



**RAYMOND A. WHITWER
TILDEN PUBLIC LIBRARY**

LIBRARY POLICIES

Revised and approved by the Tilden Library Board on April 8, 2024

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.

MISSION STATEMENT

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II. BY-LAWS OF THE LIBRARY BOARD

- A. THE LIBRARY BOARD will consist of five (5) members appointed by a majority vote of the members of the City Council. Members will serve for a term of four (4) years according to the schedule set forth by the City Council. Board members shall serve no more than two (2) consecutive terms, unless appointed initially to fill a vacancy.

In cases of vacancies by resignation, removal, or otherwise, a new member will be chosen to fill such vacancy for the unexpired term, at which time the new member will be appointed during City Council meeting at beginning of service, then again when their actual term begins. Members must also be reappointed when their 2nd term begins.

Members may reside within the Tilden City limits, Elkhorn Valley School District or Madison County and Antelope County and rural areas. Neither the Mayor nor any member of the City Council shall be a member of the Library Board. No member shall receive any pay or compensation for services as a member of the Library Board.

B. QUALIFICATIONS OF BOARD MEMBERS

The Board as a whole should represent a broad spectrum of community interests, occupations, and areas. A Board consisting of diverse viewpoints assures that the library will serve the total community. The competence necessary to fulfill all Board responsibilities should be present in the composition of the Board as a whole.

1. Each member should strive to have:
 - 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. Collectively the Board should strive to have:
 - a. Business management and financial knowledge and/or experience.
 - b. Contacts with community leaders and organizations.
 - c. Diversity in age, race, and gender.
 - d. Occupational diversity.
 - e. Political awareness.
 - f. Varied socio-economic backgrounds.

C. RESPONSIBILITIES OF THE LIBRARY BOARD

1. The Library Board governs the operation of the library in accordance with Nebraska State Laws through written policies. The Library Board is responsible for creating policies, reviewing and revising them, and enforcing them with the assistance of library personnel.

2. The Library Board shall select a competent and qualified Director, establish compensation according to the position and duties required of that position, and remove this person at the pleasure of the Board.
3. Board members share with the director the responsibility for representing and advocating 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.
4. The Library Board works for adequate financial support for the library.
5. The Library Board studies and supports legislation to improve library services.
6. The Library Board attends all regular meetings of the Board whenever possible. Three successive unexcused absences from board meetings shall constitute grounds for the removal of a board member.
7. As required by the Nebraska Library Commission, the Library Board of trustees must participate, collectively, in twenty hours of continuing education (CE) during each three-year certification period, through webinars, seminars, workshops, lectures and conferences.

D. MEETINGS

1. Regular Board meetings are to be held on the second Monday of each month, the day before a regularly scheduled City Council meeting. When the second Monday falls after a scheduled City Council meeting date, the Board will meet on the first Monday of that month provided advance notice to the public. 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 December meeting: a President, Vice-president, and Secretary.

III. PERSONNEL

A. EMPLOYMENT POLICY

1. Library personnel will adhere to the guidelines, rules and procedures as outlined in the City of Tilden Personnel Policy in accordance with State Statutes.

B. EMPLOYEE CLASSIFICATION

1. The Library Director position is full-time consisting of 40 hours per week and entitled to benefits provided by the city, to include PTO, bereavement days, paid holidays, retirement, and medical insurance or Aflac (if desired).
2. Library staff positions are part-time, regularly working less than 35 hours per week, with no benefits offered other than those required by law.

C. LIBRARY DIRECTOR DUTIES AND RESPONSIBILITIES

1. The Library Director must be certified by successfully completing Basic Skills courses and earning a total of 45 continuing education credits. (Basic Skills courses are not required for a hired Director with a master's degree in library science). Certification will be renewed every three years upon earning 45 CE credits during the recertification period.
2. The Library Director carries out present policies of the Library Board, attends all Board meetings as technical advisor to the Board, recommends possible changes in policy and calls the attention of the Library Board to any questions, problems, or areas of concern with which the Board might be helpful.
3. The Library Director will be responsible for the daily operation of the library and all its services and supervises proper physical maintenance and appearance of the library.
4. The Library Director recommends the employment of necessary staff and assigns duties to them. Supervision, training, and scheduling of such staff is the responsibility of the Director.
5. The Library Director prepares, submits, and maintains all reports as required by the State and local government, and Library Board.
6. The Library Director understands local and state laws pertaining to libraries and personnel, and actively supports library legislation at state and national levels.
7. The Library Director affiliates with state, national and regional professional organizations and attends as many organization meetings, workshops, and training as possible.
8. The Library Director maintains financial records of all purchases, expenditures, and revenue and presents a financial report at each Board meeting.

9. The Library Director is responsible for and oversees the selection of library materials and the inventory of the library collection.
10. 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.
11. 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.
12. The Library Director vigilantly pursues grant opportunities and applies for those appropriate for funding of library needs.

D. STAFF / PROFESSIONAL DEVELOPMENT

1. As outlined by the Nebraska Library Commission, the Library Director, library staff and trustees are required to attend continuing education opportunities to sustain their continuing education (CE) credits and 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 as determined by the Tilden City Clerk and approved by the Library Board.

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 personnel 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 suggestions for improved services, and to ask for help in obtaining volunteers to assist with library programs.
4. 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

1. The library is open forty-four hours per week:

Monday – Friday:	10:00 am - 6:00 pm
Saturday:	10:00 am - 2:00 pm
Sunday:	CLOSED

2. The library may close for most, if not all, Federal holidays which are observed by the City of Tilden.

C. CIRCULATION

1. **Patron Privileges and Responsibilities:**

When patrons apply for a library card, they are granted full library privileges and agree to two conditions: (1) all information given on the application is correct and kept current; and (2) they accept full responsibility for all items borrowed on the card number and agree to pay all charges for damaged, or lost items. If they permit the use of their card number by another person, they are responsible for that use. Borrowers are registered without charge. A current driver's license may be requested as proof of residency for those who reside outside of the Tilden City limits. As a borrower, they may have 5 items (printed material, puzzles, & audio books), and/or 2 movies checked out at any one time. The library may at any time limit the quantity of material checked out if deemed necessary. Length of borrowing time is outlined below. A "HOLD" can be placed on any item. Additional quantity and time arrangements will be provided for Home-School families; Elkhorn Valley Schools; library personnel; and other libraries.

Books (print & audio) and Puzzles: These items can be borrowed (checked-out) for a two-week period, after which they will automatically be renewed for another two-week period, unless they are on hold for another patron.

Magazines: Current and back issues of magazines can be borrowed for a one-week period and may not be renewed. Earlier return is encouraged to allow use by others. Back issues of magazines are kept in the library's collection for a minimum of one year.

DVDs: DVD movies can be borrowed for a one-week period and may not be renewed. Earlier return is encouraged to allow use of the DVDs by others.

2. **Overdue Material:**

Library members have the privilege of checking out material, at no cost to them. The library does not charge fines for overdue material; however, it is the responsibility of the patron to be considerate of this privilege and return all items by the dates they are due. Attempts will be made to remind and notify patrons of overdue materials. The continued failure to acknowledge or respond to these attempts may result in the suspension of library privileges. Since mistakes can be made by both the library and the borrower, it is in the best interest of the patron to discuss any discrepancies with library personnel. Considerations may be given to those who make the effort to discuss or resolve an overdue issue.

3. **Lost or Damaged Material:**

Replacement costs will be imposed on borrowed items which have been lost or damaged, and charges will reflect current replacement costs. If preferred, the borrower may choose to replace the lost or damaged item themselves.

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 through the Nebraska Library Commission and cooperates with other libraries in order to locate and procure books and material for patrons when not available in the library collection.
2. The library recognizes that books and materials be accessible to all patrons. Prior arrangements can be made for delivery and pickup of material to patrons of Westwood Homes, Prairie View Assisted Living Center and area shut ins.
3. The library is a member of a consortium through the Nebraska Library Commission and Nebraska Overdrive. Patrons are entitled to borrow and download books and audio books through this Nebraska Library e-book system at no charge. The link for eBooks can be found on the library website or by downloading the current app onto a device.
4. The library offers a used book section for anyone wishing to purchase a used book. Donated and discontinued library books help build the used book section, with proceeds going to the Tilden Library Foundation to help fund library related needs.
5. The Lied auditorium is available for private and public functions, meetings, workshops, seminars, events, and programs. The number of persons present at an event in the auditorium shall not exceed the official stated capacity. Library Sponsored events shall have priority. Childcare services are the responsibility of the renter and not provided by the library. 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. See Lied Auditorium User Policy on pages 15 - 16.

F. BEHAVIOR POLICY

1. Patrons will be respectful of library property and not be 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. Food or beverages are not allowed to be brought in or consumed in the library area except for when authorized and/or furnished by the library, or during library sponsored events.
3. Smoking or vaping of any kind is prohibited in all areas of the library building and Lied Auditorium.
4. Firearms are not permitted 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 from 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.
7. Unattended Children: Children are encouraged to use the library as a place of study and inquiry. The library encourages parents, guardians, and caregivers to use the library with their children. Children aged 8 and under must be accompanied at all times by a responsible party. Pre-teens and any child not able to travel alone must be picked up prior to closing. Disruptive juveniles may be asked to disperse at the librarian's discretion. Parents are responsible for the behavior of their children; guardians and caregivers are responsible for the behavior of the children in their care. The library is not responsible for the safety or security of children left unattended.
8. Photographs and videos are allowed to be taken inside the library. Any photos taken of children aged 17 and under will require a photo release consent form signed by their parent or guardian.
9. 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.

G. FINANCES

1. The Library Board members advocate for adequate financial support for the library.
2. The Library Director prepares and submits to the City an annual expense and revenue library budget in consultation with and approval from the Board. Along with the Director, the Library Board shares the responsibility for the prepared budget and will defend it at budget hearings if needed.
3. The Library Director prepares and submits to the City Clerk an approved monthly expense report, accompanied by copies of invoices for all purchases and expenditures. The Director will also submit to the City Clerk revenue collected from library services; auditorium rent; grants; Federal, State and County funding, and miscellaneous income to be deposited in the city account for the library.

4. The transfer of funds from the Library Money Market account to the City account for library purposes will be approved by the Library Board and will require signatures from two City Council members.

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. Snowstorms: 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 will alert patrons of pending storms and/or tornado warnings. If it is not advisable for patrons to leave, staff will escort patrons to the basement or a safe location within the library when severe weather sirens sound or there are alerts of approaching storms, until the emergency passes.
3. Fire: Do not panic, but do not underestimate the potential danger. Clear the building of patrons and immediately call 911. Determine the location and extent of the fire. If the fire can be contained and extinguished quickly and safely by staff, proceed to do so. Library staff will participate in an annual fire drill and familiarize themselves with the type, location, and application of the fire extinguishers in the building. Fire extinguishers will be routinely certified.
4. Health Emergency: Emergency services will be called immediately in the event of a serious problem. Library staff members should exercise caution when administering basic 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. No medication, including aspirin, should ever be given.
5. Utilities Emergency: In the event of a water (due to sprinkler malfunction, pipe break, toilet overflow) or gas leak, call the city and/or utility companies to have water or 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 phone and clear the building in a calm manner. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

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.

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 (verbal, print, online)

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.

2. 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 can 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 Director and staff will refrain from injecting their own political views as it pertains to the ordering of materials for the library collection. The library does not purchase or receive for distribution, biased 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, the interlibrary loan service 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 may 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 apply 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 / REMOVAL OF MATERIAL

An up-to-date, appealing, 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 (remove) 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 material children read 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 specifically 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, with the exception of age-appropriate movies where the library will follow the Parental Guidance Suggested ratings, 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 Library Director for review and gather background information necessary.

- c. The Director will bring the matter to the attention of the Library 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 on it with as little delay as possible.
- e. The Board and/or Director will issue a formal response in writing to the complainant and appropriate action will be taken, if deemed necessary.

See Appendix IV for *Citizen's Request for Reconsideration of Library Materials* form.

VI. LIED AUDITORIUM USE POLICY

Arrangements can be made in advance if keys to the auditorium are needed. If necessary, renters will be given a key to enter the Center Street entrance, along with the door wrench which will enable both the Center Street and back door entrance to remain unlocked for guests. There will be access to restrooms and drinking fountains in the hall area. After the event and upon locking the doors, keys can be left either on the kitchen counter, dropped into the book drop in front of the building, 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 402-368-5306 during library hours, or 402-368-8056 after hours.

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

Setting up the Room:

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. Tablecloths are available and are located in the cabinet in the small meeting room. (There will be a fee for the use of our tablecloths: \$35 for 1-10, \$50 for over 10). Used tablecloths can be placed in a trash bag (located in the kitchen) or box and left in the auditorium or kitchen. When returning the rectangular tables to the carts, please face the tabletops toward each other to prevent surface damage. All tables and chairs should be returned to their original locations unless other arrangements have been made.

Lights/Power/AC & Heat: There are separate panels of light switches located on the west wall which control and 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 located above the chair rail on the south, west and center walls. Light tape can be used on the wood doors. PLEASE DO NOT USE TAPE, NAILS OR PINS ON THE WALLPAPER. Be careful not to lean ladders or heavy objects against the soundboard. It is the responsibility of the group renting the auditorium to remove all decorations, pins, and displays used for their function.

Equipment: Use of the microphone w/podium, microphone w/stand, and projector are available upon request. Prior to the function, renters should make arrangements with the Library Director for care and use of this equipment.

Grand Piano: Upon prior request, the use of the Grand Piano by responsible patrons and guests is allowed. The piano key must be requested. The piano is on wheels and may be carefully moved to an appropriate location. The piano cover can be temporarily stored in a closet. 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 along with use of the refrigerator/freezer, and other kitchen equipment including microwave, coffee urns, linens, and utensils. We ask that you do not use the oven or stove without prior permission. There is a trash can located in the kitchen, along with a garbage disposal for most food waste. Please dispose of garbage bags in the large garbage

container located outside in the back of the library building, on the alleyway. Do not over-fill the garbage bags as they will not fit into the container outside. If the container is full, if possible, take your bags to the city dumpster to discard. Please be sure that the kitchen is clean and in proper order when you leave. Leave any dish towels and cloths in the laundry basket. TAKE ALL LEFT-OVER FOOD/BEVERAGE ITEMS WITH YOU. PLEASE DO NOT LEAVE THEM IN THE REFRIGERATOR.

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 City of Tilden and the Raymond A. Whitwer Tilden Public Library bear no responsibility for personal injury or contracted disease sustained by members, guests, or invitees of the individual or organization renting the auditorium, nor any responsibility of lost or stolen property. The renter or renting group assumes all liability, financial or otherwise, for any damage 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:

An After Function Check List will be provided for renters to complete and sign at the end of their event. Once completed and signed the list can be left in the auditorium or the kitchen.

The Tilden Public Library and Library Board reserves the right to modify library policies if circumstances warrant.

Revised and approved by the Tilden Library Board on April 8, 2024.

VII. PUBLIC INTERNET ACCESS: COMPUTER LAB AND WI-FI USE 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.

Internet access computers are located in the computer lab and are available for use by the public. All computer lab users are asked to sign in with their name and time on the designated sheet before accessing the computers. Frequent users will be asked to read the Public Internet and Computer Use Policy and sign a statement of responsibility which will be kept on file. Computer users or the parents/legal guardians of children aged 17 and under are responsible for the repair/replacement of hardware or software damaged from misuse or abuse while using library computer equipment. The computer lab is available during regular library business hours, however the lab will close 15 minutes prior to the closing of the library.

Data or work cannot be saved on the computers in the lab; therefore, 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 at the circulation desk and will be returned to the desk after use.

Library staff has the right to request computer users to vacate the lab if their behavior is unacceptable. Abuse or violation of the **Internet 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.

Free Wi-Fi access is available throughout the library and Lied Auditorium. Although the Wi-Fi access we offer is filtered, while using this free service, you agree to abide by the library's **Internet Acceptable Use Policy**. Your access to this Wi-Fi 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 Wi-Fi network is unsecure. Information sent to and from your notebook/laptop computer, tablet, phone, 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.

In compliance with the Children's Internet Protection Act (CIPA), a filtering system is in place for the computers and wireless access supported by the library.

The library is a public area for use by 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.

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

A. INTERNET USE PERTAINING TO CHILDREN

Children between the ages of 13 – 16 who wish to access the internet on the lab computers or Wi-Fi service (including laptops, tablets, phones, or other wireless devices) will need to have an *Internet Parental Consent* form completed and signed by both the child and parent, or legal guardian, on file at the library. *Internet Parental Consent* forms will be available at the library or printable from the library website at www.tildenlibrary.org. Library staff reserve the right to verify the validity of an *Internet Parental Consent* form at any time.

Children 16 and under who have an *Internet Parental Consent* form on file will be allowed access to the computer lab and/or Wi-Fi service for a maximum time limit of 2 hours per day and will be required to sign in upon each visit. If at any time internet efficiency is compromised by the number of users, it will be at the discretion of the library staff to limit access and/or ask children to end their internet session.

Children under the age of 13 who wish to use the computer lab or Wi-Fi service must be accompanied by a parent, or guardian 18 years or older in the lab at all times while in use.

Parents or guardians of children 16 years and younger will assume all responsibility for the use of the Internet by his or her child and agree to hold the library harmless from any and all liability that may arise from the use. All rules and regulations stated in our standard **Internet Acceptable Use Policy** must be followed.

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.

Non-internet access computers, equipped with learning & entertainment software, and Microsoft Office programs are available for children as an alternative to the computers in the computer lab. These are located in the children's section of the library.

B. INTERNET ACCEPTABLE USE POLICY

All Internet / Wi-Fi users in the library are asked to abide by the following **Internet Acceptable Use Policy** and laws:

- Users may not use library computers or Wi-Fi service 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 or Wi-Fi service 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 or Wi-Fi service 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.
- Computer lab users will not attempt in any way to alter, damage, abuse or sabotage computer equipment or software, alter configurations or install any software.
- Users in the computer lab are asked to be respectful of others around them, quiet, and to keep distractions at a minimum.

- Phone conversations should be conducted outside of the lab unless it is necessary for computer usage.
- Altercations, antagonizing, and bullying in the computer lab will not be tolerated.
- No food or drink of any kind will be allowed in the computer lab.

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; however, measures have been taken to block harmful and inappropriate information, specifically visual depictions of material deemed obscene or pornographic.

The Tilden Public Library and Library Board reserves the right to modify library policies if circumstances warrant.

Revised and approved by the Tilden Library Board on April 8, 2024.

I. LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

II. FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural in a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means of making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters, values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to

determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and spoke. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

III.

**RAYMOND A. WHITWER TILDEN PUBLIC LIBRARY
COMPUTER LAB / INTERNET ACCESS PARENTAL CONSENT FORM**

Minors 13 through 17 years of age who wish to access the internet on the computer lab computers and/or Wi-Fi service (including for laptops, tablets, phones or other wireless devices) will need to have a Parental Consent Form on file at the library.

After reading the Raymond A. Whitwer Tilden Public Library **Public Internet Access: Computer Lab and Wi-Fi Use Policy**, please complete this form to indicate that you agree with the terms and conditions as stated. The signatures of both the minor user and parent/guardian are required before access may be granted to Tilden Public Library Internet services. This document, which includes the **Public Internet Access: Computer Lab and Wi-Fi Use Policy**, reflects the entire agreement and understanding of all parties.

MINOR USER:

As a user of the library's computer network and Internet access services, I have read and hereby agree to comply with the **Public Internet Access: Computer Lab and Wi-Fi Use Policy**.

MINOR'S SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

AGE: _____ DATE OF BIRTH: _____

PARENT / LEGAL GUARDIAN:

As parent/legal guardian of the minor signing above, I grant permission for _____ to access the library's networked computer services through the Internet, social media and electronic mail. I have read agree to the **Public Internet Access: Computer Lab and Wi-Fi Use Policy**, and I understand that I may be held responsible for violations by my child. I understand that some materials on the Internet may be objectionable; therefore I agree to accept responsibility for guiding my child and conveying to her/him appropriate standards for selecting, exploring, and/or sharing information and media. In exchange for the opportunity for my minor child to participate, I agree to hold the Raymond A. Whitwer Tilden Public Library harmless, and indemnify it against any harms that I or my minor child may suffer as a result of this unrestricted access.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ CITY: _____ STATE: _____

HOME / CELL PHONE: _____

IV.

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Library Board of the Raymond A. Whitwer Tilden Public Library has delegated the responsibility for selection and evaluation of library resources to the Library Director and has established reconsideration procedures to address concerns about those resources. If you wish to request reconsideration of public library resources, completion of this form is the first step in the procedure. Please return this completed form to the Library Director of the Raymond A. Whitwer Tilden Public Library. Thank you.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ email Address: _____

Do you represent yourself _____ or an Organization _____

1. Resource on which you are commenting:

Book _____ DVD _____ Display _____ Magazine _____ Library Program _____

Newspaper _____ Electronic information/network (please specify) _____

Other _____

Title: _____ Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? _____ Yes _____ No

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Are there resource(s) you suggest which provide additional information and/or other viewpoints on this topic?

SIGNATURE OF COMPLAINANT _____