

LIBRARY POLICY STATEMENT

BOARD STATEMENT:

The following policies were prepared by the Stromsburg Public Library Board to serve as a directive of the Board as to the operational policy of the library. The Board unanimously adopts the policy statement of the American Library Association, the Library Bill of Rights, and the Freedom to Read Statement on book selection and controversial materials. These objectives and policies will be examined annually and may be revised at any time by action of the Library Board.

I. GENERAL LIBRARY OBJECTIVE:

Mission Statement

The Stromsburg Public Library provides information for lifelong learning and enjoyment.

II. USE OF THE PUBLIC LIBRARY:

A. Use Privileges:

1. Services will be provided to anyone regardless of religious, racial, social, economic, or political status.
2. The library is committed to protecting the confidentiality of patron records in accordance with the First and Fourth Amendments of the U.S. Constitution, the Nebraska State Statutes, and professional ethics. Names of card holders and their registration information will not be provided for private, public or commercial use. The library will not reveal the identities of individual users nor reveal the information sources or services they consult unless required by law.
3. Library cards are to be free to any Polk County resident and to any resident of the Cross County School District upon presentation of ID with current address or a Cross County student ID. User cards for those residing in another county or school district will be charged a fee of \$30.00 per year per family. Patrons with valid NebrasKards may check out materials at no charge. Residents from outside the county or school district may use public computers at no charge. Written parental permission is required for those under 18 years of age.
4. The use of the library or its services may be restricted or denied temporarily for due cause.
5. Materials may be checked out for two weeks with two renewal periods, either in person, by telephone, or by email. Three (3) videos may be checked out for one week with one renewal period. Exceptions may be made for items in high demand. Overdue materials will be charged at twenty-five (25) cents per day, with fines not to exceed \$2 per item. Videos and DVDs will be charged at \$1 per day

with fine not to exceed \$5 per video. Interlibrary Loan (ILL) items will be charged a \$1 per day with no maximum. The Library Director may limit the number of patron checkouts at his/her discretion.

6. Users must pay for any materials lost or so damaged as to be unfit for circulation at replacement value. Patrons may either replace the lost or damaged item with the same title in the same format, or pay for the replacement of the item using the cost entered on the item's catalog record. If the patron believes a lost item(s) may turn up, items may be renewed until the maximum is reached. The patron will then have 3 months before restitution is required. If the lost item is located after restitution is paid, no refund will be made. Failure by the patron to make payment within the time frame set forth in this policy may result in the filing of a legal action or turning the claim to a collection agency in order to collect the balance due.
7. Patrons will be notified at check out if they have a fine balance on their account. Email notification will be made when fines exceed \$2.00. If fines accrue in excess of \$10 patrons will not be allowed to check out any materials from the library, including computers, until their account is made current.
8. Newest weekly magazines are for in-library use only. They may be checked out after the subsequent issue has arrived.

B. Open Hours:

The library shall be open as follows:

Monday	10:00 a.m. – 5:00 p.m.
Tuesday	10:00 a.m. – 8:00 p.m.
Wednesday	10:00 a.m. – 5:00 p.m.
Thursday	10:00 a.m. – 12:00 p. m.
Friday	12:00 – 3:00 p.m.
Saturday	10:00 a.m. – 12:00 p.m.

C. Holidays:

The library will be closed on the holidays observed by the business office of the City of Stromsburg:

- New Year's Day (January 1)
- Memorial Day (Last Monday of May)
- Independence Day (July 4)
- Labor Day (First Monday of September)
- Veterans Day (November 11)
- Thanksgiving (Fourth Thursday in November)
- Day after Thanksgiving
- Christmas Day (December 25)

D. Exhibits & Notices:

Any materials for display in the library must be reviewed, posted, and arranged by staff as time and space permit.

E. Library Conduct

No conduct which interferes with, or discourages the public's use of the library, will be permitted. To assist in maintaining an atmosphere conducive to the public's use of the library and its collections, the Library Board has adopted this Conduct Policy and the consequences of violation of said policy.

Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations.

Improper Library Conduct may include, but is not limited to the following:

1. Loud whispering or talking that disrupts other patrons or library staff
2. Use of cell phone in main library
3. Running or other playground behavior in the library
4. Coming and going multiple times from the library
5. Damage to or acting in such a way to cause damage to library property. This includes computers, books, library building and surrounding property.
6. Disrespectful or rude behavior to library staff or fellow patrons.
7. Swearing or crude language
8. No alcoholic beverages are allowed on library premises.
9. Smoking is prohibited throughout the library building.
10. One phone call, per family, per day is allowed from the library phone.

In Addition:

-You are allowed two warnings from the librarian to correct bad behavior. If the behavior does not change, you will be asked to leave for the day. If this becomes a daily problem, you may be restricted from the library for a longer period of time. Extreme violations will result in banning from the library.

-If you are asked to log off a computer because another patron is waiting and you have exceeded the thirty minute time limit, you have spent your computer time for the day. Exceptions will be made at the librarian's discretion. Priority will be given to adults filling out job applications or performing tests for work.

Food Rules:

1. No food or drink at the computers. Food may be eaten in the meeting room or at the reference table.
2. You clean up the mess you make.
3. All drinks need lids.
4. If the food has a smell that may be offensive to others, then it must be eaten in the meeting room or outside.

Unattended Children Policy

The purpose of this policy is to encourage parents and legal guardians to exercise reasonable care, supervision, and control over their minor children in order to prevent juvenile victimization and to protect the health, safety, and welfare of children.

The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with the library personnel. Library employees cannot assume liability for children who are unattended or demonstrating inappropriate behavior.

Unattended Children

Children aged **nine and under** must be attended and adequately supervised by a parent or caregiver who is at least **14** years old. Parents or guardians are responsible for the behavior of their children. Children who have special needs because of disabling conditions such as impaired physical or mental ability, disruptive behavior, emotional problems, inadequate attention span, incomplete social skills, etc., shall be attended by a responsible person at all times. Children shall not be considered adequately supervised if their caregiver is participating in a meeting, class, or program held in a different room. An exception would be children attending a library program. However, the parent/caregiver is expected to be aware of when the program ends and then provide adequate supervision.

If a child 9 years and younger is left unattended, the following procedure may be enacted:

1. Staff will try to locate the responsible person by searching the library or calling the person responsible. If no phone number is known, the child will be given an activity to keep them occupied until a responsible person can be located.
2. When such person is located, staff will explain the library policy in regard to children, and give them a copy of the unattended children policy.
3. If the responsible person is not located within a half-hour, or if the library is closing within a half-hour, the staff may notify the police to pick up the child. Staff will remain with the child in the building until the parent or police arrives.
4. If the library is closing and the staff is unable to locate a parent, no staff member is obligated to stay with the child. Under no circumstances may a library staff member transport a child in their car. The police may be called in emergency situations.

III. COLLECTION AND PROCUREMENT OF LIBRARY MATERIALS:

A. Material Policy:

We shall accept or keep on shelves divergent views on all subjects. The responsibility for materials selection lies with the professional staff at the library. The general public may recommend material for consideration.

1. The library will collect nonfiction in all subject areas, including opposing viewpoints.
2. The majority of best-selling fiction materials will be purchased during the extent of their popularity.
3. Staff may acquire those items favorably reviewed in two or more selection aids.
4. The library will select items that reflect the needs of our community.

B. Complaint Policy:

Patron concerns concerning library service, policies, or collection material should first be addressed to the Library Director. If the Director is unable to resolve the issue, a written complaint form completed by the patron will be forwarded to the Library Board for discussion at the next regularly scheduled meeting. When the Board reaches a decision, a response will be submitted to the patron in writing.

C. Interlibrary Loan:

Full advantage shall be taken of the interlibrary loan services available. Patrons who wish to use the ILL services must have a Stromsburg Public Library card in good standing for 6 months before items will be requested. Patrons who lose materials received through ILL will be required to pay the fine or replace the item according to the policies of the lending library.

D. Weeding:

Weeding shall be a continuous procedure along with mending to keep selections in the best possible condition. Weeding will be based on the following criteria: copyright date, circulation frequency & other negative factors called MUSTIE [**M**=Misleading (and/or factually inaccurate), **U**=Ugly (worn and beyond mending), **S**=Superseded (by a new edition or by a much better book on the subject), **T**=Trivial (of no discernible literary or scientific merit), **I**=Irrelevant to the needs and interests of the community, **E**=Expediently obtained Elsewhere through interlibrary loan or reciprocal borrowing.]

IV. GIFTS, BEQUESTS, MEMORIALS:

Books and other materials may be received by the library at the discretion of the librarian and/or board. The library cannot accept reference books or textbooks more than five (5) years old. Donors must sign a form indicating that donations are made without restriction and that they understand that the library may use the donated items as the librarian deems appropriate.

V. PERSONNEL:

- A.** The Stromsburg Public Library Board shall employ a competent and qualified director and staff. Written job descriptions will be maintained by the Board for each position. The Board will be responsible for establishing written job descriptions.
- B.** The Library Director shall be considered the executive officer of the Board and shall have the sole charge of administration of the Library under the direction and review of the Board. The Director shall be held responsible for the hiring, supervision, evaluation, and termination of the staff, for the efficiency of the Library's services to the public and for the operations of the Library under the financial conditions set forth in the annual budget.
- C.** The Librarian shall be responsible for fulfilling the purpose of the library, meeting certification and accreditation standards, keeping informed on library trends and developments, attending as many online and outside workshops as can be arranged.
- D.** The Librarian shall be cognizant of the content of the collection and

encourage its circulation.

- E. The Library Director shall present reports at each regular meeting of the Board, describing the activities of the library during the previous months.
- F. The Librarian shall receive mileage compensation and paid time to attend professional meetings. During such absence, regular library hours shall be maintained.
- G. The Librarian shall have the equivalent of ten (10) days vacation yearly with pay. (See Stromsburg Personnel Policies on Paid Vacation Leave for full-time employees.) Regular library hours shall be maintained during this absence.
- H. The library board shall conduct an annual review of the library director. Staff annual reviews will be conducted by the library director.

VI. ADVOCACY/MARKETING

The Trustees, library director and all staff will be responsible for advocating for the services of the library. They will:

- Promote community awareness of library services, programs and partnerships
- Promote use of the library collection
- Promote and develop an understanding of the library and its role in the educational role in the community.
- Participate in continuing education and certification opportunities
- Trustees and Library Director will submit an annual report to the Stromsburg City Council

As marketing plays an integral role in advocating for the library the Trustees, library director and staff will utilize social media, an online presence, and local advertising as follows.

A. Social Media

- Library staff will utilize social media to promote library programs and materials.
- Posts should be made across all platforms when able
- Posts will be made at minimum, weekly
- All posts will be approved by library director or appointed staff

B. Library Website

- Library staff will maintain the library's website
- According to the Nebraska Library Commission standards the website will include
 - Library policies

- Mission statement
- Library Board meeting minutes
- In addition, the website will include
 - Calendar of events
 - Library hours, location, and contact information
 - Links to the online collection and catalog
 - Other material deemed necessary by the Director

C. Non –Internet Marketing

- Library staff will make use of in-house displays, flyers, library sign and the local marquee to promote library programs and materials
- The Library Director will submit an article to the local newspaper on a regular basis updating the community on programs, materials and other library items of interest.
- All flyers and announcements will be approved by the director

VI. FINANCES

A. Budget

1. Trustees and Library Director develop the annual budget.
2. Trustees present budget for final approval to City Council.

B. Duties

1. Trustees will review the monthly financial reports.
2. Trustees will approve placement of library donations to the general or restricted funds.
3. The Library Director is responsible for the day-to-day financial operations of the library.
4. Any money collected by the Library shall be turned over monthly by the Librarian to the City Clerk with a report of the revenue sources.
5. Trustees and Library Director will work together to advocate for library services and funding through various sources, including grants, endowments, trusts, memorials, etc.

VII. CITY COUNCIL:

- A. The City Council is responsible for the library building (structure), insurance, utilities, and, as recommended by the library board, wages paid and hours determined for the librarian, assistant librarian, and/or substitute.
- B. The City Council shall be responsible for the general upkeep of the library building and grounds in the best possible physical condition at all times.
- C. Written reports shall be delivered monthly to the City Council and a yearly report shall be delivered in person by the Board President and the Library Director and as many Board members as possible.
- D. Board members and the Library Director shall attend the City Council meeting to propose budget request for the coming FY.

VIII. COUNTY COMMISSIONERS:

The County Commissioners shall receive a report annually, in appreciation of county funding.

IX. EMERGENCIES

The Stromsburg Public Library attempts to provide a safe environment for its patrons and a safe repository for all library materials. The following guidelines are designed to reduce risk to life and materials in the event of emergencies. The library will follow the City of Stromsburg's procedures for disaster response for events involving the wider community.

A. Weather Emergencies

1. Tornadoes

In the event of a tornado warning for Polk County, staff will direct patrons to either evacuate the building or to take shelter in the basement.

Unaccompanied children under 16 will only be released to a parent or guardian during a tornado warning. Access to the basement will remain open during the warning period.

2. Snow Storms

a. The Library Director will decide if the library should be closed due to inclement weather. The safety of staff and patrons shall determine the decisions to open late or close early.

b. The Library Director will notify the Board President of the closing as soon as possible.

c. Programs for all ages will be cancelled whenever the Cross County School District calls off school because of inclement weather, whether or not the library closes.

B. Facility Emergencies

1. Fire

a. At the first indication of smoke or flame or fire alarm pulled by a patron, staff will investigate to determine location and extent. If the problem cannot be easily contained by the staff, they will immediately call 911, pull the closest alarm to notify patrons and evacuate the building.

b. The elevator should never be used to evacuate the basement.

c. Library staff should await emergency personnel at both entrances to report the fire's location

2. Loss of Utilities
 - a. If loss of electrical power makes the temperature or the lighting in the library difficult for working, the library may close until the problem is resolved.
 - b. If water is shut off to the library all restrooms should be closed immediately.
3. Plumbing problems
 - a. If a plumbing problem is limited to a single area, staff will close the affected area and call for professional assistance.
 - b. If a plumbing problem affects major parts of the library, the Library Director may determine the necessity of closing the library. City crews can be called for immediate assistance and professional help should be found as soon as possible.

C. Hazardous materials

1. When chemical fumes are noticeable, staff should immediately evacuate the building and call 911 for assistance.
2. If an accident in the vicinity of the library involves hazardous materials, library staff should follow directives of Stromsburg City Office or other emergency personnel.

D. Bomb threat

1. Staff receiving a bomb threat should pay careful attention about all details of the conversation and any background noise. Staff should ask for bomb location if caller hasn't mentioned it.
2. Whenever a bomb threat is received, police should be called immediately and the building evacuated.
3. Staff will provide emergency personnel with all information regarding bomb threat. If a bomb threat has been received at a nearby facility, evacuation of the library shall be based on the judgment of emergency personnel.
4. If a bomb threat has been received at a nearby facility, evacuation of the library shall be based on the judgment of emergency personnel.

This policy book shall be reviewed yearly at the January meeting with adoption before March 1.

Monica Tidyman, Librarian
Bob Johnson, President
Jill Eller, Secretary
Robert Greenwall, Member
Chris Tordrup, Member

Reviewed August 21, 2017