

Ponca Carnegie Library

Policy and Procedure Manual

**Revised
March, 2012
March, 2013
July, 2014**

Ponca Carnegie Library Policy and Procedure Manual

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**Ponca Carnegie Library
203 2nd St.
Ponca, NE 68770**

MISSION STATEMENT

The mission of the Ponca Carnegie Library is to serve the community of Ponca and its surrounding area, and the public in general as a resource center for information, education, culture, and leisure and in so doing to enhance and enrich the lives of the public and especially Ponca citizens.

By collecting, organizing, making accessible, and disseminating both traditional printed materials and a wide variety of contemporary print and non-print resources, and technological resources, the Library performs the vital service of helping citizens to be well informed, make decisions, cultivate the imagination, accomplish self-improvement, entertain themselves, improve the quality of leisure time, and acquire the life-long enjoyment of reading. To better accomplish this mission, the Ponca Carnegie Library strives to promote the use of these resources and to respond to community needs through its services and programs.

Ponca Carnegie Library

By-Laws

Adopted 10/5/2011

Article I:

The Library Board shall consist of five trustee members appointed by the City Mayor.

Article II:

The Trustees will hold election of officers at the January meeting annually.

Article III:

Trustees shall meet at least bi-monthly on the third Thursday of the month at the library. Meetings may be changed and/or special meetings called by the Chair or at the request of the majority of members. An agenda will be prepared for each meeting by the Library Director and made available to the public when requested.

Article IV:

The Chair shall preside over all meetings, authorize any change of meeting or special meeting, and perform all other duties of a presiding officer. The vice-chair/Financial manager shall assume these duties if the chair is unable to serve. The Secretary will keep the minutes of all proceedings of the Library Board. A copy of these minutes will be given to the City Clerk.

Article V:

The Chair may appoint special committees to study a special problem with the approval of the board.

Article VI:

The Library Director shall have charge of the administration of the library under board direction and review. The Library Director shall be responsible for the purchase of books and library materials, supervision of programs and services, personnel selections and management, financial records and attendance at all Board meetings.

Article VII:

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

- Call to order
- Recognition of Open Meeting laws
- Reading of the minutes
- Financial Report
- Director's Report
- Old Business
- New Business
- Adjournment

Article VIII:

The Board shall prepare a budget at the June monthly meeting for the fiscal year starting the first day of October to be presented to the Mayor and council in early July.

Article IX:

These by-laws will be reviewed annually may be amended at any time by the unanimous vote of the Board.

Article X:

Revised by Ponca Board of Trustees
July, 2012

These By-Laws shall amend and supersede all By-Laws at anytime heretofore adopted by the Library Board, all of which prior By-Laws are hereby repealed.

The above and foregoing By-Laws were duly amended and adopted by the Ponca Carnegie Library Board this 5th day of October, 2011.

PONCA CARNEGIE LIBRARY BOARD OF TRUSTEES DUTIES

- The Library Board of Trustees shall consist of five members appointed by the Ponca City Council.
- The Board of Trustees will have regularly scheduled meetings, run in a business-like manner. The trustees will provide designated officers, with specific duties. Frequency of meetings will be at least bi-monthly
- All meetings of the board will conform to regulations of the open meetings law, including publishing the meeting date prior to the meeting and inviting the public to attend each meeting.
- 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.
- The library board will plan an annual, periodic review of the library Policy and Procedure Manual in February, after the election of the new board in January, with revision as necessary. Notation will be made on each revised or added policy, to show the date of approval and/or revision.
- If a vacancy occurs for any reason, the position will be filled by an appointment from the Ponca City Council with recommendations by the Board of Trustees.

PONCA CARNEGIE LIBRARY BOARD OF TRUSTEES OPERATING POLICY

The Ponca Carnegie 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 program.
3. Attend all board meetings and see that accurate records are kept on file at the library. Three consecutive absences may be cause to recommend replacement.
4. Determine and adopt written policies to govern the operation and program of the library.
5. Election of officers for the Library Board of Trustees will be held at the January meeting annually.
6. When trustees leave the board, nominations are submitted to the Ponca City Council, in care of the mayor.
7. Assist in the preparation of the annual budget at the July meeting.
8. Know the program and needs of the library in relation to the community; keep abreast of standards and library programs
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 all policies annually.
11. Attend regional, state and national trustee meetings and workshops; affiliate with the appropriate professional organizations.
12. Report regularly to the governing officials and the general public.

PONCA CARNEGIE LIBRARY BOARD OF TRUSTEE'S JOB DESCRIPTION

Job Title: Library Trustee or Library Board Member

Supervised by: Ponca City Council, the Ponca Taxpayers, and everyone served by the Library.

Duties:

- Attend and participate in all board meetings and other meetings as necessary.
- Become informed about all phases of library operation.
- Read board meeting minutes, and other materials distributed before and during board meetings.
- Visit the library often and make use of library services.
- Participate in Library System Workshops and other continuing education activities, making some out of town travel necessary.
- Participate in fund raising activities for the library.

Qualifications:

- A desire to provide the best possible library service to the community.
- A willingness to work closely with local elected officials and to ensure satisfactory library support.

Skills and Abilities:

- Ability to work well with people.
- Ability to provide leadership at board meetings.
- Ability to organize, plan and set achievable goals and objectives.
- Must possess good public relations skills.

PONCA CARNEGIE LIBRARY LEGAL POWERS OF THE LIBRARY BOARD

The legal power of the Ponca Carnegie Library Board shall be:

1. To erect, lease, or occupy the library building.
2. Appoint and recommend to the City Council the salaries 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 library.

PONCA CARNEGIE LIBRARY AVAILABILITY AND USE OF FACILITIES

1. The Carnegie library will be funded by the City of Ponca.
2. The library will be maintained in a smoke-free environment.
3. The library shall have a Mission Statement that clearly defines the purpose of the library in the community.
4. The library will have a telephone with a number listed under the library name.
5. The library will make its basic services available without charge to all residents of the City of Ponca. All non-residents will be charged with a Card Fee for basic services which will include loans of circulating printed materials from local collection. No service will be denied to any person because of race, sex, religion, age, color, national origin, ancestry, physical handicap, or marital status. General reference and information services, including use of the computers, are available to everyone at no cost.
6. The library will budget for and provide reference services, access to resource 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.
7. The library will have a certified, paid staff member who is responsible for the administration of library services.
8. Personnel policies and regulations will be written and made available to all staff members.
9. Discrimination against any staff person because of race, sex, religion, age, color, national origin, ancestry, physical handicap or marital status is expressly prohibited.
10. The library will have its collection cataloged and organized according to standard cataloging and the Dewey classification systems and procedures.
11. The library, under the Library Director's supervision, will continually and systematically weed the collection.
12. The library will have a circulation collection of books for adults, young adults and children.
13. The reference collection will contain at least the following: a general print or electronic encyclopedia that is not more than five years old, a current unabridged dictionary, a current world atlas, a current world almanac, a local telephone directory, at least one subscription to a local newspaper, copies of all city ordinances.
14. 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.
15. The library building will comply with all applicable state and local building codes such as fire safety, Americans with Disability Act (ADA), and sanitation regulations.

16. The library building exterior will be adequately lit, with a visible sign indicating the library name and hours of service.
17. No book shall be censored by the librarian if it is requested by a patron.
18. Books can be withdrawn from the shelves only after a written, withdrawal request has been filed, reviewed, and approved by the Library Director and Board of Trustees.
19. A Meeting Room Registration Form which includes the rules for use of the community meeting room will be completed and signed by anyone reserving use of the room.

MEETING ROOM REGISTRATION FORM

Name of Organization: _____

Person in Charge: _____ Phone: _____

Program: _____

Date & time: _____ Estimated number in Attendance: _____

RULES FOR USING THE MEETING ROOM

- 1) You must get permission from the Library Director or an authorized representative to schedule use of the room.
- 2) Use of the meeting room before or after library hours will require advanced notice given to library director or librarian during library hours. A key will be provided to the authorized person. A \$100. fee will be assessed for any lost key.
- 3) If a meeting is cancelled, the Library Director or an authorized representative should be notified.
- 4) Programs sponsored by the library will receive first consideration in scheduling use of the meeting room. (ie Children's Story Hour, Friends of the Library, Summer Reading Program)
- 5) The library does not assume responsibility for setting up furniture or equipment, nor does it guarantee that any time will be available before your scheduled time for any set up or preparation.
- 6) This form must be filled out and signed by the authorized representative of the using group each time the room is used.
- 7) Smoking or use of tobacco products is prohibited throughout the library building.
- 8) No alcoholic beverages are allowed on library premises.
- 9) Groups shall not exceed the legal capacity of the meeting room. The legal capacity is 32.
- 10) Publicity for any activity other than official library or city activities must not in any way imply sponsorship by either the library or the city.
- 11) The library and the city assume no responsibility for property or personal belongings of any kind brought into the building by any person or group using the library's facilities or attending any function at the library.
- 12) The person(s)/organization using the meeting room are responsible for any damage to the facility and its furniture, equipment, and other contents.
- 13) Any materials used by the person or group must be removed promptly and the room must be left in a neat and orderly condition. If not, a custodial fee for the cost of the cleanup and not less than \$10 will be charged.

14) Any damages incurred during rental of the facility will be charged to the responsible party at replacement cost.

15) Youth shall be accompanied by an adult chaperone who will be responsible for any damage occurring to the building and/or equipment.

16) The library director or an authorized representative may deny use of the facility, including stopping an activity in progress, to anyone violating these rules or behaving in a disorderly, disruptive, or offensive way.

17) Social or for-profit groups will be charged \$25 for up to a 4 hour reservation and \$50 for reservations of more than 4 hours. There will be no charge for local non-profit groups who use the meeting room for no more than 12 meetings in a calendar year.

I hereby acknowledge and accept responsibility for compliance with these rules.

Signature of person in charge

Date

PONCA CARNEGIE LIBRARY PERSONNEL POLICIES

A. Management Policy: The duly appointed Library Board of Trustees shall have all management rights, authorities, and responsibilities as stated in *Nebraska Statutes, Chapter 51*.

1. The Library Board of Trustees shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The board shall establish all other positions and all wage and benefit levels for all library staff.
3. The Library Board of Trustees shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.
4. The Library Board of Trustees shall conduct annual appraisals of the library director's performance each June, at which time personal and management goals can be discussed and negotiated.

B. Administrative Policy: The person appointed as library director shall be charged with the sole administration of the library.

1. The director shall be responsible to the Library Board of Trustees in matters pertaining to and concerning the library; be present at monthly board meetings and prepare and present such reports and meeting documents as requested.
2. The director shall maintain financial records in an efficient manner; present periodic reports to the Library Board of Trustees and to the municipal governing body; assist in the preparation of the draft of the annual budget to be approved by the library board, and assist trustees with presentation of the adopted request for appropriation to the municipal governing body.
3. The director shall train and interpret board policy for staff and/or volunteers.
4. The director will be responsible for preparing annual performance assessments for library staff and volunteers.
5. The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
6. The director will recommend changes in or additions to library policies as needed.
7. The director will perform preparatory work to assist the board with regular library planning.

C. Salaries/Wages

A classification and salary or wage schedule has been adopted by the library board. The plan is subject to regular revision so that it will remain equitable for both the library and the staff. Salaries/wages will be based on the levels of responsibility, experience, and education required of the position. The Board of Trustees adheres to the fair Labor Standards Act, which requires the following of non-exempted employees:

- Employees may not perform work “off the clock,” essentially volunteering their time

- Employees must be paid for travel time if the employee is engaged in activities that are part of the employer's principal activity. This does not include regular travel from and to the employee's home
- The employee must be paid for training time unless the training time meets four specific criteria that would exempt it from compensable time as stated in the Fair Labor Standards Act.

D. Leave of Absence: Leaves of absence without pay may be granted to library employees for bereavement, jury duty, maternity, adoption, illness, travel, or graduate or certification training. All leaves are considered on a case-by-case basis and must be approved by the director. A leave for the director must be approved by the library board.

Requests for leave should be submitted in writing well in advance of the time when the leave is to begin. Written requests should indicate both a beginning and ending date for the leave.

In some instances it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the library can be maintained.

E. Work Schedule Policy: The director manages the work schedule for library staff, within the posted hours of operation established by the Board of Trustees.

F. Meetings, Conventions, and Workshops: The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the Library Board of Trustees according to the amount appropriated in budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

G. Disciplinary Policy: An employee of the Ponca Carnegie Library may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties, or unapproved absences from work. Normally termination would be a final step which would follow:

1. a substandard performance appraisal,
2. verbal and/or written warnings,
3. suspension, and/or
4. extended probation.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library. The Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies. While notice of intent to terminate can be expected, the Ponca Carnegie Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

H. Resignation Policy: A library employee wishing to resign from employment must notify the director or the Library Board of Trustees as soon as practicable. The library requests a minimum notice of two weeks. For the library director a notice of at least one month is preferred.

The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends a final performance appraisal will be conducted.

I. Grievance Procedure: It is the intent of the Ponca Carnegie Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below:

1. If possible, discuss the problem with the director. In the case of the director having a concern, this should be discussed with the board president.
2. If the director is part of the problem, or if the board president is part of the director's problem, the concern/grievance should be submitted in writing for the Library Board of Trustees and be delivered to the director, who will deliver the statement to the board president. The board president will, in turn, present the concern, during closed session, to the full board at the next or a special board meeting.
3. The board's representative will respond to the employee within five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.

J. Equal Opportunity Employment Policy: It is the policy of the Ponca Carnegie Library to provide an equal employment opportunity for all qualified and qualifiable persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

K. Drug-Free Workplace Policy: In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Ponca Carnegie Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

L. Sexual Harassment Policy: Harassment on the basis of sex is a violation of *Title VII* (federal law) and *Statute 111.36(b)* (state law). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Ponca Carnegie Library.

The Ponca Carnegie Library accepts and adheres to all definitions and procedures outlined in the law as regards sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.

M. Volunteers and Friends

The Library Board of Trustees encourages individuals and groups to volunteer their time and efforts in the service of the Ponca Carnegie Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.

A Friends of the Library is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friends group is often heavily involved in fund-raising for the library and often oversees periodic book sales. Friends groups always serve at the pleasure of the Library Board of Trustees which is the only body with legal authority to set policy for the development of the library. The President of the Board of Trustees or designee will serve as liaison between the Board and the Friends of the Library.

PONCA CARNEGIE LIBRARY LIBRARY DIRECTOR DUTIES AND RESPONSIBILITIES

The following shall be the duties and responsibilities of the Library Director at Ponca Carnegie Library.

The Library Director Shall:

1. Act as the technical advisor to the Library Board, recommend needed policies for board action; recommend employment of all personnel and supervise the work of said personnel.
2. Carry out the policies of the library as adopted by the Library Board.
3. Suggest and carry out plans for extending the library services.
4. Prepare regular reports of the library's current progress and future needs for the library. Cooperate with the board to plan and carry out the library program.
5. Maintain an active program of public relations.
6. Prepare an annual budget report for the library, in consultation with the board. Present a current report of expenditures against the budget at each meeting.
7. Be knowledgeable in the local and state library laws, actively support library legislation in the state and the nation.
8. Select and order all books and other needed library materials.
9. Attend all Library Board meetings; with the exception of those meetings, in which her/his own salary or tenure are under discussion.
10. Affiliate with state professional organization and attend professional meetings and workshops. The Nebraska Library Association dues will be paid by the library.
11. Report regularly to the Library Board, to the officials of the local government, and the general public.

PONCA CARNEGIE LIBRARY LIBRARY DIRECTOR'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 of services to the public. The librarian cooperates as a link with the library staff and library board to achieve efficient library operation.
Duties:	<p>Attend all library board meetings, with the exception of those meetings directly involving library director's salary or the librarian's tenure.</p> <p>Responsible in all areas of library management including, personnel supervision, budget preparation, acquisitions, programming and training.</p> <p>Supervises staff, makes general task assignments, schedules work hours and time off, trains new staff members and maintain an atmosphere of cooperation and good feeling.</p> <p>Selects all library materials. Selects materials to be discarded (weeded) from library inventory periodically and weeds at least once every 5 years.</p> <p>Selects materials for periodicals section of library.</p> <p>Selects and maintains audio-visual materials.</p> <p>Works with library board on the preparation of the library budget.</p> <p>Recommends salary increases for staff members.</p> <p>Implements library programs, policies and objectives as established by the library board.</p>
Skills and Abilities:	<p>Thorough knowledge of all phases of library operations.</p> <p>Ability to supervise staff.</p> <p>Above average decision-making skills.</p> <p>Ability to communicate orally and in writing.</p>
Qualifications:	<p>High School diploma; degree preferred.</p> <p>Live in Ponca school district.</p> <p>Previous library experience preferred, but not necessary.</p>

Managerial skills, organizational skills and Typing/Computer knowledge a must.
Previous supervisory experience preferred.

Qualifications required to assist library in meeting the requirements for library accreditation.

Character and personality; resourcefulness, enthusiasm, intelligence, self-confidence, leadership, dependability, and ability to get along with people.

PONCA CARNEGIE LIBRARY LIBRARIAN ASSISTANT'S JOB DESCRIPTION

Job Title: Library Assistant-Part Time Position

Supervised By: Library Director and Library Board

Responsibilities: To perform professional assignments that require independent judgment.

Under the direction of the Library Director, the assistant shall perform professional tasks that require training to achieve the necessary effectiveness in performance.

The assistant shall perform the following at the circulation desk:

Check out books, magazines and special requests.

Register patrons for library cards and prepare patron cards.

Shelve all books, magazines and materials.

Prepare books for shelves, care and maintenance of books.

Help with cleaning/maintaining appearance of library.

Daily record keeping.

Supervision of children.

Qualifications: High School Graduate

Willingness and interest in the library and its materials

Typing/Computer knowledgeable

Live in the Ponca school district

Ability to work with the public

Flexible hours

PONCA CARNEGIE LIBRARY

Job Description Children/Youth Services Librarian

Job Title: Children and Youth Services Librarian

Supervised by: Library Director and Library Board

Responsibilities:

- Provides direct assistance to patrons with basic information regarding use of library materials, equipment, and services.
- Assists in collection development and collection maintenance of children/youth materials.
- Maintains and cultivates contact with parents and other family members, the public, schools, teachers, other libraries, town employees, state and regional library associations, and other professional organizations.
- Coordinates activities of staff and volunteers assigned to children/youth.
- Initiates, plans, and conducts a variety of programs and activities to encourage the use of the library by children and youth between the ages of preschool and 16, including but not limited to films and special events, reading clubs, and school and community outreach.
- Takes a leadership role in developing effective and productive children/ youth service teams.
- Attends professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions.
- Other duties as assigned.

QUALIFICATIONS:

- High School Graduate
- Basic skills training in library services. Willingness to pursue continuing education in library work.
- One year of professional experience in a library setting preferred.

- Experience with children/young adults (ages 2 to 16) given preference.
- Knowledge of recreational and educational needs of children and youth.
- Ability to translate children/young adult needs and interests into effective library services and programs.
- Knowledge of current trends in library services for children and youth.
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Communicate with others, orally and in writing; correspond often through email.

- Must be able to lift and carry bags of books or boxes weighing up to 40 pounds.
- Must be able to speak distinctly to large groups.
- Must be able to drive a car and hold a valid driver's license.
- Must be available to work evenings and weekends.
- Must possess physical mobility involving bending, lifting, reading, hearing.

PONCA CARNEGIE LIBRARY
Circulation Policy
Revised 0/5/2011

HOURS OPEN: Tues. 4:00-9:00 P.M., Wed. & Fri., 1 - 6:00 P.M. Sat. 10 AM-4 PM

CARD APPLICATIONS:

Must be five (5) years old to receive first card. Five (5) years to 13 years must have parent's signature. Fourteen (14) and older do not need parent's signature.

When applying for a Library Card there will be an annual fee of:

- \$15.00 for persons not living in Ponca City limits but living with Dixon County of the Ponca Public School District
- \$25.00 for persons not living in Dixon County or the Ponca Public School District

All persons within city limits will not pay for a Library Card. This policy will take effect August 1, 1996.

CHECK OUT POLICY:

All library users are allowed to check out unlimited books, CDs, and cassettes per cardholder for 3 weeks. These may be renewed once for another 3 weeks by phone, through e-mail, or by visiting the library.

Videos and DVDs may be checked out 2 per card holder for 3 weeks.

FINES:

The fine on overdue books and periodicals is \$.05 per day per books. The fine on overdue videos is \$.25 per day.

COPIES:

The cost for black/white copies is \$.15 each. Color copies are \$1.00 each. No bulk copying is allowed.

INTERLIBRARY LOAN (ILL) SERVICES:

Books not available in our library may be requested from another library through ILL. Return postage is the responsibility of the borrower. Ponca Carnegie Library receives no fee for this service.

DAMAGED OR LOST MATERIAL:

Any patron failing to return library material that has been charged to borrower is responsible for payment of the material. Replacement and processing costs will be included as part of the replacement value of the item. Patrons are responsible for the replacement cost of damaged materials. The damaged items will remain the property of the Ponca Carnegie Library.

USE OF CIRCULATION COMPUTER:

Only Library staff or Library Board members may use the Circulation Computer and scanner to check out books. No one else is allowed to operate this computer under any circumstances.

RETURN CHECK POLICY:

If a patron's check is returned due to insufficient funds, then the library will notify the patron requesting the check be redeemed with cash and an additional fee of \$25.00 will be added to the bill. The person will no longer be able to use checks for payment of Interlibrary Loan books, fines, or copies.

GIFT AND DONATION POLICY:

- Acceptance of gifts of books and other library materials, other than monetary, will be determined by the Library Director on the basis of their suitability to the library's purposes and needs in accordance with the library's stated acquisitions policy.
- The library director and/or library board will determine use or disposal of gift/memorial material. All donations may be weeded as regular material.
- Memorial books are marked with a bookplate inside the front cover.

CONFIDENTIALITY OF LIBRARY RECORDS:

Circulation records, overdue records, and patron registration records contain information on patrons of the library and are confidential in nature. The information they contain is not available except through the procedures outlined below.

Information contained in these records will not be made available by any library employee, the library director, or other associated person to any person or to any agency of the 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 and legislative investigatory power.

Patron information as specified above will be provided to the proper authority when a proper show of good cause has been made in a court of competent jurisdiction. Upon receipt of such process, order, or subpoena, the Library Board will consult with town counsel or other legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance. If the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be corrected.

A patron's library record may be viewed by that patron or by that patron's parent or legal guardian if the patron is under 18 years of age.

REQUEST TO WITHDRAW:

If for any reason a library patron requests that any circulation material be withdrawn from our collection he/she will be asked to file a "Request to Withdraw" form. (Form on next page.)

The Library Director and Board of Trustees will then evaluate all materials requested for withdrawal.

If the material is evaluated as a withdrawal, the Library Director is responsible for doing so. If not, the Library Director is responsible for placing the material back in its designated area.

**PONCA CARNEGIE LIBRARY
REQUEST FOR RECONSIDERATION OF MATERIALS**

Name _____ Date _____

Address _____ Phone _____

I represent: Myself _____
 Group or Organization _____

Resource on which you object _____

Author/Producer _____

Title _____

What is your objection? _____

Did you examine the work in its entirety? _____

Have you read reviews of the material? _____

Please make any further comments which you see as relevant (Use reverse side if necessary)

Signature _____

FINANCIAL POLICY

Ponca Carnegie Library

Purpose

The Library Board of Ponca Carnegie Library 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.

Policy

1. Budget

- a. The Library Board shall establish an annual budget request and submit it to the Mayor and City Council for inclusion in the city's annual budget.
- b. After budget adoption by the City Council, the financial director will present the adopted budget for the year to the Library Board for review and approval.
- c. The Board delegates to the director the expenditure of monies and the development of an annual collection budget to allocate funds available for library materials.

2. Expenditures

- a. The library director will review expenditures of budgeted funds and forward approved invoices to City Hall for payment.
- b. Reports reflecting the financial condition of the Ponca Carnegie Library will be presented to the Board monthly. These reports will include 1.) a monthly statement of cash flow and 2.) monthly revenue and expense statement for the month and year-to-date with comparison to the budget.

3. Receipts

- a. Checks received as revenue by the Library from overdue fines, reimbursements for lost or damaged materials, and computer printouts will be submitted to the City as revenue, and may be used to defray expenses in these areas as authorized by the Library Board.
- b. Library staff will implement petty cash procedures for use when immediate payment or reimbursement for a purchase or service is required.
- c. Grants & Donations

i. Funds donated may be allocated according to the wishes of the donor or be held in trust by the Ponca Carnegie Friends of the Library who will expend the funds as appropriate.

ii. All donations to the Library shall be subject to the approval of the Library Board per the Gifts Policy.

4. Disposal of property

- a. Withdrawn library materials, materials donated but not added to the collection, and small items of library equipment valued at \$50 or less may be sold by the Friends of the Ponca Carnegie Library. The Friends group will sell these materials to raise funds for their projects. Materials deemed to be unfit for sale may be discarded.
- b. If another library or organization expresses an interest in a piece of equipment or other item no longer used by the Ponca Carnegie Public Library, the Library Director may negotiate sale or trade of the items for reasonable compensation
- c. Under certain circumstances, the Library Board may opt to loan certain items to other public entities for a proscribed duration, subject to return upon request.

PONCA CARNEGIE LIBRARY

**Collection Development Policy
Adopted 10/5/2011**

Ponca Carnegie Library works to maintain a collection of materials to meet the needs of its patrons who have a wide variety of interests, needs, values, and viewpoints. The collection is kept current through purchases and donated materials. The following guidelines are used when building this collection.

1. Items of local interest are sought and added to the collection. Many of these items are used only in the library as they cannot easily be replaced.

Current fiction and non-fiction titles are a major emphasis when purchasing books.

The magazine collection includes titles of current events, popular culture, hobbies, and appeal to various ages of interest.

The video collection contains children's movies, documentaries, as well as classic films and current titles.

2. Book selection follows these guidelines:
 - a. The library director has final responsibility for selections
 - b. Decisions are based on need, interest, relevant subject matter, and quality.
 - c. Selection is often based on reviews, best seller lists, and professional journals.
 - d. Patron requests are honored when the item fits the library collection.
 - e. Discounts and sales are given priority.
 - f. Acquisitions are recorded along with date of entry and cost.

3. **Inter-library Loan**

Patrons are encouraged to use our inter-library loan options for books not found in the collection.

Materials that no longer meet the stated objectives of the Ponca Carnegie Library will be discarded according to accepted professional practices as described in the publication, The CREW Manual and Weeding Guideline. Disposition of library materials so weeded will be at the discretion of the library director, subject to all relevant provisions of the Charter of the Town of Ponca, and the statutes of the State of Nebraska.

WEEDING GUIDELINES:

1. Books not circulated in the past five (5) years .
2. Books not necessary for reference or historical perspective.
3. Books used for reference that are outdated, thus contain false information.
4. Books that have an "unhealthy" appearance and may possibly be replaced.

KEEPING GUIDELINES:

1. The fact that a book has not circulated during the past five (5) years is not proof that it is not needed, since potential circulation value may still exist.
2. Keep a title if it is listed in one of the standard catalogs.
3. Keep a title if it is of historical community interest.
4. If a title is being used frequently (although meeting other criteria for being weeded,) it should probably be retained.
5. Having something is not always better than having nothing. Use Interlibrary Loan.

GENERAL WEEDING GUIDELINES BY CATEGORY: In a small working collection the following suggestions for weeding might be useful. No one should seize upon these suggestions as an infallible formula. It is imperative that the librarian recognizes them as suggestions and not laws.

GENERAL REFERENCE WORKS: Bibliographies and encyclopedias are of little use after ten years, though exceptions may be made in specific instances; almanacs and yearbooks may be discarded when they are superseded.

RELIGION AND PHILOSOPHY: Retain systems of philosophy, but discard historical and explanatory texts when superseded, older theology, old commentaries on the Bible, sectarian literature, sermons and books on the conduct of life, popular self-help psychology, and other guides to living which are old or no longer popular. Be sure to take into account the use made of such materials, which will vary greatly from one library to another.

SOCIAL SCIENCES: Required frequent revision, because much of the material will deal with problems of temporary interest, which can be replaced later by historical coverage of these topics. Economics, investment, taxation, etc., need careful watching. Historical works on economics, political science, education, transportation, etc. should be kept if there is demand. Generally, keep basic materials on customs and folklore; be guided by use.

LANGUAGE: Discard old grammars, ordinary school dictionaries. Rarely discard the larger dictionaries. Weed the rest of the collection on the basis of use.

PURE SCIENCE: Discard books with obsolete information or theories; all general works which have been superseded, unless they are classics in their field. All ordinary textbooks can usually be discarded after ten

years, and some libraries discard after five. Botany and natural history should be inspected carefully before discarding. Astronomy dates rapidly.

APPLIED SCIENCE: Try to keep this section up-to-date by discarding older material. Five to ten years will date much of the material in such fields as medicine, inventions, radio, television, and business. For home economics, cookbooks, gardening, and some materials on crafts, etc., watch the use patterns.

ARTS, MUSIC, HOBBIES, ETC. Discard sparingly in the fine arts. Keep collections of music, engravings, fine illustrated books.

LITERATURE: Keep literary history, unless it is superseded by a better title; keep collected works unless definitely superseded; discard poets and dramatists no longer regarded in literary histories and no longer read; discard the works of minor novelists whose works have not been re-issued and who are no longer of interest to readers.

HISTORY: Discard much contemporary writing which is now recorded in basic histories (as World War II materials), historical works which are only summaries and are not authoritative and works of travel over ten years old, unless distinguished by the style of importance of the author. Keep histories that have become literary classics. Keep anything related to local or regional history.

BIOGRAPHY: Keep collected biography, but individual lives of persons whose importance is no longer great may be discarded when demand declines. Keep anything that may be useful for local history.

Generally the following classes should be inspected carefully as potential areas for drastic weeding: privately printed verse, memoirs, and essays; subject not currently popular, unused or unneeded volumes of set; publication of municipalities; multiple editions of books, incomplete runs of periodicals or periodicals which are not indexed.

PONCA CARNEGIE LIBRARY LONG RANGE PLANS GOALS AND OBJECTIVES

SHORT-TERM GOAL: MAINTAIN THE RENOVATED AND EXPANDED PONCA CARNEGIE LIBRARY

- Objectives - Renew landscaping by spring of 2012
- Touch up the paint on the handrails where needed
- Develop a manageable plan for maintain the landscaping flora and fauna
- Rework exterior lighting system

LONG-TERM GOAL: IMPROVE AND EXPAND THE GENEALOGY DATA BASE

- Objectives - Continue work to make Carl Armstrong's obituary collection digital
- Digitize local historical photos and articles.

LONG-TERM GOAL: ENHANCE THE READING SKILLS AND INTERESTS OF CHILDREN IN MIDDLE SCHOOL

- Objectives - Develop a middle school reading program
- Enhance and increase the gaming program for youth

LONG-TERM GOAL: MAINTAIN ENHANCED LEVEL OF ACCREDITATION

- Objectives - Develop annual documentation of the library's plan for growth and development
- Develop an annual professional financial statement
- Evaluate one library program annually
- Annually expend at least 15% on collection development, through budget and/or donations
- Target special groups for services, based upon a community needs assessment

Ponca Carnegie Library Computer and Internet Usage Policy

INTRODUCTION

This document constitutes a Library policy for the management of computer data networks and the resources they make available, as well as stand-alone computers that are owned and administered by the Ponca Carnegie Library. This policy indicates what privileges and responsibilities are characteristic of the Library computing environment.

COMPUTER AND INTERNET USE

In support of its mission to provide access to informational, educational and recreational materials, the Ponca Carnegie Library provides on-line information resources to its patrons and staff. The library provides this access in an atmosphere that encourages information sharing and a rich array of informational resources.

The library cannot guarantee the truth or accuracy of information that may be found on the Internet. We do not have the ability to select, monitor or control the content of the millions of Internet sites available. Some resources may contain material that some people find offensive, and some sites are inappropriate for children.

We have chosen to offer Internet access, despite its drawbacks, because there are many valuable resources available only through this venue. The library encourages parents to supervise their children's use of electronic access. The library staff does not act in the place of a parent to restrict what a child may access.

Public Library access to the Internet is a privilege, not a right, and it requires that its users act responsibly. Violators will be denied use of these facilities.

Any violation of copyrights, attempts to gain unauthorized access to any facility and the use of programs designed to calculate or guess passwords is strictly prohibited.

Users may not send, receive or display any text or graphics which may reasonably be construed as obscene.

Use of the computers is normally available during regular library hours.

Use of the computers is offered on a first-come, first served basis. A time-limit will not be imposed, but users must agree, as a condition of use, that if anyone else is waiting, they will make the computer available within 30 minutes of being informed by Library staff that another person is waiting.

ACCESS TO INTERNET RESOURCES

Throughout its history, the Ponca Carnegie Library has made information available in a variety of formats, from print to audiovisual materials. Now, using computers as information resources, the Library is able to obtain information from beyond the confines of its own collection. In response to advances in technology and the changing needs of the community, the Ponca Carnegie Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of Ponca.

The Internet allows users access to information, ideas, and commentary from all around the world. Since the Internet is a global electronic network, there is no state/county control of its users or content. Currently, this is an unregulated medium. While it is true that it offers access to a wealth of material that may be personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive and/or illegal.

As a public access agency, the Ponca Carnegie Library's goal is to enhance its existing collection in size and depth and to provide the opportunity to any patron, to access the Internet's resources.

* Ponca Carnegie Library does not allow computer to be used to access internet pornographic sites. Any offender will be asked to leave the library, and forfeit use of the computer.

*The Library upholds and affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources.

Not all sources on the Internet provide accurate, complete, or current information. The patron needs to be a good information consumer, questioning the validity of the information you find.

STAFF ASSISTANCE

The Library staff will be glad to assist you in accessing the Internet and attempt to assist you with questions you may have, or offering search suggestions, to help you get to the right location on the 'superhighway.'

Diskettes are available from the front desk at \$1.00 each.

Remember, however, that the Library staff are not computer "experts", nor are all the staff trained in the Internet. Due to scheduling, trained staff may not always be available.

Conditions and terms of use in the Library

1. Use of the computers is normally available, subject to periodic maintenance, during regular Library hours.
2. Use of the computers is offered on a first-come, first served basis. A time-limit will not be imposed, but users must agree, as a condition of use, that they will make the computer available as soon as possible after being informed by Library staff that another person is waiting.
3. Patrons may not use their own software programs on Library computers. This will help prevent viruses that are common on public computers.

Warning: The Ponca Carnegie Library is not responsible for damage to a patron's disk or computer, or for any loss of data, damage, or liability that may occur from patron usage of the Library's computer.

- 4 Printing costs are: \$1.00 per color page; \$.15 per black and white page

5. You may not always be able to access a location (URL) on the Internet. There are many reasons for this:
 - * There may be too many Internet visitors accessing the same address.
 - * The database or resource is licensed to a particular institution, in which case you would need to be affiliated with that institution in order to get access.
 - * The address of the request has changed or you do not have the correct address for your request.
 - * The Library's Internet connection may be periodically and temporarily shut down to technical difficulties.
5. Misuse of the computer or Internet access will result in loss of your computer privileges.
6. Patrons will be asked to read a copy of the “Terms and Conditions of Wireless Internet Usage at Ponca Carnegie Library” and will be required to sign the “Computer Permission Form” before using computers in the library. (Terms and form on following pages.)

Conditions and Terms of Wireless Internet Use at Ponca Carnegie Library

NOTE: The user assumes all responsibility for the use of Ponca Carnegie Library's wireless network. All users should have and utilize current anti-virus and firewall software on their computers and other wireless devices. The Library disclaims liability for the loss or compromise of any confidential or sensitive, or any other information, and for any and all damages resulting from that loss or compromise. Users agree to hold the Library harmless for any damage to their hardware or software, and for the loss or compromise of any data that may occur due to electrical surges, security issues, or for any other cause that results from the use of the Library's services.

As with most public, wireless connections, the Library's wireless connection is not secure. Others could intercept any data received or transmitted. Ponca Carnegie Library recommends that users of our wireless service do not transmit personal information, including credit card numbers, social security or driver's license numbers, personal identification numbers (PINs), passwords or any other sensitive information while using any public, wireless connection, including ours. The Library cannot be held responsible for any losses incurred if patrons choose to use the Library's Internet connection to conduct commercial transactions.

Access to printers is not available via the wireless connection. If you need to print, please save your work to a floppy disk or e-mail the files to yourself at an Internet accessible address, and then use a public pc to print your information.

Wireless Internet access is provided for library patrons to use with their own personal notebooks, laptops and other mobile devices. The Library's access points are accessible only during normal library hours. Coverage should be available from any spot in the library. However, we do not guarantee access. If you experience a loss of signal strength, please try another location.

To access the Library's wireless network, you need a portable computer, PDA or similar portable device equipped with an 802.11b or g compatible wireless card. Your device must be configured to use DHCP, and your Internet browser's connection settings must be set to allow a direct connection to the Internet (without using a proxy server). Our SSID is not broadcast; you may not be able to use automatic configuration utilities on your device. You should be able to connect to the Library's wireless Internet service by adding a new wireless connection, specifying the SSID given, with no encryption. Library staff cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration. The Library cannot guarantee that your device will work with the Library's wireless access points. Please consult the documentation that came with your device or contact the manufacturer if you need assistance. The Library cannot provide network cards for your use.

Library Internet access is provided for library-related learning, research and information. All users of electronic information resources are expected to use these resources in a responsible manner consistent with the educational and informational purposes for which they are provided, and to follow the Library's basic rules and regulations as set forth in the Library's Policy. A parent or legal guardian must approve and be responsible for access to the Internet by anyone under the age of 18. It is the responsibility of parents, guardians or caregivers to determine what is appropriate for their own children.

Transmission, reception, or display of any material or communications in violation of any U.S. or state regulation is prohibited, including but not limited to: the unauthorized duplication of copyrighted material, access or dissemination of threatening or obscene material, or of material protected as trade secrets. Any display of sexually explicit, obscene, or graphic material will result in the immediate revocation of Internet privileges. In cases of violations by a minor, the responsible parent or legal guardian will be notified of the suspension.

Unauthorized copying of copyrighted or licensed software or data is prohibited. Violation of U.S. copyright law can leave the customer liable to civil damages and criminal penalties.

Adopted by the Ponca Carnegie Library Board on January 19, 1999
Revised by the Ponca Carnegie Library Board 7/2003 and 6/2007

Ponca Carnegie Library Computer Permission Form

We are pleased to offer patrons at Ponca Carnegie Library access to our computer network provided they adhere to the following guidelines.

Patrons are responsible for good behaviour on library computer networks. The computer network is provided to conduct research, and to benefit from the software installed on the network. Communication on the computer network is often public in nature so general rules for communication and behaviour apply.

Access is given to minors under the age of 18 who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Access also entails responsibility. Patrons should make sure that they have read and understood the "Library policy for computer and Internet use", a copy of which is posted near the circulation desk.

In the library, families bear the same responsibility for such guidance as they exercise over other information sources such as TV, telephones, films, radio and other potentially offensive media. The library may take action against a patron who uses the internet in a way that is detrimental to the library and community.

In general the following are not permitted when using the library computer network:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing or insulting others
- damaging computers or the computer network
- searching for criminal or subversive material
- playing with basic settings on the computer
- using other student or teacher's password
- trespassing in another person's folders, work or files
- downloading any files from the internet
- private use of internet for recreational or email purposes
- printing inappropriate, excessive or frivolous material

Failing to adhere to these guidelines may result in loss of access or other disciplinary action, up to and including expulsion from the library. Signature may be confirmed by phone. This policy is in place for safety of minors.

User Agreement and Parent Permission

As a user of the Ponca Carnegie Library Computer Network, I hereby agree to comply with the rules stated above and to use the computer network in a responsible fashion.

Student Signature

As the parent/guardian of the above minor, I grant permission for my son/daughter to use the library computer network including internet. I understand that should my son/daughter fail to use the computer network in a responsible manner, s/he may lose the right to use the computers and may also face other disciplinary action.

Parent Signature Date

Student Name Class.....

Ponca Carnegie Library Technology Plan

From: October, 2014 – September, 2016

MISSION STATEMENT:

The mission of Ponca Carnegie Library is to service the community of Ponca and its surrounding area, and the public in general as a resource center for information, education, culture, and leisure and in so doing to enhance and enrich the lives of the public and especially Ponca citizens.

CURRENT TECHNOLOGY:

The library currently has nine Windows-based computers, (7 for patrons with internet access), a Windows based automation system, a file server, a microfilm reader, 2 laser printers, (one black/white; one color) and one telephone line with voice mail.

The nine computers are all connected internet via cable and used for:

(7) – Patron computers for internet access, word processing, and OPAC

(3) - Netbooks

(1) - Circulation computer

(1) - Staff laptop computer used for electronic ordering, cataloging, circulation, and staff Internet access.

The one telephone line supports the following equipment:

1 - telephones

2 - voice mail

(5)- Nook e-book readers (black and white)

Printers

(1) HP laser b/w

(1)Brothers color laser

(1)Scanner/printer/

Copier

(1) Canon copier

FUTURE TECHNOLOGY:

The community and thus the library is growing and as the demands of our patrons increase, the library is dedicated to meeting these needs by taking a leadership role in becoming the information utility for the community. This will involve a more aggressive use of technology, and greater training for the library staff. We would like to expand our automation system to include the following changes **BY SEPTEMBER 2016.**

- Replace 3 computers this year to keep updated.
- Add 3 I-pad style devices
- Purchase (1) magnifier reader for visually impaired.

Ponca Carnegie Library Technology Plan

EDUCATION AND TRAINING:

The staff will take advantage of as many technology workshops offered through the Nebraska Library Commission as possible.

TECHNOLOGY INTEGRATION:

- The library will continue to improve its reference service by providing access via the Internet to resources outside the library. Databases provided through the Nebraska Library Commission will be promoted.
- The library will offer assistance to anyone wanting to learn to use the computers. Offering computer classes will also be provided.
- The success of this plan will be evident by more and more efficient use of library services by the community. Library staff will measure the success of the additional technology by interviewing patrons on how the additional technology has impacted their library experience.

Updated 10-2011

Updated 10-2013

Updated 7-2014

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 that 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.

Ponca Carnegie Library
Emergency and Safety Policy
Adopted 10/5/2011

Ponca Carnegie Library provides a safe environment for its patrons and safe. However, unforeseen situations may arise. In these cases, we will follow these procedures.

I. Tornado or violent storm

If turbulent weather is ensuing, the staff will watch the weather via internet or radio. When Dixon County is under a watch or warning, the library will proceed as warranted.

Patrons may be asked to either leave the building or take shelter in the library's lower level when a tornado warning is in effect. Patrons and staff should stay away from windows and exterior walls and protect their heads as much as possible.

II. Snow storms

Ponca Carnegie Library may close early (or open late) when winter storm conditions are in effect.

Efforts will be made to keep regular library hours. If the library does close for bad weather, library staff will post a note at the entrance to the library.

III. Fire

If a fire should break out at the library, patrons and staff are asked to exit quickly. 911 should be called. Staff should wait for the fire fighters at street level.

Staff should be aware of the locations of fire extinguishers in the case of a small fire that might be put under control easily.

IV. Loss of utilities

If electrical power is lost and the loss makes temperature, lighting, or computers a difficulty for Working, staff may close the library until the problem is resolved. A sign will be posted at the door.

If water is shut off to the library, close the restrooms. If this occurs over an extended time, staff may need to close the library. A sign will be posted at the door.

If natural gas is lost to the library and the temperatures become uncomfortable, the staff may close the library and post a sign at the door.

V. Health emergencies

Staff should be careful when helping anyone with a health emergency. Make the person Comfortable and call the rescue unit. Staff should not dispense medication or attempt to provide first aid unless trained.

VI. Disruptive behavior

Parents are responsible for the behavior of their children while in the library. Children who are being disruptive and do not respond to staff request to stop will be asked to leave the building. If necessary, the parent will be called to pick them up

Staff may ask a disruptive patron to calm behavior. If they refuse, they may be asked to leave. Failure to leave may result in an call to law enforcement. Repeat offenders may be barred from the library for an extended period of time.

All emergency situation should to reported to the library director. The director will contact the library board president. The full library board will be notified at the next meeting.

The evacuation plan (p. 40) illustrates the exits for evacuation of this building and lists emergency procedures that have proven to be beneficial for personal safety during an emergency. All occupants should become familiar with this plan and be able to implement it.

PERSON DISCOVERING A FIRE SHALL (RACE)

* R - rescue, if possible without endangering yourself, anyone in immediate danger:
NEVER enter an unknown (or unfamiliar) area, especially if smoke is visible,

Revised by Ponca Board of Trustees
July, 2012

- * A - activate the fire alarm system: DIAL 911 as soon as possible and report the incident,
- * C - confine the fire by closing doors as you leave the building,
- * E - evacuate the building and report the situation to the first arriving firemen or police.

NOTE: you are not required to extinguish a fire with a fire extinguisher and should use an extinguisher only if you have been trained and the situation does not present a personal safety hazard. However all employees should know how to use the fire extinguisher and where it is kept.

WHEN THE FIRE ALARM SOUNDS

- * FEEL THE DOOR. a "too hot to touch door" means the fire is outside the door.
- * IMMEDIATELY EVACUATE the building. Treat all alarms as a real emergency. Always use the exits. Close the door as you leave the room.
- * CRAWL should you get caught in smoke. If necessary, go to the window and signal for help.
- * ASSIST A PHYSICALLY IMPAIRED PERSON to the closest exit and advise emergency personnel of this condition.
- * NEVER RE-ENTER THE BUILDING until fire officials give the approval.
- * REPORT anyone causing a false alarm to the emergency responding personnel.

TORNADO/SEVERE WEATHER

- * If a TORNADO WARNING is sounded immediately proceed to designated inside safe zone. The inside safe location for this building is the basement.
- * DO NOT ACTIVATE THE FIRE ALARM.

ESCAPE ROUTES

- * Know the floor plan of your building, and two escape routes from each room. Make sure all employees understand the drawings.
- * Post a copy of the drawings at eye level in each room.

UTILITY SHUT-OFF

In the event of a disaster, you may be instructed to shut off the utility services. The following is general guidance for shutting off utility service. Modify the information provided to reflect your shut off requirements as directed by your utility company.

Natural Gas

- * Natural gas leaks and explosions are responsible for a significant number of fires following disasters. It is vital that all employees know how to shut off natural gas.
- * Contact the city utility office for guidance and instructions
- * If you smell gas or hear a blowing or hissing noise, open a window and evacuate the building quickly. Turn off the gas, using the outside main valve, and call the gas company from a neighbor's home.

CAUTION - If you turn off the gas for any reason, a qualified professional must turn it back on. NEVER attempt to turn the gas back on yourself.

Water

- * Water quickly becomes a precious resource following many disasters. It is vital that all employees learn how to shut off the water at the main house valve.
- * Cracked lines may pollute the water supply to you. It is wise to shut off your water until you hear from authorities that it is safe for drinking.
- * The effects of gravity may drain the water in your hot water heater and toilet tanks unless you trap it by shutting off the main valve.

Preparing to shut off water

- * Locate the shut-off valve for the water line that enters your building.
- * Make sure this valve can be completely shut off. Your valve may be rusted open, or

it may only partially close. Replace it if necessary.

* Label this valve with a tag for easy identification, and make sure all employees know where it is located.

Electricity

* Electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all employees where and how to shut off the electricity.

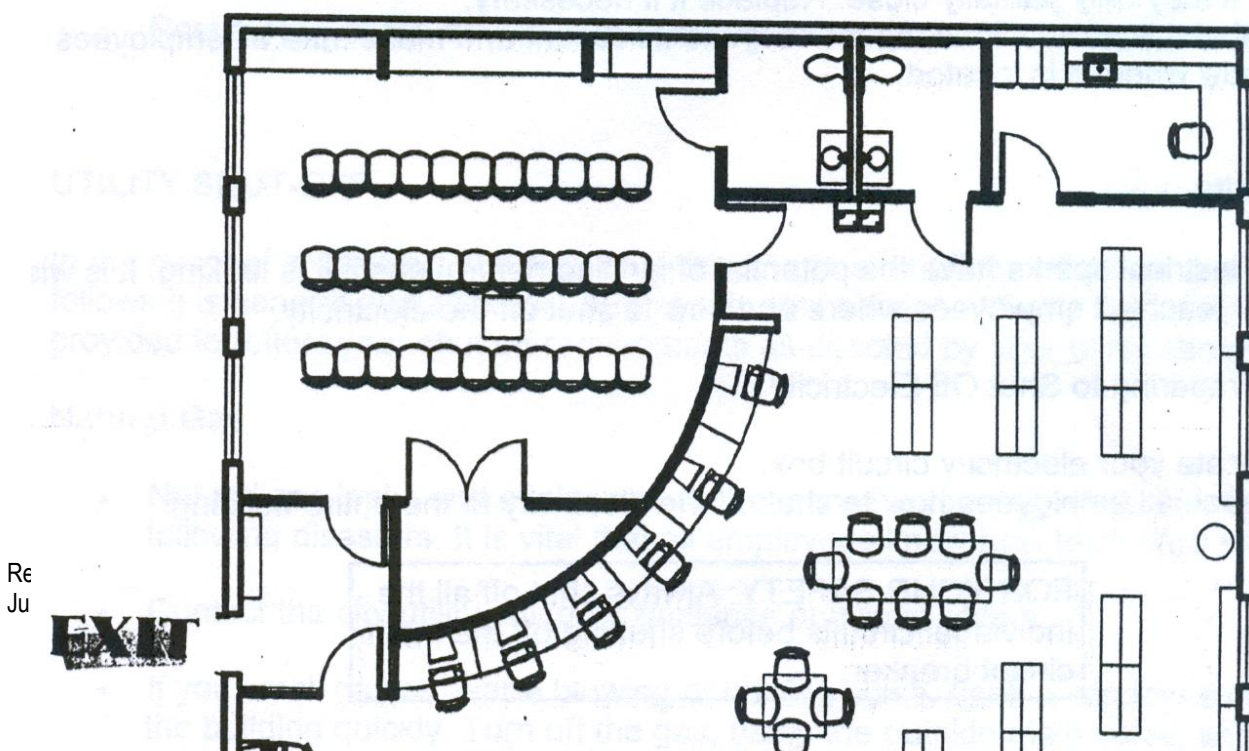
* Preparing to Shut Off Electricity

* Locate your electricity circuit box.

* Teach all employees how to shut off the electricity to the entire building.

FOR YOUR SAFETY: Always shut off all the individual circuits before shutting off the main circuit breaker.

POUCA CARNEGIE LIBRARY



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Ju