

## **Internal Policy of the Sioux County Library Board (Revised January 2024)**

### **BOARD DUTIES**

Duties, power and responsibilities of the board as set forth in attached County Resolution dated February 1, 2001, state laws and trustees manual and included in the By-Laws of the Sioux County Public Library.

### **QUORUM**

A majority of the library board shall constitute a quorum.

### **AMENDMENTS**

The policies may be amended at any two regular meeting of the board with a quorum present. The proposed policy amendment must be presented and discussed at the first meeting and voted on at the second meeting.

### **USE OF THE LIBRARY**

The SCPL seeks to provide all users with a welcoming, comfortable, and safe environment promoting intellectual exploration and learning, access to well-managed and diverse library collections, and the help of knowledgeable staff. The following use of the library policies are intended to ensure a pleasant and productive environment for study and research for all users.

1. The library will serve all persons requesting library services. Service will not be denied or abridged because of religious, racial, social, economic or political status.
2. The library director will provide guidance and assistance for people to obtain the information they seek.
3. The library director and qualified volunteers will initiate programs to stimulate the use of the library materials for the enlightenment of people of all ages.
4. The library will cooperate with civic and community agencies and organizations to help them with program material.
5. The library will supplement, but cannot perform the functions of schools and other institutional libraries, which are designed to meet curricular needs.
6. The library board recognizes that no single library can meet all demands in its community. Because of this, full advantage shall be taken of interlibrary loan and college reference services that are available.

## **CHECK-OUT AND RENEWALS**

1. All borrowers must have a library card in order to check out books. New patrons shall be allowed to check out 1 book per family member for a six-week probation period, or at the discretion of the library director.
2. The fee to secure a library card for non-residents of the county will be determined by the Sioux County Library Board, \$7.50 annually. Sioux County residents will not be charged for library cards, unless a replacement card is necessary, at which time a nominal fee will be assessed to cover the cost.
3. Books may be borrowed by temporary residents. A \$20.00 deposit for use of the library will be collected. This deposit will be returned when the patron(s) are no longer a resident of the county, providing all materials are returned in good condition and all fines paid. Checkout is limited to two items per use or at the library director's discretion.
4. Books shall be issued for a 2-week period with a renewal of an additional 2-week period if the patron calls or requests a renewal. Further renewal requires the book to be brought back to the library to be re-stamped.
5. Items that may or may not be checked out will be up to the discretion of the library director. The following items may not be checked out: current issues of magazines, newspapers, specific historical books, and other reference materials, high school yearbooks, and fragile materials.
6. Periodicals may be checked out for a one-week period with no renewals.
7. Electronic audio and/or visual materials may be checked out for two weeks with no renewals.
8. If electronic audio and/or visual materials are lost or damaged, actual replacement cost will be charged.
9. Electronic audio and/or visual materials may not be returned in any book drop.
10. Copying of electronic audio and/or visual material is not allowed.

## **FINES AND FEES**

1. The SCPL will not charge a daily fine for overdue items.
2. All patrons are responsible for returning items on time. The library may suspend patron account if items are not returned 14 days after due dates. When the account is suspended patron will not be allowed to check out physical materials such as books, audiobooks, and DVD's.
3. Items considered overdue by one month or more will be listed as lost, and the library will bill the patron for the replacement cost.
4. Once an item is returned or paid for its replacement cost, the patron's account will be

reinstated and no fines will be charged.

5. If patron owes \$25 or more for 30 days, we will charge a non-refundable \$10 fee and refer the account to an outside agency for recovery. If patron is unable to return overdue items or pay the balance, they must contact the library director.

6. Library privileges may be suspended at the discretion of the library director for failure to observe the written policies and regulations of the library.

7. Copier and fax machines are open for use at the discretion of the library director for use by the public. Fees for use are as follows: black and white \$.15, color \$.50, photographs \$1.00, faxes \$.25.

### **COLLECTION DEVELOPMENT**

1. In accordance with the overall mission of the SCPL, the purpose of the library's collection is to make freely available materials that will assist the community in their pursuit of ideas, passions, and actions which will improve our collective quality of life.

2. The primary goal of collection development is to provide the best possible collection with the resources available. Collection development includes the selection, acquiring, cataloging, and weeding of the library's collections in all formats. We attempt, within the limits of available resources, to reflect the broad range of human experiences, knowledge, and opinions. We strive to maintain items of current and longstanding interest, provide accurate information, support educational interests, and encourage the enjoyment of reading within the community.

3. Responsibility for the initial selection of library resources rests with the library director. Guidelines, policies, and procedures are set forth by the library board.

4. In general, selection decisions will be made on the basis of expected popularity, content, currency, and ease of use. The library will also consider the importance of emerging new trends, as well as changing information formats and technologies. Materials suggested by the public are also considered, and will be honored if the request conforms to the general selection criteria.

5. Because of financial and physical limitations, the library collection must be selective rather than comprehensive in scope, with a strong focus on popularity, usage, and timeliness. The following criteria may be considered when selecting materials in any format:

- Present and potential relevance to community needs or interests
- Subject timeliness
- Sustained interest
- Suitability of subject, style and format for the intended audience
- Cost and levels of materials funding
- Importance as a document of the times
- Local, state or regional historical significance

- Relation to the existing collection and to other materials on the subject
- Literary merit or professional reviews
- Authority, accuracy and accessibility of presentation
- Reputation of the author, producer, publisher or creator
- Space constraints
- Physical quality of the material
- Availability

**6.** Materials are purchased in the most appropriate format for library use. Factors to be considered when deciding whether to add a new format to the collection include the availability of items in the format, cost per item, community demand, industry standards, and the library's ability to acquire, process, and circulate the items in the specific format. The library collects materials primarily in English, with selected materials for children and adults in other languages.

**7.** Sioux County Public Library strives to reflect the needs of our rural community as closely as possible. The library has the ability to promote understanding and education among diverse groups, and the library will continuously work to curate a collection representing a wide array of people, cultures, ideas, and experiences. The process of curating, maintaining, and providing a diverse and equitable collection is an ongoing process which will be considered during all aspects of collection development.

### **BEHAVIOR POLICY**

Sioux County Public Library has established this Behavior Policy to ensure that library facilities are safe, welcoming and provide equitable access to materials and services for all library users.

1. Appropriate library conduct includes activities such as reading, studying, properly using library materials or computers.
2. No individual may engage in inappropriate conduct on the premises of SCPL, or when using library facilities, or when participating in library programs.
3. Inappropriate conduct includes any individual or group activity which is unreasonably disturbing to other individuals using library facilities, materials and/or premises or is otherwise inconsistent with activities such as reading, studying, or properly using library materials.
4. Patrons shall be engaged in normal activities associated with the use of a public library while in the building.
5. Patrons not engaged in reading, studying, or using library materials or computers may be asked to leave the building.
6. The use of the library or its services may be denied temporarily for due cause as

determined by the library director or the library board. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.

### **UNATTENDED CHILDREN**

The SCPL welcomes children of all ages to use and enjoy the facilities, collections and programs offered by the library. To ensure the safety and wellbeing of children in the library, the following policies have been established.

1. Children under the age of 8 must have a parent/caregiver in the immediate vicinity of (and in visual contact with) the child. The parent/caregiver must be at least 13 years old. Children can be left in the care of an older sibling if that sibling is at least 13 years old. A child can attend a library program without a parent/caregiver in the room as long as the parent/caregiver remains in the library and immediately joins the child at the end of the program.
2. Children ages 8 and younger must have a parent/caregiver in the library. Children who exhibit inappropriate behavior may be asked to leave the library.
3. If a child is not able to leave the library without an adult, he/she should not be in the library alone.
4. Children ages 9 and up may use the library unattended. However, the parent/caregiver is still responsible for the behavior and the wellbeing of the child. The child may be asked to leave the library if he/she exhibits inappropriate behavior. The library assumes no responsibility for the whereabouts of an unattended child who has been asked to leave library property.
5. Teenagers are considered adult users. However, they are the legal responsibility of their parent/legal guardian and should have an emergency contact available.
6. The library assumes no responsibility for the whereabouts of an unattended child once the library has closed.

### **MARKETING**

Sioux County Public Library's broad goals for the library is to provide the patrons with the following services:

1. Quality information retrieval services. The SCPL will provide access to free community publications as space allows. The display of non-library produced publications does not constitute sponsorship or endorsement of the policies, views, or beliefs expressed in each publication.
2. Friendly service and relationship building with patrons.
3. Library materials that fit the community's needs.
4. Up to date technology for patron's use.

5. As a community destination, exhibit and display spaces enable library visitors to participate in the creative life of their community, and exchange information on a variety of subjects. Sioux County Public Library will make bulletin board space available to non-profit groups from Sioux County and the surrounding areas that are engaged in educational, cultural, intellectual, civic or recreational activities. In accordance with the American Library Association's Library Bill of Rights, this space is available on an "equitable basis regardless of the beliefs or affiliations of the individuals or groups requesting space."

6. The SCPL reserves the right to refuse to display any items considered by it to be inappropriate and/or unsuitable to or for a library environment and/or the public served by the library. The library strives to work collaboratively with exhibitors to maintain the integrity of exhibits; however, the library reserves the right to alter, move, cancel and/or remove an exhibit that is in contravention of this or other library policies. Most items are displayed for no longer than one month.

7. The library has guidelines concerning the manner, method and timing of exhibits and displays. These guidelines may also prohibit items that are in violation of any laws, or deemed to be derogatory or offensive. The display of items does not constitute sponsorship or endorsement of the policies, views, or beliefs expressed in any exhibit.

8. All posted items must be approved by the library director and/or library board prior to posting.

The promotion of the library and its programs will include the following:

1. Fliers will be used to promote library programs and will be distributed in government offices, schools and local businesses.

2. Marquee sign will be used to promote library programs, hours, cancelations and other community programs that have been approved by the library director and/or library board.

### **HOURS**

1. Library hours are established by the library board on recommendation of the library director.

2. The library will be open to the public during the following hours and not less than (20) hours-4 days per week.

#### **Normal Business Hours**

Monday 9:00-5:00

Tuesday 1:00-5:00

Wednesday 1:00-5:00

Thursday 3:30-6:30

Friday 9:00-1:00

Saturday 9:00-12:00

3. If the library director feels the library should be opened or closed, the decision shall be made by the library director and president of the board.

4. In general, the library will follow the holidays allowed by the County: New Year's Day, Memorial Day, July 4<sup>th</sup>, Juneteenth Day, Labor Day, Veteran's Day, Thanksgiving Day and the Friday after, and Christmas Day.

### **LIBRARY DIRECTOR RESPONSIBILITIES AND DUTIES**

The library director shall be appointed by the board and shall be paid a salary. All appointments are made for a probationary period of six months. An employee may be dismissed at any time during his/her probationary period, after given two weeks' notice of his/her services are unsatisfactory or if he/she proves to be unqualified for the position to which he/she was appointed. This six month probationary period is a prerequisite for permanent appointment. An evaluation is made at this time and annually thereafter. The employee policy will follow the rules and regulations as set forth in the county Employees "Employer Handbook". All employees will be directly responsible to the library director for their work requirements and conduct while on duty for the library.

1. Plans and organizes the programs and services of the library; evaluates the effectiveness of library services; prepares reports on these services to the library board, Sioux County Board of Commissioners, and the Nebraska Library Commission.
2. Recommends policies to the library board and implements library policies and procedures.
3. Submits an annual budget to the library board and supervises expenditures of library funds.
4. Selects books and library materials and administers the acquisition and processing of these materials. The library director shall be responsible to select materials needed to serve special populations such as children, the elderly and minorities. Each acquisition shall be coded to identify purchase by source and date.
5. Establishes and maintains effective working relationships with county government, Friends of the Library, community groups, and other library agencies. Represents the library to the community.
6. With library board approval, hires any additional staff and coordinates volunteer help. Hiring of additional staff shall be solely on merit, with due consideration of personal, educational, and physical qualifications of training and aptitudes for the positions, regardless of race, color, creed or sex.
7. Attends and reports at all board meetings except those at which their appointment or salary is to be discussed, with no compensation.
8. Attends informational meetings given by the state that are deemed necessary to maintain literacy in this library.

9. Makes use of the services and consultants of the regional library systems and the Nebraska Library Commission.
10. Must be willing to take advantage of continuing education activities, professional meetings, and other opportunities to improve awareness and knowledge of current library practices and procedures.
11. If the library director is to be absent from work, his/her absence shall be approved by the library board president.
12. Keep books, checkout items, and the library in appropriate order.
13. Catalogue and prepare new books, audiobooks, etc. (all physical library property) hereinafter referred to as 'checkouts' made available for public use, as they are received.
14. Sort and set aside books, "loaners", displays, etc. that show wear and need to be discarded, repaired or replaced, for approval to discard, replace or repair, by a committee set forth and approved by the president of the board.
15. Collect monies through fines, rental fees, donations, etc., provide receipts, and turn over to the Sioux County Treasurer for deposit into the Library Fund.
16. Purchase books and 'checkouts'.
17. Keep necessary records of books and other checkout items loaned and returned and current up-to-date records necessary for an annual report.
18. Keep current and accurate record of any furniture, fixtures or other inventory purchased, donated or in any other way acquired, that would become property of Sioux County and entered onto an inventory list.
19. Keep library clean and organized. No extra pay for cleaning, unless approved by the board.
20. Keep order during library hours.
21. Keep the library open for public use during hours set by the board.
22. Supervise and direct volunteers.

### **SALARIES**

1. All salaries paid to employees of the library shall be set with the library board with budget approval of the Sioux County Board of Commissioners.
2. All salaries will commensurate with the duties of each employee.
3. All employees will be paid monthly with deductions made according to the county



payroll policy.

4. Salary increments are at no time automatic. Salaries may be adjusted at the discretion of the library board in consideration of qualifications, tenure and quality of service rendered by the person being considered.

### **VOLUNTEERS**

Persons within to volunteer time to the library will make this known to the library director or the library board. The library director will then inform the volunteer what is needed and arrangements will be made as to duties and schedules. Volunteers will be dealt with in a business-like manner. The skills and needs of the volunteer will be considered when assigning him/her a project.

### **PERSONNEL**

1. The SCPL shall not discriminate against any employee or applicant for employment because of race, religion, handicap, color, sex or national origin.

2. Every employee, shall be on probation for their first six months of work. During that period, the library board shall observe his or her training with particular care, and advise the probationary employee in the performance of his or her duties, and let the probationary employee know whether he or she is progressing satisfactorily. At the close of the probation period, the library board shall end the probation status of the employee, extend the probation period not to exceed one period of six months and so notify the employee, or dismiss the employee.

3. The library board has a duty to orient all new employees. Such orientation training includes the duties of the position, the hours of work, safety precautions, the rights and obligations of an employee, and information about the library. The new employee should be made welcome and be encouraged to ask questions, especially during his or her first weeks at work.

### **SEXUAL HARASSMENT**

1. The SCPL is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the library maintains a strict policy prohibiting unlawful harassment in any form including verbal, nonverbal and physical abuse.

2. Sexual harassment refers to behavior which is not welcome, is offensive, and interferes with work performance. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute harassment when:

3. Submission to such conduct is made either explicitly or implicitly in terms or conditions of an individual's employment.

4. Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual.

5. Such conduct has the purpose of or effect of unreasonably interfering with an

individual's work performance or creating an intimidating, hostile, or offense working environment.

6. Sexual harassment may take many forms including, but not limited to, the following:  
Verbal: innuendos, suggestive comments, jokes of a sexual nature, propositions and threats.

7. Non-verbal: sexual suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.

8. Physical: unwanted physical contact, including touching, pinching, brushing against the body, coerced sexual contact and assault.

9. Anyone who believes he or she has been the subject of sexual harassment by a co-worker, member of the library board, or non-employee should promptly report the facts of the incident or incidents and the names of the individual involved to the library director. The directors will immediately report any complaints concerning sexual harassment to the president of the library board. If a complaint involves the director, the complaint shall be made directly with the president of the board. The president of the library board will promptly investigate all such claims in as confidential a manner as possible and appropriate corrective action will be taken.

### **DISCIPLINE AND SEPARATION FROM SERVICE**

1. Resignations: Resignations are submitted in writing to the library director. A minimum two weeks' notice is requested from all employees.

2. Library Director - Discipline: The library board may remove the library director at their pleasure.

3. Disciplinary action or measures may include the following: oral reprimand, written reprimand, suspension with or without pay and/or discharge.

4. Disciplinary action may be imposed on the library director only for just cause. Any disciplinary action or measure concerning the director will be in writing (except oral reprimand). If the board has reason to discipline the director, it shall be done, if possible, in a manner that will not embarrass the employee before other employees or the public. Prior to any decision of the board to discharge or suspend the director, the board shall also meet with the director and shall explain the basis of the evidence against the employee. During such meeting, the board will provide the director with an opportunity to present his or her version of their circumstances which resulted in an investigation. Part time employees and probation or full time employees may be discharged with cause.

5. The director shall file a copy of his or her written decision with the president of the library board. The notice shall contain specific reasons for the disciplinary action and shall include a statement justifying the action taken. The notice shall also inform the director of his or her right to post disciplinary action hearing before the library board in accordance with this policy.

6. The library director shall be permitted to appear in person and with the county

commissioners to present evidence. The director shall be permitted to appear in person and by counsel, to present evidence.

7. No later than ten calendar days after the hearing the library board shall certify its findings in writing to the employee and to the library director who shall enforce them.

8. All notices will be given to the employee personally or by certified mail addressed to the employee at the residential address of the employee shown in the personnel records. All notices made to the director will be given in person or by certified mail addressed to the library building located in Harrison, Sioux County, Nebraska.

### **DISMISSAL**

The library director has the right and authority to recommend to the library board dismissal from the staff of any employee whose attitude, professional ethics and conduct or performance of duties warrants such action. In every case, the employee shall have the right to present his/her case both to the library director and to the library board.

### **ANNUAL REPORT**

At the April meeting, the budget will be reviewed by the library board and the library director. The library director will then prepare and present the annual report and budget at the May meeting to be approved by the library board before submitting to the Sioux County Board of Commissioners at the appropriate time.

### **MATERIAL SELECTION POLICY**

The SCPL endeavors to purchase materials which have continuous value, current interest and represent the best available material to meet the community's needs and interests.

1. The staff must know the community and the community must be aware of the library and its services.
2. Materials should add to the development and enrichment of life.
3. Materials should be of potential service to patrons.
4. The existing collection must be constantly evaluated for its usefulness regardless of an abstract evaluation of its worth.
5. Another consideration must be the purpose, which the collection is to achieve.
6. The selection of library materials is the responsibility of the library director operating within the framework of policies determined by the library board.
7. In order to serve the community, the SCPL board endorses the Library Bill of Rights adopted by the American Library Association Council, amended to include "age" reaffirmed January 23, 1996 and the Freedom to Read Statement, amended June 30, 2004.

## **WEEDING**

1. The library collection is examined for the purpose of weeding or repair of materials to maintain a balanced, attractive collection.
2. The library maintains an active policy of withdrawal based on elimination of unnecessary items, outdated materials, books no longer of interest or in demand, duplicated and worn or mutilated copies. Frequency of circulation, community interests and availability of newer or more valid materials are basic considerations.
3. Final decisions are made by the library director.

## **INTERNET POLICY**

In response to advances in technology and the changing needs of the community, the SCPL endeavors to develop collections, resources and services that meet the cultural, informational, recreational and educational needs of Sioux County's rural community. It is within this context that the SCPL offers equipment to access the Internet.

1. The SCPL does not monitor and has no control over the information accessed through the internet, and cannot be held responsible for its contents. The internet is a global entity with a highly diverse user population and library patrons use it at their risk.
2. All internet resources accessible through the library are provided equally to all library users. Parents or guardians, not the library or its staff, are responsible for internet information selected and/or accessed by their children. Parents and only patrons may restrict their children and only their children, from access to internet resources accessible through the library. Parents are advised to supervise their children's internet sessions.
3. The internet access computers are available during regular library hours, subject to periodic maintenance. Use of internet access computers is on a first-come, will not have a limit assigned, but agree, as a condition of use, that if anyone else is waiting they will make the computer available with 20 minutes of being informed by library staff that another person is waiting.
4. Patrons prohibited from using the internet system in any manner which violates federal, state or local laws or policies. Patron may not place copyrighted material on the internet unless permission is obtained from the author. Public domain materials may be placed on the system as necessary for educational purposes. Both copyrighted material and materials in which the author has the retained no rights (Public Domain material) may be downloaded for patron use. Misuse of the computer or internet access will result in loss of patron computer privileges.
5. Sioux County Public Library will not be responsible for any liability of expense you may incur in connection with your use of the system.
6. Patron may not use their own software programs on the internet access computers. This will help prevent computer viruses that are common on public computers.

7. Library staff cannot provide in-depth training concerning internet computer jargon or personal computer use. We may, however, be able to offer searching suggestions and answer questions.
8. Not all sources on the internet provide accurate, complete, or current information. You need to be a good information consumer, questioning the validity of the information you find.
9. The SCPL considers this service to be of considerable value to the community, providing an informational safety-net for Sioux County residents without computers or on-line access, and providing access to an astonishing range of information.

### **SAFETY POLICY**

A policy concerning the Village's Safety Program is available at the library. This is in compliance with the Workman's Compensation Revision LB 757.

A copy of the SCPL's disaster policy is available at the library.

### **PUBLIC SERVICES**

1. The library provides a book drop for patrons to return library materials and is available 24 hours a day by the main entry. All materials may be returned in the book drop with the exception of audiobooks, CD's and DVD's. If audiobooks, CD's, or DVD's are placed in the book drop, a fine of \$5.00 will be assessed per item.
2. As a service to the public, the SCPL has made available a copier and fax for public use with applicable charges posted in the library.
3. The library uses a business telephone service.
4. Computer usage is limited to one hour per day, unless further time is requested, in which it will be approved at the librarians discretion.
5. The library will provide a summer reading program each summer. The purpose of this program is to help all readers maintain and improve their reading skills and develop an appreciation for literature.
6. The SCPL has provided a big screen smart TV at the library.
7. Library director and volunteers will assist patrons in finding needed information. Brief reference questions are also answered by telephone.
8. Patron's suggestions or criticisms are directed to the library board.
9. Periodically, the library may display private collections of art that are of interest to the community for a 30-day period. The library staff will provide reasonable care for its safety and are not responsible for damage or loss beyond logical surveillance.
10. The budget preparation is a cooperative process, with the library director, and the

Board of Trustees. Goals and projects are discussed at the board meetings.

11. The Library Policy is reviewed annually at the January board meeting. Changes and updating may be made with the board president signing the adopted document.

### **COMPLAINTS**

If at any time, a patron of the SCPL believes the content of materials is inappropriate for the collection, he or she may register a request for the reconsideration of the materials in question.

1. The library will provide the forms to be used with these requests.
2. Requests for reconsideration will be presented by the library director at the next regularly scheduled library board meeting.
3. The library board will review and take appropriate action as it sees fit.
4. No material may be withdrawn from the library under this procedure unless a majority of the board members vote for removal.

### **GIFT, MEMORIALS AND DISPLAYS**

The library welcomes gifts of books and other materials with the understanding that the materials become the property of SCPL and will be evaluated with the same criteria applied to purchase materials.

1. The library director shall have the right to refuse materials, which he/she believes do not contribute to the purpose of the library that cannot be accommodated, or are not suitable at the time. When in question or furnishings are involved, the board will be consulted.
2. When the library receives a cash gift for the purchase of memorial books, the library director in consultation with the donor will make the selection.
3. Unrestricted gifts of money, lands or property will be gratefully accepted by the board to use at its discretion. Any monetary gifts must be deposited in the Sioux County Library Foundation account.
4. Gifts or bequests, with specific restrictions attached will be reviewed by the board for acceptance.
5. Periodically, the library may display private collections that are of interest to the community. The library staff will provide reasonable care for its safety. The staff is not responsible for damage or loss beyond logical surveillance.
6. No poster, display, exhibit, pamphlet, brochure, etc. shall be placed in the library without permission of the library director and/or the library board.

## **PRIVACY AND CONFIDENTIALITY**

Registration and circulation records of the SCPL are confidential. Information from these records will not be released except under the conditions outlined in this policy. This confidentiality is protected by Section 84-712.05 (11) of the Revised Statutes of Nebraska, Reissue 2004.

In the case of a minor (below age 19) information may be released to any individual who is listed in the child's library account as the parent or guardian, who presents the request in person at the library and must provide current identification if requested. Information will not be released to anyone whose name is not in the account or if his/her address is different than the child's.

Library registration and circulation information may be released to law enforcement agencies or courts only upon presentation of properly executed process, order or subpoena. All requests, except those from individuals seeking to examine their own records or those from parents or guardians seeking to examine their children's records, will be referred to the library director.

## **PHYSICAL FACILITIES**

The SCPL seeks to provide quality library service to all users in a safe and pleasant environment. The facilities will provide an environment that is welcoming, physically comfortable, clean, safe, and supports the technological and informational needs of its community. This policy extends to the public and staff areas for both users and employees. It includes the physical facilities, equipment, furniture, materials, bulletin boards, exhibit/display areas, and vehicles (including all service-providing vehicles). The policy also includes facilities the SCPL rents or uses in its service to the public.

1. Any organizations or groups requesting the use of the library for meeting or activities must get approval from the library director and president of the library board.
2. The library shall schedule non-library facility use after the needs of the library have been met.
3. The library reserves the right to attend any event held in its facilities to ensure no illegal activities are occurring on library premises. The public cannot be excluded from general use.
4. Events held in the library must not disturb library operations. The library reserves the right to stop events that are disruptive to library operations. Groups that disturb library operations may be denied future use of the building.
5. Attendance at the library may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the building.
6. Smoking is prohibited on library premises.
7. The library is not responsible for equipment, supplies, materials, or other items owned by a group and cannot provide overnight storage for any group.

8. Groups using library facilities must not use advertising and/or publicity that imply their programs are sponsored, co-sponsored, endorsed, or approved by the library, unless written permission to do so has been previously given by the library. No group is allowed to tack or tape anything to walls or doors.

9. The library has the right to refuse use of the library to any group or organization that has abused its past privileges in using library facilities as determined by the library director and the library board. Including, without limitation: disruptive behavior, vandalism, theft, failure to appear for a scheduled meeting and/or failure to exit the building on time.

10. The library reserves the right to cancel or change the location of any event if circumstances so demand and will endeavor to give at least 24 hours' notice of cancellation or change. The library reserves the right to cancel events with less than 24 hours' notice due to acts of nature or situations warranting an emergency library closing.

11. Under current stature, insurance is the responsibility of the county but the cost must be included in the annual library budget.

12. Use of computers, copier, laminator, etc. shall be at the discretion of the library director.

13. The library board recognizes that no single library can meet all demands in its community. Libraries in different political sub-divisions working together, sharing their services and resources, can more fully meet the needs of their users. The library will cooperate with the Panhandle Library System whenever possible.

14. The library welcomes classes visiting from schools and civic groups. Close association shall be maintained with such groups to understand the needs and ideas on community betterment. Requests for films from the Nebraska Library Commission can be made to the library director by any interested group or organization. Return postage fees, library rate and any other fees involved will be charged to and paid by the requesting group or organization.

15. It is important that the library have materials that are useful to students; therefore, the library director will communicate periodically with the schools to help determine any additional need of service.

### **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:

1. 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.

2. 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.

3. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person is right to use a library should not be denied or abridged because of origin, age, background, or views.

6. 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.

Adopted June 18, 1948 Amended February 2, 1961, June 27, 1967, and January 23, 1980 by the American Library Association Council.

Affirmed as Nebraska Library Bill of rights April 3, 1981 by unanimous adoption of the Nebraska Library Commission.

### **THE FREEDOM TO READ**

We trust Americans to recognize propaganda and to reject obscenity. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they will favor free enterprise in ideas and expression.

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM**

Author/Artist \_\_\_\_\_

Title \_\_\_\_\_

Book \_\_\_\_\_ Periodical \_\_\_\_\_ Other \_\_\_\_\_ Publisher/Date \_\_\_\_\_

Please state the reason for your request.

Have you read/viewed/listened to this work/exhibition in its entirety? \_\_\_\_\_

What are the positive points of this material?

What would you like the library to do about this work?

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject?

Request Initiated By: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you represent:

\_\_\_\_\_ Yourself

\_\_\_\_\_ an Organization (Name) \_\_\_\_\_

\_\_\_\_\_ Other Group (Name) \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Patron: \_\_\_\_\_

Date: \_\_\_\_\_ Received by Staff Member: \_\_\_\_\_