

C. B. Preston Memorial Library Policy

General Objectives:

To serve all residents as a library, The Cordelia B. Preston Library is to...

1. Be an active and progressive institution that provides material to reflect the particular needs, interests and life-styles of its users.
2. Provide information and reference services that are accurate and current.
3. Provide access to resources and services beyond its own facilities through interlibrary loan and Internet use.
4. Provide competent library staff to serve the community.
5. Provide special literary and cultural programs to enrich the community and encourage use of library facilities.
6. Seek continually to identify community needs.
7. To meet and/or exceed the minimum standards for accreditation

Use of the Library

1. Within the library, the use of all collections and equipment is free except for making copies with a charge of .10 each copy.
2. Service will not be denied or abridged because of religion, racial, social economic or political status.
3. Library cards are issued free of charge to anyone 1st Grade to adult.
4. Any patron failing to return library materials due to loss or destruction will be assessed the replacement cost of the material.
5. Library privileges may be suspended at the discretion of the librarian until the fine is paid.
6. After six weeks the patron will be assessed the cost of the material.

Collection and Procurement

1. The librarian shall be responsible for the selection and purchase of materials that best meet the interests and needs of the community. Suggestions by board members and patrons will be taken into consideration.

2. Each acquisition shall be cataloged

Service of the Public Library

1. The staff will provide guidance and assistance for patrons to obtain the information they seek.
2. The library will initiate programs, story hours, etc. to enlighten all ages.
3. Internet, Public Wireless Access, Interlibrary loan, Public use computers, faxing, micro film reader and a copy machine are available.

Gifts and Memorials

- A. The library accepts gifts of books and other materials with the understanding they will be added to the collection only when needed and will be determined so by the librarian.
- B. Unrestricted gifts of money, land or property will be gratefully accepted by the Board to be used at its discretion. Gifts or bequests with specific restrictions will be reviewed by the board before acceptance.

Physical Facilities

1. To achieve the goal of good library service, the board will strive to provide and maintain the public library facilities which adequately meet the physical requirements of modern library service. Such facilities will offer the community an invitation to enter, read, look, listen and learn. The building must fit an expanding program of library services.
2. The library board will carry sufficient insurance on the building and contents to replace in case of loss.
3. The library meeting room may be used for meetings that are civic, cultural and educational. Any meeting that is of profit-making nature will be charged \$15.00 per day for the use of the meeting room.
4. The building will be kept in repair and present a neat appearance at all times.

Personnel

- A. Employment

1. Selection of staff members is based solely upon merit, with due consideration to personal, educational and physical qualifications and to training and aptitude for the position regardless of race, color creed or sex.
2. All appointments are made for a probationary period of six months. An employee may be released by the librarian with board approval at any time after being given two weeks notice if his/her services are not satisfactory or if the employee proves unqualified for the position.
3. All employees will be responsible to the librarian for their work requirements and conduct while on duty for the library.
4. The librarian will be responsible to the library board.

B. Salaries

1. All salaries paid to employees shall be set by the library board with budget approval of the Orleans Township Board.
2. Salaries will be commensurate with the duties of each employee.
3. All personnel will be paid monthly.
4. Salary increments are not automatic. Salaries may be adjusted at the discretion of the board in consideration of qualifications, tenure and quality of service rendered by the person being considered.

C. Dismissal

1. The librarian has the right and authority to recommend to the board dismissal from the staff of any employee whose attitude, professional ethics, and conduct or performance of duties warrant such action. In every case the employee shall have the right to present his/her case to the librarian and the board. No staff member under permanent appointment shall have services terminated without cause except in case of financial retrenchment.
2. Vacation: Two weeks each year with pay.
3. Sick leave: One week per year.
4. Funerals: Discretion of the board.
5. Leave of absence: Without pay.

Professional Expenses

1. The library encourages the attendance of all staff members and board members at professional meetings and conferences. When possible, time will be allowed with pay for staff attendance.
2. Library funds will pay for mileage for one car and registration fees for staff and Board members to attend meetings

Publicity

All publicity concerning the library shall be under the direction of the librarian, who shall inform the public of the services that the library performs and its activities. Full advantage will be taken of all news media.

Public Relations

The board recognizes that public relations involves every person who has any connection with the library. The board urges its members and all staff members to realize they represent the library in every public contact. Good service supports good public relation.

Confidentiality of Patron Records

1. The library board recognizes its circulation records and other records identifying the names of patrons with specific materials to be confidential in nature.
2. All librarians and library employees are advised that such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order or subpoena as may be authorized under the authority of and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power.
3. The use of the library may be denied temporarily for due cause such as failure to return books or pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.

Holidays

1. The library will be closed on all legal Holidays plus Christmas Eve and New Years Eve.

Opening Hours

Monday 3 to 8 p.m.
Tues, Wed, Thurs. 3 to 6 p.m.
Closed Fri. and Sun.
Sat. 9a.m. to noon

Circulation

1. Books and periodicals may be checked out for two weeks and renewed for another two weeks. A limit of 5 books may be checked out at one time or at the discretion of the Librarian
2. Reference books may not be checked out.
3. Videos may be checked out for a 3 day period. 3 videos per check out.
4. Computer games may not be checked out.

Fines

1. A fine of 25 cents per week shall be charged for overdue materials. \$1.50 per day for overdue videos.

Finances

The Library Board prepares a budget that is presented to the Orleans Township Board. That board in turn presents the budget to the County Board of Supervisors. A levy is assessed for library support. As taxes are collected they are returned to the library board for budgeted expenses.

Interest from the Preston endowment may be used for library expenses.

The board hires a local accountant to pay bills and payroll. Bills are approved by the board.

Memorial contributions are kept in a separate fund

Emergency and Safety

1. A back up of collection and circulation information is stored on site and off site.
2. A bank safe deposit box is used for important papers and inventory of library.
3. Fire extinguishers and smoke alarms are located on all levels.
4. Call 911 in any emergency situation
5. Plastics sheets are available to protect books from water damages.
6. Tornado safety is best taken under the basement stairs. A flash light is stored there and radio.
7. There are two exits for fire safety
8. Utility company contact information is at front desk.
9. Closing, or reduced hours during inclement weather will be at the discretion of the Library Director

Volunteers and Friends

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the library.

A Library Friends group will unite to work for the goals and needs of the library and work closely with the librarian to assist with fund raising and volunteerism.

C. B. Preston Memorial Library-Internet Policy

The C. B. Preston Memorial Library provides access to the Internet as a means to enhance the information and learning opportunities for the public.

Access to the Internet is available to the public; however, this service may be restricted at any time for improper use. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign the Internet User Agreement. All users must sign the log-in chart prior to beginning their session.

Users should be aware that the inappropriate use of electronic information resources can be a violation of the law and can lead to prosecution.

The Library has no control over the content on the Internet. The Library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The Library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- Users may use the Internet for the receipt and transmission of e-mail as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organization or individuals
- Internet use is offered in 30 minute sessions on a first-come, first-served basis; each user is allowed one session—if there is no patron waiting for the service at the end of a session, the user can have another session, but once having had the service 30 minutes the user must abandon use of the Internet if another patron requests use of the service
- Users will respect the rights and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any cost for the library though their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameter

C. B. Preston Memorial Library Internet Agreement Policy

Internet Use agreement

I understand and will abide by the C. B. Preston Memorial Public Library's Internet Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action may be taken.

User's Name: _____

User's Signature: _____

Date: _____

As the parent or guardian of this individual, I accept full responsibility for my child's use of the C. B. Preston Memorial Library's Internet service and agree to oversee my child's use of this service. I have read the attached Internet Use Policy, and I understand that the library's access to the Internet is intended and designed for educational and informational purposes. I will not hold the library responsible for materials or information acquired by my child through the use of the library's Internet service. I hereby give permission for my child to use the library's network for Internet access and certify that the information contained on this form is correct.

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____

Child's Name: _____

Date: _____

Collection and Procurement

A. Objectives

The purpose of the C. B. Preston Memorial Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual with education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library selects materials that meet community interest and needs.

The collection policy will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The responsibility for selection of library materials rests with the library director. The director has the authority to reject or select any item contrary to any recommendation.

C. Criteria for Selection

The main points considered in the selection of materials are:

1. individual merit of each item
2. popular appeal/demand
3. suitability of material
4. existing holdings
5. budget

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

E. Gifts and Donations

The library accepts gifts of books and other material with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed they will be placed on the used book shelf to be sold for a donation to the library. Memorial gifts and books are accepted with suitable bookplates placed in the book.

F. Weeding

An up-to-date, attractive and useful collection is maintained through continual withdrawal and replacement process. The ongoing process of weeding is the responsibility of the director.

Procurement applies to the contracting, leasing and purchasing of land, equipment, furniture, furnishings, supplies, or other property on behalf of the library.

- Observe that fairness and honesty between buyer and seller are fundamental to sound business practices, and are best achieved through mutual trust, respect and cooperation.
- Negotiated procurement or a competitive bid process may be used, whichever best serves the interests of the library.
- Overall value, quality, service, and price are considered when evaluating supplies.
- Personal gifts to staff or Library Board of Trustees will not be accepted from suppliers.
- Suppliers should provide assurance they will not discriminate.

The director is authorized by the Board to direct the procurement of good, services and capital items per the library's budget.

The Library Board must approve procurements, such as leases and lease/ purchase agreements.

Approved by Library Board
May 6, 2013 CB