



Policy Manual

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Springfield Memorial Library Board Statement

The Springfield Memorial Library Policy Manual is prepared by the Board of Trustees to serve as a directive of the Board regarding the operational policies of the library. The policy manual is a guideline for providing information on various issues and give a clear understanding of policies and procedures on work rules relating to library staff. These policies are examined annually and may be revised at any time by action of the Board of Trustees.

The Springfield Memorial Library Board of Trustees adopts the Library Bill of Rights and the Freedom to Read Statement on Book Selection and Controversial Materials. (See Appendix A)

Mission Statement

It is the mission of the Springfield Memorial Library to assemble and provide educational resources, recreational reading materials, and programs to enlighten and enrich the personal lives of our patrons.

Vision Statement

The Springfield Memorial Library will serve the community as a center for reliable information, and support educational, civic, and cultural activities of groups and organizations. The Springfield Memorial Library will provide opportunity and encouragement for children, young people, and adults to educate themselves continually, and provide an opportunity for recreation through the use of literature, film, and other art forms. The library will strive continually to identify and meet the community needs and cooperate with other organizations, agencies, and institutions to meet those needs.

General Services of Springfield Memorial Library

1. Within the Library, the use of all reference and other collections are free.
2. Responsibility for reading materials by minors rests with their parents or legal guardians. The library staff will not withhold library materials from any patron, regardless of age.
3. The library staff will provide guidance and assistance for people to obtain the information they seek.
4. The library will initiate programs for adults and children, to stimulate the use of library materials, and to enlighten people of all ages.
5. The library will supplement, but cannot perform the functions of schools and other institutional libraries that are designed to meet curricular needs.
6. The Board of Trustees recognizes that no single library can meet all of the demands of its community. Therefore, full advantage will be taken of the Interlibrary Loan Services that are available. Patrons are requested to pay return postage and reimburse the lending library for any lost or damaged books.
7. Black and white copying is available to the public at our current per page donation fee.
8. Free Internet access is available to everyone. All users must sign our Internet access agreement and follow its guidelines.
9. Local fax service is available for a donation of \$1.00 for each five (5) pages.
10. Phones in the library are available to the public for emergencies only.
11. Library staff will deliver materials as requested by the homebound.
12. Use of the library and its services may be denied temporarily for due cause. Such cause may be failure to return materials, pay penalties or fines, destruction of property, disturbance of other users, misuse of computer services or other objectionable behavior on library premises.
13. Normal library hours are as follows:

Sunday	Closed
Monday	10:00am – 5:00pm
Tuesday	1:00pm – 7:00pm
Wednesday	10:00am – 5:00pm
Thursday	1:00pm – 7:00pm
Friday	1:00pm – 5:00pm
Saturday	9:00am – 1:00pm

The Library may close for any weather, civic, or health emergencies.

The Library closes for these holidays:

New Year's Day – January 1
Martin Luther King, Jr. Day – third Monday in January
President's Day- third Monday in February
Memorial Day – last Monday in May
Independence Day – July 4
Labor Day – first Monday in September
Columbus Day – second Monday in October
Veteran's Day – November 11
Thanksgiving Day – third Thursday in November
Day after Thanksgiving
Christmas Eve Day (1/2 Day) – December 24
Christmas Day – December 25
New Year's Eve Day (1/2 Day) – December 31

Library Cards

1. Residents living within the city limits may secure a library card by filling out the application card.
2. Non-residents, living outside the city limits, may secure a library card by filling out an application card and paying the required fee of \$35.00 per year per household. A library card is issued for one year and is renewable by paying the annual fee.
3. Student cards can be issued to youth ages 12-18 years with parental permission. A parent or legal guardian must sign library card applications for children under 18 years of age.
4. Library cards with patron numbers will be issued to patrons and kept on file in the library.
5. Library household cards are issued for all members of the household and are not transferable or refundable.
6. Service will not be denied or abridged because of sex, age, religion, social, economic or political status.
7. Temporary residents may borrow materials for a brief time by making a deposit of the estimated value of those materials. The deposit will be refunded upon return of those materials. Library staff may use their discretion in providing this service.

Circulation Policy

Policy Statement: The Springfield Memorial Library will use the following guidelines for the day-to-day operation of the library.

1. All borrowers must have a current library card to check out materials.
2. For free passes provided by area venues and home projector kit, member must be a library card holder in good standing for ninety (90) days.
3. For the Home Projector Kit, a member must be a library card holder in good standing for six (6) months.
4. Materials can be checked out for a period of three (3) weeks, and renewed, at the discretion of the library staff, for another three (3) weeks, with the exception of:
 - a. Home Project Kit: two (2) library days
 - b. Yard Games: 1 week
 - c. Cake Pans: 1 week
5. Certain materials are not allowed to be checked out. These materials include:
 - a) Out of print materials
 - b) Reference and local history items marked as non-circulating
6. Each library patron is allowed to check out four (4) library materials with the exception of video DVD's, home projector kit, yard games, and cake pans. More may be permitted at the discretion of library staff.
7. Video DVD check out is according to the policies attached to each video case. A total of three (3) videos per household can be checked out at one time. Check time for videos is three (3) library weeks and are due before the library closes. Videos can be renewed one time by phone.
8. A total of two (2) yard games can be checked out per household. Games are not allowed to be renewed.
9. A total of five (5) cake pans can be checked out per household. Cake pans are not allowed to be renewed.
10. Reserves can be placed on items currently checked out with the exception of the home projector kit. Patrons are notified when those items become available.

Fines

Policy Statement: Fines are assessed as follows:

1. Fines accrue for each day the library is open on unreturned items.
2. Borrowers are assessed a fine of ten cents (\$.10) per day for all overdue materials with the exception of videos, yard games, and the home projector kit. Fines charged for videos and yard games are \$1.00 per day. Fines charged for the home projector kit are \$5.00 per day. There is no grace period. On days when the library is closed, fines are not assessed.
3. Any patron failing to return library materials due to loss or destruction, will be charged a fine equal to the replacement cost of the material and incurred expenses in doing so (i.e. shipping and handling, paperwork, staff work time).
4. Library borrowing privileges are restricted if a cardholder owes more than five (\$5.00) in fines. Borrowing privileges are restored after payment of fines

Replacement of Lost/Damaged Materials

Policy Statement:

1. When materials are lost, the patron will make restitution to the Library by paying the original purchase price of the item(s). If the material is subsequently found, returned to the library, and is in acceptable condition, the price of the material is refunded to the patron.
2. When a patron returns a damaged material, a judgement is made by the library staff as to whether or not the material must be replaced. If the library keeps the item in our collection, a notation is made of the damage on the material. If replacement is required, the patron must pay for the cost of the material.

Confidentiality of Library Records

Policy Statement:

State law stipulates confidentiality of library records, i.e. Law 84-712-04 "Records which may be withheld from the public" and states that "The following records, unless publicly disclosed in open court, open administrative proceeding, or open meeting or disclosed by public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records.(10) Records or portions of records kept by a publicly-funded library which, when examined with or without other records, revealed the identity of any library patron using the library's materials or services."

1. The Board of Trustees recognizes that circulation records and other records identifying the names of library users with specific materials are confidential in nature.
2. All library employees are advised that such records shall not be made available to any agency of the federal, state, or local government, except pursuant to such process, order or subpoena, but may be authorized under the authority of, and pursuant to federal, state or local laws relating to civil, criminal or administrative discovery or legislative power.

3. It is the policy of the Springfield Memorial Library to maintain complete confidentiality of library circulation records.

Collection Development and Procurement of Library Materials

Collection Development Responsibility

The Library Director shall be responsible for the selection and purchase, from the mass of available materials, those books and materials, which best meet the interests and needs of the community.

General Selection Criteria:

The general criteria listed apply to the selection of materials. Not all titles selected will meet all the criteria listed, but will fall into at least one of these categories:

1. Suitability of purpose to meet the demand and interests of the community
2. Extent to which the item supplements, expands on or supports the existing collection
3. Contemporary significance or permanent value
4. Accuracy
5. Reputation and authority of author, editor or illustrator
6. Literary merit
7. Cost relative to the value that the item contributes to the collection
8. Space needed for item display

Disbursement of Materials

Weeding of library materials will be done using the CREW (Continuous Review, Evaluation and Weeding) method. Criteria used for deselection:

1. Outdated materials
2. Unnecessary items
3. Books no longer of interest or in demand
4. Unused duplicates
5. Worn or damaged copies

Books are available for sale all year, with yearly sales in the fall and spring. Those materials not sold will be disposed of at the discretion of the Library Director, usually by donation to needy organizations.

Materials Complaint Policy

Library Reconsideration Policy Statement:

The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to all.

A patron with a valid Springfield Memorial Library account and library card, hereinafter referred to as patron, who wishes to request the withdrawal or reclassification of materials currently owned by the library is encouraged to discuss their concerns with the library director. If the patron is not satisfied with the response to their request, the library director will provide the patron with information and a form to request a formal reconsideration of the library resource.

(Statement reference: American Library Association)

The following policies are for handling complaints from patrons on material selection and circulation:

1. The Board of Trustees recognizes that the library may become a target for pressure from various groups and individuals who wish to use the library's name and services as instruments of their own tastes and views. These groups or individuals wish to have the library disregard its professional responsibilities to the whole community and instead, promote the ideas and interests of a portion of the community. To deal with the pressures to censor or proselytize, the Board of Trustees needs to be supportive of the Library Director and staff in his/her efforts to select materials, as well as turn away gifts of materials. In this way, the widest possible range of expression regarding ideas and issues of our time can be available.
2. It is the responsibility of the Library Director, supported by the Board of Trustees, as guardians of the people's freedom, to protect patrons from groups seeking to impose their own standards and tastes upon the community. To meet these challenges, the Board of Trustees understands and follows these procedures for dealing with materials selections complaints:
 - Make certain that the complaint has been filed in writing, using the reconsideration forms available.
 - The Library Director will also submit his/her recommendations and evaluation of the material being challenged and its place in the collection.
 - At the next regularly scheduled meeting of the Board of Trustees, the complaint will be reviewed and a decision will be made regarding action to be taken.
 - The Library Director will notify the patron, in writing, of the Board of Trustee's decision soon after the meeting.
 - A specific title or item in the Springfield Memorial Library's collection may only be reconsidered once within a three (3) year period.

Gift and Donation Policy

Materials Donation Policy

1. The Springfield Memorial Library accepts donations of hardcover books, paperback books, CD audiobooks, DVD's, and current magazines in good condition.
2. For large donations of more than two (2) boxes, contact the library before bringing the materials.
3. All materials are assessed and added to the library collection, if deemed appropriate for the library's needs. Items not suitable for library use are sold at the used book sale. Any items not sold during the sale are disbursed accordingly.

The following materials are not accepted:

- Cassette tapes
- VHS tapes
- Encyclopedias
- Text books
- Vinyl records
- Damaged or moldy materials

Furnishing Donations

1. The decision to accept donations of furnishings by private donors, such as furniture, landscaping items, art, and equipment shall be made by the Springfield Memorial Library Board of Trustees.
2. All items valued at or over \$1,000 need the approval of the Library Board of Trustees.
3. The decision to accept a donation is based on need, space, appropriateness, expense, and frequency of maintenance.

Memorial and Honor Donations

1. Memorial and honor donations are gratefully accepted for the purchase of books and other library materials. Memorial materials will include the name of the designated person and contributor(s).
2. Disbursement of memorial money will follow the wishes of the person donating the money if the request is allowed by the library's current policy.
3. Memorial and honor donations are acknowledged with a letter from the Library Director to the recipient's family or the recipient.
4. The Library Board of Trustees need to approve all sizable purchases using memorial donations.
5. Memorial plates are paid for out of the designated memorial fund and be placed on those items of furniture and equipment purchased with memorial funds.
6. Memorial books are replaced only if they are of value to the library. If a memorial book is replaced, the money will be taken from the designated memorial fund.

Other Donations

1. Unrestricted gifts of money, lands, or property will be gratefully accepted by the Board of Trustees and will be used at its discretion.
2. The Board of Trustees will review gifts or bequests with specific restrictions attached before accepting.

Local History Collection

Purpose and Scope of the Local History Collection:

The purpose of the local history collection is to preserve materials that document the history of Springfield Memorial Library and Sarpy County and to make these materials available to researchers and the general public.

Springfield Memorial Library will preserve and maintain these materials for future generations by using accepted preservation methods, and providing access to the materials under safe and secure conditions. The library will work in conjunction with other Local History entities, such as historical societies and libraries, to educate the public on the holdings of the collection.

The major emphasis of the collection is historical and current information about the City of Springfield and the surrounding communities of Sarpy County. Subject areas include: early settlers, ethnic groups, family, business, work, and prominent individuals and events. Materials on these subjects will not be declined based on language.

The collection houses materials in a variety of formats including, but not limited to: books, pamphlets, posters, diaries, letters, maps, photographs, and scrapbooks. The collection does not house materials in the following formats: three dimensional artifacts, original government records, posters larger than 36" x 48," or electronic records.

All donors must sign a Local History Donation Form transferring ownership and copyrights to Springfield Memorial Library.

The Library reserves the right to decline gift offers.

Gifts over \$250.00 amount

All donated items in value over amount \$250.00 must be approved by the Library Board of Trustees. Donations will be accepted provided that (a) there is a signed Local History Donation Form that legally transfers ownership of the materials to the Springfield Memorial Library, and (b) the donor does not require excessive restrictions on use.

Discarding Materials:

Springfield Memorial Library reserves the right to dispose of materials inappropriate to our collections. Options include returning materials to donors, selling items, and offering collections to other institutions (when feasible).

Cooperative Agreements

Springfield Memorial Library may enter into cooperative agreements with other organizations in order to preserve historical materials and/or to make them more widely available, e.g. Nebraska Memories project administered by the Nebraska Library Commission.

USA PATRIOT ACT

The Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act) became law on Oct. 26, 2001. Under the act, the Federal Bureau of Investigation (FBI) and law enforcement officials can seek court orders for Library records for investigations relevant to national security or terrorism. Library staff who are served with these search warrants are not allowed to say disclose anything about the warrants or whether any records were turned over to law enforcement. Library staff are not allowed to inform a library patron that their records were given to law enforcement agencies or that the person is the subject of an FBI investigation.

If staff of the Springfield Memorial Library receives a search warrant, subpoena, or other request or order for information from a local, state and federal law enforcement agency under the USA PATRIOT Act, library staff will refer the law enforcement officer to the Library Director, Assistant Director or designated staff member. Library staff will refer all verbal or written requests (with or without a court order) to the Library Director, Assistant Director or designated staff member. The Library Director, Assistant Director or designated staff member will deal with each request on a case-by-case basis in consultation with the presence of the City Attorney to ensure compliance with the law as well as confidentiality obligations.

Procedures if contacted by Law Enforcement for Library Information:

1. The person-in-charge will be the Library Director, Assistant Director or designated staff member (in case of the absence of the Director or Assistant director.) The person-in-charge should receive all inquiries from law enforcement.
2. The person-in-charge will verify the identity of any law enforcement agent who requests library records or other information, including getting a business card from the agent and calling his/her business office to verify employment.
3. The person-in-charge will ask for a copy of the court order and its affidavit, if available. A copy of the court order is essential, as the search must comply with its terms. The affidavit may provide additional information (if available).
4. The person-in-charge will verify that a judge has signed the search warrant. If the warrant does not have a judge's signature, the person-in-charge will request a signature, contact the City Attorney immediately, and refuse to allow the search without a valid court order. If a judge has signed the search warrant, the person-in-charge will contact the City Attorney immediately and ask that the attorney be present during the search, but must allow the search to go on immediately, if asked.
5. Other court orders including subpoenas are not immediately executable. The person-in-charge will contact the City Attorney to determine the subpoena's validity.

6. Under the USA PATRIOT Act, amendments to the Foreign Intelligence Surveillance Act (FISA) permit seizure of “any tangible things” relevant to a foreign intelligence and international terrorism investigation, including electronic records and computer servers containing those records, as well as hard copy records. This request must be made through the FISA Court. The Library is not permitted to disclose to any other person that law enforcement has sought or obtained tangible things under this section (other than to notify those persons necessary to produce the tangible things, such as essential Library staff and the City Attorney).
7. The person-in-charge needs to request time to assemble appropriate personnel. If possible, the law enforcement officers should be escorted to a private area.
8. The person-in-charge needs to fax the warrant to the City Administrator and City Attorney to be reviewed as soon as possible.
9. The person-in-charge should remind staff to stay out of the way and not to interfere with the search. They have the right to decline to be interviewed and they have the right to have an attorney present if they choose to be interviewed.
10. The person-in-charge needs to keep track of expenses. In some cases the library may be compensated, such as if the library must rent computers to replace those seized.
11. Double check to see if a gag order or “sealed” order has been included with the court order. For example, Section 215 of the Patriot Act (and other sections of the Foreign Intelligence Surveillance Act) state that “No person shall disclose to any other person (other than those persons necessary to produce the tangible things under this Section) that the FBI has sought or obtained tangible things under this section.” Necessary persons will include an attorney and essential staff up the chain of command, but not nonessential staff, spouses, etc. If contacted by the press, this could require “no comment” statements. Keep records of the incident in a secured location.

Library Code of Conduct

The Springfield Memorial Library Board of Trustees wishes to ensure all patrons a safe environment while visiting the library. These rules have been adopted to provide quality library service for the comfort and protection of all those working and using the library. Unacceptable behavior is not permitted. Unacceptable behavior includes the following:

1. Loud talking or other noise.
2. Physical threats or abuse.
3. Running in the library.
4. Abusive or foul language.
5. Food and drinks are prohibited, with exception of library coffee days for adults. Cups with lids will be allowed. Food and drinks are permitted in the meeting room and front entry.
6. Abuse or misuse of library furnishing, equipment or materials.
7. Congregating or blocking the entryway.
8. Commission of an illegal act against any patron or library staff member, i.e. theft, trespass, assault, arson, etc.
9. Possession of alcohol, illegal substances or weapons on library property.
10. Use of tobacco of any form and vaping while inside the library building.
11. Use of smart devices, tablets, or any other audio devices that can be heard by other individuals.
12. When using your cell phone, be considerate of those around you, and keep your conversations short and your voice lowered. If you need to have an extended conversation, please use the library's entryway area.
13. Not wearing shoes or a shirt.
14. Buying, selling, or soliciting for personal or commercial gain.
15. Any behavior not conducive to the operation of the library.

Patron may be warned once and requested to leave if unacceptable behavior continues. Suspension of library privileges may occur depending on the severity of the misbehavior. Questions about this policy or any action the library has taken may be addressed to the Library Director or Library Board of Trustees.

The above rules are based on powers granted to the Library Board of Trustees under Nebraska State Statutes 51-212.

Unattended Children Policy

1. The Springfield Memorial Library is a community information resource center. People come into the library to get information, to read, use the library's resource materials, and to study. It belongs to the whole community, and not to any specific person or group of persons.
2. The library is not a playground, recreation center, day-care facility, or baby-sitting service. Noisy or physically active behavior appropriate in such facilities is not appropriate in the library.
3. Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library to exclude from the library, persons who violate or refuse to comply with the library's rules and regulations.
4. In order to prevent undue disruption of normal library activities, to provide for the general welfare of all persons using the library, to provide for the general safety of children using the Springfield Memorial Library, and to guide staff in dealing with unattended children, the following policies are adopted:

Purpose:

The care and behavior of minor children visiting the Springfield Memorial Library are the responsibility of the parent / guardian. The library does not act in loco parentis. While many people think of a public library as a safe environment, this is unfortunately not always the case. Library staff welcomes minor children to enjoy the library and library materials, but cannot accept responsibility for their safety and supervision.

Policy:

All children eight (8) years of age or younger shall, at all times, be accompanied and adequately supervised by a responsible adult or caregiver, age sixteen (16) or older. Children eight (8) years of age or younger may be left unattended at scheduled library programs; however, the responsible adult or caregiver shall notify library staff of the child's attendance and plan to be at the library when the program concludes. Children with special needs related to physical or mental ability shall be attended by their responsible adult or caregiver at all times. Children nine (9) years of age or older may use the library unattended, subject to the rules and regulations of the library. The library does not assume responsibility for any child left unattended on the library premises.

Procedure:

Unattended Children Eight (8) Years of Age or Younger:

If a child eight (8) or younger is found without a parent or caregiver, staff will attempt to locate them and will stay with the child until the parent or caregiver is found. If a parent or caregiver cannot be located within thirty (30) minutes or if the library is closing, library staff will contact the Sarpy County Sheriff's Department. A library staff member will remain with the child on the library premises until law enforcement arrives. If the parent or caregiver arrives prior to law enforcement arrival, library staff will notify law enforcement that they are no longer needed. Use of the library and its services may be denied for violation of this policy.

Children Nine (9) Years of Age or Older:

Unattended children (9) Years of age or older are welcome to use the library's resources as long as needed, provided they follow the rules and regulations of the library. Children who use the library independently must have definite arrangements to be picked up by closing time. If a parent or caregiver does not pick up a child by closing time and cannot be located, library staff will contact the Sarpy County Sheriff's Department. A library staff member will remain with the child on library premises until law enforcement arrives. If the parent or caregiver arrives prior to law enforcement arrival, library staff will

notify law enforcement that they are no longer needed. Use of the library and its services may be denied for violation of this policy.

If calling a parent / caregiver: Hello, this is _____ at the Springfield Memorial Library. (Name of Child) is here without supervision of a responsible adult or caregiver. Since he/she is under the age of nine (9) and is unable to conduct himself/herself independently in the library, you will need to come to the library to get him/her. If you are unable to do that within thirty (30) minutes/or prior to library closing, our staff is authorized to contact law enforcement.

If calling law enforcement: Hello, this is _____ at the Springfield Memorial Library. We have a child, age (child's age), who is at the library without supervision and we have been unable to contact a parent or caregiver to come to the library for the child. *Provide any additional information the dispatcher may request.*

Safety Policy

Statement of Safety Policy:

Springfield Memorial Library acknowledges that for the protection and safety of patrons, library staff and the library building, safety practices and procedures need to be followed. Policies and procedures ensure a safe environment for all associated with the library.

Library Director's responsibilities:

Physical protection of library employees, library patrons and for the library building.

Staff responsibilities:

Security requirements include fair rule enforcement, good customer service, staying on duty until relieved by another staff member, completion of all fair orders, and coordination of emergencies of the library.

Definition of an emergency situation:

An emergency situation is defined as any situation which imminent danger will be imposed to life, safety of himself/herself, others or to library property. Call police or the proper authorities immediately if such a situation occurs.

Procedures:

Medical emergency:

If person is conscious, offer to help, try to get I.D., remain calm and supportive, keep comfortable and keep other people away. Call 911. Any person, who wishes to leave, but obviously not well, cannot be stopped by staff member.

Fire:

Know where all fire alarms and fire extinguishers are located. In case of fire, sound fire alarm. Immediately make sure all patrons and staff members are leaving the building. Proceed to a safe location outside the building. Call 911. Contact library director or board member.

Staff Safety:

Follow these safety guidelines:

If threatened by disruptive patron:

1. Try to diffuse situation, remain calm
2. Proceed to the office
3. Close and possibly lock door
4. Call 911
5. Make a report of any incident

Leaving the building at night:

1. Try to park in well-lit area
2. Be aware of your surroundings

3. If accosted or uncomfortable, return to building, call 911
4. Report any difficulties for quick correction

Patron Safety:

Follow these safety practices:

1. No disruptive behavior allowed
 2. Be aware of your surroundings
 3. Watch your valuables
 4. Report suspicious behavior or incidents
 5. If fire alarm sounds, leave the building
 6. Weather warning- follow tornado warning procedures as noted in policy manual.
-
7. Building Safety:

Closing time procedures:

1. Check to ensure all patrons have left the building
2. Walk through stacks
3. Check meeting room
4. Check bathrooms
5. Ensure all doors are locked
6. Check fire exit doors
7. Lock all doors when leaving building

Report all criminal and safety related emergencies by calling 911, contacting library director or board member and filling out written report.

Tornado Procedures:

Library Staff will keep aware of weather conditions and take the following steps:

1. Direct users to the designated area (under tables or in the bathrooms) or they may leave the library.
2. Gather First Aid kit, battery operated radio, battery operated flashlight, cell phone if available, and any other material that may be helpful.

For all safety procedures, refer to the Library Disaster Plan: Appendix H

Computer Usage and Internet Access

Computer Use Rules

1. All Internet users are required to have an Internet Access Agreement on file. Parents must add their permission for users under the age of 19 and must come into the library for their signature.
2. All computer users are required to sign-in on the Sign-In sheet at the front desk.
3. Computer usage may be limited to one (1) one hour per day for ages 19 and above. Ages 18 years old and younger who are limited to one-half (1/2) hour daily. An exception is made for homework or schoolwork. Computer use is on a first come, first serve basis.
4. When all computers are in use, persons may sign in on the Wait Sign-in sheet for the next available computer.
5. Headphones must be used when playing games or listening to music. ~~A limited number of headphones are available.~~
6. Personal flash drives and CD's/DVD's are prohibited from use in library computers due to virus concerns.
7. One user on a computer at a time, with a maximum of two people permitted at a kiosk.
8. Users are not allowed to turn computers off and on. Staff do this at the beginning and end of the day.
9. Library staff will periodically do housekeeping chores on all computers. Patron user sites, files, bookmarks, and favorites are deleted as needed. All computers are checked daily for inappropriate materials.
10. Please check with the circulation desk before printing anything. Printing costs are ten (10) cents per page. Inform library staff of the number of pages you plan to print.

Springfield Memorial Library Internet Access Agreement

To insure maximum availability of this resource and fair accessibility to all, please follow these Internet Access Guidelines:

1. For the protection of minors under the age of 18 years, Springfield Memorial Library has installed internet filtering software that provides a technology protection measure on all patron access computers.
2. Anyone using library computers for internet access must have a signed consent form on file. Parents must add their permission for users under the age of 19 and must come into the library for their signature.
3. Computer usage may be limited to (1) one hour per day with the exception of youth, 18 years and younger, who will be limited to ½ hour daily. An exception is when there is a need to complete homework or a school assignment. Ultimately, it is up to the discretion of the library staff to determine computer usage by youth. Use of the computer is on a first come, first serve basis but if anyone is waiting, check with library staff for the next available computer. A “wait sign-in sheet” is available.
4. The Springfield Memorial Library does not monitor and has no control over information accessed through the internet and cannot be held responsible for its content. Not all sources on the internet provide accurate, complete or current information. Library patrons use the internet at their own risk.
5. During busy times, Library staff will not be able to provide in-depth training concerning internet access or other technology issues. We can offer a more convenient time for you to come in for a training session.
6. It is the responsibility of the parents or legal guardians to determine what is appropriate for their children. The Springfield Memorial Library assumes no responsibility for use of the internet by children. The library does not have the right or responsibility to act “in loco parentis”.
7. The library’s internet access computers are normally available during regular library hours. Any time computers will be unavailable for public use, advance notice is posted.
8. The library cannot protect individuals from information and images they might find offensive or disturbing. While the Springfield Memorial Library discourages users from retrieving or displaying graphics that may be construed as obscene, the library is not responsible for what is displayed on computers connected to the Internet.
9. Users may not download any information to their own personal disks or flash drives as the library PROHIBITS the use of CD’s/DVD’s or flash drives in their computers. The possibility of downloading a “virus” into the Library’s computer system necessitates this policy.
10. Violations of the policies and regulations that govern the use of the Library’s Internet resources, may result in suspension or loss of privileges to use these resources.

Responsibilities of Users:

1. Electronic resources will be used for cultural, education, informational and recreational only, not unauthorized or illegal purposes.
2. Do not send, receive, or display materials which may be reasonably construed as obscene.
3. Make only authorized copies of copyrighted or licensed software or data.
4. Respect the privacy of others using public access workstations at the Springfield Memorial Library, by not interfering with their use.
5. Abide by time limitations set forth by the Springfield Memorial Library.
6. Do not make any changes to the setup or configurations of the Library's software or hardware.
7. Users will follow posted policies. Violations may result in the loss of computer privileges.

Springfield Memorial Library Internet Access Consent Form

Patron, Parent, or Legal Guardian and their children have read this agreement in its entirety and understand and agree to be bound by all terms and conditions contained herein. Each of us agrees that neither the Springfield Memorial Library nor the Library's staff is responsible for any misconduct by myself or my children on the Internet. We also understand that violations of the guidelines may result in loss of access to the Internet.

Date _____

Name: _____

Address _____

City: _____ State: _____ Zip Code _____

Phone Number _____

Signature _____

For Minor Child: I hereby give permission for my child to access the Internet and accept full responsibility for databases and information my child selects under the terms and conditions of this agreement.

Print Child's Full: _____

Parent's Signature _____

Print Parent's Full Name _____

Wireless Internet Access Policy

Policy Statement: Wireless Internet access (Wi-Fi) is provided free of charge by Springfield Memorial Library for patrons who have the required hardware and software needed for this service. Use of this service is governed by the library's Internet Use Policy.

Use of Springfield Memorial Library's Wi-Fi service is your agreement with the terms and conditions of this policy:

1. The library provides wireless access during normal library operating hours. However, high demand, reliability of technology and other factors may affect access. For these reasons the Library cannot guarantee the availability or reliability of the service.
2. You must configure your own equipment. Staff cannot troubleshoot your equipment. Please consult your user's manual, or contact your hardware or software provider for any additional assistance.
3. Communication over a wireless network is not secure. The Library assumes no responsibility for the safety of your equipment or data while using the wireless network. The library highly recommends that all laptops or wireless devices have up-to-date anti-virus software, spyware protection, and a personal firewall installed while utilizing the Library's wireless network.
4. The library's Wi-Fi network is subject to periodic maintenance and unforeseen downtime.
5. The library assumes no responsibility for damage to or loss of equipment; users must keep their equipment with them at all times.
6. Printing access is not available via the Wi-Fi network. If the user desires to print, the file can be saved to an online storage service or emailed to themselves and printed from a public computer for a nominal fee per page.
7. Any attempt to circumvent library procedures or any unauthorized attempt to access or manipulate library equipment will result in permanent disconnection from the library's Wi-Fi network.

Laptop Usage Policy

Eligibility:

1. Laptop computers owned by Springfield Memorial Library are available to library patrons who are 18 years of age or older.
2. Users must leave their Driver's License or photo ID during time of checkout.

Usage:

1. Laptops are for use within the library only.
2. Users of laptops must abide by the Springfield Memorial Library Internet Access Agreement and Wireless Access Policy.
3. Laptops are available on a first come, first serve basis. They may not be checked out in advance.
4. Daily limit for laptops is two (2) hours.
5. Do not leave the laptop unattended. The borrower assumes all responsibility for damages or loss that result from accident, misuse, theft, or neglect. If the laptop is taken from the Library it is considered stolen. A report will be made to the Sarpy County Sheriff's department.
6. Laptops are due fifteen (15) minutes before closing time, regardless of checkout time.
7. When returning the laptop, the borrower should leave it powered on. Allow five (5) minutes for library staff to check equipment.
8. It is advisable to save your files or any work as an email attachment or in a personal cloud storage service. All downloads or saved work is erased from the equipment.
9. Printing is available for ten cents (\$.10) per page.

10. Springfield Memorial Library staff reserve the right to suspend laptop borrowing privileges for any violation of the laptop loan policy.

Electronic Message Board Policy

Policy Statement: The purpose of Springfield Memorial Library's electronic message board is to communicate upcoming events and news to Springfield area residents. It is mainly used to promote Springfield Memorial Library news but local non-profit organizations may utilize the board to publicize events.

Examples of eligible organizations include: City of Springfield, local schools, local youth athletic associations, not-for-profit organizations, and other community-oriented groups.

Postings will not be permitted on behalf of private persons, businesses, and political organizations.

Postings regarding elections or ballot initiatives of any kind are prohibited.

Message request requirements:

1. An application must be completed at least fourteen (14) days prior to the event date. Applications are available at the Library during normal hours of operation or by email.
2. Messages will be displayed for one (1) week prior to the event.
3. Each message must be limited in length to what will fit in two (2) frames.
4. The event must be for the betterment of the community or pertinent to local area residents.

Please be advised that in case of an emergency, the Library reserves the right to change or alter any message.

Note: Messages may be edited or abbreviated to fit as needed.

Information Board Policy

The Springfield Memorial Library maintains an Information Board in the library's main room for community services and library activities. The library's Information Board can be used for posting the following types of information:

1. Postings of upcoming or continuing educational, non-profit, community service, local business, cultural, or recreational activities, or by any federal, state, or local government agency.
2. Library staff must approve and post all notices, posters, and brochures. Postings will be removed after the event or when no longer timely.
3. The library does not permit personal notices of items for sale, posting for political candidates or ballot measures, and materials that are offensive to any religion, race, or belief.

Display Policy

The Springfield Memorial Library, as an educational and cultural institution, will display and exhibit information of interest and enlightenment to the library community to further the following purposes:

1. To increase awareness of the Library's resources, including but not limited to library collections, services, and events.
2. To fulfill the library's mission to provide educational and cultural enrichment and to promote intellectual freedom and life-long learning.
3. To highlight the non-profit organizations, agencies, and individuals engaged in intellectual, charitable, civic, cultural, educational, or recreational activities in Springfield, NE. The space may not be used for exhibits that are commercial in nature, promote a specific religious concept, espouse partisan politics or demean groups or individuals.

In accordance with this purpose:

1. The Library does not accept responsibility for ensuring that all points of view are represented in displays, or for the accuracy of information in displays.
2. The Library reserves the right to refuse displays that do not further the purpose of the Community Display Policy.
3. The Library may designate spaces for particular types of display to make the best use of display units and/or to make displays accessible to the intended audience.
4. Name and contact information for the group or individual preparing the display must be a part of the display.
5. Groups or individuals should reserve display space by contacting the library at least a week in advance. Community displays may not be scheduled more than six months in advance. Display reservations per individual or group will be allowed two (2) per year at the discretion of the Library Director.
6. Groups or individuals exhibiting a display will be responsible for all setup and teardown of the display. Display materials must be removed by the designated date. The library reserves the right to fine groups or individuals who do not do so.
7. Items on display are not covered by the Library's insurance policy. No items shall be placed on display until a waiver of responsibility form has been signed by the owner(s) of all items to be displayed.
8. Prices may not be listed for any items that are on display.
9. Prior to installation of a display, the responsible individual will receive a copy of the Display Policy and sign the Display Waiver of Responsibility.

Library Equipment Loan Policy

Policy Statement: The Board of Trustees and the Library may grant permission to local organizations or individuals to borrow library property. A deposit will be required based on the monetary value of said property. This deposit is refunded if the property is returned in original condition.

1. The Springfield Centennial slides, donated by Inez and Charlie Capek, are to be viewed only in the library under special supervision, unless the Library Director grants special permission. This deposit will be refunded if the slides are returned in good condition and in order.
2. The Springfield Memorial Library has a silver service, which may be loaned out with permission of the Library Director.

Meeting Room Policy

Policy Statement: The use of the Meeting Room in the Springfield Memorial Library will follow the guidelines set by the City of Springfield, for use of all facilities. (See Appendix D).

1. The Library Director will be in charge of keeping a schedule of meetings on a monthly basis. This schedule will be posted for all staff to use in booking dates.
2. The Director will require that users complete the Rental Agreement four weeks in advance for each booking. Reservations can be made by phone or in person. Deposit checks are held until after the meetings and returned to the depositor, if the room is returned in good condition. Fees are deposited in the library budget fund each month.
3. The Library Director has the discretion of waiving fees in cases where it is used for library functions, school programs, educational purposes, etc.
4. The Library reserves the right to deny use of the meeting room to anyone.
5. In those cases where the Director is unsure if such use is appropriate in a library setting, he/she will contact Board of Trustees members for help in making a decision.
6. The kitchen facilities and restrooms are available along with the meeting room, but not any other part of the library.
7. The library will not furnish any supplies or appliances.
8. We assume no responsibility for items left in this room.
9. The library is not responsible for cost or expense associated with cancellation due to state or local mandates or emergency event.
10. If meetings are held outside library hours, arrangements can be made with a representative of the group to get a key and return it in the outside deposit after locking the building or to the library the following day.
11. Users are expected to clean up the meeting room as necessary and return tables and chairs to their previous location.
12. Alcoholic beverages, illegal drugs, tobacco products, or vaping are not allowed in the building.
13. Wi-Fi Internet use may be available.

Employment

Rules of Employment

Policy Statement:

1. Employees of the Springfield Memorial Library have a probationary period of six (6) months. If the Library Director is not doing a satisfactory job, he/she will receive one (1) months' notice, and staff members will receive two (2) weeks notice.
2. The Library Director has the right and authority to recommend to the Board of Trustees dismissal from the staff, any employee whose attitude, professional ethics, conduct, or performance of duties warrants such action.
3. In each case, the employee shall have the right to present his/her case both to the Library Director and the Board of Trustees.
4. No staff member under permanent appointment shall have his/her service terminated without cause.

Working Conditions

1. The Board of Trustees will assign the number of hours worked by each employee and those hours will be implemented by the Library Director so that all library hours are covered. This schedule will be posted on a monthly calendar.
2. There will be no paid holidays for staff members with the exception of the Library Director and Assistant Library Director. He/she will be granted the same holidays as all city employees as listed on page 5 of the manual. Hours lost due to holidays can be made up by part-time staff during the same pay period, if they wish.
3. All employees will be paid on the 15th and last day of each month. Time sheets will be filled out for all positions and will be given to the City Administrator so paychecks can be drawn.
4. Any staff member, who cannot work their scheduled time, must make arrangements on their own to cover their time.
5. Those staff members attending workshops for meetings during non-working hours will be given time off for those hours, so they do not exceed their total weekly hours. If this time cannot be taken during that pay period, it must be taken as soon as possible and not accumulated. Additional hours may be paid at the discretion of the Board of Trustees.

Benefits

Policy Statement: Benefits are available to the Library Director and Assistant Director and are the same as other city employees. Refer to the City of Springfield Employee Handbook.

Deferred Compensation Plan

Deferred Compensation is available to the Library Director and Assistant Library Director as explained in the City of Springfield Employee Handbook Section 320 for Plan 457(b).

Vacation Policy

1. The vacation policy for full time staff is as follows:
 - After one (1) year employment: one (1) week paid vacation
 - After two (2) years employment: two (2) weeks paid vacation
 - After three (5) years employment: three (3) weeks paid vacation
2. Part-time and temporary library do not receive paid vacation

Emergency Weather Closings

1. The library can be closed due to weather conditions at the discretion of the Library Director.
2. Hours lost may be made up accordingly.
3. Library personnel can clear the area under the canopy, but will not be expected to clear the sidewalks. If the parking lot is not plowed by the city maintenance crew, the library may be closed.

Medical/Sick Leave

1. Employees of the Springfield Memorial Library will follow Section 387 of the City of Springfield Employee Handbook for maternity leave guidelines.
2. Medical leave requests must be made in writing to the Library Director and the Board of Trustees for approval.
3. Medical, dental, or optical appointments must be scheduled outside of working hours whenever possible.
4. Sick leave benefits will follow city guidelines for all employees, as stated in the City of Springfield Employee Handbook Section 307.
5. Illness or any other inability to report for work should be reported to the Library Director before the hour that the employee is scheduled for work.

Bereavement Leave

Employees of the Springfield Memorial Library will follow Section 309 of the City of Springfield Employee Handbook for bereavement leave guidelines.

1. Unpaid time will be given off for the death of other family members not listed in Section 309.

Emergency Leave

1. Any requests for emergency leave will be decided by the Library Director and/or Board of Trustees.

2. The Board will decide the length of this leave and if it will be paid or not.

Leave of Absence

Library staff can be granted a leave of absence at the discretion of the Library Director and the Board of Trustees without pay.

Salaries and Raises

1. All salaries paid to employees of the Springfield Memorial Library shall be recommended, set, and approved by the Board of Trustees.
2. Raises will be discussed, staff members notified, and notice sent to the City Council.
3. Yearly evaluations will be conducted by the Board of Trustees for the Library Director.
4. The Library Director will conduct a yearly evaluation on staff members and submit the evaluation to the Board of Trustees for review.

Professional Expenses

1. The Board of Trustees encourages attendance of staff members at meetings, conferences, and conventions. When possible, time off will be allowed with pay and/time off for staff members to attend, with restrictions, on the number of meetings attended each year.
2. Such meetings and workshops are part of the Nebraska Library Certification Program and staff must attend with these requirements in mind.
3. Library funds will pay for mileage in one (1) car and registration fees for staff members who attend state and district library meetings.
4. Other expenses may be allowed depending upon the amount of travel required and funding available for the year.

Dues

Membership in the Nebraska Library Association are paid from the restricted fund account for the Library Director and Assistant Library Director.

Staff Conduct

1. The Springfield Memorial Library is a public institution supported by taxation and thus belongs to the people. It is the first duty of the library staff to serve the public. Each patron will be given friendly, courteous, and prompt service. The staff members act as host, and his/her smile can do a great deal toward creating the desired rapport between patron and staff.
2. Reprimands will be delivered only by supervising personnel, preferable in private, and only after thorough investigation of the circumstances. Such reprimands should be given and received impersonally and without rancor, with the improvement of library service as the sole objective. This reprimand should be recorded and placed in the employee's personnel file.
3. All work should be conducted as quietly as possible. Patrons can not be expected to be quiet in the library if staff members make unnecessary noise.
4. Promptness in coming to work is expected.

Personnel Hiring

1. Selection of staff members is based solely upon merit, with due consideration of personal, educational, physical qualifications, training, and aptitude for the work, regardless of race, color, creed, or sex.
2. All employees will be directly responsible to the Library Director for their responsibilities and conduct while on duty in the library.
3. Competent back-up personnel with Board of Trustee approval, shall be available for the Library Director and his/her staff to hire in case a need arises for them to be absent. If help can not be found within the staff, outside help may be hired.

Appendixes

Job Descriptions

Appendix A

Family Leave and Medical Act of 1993

Appendix B

Library Bill of Rights and Freedom to Read Statement on Book Selection

Appendix C

City of Springfield Facilities Rental Agreement

Appendix D

Message Board Application

Appendix E

Display Waiver

Appendix F

Local History Donation Form

Appendix G

Disaster Plan

Appendix H

Device Kit Policy: Home Projector Kit

Appendix I