

Sargent Township Library Policy

Mission Statement

The Sargent Township Library serves as an information center for all individuals in the Sargent area. We seek to inspire life-long learning, and provide research tools to serve and strengthen our community and ignite imaginations.

Public Services

Library Items / Services Provided: • Adult Books • Audio Books • DVD Movies • Children's Books • 6 Public Computers • Copy Machine (color and black & white) • Fax • Scanning • Inter Library Loan • Laminating • Large Print Books • Sargent Newspaper Archives • Magazines • NE Overdrive • Online Catalog • Delivery to Shut ins • Reference Books' • Summer Reading Program • Telephone • Website <http://libraries.ne.gov/sargent/> • Wi-Fi • Young Adult Books • Cake Pans

Operation:

Hours – The library will attempt to be open fifteen hours per week at the Library Director's discretion and considering the community's needs. The library will be closed on legal holidays.

Cards – All borrowers apply for a library card for themselves and their minor children. Cards are free to all patrons, no matter where they live, but may be denied or revoked to patrons who refuse to follow library policies. Consistently overdue books, videos, or other materials may be cause for suspension of library service. In order to comply with privacy laws, all patrons will be assigned a number. This number must be used when books are checked out.

Borrowed Books, Magazines, and Videos – All borrowed books (including audio books) may be kept two weeks and renewed for two weeks. Videos or DVDs may be checked out for 2 weeks. Current magazines may be checked out for 1 week. Older magazines may be checked out for two weeks. These borrowing times may be modified for individual materials subject to the library director's discretion. Some materials may be labeled "reference only" and are to remain in the library at all times. The library director also reserves the right to limit the number of books, videos or other materials loaned at any given time.

Fines and Fees – The library does not charge late fees. All injuries to books and other materials beyond reasonable use shall be made good to the satisfaction of the library director.

Any photocopy or printing expenses are paid on a donation basis. The borrower will pay the cost of postage to return any material through interlibrary loan.

Lost Items - The Library considers an item lost once it is 30 days overdue and will charge the patron a replacement cost. Once the patron pays the replacement cost or brings in a replacement copy the transaction is complete. If the patron locates the item after this transaction, the Library will not issue a refund and will inform the patron they may keep the item.

Patrons may return the item within 365 days of the due date and the replacement cost will automatically be waived. Items will not be accepted if returned after 365 days from the due date.

The use of the library and/or its services may be denied, temporarily or permanently, for due cause. Such cause may be failure to return books, pay penalties, destruction or any other conduct on library premises deemed objectionable by the library staff.

Patrons have a right of appealing to the Sargent Library Board.

Collection Development – The library will do its best to meet the interests and needs of the community for reading material. Book selection will be based on the following criteria:

- Relevance to interests and needs of the community
- Relevance to the existing collection's strengths and weaknesses
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget

Customer Recommendations: Customers may request items the Library does not own. Each request is reviewed for inclusion in the collection using the above selection criteria.

The responsibility for book selection rests with the library director and the approval of the board, operating within the framework of board policies.

It is not the library director's responsibility to censor material checked out by the borrower.

Interlibrary Loan

The library accepts responsibility for securing information beyond its own resources by borrowing for patrons materials which are not owned by the Sargent library and which are available through interlibrary loan. Postage for this material will be paid by the patron. Interlibrary loans are limited to no more than 2 items borrowed at one time. The patron accepts responsibility for any damaged or lost books through interlibrary loan. The library director has the right to refuse any requests to unfamiliar patrons or for loans that are not appropriate.

Gifts, Donations, and Memorials –

The library accepts gifts of books and other materials with the understanding that they will be added to the library's collection only when needed and disposed of at the discretion of the library director and the board. Monetary gifts and memorial funds are gratefully accepted and used where most needed. Restricted gifts and bequests will be reviewed by the board before being accepted.

Weeding

Systematic weeding and discarding of books no longer useful, containing outdated or incorrect information, or in poor physical condition should be carried out by the library director to assure a good public library with fresh, timely materials in attractive covers and readable type.

Intellectual Freedom

The library subscribes to the Freedom to Read Statement and the Library Bill of Rights as prepared by the Library Association

Library Advocacy

The Sargent library director and board members will promote active participation in the varied services and programs it offers to people of all ages. In addition, the library director and board members are encouraged to advocate for the library at Sargent city council meetings and other local organizations.

Marketing

Sargent Township Library uses its web site, Facebook, Twitter, and Instagram presence as well as frequent notices published in local news media to inform patrons and the community of new resources, materials and programs.

Personnel and Volunteers – The library director is appointed by the Board of Trustees and is under their supervision. The library director is allowed to take one week of paid vacation per year. The library director can select someone to substitute for him/her and the treasurer will pay them. The library director will also be paid for major legal holidays that occur on regular work days.

The first six months of employment is a probation period and during that time the employee may be dismissed without given cause.

Persons wishing to volunteer time to the library will make this known to the library director or the board. The library director will then inform the volunteer what is needed and arrangements will be made as to the duties and schedules.

Volunteers supplement, but do not replace paid staff. Volunteers are not considered employees of the library and do not receive any compensation or benefits for time worked at the library. The library shall have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.

Staff Professional Development

The library director and board members are encouraged to attend library conferences, and online education opportunities. The library director and board members should be reimbursed for expenses (registration, meals, lodging, time spent in class, and mileage) when attending these conferences with a limit of \$300 per year)

Non Discrimination

Sargent Township Library does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies toward employees or patrons.

Confidentiality

Nebraska State Statute 84-712.05 (11) and the Sargent Township Library protect the privacy of Library users. Information related to a person's use of the Library's materials and services (including information sought, materials used, or Internet usage) is confidential and can be disclosed only under certain circumstances. When necessary for the recovery of lost or stolen Library materials, or when illegal activity involving the Library takes place, the Library Director may authorize disclosure of information to federal, state, or municipal authorities. In all other situations, a valid subpoena or court order is required to disclose or release Library records.

Customer complaints & Book Challenges

In order to protect the freedom of all individuals and groups to read material of their own choosing, it is the responsibility of the library director and the library board to consider all aspects of any challenge to this right. Before any action will be considered, the complainant must file a Request of Withdrawal of Material in writing. The library director and the library board will then take the request under advisement and notify the patron in writing of their decision

Unattended Child Policy:

The Sargent Township Library asks parents to join as partners in ensuring the safety of our young patrons. The library director does not take the place of the parent, act as caregiver, nor assume responsibility for unattended children. Since the library is a public place your children may be at risk. The director is generally busy helping patrons; therefore they are not responsible for supervising children who are using the library. They are often unaware of children's activities, movements and circumstances.

When children are left alone they may become bored or restless and disturb others who are using the library. Parents, guardians, and/or caregivers are responsible for the safety, behavior, and supervision of children at all times in the library and on library property. Children are expected to respect library policies and property. Parents are responsible for the actions of their children in the library whether or not the parent is present. The library director cannot assume liability for children's safety and behavior. Get involved in your children's library use; know what they are reading and viewing and take responsibility for their internet use.

Patron Behavior

Appropriate behavior is expected of all patrons. Violation of any of the following rules will result in a warning and/or expulsion from the property. If necessary, police will be contacted. The Director and staff have authority to carry out all powers of this policy.

1. No food or drink may be consumed in the library (except with prior approval of the Director).
2. No smoking in the building.
3. No conduct which is disruptive to the operation of the library or threatening to patrons, staff or library property.

Online and Physical Community Bulletin Board and Flyer & Displays Policy

- The Library provides an online community bulletin board for patron use. Posting of notices does not indicate library endorsement of the ideas, issues or events promoted by those notices.
- The Library bulletin board is to be used for posting information about library business, programs, and activities. The board may also be used for community or nonprofit announcements.
- The library bulletin board may not be used for advertising, personal services, or commercial notices.
- All notices posted on the community bulletin board must contain the name and contact information of the sponsoring agency and/or its authorized representative.
- One notice per event or issue is permitted.
- Notices will be removed when they are no longer timely or when space is required for more current items.
- The library assumes no responsibility for the preservation or protection of any materials posted.
- The library may control the frequency and content of notices that may be posted. Posting information of illegal or criminal nature is prohibited.

Any flyers or displays must also follow the above guidelines.

Facilities

The Library reserves the reasonable use of its facilities. The following activities are not permitted within the Library facility unless expressly required to conduct library business.

1. Distribution and circulation of petitions to collect signatures
2. Public Demonstrations
3. Solicitation for funds

After Hours Library Use Policy

Use of the library for library-sponsored or co-sponsored events or meetings shall have priority over all other requests. Other meetings will be scheduled on a first come first served basis. The library reserves the right to cancel a reservation for library purposes. The library will make every effort to avoid cancellation.

Reservations by eligible non-profit or civic organizations, or private individuals take second-priority.

- Library may not be reserved for social events such as birthday parties or weddings; for fund-raisers such as garage sales, bake sales, etc.; for commercial and/or for-profit purposes; or for services or programs for which fees are charged.
- Library can be reserved for groups of no more than 6 people.
- Reservations must be made by a person at least 18 years of age, who is an official representative of the eligible organization. If the meeting or event is for persons under the age of 18, an adult supervisor, over the age of 18, must be present at all times.
- All groups/individuals are responsible for any damage caused to Library property during meeting room use.
- No food or drink may be consumed in the library (except with prior approval of the Director).
- Smoking or tobacco use on library property, and consuming alcoholic beverages on library property is prohibited.
- Open flames, burning incense, and lit candles are not allowed.

All groups/individuals are responsible for leaving the library in a clean and orderly condition. Please clean up trash and food waste and take the trash with you. Do not leave any food, crumbs, or trash. We don't want to feed any mice.

Legal precedent holds that libraries may not exclude any group based on the subject matter to be discussed or the ideas for which the group advocates.

Emergency/disaster planning

Medical Emergency Patron/staff

1. If serious, call 911
2. Get the person's name, address, and phone number
3. Offer to contact a family member or friend
4. Call the person's home if necessary
5. Contact family member, friend to transport them for medical care, if necessary
6. Write up the incident as soon as possible afterwards and present a copy to the board president

Fire

1. Call 911
2. Evacuate the building if flames, smoke, or fumes are evident
3. Use a fire extinguisher if appropriate (located in the children's room on top of the tallest bookshelf)

Tornado Warning: A tornado warning is issued and the sirens in Sargent go off.

1. During inclement weather, the library director should monitor the situation and encourage people to go home before a warning is actually issued.
2. If a warning is issued, announce to patrons that a tornado has been sighted within the Sargent area
3. The center table is to be pushed against the west wall, between the two bookshelves. Individuals who do not leave should crawl under the table until the alert is cancelled. If the warning is not over by closing time and there are still patrons in the building, stay with them until the alert has been cancelled, then ask them to please go home or call someone to come and take them home.
4. If a tornado hits the area, keep people in the safety of the library and contact emergency management authorities for instructions. If the library phone or cell phones are operational, allow patrons to contact family members.

Inclement winter weather

In case of snowstorms, the Library Director can elect to close the library early. The director shall not leave the library before all patrons have safely left or contacted someone for transportation.

Computer and Internet use

1. The computers provided for public use may be used on a first-come, first-served basis. If others are waiting, a 30 minute time limit is placed on all persons using the computer, unless other arrangements are made with the librarian.
2. Due to the public setting, privacy is not guaranteed.
3. Parents can notify the library if they do not want their children to use the library's computers.
4. Computer users may not use the library name or address to open any accounts.

5. It is not the duty of the library staff to teach basic computer skills. Library staff will assist patrons with the basics of accessing and searching on the internet.
6. There is no charge for use of computers, however printouts are paid for on a donation basis.
7. The public library computers do not allow patrons to save onto the hard drive. Patrons will need to save to a flash drive.
8. The patron will not violate copyright laws.
9. The library is not responsible for any damage to the patron's personal software or loss of material due to any reason. (Such as electrical failure, user carelessness, viruses, etc.)
10. The patron will not connect, disconnect or rearrange the equipment or software without the assistance of library staff.

Wireless Internet Policy

Sargent Township Library allows for personal computer equipment to access the internet via a wireless network throughout the entire building which is incorporated by reference herein.

1. Persons utilizing the wireless connection agree to comply with all provisions of the current Sargent Township Library Computer and Internet Use Policy which is incorporated by reference herein.
2. The Library's wireless connection is unencrypted and unfiltered. Use of the wireless connection is done at the patron's own risk. By using this connection, patrons acknowledge that security errors and hacking are an inherent risk associated with any wireless service. For that reason, patrons expressly agree that they knowingly assume such risk, and further agree to hold the Library harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into the patron's computer.
3. The Library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless internet connection. Any damage done to the patron's equipment or self from viruses, identity theft, spyware, plug-ins, or other Internet-borne programs is the sole responsibility of the patron; and the patron indemnifies and holds harmless the Library from any such damage.
4. The Library accepts no responsibility regarding the ability of patron owned equipment to connect to the wireless network. Library staff will not change settings on patron equipment.

Evaluation – An evaluation of the library's operation and policies should be revised every three years or as needed.

This policy was revised and adopted by the Board of Trustees on 7/15/2023