

VALLEY PUBLIC LIBRARY POLICY

The following policies were prepared by the board of trustees of the public library and serve as a directive of the board as to the operational policy of the library.

Mission Statement: *The Valley Public Library provides free service to residents of Douglas County, both adult and children, without discrimination of race, religion, age or gender, in order that they have the opportunity to educate themselves continuously and have the availability of recreation and lifelong learning through print and digital media, computers, and internet. Its objective is to meet and/or exceed minimum standards as described in 'Standards for Public Libraries in Nebraska' which is published by the Nebraska Library Commission. The function of the library is to assemble, organize and circulate books and related materials.*

MATERIALS SERVICE & FEES

Use of Library Materials: Within the library the use of all materials is free to the citizens of Valley, as well as every resident of Douglas County.

The Valley Public Library honors the right of privacy policy. Each cardholder is issued a number for checkout purposes. Home use privileges are free to all residents of Valley and Douglas County upon being issued a library card (ref. Municipal code 1-1205). The use of the library or its services may be denied temporarily at the discretion of the library.

Circulation Policies: **Checkout:** Most materials – 4 weeks (limit 20)

Magazines – 1 week (limit 5)
DVDs – 1 week (limit 3 DVDs; minors must have parent or guardian permission on file to check out DVDs)
Games & Puzzles – 4 weeks (limit 3; minors require the presence of a responsible adult)
Microscope kits – 14 days (see Appendix 3 for restrictions)
E-reader(s) – 4 weeks (limit 1 e-reader; see Appendix 4)

Fines: All materials - \$0.05 per day, maximum \$2.50

You may not check out materials or place holds if there is a fine in excess of \$1 on your account.

Fine Free Saturday: Items brought back to the library on Saturday will not be subject to late fees, but may be subject to replacement fees.

Fines for torn, marked or otherwise damaged books shall be assessed. Books damaged beyond repair are to be paid for at replacement cost (ref. Municipal code 1-1206). A patron who is delinquent for the cost or replacement of a book will be denied all library privileges including the use of computers

Interlibrary Loan Policy: The interlibrary loan policy adopted by the Valley Public Library, as described in Interlibrary Loan Code for Nebraska published by Nebraska Library Commission.

Services: The library staff will provide assistance for people to obtain the information they seek. The library will conduct a summer reading program. The library will endeavor to work with school librarians, teachers, daycare centers and community organizations.

Copy Machine Fees: Black & white copies and computer printouts are \$.15 each. Colored copies are \$.50 each. Faxes are \$1.00 per page. **Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.**

Lamination Fees: \$1.00 for each full-page lamination sheet, \$.50 for each I.D. size lamination.

HOURS & CLOSURES

Hours: The library is open thirty-five hours per week. The librarian or assistant librarian shall determine opening or closing the library for special reasons.

Holiday Closure: The Valley public Library is closed the following days: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve (1/2 day), Christmas Day, and one additional City employee discretionary holiday to be determined by the Mayor. Additionally, when a City employee holiday falls on a Saturday, the preceding Friday is observed as a holiday and the library will be closed.

Weather Related Advisories: In the event of a tornado warning, all patrons will be escorted to the tornado shelter which is the vault located in the reception area.
The library may close before or during a significant weather event at the discretion of the librarian.

FACILITY

- Weather Related Advisories:** Regular scheduled meetings of the Valley Library Board of Trustees, The Friends of the Valley Public Library and the Valley Foundation may be held at the library. Meeting space is available for small business, civic and community groups and educational events provided there is no interference with normal library function. All meetings and events will require prior approval with the librarian. Special events should not interfere with normal library function. Religious or political events are not allowed.
- Television Use Policy:** Television broadcast may be used in conjunction with library programming, or in the event of noteworthy local or national events or emergencies at the discretion of the librarian.
- Dog Policy:** Dogs which are securely carried or kept on a leash at all times are welcome in the library.
- Display and Distribution of Free Materials:** The purpose of this policy is to regulate the use of the bulletin boards and other information display areas in Valley Public Library.
- Materials produced by the library which provide information on library programs, events, or services may be displayed on bulletin boards, at the desks, and in other display areas in the library. Because there is limited **space for display and distribution of free literature, library staff may** exercise discretion in displaying other materials.
- All postings will be approved at the discretion of the Library Director or designated library staff considering availability of space.
 - Materials not related to the library, its support organizations or the City of Valley may only be posted on the bulletin board and at the designated display area for non-library information.
 - Political campaigning and notices advocating, promoting, or fundraising for partisan political issues are not allowed.
 - Non-profit, cultural, educational, humanitarian, self-help, employment, special events and promotions for local (Valley) businesses and organizations, and other community service postings for events or activities may be displayed for limited periods of time up to 30 days. Library staff will be responsible for removing notices. Notices will not be returned to the sponsoring organizations.
 - Space constraints may warrant restrictions on size of posting.
 - The bulletin boards are located in a public space, so postings must be appropriate for viewing by all ages. No nudity or profanity is allowed.

- The Library reserves the right to restrict the geographic area from which materials will be accepted and to determine the frequency with which material may be posted for the same group.
- Use of the library's bulletin boards does not imply endorsement by the Valley Public Library of the events or services posted..

**Library
Phone
Use Policy:**

The Library Phone is not for public use. Exceptions to this policy are at the discretion of the librarian or staff.

INTERNET

**Internet
Access &
Computer
Use Policy
Statement:**

The Valley Public Library provides the opportunity for residents of Douglas County to experience lifelong learning through the use of literature, book CDs, computers, and other media. To bring the power of information to all residents, access to public computers is offered to those patrons with library cards in good standing. Patrons using the public computers should observe the following considerations:

1. Check in at the desk every time.
2. 30 minute time limit when others are waiting.
3. Do not interrupt another patron. If you have a question or problem, go to the desk.
4. No talking, humming, singing, etc. If you are working with someone, whisper if necessary.
5. Silence cell phones, and move phone conversations to another area.
6. Keep headset audio volume low enough that it does not disturb others. (If someone complains, it is too loud.)
7. No food or drink in computer area with the exception that cups with lids are allowed at the adult computers.
8. Children's computers are only available by permission. With the exception of parents/caregivers assisting children, adults are generally not permitted in the children's computer area when children are present.

Failure to observe these guidelines may result in your being asked to leave the library.

**Internet
Use
Policy:**

1. Restriction of a minor's access to the Internet is the responsibility of the parent or guardian. Parents are encouraged to work closely with children in selecting resources and supervising their child's Internet sessions. Use of the Internet by minors (8-18 years of age) in the absence of the parent or guardian must be approved by a parent or legal guardian by submitting the Parental Approval for Internet Use by Minors form (Appendix 1). Parents must come in to the library to sign

this form. Children under the age of 8 are not allowed to use library computers.

2. The Valley Public Library reserves the right to implement software and hardware control mechanisms. However, with the implementation of these controls there is no guarantee that all inappropriate content will be inaccessible. Currently, filters/blocking technology which attempts to protect against obscenity, child pornography or materials harmful to minors are in operation. Users are responsible for the choice of sites they visit; however, library employees will conduct casual monitoring of patron's Internet usage.
3. The Library will attempt to prevent inappropriate network usage to the highest possible extent. Inappropriate usage includes (a) unauthorized usage also known as "hacking" and other unlawful activities, (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors, (c) unauthorized usage that jeopardizes the security access of the computer network or other networks on the internet, and (d) uses that involve the transmission or retrieval of threatening, obscene or harassing material.
4. For the safety and security of minors, select social networking sites will not be available on the youth computers. The following sites will be blocked at each computer: Facebook, Instagram, Twitter, Tumblr, Flickr, and MySpace.
5. Minors with signed Internet permission who are at least twelve years old may choose to use the adult computers rather than the youth computers.
6. Failure to comply with the Internet Use Policy as defined may result in the loss of library privileges. Unlawful activities will be dealt with in accordance with library policy and/or established law, which may include referral to law enforcement agencies.
7. Library patrons are required to use personal headphones when listening to audio files.

**Wireless
Internet
Access
Policy:**

Valley Public Library offers wireless connection to the Library's internet service. If you are bringing your own laptop and wish to use the Library's internet connection you must supply headphones if you plan to use audio files.

Please note:

The library staff cannot assist you with your laptop.

The library does not accept the liability of handling your equipment.

By choosing to use this free wireless service, you agree to abide by the library's internet access policy, which policy states the limitations of the

library's internet access, your responsibilities for using that access and describes acceptable and unacceptable uses.

By using the wireless service, you also acknowledge that you understand that the use is at your own risk and the library is not responsible for any damage to your computer.

The library's wireless network is not secure. Information sent from or to the laptop can be captured by anyone with a wireless device and the appropriate software.

The library assumes no responsibility for the safety of equipment.

Printing capability is not available on the wireless network.

PATRONS

Patron Responsibility And Conduct Policy:

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and privileges of other patrons.

If a patron creates a **public nuisance**, that patron may be restricted from the library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Proper dress is required in the library, including shoes and shirt.

The Valley Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of the unsupervised children in the library. Therefore, it is library policy that a parent or designated responsible person while in the library must accompany all children under age eight (8). Also if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program. Parents are responsible for their children at all times while in the library; if appropriate behavior is not maintained, the family may be asked to leave by a staff member.

Children of all ages are encouraged to use the library for homework, recreational reading and program attendance.

The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children

(whether with parents or not) who are continually disruptive will be given a warning that s/he must settle down or s/he will be asked to leave the library. If after a **second warning** the child continues to be disruptive, s/he will be asked to leave the library.

If the child needs to contact a parent, they may do so and then wait with a staff member until the parent arrives. (At no time will library personnel transport the child.)

Lost and found items will be donated or otherwise removed after 30 days.

ACQUISITION POLICY

In addition to the circulating and non-circulating materials collection, acquisitions may include decorative and functional furnishings and art on the interior or exterior of the building. This policy is intended to address the acquisition of such items through purchase or donation.

An advisory committee (appointed by the president of the Board of Trustees) made up of representatives from the Board, the Friends of the Library, and the Foundation will be established. The librarian serves on the committee in an advisory role and is a non-voting member. The function of this committee will be to make recommendations to the board concerning the purchase or acceptance as well as deaccessioning of functional or decorative furnishings and other art. In addition to consideration of usefulness, aesthetics, and condition of items, the committee will uphold ethical standards concerning all applicable laws. Advisory committee members should be free of personal bias in considering donated items. The representatives of this committee will serve a term of two years with no limitations as to how many terms they wish to continue to serve. The terms will begin in January and run through December of any given year. The committee should meet on a as needed basis.

Gifts: All monetary donations will be accepted. Acceptance of all other donations is at the discretion of the librarian. If materials are donated that cannot be used in the library collection they will be turned over to Friends of the Library for their annual book sale which benefits the library.

Gifts to the library (or items and materials purchased with monetary donations to the library) are the property of the library. When such items and materials no longer benefit the library and serve patrons in the manner in which they were intended, they will be deaccessioned upon the recommendation of the advisory committee. With the exception of books/materials offered for sale through the Friends of the Library, deaccessioned items will not be given or sold to members of the library board, the advisory committee, or the library staff.

Monetary donations for specific items, including books and other circulating and non-circulating materials, should be given to the Friends of the Valley Public Library or to the Valley Public Library Foundation. Gifts made directly to the library cannot be designated. Gifts will be recognized with a note and, if appropriate, a bookplate or small plaque.

Collection Development

Literary Collection: The librarian shall be ultimately responsible for the selection and purchase of books and materials which best meet the interest and needs of the area under the conditions of the Library Bill of Rights and Freedom to Read Statement of the American Library Association, Pg. 9.

The library Mission Statement sets forth the goal of providing books and other materials to patrons “in order that they have the opportunity to educate themselves continuously and have the availability of recreation and lifelong learning...” The goal of the library, therefore, is to maintain a collection that provides materials for recreation and education for all of our patrons.

Censorship: The library upholds the Freedom to Read Statement. If there should be any complaints, the complainant must first file the written complaint form with the librarian. The form and material in question will then be reviewed and discussed at a meeting of the librarian, board of trustees and the complainant. A decision will be made by this group as to whether the material should remain on the shelf until a final decision is made.

The responsibility for developing and maintaining the library's collection is delegated to the Director. The following will be considered in maintaining the collection:

1. Circulation statistics. The library maintains a record of circulation and makes an attempt to provide and keep materials that patrons use regularly.
2. Popular demand. In an attempt to provide materials that are relevant to this community, patron requests (informal or through interlibrary loan statistics) are given serious consideration, although are subject to the other general criteria.
3. Popular appeal. The librarians stay abreast of current trends and follow book release lists and bestseller lists.
4. Professional recommendations. The librarians read and evaluate recommendations and reviews from professional journals and other sources.
5. Appearance and quality of material. Materials will be repaired to the extent feasible, and decisions on replacement will be governed by other general criteria. Other quality criteria include, but are not limited to, strength and style of writing and currency of information.
6. Intended audience, relevance of subject.
7. Local or regional author or subject.
8. Significance of author/creator.
9. Cost of purchase or maintaining.

10. Available space or other limitations of the library regarding material format.
11. Balance of collection. This applies to balancing viewpoints as well as a balance of materials for different intended audiences.
12. Duplications. The library may purchase/keep multiple copies of popular materials, but once demand has subsided duplications will be deaccessioned.

The above points apply to new material purchases and donations of new or used materials. In order to keep the collection attractive and current, the collection is periodically evaluated for de-selection (“weeding”). The librarians will follow the above points and accepted professional guidelines (such as CREW), with adjustments as necessary for this specific community, in removing materials from the collection. Gift materials, including memorials, are subject to weeding guidelines.

The library cannot accept publishers’ advance copies of books.

Cemetery Board materials: We store locally produced Cemetery Board materials in a designated cabinet. These will be non-circulating items which are open to public inspection when requested.

GOVERNANCE & PROCEDURES

Librarian: The board of trustees and the city council determines the librarian’s salary schedule. Vacation time and sick leave is governed by the city ordinance, which is applicable to all city employees (ref. Personnel Manual Section VIII: Leaves).

Staff Guidelines: Library staff and board are encouraged to belong to the Friends group. However, current staff members and board members should not be officers in the Friends group or the Foundation in order to avoid possible conflicts of interest.

Board of Trustees: The board of trustees is made up of five (5) members serving terms as designated by city ordinance. The selection and duties of the trustees are also defined in this ordinance (ref. Municipal code 1-1201).

Public Relations & Publicity: The librarian will periodically submit news items to the Douglas County Post Gazette. Notice of meeting dates is posted as appropriate one week prior to the meeting date.

Evaluation: An evaluation of the library’s operations and policy will be made annually and revised as needed.

Fire: Do not panic, but do not underestimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by

staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

**Health
Emergen-
cies:**

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. Without specialized training 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 Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problems.

No medication, including aspirin, should ever be dispensed to the public.

**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 the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music and any other sounds, which may indicate the location from which the call is originating.

Patriot Act: If law enforcement (FBI) should enter our library and want to search our library with a subpoena, the person working at the time will follow this procedure. The person will first get in touch with the mayor, who will in turn contact legal counsel and the chief of police.

If a warrant is issued for a search, however, the person working at the time will abide with their request. The person will still get in contact with the mayor/legal counsel/police chief.

The person in charge should not reveal any information to anyone about the search other than to the mayor/legal counsel/police chief.

Appendix 1: Parental Consent Form

Use of Computers and Internet by Minors

Valley Public Library

There are many beneficial sites on the Internet that youngsters should be able to use; however, because the Valley Public Library cares about the safety of its youngsters and believes that parents/guardians are the parties best suited for guiding their youngsters in the use of the Internet, a parental consent form is required.

I give my consent for _____ to be allowed to use the children's computers in the library and to access the internet through these computers. I understand that while there are filters on these computers that prevent minors from accessing social networking sites and other content, the library cannot actively supervise all internet use by patrons, including minors.

Note: Minors with signed Internet permission who are at least twelve years old may choose to use the adult computers rather than the youth computers.

By signing this form I indicate that I have read the library's internet use policies and agree to be responsible for my child's compliance with these policies.

Child's name (please print)

Child's date of birth (month/day/year must be included)

Parent or guardian's name (please print)

Address

Phone number

Parent or guardian signature

A separate form must be completed for each child.

Appendix 2: Request for Reconsideration of Library Materials

The library board of Valley 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. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library materials, please return the completed form to the librarian.

Name:

Date:

Address:

City:

State:

Zip:

Phone:

Email:

Do you represent self? YES or NO Organization?(please name the organization)

Resource on which you are commenting:

Book **Audio Recording** **Other (please specify)**

Video/DVD **Newspaper**

Display **Electronic information/network
(please specify)**

Magazine

Library Program

Title:

Author/Producer:

What brought this resource to your attention:

Have you examined the entire resource?

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

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

Signature

Date

**Appendix 3: Microscope Kit Circulation Policy and User Agreement Form
Valley Public Library**

In order to sign out a microscope kit from the Valley Public Library, patrons must be at least 18 years old and have a current Valley Public Library account in good standing (no fines or billed items). Microscope kits must be picked up and returned inside the library during library hours. Patron will need to show a driver's license or another government-issued I.D. and sign a user agreement. Attendance at a brief scheduled orientation session is required. If the patron is unable to attend scheduled orientation sessions, an individual orientation may be substituted at the time of checkout. (Timing of individual orientations will vary depending on staff availability, so please be prepared to wait 15-20 minutes.) Checkout period is 4 weeks and is renewable unless the item is on hold.

User Agreement

I agree to return this kit and all listed contents to the Valley Public Library within the checkout period (may be renewed contingent upon availability). I agree to be responsible for paying for lost or damaged microscopes and other contents of the kit.

Signature_____

Patron ID_____

Library staff initials & date_____

<p>Attach copy of driver's license or ID here</p>

**Appendix 4: E-reader Circulation Policy and User Agreement Form
Valley Public Library**

In order to sign out an e-reader from the Valley Public Library, patrons must be at least 18 years old and have a current Valley Public Library account in good standing (no fines or billed items). E-readers must be picked up and returned inside the library during library hours.

Checkout period is 4 weeks and is renewable unless the item is on hold.

User Agreement

I agree to return this device and all listed contents to the Valley Public Library within the checkout period (may be renewed contingent upon availability). I agree to be responsible for paying for loss or damage of the device and other contents of the kit.

Signature_____

Patron ID_____

Library staff initials & date_____