015</b>			
Planter			
Bench			
<b>2016</b>			
Youth HP Laptop (Patron)	May 2016	CND6182QWR	L8Y97AV
Youth HP Laptop (Patron)	May 2016	CND6182QTK	L8Y97AV
Youth HP Laptop (Patron)	May 2016	CNN6182QWF	L8Y97AV
Youth HP Laptop (Patron)	May 2016	CND6182QTQ	L8Y97AV
Youth HP Laptop (Patron)	May 2016	CND6182QWB	L8Y97AV
Youth HP Laptop (Patron)	May 2016	CND6182QWD	L8Y97AV
Youth HP Laptop (Patron)	May 2016	CND6182QTL	L8Y97AV
Youth HP Laptop (Patron)	May 2016	CND6182QT8	L8Y97AV
Adult Bytespeed Desktop	June 2016		
Adult Bytespeed Desktop	June 2016		
Adult Bytespeed Desktop	June 2016		
Adult Bytespeed Desktop	June 2016		
Adult Bytespeed Desktop	June 2016		
Adult Bytespeed Desktop	June 2016		
Adult Bytespeed Desktop	June 2016		
Adult Bytespeed Desktop	June 2016		
<b>2018</b>			
Shark Rotator Vacuum	June 2018	NV650/750	

Plans are to replace the three office computers, the two front circulation computers, and 4 laptop computers in 2019.

## **Appendix M**

### **Volunteer Opportunities at the Atkinson Public Library**

You are invited to join our volunteers and help promote the joy of reading and lifelong learning @ your library. Thank you for your willingness to volunteer! All volunteers must be 7<sup>th</sup> graders or above. Below is a description of some volunteer opportunities available @ your library and a form to fill out and sign if you are interested in volunteering.

#### **Children/Juvenile Area**

- \_\_\_ Sharing of books with preschools
- \_\_\_ Delivering book packets to local daycares
- \_\_\_ Book reviews or storytelling during school visits
- \_\_\_ Computer training to school children
- \_\_\_ Storytime helper (register children, prepare crafts, setting up and clean up, etc.)
- \_\_\_ Storytime reader (read stories, act out plays, lead music, etc.)
- \_\_\_ Hosting a parent/child book talk
- \_\_\_ Helping with movie nights
- \_\_\_ Mentoring to students after school with homework help

#### **Adult Area**

- \_\_\_ Computer training to senior citizens
- \_\_\_ Storytelling at Good Sam or Assisted Living
- \_\_\_ Book deliveries to the homebound
- \_\_\_ Leading or hosting a book club
- \_\_\_ Hosting during special events or programs
- \_\_\_ Joining the local Friends group with fundraisers
- \_\_\_ Working with the Friends group during a special cleaning day every six months
- \_\_\_ Planning special displays and/or exhibits to be held @ your library (board approval)
- \_\_\_ Research genealogy requests
- \_\_\_ Scanning local history files and straightening files

#### **Library Duties**

- \_\_\_ Shelve and sort returned materials
- \_\_\_ Make flyers, newsletters, folders, brochures and deliver to local businesses
- \_\_\_ Straighten books on shelves
- \_\_\_ Clean the covers of children and juvenile books

#### **Cleaning Duties**

- \_\_\_ Dust bookcases and computer screens, wash windowsills, tables, chairs, and counter tops
- \_\_\_ Scrub cupboards, circulation desk, and other desks
- \_\_\_ Clean rest room facilities, sweep, mop, clean sinks, wash mirrors, walls, and wall arrangements. Also, clean the water fountains
- \_\_\_ Replace light bulbs when needed
- \_\_\_ General maintenance work (will call when needed)
- \_\_\_ Vacuuming
- \_\_\_ Washing windows and glass in doors and framework around doors
- \_\_\_ Water and care for plants

#### **Outside**

- \_\_\_ Adopt an area in front of the library to keep it weeded throughout the summer
- \_\_\_ Help plant new plantings, and apply mulch
- \_\_\_ Sweep parking lot and sidewalks and wash them down
- \_\_\_ Wash windows, doors, screens
- \_\_\_ Shovel snow on sidewalk, front step, and ramps, apply ice melt (already have a volunteer to clear parking lots and front sidewalk close to curb)

#### **Library Staff will Designate Jobs for the Following**

Community Service Workers, North Star, Special Ed, FCCLA, FFA, Horticulture, 4-H Clubs, Service Clubs, Classes from school, etc.

**Contact Information**

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_Zip\_\_\_\_\_

Home Phone\_\_\_\_\_Work Phone\_\_\_\_\_

Email address\_\_\_\_\_

**Area of Interest**

Please check areas of interest above you would like to volunteer for

In the event that I am selected to become a volunteer for the Atkinson Public Library, I fully agree to comply with Library Board policies in a voluntary capacity and I will receive no compensation or benefits for services provided.

I understand that I am NOT insured by the city of Atkinson Worker’s Compensation Insurance and NOT covered by any Accident Medical Insurance Policy while I am a volunteer at the Atkinson Public Library. I authorize that all necessary first aid steps may be taken as prescribed by qualified personnel.

I hereby release the City of Atkinson and the Atkinson Library Board from all claims, damages, cost or expense including attorney fees, and liability, including any claims of personal injury and property damage arising from my participation in the Volunteer Program. I grant full permission to use any photographs, videotapes, recording or any other record of this program for any purpose.

BY SIGNING BELOW, I AGREE THAT I UNDERSTAND AND CONSENT TO THE ABOVE STATEMENT:

\_\_\_\_\_  
Volunteer’s Signature

\_\_\_\_\_  
Date

If I am unable to fulfill my volunteer obligation I will contact the Atkinson Public Library at 402-925-2855

# Appendix N

## Key Application Form

I hereby assume responsibility for a key to the Atkinson Public Library subject to the following conditions:

- I am personally responsible for this key and will take special care of it at all times.
- I will not loan this key to anyone else other than adult individuals in my group.
- I will notify the Atkinson Public Library immediately if the key is lost
- I understand that only library personnel can duplicate this key.
- I will reimburse the Atkinson Public Library for all costs associated with replacing the key.
- I will immediately surrender the key upon demand by the Atkinson Public Library.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### For Library Use

**Key Number:** \_\_\_\_\_

**Name of Group (If Applicable)** \_\_\_\_\_

**Name of Person Responsible for Key** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Signature of Library Official loaning key** \_\_\_\_\_

# Appendix O

## Display/Exhibit Request Form

I hereby request permission to display/exhibit at the Atkinson Public Library

Name of Individual or Group \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Beginning/Ending Display Date \_\_\_\_\_

Description of Display \_\_\_\_\_

I hereby acknowledge receipt and acceptance of the Atkinson Public Library Display/Exhibit Policy.

I hereby fully release and discharge the Atkinson Public Library, the Library Board of Trustees, the Friends of the Library Foundation, Inc., and the City of Atkinson, its officers, agents and employees from any and all claims from preservation, protection, possible damage or theft of any item displayed on the premises of the Atkinson Public Library.

Further, I hereby acknowledge that any abuse of the Display/Exhibit Policy will be sufficient cause to deny further use of library facilities to me and the group for whom the display/exhibit space was requested.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Library Official

## **APPENDIX P**

### **Atkinson Public Library Notice of Meeting**

Notice is hereby given that a meeting of the Atkinson Public Library Board of Trustees will be held on **Tuesday, \_\_\_\_\_ at 8:00 a.m.** at the Atkinson Public Library Continuing Education Room, 210 West State Street, which meeting will be open to the public. An agenda for such meeting, kept continuously current is available for public inspection at the office of the Library Director. Except for items of an emergency nature, the agenda shall not be enlarged later than twenty-four hours before the scheduled commencement of the meeting.

/s/ Judy Hagan  
Library Director

### **Atkinson Public Library Notice of Meeting**

Notice is hereby given that a meeting of the Atkinson Public Library Board of Trustees will be held on **Tuesday, \_\_\_\_\_ at 8:00 a.m.** at the Atkinson Public Library Continuing Education Room, 210 West State Street, which meeting will be open to the public. An agenda for such meeting, kept continuously current is available for public inspection at the office of the Library Director. Except for items of an emergency nature, the agenda shall not be enlarged later than twenty-four hours before the scheduled commencement of the meeting.

/s/ Judy Hagan  
Library Director

### **Atkinson Public Library Notice of Meeting**

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/s/ Judy Hagan  
Library Director

(Post 3 days before mtg.)