

Public Service Policy

Date Approved: 6/13/2023

Approved by the Library Board

Date Amended:

The Superior Public Library's policies explain and regulate the running of the library. All policies are approved by the Superior Library Board and are reviewed each year. The library policies are subject to change to meet changing conditions, and the Library Board may change the policies, if needed, at any time.

Mission Statement:

The Superior Public Library provides collections of materials, along with programs and services that bring people together, foster creativity, and encourage lifelong learning. We preserve our storied past, enrich present lives, and prepare for an ever-changing future.

General Library Objectives

The general objectives of this public library will be:

To assemble, preserve, and administer in organized collections books and non-book materials to meet the informational and recreational needs of the community.

To give guidance and stimulation and to encourage the use of the library by all age groups.

To supplement, but not to perform the functions of school and other libraries.

To strive continuously to identify community needs and to provide programs of service to meet such needs.

To provide opportunity for recreation through the use of literature, music, audios, visuals and other art forms.

Patron Privileges

Within the library the use of all reference materials and any of the collection is free to all.

Service will not be denied or abridged because of religious, racial, social, economic, political status, or physical/mental disabilities.

A resident of the City of Superior may secure a library card if he/she is five years or older by filling out an application form. An application by a minor (5 years through 18) must be signed by a parent or guardian. That parent or guardian will be responsible for

borrowed materials of the minor and the parent or guardian must be in good standing with the library.

A non-resident (anyone living outside the city limits) may secure a library card by paying the current fee. Non-resident cards are currently \$20.00 for singles or families per year.

Preschool children may borrow from the library when accompanied by a parent or guardian who is a registered borrower.

A prospective borrower may check out three items while waiting for their card to be made. When the first items are returned they will be allowed to check out books until the card is made.

Materials may be borrowed by a temporary resident for a short time by payment of a deposit of the estimated value of the item. Payment will be refunded upon the return of the item.

Staff will provide:

The library staff will provide guidance and assistance in locating information in print or other types of resources.

Limited reference service, including information from telephone directories, may be given by telephone. Answering telephone requests should not be allowed to interfere with service to patrons in the library.

Reference materials will be used only in the library, but may occasionally, at the discretion of the library director, be checked out for the period of time when the library is closed.

Circulation

Check out and Renewals:

Every borrower must have a library card. Superior residents receive a free library card as long as they are in good standing with the library. Children over the age of 5 years can have a card of their own (parents must sign for school age children and are responsible for materials or fines.) Out-of-town patrons must buy a card. Fees are \$20.00 per year for an individual or family.

Ten (10) items may be checked out at one time.

A book may be borrowed for two (2) weeks and renewed twice if it has no reserves on the item and is not from the NEW BOOKSHELF.

If there is a current demand for a particular subject, the library director may use discretion as to how many books may be borrowed on that subject and the length of the loan period.

Periodicals and audio books may be checked out for a two (2) week period.

DVDs and cake pans can be borrowed for three (3) days, counting the day you get them and the day they are due.

Fines

A fine will be assessed for overdue library materials. No materials may be borrowed by any person or any member of the household who has an unpaid fine or late library materials charged to him/her at the discretion of the director.

The library staff will contact the borrower about overdue materials after one week. If the borrower does not return the materials they will be charged for lost materials.

If a book or other materials are lost or damaged in a disaster the library director will determine liability.

The library director will use discretion in assessing charges for materials that are no longer available for replacement.

Fines		
Books	per day	\$.10
Magazines	per day	\$.10
Audio materials	per day	\$.10
DVD	per day	\$.50
Cake pans	per day	\$.50

Interlibrary Loan Services

When a request cannot be met with the resources of the library materials may be borrowed from other libraries. The library will comply with the interlibrary code approved by the Nebraska Library Commission. A fee will be collected to cover mailing costs and fees assessed by the lending libraries. Late materials will be assessed at \$.25 per day plus any charges by lending library. Fees for any lost or damaged materials will be up to the lending library. The patron will lose all library privileges until this fine is paid.

Lost, Damaged, or Destroyed Materials

The patron will be charged the current price to replace the item plus a \$5.00 reprocessing fee.

Confidentiality of Library Records

The Board of Trustees of the Superior Public Library recognizes the need to keep private circulation records and other records identifying the names of library users with specific material to be confidential in nature.

.All librarians and library employees are advised that such records will not be made available to any agency of the state, federal or local government except pursuant of such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local laws relating to civil, criminal or administrative discovery procedures or legislative power.

The Board of Trustees will resist the issuance or enforcement of any such process, order, or subpoena until such time as proper showing of good cause has been made in a court of competent jurisdiction.

Copy Machine

The librarian can help show the patron how to use the copy machine, or can help with copies as long as they are not busy.

Copies of materials will be made at a rate, which will pay for the supplies and contribute to the maintenance of the machine. Care will be taken to avoid infringement of copyrights.

Copies from the computers, or copy machine are \$.15 for letter size and \$.25 for legal size copies. Color printing is \$.75 for letter size and \$1.25 for legal size. Two sided copies are \$.25 for letter size and \$.35 for legal size copies.

School Group Visitation

Schools should make arrangements in advance with the library director. This allows the director to have an assistant available to take care of the circulation desk while the school is there.

