

AULD PUBLIC LIBRARY POLICIES

Adopted 1/12/1979.

Amended 9/81, 12/82, 1/94, 8/96
1/2008, 9/2014, 9/2017, 9/2022,
9/2023, 9/2024

Mission Statement

The Auld Public Library's mission is to meet the informational and recreational needs of the community by providing resources to assist in the pursuit of lifelong learning, cultural enrichment, and recreation.

I. BOARD STATEMENT

The following policies were prepared by the Board of Trustees of the Auld Public Library, Red Cloud, Nebraska, and establish the operational policy of the library. These objectives and policies will be reviewed annually, and the policies may be revised at any time by the action of the board in the same way as prescribed for amendment of the by-laws governing the trustees.

The Board subscribes to the spirit and intent of the position statement of the Nebraska Library Association, the Library Bill of Rights, and the Freedom to Read statement on book selection and controversial materials contained in the Nebraska Library Association Handbook of Intellectual Freedom.

II. GENERAL OBJECTIVES

- A. To assemble, preserve, and administer organized collections of books and related educational and recreational materials to meet the informational and recreational needs of the community.
- B. To serve the community as an information and technology resource center of reliable information.
- C. To give guidance and stimulation to encourage the use of the library by all age groups.
- D. To strive to identify community needs and to provide programs of service to meet such needs. To partner with other organizations, agencies, and institutions to provide programs or services to meet those needs.
- E. To provide the opportunity for recreation using literature, music, films, and other means within the sphere of library activities.
- F. To provide free public access to computer usage for the community.

III. LIBRARY SERVICES

- A. The library staff will provide guidance and assistance for people to obtain the information they seek as recorded in print, information technology and audio-visual resources.
- B. The library will initiate programs to stimulate the use of library materials to fill the needs of people of all ages.

- C. The library will cooperate with civic and community agencies and organizations to help them with program materials.
- D. The library accepts the responsibility for securing information beyond its own resources by borrowing materials through interlibrary loan for patrons, borrowing from the Central Plains Library System, and through participation in the large print borrowing exchange program. The library will cooperate with other libraries to strengthen the services and resources of the library.
- E. The library staff will supplement but cannot perform the functions of school and other institutional libraries which are designed to meet curriculum needs.
- F. Home delivery or curb service will be provided to any person physically unable to access the library.

IV. USE OF THE PUBLIC LIBRARY

A. Hours of Operation

- 1. The Auld Public Library will be open as follows:
Monday, Friday: 1:00 p.m. to 6:00 p.m., Tuesday, Wednesday: 10:00 a.m. to 6:00 p.m. Thursday: 1:00 p.m. to 7:00 p.m. Saturday: 9:00 a.m. to 12:00 noon, Closed Sundays.
- 2. The library follows the holidays recognized by the City of Red Cloud and will be closed: New Year's Day, President's Day, Martin Luther King Day, Arbor Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, and the day after, and Christmas Day. In addition, the library will close early on Christmas Eve and New Year's Eve.

B. Use Privileges

- 1. Within the library, the use of all references, computers and collections is free to all.
- 2. Check-out privileges are available to all persons with a valid library card. People can apply for a card by completing the required information on the application card. New patrons are required to provide some proof of residency such as a driver's license or utility bill with a current address and have resided at the address for three months.
 - a. Library cards are free to all patrons who live within Webster County.
 - b. Non-residents (those living outside of Webster County) will be charged a \$5.00 fee for a library card.
 - c. NebrasKards may be issued to any patron in good standing. Non-residents will be charged a \$15.00 annual fee for the card.
- 3. Services will not be denied or abridged because of religious, racial, social, economic, or political status.
- 4. The use of the library or its services may be denied temporarily for due cause. Such causes may be failure to return books, destruction of library property, or objectionable conduct.

C. Check outs and renewals

- 1. All borrowers must have a library card to check out library materials.

2. Each borrower may check out eight (8) items. No more than three (3) DVDS and no more than six (6) DVDS per household.
 3. Books, magazines, and audio books will be checked out for a two (2) week period.
 4. DVDS and VHS tapes will be checked out for a three (3) day period.
 5. Materials may be renewed at the discretion of the librarian. Items on hold or reserved for another patron may not be renewed.
 6. Patrons may place a hold on a book or reserve a book by contacting the library staff.
 7. Certain reference materials and equipment may only be used in the library.
- D. Fees and Penalties
1. Materials overdue for a period of two (2) months will be considered lost and a replacement cost will be assessed.
 2. Patrons will be responsible for lost or damaged materials. The patron will be charged a replacement fee equal to the cost of the material.
 3. Patrons who accumulate fees and penalties of over \$10.00 will be restricted from borrowing library materials until payment in full is received.
 4. Fees for use of the copy machine and printer: \$.10 per page for black and white copies; \$.50 per page for colored print copies. Fees for color reprints of pictures will be based on the photo size. Wallet size: \$1.00; 3x 5: \$2.00; 4 x 6: \$3.00; 5 x 7: \$5.00; 8 x 10: \$8.00.
 5. Fees for use of the laminator: \$.50 per item. Patron may use personal supplies at no charge.

V. PRIVACY AND CONFIDENTIALITY POLICY

It is the policy of the Auld Public Library and the Library Board of Trustees to insure the privacy of the users of its services and to consider any library records to be confidential in nature.

1. Library patrons' names, addresses and phone numbers are used for our library purposes only. We do not share our patron database with any other company or entity.
2. Any records that reveal the identity of any library patron using the library's materials or services will be kept confidential except as 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 criminal, civil, and administrative discovery procedures. (State Statute 84-712.05) Upon receipt of such process, order, or subpoena, the City Attorney will be consulted to determine if such process, order, or subpoena is in proper form and there is just cause for its issuance.

VI. CONDUCT POLICY

1. Respect the rights of other patrons and staff members.
2. Respect the library facility and library materials.

3. Disruptive behavior or actions that interfere with other patrons' lawful use of the library is prohibited.
4. Library staff that observe or receive complaints of inappropriate behavior will use their best judgement to manage the problem directly with the patron.
5. Staff members will notify the Director immediately and the Director will be responsible for notifying the board when necessary.

VII. UNATTENDED CHILDREN POLICY

1. Parents, guardians, and caregivers (high school age and older) are responsible for monitoring the activities and regulating the behavior of their children and/or siblings while the children are in the library.
2. Children under age six (6) should be accompanied by their parent, guardian, or caregiver except when attending a scheduled program or event.
3. Library personnel do not take the place of the parent, function as caregiver, or assume responsibility for unattended children.

VIII. CUSTOMER SERVICE AND COMPLAINT POLICY

Customer service is an integral part of Auld Public Library's service to the community. The library endorses high standards of customer service and supports it through a plan of staff training, leadership development and opportunities for customer input.

During interactions with the library staff, customers can expect to:

1. Be acknowledged appropriately.
2. Be treated courteously, professionally, and respectfully.
3. Be valued for their input.
4. Receive the same high standard of service regardless of age, race, ethnicity, religion, gender, physical limitations, or any other criteria.
5. Receive prompt and timely service.
6. Have their privacy and confidentiality respected.
7. Have open access to library resources and receive basic instruction in their use.

We will receive and respond to patron complaints, concerns, or suggestions. The feedback helps the library improve the services provided and build customer support. Patrons may sign and submit a written form with the complaint, concern, or suggestion. The Library Director will take each form to the Library Board of Trustees for evaluation and take suitable action.

IX. LIBRARY MATERIALS SELECTION AND COLLECTION DEVELOPMENT POLICY

The Auld Public Library recognizes that its patrons are diverse, with different interests, backgrounds, cultural heritages, social values and needs. The library attempts to maintain a collection that includes material on most subjects and points of view, in keeping with the community's interests. To achieve this goal, the library

must ensure that its collection remains current and responsive to the needs of its patrons and materials are easily accessible through appropriate technology. The collection is regularly reviewed so that gaps in various subject areas and formats may be filled. All aspects of materials selection will aim at implementing the general objectives of the library.

A. Authority and Responsibility for Selection

1. The library director ultimately is responsible for selecting materials and operates within the framework of policies and objectives determined by the Board of Trustees.

B. Selection Criteria

1. Reputation of the author and/or publisher
2. Permanence or timeliness
3. Content and accuracy
4. Relationship to the existing collection
5. Price and availability of the material
6. Ease of use and readability

C. Selection Tools

1. Booklist
2. Book Review Digest
3. Best Seller Lists
4. Library Journal reviews
5. Book awards
6. Staff and patron recommendation

D. Cooperative Programs

1. Interlibrary Loan: The library will locate materials for patrons by using the Interlibrary Loan Service through the Nebraska Library Commission.
2. Central Plans Library System: Audiobooks/Book Club Kits/participation in the large print book loan (200 titles annually) through a designated library.
3. Overdrive/Libby for Ebooks, magazines, audiobooks
4. NebraskaAccess free online access databases
5. Nebraskard

X. WEEDING POLICY

- A. The collection will be regularly evaluated and materials no longer useful, current, or accurate will be systematically weeded.
1. Weeding will be according to the accepted practices using the CREW method.
 2. Materials removed from the collection will be placed on a library book sale.
 3. The disposal of any unsold books is left up to the discretion of the library director.

XI. CRITICISM OF MATERIALS POLICY

- A. When a patron criticizes the presence of any material, the ultimate decision as to whether the material should be removed from the collection will be made by the board of trustees.

1. The patron will complete a form in which they outline their objections to the material. The patron must have read the book and identify the passage or page with the objectionable content. A patron may submit no more than three (3) requests at a time.
2. The board will review the criticized material and objections to the material at the next regular board meeting. A decision concerning the retention or removal of the material will be made at the board meeting.
3. The director will notify the patron of the decision.

XII. GIFTS, BEQUESTS AND MEMORIALS POLICY

A. Materials

1. The library accepts gifts of suitable materials with the understanding that they will be added to the library collection if needed, as determined by the selection criteria, and disposed of at the discretion of the director.
2. Restricted gifts will be reviewed by the board of trustees before acceptance.
3. Unrestricted gifts of money, land or property will be gratefully accepted.
4. The donor will receive a document stating what was donated with a notation to follow IRS guidelines regarding contributions. No monetary value will be assigned.

XIII. COMPUTER AND INTERNET POLICY

The Auld Public Library is committed to serving the information and lifelong learning needs of all patrons. Computer resources expand the availability of information beyond the traditional collections. The library provides computers to patrons for internet browsing, word processing, and other productive activities.

The internet is an unregulated global information resource. The Auld Public Library cannot guarantee the accuracy and/or authenticity of information discovered through this resource.

The Auld Public Library complies with the United States Copyright Law, and all federal, state, and local laws relating to the use of the internet and other electronic media.

The Auld Public Library uses Open DNS filter system on the computers and Wi-Fi access.

A. Rules and guidelines for public computer use

1. Stations are available on a walk-in basis.
2. Patrons must sign in.
3. It is the right and responsibility of parents and guardians to monitor and control their minor children's access to the internet and to information obtained from the internet.

4. Computer sessions are for one (1) hour. Patrons may request an extension depending on computer availability.
5. Inappropriate use of the internet in a public and open environment is prohibited and will result in the suspension or revocation of internet use privileges.
6. Activities which disrupt the library, violate copyright or software license agreements, or damage equipment are prohibited.
7. Patrons entering personal information (credit card numbers, social security numbers, etc.) do so at their own risk.
8. The Auld Public Library is not responsible for work or information lost due to computer or system failure.
9. Wireless access (Wi-Fi) is available for any patron using their own devices (computer, reading device, phone etc.) Patron must comply with the library internet policy.

XIV. FINANCE POLICY

The Library Board established 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.

A. Budget

1. The Library Director will establish a proposed budget for the fiscal year and review this budget request with the library board. The proposed budget will be submitted to the City of Red Cloud for approval by the City Council. The City of Red Cloud determines the library budget.
2. The Library Director is authorized to make purchases on behalf of the Auld Public Library.
3. The Library Director presents bills to the city for materials and services upon receipt.
4. The Library Director presents the expenditure of budgeted funds to the Library Board for review.

B. Library Account

1. The Library Director prepares a financial report on receipts and expenses for the Board of Trustees.
2. Monies received for lost or damaged materials, copies, and donations may be used to defray expenses in these areas as well as for appropriate program supplies and serve as a petty cash fund as authorized by the Library Board.
3. Funds donated to the library may be allocated according to the wishes of the donor. Undesignated memorial funds will be used at the discretion of the Library Director and Board.
4. All funds generated from special fundraisers are turned over to the Library Foundation.
5. The designated signers on the account are the Library Director and Library Assistant. The Library Board will audit the account on an annual basis. The

fiscal year coincides with the City of Red Cloud fiscal year (October 1 to September 30).

XV. MARKETING AND PUBLIC RELATIONS

A. Publicity

1. All publicity concerning the library and library programming shall be the responsibility of the Library Director. The Director will advertise via the library website, Facebook page, newspapers, television, and flyers as deemed necessary and appropriate.

B. Public Relations

1. The Board of Trustees recognizes that public relations involve every person who has any connection with the library. The board urges its own members and every staff member to realize that he or she represents the library in every public contact.

C. Advocacy

1. The Board of Trustees and staff take an active roll in promoting the library throughout the community; endeavoring to inform all citizens about the various ways the library can enhance their activities; and encouraging their support of the library and its' mission.
2. The library will cooperate as fully as possible with other community agencies and organizations, as far as such cooperation is compatible with the library's mission statement, legal and fiscal considerations, and opportunities for staff involvement.

XVI. PHYSICAL FACILTIES

A. General Statement

1. To achieve the goal of good library services, the Board of Trustees will review the public library building facilities and recommend to the City of Red Cloud actions and maintenance necessary to meet the physical requirements of modern aggressive library service. Such facilities will offer the community a compelling invitation to enter, read, look, listen, and learn. The building will fit an expanding program of library service.

XVII. EXHIBITS AND DISPLAYS

1. The library will strive to provide attractive, educational, and cultural exhibits.
2. Posters, pamphlets, brochures, exhibits and displays require approval by the Director prior to being displayed.
3. The library assumes no responsibility for damage or theft of items on exhibit or display.

XVIII. MEETING ROOM

The lower level of the library is intended for regular use of library activities. The meeting room may be reserved for non-library related activities during regular and

non-library hours if there is no conflict with regular library programming. Contact the library to reserve and confirm use of the room.

1. Set-up and clean-up are the responsibility of the sponsoring organization.
2. Sponsoring organization is responsible for any damage to the room, furnishings, or equipment.
3. The Auld Public Library, City of Red Cloud and the staff are not liable for any loss, accident, or injury to persons or property caused by the groups' occupancy of the room or use of the facility.
4. No fees are charged for non-profit organizations.
5. Other groups (used for parties or the sale of merchandise) will be charged \$25.00 per hour for the use of the room. After regular library hours a designated staff person must be present to open, close and lock-up.

XIX. EMERGENCY PROCEDURES

A. Weather

1. In case of tornado or other threatening weather, staff and patrons will be directed to a designated location in the basement. The staff and patrons should remain in that location until the threatening weather has passed.

B. Fire

1. In case of a fire, the staff should immediately evacuate all patrons from the building and direct them to the offsite designated area. Follow fire drill procedures.
2. Call 911.

XX PERSONNEL

A. Employment

1. The Auld Public Library is a department within the City of Red Cloud, and as such is an equal opportunity employer.
2. Selection of staff members is based solely upon merit, with consideration of personal, educational, and physical qualifications of training and aptitudes for the position, regardless of race, color, religion, or sex.
3. Applicants are required to submit a written application. The library board will select a qualified applicant for a position and make a recommendation to the City Council.
4. The Library Director must have a high school diploma and preferably an associate or bachelor's degree in a related field.
5. The Library Director must meet the requirements for certification within the provisional licensing time determined by the Nebraska Library Commission.
6. There shall be a one-month probationary period for all newly hired employees.
7. Library staff report to the Director and, through the Director, to the Board of Trustees.
8. The Library Director is responsible for scheduling staff for regular library hours of operation and for special programming.

9. Employees are requested to give a two-week written notice of his/her resignation.
 10. The Director will evaluate all staff under his or her direct supervision and make salary recommendations to the Board of Trustees.
 11. The Board of Trustees will evaluate the Director annually and make salary recommendations for all library staff to the City Council.
 12. All employees must be paid the current minimum wage set according to the Fair Labor Standards Act of the Federal Government.
 13. The Red Cloud City Council makes salary decisions.
 14. Library staff as city employees will be paid on the 1st and 16th of each month.
 15. Refer to the City of Red Cloud Personnel Policy for additional information. The employees of the Auld Public Library abide by the personnel policies of the City of Red Cloud.
- B. Employee Benefits
1. Employees on duty for the library are covered by the workers' compensation laws of Nebraska.
 2. The Library Director will receive one-week (30) hours of vacation pay annually, after one full year of employment. The Assistant Librarian will receive (20) hours of vacation pay annually after one full year of employment. This would change with any increase in hours of operation and change to full-time employment status.
 3. The Library Director will receive 30 hours of sick leave and the Assistant Librarian will receive 20 hours of sick leave after one full year of employment. Unused sick leave does not accumulate into the next year.
 4. Should any employee work more than 1000 hours per year, they qualify for the City of Red Cloud retirement benefits.
 5. Should the employee work more than 35 hours per week, they would change to a full-time employee and qualify for health and retirement benefits.
- C. Dismissal
1. The Board of Trustees will recommend the termination of any staff member whose attitude, professional ethics, conduct or performance in their judgement warrant such action.
 2. A discharged employee may request and receive a reinstatement hearing by the board of trustees. The board may reinstate the employee, with or without prejudice, and with or without loss of pay between date of dismissal and date of reinstatement.
- D. Professional Expenses
- The Library and Board encourage the attendance of all staff members and trustees at professional meetings, conferences, and conventions.
1. Mileage, wages, registration fees, motel and meal expenses are paid with the operating budget.
 2. Dues to NLA and ARSL are paid within the operating budget.

XXI. MAKERSPACE POLICY (adopted 7/23)

The Auld Public Library Makerspace is designed to be a collaborative space equipped with a wide variety of tools, machines, materials, computers and other resources where individuals can gain and practice modern skills with state-of-the-art technology, access to resources they could not obtain otherwise, and a community of creative-minded people who make all kinds of things. Located within the Red Cloud Creative District, the Library will collaborate with the Creative District committee. Makerspaces are hubs for creativity and entrepreneurship. The space is used for brainstorming, visioning, problem solving, designing, prototyping, custom fabrication, and repair.

A. Guidelines for Use

The equipment is intended for educational purposes and prototyping purposes. The Auld Public Library staff reserve the right to refuse the creation of any object. The public will not be permitted to use the equipment to create or manipulate objects that are:

- Weaponry or parts of weaponry of any kind
- Prohibited by local, state, or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- Deemed to be offensive or inappropriate in a public setting, as determined by staff.
- In violation of another's intellectual property rights, for example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection.

B. Library policies apply to patrons using the makerspace. The library reserves the right to deny makerspace access if a patron violates any part of the library's policies, or for any other misuse of the space, as determined by library staff. The Auld Public Library reserves the right to remove from the makerspace any persons who are in violation of the library makerspace policies.

C. Patron Use Requirements

- Patrons must complete a waiver and any required machine specific training before using or reserving makerspace equipment.
- Patrons 14-17 may use the makerspace after having a parent or guardian sign a waiver with them and completing required training.
- Patrons 7-13 may use the makerspace if always supervised by a trained parent or guardian.

D. Patron Responsibilities

- Patrons will not modify hardware or software or install programs on makerspace computers.
- Patrons are responsible for saving their work on an external memory source for digital creations.
- Patrons are responsible for the cost of repairs, replacement, or damage that occur during use of the equipment.
- Patrons may use their own supplies (vinyl, cardstock, mugs, hats) or purchase materials if available.

E. Makerspace Reservations

- Patrons can make reservations in person or by calling the library. A reservation book is at the front desk for this purpose.
- Reservations take priority; however, walk-ins are welcome.

F. The Auld Public Library and staff members are not responsible for lost or damaged files, data, software error, or hardware errors.