

Ponca Carnegie Library

Policy Manual

Ponca Carnegie Library Board of Trustees

Adopted with revisions 2023

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1. MISSION AND VISION STATEMENT

1.0. Mission Statement

To promote, enhance, enrich, respond, and serve by promoting the use of resources, enhancing, and enriching lives, and responding to and serving community needs.

1.1. Vision Statement

Ponca Carnegie Library strives to increase community awareness and use of our resources by expanding programming and providing access to interactive technology to all generations.

2. LIBRARY OPERATING POLICY

- 2.0.1.** The Ponca Carnegie library will be funded by the City of Ponca.
- 2.0.2.** The library will be maintained as a smoke-free environment.
- 2.0.3.** 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.
- 2.0.4.** 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.
- 2.0.5.** The library building exterior will be adequately lit, with a visible sign indicating the library name and hours of service.
- 2.0.6.** The library shall have a Mission Statement that clearly defines the purpose of the library in the community.
- 2.0.7.** The library will have a telephone with a number listed under the library name.
- 2.0.8.** The library will make its basic services available without charge to all residents of the City of Ponca.
- 2.0.9.** All non-residents will be charged with a Card Fee for basic services which will include loans of circulating printed materials from local collection.
- 2.0.10.** 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 the use of computers, are available to everyone at no cost.
- 2.0.11.** The library will budget for and provide reference services, access to resources and services beyond its own facilities, through resource sharing,

inter-library loans and similar activities. A service fee will be charged on some requested items.

- 2.0.12.** The library will have a certified, paid staff member responsible for administering library services.
- 2.0.13.** The library will make available to all staff members written personnel policies and regulations.
- 2.0.14.** The library will have its collection cataloged and organized according to standard cataloging and the Dewey classification systems and procedures.
- 2.0.15.** The library, under the Library Director's supervision, will continually and systematically weed the collection.
- 2.0.16.** The library will have a circulation collection of books for adults, young adults, and children.
- 2.0.17.** The library may withdraw books from the shelves after a written withdrawal request has been filed, reviewed, and approved by the Director and Board of Trustees.
- 2.0.18.** The library will contain a reference collection which includes but is not limited to 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, and copies of all city ordinances.
- 2.0.19.** The library will provide a Meeting Room Reservation Form, which includes the rules for use of the meeting room, to be completed and signed by the responsible party of the using group.

3. PERSONNEL

3.0. Management

3.0.1. The duly appointed Board of Trustees shall have all management rights, authorities, and responsibilities as stated in Nebraska Statutes, Chapter 51.

3.0.2. The Board of Trustees shall select, appoint, and when necessary for valid reasons, dismiss the Director of the library.

3.0.3. The Board of Trustees shall establish all other positions and all wage and benefit levels for all library staff.

3.0.4. The Board of Trustees shall provide an effective orientation for new directors to assure that the director understands: the policies and processes related to the daily operation of the library; reporting and budgetary requirements that assure accountability and compliance with the law; the expectations of the Board of Trustees regarding administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings; rules and requirements for state certification and any assistance which is provided by the library to acquire and maintain appropriate certification.

3.0.5. The Board of Trustees shall evaluate the Library Director's performance each June, when personal and management goals can be discussed and negotiated.

3.1. Administrative

3.1.1. The Library Director shall be charged with the sole administration of the library.

3.1.2. The Library Director shall be responsible to the Board of Trustees for matters pertaining to and concerning the library; be present at monthly board meetings and prepare and present such reports and meeting documents as requested.

- 3.1.3.** The Library Director shall maintain financial records in an efficient manner; present periodic reports to the Board of Trustees and to the municipal governing body; prepare the draft of the annual budget to be approved by the Board of Trustees and assist Trustees with presentation of the adopted request for appropriation to the municipal governing body.
- 3.1.4.** The Library Director shall train and interpret board policy for staff and/or volunteers.
- 3.1.5.** The Library Director shall manage the work schedule for library staff, within the posted hours of operation established by the Board of Trustees.
- 3.1.6.** The Library Director shall be responsible for preparing annual performance assessments for library staff and volunteers.
- 3.1.7.** The Library Director shall be responsible 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.
- 3.1.8.** The Library Director shall recommend changes in or additions to library policies as needed.
- 3.1.9.** The Library Director shall perform preparatory work to assist the board with regular library planning.

3.2. Salaries/Wages

- 3.2.1.** A classification and salary or wage schedule has been adopted by the Board of Trustees. The schedule is subject to regular revision so it will remain equitable for the library and the staff. Salaries/wages will be based on the levels of responsibility, experience, and education required of the position.
- 3.2.2.** 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 to and from 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.

3.3. Leave of Absence

3.3.1. 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 leave is considered on a case-by-case basis and must be approved by the director.

3.3.2. A leave of absence for the director must be approved by the library board.

3.3.3. Requests for leave should be submitted in writing well before the leave begins. Written requests should indicate both a beginning and ending date for the leave.

3.3.4. 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.

3.4. Staff Professional Development

The library encourages the continued education of all staff members and Library Board members by attending professional meetings, conferences, and conventions. With prior approval from the Library Director, the library may pay for mileage, registration fees, meals, and pay for time worked for staff. With appropriate approval, the library may pay state and national association dues for the Library Director and Librarian.

3.5. Discipline

3.5.1. 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 incompetence, misconduct, inattention to assigned duties, unapproved absences from work.

3.5.2. Disciplinary process may include substandard performance appraisals, verbal and/or written warnings, suspension, or extended probation prior to termination. Complete and clear records shall be maintained of all disciplinary processes for the protection of the employee and the library. The library shall work with employees to eliminate deficiencies.

3.5.3. 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.

3.6. Resignation

3.6.1. Employees other than the Library Director, who desire to resign from employment must notify the Library Director or the Board of Trustees at least two weeks in advance of departure. One month's notice prior to departure is required of the Library Director.

3.6.2. 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 employment ends, a final performance appraisal will be conducted.

3.7. Grievance Procedure

3.7.1. Employees shall have the opportunity to express grievances 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.

3.7.2. Employees other than the director shall discuss the grievance with the director. In the case of the director the grievance shall be discussed with the board president.

3.7.3. A grievance with the director or a grievance the director has with the board president, shall be submitted in writing to the Library Director. The director shall deliver the written grievance to the board president. At the next regular or a special board meeting the grievance shall be addressed in closed session.

3.7.4. The board's representative shall respond to the employee within five (5) business days of the board meeting at which the grievance was discussed and provide a determination, solution, or a strategy as to how the board will address the grievance over time.

3.8. Equal Opportunity Employment

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 the State and Federal laws and regulations.

3.9. Drug-Free Workplace

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.

3.10. Sexual Harassment

3.10.1. Harassment based on 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.

3.10.2. 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.

3.11. Volunteers

The 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 appropriate recognition befitting the benefits to the library and the communities it serves.

3.12. Friends Of the Library

3.12.1. The Board of Trustees of Ponca Carnegie Library believes the Friends of the Ponca Carnegie Library is a worthwhile community organization and benefits the library. The Board of Trustees understands and acknowledges the following:

3.12.2. Friends of the Library is an organization independent of the Ponca Carnegie Library.

3.12.3. Friends of the Library has its own Board, goals, and purposes.

3.12.4. Friends of the Library members have no authority to act on behalf of the Ponca Carnegie Library.

3.12.5. Friends of the Library is an organization comprised of volunteers distinct and separate from Ponca Carnegie Library personnel and the Board of Trustees.

3.12.6. Friends of the Library funds and Ponca Carnegie Library funds shall not be commingled or integrated except that donations to Ponca Carnegie Library from Friends of the Library may be accepted by the board, such donations shall become solely the funds of the Ponca Carnegie Library.

3.12.7. The President of the Board of Trustees or designee will serve as liaison between the Board of Trustees and the Friends of the Library.

4. FINANCIAL POLICY

The Board of Trustees 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.

4.0. Budget

4.0.1. The Library Director and Board of Trustees shall establish and submit an annual budget to the Mayor and City Council for inclusion in the city's annual budget.

4.0.2. The Board of Trustees delegates to the Library Director the expenditure of monies as designated in the annual budget.

4.1. Expenditures

4.1.1. The Library Director will review expenditures of budgeted funds and forward approved invoices to City Hall for payment.

4.1.2. Financial reports will be presented to the Board of Trustees monthly. These reports will include monthly expense report and fiscal year spreadsheet with comparison to the budget.

4.1.3. Library staff will implement petty cash procedures for use when immediate payment or reimbursement for a purchase or service less than \$50.

4.2. Revenue

Checks received as revenue by the library from library card fees, reimbursements for lost or damaged materials, copies 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 Board of Trustees.

4.3. Grants and Monetary Donations

4.3.1. Funds donated may be allocated according to the wishes of the donor or be held in trust by the City of Ponca until funds are allocated by the Board of Trustees.

4.3.2. All monetary donations to the library shall be subject to the Board of Trustees' approval per the Gifts Policy.

4.3.3. Utilization of grant funds from any source will be used in accordance with the requirements for receiving the funds unless no specific commitment was required. In such cases, the expenditure of these funds will be decided by the Library Director and/or the Board of Trustees and approved at the regular monthly meeting.

4.4. Staff Reimbursement for Purchases

Staff members may occasionally need to purchase materials for the library with their personal funds. Staff may submit itemized receipts for these purchases and pending approval a reimbursement check will be issued within 30 days.

4.5. Disposal or Loan of Property

4.5.1. 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 to support the library and library projects. Items valued at over \$50 will require Board of Trustees approval. Materials deemed to be unfit for sale may be discarded.

4.5.2. If another library or organization expresses an interest in a piece of equipment or other item no longer used by the Ponca Carnegie Library, the Library Director may negotiate the sale or trade of the items for reasonable compensation.

4.5.3. Under certain circumstances, the Board of Trustees or Library Director may opt to loan certain items to other public entities for a proscribed duration, subject to return upon request.

5. COLLECTION DEVELOPMENT

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.

5.0. Selection of Materials

5.0.1. “Selection” refers to the process that determines which materials are added to the collection or retained in the collection. The Library Director is responsible for selections.

5.0.2. Selection decisions are based on need, interest, relevant subject matter, and quality and are often based on reviews, bestseller lists, and professional journals. Patron requests are honored when the item fits the library collection.

5.0.3. Acquisitions are recorded as described in the Procedure Manual.

5.0.4. 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.

5.0.5. Library Staff shall not purchase materials through telephone solicitation, nor will they accept preview boxes from vendors.

5.1. Gifts and Donations

5.1.1. Acceptance of gifts of books and other materials, other than monetary, will be determined by the Library Director based on their suitability for the library’s purposes and needs in accordance with the library’s stated acquisitions policy. The Library Director and/or Board of Trustees will determine the use or disposal of gift/memorial material. All donations may be weeded as regular material.

5.1.2. Library staff cannot provide an appraisal of donated materials. If a receipt is needed for tax purposes, the library will provide one; however, a dollar

value cannot be assigned. The appraisal of a gift to the library for tax purposes is the donor's responsibility.

5.1.3. The library will accept donations of the following formats: recent hardcover and/or paperback books; audiobooks and board games.

5.1.4. The library will not accept donations of the following formats: magazines and periodicals; textbooks; encyclopedias; mass-market paperback books and other reference works; Items that would not normally be purchased (memorabilia, works of art, etc.)

5.1.5. All donations should be clean, without signs of mold, damage, odor, or decay. Board games should be in useable condition.

5.2. Weeding

Library materials are continuously assessed for their condition, accuracy, currency, and use. Continuous evaluation is necessary to maintain a collection that is useful and relevant as well as maintaining a collection size that fits the current area available for materials. Items may be withdrawn from the collection for any of these reasons and may be discarded at the discretion of the Library Director. Disposition of discarded materials is determined by the Library Director and/or Board of Trustees.

5.3. Request for Reconsideration

5.3.1. If a person or group is concerned about resources or material in the library will be asked to file a "Request for Reconsideration" form.

5.3.2. The Library Director and Board of Trustees will review the reconsideration form and the material in question to consider whether its selection adheres to the collection policy.

5.3.3. The material will remain in its designated area until it is evaluated. If the material is evaluated as a withdrawal the Library Director is responsible for doing so.

6. PUBLIC SERVICES

6.0. Staff Support to Patrons

Ponca Carnegie Library strives to provide friendly and helpful service to our patrons. This includes reference, reader's advisory, assistance locating and checking out materials and using the materials and technology available.

6.0.1. Library staff do not have medical, legal, tax or other professional training and are prohibited from offering advice in those and other areas. Library staff may only assist patrons in locating information about those services and providers.

6.0.2. Library staff may assist patrons with using computer programs/websites, offer instruction and answering questions. Staff may not prepare finished materials for patrons.

7. BORROWING PRIVILEGES

7.0. Library Card Applications

7.0.1. Must be five (5) years old to receive library card. Applications for a library card must be completed by the applicant or a parent/guardian (if applicant is under 19).

7.0.2. Resident Library Card Permanent residents within the city limits of Ponca will be extended borrowing privileges at no direct cost. Resident library cards must be renewed every five (5) years.

7.0.3. Non-Resident Library Card Individual living in Dixon County and the Ponca Public School District may borrow materials upon payment of an annual non-refundable non-resident fee of \$15. Individuals not living in Dixon County, or the Ponca Public School District may borrow materials upon payment of an annual non-refundable non-resident fee of \$25.

7.1. Borrower Responsibilities

7.1.1. The cardholder is responsible for all library materials borrowed on their card and agrees to pay any charges when material is returned damaged or lost. Parents or guardians are responsible for all materials checked out by patrons aged 19 or younger.

7.1.2. Patrons are responsible for notifying the library immediately upon change of address or change of telephone number.

8. CIRCULATION

8.0. Borrower Use

8.0.1. All materials may be used within the library, free of charge. Loan Limits: A library card holder is allowed up to 12 items to be checked out at any one time.

8.0.2. Length of Loans: Loan Period/Renewal.

Material Type	Loan Period	Renewals*
Adult Books	21 days	Two
Young Adult Books	21 days	Two
Children's Books	21 days	Two
Audiobooks	21 days	Two
DVDs	21 days	Two
Kobo e-Readers	21 days	Two

*All renewals are dependent on waiting requests.

Items with waiting requests cannot be renewed.

8.1. Damaged Or Lost Material

8.1.1. Any patron who damages or fails to return any material taken from the library shall pay to the library not less than the value of the material in addition to any replacement costs and penalty which the Board of Trustees may assess.

8.1.2. The damaged items will remain the property of the Ponca Carnegie Library. The library reserves the right to discard materials that are returned damaged or in poor condition. Pictures of damaged items to be discarded may be taken by staff for documentation.

8.2. Fee Payment

8.2.1. The library accepts cash or checks for the payment of fees such as annual non-resident card fee, damaged or lost materials fee, and community room rental fees. When a check is returned due to insufficient funds, then the library will notify the payor requesting payment in cash. The person will no longer be allowed to use checks for payment of library materials and services.

8.3. Interlibrary Loan (ILL) Services

Interlibrary loan (ILL) service is provided through the cooperation of individual libraries statewide and nationwide, the Nebraska Library Commission, the Three Rivers Library System, and OCLC (Online Computer Library Center).

8.3.1. Patrons requesting items not currently owned by Ponca Carnegie Library may request to borrow items through the interlibrary loan service.

8.3.2. Interlibrary loan requests must be made in person, by telephone, or e-mail.

8.3.3. Patrons should use the materials within the lending period designated.

Renewals are not always possible. A renewal must be requested before the interlibrary loan's due date. Renewal of interlibrary loan materials is at the discretion of the lending agency.

8.3.4. A service fee will be assessed for each transaction upon receipt of the borrowed item(s). That fee will equal the library-rate postage to return the item(s) to the lending library. The library also charges its patrons any other charges imposed by the lending library.

8.3.5. Fees for items requested and received by the library but not picked up by the requesting patron will be attached to the patron's record.

9. CONFIDENTIALITY OF LIBRARY RECORDS

Circulation records, overdue records, and patron registration records are confidential. The information they contain is only available through the procedures outlined below.

9.0.1. 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.

9.0.2. 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 authority. Upon receipt of such process, order, or subpoena, the Board of Trustees 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 compelling cause has not been shown, they will insist that such defects be corrected.

9.0.3. 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 19 years of age.

10.PATRON RULES OF CONDUCT

10.0. Patron Conduct

The library is intended to be an inviting, comfortable, clean, and safe place for activities such as reading, studying, writing, using computers, and attending Library programs and meetings. Library users are expected to behave responsibly, respecting the right of everyone to use the library. All patrons are expected to behave in a civil, respectful manner to staff, peers, and other library patrons.

- 10.0.1.** Patrons are expected to maintain low noise levels. Listening devices and cell phone conversations should be kept to a low level. Conversations with other patrons should be kept to a low level.
- 10.0.2.** Please respect the rights of others to quietly study, read, or work without interference.
- 10.0.3.** For the safety of all patrons, weapons are prohibited in the library, except for all certified law enforcement officers.
- 10.0.4.** Alcohol and/or illegal drugs may not be brought into the library or onto library grounds, nor may persons under the influence of either or both have use of the library.
- 10.0.5.** Smoking, chewing, and other tobacco use is not allowed anywhere inside the library building.
- 10.0.6.** Threatening or harassing or other disruptive behavior is not allowed inside library buildings or on library grounds. Disruptive behavior includes but is not limited to fighting, running, pushing, shoving, or throwing things, screaming, yelling, singing, or arguing.
- 10.0.7.** Recreational wheeled devices are not allowed in the library including but not limited to skateboards, skates, bikes, scooters. These unattended items are subject to immediate confiscation.

10.0.8. Selling and/or soliciting for money or items/services on library property is not allowed without permission.

10.0.9. Trespassing in nonpublic areas, being in the library without permission of an authorized library employee before or after library operating hours or camping on library grounds.

10.0.10. For safety and hygiene reasons, all patrons must wear shoes and appropriate clothing.

10.0.11. Leaving personal items unattended is done at the owner's own risk. The library will not assume any responsibility for patrons' private property for theft, damage, or loss.

10.0.12. Patrons are not allowed to bring pets or animals, other than service animals necessary for disabilities, into the library, except as authorized by the Library Director.

10.1. Unattended Persons

10.1.1. The library staff is not trained or expected to provide care and supervision for children or other people in need of constant attention.

10.1.2. Parents and caregivers are responsible for the behavior, safety, and supervision of their children in the library and on library premises.

10.1.3. When children or persons needing supervision are unattended, library staff will try to find the responsible parent, guardian, or caregiver. If necessary, appropriate law enforcement or child protective authorities will be notified.

10.1.4. Parents/guardians who repeatedly leave a child or person requiring supervision unattended will be reported to law enforcement.

10.2. Penalties

Enforcement of these rules will be conducted in a fair and reasonable manner.

Failure to comply with the library's established rules and policies could result in removal

from the premises and exclusion from the library for the remainder of the day, a period of one day to one year, or an arrest or prosecution. Violations could also result in the restriction and/or termination of library privileges, including the use of library computers and other equipment. A “no trespass” notice will be issued in case of criminal offense. Library staff and police officers are authorized to enforce these rules.

11.COMPUTER AND WIRELESS NETWORK USAGE POLICY

11.0. Rules

- 11.0.1.** The library expects patrons to use the Internet responsibly, respecting the rights of others and library rules of behavior. Internet computers are used in public areas by library patrons of all ages, backgrounds, sensitivities, and values. Individuals are expected to consider this when accessing potentially controversial information and images. It is assumed that the use of the library's computers constitutes acceptance of the Policy.
- 11.0.2.** The use of the Internet is a privilege, not a right, and unacceptable use can result in suspension or cancellation of the privilege.
- 11.0.3.** The library does not condone the use of library equipment to access material that is obscene, features pornography, or is harmful to minors.
- 11.0.4.** The use of the computers is, subject to periodic maintenance, during regular Library hours.
- 11.0.5.** Use of the computers is offered on a first come, first served basis. A time-limit may be imposed when demand for computers is high.
- 11.0.6.** Users may not engage in actions that include, but are not limited to destroying, altering, preventing, or interfering with the configuration of the library computers; violating copyright or software license agreements; ignoring time, printing, and workstation occupancy limits; invading or violating another library user's privacy; utilizing content that may reasonably be construed as obscene or pornographic; interacting with any site that may create a disruptive environment for other library users or staff.
- 11.0.7.** Ponca Carnegie Library has no control over information that can be accessed through the Internet and cannot guarantee the accuracy and/or authenticity of information accessed through this resource.

11.1. Filtering

In accordance with the Children’s Internet Protection Act (CIPA), all library computers are subject to filtering. The filter is set to screen out sites which may be construed as obscene, as that term is defined in section 1460 of title 18, United States Code; or child pornography, as that term is defined in section 2256 of title 18, United States Code; or harmful to minors as defined in section 1703, Pub. L. 106-544.

11.2. Internet Access by Minors: Regulations and Restrictions

Ponca Carnegie Library provides computer access to minors, including filtered access to the Internet. To the extent practical, steps shall be taken to promote the safety and security of users of Ponca Carnegie Library’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

11.2.1. Children under the age of 19 are required to have Parents/Legal Guardian sign the “Computer and Wireless Permission Form.”

11.2.2. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

11.3. Parental Responsibilities

11.3.1. Ponca Carnegie Library strongly suggests parents supervise their minor children’s Internet use since filtering software may not be able to filter all information that may be harmful to minors. Some parents may deem that certain unfiltered materials are also unsuitable for their minor children.

11.3.2. Ponca Carnegie Library also encourages parents to discuss the use of the Internet with their minor children in relation to family values and boundaries. Parents and legal guardians are responsible for the information accessed by their children.

11.4. Penalties

Ponca Carnegie Library reserves the right to disable or restrict access to any website that violates library/city rules or policies, disrupts library operations, disrupts its Internet or network connectivity, or causes damage to its computer hardware. Noncompliance with this policy may result in revocation of computer privileges and/or library use privileges. Unlawful activities can be referred to the appropriate legal authority to handle.

11.5. Limitations and Disclaimers

11.5.1. The library is not responsible for any damages, direct or indirect, or for any liability that may arise from a patron's use of the library's Internet services or information obtained through the Internet.

11.5.2. The library cannot guarantee confidentiality over the Internet and users who enter personal information do so at their own risk. The library is not responsible for work or information lost due to computer or system malfunction, computer session timeout, or failure to save information. The library is not responsible for misplaced or stolen equipment.

11.5.3. The library is not responsible for controlling internet use by children.

11.5.4. The library is not responsible for damage to a patron's personal computer and equipment, or for any loss of data, damage, or liability that may occur from patron usage of library computers or wireless network.

12.AVAILABILITY AND USE OF LIBRARY FACILITIES

- 12.0.1.** The library shall schedule non-Library facility use after the needs of the library have been met. Reservations are made on a first-come, first-served basis.
- 12.0.2.** 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 representative. A \$100.00 fee will be assessed for any lost key.
- 12.0.3.** If a reservation is cancelled, the Library Staff must be notified.
- 12.0.4.** 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.
- 12.0.5.** The reservation form must be filled out and signed by an authorized representative.
- 12.0.6.** Smoking or use of tobacco products is prohibited throughout the library building.
- 12.0.7.** No alcoholic beverages are allowed on library premises.
- 12.0.8.** Groups shall not exceed the legal capacity of the meeting room. The legal capacity is 32.
- 12.0.9.** Publicity for any activity other than official library or city activities must not imply sponsorship by the library or the city.
- 12.0.10.** 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.
- 12.0.11.** 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 will be charged.

- 12.0.12.** Any damages incurred during rental of the facility will be charged to the responsible party at replacement cost
- 12.0.13.** Youth shall be accompanied by an adult chaperone responsible for any damage to the building and/or equipment.
- 12.0.14.** The library staff 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.
- 12.0.15.** 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.

13. ORION STARBLAST TELESCOPE LENDING

The Orion StarBlast Telescope was purchased by the Ponca Carnegie Library with support of the Omaha Astronomical Society. Please read the following rules and procedures for using the telescope.

13.0. Telescope Lending Rules

- 13.0.1.** The library's telescope may be checked out by a patron of the library who is 19 years of age or older and in good standing.
- 13.0.2.** Warning: Do not look at the sun with the telescope; doing this can blind the user and damage the telescope. The library is not responsible for any damage a patron inflicts upon oneself or the telescope.
- 13.0.3.** The telescope will be checked out for one week and must be handed directly to a staff member when returned. The patron will sign a Telescope Borrowing Agreement each time they check out the telescope.
- 13.0.4.** The overdue fine for the telescope is \$5.00 per day. If the telescope is not returned within two weeks of the due date the patron will be charged the full replacement costs.
- 13.0.5.** If the telescope or any of the materials included are damaged, a fee will be determined by the library based on the cost of repairing or replacing the telescope and/or materials and will be charged to the patron.
- 13.0.6.** The patron is not permitted to lend the telescope to anyone while the telescope is in their possession. The telescope is their responsibility during the time it is signed out in their name.
- 13.0.7.** Children must be supervised while using the telescope.
- 13.0.8.** All parts of the device and the books included must be returned together. Patrons will be charged for missing items.

13.1. Telescope Care and Maintenance

13.1.1. Keep the telescope covered when not in use.

13.1.2. Keep it clean, dry, dust-free, and safe from liquids, extreme temperatures, and from being dropped.

13.1.3. Do not attempt to clean the telescope with any chemicals or liquid or store the telescope outdoors.

13.1.4. Keep the dust caps on the front of the telescope and on the eyepiece when not in use. Make sure to turn off the viewfinder when not using it.

13.1.5. To transport the telescope, place your forearm under the telescope tube when it is in a level position and lift, holding the upright support against your side. When in a car, simply place the scope on a seat and use a seatbelt to secure it. The lap belt goes across the base, and the chest belt should cross the tube.

14.SIGNAGE

14.0. Electronic Sign

- 14.0.1.** The primary purpose of the library's digital sign is to promote Library programs, Library services, and Town and Community events. The library staff reserves the right to deny use of the sign, alter the contents and design of information, and pull and post messages as they see fit.
- 14.0.2.** Message reservation dates will be issued on a first-come, first-served basis.
- 14.0.3.** The library's use of the digital sign takes precedence and can replace existing messages at any time without notice.
- 14.0.4.** Messages will be displayed for a maximum of 10 days (about 1 and a half weeks) prior to the program or event date and then will be deleted.
- 14.0.5.** Messages must be submitted in writing to the library staff by filling out the Request for Electronic Sign Message Form.
- 14.0.6.** Messages via the digital sign are available to non-profits and other organizations that provide programs and services to the Ponca Carnegie Library or to the Town of Ponca with approval of the Library Director of the Ponca Carnegie Library.
- 14.0.7.** Messages displayed may promote special or signature events for other organizations (other than above), which benefit the community with the approval of the Library Director of the Ponca Carnegie Library.
- 14.0.8.** Messages promoting or advertising regular meetings or ongoing events may be displayed at the discretion of the Library Director or approved staff for a limited time, space permitting.

14.0.9. The electronic sign may not be used to promote or advertise private meetings and events taking place in the library's meeting spaces that are not sponsored by the library.

14.0.10. The sign is not available for promoting private businesses or for selling goods and services. The sign will not be used for political campaigns.

14.1. Non-Electronic Signs and Banners

14.1.1. Signage posted on the outside library property must be approved by the Library Director of the Ponca Carnegie Library. The Director has the right to deny any signage requests.

14.1.2. Signs pertaining to community wide events, not sponsored by the library or the Town of Ponca will be allowed with the approval of the Library Director. Signs can be displayed for a maximum of 10 days (about 1 and a half weeks) prior to the program or event date and then shall be disposed of by library staff.

14.1.3. No signs promoting private businesses or for the sale of goods or political signs will be allowed.

15.PATRON SUGGESTIONS AND CONCERNS

15.0.1. Patrons are vital partners in the provision of excellent library services.

Patrons can offer suggestions or express concerns about services, procedures, and policies in a way that will ensure these concerns can be fully addressed by the library staff and/or board. Library staff members will explain services, procedures, and policies to inquiring patrons.

15.0.2. Suggestions or concerns can be delivered in person, letter, telephone, or e-mail. All suggestions or concerns will be delivered by library staff members to the Library Director, and as appropriate from the Director to the Library Board who may then provide them to City Council.

16.PHOTO RELEASE

16.0.1. The Ponca Carnegie Library staff may take photographs during Library programs, activities, and events. These individual or groups photos may appear in future printed Library publications or online Library media.

16.0.2. Library patrons may not take photographs or videos of other patrons or staff without the permission of the Library Director or designated person.

16.0.3. Attendance at a Library programs, activities or events is considered consent to having photographs taken and used for such purposes. If patrons do not wish themselves or their child(ren) to be photographed, the patron must notify the library staff to that effect.

17.FOOD AND BEVERAGES IN THE LIBRARY

- 17.0.1.** The Ponca Carnegie Library strives to maintain a pleasant, welcoming, and comfortable environment for our public. For the comfort of our patrons, the Ponca Carnegie Library allows food & beverages in the library.
- 17.0.2.** We ask our patrons to clean up after themselves, and to notify staff if there is a spill that needs attention.
- 17.0.3.** Patrons are expected to “leave no trace” and take responsibility for maintaining a sanitary and pleasant environment. Trash receptacles are provided for your convenience throughout the library.
- 17.0.4.** Unattended food and drink will be removed and discarded.
- 17.0.5.** Library staff reserves the right to ask anyone who disregards the conditions of this notice or is causing a disruption to other patron’s ability to use the library, to remove the food or drink from the building or leave.

18.FOOD ALLERGIES

- 18.0.1.** The Ponca Carnegie Library cannot guarantee an allergen-free atmosphere. Please be aware that at the Ponca Carnegie Library we use food in some of our programs, both as snacks and as craft supplies. Library staff do not oversee food for potential allergens, such as nuts or dairy.
- 18.0.2.** People with food allergies are responsible for monitoring refreshments served at the library. The parent/guardian/custodial caregiver is responsible for the monitoring of minors. Parents of minors with allergies should always monitor their children.
- 18.0.3.** Those with severe allergies should be aware that allergens may be present on library materials and furnishings. The library staff is available to discuss measures to reduce the likelihood of a food allergy reaction at library programs and activities.
- 18.0.4.** Be aware the public can consume snacks and drinks in the library. The library does not monitor food brought in by outside groups or people.
- 18.0.5.** Disinfecting wipes and/or cleaner will be available if you wish to wipe down an area. We strongly recommend hand washing and the use of hand sanitizers.

19.MARKETING AND ADVOCACY

Ponca Carnegie Library strives to continually inform the community about library services and their value. The Board of Trustees and library staff members work together to use available forms of marketing and advocacy, including but not limited to newspaper articles, library webpage, participation in statewide and national library advocacy efforts, and increasingly available social media outlets such as Facebook. Final responsibility for the implementation of this policy rests with the Library Director, who may delegate this authority to staff members in their various areas of responsibility.

20.BULLETIN BOARDS AND EXHIBITS AND DISPLAYS

20.0. Bulletin Board

20.0.1. The public bulletin board, including the areas provided for handouts, is provided for the community to share information about civic, educational, cultural, or recreational activities and resources. All items posted on the bulletin board must be approved by Library staff before posting. The final decision on the display of any item shall belong to the Library Director.

20.0.2. The following kinds of materials may not be posted: political advertising, commercial or business advertising, lost and/or found postings, or job openings.

20.0.3. The library's provision of display space to non-library groups does not constitute sponsorship or endorsement of the policies, views, or beliefs of the group. Only non-profit groups may provide displays.

20.0.4. All date-specific postings will be removed and discarded within one week of the event. Space allocation is a major consideration in decision-making about postings.

20.1. Exhibits and Displays

20.1.1. Community displays placed in the library may be provided by individuals, non-profit organizations, and community groups for the education and interest of the public. Community displays are organized and scheduled by the library staff.

20.1.2. Book displays are provided by library staff and/or supervised volunteers to highlight portions of the library's collection.

20.1.3. No display or exhibit may be used to promote singular viewpoints, opinions, or political stance.

21.MISCELLANEOUS SERVICES

21.0. Printer/Copier Machine

A printer/copier is available for public use. There is no charge for printing/copying. Patrons are limited to 10 pages. The printer/copier can scan files as a pdf to email or USB device at no charge. Wireless printing is available when connected to the library's wireless network.

21.1. Microfilm Reader

There is a microfilm reader available for public use. All microfilm held by the library is also available in digital format on the library's website.

21.2. Genealogy Research

Requests for obituaries and other articles will be filled by staff as time permits. Copies may be emailed via pdf attachment at no cost.

21.3. E-Readers

The library has two (2) Kobo E-readers that may be borrowed by card holders ages 19 and older. Check out is limited to one (1) device per household for three (3) weeks with no renewals. Devices shall be returned to the Circulation Desk. Do not put it in the drop box. All accessories, chargers, and instructions shall be returned with the device.

22.EMERGENCY AND SAFETY POLICY

Ponca Carnegie Library provides a safe environment for its patrons. All emergency situations should be 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 illustrates the exits for evacuation of this building. All staff should become familiar with this plan and be able to implement it. When unforeseen situations arise, staff will follow these procedures:

22.0. Tornado Or Violent Storm

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

22.0.2. Persons who choose not to seek shelter or who leave the library do so at their own risk.

22.1. Snowstorms or Blizzards

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

22.1.2. Efforts will be made to keep regular library hours. If the library does close for severe weather, library staff will post a notification on Facebook and on the exterior sign.

22.2. Fire

22.2.1. Call 911 to report the fire.

22.2.2. Alert building occupants of situation and start evacuation procedures.

Check bathrooms, meeting rooms, office, and book stacks.

22.2.3. Staff should wait for the fire fighters at street level.

22.2.4. Staff will be aware of the locations of fire extinguishers.

22.2.5. Proceed to evacuation site (City Hall).

22.3. Natural Gas Leak

22.3.1. If you smell gas or hear a blowing or hissing noise, evacuate the building quickly.

22.3.2. Call 911 and report the gas leak.

22.3.3. Proceed to evacuation site (City Hall).

22.4. Water Leak

22.4.1. Shut off water.

22.4.2. Call City Hall.

22.5. Loss Of Utilities

22.5.1. If loss of electrical power makes temperature, lighting, or computers a difficulty for working, staff may close the library until the problem is resolved. Library staff will post a notification on Facebook and a sign will be posted at the door.

22.5.2. If water is shut off in the library, restrooms will be closed. If this occurs over an extended time, staff may need to close the library. Library staff will post a notification on Facebook and on the exterior sign.

22.5.3. If the library loses natural gas, the staff may close the library and post a notification on Facebook and on the exterior sign.

22.6. Medical Emergencies

22.6.1. Make the person comfortable and call 911.

22.6.2. Staff should not dispense medication or attempt to provide first aid unless trained.

22.7. Evacuation Site

22.7.1. City Hall is the designated evacuation site for the library.

22.7.2. In the event of building evacuation – unattended patrons under the age of 19 will be evacuated to City Hall. Attempt will be made to notify Parents/Guardians.

23. BOARD OF TRUSTEES BY-LAWS

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 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 the 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 administer 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 finalize the Library Director's budget proposal at the May meeting for the fiscal year starting the first day of October to be presented to the Mayor and City Council in June.

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

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

The above and foregoing By-Laws were duly amended and adopted by the Ponca Carnegie Library Board.

24.BOARD OF TRUSTEES OPERATING POLICY

24.0. Membership

- 24.0.1.** The Board of Trustees shall consist of five members appointed by the Ponca City Council.
- 24.0.2.** Each Trustee will be provided with a copy of the policy manual. Every trustee will be familiar with the rationale for each policy.
- 24.0.3.** Election of officers for the Board of Trustees will be held at the June meeting annually.
- 24.0.4.** The Board of Trustees will have regularly scheduled meetings. Meetings will be scheduled for the upcoming year with a frequency of at least bi-monthly. All board meetings will conform to the Nebraska Open Meetings Act, including publishing the meeting date before and inviting the public.
- 24.0.5.** Attend all board meetings. Excessive absences may be cause to recommend replacement per board discretion.
- 24.0.6.** 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.
- 24.0.7.** Keep abreast of local and state laws by actively supporting library legislation and attending training opportunities offered by the Nebraska Library System or statewide library agencies and organizations and affiliate with appropriate profession organizations.

24.1. General Duties and Powers

- 24.1.1.** Employ a competent and qualified Library Director.
- 24.1.2.** Determine the mission of the library and secure adequate funds to carry out the library's vision.
- 24.1.3.** Understand the mission and vision of the library in relation to community needs.

- 24.1.4.** Determine, adopt, and revise written policies that govern book and material selection annually. Review of the policy handbook to be completed annually.
- 24.1.5.** The Board of Trustees will perform an annual review of the Policy and Procedure Manual with revision, as necessary. Notation will be made on each revised or added policy, to show the date of approval and/or revision.
- 24.1.6.** Evaluate and approve annual budget proposal presented by Library Director at the May meeting.
- 24.1.7.** Report regularly to the governing officials and the public.
- 24.1.8.** The legal power of the Ponca Carnegie Library Board of Trustees shall be to erect, lease, or occupy the library building; evaluate the library staff salaries and propose increases to the City Council; establish regulations for governance of the library; impose penalties for theft or damage to the library property or infraction of library regulations; control library expenditures; exercise the powers necessary to carry out the intent of statutes, regarding establishment and maintenance of a library.

25. LIBRARY DIRECTOR JOB DESCRIPTION

25.0. Summary

Position requires the ability to handle complex administrative, supervisory, and professional duties requiring adherence to professional standards of accuracy, confidentiality, integrity, and tact. Under the general direction of the Library Board, has responsibility and authority for organizing and managing the library operation and for planning, directing, and coordinating its program of service to the community. This position requires participation in various meetings and work-related functions outside the standard work week.

25.1. Board Relations

- 25.1.1.** Attend all library board meetings, except for those meetings directly involving the library director's salary or tenure.
- 25.1.2.** Orients new trustees and serves as resource for trustee activities.
- 25.1.3.** Works with the library board to establish a long-range plan that aligns the library's mission, goals, and objectives with community needs.
- 25.1.4.** Formulates and recommends policies to the library board; implements and executes library policies and supervises the development of uniform procedures throughout the library system.
- 25.1.5.** Prepares library board meeting agendas and necessary reports in cooperation with the board chair and notifies library board of scheduled meetings. Maintains a record of procedures and business which is readily accessible to board members.
- 25.1.6.** Presents an annual operational budget to the library board for review, discussion, and submission to the City Council for approval.
- 25.1.7.** Explores with library board new revenue sources and collaborations with other organizations.

25.1.8. Serves as chief consultant to the board regarding library programs and services, recommends to the board, as necessary, the adoption of innovative programs and technologies, and reports regularly on their success and impact.

25.2. Professional Librarianship

25.2.1. Oversees the library's collection development plan for adult, children's and local history collections and supervises the selection, purchase, and withdrawal of library materials according to that plan.

25.2.2. Informs and advises the board as to local, regional, state, and national developments in the library field and works to maintain communication with other area libraries.

25.2.3. Attends meetings, conferences, and workshops to maintain contact with professional and library-related agencies, and to maintain knowledge in current trends in public library operations and technology.

25.3. Community Involvement and Development

25.3.1. Relates library objectives to community needs and represents the library on community boards and committees. Maintains close liaison with county and local officials, community leaders, and civic groups to inform them of library needs and concerns.

25.3.2. Works closely with Friends of the Library to support and advise Friends activities.

25.3.3. Works with the library board as needed for the creation, implementation, and execution of fund-raising through capital and endowment campaigns, grant support, and any other public or private fundraising.

25.3.4. Keeps the public well informed of the library's activities, accomplishments, and challenges. Develops and administers a public relations

plan. Prepares press releases and makes presentations to community groups upon request.

25.4. Organization Administration

25.4.1. Oversees and directs the supervision of the daily operation and activities of the Ponca Carnegie Library.

25.4.2. Develops staff job descriptions; recommends and administers personnel policies. Ensures that staff performance evaluations are completed on a regular schedule.

25.4.3. Recruits, hires, evaluates, and disciplines library staff in conformity with state and federal regulations and library personnel policies.

25.4.4. Develops and oversees a staff professional development/training plan.

25.4.5. Works to promote high staff morale. Encourages clear and open staff communications. Serves as liaison to staff in reporting board-related information, decisions, and actions.

25.5. Fiscal Management

25.5.1. Develops the annual library budget proposal for review by the board.

25.5.2. Administers the approved budget. Expends funds within established guidelines.

25.5.3. Provides regular report of financial accounts to the library board. Prepares and provides other reports in accordance with county, state and/or federal requirements.

25.5.4. Incorporates library's goals and strategic plan as basis for financial planning.

25.6. Facilities Management

25.6.1. Oversees care and maintenance of library building and grounds.

25.6.2. Regularly reviews building needs and advises board in its planning for future expansion or development.

25.6.3. Other duties and responsibilities as assigned.

25.7. Special Qualifications

25.7.1. Must register for Nebraska Public Librarian Certification through the Nebraska Library Commission within 30 days (about 4 and a half weeks) of the hiring date.

25.7.2. Must complete necessary continuing education requirements to keep certification current while employed by the Ponca Carnegie Library.

25.8. Required Knowledge, Skills, And Abilities

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks. Knowledge of standard library principles, methods, practices, services, and materials. Knowledge of library reference and research tools.

Knowledge of reader interest levels, books, and authors.

Knowledge of effective organizational and management policies, procedures, and best practices. Knowledge of budget preparation and budget management.

Skill in hiring, training, assigning, scheduling, supervising, inspecting, and evaluating the work of subordinate personnel.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to view printed text on book bindings to retrieve library materials.

Ability to use tact and diplomacy when interacting with difficult patrons.

Ability to maintain patron confidentiality.

Ability to analyze community needs and plan, develop, and deliver appropriate programs for targeted groups.

Ability to analyze professional and administrative problems, make recommendations, and take timely and appropriate action.

Ability to formulate and interpret library policies, procedures, goals, and objectives.

Ability to interpret municipal codes, personnel policies, and procedures.

Ability to develop budgets and maintain accurate records of expenses.

Ability to prepare clear and concise reports.

Ability to communicate effectively, both written and verbally, and to deliver presentations and answer questions from the public.

Ability to plan, develop, explain, and implement new procedures and to revise as needed.

Ability to identify, analyze, and resolve problems.

Ability to establish and maintain effective working relationships with fellow employees and the public.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

26. LIBRARIAN JOB DESCRIPTION

26.0. Summary

Under the general direction of the Library Director, work includes responsibility for day-to-day library operations; budget preparation and fiscal management; materials acquisition, cataloging and processing of materials, providing customer service, performing reference work in general and/or specialty fields.

26.1. Essential Functions

- 26.1.1.** Makes recommendations for acquiring books, government documents, periodicals, media, digital content, and other materials by assessing library patrons' needs and interests and consulting professional journals and lists.
- 26.1.2.** Performs complex research and reference work in general and/or specialty fields; provides patrons with requested information or recommends alternative resources.
- 26.1.3.** Advises readers by recommending authors, titles, and topics of interest.
- 26.1.4.** Prepares website content, resource guides, book lists, bibliographies, special book displays, and exhibits.
- 26.1.5.** Processing of library materials; recommends withdrawing worn or outdated materials from the library collection.
- 26.1.6.** Participates in professional development opportunities, including conferences and meetings, to foster innovative approaches to library service.
- 26.1.7.** Keeps informed of technological changes in the library profession; utilizes all available equipment and resources to fulfill the library's mission.
- 26.1.8.** Records and maintains billing invoices, fiscal spreadsheets, participates in budget preparation.
- 26.1.9.** Oversees the library's statistical, narrative, and metric work and reporting requirements for local, county, state, and national agencies.

- 26.1.10.** Delivers customer service to all library patrons and staff at service desk, on the telephone, and online by performing such tasks as issuing library cards, circulating materials, answering questions, and promoting programs and services.
- 26.1.11.** Manages the daily operation of the library when the Library Director is off site.
- 26.1.12.** Performs technical cataloging and classification work including research of existing files, maintaining standardization of the library data base, and assigning classification numbers and subject headings to books, government documents, audio/video media, and other material.
- 26.1.13.** Maintains regular job attendance in accordance with a schedule established for the position by the Library Director.
- 26.1.14.** Performs other related duties as assigned or as the situation dictates.

26.2. Special Qualifications

- 26.2.1.** Must register for Nebraska Public Librarian Certification through the Nebraska Library Commission within 30 days (about 4 and a half weeks) of the hiring date.
- 26.2.2.** Must complete necessary continuing education requirements to keep certification current while employed by the Ponca Carnegie Library.

26.3. Required Knowledge, Skills, And Abilities

Knowledge of and ability to operate a computer or other technology using standard or customized systems software appropriate to the assigned tasks.

Knowledge of standard library principles, procedures, services, and materials.

Knowledge of library reference and research tools.

Knowledge of reader interest levels, books, and authors.

Knowledge of budget preparation and budget management.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to view printed text on book bindings to retrieve library materials.

Ability to use tact and diplomacy when interacting with difficult patrons.

Ability to maintain patron confidentiality.

Ability to maintain accurate records of cash reports, circulation statistics, and other library reporting requirements.

Ability to encourage patron interest in library resources.

Ability to communicate effectively, both written and verbally, and answer questions.

Ability to determine the priority of goals and assignments and to complete projects with minimal supervision.

Ability to establish and maintain effective working relationships with fellow employees and the public.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

FORMS

COMPUTER AND WIRELESS NETWORK PERMISSION FORM

Ponca Carnegie Library offers access to our computer and wireless network. The library expects patrons to use the Internet responsibly, respecting others' rights and Library Patron Rules of Conduct. Communication on the computer network is public in nature so general rules for communication and behavior apply.

Access can be given to minors under 19. Parent permission is required. Access is a privilege, not a right. Patrons are encouraged to read the "Computer and Internet Usage Policy," a copy of which is available at the circulation desk.

The library may act 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:

- destroying, altering, preventing, or interfering with the configuration of the library computers
- violating copyright or software license agreements
- ignoring time, printing, and workstation occupancy limits
- invading or violating another Library user's privacy
- sending, receiving, printing, or displaying text or graphics that may be construed as obscene or pornographic
- viewing any site that may disrupt the environment for other library users or staff
- engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment.
- misrepresenting oneself, by access code, password, or signature
- any illegal, criminal, or unethical 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.

User Agreement and Parent Permission

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

Student Name _____ Date _____

Student Signature _____

As the parent/guardian of the above minor, I grant permission for my son/daughter to use the library computer and wireless 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 _____

Checkout Date _____

Due Date _____

Library Telescope Lending Agreement

Name (please print): [OBJ]

Library Card No:

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Borrower’s Agreement:

I understand that the telescope may be checked out by a patron of the Ponca Carnegie Library who is 19 years or older, in good standing and a cardholder. (Patron must present a valid Nebraska Driver’s license)

RETURN: I understand that the telescope must be returned directly to a staff member at the reference desk.

TRANSPORT: I understand that the telescope must be transported in a vehicle and secured safely in the provided transportation tote with the eyepiece and finder correctly positioned so it will not be damaged.

LOAN PERIOD: I understand that the loan period is one week with renewal dependent on waiting requests. Late Fees are \$5.00 per day. If the telescope is not returned within two weeks of its due date, I will be charged the full replacement costs below.

LIABILITY: I accept full responsibility for the telescope and accessories while checked out to me, including:

I am liable for repair costs if the telescope is returned damaged.

I am liable for replacement costs if the telescope is lost or stolen while checked out to me.

All parts of the device, accessories and books included must be returned together.

Patrons will be charged for missing items.

Children under age 19 must be supervised by an adult while using the telescope.
CAUTION: DO NOT LOOK AT THE SUN WHILE USING THE TELESCOPE; DOING THIS CAN BLIND THE USER. THE LIBRARY IS NOT RESPONSIBLE FOR ANY DAMAGES A PATRON INFLECTS UPON ONESELF OR THE TELESCOPE.

Initial Here* _____

Borrower Signature*: [OBJ]

Date:

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****For Staff Use Only****

Telescope Check-out Procedure

Note any damage

Confirm all telescope parts have been included in kit:

___ Telescope

___ Accessories Bag

___ Audubon Society Pocket Guide

___ Instruction Manual and Viewing Guide

___ Headlamp

Telescope Check-in Procedure

Confirm condition of telescope _____

Note any damage

Confirm all telescope parts have been returned:

___ Telescope

___ Accessories Bag

___ Audubon Society Pocket Guide

___ Instruction Manual and Viewing Guide

___ Headlamp

**PONCA CARNEGIE LIBRARY
REQUEST FOR RECONSIDERATION**

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):

**PONCA CARNEGIE LIBRARY
COMMUNITY ROOM RESERVATION FORM**

Date: _____

Date Requested: _____

Time Requested: _____

Individual/Organization Name:

Address: _____

Contact person: _____

Telephone number: _____

Email address: _____

Description of Activity: _____

Estimated number of people attending: _____

The applicant agrees to abide by the Board of Trustees' policy on the Availability and Use of Facilities.

Signature of applicant: _____

Approved: _____

Library Director

KINGSBURY COMMUNITY ROOM RULES

1. You must get permission from the Library Director or an authorized representative to schedule use of the community room.
2. This form must be filled out and signed by the authorized representative of the group each time the community room is scheduled.
3. Use of the community room before or after library hours will require advanced notice given to the Library Director or the Librarian during library hours. A key will be provided by the authorized person. A \$100 fee will be assessed for a lost key.
4. If a meeting is cancelled, the Library Director or an authorized representative should be notified.
5. Programs sponsored by the library will receive first consideration in scheduling use of community room.
6. 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 setup or preparation.
7. 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.
8. Smoking or use of tobacco products is prohibited throughout the library building.
9. No alcoholic beverages are allowed on library premises.
10. Groups shall not exceed the legal capacity (32 people) of the community room.
11. Publicity for any activity other than official library or city activities must not imply sponsorship by the library or the city.
12. The person(s)/organization using the community room are responsible for any damage to the facility and its furniture, equipment, and other contents.
13. Any materials used by the person/group must be removed promptly and the room must be left in neat and orderly condition. If not, a custodial fee for the cost of cleanup and not less than \$10 will be charged.
14. Any damages incurred during rental of the community room will be charged to the responsible party at replacement cost.
15. The Library Director or an authorized representative may deny the use of the community room, including stopping an activity in progress, to anyone violating these rules or behaving in a disorderly, disruptive, or offensive way.
16. Youth shall be accompanied by an adult chaperone responsible for any damage to the building and/or equipment.
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 community room for no more than 12 meetings in a calendar year.

APPENDIX

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.

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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA (American Library Association) Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996

FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the

toughness and resilience of our society and leaves it less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is the only means of making available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that

challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should be free to read and consider a broader range of ideas than those held by any librarian, publisher, government, or church. It is wrong that what one can read should be confined to what another thinks is proper.

It is contrary to the public interest for publishers or librarians to bar access to writings based on the author's personal history or political affiliations.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of

life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters, values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, moral, or aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for people to read the best that has been thought and said. Books are the major channel by which intellectual inheritance is handed down and the principal means of its testing and growth. The defense of the freedom to read requires all publishers and librarians the utmost of their faculties and deserves all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it possesses enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

FREEDOM TO VIEW

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

To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

To provide film, video, and other audiovisual materials which represent a diversity of views and expressions. Selection of a work does not constitute or imply agreement with or approval of the content.

To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials based on the moral, religious, or political beliefs of the producer or filmmaker or based on controversial content.

To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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

Endorsed January 10, 1990, by the ALA Council