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## **RAYMOND A. WHITWER TILDEN PUBLIC LIBRARY POLICIES**

Revised and approved by the Tilden Library Board on June 13, 2016

### **I. MISSION STATEMENT**

It is the responsibility of a democratic society to provide each individual with equal and adequate access to informational resources. Informational resources include not only facts and data, but also ideas and products of the creative arts. It is the goal of the Raymond A. Whitwer Tilden Public Library, hereinafter referred to as ‘the Library’, to meet this responsibility through print, multimedia, internet, and electronic and modern technology within the limits of its personnel and budget.

The Library shall analyze the needs and interests of the community and maintain a basic collection of the materials most frequently requested by the people of the community. This collection shall be organized in accordance with standard library procedures. The Library will cooperate with regional systems and state library organizations to obtain information and materials that are not locally available. The library shall provide its patrons with essential library service.

The Library will be a reliable information delivery system by establishing procedures and services that serve the needs of each individual, whether young or old, healthy or infirm, a serious student or one who seeks relaxation and entertainment.

## **II. BY-LAWS OF THE LIBRARY BOARD**

A. THE LIBRARY BOARD consists of five members, nominated by Board members and the Library Director and appointed by the mayor with a majority approval of the City Council. Members will serve for a term of four years according to the schedule prescribed by state law. Library Board members may serve not more than two consecutive terms. Members may reside within the Tilden City limits, Elkhorn Valley School District or Madison County and Antelope County and rural areas. No member shall receive any pay or compensation for services as a member of the Library Board.

### **B. QUALIFICATIONS OF BOARD MEMBERS**

1. A Library Board member has:

- a. An understanding of the community, its needs and resources
- b. Time to attend meetings and to work for library objectives
- c. An open mind to study and keep informed on library developments and trends
- d. A willingness to present to the City Council the needs of the Library and to exert every effort to make wise use of its funds

2. A public Library Board possesses:

- a. A diversity of interests and occupations
- b. Contacts with community leaders and organizations
- c. Knowledge of the standards libraries should meet
- d. Knowledge of the legal authority, the state statutes, the local ordinances, and the policies under which the Library operates

### **C. DUTIES OF THE LIBRARY BOARD**

1. The Library Board governs the operation of the Library by means of a written policy. Policy statements should be clear yet expressed in broad terms since they are the basis for procedure and do not include details of procedure. The Board performs a yearly review of the policy and revises it as necessary.
2. The Library Board selects a competent and qualified Library director. Board members share with the director the responsibility for representing the library to the public through good public relations, for preparing the budget and defending it at budget hearings, and for planning for growth and improvement of the Library and library services. The Board recognizes that the director has full responsibility for purchase of library materials and services, personnel selection and management, financial records including the presentation of a financial report at each board meeting, and attendance at all meetings.
3. The Library Board works for adequate financial support of the Library.
4. The Library Board studies and supports legislation to improve library service.
5. The Library Board attends all regular meetings of the Board whenever possible. Three successive unexcused absences from board meetings shall constitute grounds for removal of a board member.

6. One appointed Library Board member participates in trustee activities through membership in the Nebraska Library Association and attendance at state and regional meetings and reports back to the board. The Board uses library funds to pay the NLA dues for the Library director and one board member.

#### D. MEETINGS

1. Regular Board meetings are to be held on the second Monday of each month, or more often if deemed necessary. When the second Monday falls after a scheduled City Council meeting date, the Board will meet on the first Monday of that month. The Board has the right to change a meeting date when deemed necessary such as holidays and weather. All board meetings are open to the public.
2. Notices of meetings are posted as required by the Nebraska Open Meetings Act. An agenda is kept current at the Library. The agenda of the regular meeting is provided to Board members prior to the meeting.
3. Meetings shall be conducted according to Robert's Rules of Order, Rev. Three members present constitutes a quorum.
4. Executive sessions may be used for discussion of personnel issues, unless the person discussed requests an open meeting.
5. The following officers are elected annually at the regular May meeting: a President, Vice-president, and Secretary.

### III. PERSONNEL

#### A. LIBRARY DIRECTOR DUTIES AND RESPONSIBILITIES

1. The library director carries out present policies of the Library Board, acts as technical advisor to the Board, and recommends possible changes in policy.
2. The library director will be responsible for the daily operation of the library and all its services.
3. The library director recommends employment of necessary staff, subject to Board approval, and assigns duties to them. Supervision of such staff is the responsibility of the Director and includes scheduling of work days.
4. The library director supervises proper physical maintenance of the Library.
5. The library director prepares an annual budget for the Library in consultation with the Board, and supplies a report of current expenditures against the budget at each meeting.

6. The library director keeps daily statistical reports as required by the Nebraska Library Commission, maintains records with utmost accuracy and submits an annual report as required.
7. The library director prepares for the Board reports indicating current progress and future needs and prepares reports for the City Council as necessary.
8. The library director calls the attention of the Library Board to any questions, problems, or possible programs with which the Board might be helpful.
9. The library director understands local and state laws pertaining to libraries and personnel and actively supports library legislation at state and national levels.
10. The library director affiliates with state and, preferably also, national professional organizations and attends as many organization meetings, workshops, etc. as possible.
11. The library director makes use of services and consultants of the Nebraska Library Commission, including Interlibrary Loan, the Three Rivers Library System, and county library associations.
12. The library director attends all Board meetings. According to the State Open Meetings Act, if the director's salary, performance, and similar matters are under discussion in an executive session, the director has the right to request an open meeting. See Section II part D item 4
13. The library director keeps a financial record of all purchases and expenditures in addition to the records kept by the City Clerk.
14. The library director is responsible for and oversees the selection of library materials. Such selection covers a wide range of interests and views based on the needs of the community and following policies established by the Board. Personal views and prejudices are not imposed upon the public.
15. The library director oversees the inventory of the library collection.
16. The library director is responsible for the supervision and training of staff librarians and performs a semi-annual evaluation of each library employee.
17. The library director keeps up-to-date library procedures manuals.
18. The library director promotes good public relations to increase public awareness of library services through marketing, presentations, events and programming. The library director is an advocate for the library.
19. The library director is responsible for facilitating activities, events and programs, along with library services to the assisted living center, elderly, and shut-ins. The assistance of staff or volunteers may be utilized in the undertaking of these duties.
20. The library director vigilantly pursues grant opportunities and applies for those appropriate for funding of library activities or equipment.

## B. LIBRARY STAFF DUTIES AND RESPONSIBILITIES

1. All library personnel will have a minimum education of a high school diploma or equivalent. A staff librarian with post-secondary education is preferred.
2. Library personnel have a good working command of basic grammatical English, both written and spoken.
3. A staff librarian has or is willing to acquire computer knowledge and skills.
4. Library personnel are neat and pleasant in appearance, have a pleasing personality, and shows adaptability and tact in dealing with the public.
5. A staff librarian is willing to attend workshops and training sessions to become proficient in library procedures.
6. A staff librarian makes all patrons feel welcome, recognizes their needs, and assists them in filling those needs without imposing personal views.
7. A staff librarian is familiar with library reference resources and willingly assists patrons in answering specific questions and finding specific materials.
8. A staff librarian will help to facilitate a summer reading program, programs and events, and provide library outreach service, if asked.
9. A staff librarian is willing to perform minor janitorial tasks as needed throughout the library.
10. Library personnel follow Board policies and are responsible for personal performance and conduct.
11. The staff librarian needs to become proficient in and be responsible for the cataloging of materials and other specialized procedures, including the use and care of library equipment.

## C. CONDITIONS OF EMPLOYMENT

1. Hiring Practices
  - a. The Library is an equal opportunity employer and will provide equal employment to all qualified persons in accordance to the provisions of State and Federal laws and regulations.
  - b. Nebraska is an "Employment at Will" state. This means that the employer and the employee have equal rights to terminate employment at any time. Neither party is obligated to give notice or cause for termination. If it is evident that an employee was terminated because of age, race, sex, etc., the employee should contact the Nebraska Equal Opportunity Commission at (402) 471-2024 or (800) 642-6112.

- c. The Library Board hires a library director based solely on the requirements of the position. The library director is responsible to the Board for personal performance and conduct.
- d. The hiring of the library personnel is the duty of the library director, who may wish to discuss applications with the Library Board. Library personnel are selected on the basis of qualifications outlined in Library Policy. Additional consideration will be given to applicants who have previous experience in library work or have earned academic credits in library science. All library personnel are directly responsible to the library director for meeting work and conduct requirements while on duty at the library.

2. Salaries and Benefits

- a. The library director and all library personnel are paid by the hour at minimum wage or above as determined by the Library Board. Payroll taxes are withheld.
- b. Employees are paid bimonthly for hours worked the preceding period.
- c. The Library Director may hold a full time position consisting of 35 hours per week and entitled to benefits approved by the Library Board, based on the fiscal year.

Vacation:

6 - 12 months of employment: 5 paid vacation days.  
 After 1 year of employment: 10 paid vacation days.  
 After 5 years of employment: 15 paid vacation days

The maximum to be earned is 15 days paid vacation. Any vacation days not used by the end of the fiscal year (Sept 30) will be forfeited.

Sick / Personal Time Off:

6 – 12 months of employment: 28 hours combined annually, equal to 4 full days.  
 After 1 year of employment: 42 hours combined annually, equal to 6 full days.

Any sick / personal time off hours not used by the end of the fiscal year (Sept 30) will be forfeited. Sick/Personal time off is not a separation benefit and unused time will not be paid at employee termination.

Paid Holidays

The following holidays will be paid equal to the number of hours the Library Director is scheduled to work: Thanksgiving Day, Christmas Day, New Year’s Day, Memorial Day, 4<sup>th</sup> of July, and Labor Day.

- d. At its discretion, the Library Board, with the concurrence of the City Council, may grant fringe benefits. Holiday pay for part time library personnel may be defined as a fringe benefit and, if granted, will be reviewed on a yearly basis and determined by the available library budget for the following Holidays: Thanksgiving Day, Christmas Day, New Year’s Day, Memorial Day, 4<sup>th</sup> of July, and Labor Day. Only those employees scheduled to work will be compensated.

- e. The Director must keep accurate records of paid vacation, holiday and sick/personal time used and report such records to the Library Board at each Board meeting.
- f. All other library personnel positions are considered part-time with no specific offering of insurance, retirement, paid vacation or sick leave benefits.
- g. No regular vacation schedule is maintained. Time off is arranged by consent of the library director, who may consult the Board if necessary, as long as services and business matters are not curtailed.

### 3. Bereavement Leave

- a. In the event of death in the immediate family, a paid leave of absence of up to three (3) days will be granted for regularly scheduled days missed for all employees. Members of the immediate family are considered to be: spouse, life partner, children, parents, siblings grandparents, grandchildren, similar in-law relationships, or any person relative living in the employee's household.

### 4. Jury Duty

- a. In the event that a library employee is called for jury duty, the library will release the employee and assure no loss of wages for their scheduled hours. If fee and expenses paid to juror do not equal or exceed wages normally paid by the library, these fees will be turned over to the library director and the employee will be paid their wages as usual.

### 5. Snow / Emergency Days

- a. For safety reasons, the library may officially close for the day or may need to shorten working hours because of severe weather conditions or other emergency situations. In the event that the library is either closed for the day or is open for a shortened workday, all staff scheduled to work that day will be given as much advance notice as possible. Notice of closure will also be posted in various media outlets.
- b. Only those staff members who were scheduled to work on closed or shortened workdays will receive their regular pay for the hours not worked.
- c. If the library is not closed during inclement weather, a staff member scheduled but not reporting for work will not be paid for the absence.

### 6. Probation Period

- a. Employees serve a probationary period of six months. This probationary period is a pre-requisite for tenured employment.
- b. Nebraska is an "Employment at Will" state. This means that the employer and the employee have equal rights to terminate employment at any time. Neither party is obligated to give notice or cause for termination. If it is evident that an employee was

terminated because of age, race, sex, etc., the employee should contact the Nebraska Equal Opportunity Commission at (402) 471-2024 or (800) 642-6112.

- c. During the probation period the Library Board, with the approval of the City Council, may terminate the library director without cause. The library director then has the right to present a rebuttal to the Library Board and City Council for a final decision.
- d. The library director, with the approval of the Library Board, may terminate library personnel without cause or written notice at any time during the probationary period.
- e. As per Nebraska law, final wages for employees in the probation period will be paid on the next regular scheduled pay day or within two weeks of the termination, whichever is sooner. This law applies regardless of whether an employee is terminated or voluntarily quits.

#### 7. Dismissal of a Tenured Employee

- a. In accordance with Nebraska law, the tenured library director can be dismissed at anytime without cause by the city council, or by the library board, with approval of the city council.
- b. The library director has the authority to recommend to the library board the dismissal of any library personnel whose attitude, professional ethics and conduct, performance of duties, theft or vandalism warrants such action. The final decision will be that of the Board.
- c. As per Nebraska law, final wages for tenured employees will be paid on the next regular scheduled pay day or within two weeks of the termination, whichever is sooner. This law applies regardless of whether an employee is terminated or voluntarily quits.

#### 8. Employee Grievance Procedures

- a. Upon notice of dismissal, the library director may request a prompt hearing with the Board President or the entire Board.
- b. Upon notice of dismissal, library personal have the right to present a case to the library director. If not satisfied, the employee may request a hearing with the library Board.

#### 9. Resignation

Notice of Resignation from library personal shall be given in writing. Courtesy and professionalism suggest that two weeks to one months notice be given.

#### 10. Drug-Free Workplace Policy

The unlawful manufacture, distribution, dispensation, possession, or use of narcotics or a controlled substance is prohibited for library employees unless properly prescribed by a physician. The consumption of alcohol or other intoxicants is prohibited while an employee in on duty. Employees involved in any unauthorized use, possession, distribution

or manufacturing of drugs or drug paraphernalia, or reports to work with detectable levels or illegal drugs or alcohol will be subject to disciplinary action including termination. Use of legal tobacco products is prohibited in the library.

## 11. Unlawful Harassment / Sexual Harassment Policy

The library expressly prohibits its employees from engaging in any form of unlawful harassment of employees based on race, religion, color, sex, national origin, age or disability. Harassment is defined as any annoying, persistent act or actions that single out an employee, over that employee's objection to his or her detriment, because of race, sex, religion, national origin, age or disability. Harassment may include, but is not limited to the following actions:

- a. Verbal abuse or ridicule
- b. Interference with an employee's work
- c. Displaying derogatory material
- d. Discriminating against any employee in work assignments or job-related training because of one of the above-referenced bases.

Harassment on the basis of sex is a violation of Federal and State laws. Employees have the right to expect their employer to provide a safe work environment free of sexual harassment. Sexual harassment, either verbal or physical, is an unlawful employment practice and is defined as any unwelcome verbal or physical conduct of a sexual nature when:

- a. It is made an implicit or explicit condition of your employment
- b. Employment decisions (transfer, promotion, dismissal, demotion, reassignment) are based on your response.
- c. It creates an intimidating, hostile or offensive work environment
- d. It interferes with your work performance

If harassment or suspected harassment has or is taking place, and employee should report it immediately to the appropriated supervisor or to the next person in the chain of command if the supervisor is the harasser. Each report shall be fully investigated and the determination of the facts and an appropriate response will be made. If the problem is not corrected immediately, employees should file a formal complaint with the Nebraska Equal Opportunity Commission or the U.S. Equal Employment Opportunity Commission within 300 days of the incident.

It is forbidden by law for an employer to retaliate or to punish an employee for filing a charge, for acting as a witness or for assisting a complaint.

## 12. Staff / Professional Development

The library director, staff and trustees are encouraged to attend continuing education opportunities to enhance their value as employees. The library will provide expenses and registration fee compensation approved by the library board according to the amount appropriated in the budget for such. The mileage reimbursement amount is based on the current Nebraska rate and approved by the library Board.

### 13. Evaluations

The library director is evaluated by the Library Board on an annual basis. Recommendations from the most recent edition of the Nebraska Library Board manual will be followed. A semi-annual individual evaluation of library staff is conducted by the library director.

## IV. OPERATIONAL POLICIES

### A. STANDARDS AND PUBLIC RELATIONS

1. All minimum standards for libraries, as set by the Nebraska Library Commission will be met.
2. The library director and library staff are constantly aware that the Library exists solely to serve the needs of patrons and the community
3. It is the policy of the Library to make periodic contacts with the various organizations in the community in order to acquaint them with library services available, to solicit their suggestions for improved services, and to ask their help in obtaining volunteers to assist in library programs.
4. The library director promotes good public relations to increase public awareness of library services through marketing, presentations, events and programming. The library director is an advocate for the library.
5. The members of the Library Board are primarily responsible for representing the library to the public and should regularly renew their efforts in this area.

### B. HOURS OF OPERATION

The Library is open forty-eight hours per week—

|            |                    |
|------------|--------------------|
| Monday:    | 10:00 am – 8:00 pm |
| Tuesday:   | 10:00 am – 6:00 pm |
| Wednesday: | 10:00 am – 6:00 pm |
| Thursday:  | 10:00 am – 8:00pm  |
| Friday:    | 10:00 am - 6:00 pm |
| Saturday:  | 10:00 am – 2:00 pm |
| Sunday:    | CLOSED             |

The Library is closed in observance of the following holidays: New Years Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, and Christmas Day. At the discretion of the library director and staff, the library may be closed fully or partially on December 24(Christmas Eve) and December 31(New Years Eve). At the discretion of the library director and library staff, the library may close on Mondays for holidays occurring on Sunday.

## C. CIRCULATION

1. Each library patron is allowed to borrow five library items at a time and/or 2 video items per household.
2. Books and audio books are loaned for two-weeks and will be automatically renewed for two weeks additional weeks, unless there is a waiting list. A book on hold will not be renewed. The fine for overdue books will be .05 per day per item.
2. A limit of two videos or DVD's per household will be loaned for a one-week period with no renewal. The fine for overdue videos and DVD's will be \$1.00 per day per item. No video/DVD will be loaned to anyone owing a fine to the Library.
3. Current and back issues of magazines may be checked out for a one-week period. Earlier return is urged to insure maximum use of the material. Fines for overdue magazines will be .05 cents per day per item. Back issues of magazines are kept in the library's collection for a minimum of one year.
4. Responsible groups and adult individuals are allowed to make use of the Library's audiovisual equipment and materials within the in the library or auditorium. They shall furnish their own operators.
5. When material is lost or damaged, the borrower shall be charged for the cost of repair or replacement. If there is a question the patron is referred to the library director.
6. There is no fee to register for borrowing privileges for either city, rural, or surrounding county residents. Upon registration as a library patron, they assume responsibility for all items borrowed on their assigned card number and agree to pay all fines for late, damaged or lost items.
7. When a borrower fails to return a library item within the applicable borrowing period, attempts will be made to notify the borrower. Overdue fees are levied from the final due date. Failure to return the overdue item, pay for lost or damaged items, and/or nonpayment of fines will result in the loss of borrowing privileges.

## D. CONFIDENTIALITY OF LIBRARY RECORDS

All records concerning library users and materials used or checked out by users are confidential and will not be made available to any agency of state, federal or local government or any other person unless a court order requiring disclosure has been entered by a court of competent jurisdiction. All requests for such information must be referred to the library director.

## E. SERVICES

1. The Library makes use of the inter-library loan services of the Nebraska Library Commission, and cooperates with other libraries in any way advantageous to all.
2. Children's services offered include working with local pre-schools, offering an annual summer reading program, and other programs for children throughout the year.

3. The Library attempts to serve those who cannot come to the Library.
  - a. The Library shall provide materials for Westwood Homes and/or Prairie View Assisted Living Center.
  - b. The library director shall actively seek out those in need of the talking book services and help patrons sign up for these services.
4. Use of the grand piano by responsible patrons is allowed. Anyone wishing to play the piano must check with the staff at the circulation desk. Users will be given the key to the piano and access to the auditorium. When their session is ended the piano should be closed, locked and covered and the key returned to the staff on duty at the desk. An adult must accompany children unable to open and set up the piano by themselves. Piano users are asked to use minimal lighting rather than turning on the overhead lights in the auditorium. Sessions will not have a time limit unless more than one patron wishes to use the piano at the same time.
5. The auditorium is available for use by groups engaged in educational, civic, cultural, intellectual and private activities for a fee. The number of persons present at an event in the auditorium shall not exceed the official stated capacity. Library Sponsored events shall have priority. If there are questions about a request for use of the facility, the library director may bring it to the attention of the Board who shall make the final decision at their next regularly scheduled meeting. Childcare services are the responsibility of the renter and not provided by the library.

See the Lied Auditorium user policy on page 15

## F. FINANCES

1. The Library Board members work for adequate financial support of the Library.
2. The library director has full responsibility for financial records and the presentation of a financial report at each board meeting. It is the practice of the Library Board members to share, with the director, the responsibility for preparing the budget and defending it at budget hearings.
3. The library director prepares an annual budget for the Library in consultation with the Board, and supplies a report of current expenditures against the budget at each meeting.
4. The library director keeps a financial record of all purchases and expenditures in addition to the records kept by the City Clerk.
5. The library director vigilantly pursues grant opportunities and applies for those appropriate for funding of library activities or equipment.
6. A cash drawer is maintained at the circulation desk for the collection of monies for fines, copies/faxes, and any other library generated revenue. The library director is responsible for deposits to the city clerk. No payments, expenses or paid-outs of any kind will be paid from this cash drawer.

7. Petty cash records will be maintained by the library director. Petty cash is available to the staff for use in minor expenditures, with authorization from the library director.

## G. DISASTER PLAN

The first response in an emergency is to ensure the safety of the patrons and staff of the library, however as a service organization, patrons expect the library to be open during favorable and unfavorable conditions. Procedures and precautions should be taken for the following circumstances.

1. Snow Storms: Taking into account travel conditions, loss of utilities and other safety factors, it is at the discretion of the library director whether to open or close the library during a blizzard or potential blizzard. If the library director is unavailable, the staff person on duty shall have the authority to make the decision.
2. Severe Storms: The library staff alerts patrons of storm and tornado warnings. Staff will escort patrons to the basement when severe weather alert sirens sound or radio alerts warn of an approaching storm. In the event a patron is unable to get to the basement, they should be taken to a safe location within the library until the emergency passes.
3. Fire: Do not panic, but do not underestimate the potential danger. Clear the building of patrons. Immediately call 911. Determine the location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. All staff should be familiar with the location of fire extinguishers and how to use them. Library staff will participate in an annual fire drill. Personnel should familiarize themselves with the type, location, and application of the fire extinguishers in the building.
4. Health Emergency: Common sense should prevail. Library staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. It is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. The ambulance/police will be called immediately in the event of a serious problem. No medication, including aspirin, should ever be given to the public.
5. Water Emergency: In the event of a water emergency (flood due to sprinkler malfunction, pipe break, toilet overflow), call the city and/or utility companies to have water and gas shut off.
6. Bomb Threats: Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If possible, quietly ask another staff member or patron to call 911 from another line and clear the building in a calm manner.

If the caller doesn't indicate the location of the bomb or the time of possible detonation, **ASK FOR THIS INFORMATION.** Pay particular attention to background noises such as

motors running, background music and any other sounds, which may indicate the location from which the call is originating. Pay particular attention to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call 911 and clear the building, if this has not yet been done, and wait for the authorities outside the building.

## H. BEHAVIOR POLICY

1. Patrons will be respectful of library property and not disruptive to other library patrons. Any patron who becomes unruly or disruptive will be asked to leave the library. In the event that the patron refuses to leave, local authorities will be notified.
2. No food or beverages will be allowed in the library area except for when furnished by the library during a library sponsored event.
3. The use of tobacco products of any kind is prohibited in the library or Lied Auditorium.
4. Firearms are not allowed in the library building.
5. Patrons engaging in loud, lengthy or frequent cell phone conversations will be asked to step outside during their calls.
6. Skateboarding and bike riding off library property structures is prohibited. Skateboarding or bike riding on library grounds, except for when used as transportation to and from the library is prohibited.

Any patron who feels unfairly treated should make a written complaint to the library director. If a satisfactory resolution is not achieved, the matter will be taken up with the Library Board.

## LIED AUDITORIUM USE POLICY

Arrangements can be made in advance if keys to the auditorium will be needed. If necessary, renters will be given a key to enter the Center street entrance, along with the tool which will enable both the Center Street and back door entrance to remain unlocked for guests. There will be access to restrooms and drinking fountain in the hall area. After the event and upon locking the doors, keys can be left either on the kitchen counter, dropped in the outside book drop or brought to the library the following day. If there are any issues or concerns, see the library staff or contact Cindy Simeon, Library Director at 402-368-8056.

For an additional fee of twenty five dollars (\$25), renter may request that library personnel set up/ take down tables and chairs.

If the renting group prefers to set up/taking down tables & chairs, please note the following:

**Room Set-up:** Tables and chairs are located in the closets on the east wall of the auditorium. Please handle the chair carts with care to prevent damage to the doors and walls. Tables need to be CARRIED OUT to the desired location. Please DO NOT drag tables across the floor. Table cloths are located in the closet by the west wall. (There will be a charge of \$1 per table cloth, with a maximum charge of \$15). When returning the tables to the carts, please face table tops toward each other to prevent surface damage. Table cloths can be placed in a trash bag (located in the kitchen) or box and left in the auditorium or kitchen.

**Lights/Power/AC & Heat:** There are separate panels of light switches located on the west wall which control/dim the overhead, screen and west wall lighting. Outlets are located throughout the room, along with floor panels to access outlets in the middle of the room. The thermostat which controls the AC/Heat is located on the wall by the kitchen door. Instructions for its use are posted next to it.

**Decorations:** Pins/tacks may be used to hang lightweight décor and objects on the tack board/soundboard only located above the chair rail on the south, west and center walls. Hooks are located behind the top art rail to use with fine wire or fishing line for the support of heavier objects. Light tape can be used on the wood doors. PLEASE DO NOT USE TAPE, NAILS OR PINS ON THE WALLPAPER. Be careful to not lean ladders or heavy objects against the soundboard. It is the responsibility of the renting group to remove all decorations and displays used for their function.

**Equipment:** Use of the microphone w/ podium, microphone w/stand, speakers and projector is available upon request. Renters should make arrangements prior to the function for care and use of the projector.

**Grand Piano:** Upon prior request, the use of the Grand Piano by responsible patrons and guests is allowed. The key is available at the circulation desk. The piano is on wheels and may be carefully moved to an appropriate location. The piano cover can be temporarily stored in a closet or behind the center wall. This piano is not a toy, and we ask that children not use it unless under the supervision of an adult. Whether the piano is being used or not, PLEASE DO NOT PLACE ANY OBJECTS ON THE PIANO.

**Kitchen:** Pre-prepared food and beverages are allowed. The renter shall have access to the kitchen from the auditorium for storage and light prep work, and may also have use of the refrigerator/freezer, and other kitchen equipment, linens and utensils. We ask that you do not use the oven or stove

without prior permission. There are trash cans in the kitchen marked accordingly, along with a garbage disposal for most food waste. Please be sure that the kitchen is clean and in proper order when you leave. If needed, trash bags should be tied off and left in the cans, or set inside by the back door for library/city personnel to dispose of. Leave any dish towels and cloths in the laundry basket.

**Alcoholic Beverages:** The use or consumption of alcoholic beverages for private or public events is permitted only after the following procedures have been met:

1. Approval from Library Board as agenda item at regularly scheduled monthly meeting
2. Approval from Tilden City Council as agenda item during regularly scheduled monthly meeting
3. Special Designated License (SDL) obtained through retail license holder (min 10 days prior to event). License and retail fees will apply.

The Raymond A. Whitwer Tilden Public Library bears no responsibility for personal injury sustained by members, guests or invitees of the individual or organization renting the auditorium, nor the responsibility of lost or stolen property. The renter or renting group assumes responsibility, financial or otherwise, for any damages to the auditorium or equipment incurred while in use for the scheduled function.

No group or organization using the auditorium shall discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability status in providing use of the Lied Auditorium.

#### **AFTER FUNCTION CHECK LIST:**

- Trash and waste are cleared and disposed of accordingly
- Tables are wiped off and/or table cloths removed
- Floor is cleaned of any large debris or spills
- Tables and chairs are returned to their location (if renting group is responsible)
- Decorations and displays, along with tacks, pins and tape are removed
- Kitchen equipment/utensils are cleaned and returned to their location. Kitchen is clean
- Food/beverage items are removed from refrigerator
- Kitchen appliances and other equipment are unplugged and/or turned off
- Lights in kitchen and auditorium are turned off
- AC/Heat is turned to the OFF setting (see instructions next to thermostat)
- Check restrooms – toilets are flushed and not running, lights are turned off
- Front and back doors are locked from the inside by using appropriate tool.
- Check doors from the outside upon leaving to be sure they are locked

## PUBLIC INTERNET ACCESS / COMPUTER LAB POLICY

To fulfill its mission of providing each individual with equal and adequate access to informational resources, The Raymond A. Whitwer Tilden Public Library (herein referred to as The Tilden Public Library) provides free Public Internet Access to its patrons, community members, and guests of the library.

The internet consists of information and resources on a wide range of topics and subject matter, contributed and provided by an infinite number of individuals and organizations globally. Users should be aware that not all information available through the Internet is accurate, complete, up-to-date, legal, factual or authoritative, and is not warranted by the Tilden Public Library as such. Users must be responsible for verifying the accuracy of any material they choose to use. The Tilden Public Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet, or any communications sent through the library's Internet terminals. The library does not monitor an individual's use of the Internet; nor does the library currently employ filtering software; however measures have been taken to block harmful and inappropriate information, specifically visual depictions of material deemed obscene or pornographic.

Users are asked to abide by the following **Acceptable Use Policy** and laws:

- Users may not use library computers for viewing, sending or receiving materials which may be determined to be harmful to minors as defined by State of Nebraska Statutes Section 28-807(6).
- Users may not use library computers for viewing, sending or receiving materials which may be determined to be obscene as defined by State of Nebraska Statutes 28-807(10).
- Users may not violate licensing agreements and copyright laws (Title 17, United States Code).
- Library computers may not be used for inappropriate network usage including unauthorized access (hacking) or unauthorized disclosure, use and/or dissemination of personal identification information, or for any degree of cyber-bullying.
- User will not attempt in any way to alter, damage, abuse or sabotage computer equipment or software, alter configurations or install any software.
- Users are asked to be respectful of others around them and to keep distractions at a minimum. Altercations, antagonizing, and bullying in the computer lab will not be tolerated.
- No food or drink of any kind will be allowed into the computer lab.

The Internet access computers are located in the computer lab, which is a public area for use by Library guests of all ages, backgrounds, sensitivities and values. Users are expected to consider this when accessing potentially controversial information and images, and respect that not all content is philosophically acceptable to all individuals.

Library staff has the right to request computer users to vacate the lab if their behavior is unacceptable. Abuse or violation of the **Acceptable Use Policy** will result in a loss of internet privileges. Committing illegal violations as defined by State of Nebraska Statutes will result in permanent loss of Internet privileges at the Tilden Public Library and may also result in financial liability and/or criminal charges. Police will be notified of any Child Pornography accessed.

Sixth grade youth or younger must either be accompanied in the computer lab by a parent, or guardian 18 years or older, or submit to the circulation desk a signed permission slip from a parent or legal guardian in order to use the Public Internet Access computers. Library staff has the option to verify permissions slips at any time. At the end of the school year, students who have completed the sixth grade will be regarded as seventh grade students. Non-internet access computers, equipped with learning & entertainment software, and Microsoft Office programs are available for children and minors as an alternative to the computers in the computer lab. These are located in the children's section of the library.

Parents are strongly urged to read and discuss with their children information on internet safety. Free brochures on this subject are located in the Library.

Public Access Internet computers are available for use by library patrons and non-patrons. Seventh grade users and older will be asked to read the Public Internet and Computer Use Policy, and sign a statement of responsibility. Parents or guardians of sixth grade students or younger will assume all responsibility for the use of the Internet by his or her child, and agrees to hold the library harmless from any and all liability that may occur from the use. Computer users or the parents/legal guardians of users are responsible for the repair/replacement of hardware or software damaged from misuse or abuse while using library computer equipment.

Computer lab users are asked to sign in with their name and time on the designated sheet before accessing the computers. Non-patrons and/or persons unfamiliar with library staff will be asked to show a valid picture ID upon signing in. Users are guaranteed 30 minutes of computer usage time. The use time may be extended if there are no others waiting to use a computer. Since any data or work cannot be saved on the computers in the lab, users may bring their own discs, flash drives or other storage devices in which to save data. Downloading executable software or programs will not be allowed, however, users may bring in discs, flash drives or storage cards to work from. Headphones are available from the circulation desk, and will be returned to the desk after use.

The Computer lab is available during regular library business hours; however, the lab will close 15 minutes prior to the closing of the library.

### **Wireless:**

Free wireless Internet access is available throughout the library and Lied Auditorium. The wireless internet access we offer is unfiltered. While using this free service, you agree to abide by the library's **Internet Acceptable Use Policy**. Your access to wireless service is conditioned on legal and appropriate use. Activities conducted online through this service shall not violate any applicable law or regulation or the rights of the Tilden Public Library, or any third party.

The library's wireless network is unsecured. Information sent to and from your notebook/laptop computer or other wireless device may be captured by anyone else with a wireless device and the appropriate software. Do not use it for sensitive information such as personal banking, shopping, or any website that requires a special log in.

The library assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the library's wireless access.

The Tilden Public Library reserves the right to modify these policies if circumstances warrant.

## V. MATERIALS SELECTION / COLLECTION DEVELOPMENT POLICY

### A. OBJECTIVES

The purpose of the Library is to provide all individuals in the community with carefully selected books and other materials in various formats to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Library Board and are integral parts of this policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

### B. RESPONSIBILITY FOR SELECTION

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the library board. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

### C. CRITERIA FOR SELECTION

1. The main points considered in the selection of materials are:

- a. individual merit of each item
- b. popular appeal/demand
- c. suitability of material for the clientele
- d. existing library holdings
- e. budget
- f. format
- g. reviews

2. Reviews are a major source of information about new materials. The primary source(s) of reviews are:

- a. The Library Journal
- b. Ingram and/or library's book vendors
- c. Best Seller lists
- d. Guide to Reference Books
- e. Publisher's and jobbers catalogs
- f. Patron requests

- g. Newspapers, radio, TV, or other media publicity
- h. Internet sources
- i. Standard lists

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

### 3. Controversial Formats

The Library attempts to present high quality works on all sides of any controversy, current or historical. It believes that books are vehicles of thought and that their censorship represents a violation of freedom of thought which is an implied part of freedom of speech.

- a. Religion: Materials will be selected which represent equally the fundamental concepts and beliefs of various religions. Also selected will be materials on comparative religions, Biblical interpretations, church history, religious education and all types of inspirational literature. Individuals with greater needs for in-depth materials will be served through Interlibrary Loan.
- b. Politics and Campaign Literature: The library recognizes a particular responsibility to provide material representing all points of view concerning political issues. The library does not purchase or accept for dissemination slanted campaign literature for a particular candidate's background and platform.

## D. INTERLIBRARY LOAN

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

## E. MATERIAL GIFTS

- 1. The library welcomes and appreciates gifts and donations.
- 2. Gifts such as art objects, portraits, antiques or other permanent displays will be evaluated by the library director and library board as to their appropriateness for the library
- 3. The library accepts gifts of books and other materials with the understanding that they will be only be added to the collection if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can place them in the used book section with proceeds going to the Tilden Library Foundation to benefit the library. The director may also dispose of them as he/she sees fit. The same criteria of selection which

are applied to materials purchased are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor

#### F. WEEDING

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. Every attempt will be made to fulfill the State Accreditation guideline to weed 3% of the collection each year. This ongoing process of weeding is the responsibility of the library director, authorized by the library board and carried out by the library staff. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

#### G. MATERIAL CHALLENGES OR CONCERNS

1. The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.
2. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. The librarian's role as reader advisor is to know and interpret materials on request, not to monitor selections.
3. Collections are provided for children; however the staff will not restrict the use of adult library materials according to the patron's age, with the exception of age appropriate movies where the library will follow the Parental Guidance Suggested ratings and practices.
4. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

#### H. CHALLENGED MATERIALS PROCEDURE

The library is a unique institution charged with being an unbiased repository of recorded expression. Although materials are carefully selected, differences of opinion regarding suitable materials may arise. While the library board has delegated the responsibility for selection and evaluation of library materials to the director and such staff as he/she may designate, they have the legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution.

1. Customers with complaints or requests that material be withdrawn or restricted within the collection should initiate the following procedures:

- a. Complete a *Citizen's Request for Reconsideration of Library Materials* form which can be found at the circulation desk.
- b. Return the completed form to the director for review and gather background information necessary
- c. The director will bring the matter to the attention of the board, along with her/his recommendation.
- d. The board will review the matter at a regular scheduled or emergency meeting, depending on the time frame involved, and vote with as little delay as possible.
- e. The board and/or director will issue a formal response in writing to the complainant and the appropriate action taken if deemed necessary.