

**Karlen
Memorial
Library
Policy and Procedure
Manual**

MANUAL INDEX

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Karlen Memorial Library History

The Beemer Federated Women's Club started the Karlen Memorial Library. The original name was the Beemer Township Library and was located on North Main Street, east of the village standpipe. It was later moved to a smaller building next to the township hall on West Third Street.

When the new building was built it was then named the Karlen Memorial Library.

The first motion toward securing a library was made on September 23, 1924. In November of that year the club's library committee reported that a loan of books from the state had been received. A library was opened on Saturday afternoons, in the Beemer Township Hall.

Club members and their daughters took turns caring for the library and checking out available books. Contributions of books from member's private libraries and funds from the community helped start a permanent pool of library-owned material.

A memorial bookshelf was started in 1940. Many books were placed on the shelf in memory of departed members of the club and surrounding areas.

In 1930, a committee of Mrs. J.A. Shors, then President of the Women's Club, Mrs. Guy Nellor, and Mrs. S.G. Karlen, whose husband was on the township board, attended a meeting of that board for the purpose of asking for a mill levy of one-tenth of a mill, to help maintain the library. A motion by the board was carried. This permanent tax was set aside each year to help finance the library and pay Mrs. Ben Martin, who was at that time the librarian. She kept the library open on Wednesday and Saturday afternoons. Books on loan from the state library commission were still used, but many volumes were selected by the librarian and the library board for purchase.

In June, 1964, Mr. and Mrs. R.H. Holsten of Dodge, Nebraska, donated funds for a new brick building in memory of Mrs. Holsten's parents, Gottfried and Barbara Karlen, early pioneers.

S.G. Karlen, son of the elder Karlens, donated a strip of his property to the southwest of the Beemer Public School for the site, in memory of his wife, Bertha, an enthusiastic member of the club and of its library activities.

He also furnished a small museum in the library basement with pioneer antiques, many having belonged to his parents.

The Karlen Memorial Library pictured below on this page is heated and air-conditioned. The Holstens also provided the library with furniture.



On June 18, 1964, a groundbreaking ceremony was held, with Mrs. Holsten turning the first shovel of earth. The building was formally dedicated and presented to the Village of Beemer on November 6, 1965 and was accepted by Mayor Bob Wordekemper. It has been open since July 17, 1965.

Library Director Marguerite Nellor, daughter of a charter member of the Woman's Club, staffed the library until January 1, 1993 when she retired.

In April 2015, Stephanie Heinemann and Matthew Dilworth designed a new logo for the library, which is pictured below, along with the color scheme of dark blue and white. A board of five members still govern the library's operations.



The Karlen Memorial Library is a member of the Three Rivers Library System in Nebraska. The library is state accredited and the Director, Library Assistant, and Library Board are state certified. The library serves the Village of Beemer, Beemer Township and the surrounding area with over 8400 books,

magazines, videotapes, CD's, DVD's, and audio books. The library also provides access to e-books, digital books and computer programs.

Past Library Personnel

Library Directors

Mrs. Ben (Ethel) Martin (1930 - Jan. 1947)
Kathryn Von Seggern (Jan. 1947 - Dec. 1947)
Mrs. Ben Martin (1948 - Mar. 1969)
Marguerite Nellor (April 1969 - Jan. 1993)
Tammy Lorenz (Jan. 1993 - Mar. 2015)
Stephanie Heinemann/ Payton (Mar. 2015 -)

Library Assistants

Katie P. Martin (Dec. 1961 - July 1968)
Terri Schneider (Oct. 1988/ Jan. 1990 - Dec. 2014)
Nancy Clatanoff (July 1991 - Nov. 1991)
Bev Meritt (Jan. 1998 - Aug. 1999)
Trisha Horst (Oct. 1999 - June 2002)
Angela Pettigrew (July 2001 - June 2002)
Greta Lierman (July 2002 - Aug. 2003)
Shannon Lorenz (Nov. 2002 - Dec. 2003)
Ellen Cowen (Mar. 2004 - Mar. 2005)
Deb Zehr (Aug. 2004 - Nov. 2008)
Kortnie Stewart (Jan. 2009 - Dec. 2009)
Brenda Mathis (Feb. 2010 - June 2010)
Nancy Bradfield (June 2010 - May 2017)
Lana Wolf (Sept. 2017 -)

Mission Statement

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

General Goals of the Library

The general goals of the Karlen Memorial Library shall be:

1. Books and other library resources will be provided for the interest, information and enlightenment of all people of the community of Beemer. Materials will not be excluded because of origin, background, or views of those contributing to their creation.
2. The library will provide materials and information presenting all points of view on current and historical issues. Materials will not be proscribed or removed because of partisan or doctrinal disapproval.
3. The library will challenge censorship in the fulfillment of its responsibility to provide information and enlightenment.
4. The library will cooperate with all persons' and groups' abridgement of free expression and free access to ideas.
5. A person's right to use the library will not be denied because of origin, age, background, or views.
6. The library will provide information and reference services, which are accurate and current.
7. The library will provide competent library staff to serve the community.
8. The library will provide adequately equipped reading room facilities.

Personnel Policies and Staff Development

1. Job Description
 - a) See Librarians Duties & Responsibilities found on page 8

2. Salary
 - a) Based on experience, level of certification
 - b) Shall be negotiated annually, in June

3. Hiring
 - a) Shall be done by Board of Trustees or selected committee when job position is open

4. Probationary Work Period
 - a) A period of 6 months

5. Performance Evaluation
 - a) Made yearly by the Board of Trustees

6. Hours
 - a) 28 hours per week, or as assigned
 - b) The library personnel is to work the hours set by the Board of Trustees. Exceptions to the set hours are to be approved by a member or members of the Board.

7. Leave of Absence
 - a) Shall be made by approval of Board of Trustees
 - b) To be taken without pay
 - c) No paid vacation with this part time position

8. Grievance Procedures
 - a) Encouraged to submit in verbal and written form to the Board of Trustees
 - b) Agreed to be dealt with within 60 days

9. Disciplinary Actions
 - a) Shall be made in verbal and written form from the Board of Trustees

10. Resignation
 - a) The Library Director's resignation shall be made in verbal and written form, to the Board of Trustees, within 90 days of notification, prior to leaving.
 - b) The Library Assistant's resignation shall be made in verbal and written form, to the Library Director, within 14 days of notification, prior to leaving.

11. Substitute Staff and volunteer Use

- a) Current use of Librarian's aid
- b) Extra help at approval of the Board of Trustees

12. Staff Development

- a) Library staff shall be expected to attend Continuing Education Classes and Training as part of the Library's accreditation.
- b) The library encourages the attendance of all staff members and board members at professional meetings, conferences, and conventions. When possible, time will be allowed with pay for staff members to attend.
- c) Library funds will pay for mileage, registration fees, and other library expenses for staff members with approval from the library board.
- d) The library shall pay state and national association dues for the library director.

Karlen Memorial Library Librarian's Job Description

Job Title: Library Director

Supervised By: Library Board

Responsibilities: The library director shall be responsible for the general library operation, supervision of staff and services to the public. The director cooperates as a link with the library staff, library board, village board and the general public to achieve efficient library operation. The director of the library performs professional, managerial, and administrative work of a highly responsible and confidential nature in directing and coordinating the activities and facilities of the library program. The library director develops library collections, plans and implements services and activities to meet present and future community needs.

The director shall maintain an active program of public relations.

Duties:

- Attends all library board meetings, with the exception of those meetings directly involving library director salary or the librarian's tenure.
- Prepares regular reports of the library's current progress and future needs for the library.
- Is responsible in all areas of library management, including personnel supervision, budget preparation, acquisitions, programming, and training.
- Supervises staff, makes general task assignments, schedules work hours and time off, trains new staff members, and maintains an atmosphere of cooperation and good feeling.
- Selects all library materials. Selects materials to be discarded from library inventory.
- Works with library board on the preparation of the library budget.
- Recommends salary increases for staff members.
- Implements library programs, policies and objectives as established and adopted by the library board.
- Is knowledgeable in the local and state library laws; actively supports library legislation in the state and nation.
- Develops grant proposals when applicable.
- Affiliates with state professional organizations and attends professional meetings and workshops. The Nebraska Library Association dues will be paid by the library. Makes use of the services and consultants of the State Library.

Qualifications

- Thorough knowledge of all phases of public library operations.
- Ability to supervise staff.
- Above average decision-making skills.
- Ability to communicate orally and in writing.
- General education and if not already certified by the State of Nebraska to be so certified in a reasonable period of time to be set by the Karlen Memorial Board of Trustees, according to the guidelines set by the State of Nebraska Library Commission.
- Previous library experience preferred.
- Character and personality; resourcefulness, enthusiasm, intelligence, self-confidence, leadership, dependability, and ability to get along with people.
- Managerial skills and previous supervisory experience. Computer knowledge required.
- Qualifications required to assist the library in meeting the requirements for library accreditation.

Special Working Conditions

- Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking (including stairs), carrying/lifting (books and boxes up to 30 lb.), bending, pulling, pushing, frequent near vision use for reading labels and computer use.

Karlen Memorial Library Librarian Assistant's Job Description

Job Title: Library Assistant - Part Time Position

Supervised By: Library Director and Library Board of Trustees

Summary: Assist library director with daily, routine library operations. Duties may include library searches, general office work, data entry, assisting patrons, and maintaining statistics.

Hours: Employee averages 14 hours a month, with additional hours worked as substitute for the library director.

Job Duties

- Prepares library for opening/closing
- Provides excellent customer service to library patrons
- Checks in/out library materials, including resolving problems with patrons
- Answers phone and takes appropriate messages when needed
- Collects fines and handles other cash transactions
- Ensures the integrity, privacy, and confidentiality of patron records and transactions
- Maintains data for library records
- Assists patrons in locating items throughout the library
- Answer basic reference questions that patrons may have
- Shelves books and other library materials
- Provides first level IT support to users with technical problems and/or questions
- Provides assistance with the copier, printer, laminator, fax, and Cricut machines
- Registers new patrons on the library's computer system
- Helps to maintain the library - pick up, straighten books, dust, vacuum, clean computer area and clean bathrooms
- Assists Library Director with the Summer Reading Program's activities
- Performs other duties as assigned

Qualification

- High School Graduate or GED equivalency
- Excellent human relations, written and oral communication skills required
- Willingness and interest in libraries
- Experience with computers and the ability to troubleshoot printers, copiers and other equipment
- Accuracy and attention to detail
- Ability to establish priorities, work independently, and proceed with objectives without supervision

Special Working Conditions

- Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking (including stairs), carrying/lifting (books and boxes up to 30 lb.), bending, pulling, pushing, frequent near vision use for reading labels and computer use.

Advocacy Policy

Purpose

This policy defines when, why, how, and who would engage in advocacy activities on the Karlen Memorial Library's behalf.

Policy

Application

This policy applies to the library board, the director and any other staff members who are authorized by the director to advocate on behalf of the Karlen Memorial Library.

General

The Karlen Memorial Library shall be an effective advocate for the provision of good library service by ensuring that the community is aware of the importance of the library and that government decision makers at all levels fully understand the role played by the library in the community. Advocacy is an ongoing activity which lays the foundation for specific lobbying campaigns, should they become necessary. The purpose is to have a general awareness and understanding of the importance of the Karlen Memorial Library. Lobbying is necessary as a means of working to persuade the government to resolve a decision, policy or law in favor of the library.

Guideline - Advocacy Role

The Library Board shall:

- Fulfill its advocacy responsibilities by identifying and responding to issues, concerns and government policies that may directly or indirectly affect the Karlen Memorial Library.
- Encourage board members, staff, volunteers, concerned individuals and other community organizations to bring advocacy issues to the Karlen Memorial Library board's attention.

Library Spokesperson shall:

- Either the library director or the board's chair will be the official spokesperson for the library on advocacy issues, depending upon availability and the nature of the issue.

Issues Response

- After discussion of the advocacy issue (s) the library board shall direct the board chair or the library director to convey its concerns in person or in writing to the appropriate or government agency and to the media where appropriate.
- The board shall ensure that there are regular communications with the village council.
- The board shall meet at least annually with the village council to review the library's resources, services, plans and achievements.

- To be an effective advocate, the library shall communicate, co-operate, and co-ordinate with other libraries and organizations when and as appropriate.

Marketing

The Karlen Memorial Library follows a planned and sustained process to assess the customers' needs and then selects materials and services necessary to meet those needs.

Our key considerations in knowing our customers need are:

1. Who are they?
2. What do they need?
3. When and where can we best deliver it?
4. What is the library is willing to pay for such services?

The Karlen Memorial Library's intent is to promote the library to the public in such a manner as to expand marketing through local newspapers, displays, radio stations, and internet sources.

Board of Trustees Duties

1. The Library Board of Trustees shall consist of five members appointed by the Beemer Village Board.
2. They will meet at least eight times each year to review policies, approve purchases, and support the care and use of the library.
3. The Board of Trustees will have regularly scheduled monthly meetings to be run in a businesslike manner. The trustees will provide; elected officers with specific duties of preparing an annual budget report for the library and reviewing a current report of expenditures against the budget at least twice during the fiscal year.
4. All meetings of the board will conform to regulations of the open meeting law, including posting the meeting date and agenda prior to the meeting, and inviting the public to attend each meeting.
5. Each library board trustee will be provided with a copy of the policy manual. Every trustee will be familiar with the rationale for each policy.
6. The library board will plan an annual, periodic review of all library policies, with revision as necessary.
7. Library trustees will serve 5-year terms according to the Village of Beemer ordinances. If a vacancy occurs prior to the expiration of a trustee's term, the position will be filled by an appointment from the Beemer Village Board.

Karlen Memorial Library By-laws

Article 1:

The library board, who shall hold the title of trustees, shall consist of five members appointed as provided in chapter 3, article 7 of the Municipal Code of The Village of Beemer, Nebraska. The terms of trustees are five years from and after the first day of July of the year in which the Trustee shall have been appointed. Three trustees shall constitute a quorum. Trustees who are absent or who fail to attend 2/3 of the regular meetings in any 12 month period may be dropped from membership. The President of the Board will request a replacement trustee from the appropriate authority, said trustee to begin immediately to complete the term of office of the trustee he or she replaces.

Article 2:

The Trustees, at their first meeting in July of each year, shall organize by electing one president, one vice-president and one secretary. Duties of each position shall be reviewed before the election.

Article 3:

Regular monthly meetings of the library board shall be held at the library building on the fourth Monday of each calendar month at the time posted. Special meetings may be called by the president or upon request of a majority of the members. The library director shall prepare the agenda for each meeting.

Article 4:

The president shall preside at all meetings, appoint all committees, authorize calls for special meetings, and perform all other duties of presiding officer. The vice-president shall assume these duties if the president is unable to serve. The secretary shall keep a true and accurate minute record of all proceedings of the library board. The village clerk shall receive a copy of the minutes.

Article 5:

Special committees for study and investigation of special problems and interests may be appointed by the president with the approval of the board, from among members of the board or patrons of the library, or both, which committees shall serve until the completion of the work for which they were appointed, or until dissolved by action of the board.

Article 6:

The library director shall be considered the executive officer of the board and shall have sole charge of the administration of the library under the direction and review of the board. The library director shall be responsible for: purchase of books and library materials consistent with the policy determined by the board, supervision of programs and services, personnel selection and management, and attendance at all board meetings.

Article 7:

The order of business at the regular meeting shall be as follows:

- CALL TO ORDER
- MINUTES
- FINANCIAL REPORT
 - Checking

- Regular Savings
 - Financial Spreadsheet
- BILLS PRESENTED
- LIBRARY DIRECTORS REPORT
 - Patrons use
 - Meetings or activities
 - Other
- CORRESPONDENCE
- AGENDA
- ADJOURNMENT

Article 8:

At a regular meeting in July of each year, the board shall prepare a budget for the fiscal year commencing the first day of October to be presented to the Beemer Village Board immediately thereafter.

Article 9:

These by-laws may be amended at any regular meeting of the board by a three-fifths vote of the total membership, provided that written notice was given to each member at least two days prior to the meeting. These by-laws may be amended at any time by the unanimous vote of the board without prior notice.

Article 10:

These by-laws shall amend and supersede all by-laws at any time heretofore adopted by the library board, all of which prior by-laws are hereby repealed.

Board of Trustees Operating Policy

The Karlen Memorial Library, Board of Trustees have approved the following operating policy for the library:

1. Employ a competent and qualified library director.
2. Determine the purposes of the library and secure adequate funds to carry on the library's programs.
3. Determine and adopt written policies to govern the operation and programs of the library.
4. When trustees' terms expire, nominations are submitted to the Village of Beemer Board by their June meeting.
5. Election of officers for the Library Board of Trustees will be held at the June meeting, annually.
6. Know the program and needs of the library in relation to the community; keep abreast of standards and library programs.
7. Establish, support and participate in a planned public relations program.
8. Assist in the preparation of the annual budget in July and review salaries at the June board meeting.
9. Know local and state laws; actively support library legislation in the state and in the nation.
10. Establish library policies dealing with book and material selection. Review will be made of the policy manual in October of each year.
11. Attend all board meetings and see that accurate records are kept on file at the library.
12. Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
13. Be aware of the services of the state library.
14. Report regularly to the governing officials and the general public.

Legal Powers of the Board of Trustees

The legal power of the Karlen Memorial Library Board of Trustees shall be:

1. To erect, lease, or occupy the library building.
2. Appoint and determine the salaries and hours of the library staff.
3. Establish regulations for governance of the library.
4. Impose penalties for theft or damage to the library property or infraction of library regulations.
5. Control library expenditures.
6. Exercise the powers necessary to carry out the intent of statutes, regarding establishment and maintenance of a public library.

Finance Policy

The library board establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of the library's mission and goals, and compliance with appropriate laws and ordinances.

1. Library director shall establish an annual budget. Submission for approval will go before the library board of trustees, and then it will be submitted to the village clerk for inclusion in the village's budget.
2. After adoption by the village board, the allocated funds will be made available for library materials and services.
3. On a monthly basis, the library director shall present a list of all expenditures to the library board for review and approval. Approved invoices will be forwarded to the village clerk for payment.
4. Monies received as reimbursements for lost or damaged materials, computer printouts, copies, and small donations for discarded books may be used to defray expenses in these areas, and serve as a petty cash fund, as authorized by the library board.
5. Withdrawn library materials and materials donated but not added to the collection will be disposed of at the discretion of the library director.
6. Grants and Donations: funds donated to the library may be allocated according to the wishes of the donor. Memorial funds will be used as designated by the donor or for library materials or furnishings chosen at the discretion of the director and library board if undesignated.
7. Utilization of grant funds from any source will be used in accordance with the requirements for receiving the funds unless no specific commitment was required. In such case the expenditure of these funds will be decided by the director and/or the library board and approved at the regular monthly meeting of the library board.

Availability and Use of Facilities

1. The public library will be permanently publicly funded by the Beemer Village and Township.
2. The library will be maintained in a smoke-free environment.
3. The library shall have a mission statement, which clearly defines the purpose of the library in the community.
4. Library hours shall be fixed and posted and shall be based on community needs.
5. The library will have a telephone with its number listed under the library's name.
6. The library will make its basic services available without charge to all residents of the Beemer Village, Beemer Township, and Cuming County. These basic services will include, but not be limited to:
 - a) Free loan of circulating printed materials from local collections.
 - b) General reference and information services. No service will be denied to any person because of race, sex, religion, age, color, national origin, ancestry, physical handicap, or marital status.
7. The library will budget for and provide reference services, access to resources and services beyond its own facilities, through resource sharing, inter-library loans, and similar activities. A service fee will be charged on some requested items.
8. The library will have a certified, paid staff member, who is responsible for the administration of library services.
9. Personnel policies and regulations will be written and made available to all staff members.
10. Discrimination against any staff person because of race, sex, religion, age, color, national origin, ancestry, physical handicap or marital status is expressly prohibited.
11. The library will have its collection cataloged and organized according to standard cataloging and classification procedures.
12. The library will continually and systematically weed the collection.
13. The library will have a circulating collection of books for adults, young adults, and children.
14. The reference collection will offer the following material online or in house and not be more than ten years old: a general encyclopedia, a current world atlas, a current world almanac, a local telephone directory and a copy of the local city directory.
15. The library building will include space and suitable furnishings for the following areas: materials collection, in-house use of materials, circulation area, public access catalog, staff work area, storage area, public restrooms and custodial area.
16. The library building will comply with all applicable state and local building codes such as fire safety and sanitation regulations.

17. The library building exterior will be adequately lit and will have a visible sign indicating the library's name.
18. The librarian shall censor no book if a patron requests it.
19. Request for a book to be withdrawn from the shelves will be made only after a written withdrawal request has been filed and reviewed by the library director and board of trustees in a closed meeting.

Library Services Policy

Fees

Library cards are free to the residents of Beemer and Cuming County. A current Driver's License or State ID is required for adults when completing the card application. Address verification is also required before issuing a library card - a patron must provide a piece of mail with his/her name and postmarked within the last 30 days. Minors (under 17 years of age) will be issued a card without identification; however, they must be able to write their name and will need a parent's or guardian's signature on their application. Local organizations located within the limits of Beemer such as preschools, daycare centers, and rest homes may be issued a card in the organization's name with the permission of the organization's director and the library director. The card will only be used by the organization for items to be used at the facility.

Please notify the library staff of name, address, or telephone changes. All library cards are valid for three years before information needs updated. A charge of \$1.00 may be charged for issuing a new card, if the library card is lost or destroyed before the original card expires or if more than one new card is required per year.

Borrowing Policy

A limit of six (6) books/magazines may be checked out and two (2) videos/DVDs. The librarian may restrict this to a lesser number if borrowing privileges have been abused. All items, except those indicated "For Reference Only" and movies may be checked out for a two-week period. Movies check out for only one week. Most items may be renewed for an additional period of one/two week/s depending on the item, unless another patron reserves the item.

Fines and Service Charges

A fine of \$.05 per day for books and magazines and \$.25 per day for movies will be levied against each library item kept beyond the due date.

The library will first notify the delinquent borrower by telephone/email/text. If the borrower cannot be reached by telephone/email/text; or does not return the library material within two weeks after phone notification, the library will send a notice by mail. Patrons with overdue materials and or fines (\$5.00 or more) are not allowed to check out additional materials until all fines are paid and all materials are returned to the library. When one patron from a family has a large fine, he/she may not use another family member's card or a friend's card to check out library items. Parents/guardians will be responsible for paying their children's (18 years or younger) fines.

Replacement Costs

Any patron failing to return library material, which has been charged to borrower, is responsible for payment of the material at the value determined by the Director. Replacement and processing costs will be included as part of the replacement value of the item. Patrons are responsible for the replacement costs of damaged materials. The damaged items will remain the property of the library. All replacement costs must be paid by that patron before they are allowed to use the library again.

The library director can restrict material access to all patrons from one family due to abuse of their library privilege or to unrelated individuals residing at the same address. This can include not letting any family member check out items until all fines, penalties, etc. are paid for by the family.

Miscellaneous Services

1. Phone

Patrons may use the phone at the circulation desk with the assistance of the librarian to make local phone calls. Long distance phone calls are for emergencies only.

2. Printer

Printing from the computer is available for public use. The charge is \$.10 per page for black & white printouts and \$.50 per page for colored printouts.

3. Copy/Fax Machine

There is a copy/fax machine available for public use. The charge is \$.10 for each black & white copy and \$.50 for color. Fax charges are \$2.00 for the first sheet and \$1.00 for each additional sheet.

4. Laminator

There is a laminator available for public use. Maximum width is 24 inches. Charge for use of the laminator is \$.90 per running foot, with a special discount for educators of \$.50 per running foot.

5. Talking Books

Talking books in digital cartridge format are available from the Library for the Blind and Physically Handicapped at the Nebraska Library Commission. Application forms for the talking books service are available at the library or online at <http://nlc.nebraska.gov/TBBS/applyforservice.aspx>.

6. Proctoring Tests

Patrons may request the staff proctor exams. Requests to proctor exams must be scheduled at least 4 days in advance and are determined based on the availability of staff at the requested time. The fee for proctoring exams is \$5.00 per appointment.

Library Video Usage

- The videos provided by the library will be limited to:
 1. Entertainment
 2. Educational
 3. Self-Improvement
 4. Local Videos
 - a. School productions
 - b. Local plays
 - c. Other
- Library videos may be checked out for one week.
- There will be a \$.25 per day charge for overdue videos.
- Damaged or lost videos will be charged to patrons with the cost assessed by the library director.
- Patrons may check out only (2) two videos/DVDs at a time.
- Two videos/DVDs per library card are allowed.

Library Compact Disc Collection

- The library compact disc collection will not be loaned to library patrons and will be maintained for inner-library use only.
- Patrons will not be allowed to bring personal compact discs to the library for use on the library computers. This will be our policy to avoid introducing a computer virus into the library computer system.

Computer and Internet Policy

- Computers are available for use by the public at no charge.
- Computers are available on a first come, first served basis.
- Patrons ages 16 and under are limited to (2) 30-minute sessions, one in the morning and one in the afternoon, on the library computers for gaming or videos. Patrons may have extended time on the computers for educational purposes (ex. school work, research, word processing, or educational games, such as IXL, BrainPOP, and Prodigy).
- Computers are available for playing games, but a patron may be asked to give up that computer if needed by another patron for research.
- One computer must be kept open at all times to be used for reference, research or card catalog searches.
- Patrons are not allowed to install computer games on the computer and are not allowed to bring games from home to play on the computer.
- Children age five years and younger must be seated with a parent/guardian while using a computer.
- Adults using a computer should continue to supervise all children accompanying them while at the library.
- The library is not responsible for damage to any user's storage device or computer, or any loss of data, damage, or liability that may occur from patron use of the library's computers.
- Staff will assist patrons with basic services. Due to the constantly changing and expanding nature of technology, library staff will not be familiar with every aspect of computers and the internet.
- All internet resources accessible through the library are provided equally to all library users. Parents/guardians, not the library staff, are responsible for the internet information selected and/or accessed by their children. The library staff will not supervise internet sessions of any patron, regardless of age.
- The internet computers are located in public areas used by library patrons of all ages, backgrounds, sensitivities, and values. Patrons are expected to consider this when accessing potentially controversial information and images.
- Patrons may not use the library computers or Wi-Fi for viewing, sending, or receiving materials that may be determined to be harmful to minors as defined by the State of Nebraska Statutes 28-807 (6).
- Patrons may not use the library computers or Wi-Fi for viewing, sending, or receiving materials that may be determined to be obscene as defined by the State of Nebraska Statutes 28-807 (10).

- Police will be notified of any child pornography accessed.
- Patrons are expected to treat library equipment with respect and care. The library reserves the right to restrict or terminate use of the computers if computer use guidelines are not followed.
- Patrons and/or the parent/guardian are liable for any damage done to a computer's hardware or software and for any illegal acts performed using the library's computers or Wi-Fi. This is not limited to physical damage or vandalism. Tampering with local or remote computer files and/or committing illegal violations will result in permanent loss of internet privileges at the library and may also result in financial liability and/or criminal charges.
- Patrons may not violate licensing agreements and copyright laws (Title 14, United States Code).
- Information available through the internet is not warranted by the library to be accurate, authoritative, factual, or complete. Patrons must be responsible for verifying the accuracy of any material.
- Any information, including software, downloaded from the internet may contain a virus. The library is not responsible for damage to an individual's property, or loss of data or liability that may occur from that individual's use of any of the library's technology or services.

Approved 9/23/2019

Wireless Internet Policy

Free wireless internet access is available at the Karlen Memorial Library.

Limitations and Disclaimers

- The wireless internet access we offer is unfiltered. By choosing to use this free service, users agree to abide by the Library's Computer and Internet Policy. This policy states the limitations of internet access, responsibilities for using that access, and provides examples of acceptable and unacceptable uses.
- The Library's wireless network is not secure, information sent to and from a notebook/laptop computer or other wireless device may be captured by anyone else with a wireless device and the appropriate software.
- Library staff is not able to provide technical assistance and no guarantee can be made of connecting wirelessly.

The Karlen Memorial Library assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the Library's wireless access.

Interlibrary Loan Policy

Interlibrary Loan is the process of borrowing books, audiobooks, DVDs, and other materials from libraries across the United States for checkout by our patrons. Any individual who has a Karlen Memorial Library card and is in good standing may use this service. Patron accounts must be in accordance with current circulation rules. Patron must not have any fines or fees on their account.

The waiting time for a material to arrive at our library depends on location of the nearest libraries that own the item and the availability of that item at that library. When requesting an item, keep in mind that some items may be more difficult to loan than others. Many libraries do not loan materials that have been newly published within the last 12 months or are still on the best seller lists. In addition, rare historical and genealogical items are often denied or require restricted access (ex. may require you to view the material in the library only.)

Rules

- Circulation rules, including loan periods and use of materials, are set by the lending library. Patrons will be held responsible for any charges incurred for late, damaged, or lost items set by the lending library.
- The Karlen Memorial Library will pay postage cost to receive the materials. The lending library may request additional charges for service fees, insurance, etc. Karlen Memorial Library will cover these additional costs.
- Patrons will be limited to ten (10) active requests at any given time.
- Only one (1) copy of a specific title may be requested/borrowed at a time.
- Interlibrary Loan material(s) will be returned to the lending library if not checked out within seven (7) days of notification.
- Borrowed material is subject to recall by the lending library and immediate return is expected. Failure to do so will result in additional fines.
- Renewal of material must be requested by the borrower at least three (3) business days prior to the due date to provide the lending library sufficient time to either approve or deny request.
- Patrons who do not comply with these regulations will lose any further interlibrary loan privileges.

Rental Prices for Audio Equipment

- Screen 60X80 \$20.00
- Projector \$100.00
- Wireless mikes \$30.00
- Speaker w/stand \$40.00
- All 4 pieces \$150.00

All equipment must be returned by the next day that the library is open with the exception of equipment rented on Friday. Anything rented on Friday is due back by noon on the following Monday. Person renting equipment must leave a contact name, address and phone number. The fee must be paid before the equipment leaves the library.

Confidentiality of Patron Records Policy

The policy of the Karlen Memorial Library is to ensure the privacy of the users of its services and to consider any library records to be confidential in nature.

The Nebraska Legislature in 1983 amended Chapter 84, Section 84-712.05 of the Revised Statutes of Nebraska 1643 concerning records that may be withheld from the public. The records include those “kept by a publicly funded library which, when examined with or without other records, reveal the identity of any patron using the library’s materials or services.”

Section 84-712.05. 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: . . . (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;

In summary, the Karlen Memorial Library and staff may not disclose information about a cardholder’s record or use of the library to anyone other than the cardholder; except by court order or written permission from the cardholder. Persistent requests for this type of information should be directed to the library director.

The library staff follows the American Library Association Code of Ethics which states: “We protect each user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.”

Library records are for the sole purpose of protecting public property and are not to be used, directly or indirectly, to identify the types of materials used by individual library patrons. Under no circumstances shall the library staff answer to a third party about what a patron of the library is reading or the kind of information requested, from the library’s collection.

From the American Library Association, “Confidential library records should not be released or made available in any format to a federal agent, law enforcement officer, or other person unless a court order in proper form has been entered by a court of competent jurisdiction after a showing of good cause by the law enforcement agency or person seeking the records.” The library director and/or his/her designee will seek legal counsel from the village attorney’s office in the event of such request for the release of library records and will respond to the request according to advice of counsel.

The library director shall resist the issuance or enforcement of any such process, order, or subpoena until a proper showing of good cause is made in a court of competent jurisdiction. Moreover, any cost incurred by the library in any search through patron records, even under court order, shall be chargeable to the agency demanding such search.

When a library staff member contacts a patron via telephone regarding overdue materials or materials requested by an individual, the staff member will not leave specific item information with a third party or on an answering machine. Specific item information will be shared only with the person requesting the material.

Parent or guardian access to confidential information of a minor cardholder is restricted to information related to the payment of overdue fines or lost or damaged materials.

Patron Behavior Policy

To ensure that all people who use and work at the Karlen Memorial Library can do so in a comfortable and safe environment, the Karlen Memorial Library reserves the right to determine what it considers to be disruptive or inappropriate behavior by the patrons in the library. In order to ensure that every patron has the opportunity to enjoy the benefits of the library, patrons visiting or using the Library's facilities or services must comply with the Karlen Memorial Library's Patron Behavior Policy while on the Library's premises.

1. Dangerous, destructive or illegal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assault, including fighting or challenging others to fight.
- Engaging in intimidating or harassing behaviors, including following or stalking other patrons or library staff, staring fixedly or leering at others, or attempting to peer under another patron's or staff member's clothing.
- Making violent or threatening statements to others.
- Damaging, destroying, stealing, or otherwise vandalizing library property.

Any patron engaging in one or more of the above behaviors will be instructed to leave the library immediately and may have his or her library privileges suspended for a period of up to 1 year depending on the severity of the violation. In addition, law enforcement may be called and appropriate legal action may follow.

The following behaviors are also prohibited:

2. In respect of the rights of others, patrons are expected to maintain low noise levels. Listening devices and cell phone conversations should be kept to a reasonably low level. Conversations with other patrons should be kept to a reasonably low level. There will be times during programs and events where the noise level will be louder than normal, which will be acceptable.
3. Making loud or unreasonable noise, including but not limited to the use of electronic equipment or mobile telephones at a volume that disturbs others. Ringer volumes should be set at low, silent, or vibrate.
4. Possessing, consuming, exchanging, selling, or being under the influence of alcohol or illegal drugs is not allowed inside or outside the library building
5. Smoking, including e-cigarettes, is not allowed anywhere inside the building or within 15 feet of any library entrances or windows.
6. For the safety of all patrons, no person shall possess, on the library premises, a weapon of any kind, unless authorized by law.
7. Entering the library with animals is prohibited unless it is a service animal authorized by law.
8. Entering the library with bicycles or other bulky items excluding items necessary to assist individuals with disabilities is prohibited.

9. Using roller skates, scooters, skateboards, or other similar devices in the building and on library property is prohibited.
10. Covered beverages and light snacks are allowed in the building except for near the computers, laptops, or other electronics.
11. For safety and hygiene reasons, all patrons must wear shoes and appropriate clothing.
12. Patrons whose bodily hygiene causes other patrons to complain may be asked to leave the library.
13. Using the public restrooms in any manner that is not usual or customary, including laundering or bathing is not permitted.
14. Lying on the floor or sleeping on the floor is not permitted. No sleeping in chairs or couch for more than 15 minutes.
15. Petitioning, soliciting, or selling merchandise or services is not allowed without written permission of the library director.
16. Adults loitering in the children's room/area without a child is not permitted.
17. Refusal to follow reasonable directions from library staff, including but not limited to leaving the library during normal closing procedures or following a suspension of library privileges or refusing to evacuate during an emergency is prohibited.

Treatment of Offenses

Engaging in any of the above behaviors may result in one or more of the following consequences, depending on the severity of the violation:

- Initial warning - asking patron to stop behavior
- Second warning - given copy of Patron Behavior Policy to patron
- Third warning within a month's time results in removal from library premises for one day. Parents of children under 18 will be notified in writing when their child commits a third infraction and has been asked to leave the library.
- Repeated warnings for patron (patrons) may result in banning from the library premises for
 - 7 days
 - 2 weeks
 - 6 months
 - 1 year

Depending on the severity of the behavior will determine how long they are banned. Any persons violating the Library's rules will be removed from the building.

Banning Procedure

The director will make a recommendation to the library board of trustees and will provide a written decision.

The written decision will set the period during which the patron shall be banned from the library and shall specify the reasons why. The patron may be banned for a period of 7 days to 1 year at the discretion of the library director, depending on the nature and seriousness of the offense, which required the removal.

The patron (and/or parents/guardians) will be notified in writing of the reasons for the length of the banning. A copy will also be sent to each library board trustee and to the village council. The director may review or reconsider the decision upon written request of the patron and may shorten or terminate the banning period if information submitted by the patron warrants such modification.

Unattended Child and Child Safety Policy

The Karlen Memorial Library is dedicated to providing a welcoming, safe environment to patrons of all ages; and wholeheartedly encourages children to use its facilities and services. However, the Karlen Memorial Library facility is a public building open to all members of the public and therefore the library cannot be considered a safe place for unattended children. Parents, guardians, or caregivers are solely responsible for the supervision, welfare, and behavior of children in the library.

The purpose of this policy is to inform parents, guardians, and caregivers that the library cannot ensure their children's safety if left unattended and to provide guidelines in the event a child is left unattended in the library.

- Library staff will not assume responsibility for the safety and well-being of any child.
- Children up to the age of 6 may not be left unattended anywhere in the library or on the Library's premises, including areas designated for children.
- Children up to the age of 6 should always be accompanied by an older responsible person which includes: parent, guardian, or assigned caregiver.
- Children 7 years old and older may use the library on their own in accordance with the Patron Behavior Policy, in order to select materials, complete school assignments or attend a Library program.
- Library facility is not designed or licensed to provide basic childcare needs or emergency care.
- Library staff is not responsible for the safety and well-being of children left at the library at closing time.
- The library reserves the right to turn over to proper authorities minors (under the age of 16) left unattended for extended periods of time or left after library hours.

Security Camera Policy

The Karlen Memorial Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Since the library staff are unable to provide direct supervision over all areas within the library and on library grounds at all times, security cameras have been placed at selected locations in order to observe and record visible activities of persons within the library and on library grounds.

Security cameras will be used where needed to discourage violations of the rules of conduct and behavior as outlined in the Patron Behavior Policy, to assist the library director in uncovering and/or preventing the incidence or recurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of digital video cameras, as well as the access and retrieval of recorded digital video images at the Karlen Memorial Library. Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of their personal property. Neither the Karlen Memorial Library nor the Village of Beemer is responsible for the loss of property or personal injury.

Procedures

- Digital video security cameras are installed in selected indoor and outdoor locations of the library. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy or where prohibited by law, for example restrooms.
- Conversations or other audible communication shall not be monitored or recorded by the security cameras.
- A sign will be posted at the library entrance informing the public and the staff that security cameras are in use.
- Typically the video/images are not reviewed, unless an incident comes to the attention of the library director. Images will usually be retained for a period determined by the storage capacity of the equipment, usually about 2 weeks/14 days. As new images are recorded, the oldest images will be automatically deleted. The library reserves the right to retain images for a longer period. Selected digital video may be saved for as long as required. The Karlen Memorial Library is not obligated to store images past the 14 day time period.
- Video recordings and photos obtained through the video monitoring system will be released to third parties as required by law, for example in response to search warrants, court orders, and requests by law enforcement for an active investigation, or as necessary or appropriate in connection with the library pursuing disciplinary action. Cameras may be installed in areas that could assist law enforcement in documenting incidents unrelated to the library that take place on the public streets and surrounding properties within camera view. All requests for the viewing of real time or recorded imagery by law enforcement officials must be presented to the library director.

Guidelines

- Only the library director is authorized to have access to the real time monitors or the archived material.
- Security Cameras will not be installed for the express purpose of monitoring staff performance.

- The general public will not be allowed access to camera images for any reason, unless specifically authorized by law enforcement.
- All images from the library security cameras are for the use of library staff only.
- Any questions from the public may be directed to the library director.

Emergency/Disaster Policy

It is the policy of the Karlen Memorial Library to provide a safe and secure environment for all members of the community as well as the security of all Library property. It is the intent of the Library to implement appropriate emergency policies for unexpected events. An emergency situation is defined as any situation in which a patron's actions present an imminent danger to the life or safety of him/herself, others, or the library property. Incidents may include assault or other crimes of violence. Call the police immediately if such behavior occurs.

1. Emergency Medical Situations

If a medical situation arises - If the person is conscious, offer help and try to get identification if patron is not known. Remain calm, supportive, sympathetic, and see that the person is comfortable. Keep other people away.

- a. If serious, call 911
- b. Get the person's name, address, and telephone number.
- c. Offer to contact a family member, etc. for them.
- d. Call person's home if necessary.
- e. Submit an Accident/Incident Report as soon as possible afterwards.

A person who wishes to leave the Library, obviously not well, cannot be stopped by a staff member.

In the case of a major medical emergency, first aid procedures may be started before emergency personnel arrive if the staff has training to be able to render any aid in these situations to the best of their ability and judgement. No one is authorized to render aid for which they do not have adequate training.

Nebraska Statute 25-21,186

Emergency care at scene of emergency; persons relieved of civil liability;
No person who renders emergency care at the scene of an accident or other emergency gratuitously, shall be held liable for any civil damages as a result of any act or omission by such person in rendering the emergency care or as a result of any act or failure to act to provide or arrange for medical treatment or care for the injured person.

2. Power/Utility Outage

Power outage - If it is dark outside and the power is off for more than 15 minutes, the Library Director/staff may politely ask patrons to leave the library and close the facility.

In the event that the water/plumbing or heating/cooling is affected, the Library Director/staff will contact the Village Office, 402/528-3253 (business hours) and Lyle Petz, 402/280-3698 (emergency contact). This is essential in the event temperatures have any chance of getting below freezing in the building. Mechanical problems causing a lack of bathrooms will necessitate a closure since there will be no

bathrooms available for public or staff. If the library heating or cooling systems fail, causing the temperatures in the library to go below 55 or above 90 degrees Fahrenheit, for an extended length of time, the library may opt to close if working conditions are unbearable.

3. Fire

In the case of a fire -

- a. Calmly request patrons to leave the library (check bathroom to ensure it is empty)
- b. If serious, call 911
- c. If the fire is small, use fire extinguisher (**Do Not** put water on an electrical fire)
- d. Evacuate the building and move away from the structure.
- e. Wait for emergency personnel.

4. Explosion

Leaking gas could be the cause of life-endangering explosions.

- a. Seek shelter under a desk or table - making sure to stay away from windows, overhead fixtures, or bookcases.
- b. Evacuate the building if possible and watch for falling debris.
- c. If a person is seriously injured - **Do Not** move, unless in obvious, immediate danger.
- d. Once outside call 911

5. Threats

If the library receives a threatening telephone call:

- a. Remain calm and listen carefully. Be polite and show interest. Try to keep the caller talking, so that you can gather more information.
- b. After the threat has been made, write down as many details as you can remember to provide to police.
- c. Evacuate the library if deemed necessary.
- e. Report the threat to the police.

In case of the receipt of a letter or suspicious package, or discovery of a suspicious object on the library premises:

- a. Do not allow anyone to handle object or go near it.
- b. Evacuate patrons from the building.
- c. Call 911

6. Severe Weather

During hazardous weather, the library would like to keep the patrons and staff as safe as possible. In the event of inclement weather, an impending storm, or an emergency the library will be closed at the Library Director's discretion. In the event of inclement weather, the library will place a sign on the door, post a notification to Facebook, and notify the local radio station, KTIC (402/372-5423) of the Library's closing.

- a. Winter Weather - The library may open late or close early when winter weather presents a danger to patrons or staff. Should the school district call off school because of bad weather, regardless of whether or not the library closes, all library programs for the day will be cancelled.
- b. Tornado - Tornadoes can form any time of the year, but the tornado season typically runs from March to August. The library has an abundance of windows so it is important to clear the area during a tornado warning.

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

In the event of a tornado watch, the library will inform patrons of the threat of tornado-related weather and will monitor the weather on the radio or computer.

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

Beemer does operate a tornado siren in the event of a tornado warning, and the siren is audible in the library.

1. If a tornado warning has been issued, the library will notify the patrons of the warning and ask them to move to the south side locker room in the old gymnasium. Any adult (18 +) who wishes to stay in the main library area cannot be forced to take shelter elsewhere. Also any patron who wishes to leave the library cannot be forced to stay. However, children under the age of 12 will not be allowed to leave unless their parents/guardian come for them.
2. Library staff should take along a flashlight and should inform patrons to use their arms or a heavy book to protect their head and neck along with instructing patrons to stay in the shelter until the warning has been dismissed.
3. If the tornado causes extensive damage, keep people in the safety of the library and contact the proper authorities for instructions. If phones are working, allow patrons to call home.

7. Salvage Priorities

In the event of a large-scale emergency, local history materials will receive the first priority for attempts of salvaging.

Assess the Damage:

- a. Determine environmental conditions indoors and/or outdoors. Staff should not enter the facility until given clearance by professionals.
- b. Estimate how much material was affected. Take notes, pictures, or videos of the damage. Determine where the material was originally located, the condition of the material, and where the material ended up. Notify insurance company of damage to the library.
- c. Determine what kinds of material were affected. Books, DVDs, Computer Equipment
- d. Determine what types of media were affected. Photos, Videos
- e. Determine what kinds of paper were involved. Coated or Uncoated
- f. Determine what kind of damage is involved.
- g. Determine the value of the material. Historical, Artifactual
- h. If freezer space is available, temporary freezing wet materials within the first 48 hours will be the first choice of salvaging materials as this prevents mold growth and buys time to make informed decisions regarding recovery.

Customer Complaint Policy

- While the Karlen Memorial Library strives to provide the highest level of service, we recognize that conflicts and/or differences of opinion occur and encourage the proper venue for voicing complaints.
- Any patron with a concern or complaint not related to library materials should begin by making it in an informal verbal manner to library staff. (Concerns regarding the collection, patrons are to be directed to the Collection Development and Weeding Policy and the Request for Reconsideration form.)
- If the patron chooses not to do so, or if the complaint does not lend itself to informal resolution, the patron must complete the complaint form. The library director will review the completed form within 5 days of receipt and where appropriate, attempt to resolve the complaint directly.
- If the patron is not satisfied with the response provided, or the complaint is directed at the library director, the completed form will be given to the president of the Karlen Memorial Library Board of Trustees, who will then bring it to the full board for consideration. If the patron is not satisfied, he/she may also request an opportunity to address the library board at one of its monthly meetings.
- Should a patron circumvent this process and approach a library board member directly, the patron is to be informed of this policy and directed to fill out the form and speak directly to either the library director or the library board president, depending on the nature of the complaint.
- All complaints will be followed up with the complainant as well as providing a written response within 40 days.

Karlen Memorial Library Customer Complaint Form

Please fill out both pages as completely as possible, including name and contact information. Any form that does not include this will not be reviewed.

Date: _____

Name: _____

Address: _____

Email: _____

Phone: _____

Nature of Complaint. (Check all that apply)

Existing library policy and/or procedure

Customer service issue

Content of program, exhibit, or other activity or display

Other (as described below)

Behavior or actions of Library Director (form to be given directly to Library Board president)

Please describe the situation leading up to your complaint, giving as much detail as possible. If relevant, describe when and where the incident occurred, the full names of the library staff or others involved, how they were involved and any previous effort you and/or library staff took to resolve the complaint.

Collection Development and Weeding Policy

The Karlen Memorial Library supports a policy of full access to library materials as follows:

All materials in the collection may be used by anyone, regardless of age.

The Karlen Memorial Library recognizes the pluralistic nature of this community and the varied backgrounds and needs of all citizens, regardless of race, creed, or political persuasion. In a democratic society, patrons should feel free to explore any and all ideas in order to decide which are meaningful to them. Therefore, the library, within the limits of selection standards, chooses representative material espousing all points of view in all fields, including political, social, and religious. The Karlen Memorial Library believes that censorship is an individual matter and declares that while anyone is free to reject for oneself materials which do not meet with the individual's approval, one cannot exercise this right of censorship to restrict the freedom of others. The Karlen Memorial Library supports the right of each family to decide which items are appropriate for use by its children. Responsibility for a child's use of the library materials lies with his or her parent or legal guardian.

Selection Standards

The library will consider the following criteria as valid factors in the selection process as they relate to library customers of all ages, value and interest patterns, education, opinion, and persuasion:

- Content
- Subject of interest
- Style and presentation
- Format and genre
- Organization of material
- Range of appeal
- Quality
- Availability
- Authority
- Scope
- Relation to the existing collection
- Budgetary constraints
- Statement of challenging, original, or alternative point of view
- Authenticity of historical, regional, or social setting
- Local or regional significance

The library has funds to purchase only a small portion of what is published each year. Therefore, to best use public money, the library will select materials in accordance with the policies of this document. At the same time, it will strive to maintain diversity, quality, and responsiveness to community interest patterns.

The responsibility for the selection of materials rests with the library director.

Selection of materials by the librarian does not imply agreement with or approval of the content, viewpoint, implication, or expression of the material.

The public library is not a curriculum center and does not provide basic texts, curriculum resources, nor materials needed in quantity for schoolwork.

Patrons may request materials not found in the library collection. These requests will be considered for purchase and addition to the collection. Interlibrary loan services will be utilized to obtain requested materials if they are not purchased.

Library staff is not able to purchase materials through telephone solicitation nor will they accept preview boxes from vendors.

Patrons finding certain materials objectionable to the community may request that they be reconsidered by using the "Request for Reconsideration" form.

"Request for Reconsideration" forms will be returned to the library director. Complaints will be presented to the library board for final decision. Twelve weeks will be permitted for the library board to review the request and make a final decision. Notification of decision regarding Request for Reconsideration will be mailed after the decision is made.

Accessibility

The library will not restrict access to any library materials in public areas.

All library cardholders may check out materials in accordance with circulation rules and procedures.

Library materials are labeled by classification or by directional aids.

The library observes a distinction between children, young adult and adult collections on the basis of reading level, language comprehension, and audience. Adult, young adult and children's collections may be housed in separate and designated areas. Determining the appropriateness of materials for minors is the sole responsibility of the parent or guardian.

Some materials are designated for library use only.

Special Collections

The library maintains several special collections. These collections provide access to information that is specialized, rare or unique, valuable, or no longer in print nor readily available. Many of the items in the special collections are designated as library use only. Special collections are established upon approval of the library administration based on local interest, space, cost, funding, and other criteria. The library does not house private collections unless the collection is presented as a gift and it meets all the necessary criteria for inclusion.

These items include:

- Genealogy
- Local History
- Local Yearbooks and School Related Documents
- Accu-Cut Die Cutouts
- Cricut Cartridges
- Board Games and Card Games
- Puzzles

Weeding

The library director and assistant will systematically weed worn, dated, or damaged library materials as an integral part of the selection process. The process helps maintain the quality of the library collections and is not intended to sanction removal of library materials based upon any controversy surrounding the material. The selection principles will be considered with selecting books to be weeded. The library director makes the final approval for items that are being weeded from the library. Weeded materials are then disposed of through book sales, giveaways, or recycling.

Karlen Memorial Library
Request for Reconsideration of Library Materials

The Karlen Memorial Library serves the entire community. Selection of books and other materials is guided by community interest and demand and is grounded in the Library's Collection Development and Weeding Policy. If you feel that a particular item is not suitable for inclusion in the Library's collection, please fill in the form below and either give it to the library director or the assistant.

Date: _____

Title: _____ Author: _____

Type of material (book, audio, DVD, etc.): _____

Your name: _____ Phone: _____

Address: _____

Do you represent: Yourself _____ or

An Organization (name) _____

Did you read, listen to, or view the entire work? _____ If not, which parts? Identify as accurately as possible.

Please summarize your reasons for requesting reconsideration of the work:

Are you aware of judgments of this work by reviewers or critics? Which ones?

What do you believe is the theme or intent of this work?

Are your objections based on the age of the potential user or the point of view expressed?

What action, would you like the library to take in regard to this work?

Signature of Requester _____

Gifts, Special Materials, and Donations Policy

1. Unrestricted gifts of money, lands, or property will be gratefully accepted by the library board of trustees. Gifts, memorials, or bequests with specific restrictions attached will be reviewed by the board before acceptance or rejection. The library will make a recognition of all gifts that are accepted.
2. For gifts given for memorials, the giver may suggest a specific category of book they wish and the library will do their best to honor that wish. The book is then marked as a memorial dedication and put into general circulation.
3. The library director shall make a notation in the memorial book records what memorial book is being donated, who is being honored, and who is contributing towards the memorial.
4. The library reserves the right to pull a memorial book for the following reasons:
 - a. The memorial book needs to be replaced or repaired because of heavy patron usage.
 - b. Memorial book needs to be retired because it has not been used.
 - c. Memorial book is outdated.
5. All donated books and materials must be in useable physical condition. Due to limitations of space, money, and staff, the library reserves the right to accept or discard, at its discretion, any materials given to the library.
6. Donated materials not utilized for the library collection will be disposed of through sales and recycling as deemed appropriate by the library director.

List of Acceptable and Unacceptable Items on next page.

Acceptable Items

Unacceptable Items

Books

- Items which are in good condition, clean, dry, mold-free
- Books with covers
- Gently used Children's books
- Fiction of all types
- Non-Fiction books of all genres
- Books in large print
- Local yearbooks or anything pertaining to the people or village of Beemer for the Genealogy Collection

Magazines

- All Nebraska publications, such as Journals & Travel
- Business magazines - current year only
- Sports magazines - current year only
- Science magazines - last 2 years
- Cooking, Home, Garden, Craft magazines (as long as recipes have not been cut out) - current year only
- Business & Finance magazines - current year only
- Comic Books - good condition

Puzzles & Games

- No missing pieces or parts

Commercially produced DVDs

- Items which are unhealthy to handle, have an odor, dirty, moldy, burnt, chewed or wet
- Newspapers
- Books missing covers or pages
- Encyclopedias
- VHS or Audio Cassette tapes
- Homemade DVDs, CDs, videos, or cassette tapes
- Reader's Digest books, Time Life series, National Geographic series

Meeting Room Policy

Use of the Karlen Memorial Library meeting room (s) is primarily for programs conducted or sponsored by the library, and secondarily, for programs established and recognized institutions, groups, and associations with educational, cultural or civic purposes. The fact that a group is permitted to use the meeting room (s) does not in any way constitute an endorsement of the group's policies or beliefs by the Library.

Programs planned by the library take precedence over meetings of outside groups. The library reserves the right to pre-empt the use of the meeting room for library purposes upon two (2) weeks' notice to the organization which had requested the space.

As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group; however, in fairness to all groups in the community, reservations are taken not more than three (3) months in advance.

General Rules

1. Meetings should be conducted in such a way as to not disturb the library patrons if used during open hours.
2. No smoking is permitted.
3. No animals are allowed in the library with the exception of a service animal.
4. All meetings must be completed 15 minutes before the library closes unless special arrangements are made with the library director beforehand.
5. Reservations must be made by someone age 18 or older, who has a valid Karlen Memorial Library card in good standing.
6. Children age six and younger cannot be left unattended in the library while parents/guardians attend meeting.
7. Groups using the meeting room must clean up after themselves and make sure room and equipment are left in good condition. Failure to do so will result in group being fined or banned.

Karlen Memorial Library Meeting Room Application

Organization Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone: _____ Email: _____

Check-In Representative: _____

Phone: _____ Email: _____

Meeting/Event Topic: _____

Expected Number of Attendees: _____

Single Use: Meeting Date: _____

Start Time: _____ End Time: _____

Multiple Uses: Meeting Date (s): _____

Start Time: _____ End Time: _____

As an authorized adult representative of the above organization, I hereby apply for the use of the meeting room as indicated above. I have read the policy governing the use of the meeting room facilities and agree that they will be carefully observed. If a meeting is cancelled, I agree to notify the library as far in advance as possible.

Signed: _____ Date: _____

Please Note: Meeting room reservations are not confirmed until this completed form has been reviewed and approved by designated library personnel.

For Library Use Only

Application Approved

Application Denied

Signed: _____

Date: _____

Date of Meeting/Event: _____

West Room

East Room

Public Posting/Bulletin Boards Policy

Depending on available space, the Karlen Memorial Library may offer bulletin boards, tables, or racks for community displays/information. Postings may be of an educational, cultural, or charitable nature. Campaign materials and commercial materials resulting in personal gain are not permitted. The library will give preference to materials that originate from Beemer organizations; announce events, activities, and services in a timely fashion; are of suitable size and, in the case of handouts, of suitable quantity.

The director must approve each item for posting or free distribution. Materials posted or left for free distribution without approval from the library director will be discarded.

Bulletin boards, tables, and racks will be cleared on a regular basis.

The library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.

Displays and Exhibits Policy

- As an educational and cultural institution, the Karlen Memorial Library welcomes exhibits and displays of interest, information and enrichment to the community. Displays of artwork, handiwork, historical material, nature study or any other material deemed of general interest may be exhibited.
- The director/board of trustees shall review and approve in advance any material offered for display based on its suitability and availability. Application to exhibit should be mailed/handed to the library director. Library use of exhibit and display areas takes precedence in scheduling.
- Exhibitors/artists are responsible for the installation and removal of their displays with assistance from the library director. The library does not provide storage space or special furnishings.
- The library assumes no responsibility for the preservation or protection and no liability for damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk.
- The library does not carry insurance on artwork/items loaned to the library for exhibit. The exhibitors must sign a release and an insurance waiver before any artwork can be displayed in the library.
- Exhibits and displays may include information about the exhibit/exhibitor.
- The library's provision of exhibit and display space to non-library groups does not constitute sponsorship or endorsement of the policies, views, or beliefs of the group therefore, the following statement will be posted as part of all non-library exhibits or displays:
"Exhibits are offered as a community service and do not carry the endorsement of the Karlen Memorial Library."
- Signs will state that the articles on display should not be photographed or touched.

Karlen Memorial Library Application for Exhibition

Exhibitor (s) _____

Address _____

Telephone _____

Dates of Exhibit _____

Specific times of use of room:

- Set up: _____
- Opening: _____
- Removal: _____

Description of exhibit. Please attach list of items to be displayed.

I (we) have read the policy information and accept responsibility for compliance with the procedures and rules governing the use of exhibit space.

Signature

Date

Signature

Date

.....
For library use:

Date _____ Approved and confirmed with applicant (s) _____

Please mail this completed form to:
Karlen Memorial Library
Box 248
Beemer, NE 68716

Karlen Memorial Library Insurance Waiver and Release

I, the undersigned, hereby lend the following works of art or other material to the Karlen Memorial Library for exhibit purposes only. I (WE) have read the policy information and understand that insurance for exhibited works is recommended and that in the event of loss or damage the artist/owner/signatory is solely responsible. In consideration of the privilege of exhibiting them in the library, I hereby hold harmless and release said library from responsibility for loss, damage or destruction while they are on the library property.

Exhibition to be held in the - Entry Lobby / Meeting Room / Teen Area

_____ during _____

Description of materials loaned

Signature _____

Date _____

Address _____

Telephone _____

Email _____

Policy and Procedure Appendix

ALA Freedom to Read Statement

Karlen Memorial Library endorses the following ALA Freedom to Read Statement.

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.

A Joint Statement by:

- American Library Association of American Publishers

Subsequently endorsed by:

- American Booksellers for Free Expression
- The Association of American University Presses
- The Children's Book Council
- Freedom to Read Foundation
- National Association of College Stores
- National Coalition Against Censorship
- National Council of Teachers of English
- The Thomas Jefferson Center for the Protection of Free Expression

ALA Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

ALA 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

ALA Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.