

Lied Imperial Public Library

Policy & Service Manual

Public Services

The following policies were prepared by the Governing Board of the Lied Imperial Public Library and shall serve as a directive of the Board as to the operational policy of the library. The Library Board unanimously adopts the policy statement of the American Library Association in regard to the selection of any controversial materials. (Copies are attached). The objectives and policies will be examined annually, and may be revised at any time by action of the Board as outlined in the by-laws governing the Board.

MISSION STATEMENT

Connecting people with information, ideas and experiences to provide enjoyment, enrich lives and strengthen our community.

STATEMENT OF PURPOSE

The Library shall provide books and other materials selected for values of interest, information, entertainment, education, enlightenment, and enrichment for the community. No material will be excluded because of the race, nationality, or the political or religious views of the author or editor.

The Library will make the collections and services available to every member of the community and be a reliable source of information. The Library shall continually seek to recognize the community's needs and to cooperate with other organizations, agencies and institutions in providing programs and services to meet these needs.

The Library will actively assess and plan for the future needs of the library and the community and strive to continue to grow as a vital part of our changing world. The library will collect and preserve materials which contribute to the history of the community.

USE PRIVILEGES :

- A. Within the library the use of all books and other material is free to all.
- B. Home use privileges are available, at the library director's discretion, to those who are issued a card.
 - 1. All residents of the city of Imperial, Chase County and region.
 - 2. Individuals who, regardless of residence, work, attend school, or pay taxes in the above area.
 - 3. Children first grade and under will be included with their parent/guardian.
- C. Service will not be denied or abridged because of religious, racial, social, economic, or political status.
- D. The use of the library or its services may be denied temporarily for due cause. Such causes may be:
 - 1. Failure to return books/materials or to pay penalties.
 - 2. Destruction of library property.
 - 3. Disturbance of other clients or any objectionable conduct on library premises.
- E. In accordance with the state accreditation, city residents do not pay for library cards.
- F. Out of city residents will pay: \$10.00 per person, \$15.00 per couple or \$20.00 per family and \$5.00 per senior citizen annually.
- G. A reliable local reference, proof of physical address and a valid driver's license/photo ID are required of all when applying for a library card.
 - 1. A temporary card may be obtained by visitors; (examples: construction workers, state employees, long-term visitors, etc.) A maximum of four items may be checked out at one time on a temporary card. A \$50.00 refundable cash deposit physical address and a valid driver's license/photo ID are required when applying for a temporary card: deposits will be returned when all materials loaned are returned to the library in good condition.
- H. New and temporary card holders will be limited to four items at one time.
- I. All card holders will agree to the following:
 - 1. Clients may **NOT** check out materials on a card other than their own.
 - 2. Each card holder is held responsible for all materials borrowed and all fines or fees accrued on his or her account.
 - 3. Videos can only be checked out on adult cards. Children unaccompanied by a parent or guardian must have written permission from a parent or guardian to check out these materials.

CIRCULATION:

- A. All borrowers must have a valid library card in order to check out books or other library materials. Children applying for their own card must be eight years-of-age or in the first grade, and a parent/guardian must sign for the card.
- B. Any and all catalogued items **may** circulate to any client holding a current valid library card, although there may be restrictions of time or number of items that may be checked out at any given time.
- C. Loan Periods:

Item Type	Loan Period	Grace Period	Maximum Renewals	Maximum # of Items
Adult Books All General Circulation	14 days	14 days	3	25
Adult Fiction New 7 Day	7 days	0	1	3
Adult Books New Fiction & Non- Fiction	14 days	7 days	1	6
Adult Audio Books	14 days	0	2	10
Videos	7 days	0	1	4
Magazines	7 days	0	1	10
CD-ROMS	7 days	0	1	4
Reference	Not for circulation, some exceptions			
Young Adult Books	14 days	14 days	3	20
Young Adult Audio Books	14 days	0	2	2
Children's Books	14 days	14 days	3	15
Children's Audio	7 days	0	2	2
Inter-Library Loan	25 days	0	0	4

- D. We strongly urge children to check out seven (7) or fewer items at a time.
- E. A maximum of thirty (30) items may be checked out at a time on one card.
- F. Reference/non-circulating books may be loaned for home use overnight at the discretion of the Library Director.

- G. Some current magazines may only be used in the library, the previous issues may be checked out if they are not considered part of the archived collection.
- H. Clients may not check out all books and materials pertaining to one subject matter at one time.
- I. No books or other materials will be loaned to any person with accrued fines in excess of \$5.00, and/or owing for lost or damaged materials, or any other fees.
- J. Clients with overdue materials will be notified:
 - 1. First notice- one (1) week **after** items are past due, either by phone, text or e-mail.
 - 2. Second notice- fifteen (15) days following initial contact will include the amount of fines accrued and the cost of replacing the materials plus a \$5.00 replacement fee per item.
 - 3. After a client notifies the library that material/s loaned to them are lost there will be a thirty (30) day grace period, no new fines will accrue during this period, to allow the client to locate and return the item/s
 - 4. Final notice- if materials are not promptly returned within one week of final notice the trustees will be notified and legal action may be taken.
 - 5. There will be a ninety (90) day maximum time period before legal action may be taken at the discretion of the Board of Trustees.
- K. All damages to library materials beyond that of responsible use and all losses shall be made good to the satisfaction of the library director.

LATE FEES AND OTHER CHARGES:

A. Late Fees and damages:

1. Books, Magazines,\$.10 a day Max late fee \$3.00 per item
Audio-books

** Magazines lost or damaged beyond use are to be replaced by the borrower or a fee of twice the cost of the magazine will be charged.

2. Videos & CD-ROM\$1.00 a day Max fine \$5.00 per item

** Videos that are dirty, scratched or damaged when returned will accrue a fine based on the amount of cleaning or polishing required for use.

3. Charges equal to the average cost of repair or replacement plus a \$5.00 processing fee will be levied for damaged or lost materials.

B. Library cards

1. City Library Cards.....No charge
2. OCL Library Cards..... \$10.00 per person \$15.00 per couple
\$20.00 per family \$5.00 for senior citizen

C. Charges for Services

Copying and printing - Black & white: \$.25 per page -
\$.10 clients' paper or scratch paper

Copying and printing – Color: \$.50 Text & minimal graphics
\$.50 3X5 or 4X6 image
\$.75 5X7 image or text & graphics
\$1.00 8X10 image
\$1.50 Full page high density color

Photo paper current cost of supply on hand + cost of
printing

FAX..... Transmittal: \$1.00 up to 4 pages,
Each additional page \$.25
Receiving, \$.25 per page

Scanning Fees incurred only for large quantities
left for library staff to scan.

Interlibrary Loan.....\$3.00 per request for postage

Equipment Rental.....\$4.00 per day
Typewriter Slide projector/tray Large Screen Overhead Projector

Laminating\$1.00 up to 12 inches +\$.10 per inch
\$3.00 start-up any time other than
regular schedule + cost of laminating

ART WAXER.....\$1.00 per item (most items)

Public Meeting Room.....No charge for public open meeting;
\$25.00 private meeting or party, all
users will pay \$150.00 refundable
damage/cleaning deposit.

Check Handling Fee..... \$25.00 fee will be charged for all
returned checks

OPEN HOURS:

Library hours should be such that maximum use can be made of the facilities to satisfy interests of the members of the community.

Summer & Winter hours

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

**Friday hours: 9:00 – 10:00 Story Hour, Library opens at 10:00 a.m.

A. If the director feels the library should be opened or closed for special occasions (exhibits, etc.) the decision will be made by the director and the trustee chairperson.

B. The library will be closed on the following days:

- New Year’s Day
- Saturday preceding Easter Sunday
- Memorial Day
- July 4th
- Thursday and Friday afternoon and Saturday during the Chase County Fair
- Labor Day
- Thanksgiving Day and the Friday and Saturday following
- Christmas Eve Day and Christmas Day (open at 1:00 p.m. Dec. 26th)
- New Year’s Eve Day (close at 3:00p.m.)

When a holiday falls on Saturday, it shall be observed on the preceding Friday. When the holiday falls on Sunday, it shall be observed on the following Monday. Other closing times will be in accordance with the director and the trustees.

Revised 2/99	Revised 3/01	Revised 7/02	02/09	6/15.....2/14/17
Revised 3/00	Revised 3/03	Revised 3/03	09/11	
Revised 12/04	Revised 8/06	Revised 11/08	05/14	

Electronic Resource Use Policy

Acceptable Use of the Library

It is the policy of the Lied Imperial Public Library to provide free and equal access to our library resources and information during open hours. In order to protect the client's right of access, ensure the safety of public and staff, and protect library resources and facilities, the Library prohibits certain activities, which in the judgment of management constitute unacceptable use of the library, as described below.

Any of the following actions may result in suspension or loss of library privileges, including removal from the library and/or criminal prosecution or other legal action. Unacceptable use of the Lied Imperial Public Library includes but is not limited to:

- A. Illegal activities, including use of the Library's electronic resources for illegal or criminal purposes.
- B. Activities that present health or security risks.
- C. Interference with the use or enjoyment of the library by others.
- D. Disruption of the normal flow of library operations.
- E. Viewing or downloading visual material that by local community standards would be considered obscene.
- F. Damage or alteration of library property, including but not limited to: software or hardware components of a local or remote computer or computing systems; and/or use of programs that infiltrate a computer or computing systems.
- G. Defamation, uploading any harmful form of programming, vandalism or "hacking."
- H. Violation of the legal protection provided by copyright laws and licenses for print, electronic, video or digital resources, programs and data, including downloading or transmitting confidential or trade secret information.
- I. Assuming the identity of another person without the explicit authorization of the other person, including but not limited to seeking information on, obtaining copies of, or modifying files, data or passwords belonging to other users of the Library's electronic resources.
- J. Compromising the safety and security of minors when using email, chat rooms and other forms of direct electronic communications, including giving out private information.

Public Accessibility to Electronic Resources

The Lied Imperial Public Library is committed to providing informational resources and services to meet the evolving cultural, educational and recreational needs of all people. This service contributes to an informed citizenry in our growing and diverse community. Any person, regardless of age or residency, may have free access to the electronic resources of the Lied Imperial Public Library.

The Internet offers access to many valuable sources of information. Its content reflects the diversity of human thought and experience and is continually expanding and changing.

- A. Electronic information, services, networks and computer access for client use, including those that are local, regional and international in scope, are provided directly or indirectly by the Lied Imperial Public Library, subject to the Library's **Acceptable Use of the Library Policy**.
- B. The Lied Imperial Public Library supports access to these materials and information in all subjects that serve the needs of its community regardless of content of materials, subject to the Library's **Acceptable Use of the Library Policy**. This access is provided equally, readily and equitably to all library users.
- C. As this information is subject to constant change, the Library is not responsible for the content on its electronic resources and neither endorses or verifies its accuracy. To this end, the Library will not assume any responsibility for damages, direct or indirect, arising from the use of electronic services through its system. Each individual should determine the appropriateness of material for his/her needs, subject to the Library's **Acceptable Use of the Library Policy**.
- D. As with all library materials, the Library affirms the right and responsibility of parents/guardians, not library staff, to determine and monitor their child's (under 18 years old) use of the Internet. Library staff is willing to work in partnership with parents/guardians to help guide children in the safe use of the Internet. Because we cannot control all aspects of this vast resource, we urge parents to continually participate in their child's learning process by helping them make good choices in selecting appropriate materials and websites.
- E. Parents/guardians are ultimately responsible for instructing their children about safe Internet use, including not giving out personal information online, what to do if they encounter an inappropriate site or information and how to locate and use safe sites. Library staff is available to direct parents/guardians and their children to resources and information about safe Internet use.
- F. Internet access is filtered on all Lied Imperial Public Library public computers to block access to obscene and sexually explicit materials by comparing access requests to a list of specifically prohibited sites. Each computer

- provides one or more designated levels for more restricted Internet access so that parents may choose a higher level of filtering for their child. [As addressed in the following laws: CIPA and N-CIPA] Parents should be aware, however, that no filtering product is infallible. The Library does not assume any responsibility for the accuracy of its Internet filters.
- G. To ensure the fair and reasonable use of these resources, the Library retains the right to develop such rules, guidelines and procedures as are necessary for client use.
 - H. Library Internet computers may not be used by anyone for illegal activity, to access illegal materials or to access materials that by local community standards would be considered obscene.
 - I. Library staff is authorized to take prompt and appropriate action to prohibit use by those who fail to comply with the Library's ***Acceptable Use of the Library Policy***.

Privacy

The Lied Imperial Public Library is committed to protecting your privacy. Our privacy policy covers the library's treatment of personally identifiable information collected through the use of The Lied Imperial Public Library's websites, programs, and services. This policy does not cover uses of information you provide to websites or services you may find and/or use as a result of using the Library's websites, programs, or services.

COMPUTER USE IN THE LIBRARY

- A. Users may download information to disks/portable devices that they own. Downloads to the hard drives of library computers are not allowed. The Lied Imperial Public Library is not responsible for loss or damage to downloaded data, disks, files or hardware.
- B. Printers will be available and there will be a charge for each page printed.
- C. The Lied Imperial Public Library may impose a time limit on use of electronic resources as conditions warrant. We would ask that users be considerate of others waiting to use the service.
- D. The Lied Imperial Public Library does not offer/provide email accounts.

- E. Library staff is available to assist clients with basics of software use or Internet searching; however staff is not able to provide full assistance or in-depth training on computer use at all times.
- F. To use computers provided by the Lied Imperial Public Library you will need a signed computer user agreement, and you must sign in at the Circulation Desk before entering the computer lab.
- G. Users are guaranteed 30 minutes of computer time. If there are other clients waiting for computers, you will be asked to finish your work to accommodate the next person. If no other clients are waiting, you may extend your time by 15-minute increments.
- H. Computers may be used on a first-come, first served basis. If all of the terminals are in use, you may make a reservation at the Circulation Desk for the next available computer. Please stay near the computer lab while you are waiting.
- I. Reservations for large groups such as civic organizations or classes may be made no less than one week in advance. Reservations will be held for fifteen minutes only; please call if you are unable to keep your reservation.
- J. Computer users are responsible for replacement or repair of any damage to computer equipment and/or software caused by their use.

A laptop/mobile computer **may** be available to clients for use ***within the library building***. Clients who have a valid unrestricted library card may use this computer. A signed and dated user agreement and photo identification is required for use of the laptop computer and ID will be held during the length of the 30 min. – 1hr use.

Alta Heir Multi-Purpose Room Policy

Reservations:

- A. Library programming supersedes all other users when scheduling the Multi-Purpose Room.
- B. Reservations are to be made in advance with a library staff member, preferably a minimum of two weeks prior to use. All applications for use will be considered in order of request and accepted, subject to the provisions of this policy. Cancellations are to be made promptly to allow use by other parties. Failure to notify the library of cancellations may result in forfeiture of future bookings. Minors may not reserve the meeting room, nor can they serve as sponsors.
- C. In the event of a conflict, preference is given to local government meetings/programs, non-profit, educational, cultural, or civic meetings/programs which are free and/or open to the public.
- D. Admission fees for attendance of any function must have prior approval from the library director. Admission fees may be approved for meetings sponsored by the library or an approved non-profit educational group for short-term classes, institutes, discussion groups, forums, etc.
- E. Groups may not schedule meetings on an annual or monthly basis without prior approval of the library director and meeting may be subject to cancellation or change in the event of a conflict.
- F. In allowing a group to use a meeting room, the Board of Library Trustees and library staff do not imply any endorsement of the group's beliefs, policies or program. No group shall in any of its publicity state or suggest that the Lied Imperial Public Library, the Board of Library Trustees, the City of Imperial, Chase County or the library staff sponsors or endorses the meeting, the group or any particular set of ideas.
- G. Groups may identify the library and provide its address in their publicity for the meeting, but may not give out the library's telephone number or invite potential attendees to contact the library.
- H. Food and/or beverages may be served with prior approval at the time reservation is made.
- I. Adherence to the *Library's Code of Conduct* is required.

Multi Purpose Room Fees:

The use of the meeting room is free of charge to local government agencies, and to non-profit civic, cultural, educational, and government organizations, as long as the meetings or programs they hold are open to the public and are free of charge. For-profits presenting educational seminars are subject to meeting room rental fees unless the program is being presented at the direct invitation of the City of Imperial, Chase County Government, or the Library, its boards and committees. All private parties and for-profit entities will be charged a fee for the use of the multi-purpose room.

Payment or a billing arrangement must be made at the time of reservation, as determined by the Library Director. The library will bill organizations or agencies that wish to be billed. Any group that fails to pay their bill within thirty calendar days of being billed will be denied meeting room use privileges until its account is cleared, and may be required to pay in advance for any future use of the meeting room.

Rental Fee: \$25.00 per day/event

Damage/cleaning Deposit: \$150.00

The deposit is to be paid by cash or a separate check and will be returned within 48 hours of inspection of the facility. Charges will be assessed if the facility requires cleaning and/or a replacement charge will be assessed for any damaged furniture, carpet, equipment, etc. If the charge for cleaning or damages exceeds the deposit the user will be required to pay the balance.

Groups holding meetings/programs at the Library must complete a Room Rental Agreement at the time the rent/deposit is paid and the key is signed out. If a group is using the multi-purpose room more than once in a calendar year the form may cover the entire year.

Rules of Conduct:

- A. Library Code of Conduct applies to use of the multi-purpose room. Under no circumstances may use of the multi-purpose room interfere with the use of the library by other clients, the work of the library staff or any other aspect of normal library operation.

- B. All persons attending a meeting/program in the multi-purpose room shall comply with all requests by library staff. Individuals who fail to comply will be required to leave the library building. Groups who fail to comply, or whose leaders fail to comply, will be prohibited from using the meeting room in the future.

- C. The room capacity is **125 persons; 78 persons w/tables & chairs.**
Seating and/or supplementary furniture are not allowed in the vestibule, other than that which has been placed there by the library. All exits must be clear of any furniture and/or equipment. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
- D. The noise level in the multi-purpose room and the vestibule must not be disruptive to other persons using the library.
- E. The library staff is not responsible for the supervision of children while adults are attending meetings/programs or children attending a program that is not directly sponsored by the library, for children. A copy of the Library's Policy on Unattended Children may be obtained from a member of the library staff.
- F. Smoking (any type of tobacco use) and/or alcoholic beverages are not permitted in the multi-purpose room or anywhere on library property. Lighted candles or flames, because of fire hazard, are not to be used. No pets or animals are allowed in the library or the meeting room with the exception of trained service animals.
https://www.ada.gov/service_animals_2010.htm
- G. Personal furniture or equipment other than that provided by the library may be used with prior approval from the library director. Arrangements for the use of any personal furniture or equipment should be made at scheduling time. In order to ensure easy removal of equipment after the meeting, the appropriate staff member should be notified when the equipment is brought into the building.
- H. Equipment, supplies, or personal effects cannot be stored or left in Library multi-purpose room or other areas before or after use. The Library is not responsible for lost or stolen items.
- I. A variety of audiovisual equipment is available for use in the multi-purpose room. Available equipment includes a TV/VCR/DVD, overhead projector, slide projector, and a multi-media projector. The equipment should be used by someone experienced in its operation. Please make arrangements for using this equipment when making your reservation. The equipment must be checked out and back in by the person responsible for reserving the room. There is an additional fee for use of some of these items. Any damage due to misuse of audiovisual equipment is the responsibility of the organization or group using the equipment and/or reserving the room.
- J. Preparation of the room and special arrangements for the meeting and clean-up following the meeting are the responsibilities of the user. No special set-ups will be provided by the library staff.
- K. After each meeting/program, all furniture must be returned to its original arrangement and the room left in the condition in which it was found.

- L. No tacks, nails or adhesive tape are to be placed in or on doors, walls, ceiling or furniture. Bulletin boards and dry erase boards must be cleaned at the close of the meeting.
- M. Groups serving refreshments must furnish their own supplies such as cooking, serving, and eating utensils, cloths/towels, cleaning supplies, paper goods, etc., and must leave the food service area in an orderly fashion and all evidence of food/beverages must be removed from the premises before leaving.
- N. The room must be vacuumed and any spills cleaned with appropriate carpet/floor cleaners. A vacuum cleaner and broom are stored in the closet. All cleaning supplies, trash can liners, etc. must be provided by the user, the library does not provide any supplies. When the room is used during hours the library is not open, users are responsible for cleaning the vestibule and restrooms also. All trash must be removed by the user.
- O. After the meeting/program, the user or a representative of the group using the facility must meet with a library staff member to check the room, other property or equipment used and return the key. The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- P. Permission to use Library multi-purpose room may be withheld from groups failing to comply with the Multi-Purpose Room Policy, and from any group that damages the room, carpet, equipment, or furniture, or causes a disturbance.
- Q. Rules for use of the Multi-Purpose Room will be posted in the Multi-Purpose Room

Multi-Purpose Room User Responsibility Lied Imperial Public Library

Anyone wishing to use the Multi-Purpose Room is required to sign
a Use Agreement Form to be kept on file at the library.

I understand that:

- Use of the Library Multi-Purpose Room is a privilege
- Prior approval is required to serve food or beverages when using the room
- Prior approval is required to use equipment or bring in other equipment or furnishings
- The Library Rules of Conduct are applicable for all users/attendees
- Cleaning/damage deposit will not be returned until staff has completed an inspection. Additional fees may be assessed for damages or cleaning not covered by the amount of the deposit

I will:

- Comply with all rules as stated in the Alta Heir Multi-Purpose Room Policy
- Remove all trash and evidence of food or beverages from the premises. This includes vestibule and restroom trash
- Leave all areas clean and orderly before exiting the building
- Provide my own cleaning supplies and extra trash bags.
- If serving food, provide my own utensils, plates, cups, dishes, etc.
- Clean up all food, beverage or any other spills including: on tables, chairs, counter tops, carpet, floors, refrigerator, microwave, etc.
- Make sure the vestibule and restrooms are clean and orderly, water is turned off, toilets and urinal are flushed, no trash on the floor
- Put tables, chairs and other furnishings away as they were before my event. See pictures posted.
- Lock the doors, leave the key in the designated place and turn off the lights

I will not:

- Serve red or any other color beverages that will stain the carpet
- Serve any type of alcohol
- Sit or climb on the countertops, tables, piano or other equipment
- Attach anything to walls or doors without prior permission. Only blue painters tape is allowed: No nails, tacks, masking tape, scotch tape or duct tape
- Use lighted candles or any other type of flame
- Smoke or use tobacco products
- Allow dogs, cats or other pets or animals in the room or elsewhere on library property
- Consume library food or supplies
- Use, play with or allow children to play with library toys, equipment, etc.

The Library's Code of Conduct is posted on the wall for further guidance.

DATE: _____

INITIALS: _____

Safety Policy

Code of Conduct

The Lied Imperial Public Library encourages people of all ages to visit the library. The library is used by families, children and adults. The purpose of this Code of Conduct is to ensure that those visiting the library can enjoy a safe, comfortable environment that supports appropriate library services. Library staff will use their discretion to determine whether users' actions, behavior and dress conform to the requirements of this Code of Conduct. Anyone demonstrating disruptive and/or inappropriate behavior will be required to leave the library at the request of library staff. Library staff will determine whether an initial warning to the offender is appropriate prior to the offender's removal from the premises. All serious acts will be reported to the Imperial Police Department.

To maintain proper use of library resources and facilities, library users must refrain from:

- Actions that prevent the legitimate use of the library and its resources.
- Cell phone calls that disrupt or are inappropriate either in volume or content.
- Abusive language, lewd, disorderly or hazardous behavior.
- Uncooperative attitude.
- Entering without proper attire, see Library User Dress Code.
- Harassment, intimidation or profanity directed toward library users or staff.
- Abuse of library privileges, equipment, computers (hardware and software), etc.
- Consumption of food and/or drink in the Computer Lab.
- Consumption of meals within the library (exception for special library sponsored events/programs).
- Sleeping and/or loitering.
- Blocking or impeding entrance to the library; including but not limited to parking bicycles or skateboards on sidewalks, walkways or in doorways.
- Tobacco use or smoking, including e-cigarettes, and possession or use of alcohol or illegal drugs.
- Use of restrooms for other than their intended purpose.

The Lied Imperial Public Library is not responsible for personal belongings left in library materials or on library property.

Library visitors will be held responsible for any damage to library property and equipment.

Anyone using library computers must comply with the Lied Imperial Public Library Internet Policy and the Children's Internet Protection Act (CIPA).

Children must be attended at all times:

Children are encouraged to use the library on their own, however, library facilities are not to be used in lieu of child care. Children are subject to the same rules of conduct as other library users. If an unattended child is asked to leave the premises, he/she will be encouraged to call a parent/caregiver and inform them of the situation.

- Children under age seven must be accompanied by a parent/caregiver AND the parent/caregiver must remain in the same area of the library as the child (caregiver must be at least twelve years old).
- Library staff and/or Board of Trustees will not assume responsibility for children/minors remaining on library premises after closing.

Note: An exception is made for children attending organized library programs. These children may be in the program area/s without parents/caregivers; however, parents or caregivers are encouraged to remain in the library facility or be readily available.

Library User Dress Code

The Lied Imperial Public Library observes the common no shirt, no shoes, no service policy. In addition, users will not be permitted to wear inappropriate, suggestive, vulgar, or excessively revealing clothing not conducive to community standards. Users with an excessive amount of any offensive odor or substance like grease, ink, oil, blood, feces, urine, etc., that can be transferred to others, library furnishings or equipment will not be permitted in the library. Vulgar, offensive or inappropriate tattoos must be covered while in the library. It is not the library's intent to enforce a strict dress code but if appearance, clothing or lack thereof is disruptive to staff or others, the person will be asked to either comply or leave the library.

The Lied Imperial Public Library Board of Trustees has adopted the Lied Imperial Public Library Code of Conduct, for the safety of all persons and to protect and preserve the library building, collection, equipment and grounds. These rules will be enforced by the library staff. Clients and visitors are urged to report disruptive behavior immediately to library staff so that appropriate steps can be taken. Failure to observe the Code of Conduct may lead to eviction and possible withdrawal of library privileges. In such cases, the Library Director will discuss the behavior with the offender and notify a Library Trustee and/or local authorities immediately.

No Smoking/Tobacco Free Policy

I. POLICY STATEMENT

The Lied Imperial Public Library is dedicated to maintaining a healthy work and learning environment. Because we recognize the hazards caused by exposure to environmental tobacco smoke, it shall be our policy to provide a smoke-free environment for all employees, visitors and clients. This policy covers the smoking of any tobacco product and the use of oral tobacco products or "spit" tobacco, and it applies to both employees and visitors of the library.

II. DEFINITION

1. All use of tobacco products is prohibited within the facilities at any time.
2. All use of tobacco products is prohibited within 25 feet of all library entrances.

III. Enforcement

1. This policy applies to all employees, suppliers, visitors, and clients. Individuals violating this policy shall be reminded of the law and asked politely to step outside the tobacco free area. If necessary law enforcement will be called.
2. Appropriate signage will be posted

Specifically, this policy is intended to eliminate the potential for exposure to secondhand smoke and the practical effect of this policy is that the library and surrounding property is tobacco free.

Library Confidentiality Policy

Professional Ethics: "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." (Source: Code of Ethics of the American Library Association)

Section A. Confidentiality Policy

Confidentiality is essential to protect the exercise of First and Fourth Amendment rights. In accordance with the First and Fourth Amendments of the U.S. Constitution, and the ALA code of ethics, the Board of Trustees and the library staff of the Lied Imperial Public Library respect the privacy of users and recognizes their responsibility to protect users' privacy. Client records will be consulted and used by the staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order or otherwise required by law. The library staff will maintain respect for confidentiality regarding client reading or related interests in both informal conversation as well as formal duties.

The Lied Imperial Public Library keeps the minimum number of records necessary to maintain operations. These records include any information required of a library user to become eligible to borrow library materials and/or access the public computers, and any information which identifies the library user borrowing particular materials.

- A. The Library will not reveal the identities of individual users nor reveal the information sources or services they consult unless required by law. Confidentiality extends to information sought or received and materials consulted, borrowed or acquired. Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, facilities or services.
- B. The Library will hold confidential the names of card holders and their registration information and not provide access for private, public or commercial use. A library user's record may be viewed by the user or by the parent or legal guardian if the user is a minor.
- C. The lawful custodian of the records is the Director of the Library.
- D. The Library will not release registration, circulation or other records protected under Nebraska Law unless it is required by law to release the information. Circumstances which may require the Library to release the information include the following:

1. A criminal or juvenile justice agency is seeking the information pursuant to an investigation of a particular person or organization suspected of committing a known crime *AND* the criminal or juvenile justice agency presents the Library Director with a court order demonstrating that there has been a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.
2. The Library receives a warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act).
3. The Library receives a National Security Letter seeking the information pursuant to the USA Patriot Act.
4. The Library receives a valid court order requiring the release of registration, circulation or other records protected under Nebraska law and the information is not sought in conjunction with a criminal or juvenile justice investigation.
5. Recovery of library property.

Section B. Procedures for enforcing the policy on confidentiality of library records.

- A. The library staff member receiving a request to examine or obtain information relating to registration records or circulation records or other records identifying the names of library users, shall immediately refer the requestor to the Director, the official custodian of the records. (To prevent any misunderstanding, the staff-member should avoid discussing with the person making the request what user information may or may not be available, or what the library can or cannot do.)

If the Library Director is not available, inform the requestor when the Director will be available. If pressed to act sooner, contact the Director immediately whether the Director is away on business or at home. In the event the Director cannot be reached, the Library Board Chair-person should work with the requestor.

- B. The Library Director shall meet with the requestor of the information. If the requestor is a law enforcement officer, the officer must have a court order, a warrant issued under the USA Patriot Act, or a National Security' Letter (NSL) issued under the USA Patriot Act to receive the requested records. If the officer does not have a proper court order, warrant, or NSL compelling the production of records, the Library Director shall refuse to provide the

- information. The Library Director may explain the *Confidentiality Policy* and the state's confidentiality law, and inform the agent or officer that users' records are not available except when a proper court order in good form has been presented to the library.
- C. If the records requested cover registration, circulation or other records protected under Nebraska Law, and the Director is uncertain about, whether the order, or subpoena presented is sufficient to require release of the records, the Library Director may immediately consult with legal counsel to determine if such process, order, or subpoena is sufficient to require release of the records.
 - D. If any written request, process, order, or subpoena is not in proper form or does not otherwise appear to be sufficient to support releasing the records, the Library Director shall insist that such defects be cured before any records are released.
 - E. If the Library Director, or the Director in consultation with Library's attorney determine that the order, warrant, or NSL, is sufficient and compels the release of the records, the Library Director shall release the records.
 - F. If the request is made pursuant to the USA Patriot Act. The Library Director is authorized to obtain legal counsel regarding the request. As required by the USA Patriot Act, the Library Director may not discuss the request with anyone other than legal counsel.
 - G. If the requestor is not a law enforcement officer and has not presented any type of court or administrative order requiring release of the requested information, the Library Director shall refuse to provide the requested records. The Library Director may explain the *Confidentiality Policy* and the state's confidentiality law.
 - H. The Library Director is authorized to take legal action (such as moving to quash a subpoena) to resist releasing requested registration, circulation or other records protected under Nebraska Law if the Library Director and the library's legal counsel deem such action to be appropriate.
 - I. Any threats or unauthorized demands (i.e. those not supported by a written request, process order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the Director .
 - J. Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the Director.

Collection Development Policy

Mission Statement

The Lied Imperial Public Library connects people with information, ideas and experiences to provide enjoyment, enrich lives and strengthen our community.

The Lied Imperial Public Library provides library materials for the information, entertainment, intellectual development, and enrichment of the people of Imperial. Library materials are chosen according to this **Collection Development Policy** which has been approved by the Board of Trustees.

Purpose of the Collection Development Policy

- To further the Mission and roles of the Lied Imperial Public Library.
- To guide librarians in the selection of materials.
- To inform the public about the principles upon which selections are made.

General Collection Development Principles

The Lied Imperial Public Library is a public forum; a place where ideas and information are freely communicated, where a broad spectrum of opinions and a variety of viewpoints are presented in its collection, displays, programs and services. The library strives to present materials representing all sides of an issue in a neutral, unbiased manner. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of the particular point of view.

The Lied Imperial Public Library endorses the *Library Bill of Rights* of the American Library Association as stated below:

- 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.

Responsibility for Selection

Library material selection and acquisition shall be the responsibility of the Library Director. Suggestions from library staff, clients and the Library Board shall be considered as part of the selection process.

General Selection Criteria

These general criteria are taken into account for all materials selected for the Lied Imperial Public Library. Additional specific criteria are listed when appropriate for different types of materials. All items selected will meet several of the general or specific criteria.

- Current and anticipated needs and interests of the public
- Accuracy of content
- Timeliness of information
- Author's, artist's or publisher's qualifications and/or reputation
- Evaluations in review media
- Contribution to diversity or breadth of collections
- Inclusion of title in standard bibliographies or indexes
- Receipt of or nomination for major awards or prizes
- Quality of production
- Affordability
- Support of library's mission and roles

Formats:

Adult Materials

Fiction

The fiction collection includes standard, classic, contemporary, popular and bestselling fiction. Other genres include romance, historical fiction, science fiction, fantasy, western and mysteries. The collection reflects the recreational interests of our local adult readers.

Nonfiction

General interest, consumer oriented nonfiction titles are collected to satisfy the informational and educational needs of our adult readers. Long standing topics of interest as well as timely topics and local interest topics are primary candidates for purchase. Research level materials and text books are not generally collected although some materials may be selected to support school related topics. The library collection aims to be impartial in the case of controversial subjects and every effort is made to see that all sides are fairly represented.

Periodicals

Magazines are collected for informational, recreational and leisure reading. Local interest, appeal, subject matter and demand are considered when adding new titles. Available indexing is considered when determining how long a title is retained. Professional journals are not acquired. Back issues of magazines and journals are kept for varying number of years.

Newspapers

Local, state and regional newspapers are acquired according to client demand, timeliness of delivery and price.

Reference Materials

The reference collection does not circulate. Books which support the routine informational needs of the community are considered for purchase. Those selected have been evaluated by their ease of use, indexing, organization, style, currency, authority, accuracy, impartiality, scope, depth of coverage, relevance, arrangement and cost. Items of local interest and about Imperial, Chase County, Nebraska and surrounding area (both historical and current) are collected. Imperial municipal information is also collected. Every effort is made to collect and organize local genealogical records.

Interlibrary Loan

The Lied Imperial Public Library participates in state and national interlibrary loan systems. Staff members borrow items we do not own from other libraries on behalf of our customers and lend our materials to other libraries.

Internet Sites

The Lied Imperial Public Library maintains a home page on the World Wide Web and a Social Media presence to provide information about the library to its users. A section of the web site points users to reliable sources which provide information to meet our user's needs.

Children's & Young Adults' Materials

Selection and maintenance of the children's collection are for clients from infancy through 12th grade and their parents and care givers.

The primary collections include:

Picture Books

Board books, wordless books, concept books (alphabet, numbers, colors, shapes), classic and contemporary preschool picture book stories and fairy or folk tales.

Easy Readers

Books specifically designed for the emerging reader with controlled and/or progressively constructed vocabularies.

Juvenile Fiction

Titles meeting the recreational and educational needs of students with 2nd through 6th grade reading levels. Genres included are mystery, sports, science fiction, adventure, humor, historical fiction, and novels about the problems of contemporary boys and girls.

Juvenile Nonfiction

Informational books for youth up to grade 12 with an emphasis on the culture, customs, geography and history of people from the individual states and countries of the world, physical and natural science, the arts and handicrafts, sports, poetry and literature and biography.

Young Adult Fiction

Collections of contemporary and classic fiction titles for the recreational reading of youth ages 6th through 12th grade.

Minors are not restricted in the use of the library. Responsibility for the reading, listening and viewing habits of minors rests with parents and legal guardians.

Multimedia

Computer Software

The library provides Word, Excel and Power Point for use in the building on the public access computers. Additional software may be loaded based on the general criteria and public demand.

Video Recordings

The video recording collection informs and entertains library users of all ages.

Award

winners, current interest, production and technical quality and durability are special considerations in selection.

Sound Recording

The library maintains audio books on compact discs to fill the recreation and informational need of adults, young adults and children. Both abridged and unabridged formats are included. Award winners, current interest, excellence of interpretation and technique, and availability of replacement discs are considerations.

Gifts

Gifts are accepted but must undergo the same scrutiny and meet the same standards as the materials purchased for the collection. Donated periodical subscriptions for which there is no indexing and which have limited appeal are not marked and no back titles are kept. The library reserves the right to refuse any donations of materials. Donations not added to the collection are sold at the annual Friends of the Library book sale with proceeds going to the Imperial Library Foundation or discarded if in poor condition. For further information see the library's [Gift Policy](#).

Controversial Materials

The Board of the Lied Imperial Public Library endorses *the Freedom to Read Statement* and its interpretations. Materials selected under the Collection Development Policy are considered protected under the First Amendment of the United States Constitution.

Public libraries preserve and enhance the people's right to a broader range of ideas than those held by any one librarian, publisher or government. On occasion, there can be diverse opinions by individuals or groups as to what is acceptable or appropriate for the collection. Library collections are not limited to only those ideas and information one person or group believes to be true, good and proper. The Board of Trustees believes that anyone is free to reject for himself/herself library materials of which he or she does not approve. However, the individual cannot restrict the freedom of others to read, view or hear.

Parents or legal guardians have the responsibility to guide and direct the reading, viewing or listening of their own minor children. The library does not take the place of the parent or guardian.

Clients who initiate comments of complaint will receive copies of the Library Bill of Rights, the Freedom to Read, and the Collection Development Policy and the form "Request for Reconsideration of Library Materials." The Library Director will go over these materials with the client. It is important to understand that concerns call into question selection decisions that have been made according to policy. The process of registering complaints is designed to make sure the selection was appropriate and results in informing the client about the philosophy and criteria used. Clients whose concerns are not satisfied by the library staff are invited to the next meeting of the Board of Trustees. Their decision will be final.

Collection Maintenance

The collection is maintained and weeded through an ongoing process of collection analysis. Older items are repaired, withdrawn or replaced based on the following:

- The needs and interests of the community
- Number of circulations, requests and reserves
- Availability of similar materials in the collection or elsewhere
- Affordability
- Physical condition and age of the item
- In-print status
- Appearance in standard lists
- Available space

Items discarded are sold at the annual Friends of the Library book sale. Proceeds go to the Imperial Library Foundation. Unsold items are shipped to a used bookseller or disposed of. The library will not withdraw an item simply because a client wishes to purchase it. Weeding is done following the guidelines spelled out in the Weeding Plan.

Approved Library Board of Trustees4/15/15

Weeding Plan

In order to maintain the collection in its most useful condition, the library director will consider materials for binding, replacement or withdrawal on an annual basis. Collection evaluation and weeding are ongoing activities; regularly performed as staff time permits and needs dictate. *Nebraska Library Commission* accreditation specifications require a minimum of 3% of the collection and preferable 5% or more be withdrawn from the collection each year.

The following criteria are applied as a basis for replacing or withdrawing material

1. Books, Audio Books & Movies:
 - A. Misleading, out of date or factually inaccurate
 - B. Worn beyond mending or rebinding
 - C. Superseded by a truly new edition or by a better book on the subject
 - D. Of no discernable literary or scientific merit
 - E. Irrelevant to the needs and interests of the community
 - F. Existence of duplicate copies. (Large print will take precedence over regular print when available)
2. Serials:
 - A. May keep titles as long as needed
 - B. Unsolicited gifts or donations, current issue or up to 1 year
 - C. Newspapers are kept for 1 week from the current issue, except the *Imperial Republican* - which is archived indefinitely and the *Wauneta Breeze* - which is kept for 1 year from the current issue
3. Microfilm, cemetery records, etc., and other local historical materials are archived and kept indefinitely

Replacement of a withdrawn item is not automatic; decisions will be based on the Collection Development Policy.

When books or other materials donated as a memorial are withdrawn, notation will be made on the corresponding card in the memorial materials file.

Materials withdrawn from the library collection will be placed with donated materials that the library staff has deemed unsuitable for the collection. These materials will be sold by the Friends of the Library. The proceeds will be deposited in the Imperial Library Foundation account and recorded as Friends of the Library funds. Materials not sold will be sent to Better World Books or another vendor for resale.

Approved Library Board of Trustees4/15/15

Bulletin Board and Pamphlet Policy

Purpose:

As an educational, cultural, and community institution, the Lied Imperial Public Library welcomes postings, exhibits and displays of interest, information, and enlightenment for the citizens of Imperial to view. As such, the bulletin boards and pamphlet space at the library are made available for the posting of community announcements. In order to best utilize the limited space available for such postings, please adhere to the following policy and procedures regarding usage of the library bulletin board and pamphlet space:

Policy & Procedure:

1. Priority will be given to materials relating to the Library, Friends of the Library and the City of Imperial.
2. All postings will be approved by the Library staff; available space will be a consideration. Notices that are not date sensitive may be posted for up to three months, space permitting. Each notice will be marked with the initials of a library staff member, and the date it was posted. Library staff will be responsible for removing notices.
3. Non-profit, cultural, educational, scientific, humanitarian, self-help, employment, commercial or other community services' postings for events or activities will remain posted, as space allows, until the event, or deadline for registration for the event, has passed.
4. Limited space demands that no signage larger than 11 X 17 may be posted, and Library staff may choose to post a reduced size of a notice in order to make more space available.
5. The bulletin boards are located in a public space, so postings must be appropriate for viewing by all ages.

6. Pamphlets from government agencies, educational and non-profit organizations are accepted for public distribution as space allows.

Information/materials that are not accepted:

- Political posters. A poster announcing an informational meeting to be held by a political candidate at a specific time and place, open to all, is acceptable. A poster encouraging the public to vote for a particular candidate is not.
- Announcements of events not open to the general public. This would include membership meetings of service organizations.
- Notices from anonymous groups or individuals.
- Religious services (this does not include vacation bible schools, if they are open to the public).
- Signs for events that are 3 or more months in the future.
- Signs for lost pets. Notices of business or services for profit, whether home-based or out in the community. (such as daycare, or selling house wares, makeup, & collectibles)
- Personal or “wanted” advertisements.

****Use of the library’s bulletin boards or pamphlet spaces does not imply endorsement by the Lied Imperial Public Library of the events or services posted.****

Approved by the Library Board of Trustees4/15/15